

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: May 17, 2016

Consent

Regular

Ordinance

Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Emergency Management

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **Adopt** a resolution of the Board of County Commissioners of Palm Beach County, Florida approving the 2016 Palm Beach County Comprehensive Emergency Management Plan (CEMP).

Summary: As required by Florida Statute, Chapter 252, the Division of Emergency Management has revised the County's CEMP that was previously approved by the Board of County Commissioners on December 20, 2011. The CEMP outlines how the various departments and agencies, both public and private, will discharge their responsibilities for providing direction and control during any large-scale disaster affecting Palm Beach County. Revisions to the 2016 CEMP compared to the 2011 CEMP include a modification to the core hazards facing the County (reduced from 14 to 12), updated descriptions of various coordinating procedures, hazard specific plans, and incident support plans. The 2016 version has also been written with the Emergency Management Accreditation Program (EMAP) standards in mind. Countywide (DC)

Background and Justification: The CEMP establishes the framework to ensure that Palm Beach County will be adequately prepared to deal with all hazards threatening the lives and property of Palm Beach County citizens. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, municipalities, and other agencies in a disaster. The plan also coordinates response and recovery activities with other governmental agencies, voluntary organizations active in disasters, and the business community. The CEMP unifies the efforts of these groups by using a comprehensive approach to reduce the effects of a disaster. This document parallels state and federal operational plans and describes how local, state, and national resources will be coordinated to supplement local response and recovery capability. The CEMP is a National Incident Management System (NIMS) compliant plan. This document was prepared over a one-year period and has been approved by all responsible agency directors and supporting municipal jurisdiction representatives. The CEMP is in compliance with the criteria established by the State of Florida, Division of Emergency Management.

Attachments:

1. Resolution
2. 2016 Updated Comprehensive Emergency Management Plan
3. Determination of Compliance Letter from the State of Florida
4. 2016 PBC Comprehensive Emergency Management Plan Revision Highlights

Recommended By: Stephanie Seimore 4/26/16
Department Director Date

Approved By: [Signature] 5-9-16
Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	<u>0*</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ADDITIONAL FTE POSITIONS (Cumulative) _____ 0 _____ 0 _____ 0 _____ 0 _____ 0

Is Item Included In Current Budget? Yes ___ No ___

Budget Account Exp No:
Rev No:

B. Recommended Sources of Funds/Summary of Fiscal Impact:
* There is no fiscal impact associated with this agenda item at this time.

Departmental Fiscal Review: Stephanie Lemke

II. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature]
OFMB

[Signature] 5/5/16
Contract Administration
5/4/16 To

B. Legal Sufficiency:

[Signature] 5/9/16
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, APPROVING THE 2016 PALM BEACH COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, on December 20, 2011 the Board of County Commissioners approved the 2011 Palm Beach County Comprehensive Emergency Management Plan; and

WHEREAS, in compliance with Florida Statute, Chapter 252, the Division of Emergency Management has performed a review and update of the County's 2011 Comprehensive Emergency Management Plan; and

WHEREAS, the 2016 Palm Beach County Comprehensive Emergency Management Plan incorporates various updates and changes that are required to proactively plan for large scale disasters and replaces the 2011 Comprehensive Emergency Management Plan; and

WHEREAS, the 2016 Palm Beach County Comprehensive Emergency Management Plan has been approved by the State Division of Emergency Management as required by Florida Statutes Chapter 252 and Florida Administrative Code Section 27P-6.0023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. The above recitations are true and accurate and incorporated herein.
2. The 2016 Palm Beach County Comprehensive Emergency Management Plan is hereby approved and attached hereto.
3. This resolution shall be effectively immediately upon adoption.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the motion passed as follows:

Commissioner Mary Lou Berger, Mayor	_____
Commissioner Hal R. Valeche, Vice Mayor	_____
Commissioner Paulette Burdick	_____
Commissioner Shelley Vana	_____
Commissioner Steven L. Abrams	_____
Commissioner Melissa McKinlay	_____
Commissioner Priscilla A. Taylor	_____

The Mayor thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2016.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Assistant County Attorney

Attachment # _____ / _____

Page _____ / _____ of _____ / _____

Comprehensive Emergency Management Plan (CEMP)



**Palm Beach County
Public Safety Department
Division of Emergency Management**

**20 South Military Trail
West Palm Beach, FL 33415
561-712-6400**

This page intentionally left blank

RECORD OF CHANGES

Date	Description of Change	Page or Section	Posted By

This page intentionally left blank

PROMULGATION STATEMENT

With this notice, we are pleased to promulgate the 2016 Palm Beach County (PBC) Comprehensive Emergency Management Plan (CEMP); one of several plans published by PBC Public Safety Department (PSD), Division of Emergency Management (DEM). The CEMP is the framework for countywide preparedness, response, recovery and mitigation activities. It is the intent of the CEMP to provide a structure for standardizing plans countywide and to facilitate interoperability between local, state, and federal governments.

Normal day-to-day procedures usually are not sufficient for effective disaster response, as extraordinary emergency measures may have to be implemented quickly if loss of life and property is to be kept at a minimum. Emergency Procedures and actions to cope with the possibility of disaster occurrence are addressed in this Comprehensive Emergency Management Plan.

The CEMP is the guide for emergency prevention, protection, mitigation, response and recovery operations in all jurisdictions of Palm Beach County. Personnel and agencies assigned specific emergency responsibilities must have a working knowledge of functions and actions described therein and to be prepared to act in accordance with the plan itself.

In order for Palm Beach County’s emergency management system to reach and maintain the goals desired, it is necessary that each department/agency perform the following functions:

- Develop Standard Operating Guides (SOG) for the protection of personnel, equipment, supplies, and critical public records from the effects of disasters.
- Develop Coordinating Procedures to ensure the continuity of essential services that may be needed during and after disasters.
- Actively participate in emergency management related training and exercises conducted by the Division of Emergency Management (DEM).
- Establish policy and develop SOGs to carry out the provisions of the Palm Beach County Comprehensive Emergency Management Plan.
- Identify subject matter experts.
- Carry out those assignments addressed in the Palm Beach County Comprehensive Emergency Management Plan.

The Palm Beach County Division of Emergency Management shall be responsible for coordinating the preparation and continuous updating of the CEMP and will ensure that this Plan is consistent with similar federal, state, and municipal plans. This Plan will become effective upon official adoption by the PBC Board of County Commissioners (BCC).

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Verdenia C. Baker, County Administrator Palm Beach County	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Stephanie Sejnoha, Director Public Safety Department	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Bill Johnson, RN Director Division of Emergency Management
-------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

This page intentionally left blank

TABLE OF CONTENTS

PROMULGATION STATEMENT 5

EXECUTIVE SUMMARY 12

INTRODUCTION..... 15

PURPOSE 15

SCOPE 16

METHODOLOGY 17

REFERENCES & AUTHORITIES 19

SITUATION 21

PLANNING ASSUMPTIONS..... 21

HAZARDS ANALYSIS..... 21

Natural Hazards..... 22

Severe Weather 22

Floods 23

Agricultural Pests and Diseases 24

Fire..... 24

Communicable Diseases 24

Technological Hazards 25

Transportation Incidents..... 25

Hazardous Materials 25

Nuclear Power Plant..... 26

Dike Failure 26

Human-Caused Hazards 26

Domestic Security 26

Workplace/School Violence 27

Mass Migration..... 27

DEMOGRAPHIC INFORMATION 28

Population..... 28

Special Needs Population 28

Farm Workers 29

Tourist Population 29

Non-English Speaking Populations 29

Transient Population 29

Manufactured Home Residents..... 29

Inmate Population..... 30

GEOGRAPHIC INFORMATION 30

ECONOMIC PROFILE 32

SPECIAL EVENTS 33

CRITICAL FACILITIES 33

DAILY OPERATIONS 35

DAILY (NON-EMERGENCY) COUNTY ORGANIZATIONAL STRUCTURE 35

DEM ORGANIZATIONAL STRUCTURE..... 37

PREPAREDNESS ACTIVITIES 38

Mitigation..... 38
Continuity of Operations..... 39
Public Awareness & Education 39
Training & Exercise..... 40
Technology Management..... 41
Agreements & Contracts..... 41
Grant Administration..... 42
Radiological Emergency Preparedness..... 42
Chemical Preparedness Program..... 43
Emergency Medical Services Program..... 43
Special Needs Program..... 43
Duty Officer Program..... 44
County Warning Point 44

TRANSITIONAL/ACTIVATION ACTIVITIES..... 45

EVENT ESCALATION 45
NON-DECLARED DISASTER EVENTS..... 45
DECLARATION OF A LOCAL STATE OF EMERGENCY 45
EOC ACTIVATION..... 46
 EOC Activation Levels..... 46
NOTIFICATION & WARNING 47
 All-Hazards Threat Recognition System 47
 Alert & Notification..... 47
 Public Warning 48
 Municipal Partner Notifications & Warning..... 48

CONCEPT OF OPERATIONS..... 49

CONTROL & COORDINATION 49
 Emergency County Organizational Structure..... 49
 Line of Succession for an Emergency Declaration..... 49
 Emergency Operations Center..... 49
 Emergency Operating Areas 50

ROLES AND RESPONSIBILITIES..... 53

EXECUTIVE POLICY GROUP 53
UNIFIED COMMAND 53
LEAD AGENCIES 55
SUPPORT AGENCIES 56
PUBLIC INFORMATION UNIT..... 57
EMERGENCY INFORMATION CENTER (EIC)..... 57
 Digital Information Support Center (DISC) Unit 58
SAFETY OFFICER..... 58
MILITARY SUPPORT 59
LIAISON OFFICER..... 59
PLANNING SECTION 60
 Situation Unit 61
 Documentation Unit..... 62

Resource Unit..... 62
Demobilization Unit..... 63
Fusion Center Unit..... 63
Technical Specialist Unit..... 64
ADMINISTRATION/FINANCE SECTION..... **64**
Claims and Compensation Unit..... 65
The Time Unit..... 65
The Cost Unit..... 65
OPERATIONS SECTION..... **65**
Recovery Branch..... 67
 Damage Assessment Unit..... 68
 Housing Unit..... 68
 Business and Industry Unit..... 68
Infrastructure Branch..... 69
 Transportation Unit..... 69
 Public Works Unit..... 69
 The Energy Unit..... 70
 The Debris Management Unit..... 70
Emergency Services Branch..... 71
 The Firefighting Unit..... 71
 The Search and Rescue Unit..... 71
 The Hazardous Materials Unit..... 72
 The Law Enforcement Unit..... 72
Human Services Branch..... 73
 The Mass Care Unit..... 73
 The Health and Medical Unit..... 73
 The Food and Water Unit..... 74
 Animal Services Unit..... 74
 Unmet Needs Unit..... 75
 Special Needs Unit..... 75
Emergency Operating Area Branch..... 76
 EOA Municipal Unit..... 76
LOGISTICS SECTION..... **76**
Services Branch..... 78
 Human Resources Unit..... 78
 Volunteers and Donations Unit..... 78
 Emergency Operations Center Support Unit..... 78
Support Branch..... 79
 Communications Unit..... 79
 Fleet and Fuel Unit..... 79
 Procurement Unit..... 79
 Facilities Unit..... 80
 Base Camp Unit..... 80
Distribution Branch..... 80
 County Staging Area Unit..... 80
 Bulk Distribution Unit..... 81

POD Unit 81

RESPONSE ACTIONS **83**

Operational Priorities 83

LIFE SAFETY **83**

Emergency Life Saving Measures 83

Protective Actions 83

Evacuation 84

Shelter-In-Place 86

Quarantine 86

Isolation 86

Curfew 87

Restrict Alcoholic Beverages, Firearms, or Flammable Substances 87

Vulnerable Populations Coordination 87

Shelter Coordination 88

Special Transportation Assistance Program 90

Re-Entry 90

INCIDENT STABILIZATION **93**

Emergency Provision of Essential Services/Commodities 93

PROPERTY PROTECTION **94**

ENVIRONMENTAL PROTECTION **94**

RESTORATION OF ESSENTIAL SERVICES/FUNCTIONS **94**

PARTNER COORDINATION **95**

Planning and Reporting 95

Flash Reports 95

Situation Reports 95

Incident Action Planning 95

Planning Cycle 96

Tactics Meeting 98

Planning Meeting 98

Operational Period Briefing 98

Resource Management 99

Resource Identification and Gap Analysis 99

Resource Acquisitions 100

Resource Storage 101

Resource Tracking/Accounting 102

Damage Assessment Process 102

Rapid Impact Assessment 103

Initial Damage Assessment 104

Preliminary Damage Assessment 104

RECOVERY ACTIVITIES **105**

SHORT TERM RECOVERY PHASE **105**

Habitability Assessment 105

Disaster/Interim Housing 105

Types of State or Federal Assistance 106

Request for Public Assistance 106

Project Worksheet Development 107

Reconstruction and Temporary Permitting Services 108

Request for Individual Assistance 108

SBA Loans 111

Disaster Recovery Centers 111

Community Relations Teams 112

Mitigation Funding 113

HAZARD MITIGATION **114**

Mitigation Assessment 114

TRANSITION FROM RESPONSE TO RECOVERY **117**

APPLICANTS’ BRIEFING **117**

KICK-OFF MEETING **117**

PROJECT WORKSHEET **118**

Recovery Operations Center (ROC) 120

LONG TERM RECOVERY PHASE **121**

ACRONYMS **123**

GLOSSARY **125**

APPROVAL DOCUMENTS BCC AGENDA ITEM **137**

This page intentionally left blank

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure Palm Beach County will be adequately prepared to respond to, and recover from, any hazards that threaten the lives and property of residents and visitors of PBC. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, municipalities, constitutional officers, other taxing districts, nongovernmental organizations, and the private sector in a disaster. The CEMP defines the organizations (“Who”), their responsibilities (“What”) and points to supporting documentation to detail (“How”) these responsibilities will be implemented.

The CEMP is the guiding document for the County’s response to and recovery from a disaster. It is supported by additional plans and procedures including the *Local Mitigation Strategy (LMS)*, *Disaster Recovery Plan*, *Post Disaster Redevelopment Plan (PDRP)*, *Section Coordinating Procedures*, *Hazard Specific Plans (HSP)*, *Incident Support Plans (ISP)*, *program plans*, and *Standard Operating Guides*. Together, they provide the framework for all phases of emergency management.

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

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

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

This page intentionally left blank

INTRODUCTION

PURPOSE

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

While the CEMP acts as the overarching emergency plan, it is complemented by several types of plans that expand the guidance offered in this plan. These plans include the Disaster Recovery Plan, Local Mitigation Strategy, Post Disaster Redevelopment Plan, Section Coordinating Procedures, Hazard Specific Plans, Incident Support Plans, program plans, and Standard Operating Guides.

Recovery Plan: The Recovery Plan details a coordinated system for recovery operations, identifies the operational concepts, and provides an overview of organizational structures which will bridge the gap between the CEMP and the PDRP. The plan addresses policies that promote an expedited, all-hazards disaster recovery process among all stakeholders.

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

Post Disaster Redevelopment Plan (PDRP): The PDRP is intended to serve as a single source, countywide document to promote, assist, and facilitate post and pre-disaster decisions and actions relating to long-term community recovery, reconstruction, and economic redevelopment following major or catastrophic disasters.

Section Coordinating Procedures: Section Coordinating Procedures describe, by Section, the lead, support, and coordinating agencies along with their roles and responsibilities during all phases of emergency management. These procedures outline specific tasks that are standard to all County departments/divisions, municipalities, and partner agencies for any hazard. The Section Coordinating Procedures include job aids for each position within the Section, detailing the specific tasks they must complete during an operational period at the EOC.

Hazard Specific Plans (HSP): Each of the HSPs serves as the basis for effective response to a specific threatening hazard and outlines the roles and responsibilities unique to that hazard. Although there are more than 12 hazards in Palm Beach County as identified in the Local Mitigation Strategy, Palm Beach County has written plans for the 12 core hazards determined to be most likely to affect the County.

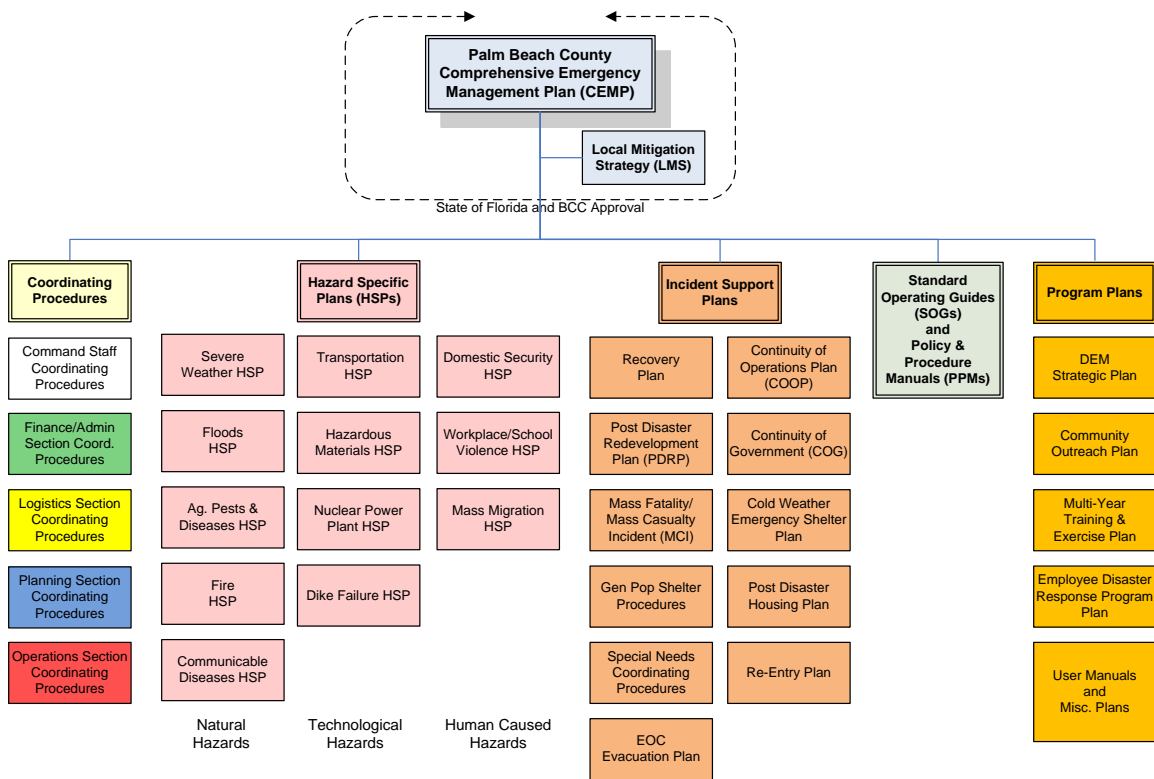
Incident Support Plans (ISP): ISPs support the response to emergencies and disasters. They include procedures that augment the procedures outlined within HSPs and other plans. Examples

of ISPs include the Mass Casualty/Mass Fatality Plan, Re-entry Plan, and the Continuity of Operations Plan.

Program Plans: Program plans support the day-to-day operations and County readiness. Some of these plans include the Computer Replacement Plan, Community Outreach Plan, and the Multi-Year Training and Exercise Plan (MYTEP).

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

Figure 1: Plans and the CEMP



11/16/2015
previous versions are obsolete

SCOPE

The CEMP establishes official emergency management policy for all county agencies, special taxing districts, and constitutional offices in response to, and recovery from, emergencies and disasters within the County. It also establishes the official emergency policies for those municipalities that have not developed and attained approval of their own CEMP in accordance with Rule 9G-6 and 9G-7 pursuant Chapter 252 of the Florida Statutes.

The CEMP allows for the flexibility and adaptability to provide the emergency organizational structure for all hazards, regardless of type or size, and identifies the roles, responsibilities, and lines of authority for that structure. In particular, there are twelve (12) Core Hazards which have

been identified as likely disaster events in Palm Beach County. Those Core Hazards are further described on pages 19-24 of this document.

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

METHODOLOGY

Authority: The DEM is the lead emergency planning agency which developed the basic planning policies, guides, and CEMP document. The CEMP is maintained by the Planning Manager, coordinated with all stakeholders countywide, and updated in accordance with Chapter 252, F.S. and consistent with all applicable criteria.

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

The CEMP was written following the latest Federal Emergency Management Agency (FEMA) Comprehensive Planning Guidance¹ with the input and advice from members of the PBC Emergency Management (EM) Team and other EOC staff. The EM Team meets on a bi-monthly basis to provide coordinated input in the preparation, implementation, evaluation, and revision of the Countywide Emergency Management Program. All municipalities and partner agencies are encouraged to attend these meetings.

In addition to the EM Team, EOC personnel are actively engaged in numerous meetings throughout PBC, the South Florida Region, and among all other disciplines to ensure that information is shared and coordinated for post-disaster response and recovery operations. The following is a list of committees and workgroups supported by the Emergency Management Team:

- 800 MHz Countywide Fire Rescue User's Group (observer)
- 800 MHz Countywide Law Enforcement User's Group (observer)
- 800 MHz Countywide Public Safety/Local Government User's Group
- Section/Branch/Unit Meetings
- CERT Organization of County CERTs Committee
- City Manager's Meeting
- Community Rating System (CRS) Users Group Committee
- Disaster Recovery Steering Committee
- Emergency Management TEAM Meeting
- Fire Chief's Association of Palm Beach County

¹FEMA *Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans*, v. 2.0, November 2010.

- Healthcare Emergency Response Coalition (HERC)
- League of Cities, Palm Beach County
- Local Emergency Planning Committee (LEPC)
- Local Mitigation Strategy (LMS) Steering Committee and Working Group
- Municipal EM Representatives group
- Palm Beach County & Municipal Historic Preservation Planning Committee
- Palm Beach County Association of Chiefs of Police
- Palm Beach County Citizen Corps Council
- Palm Beach County Disaster Recovery Coalition Executive Committee
- Palm Beach County FIRM Engineering Re-mapping Committee
- Palm Beach County REP and Preventative Radiological Nuclear Detection (PRND) Working Groups
- Palm Beach County WebEOC® Users Group
- Post-Disaster Redevelopment Advisory Committee
- Regional Domestic Security Task Force (RDSTF) for Region 7
- Regional Hazardous Materials Oversight Committee
- St. Lucie Nuclear Power Plant REP Taskforce
- State Emergency Response Coalition
- Statewide Radiological Emergency Preparedness (REP) Taskforce
- Urban Area Working Group (UAWG) / Urban Areas Security Initiative (UASI)

Adoption: The CEMP (Basic Plan) is adopted by Resolution of the PBC Board of County Commissioners (BCC).

Distribution: An electronic copy of the CEMP is available to all EOC staff present during EOC activations, partnering agencies, municipalities, and others upon request. It will be available in WebEOC® as well as the DEM public website for anyone desiring to electronically retain a copy of the document. In addition, printed copies shall be provided to the following: The Board of County Commissioners; County Administration; Public Safety Department Director; Division of Emergency Management Director; Section Chiefs of Administration/Finance, Logistics, Planning, Recovery, and Operations; Emergency Services Branch Director, Recovery Branch Director, Infrastructure Branch Director, Human Services Branch Director, EOA Branch Director, Service Branch Director, Support Branch Director, Distribution Branch Director; County Attorney; DEM Senior Staff; and the Public Information Officer.

Agency Responsibilities: The CEMP, as well as all DEM plans, were developed following the latest FEMA Comprehensive Planning Guidance through meetings with DEM staff and involved parties. Each Section is required to develop and update section-specific coordinating procedures that ensure consistency with the CEMP and define specific internal procedures. Copies of all section coordinating procedures are maintained in WebEOC® and stored at the EOC for reference.

Support documents: The CEMP is augmented by the Disaster Recovery Plan, PDRP and the LMS. The CEMP is further strengthened by various subordinate documents such as the Section Specific Coordinating Procedures, Hazard Specific Plans, Standard Operating Guides, partnering agencies' plans, the State of Florida CEMP, municipal CEMPs, and others.

Plan maintenance: The CEMP is a dynamic document that adapts to changes in policy, priorities, and needs, and will be updated as needed and in compliance with Florida statutes. A change to the plan does not require ratification by the Palm Beach County Board of County Commissioners unless there is a major change in policy. Authority for changes to this plan is delegated to the Director of the Division of Emergency Management, who is responsible for the coordination of changes with affected agencies, and after concurrence, may make changes to this plan. A Record of Changes, displayed at the front of this document, is used to record all published changes. All major changes will be routed to plan holders within 90 days of the promulgation of the change. In addition, *SOG PL-002 – Review and Maintenance of DEM Plans*, establishes a policy and procedure for the review and maintenance of all Division of Emergency Management Plans. The CEMP is maintained and updated as per the schedule found in SOG PL-002. Reference: *SOG PL-002 – Review and Maintenance of DEM Plans*.

REFERENCES & AUTHORITIES

Palm Beach County Local Resolutions and Ordinances:

- Resolution R-86-1573 – Authorization for the DEM Director to execute certain agreements
- Resolution R-89-384 – Declaration of a State of Local Emergency
- Resolution R-89-2127 – Designation of the DEM Director as coordinator of assistance in natural disasters
- Resolution R-91-1641- Peacetime Plan
- Resolution R-92-37 – Amending Municipal Code Chapter 9
- Resolution R-98-23 – Amending Municipal Code Chapter 9
- Resolution R-05-1587 – NIMS Resolution
- Resolution R-07-1427 – Sheltering agreement with School Board

Florida Statutes (F.S.):

- Chapter 22, Emergency Continuity of Government
- Chapter 23, Florida Mutual Aid Act
- Chapter 30, Sheriffs
- Chapter 125, County Government
- Chapter 154, Public Health Facilities
- Chapter 161, Beach and Shore Preservation
- Chapter 166, Municipalities
- Chapter 252, Emergency Management
- Chapter 381, Public Health
- Chapter 403, Environmental Control
- Chapter 406, Medical Examiners
- Chapter 409, Social Welfare
- Chapter 768, Good Samaritan Act
- Chapter 870, Riots, Affrays, Routs, and Unlawful Assemblies

Florida Administrative Code (FAC):

- 9G-2, State Comprehensive Emergency Management Plan, DCA
- 9G-5, Local Disaster Preparedness Agencies Approval of Local Director, DCA
- 9G-6, Review of Local Emergency Management Plans, DCA

- 9G-14, Hazardous Materials, DCA
- 9G-17, County Hazardous Materials Plan, DCA
- 9G-20, Facility Emergency Management Plans
- 9G-21, Hazardous Material Risk Management
- 9G-22, Local Mitigation Strategy
- 9J-5, Comprehensive Plan
- Florida State Executive Order No. 80-29, Disaster Preparedness, April 14, 1980

Federal:

- Public Law 81-920, Federal Civil Defense Act of 1950
- Public Law 84-99, Flood Emergencies
- Public Law 85-256, Price-Anderson CT (nuclear accident)
- Public Law 89-665, National Historic Preservation Act
- Public Law 93-288, Federal Response Plan
- Public Law 93-234, Flood Disaster Protection Act of 1973
- Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980
- Public Law 100-707, The Stafford Act
- 44, Code of Federal Regulations, The National Flood Insurance Program
- 29, Code of Federal Regulations
- Executive Order 11795
- Homeland Security Presidential Directive 5, NIMS
- Homeland Security Presidential Directive 8, Domestic Preparedness

Other:

- Administration/Finance Section Coordinating Procedure – 2013
- Command Section Coordinating Procedure – 2014
- Continuity of Operations Plan – 2013
- Disaster Recovery Plan – 2011
- Florida Emergency Mutual Assistance Compact – 1996
- Local Mitigation Strategy – 2015
- Logistics Section Coordinating Procedure – 2013
- Operations Section Coordinating Procedure – 2014
- PBC Debris Management Plan – 2011
- Planning Section Coordinating Procedure – 2014
- Post Disaster Redevelopment Plan – 2013

SITUATION

PLANNING ASSUMPTIONS

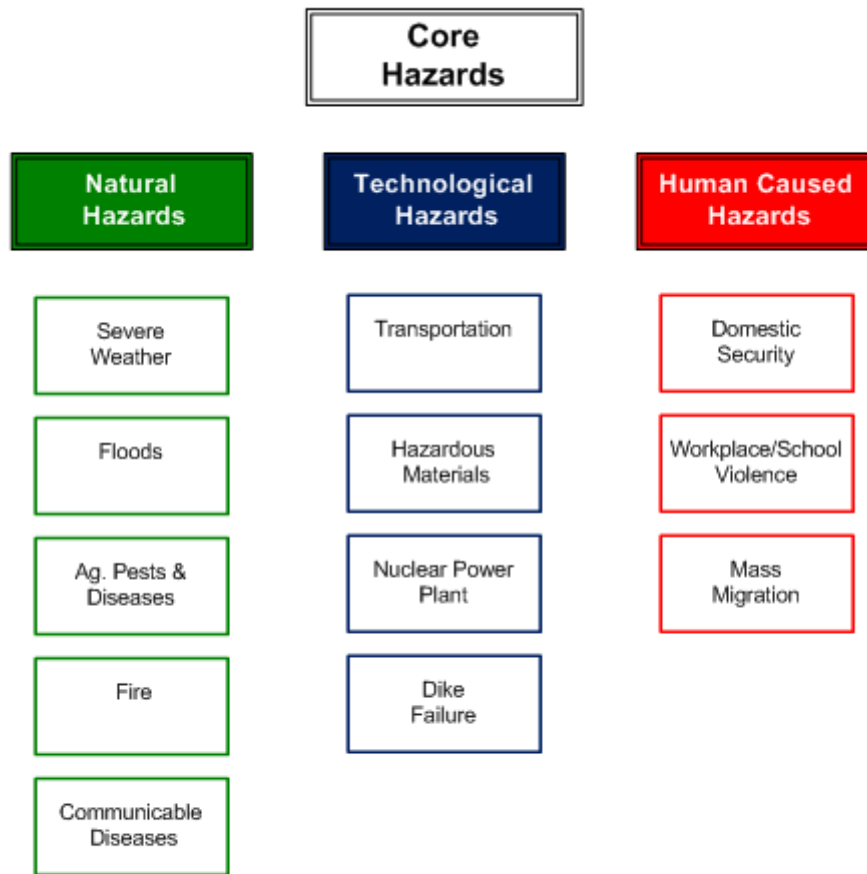
The following planning assumptions were considered in the development of this Plan:

- A disaster may occur with little or no warning, and may escalate rapidly.
- Disaster effects may extend beyond County boundaries and many areas of the State may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development.
- All organizations in Palm Beach County will continue to respond to disaster events utilizing SOGs of effective inter- and intra- organizational communications and/or internal resources until they are exhausted; necessitating mutual aid response requests.
- Disasters are managed locally. The Emergency Management command and control structure in Florida is based on a bottom-up approach of resource allocation; municipal to County EOC to State Emergency Operations Center (SEOC) and to the federal government, escalating to each level as resources are exhausted.
- Local municipalities will integrate with the County's operations in order for the response and recovery process to be effective.
- State Emergency Management will fulfill resource and mission requests in a timely fashion.
- Some form of communications will be available including communications with the SEOC.

HAZARDS ANALYSIS

Hazard identification, analysis and risk assessments are detailed in the LMS. They involve the identification of natural, technological, and human-caused hazards and assessments of risks to people, public and private property, structures and the environment. The LMS also details data and loss estimation projections and can be utilized in the post-event assessments to evaluate consequences for each of the hazard categories. (The full hazard identification and vulnerability analysis can be found in *Section 2.1.1 of the PBC Local Mitigation Strategy*). Palm Beach County has a State and FEMA-approved Local Mitigation Strategy, which expires on January 29, 2020.

Figure 2: Palm Beach County Core Hazards, Hazard Categories and Specific Hazards



NATURAL HAZARDS

SEVERE WEATHER

Hurricane/Tropical Storm: Florida is the most vulnerable state in the nation to the impacts of hurricanes and tropical storms. South Florida is particularly exposed to the dangers presented by hurricanes, due to its topography. The region is largely a flat, low lying plain. The potential for property damage and human casualties in PBC has been increased by the rapid growth over the last few decades, particularly along the coastline. Since 1886, 58 storms of hurricane intensity have passed within 125 miles of PBC. This represents an average of one hurricane every two years. Hurricane damage is caused by two factors: High winds and storm surge. (Discussed more under “flooding”)

Severe Thunderstorm/Lightning: A severe thunderstorm is defined as a thunderstorm containing one or more of the following phenomena: hail ¼" or greater, winds gusting in excess of 57.5 mph, and/or a tornado. Severe weather can include lightning, tornadoes, damaging straight-line winds,

and large hail. Florida leads the nation in the number of lightning strikes (about 12 strikes per square kilometer per year) and in lightning related deaths and injuries. Thunderstorms are common in PBC, and area residents are quite familiar with them and the severe weather they can bring. From January 2004 to July 2014, PBC experienced 90 thunderstorms with wind gusts over 50 miles per hour.

Tornado: A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is generated by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. While Florida ranks third in the United States in the number of tornado strikes, and the first in the number of tornadoes per square mile, the odds of a tornado striking any specific point in PBC are 0.004, or once per 250 years. A total of nine tornadoes were reported in south Florida in 2015, with an EF-0 rated event in the Delray Beach/Boynton Beach area on January 28, 2016. Source: MIAMI-SOUTH FLORIDA National Weather Service Forecast Office Winter Summary report dated March 3, 2016.

Extreme Temperatures: Temperatures that remain 10°F or more above the average high temperature for a region and last for several weeks are defined as extreme heat. In most cases, extreme heat affects those who do not have the ability to stay inside during extreme heat. Palm Beach County does not have a significant population of people that experience heat related injuries. While PBC enjoys warm weather through-out the years, freezing does occur, primarily in the months late December and January. Freezing conditions primarily affect agriculture and homeless indigents in PBC. If freezing weather does occur, PBC activates its cold weather shelter plan based on a designated wind chill and temperature threshold.

Drought: Drought originates from a deficiency of precipitation over an extended period of time, usually a season or more or a lack of water levels on the ground. Palm Beach County averages between 50-60 inches of rain a year. In the year 2000, there was less than 40 inches of rain. However, records illustrate rainfall often varies 20 inches above or below the annual average. This leads to the potential drought conditions. A few examples of direct impacts of drought are: reduced crop, rangeland, and forest productivity; increased fire hazard; reduced water levels; increased livestock and wildlife mortality rates; and damage to wildlife and fish habitats.

FLOODS

Aside from fire, floods are the most common and widespread of all natural disasters, accounting for ninety percent of all presidentially declared natural disasters. Florida, and especially PBC, are highly susceptible to localized flooding. The most common forms of flooding in PBC are rain induced inland flooding and storm driven coastal storm surge.

Palm Beach County averages over 60 inches of rain per year and more than 130 rain days, with most of it coming between the months of June and November. Because PBC is virtually flat, with most areas at or only slightly above sea level, even moderate rains can accumulate quickly.

AGRICULTURAL PESTS AND DISEASES

Most areas of Palm Beach County can be affected by invasive non-native pests and disease. This can be particularly damaging when major landscape plants, such as citrus trees are infected. Some areas of focus in Palm Beach County are the Everglades and agricultural areas in the Western part of the County. Nurseries and agricultural areas in the Southern part of the County, Loxahatchee, the Acreage, and Jupiter are also areas of concern.

Invasive pests and diseases have the potential to harm or cause problems for all of the residents and visitors of Palm Beach County. They could increase the costs of agricultural goods, cause damage to their landscaping, and negatively affect people's health and safety. Invasive pests and diseases could also cause long-term damage to the local ecosystem.

FIRE

Like the rest of the country, PBC is at a high risk for fires, both urban and wildfires. The biggest risk area in the County is the wild land urban interface area, which is the boundary where developed areas intermingle with undeveloped, natural areas. On average, Florida experiences the second highest number of wildfires in the country. Because Palm Beach County is located in the "lightning belt," residents and visitors must be cautious about wildfires as well as urban fires caused by lightning strikes. Some areas of focus in Palm Beach County are the muck land in and agricultural areas in the western part of the County. Nurseries and agricultural areas in the Southern part of the County, Loxahatchee, the Acreage, and Jupiter are also areas of concern.

The County's elderly and economically disadvantaged residents are at higher risks for bodily harm due to fires due to substandard housing, lack of smoke detectors, and physical impairments.

COMMUNICABLE DISEASES

2009 and 2010 saw the spread of the H1N1 virus throughout Palm Beach County. Vulnerable populations, such as the elderly, young children, migrants, and those with physical illnesses and impairments, live throughout the County. The DEM works closely with Florida Health - Palm Beach County (DOH) to mitigate against quickly spreading diseases and illnesses. Different options, such as mass vaccinations, sheltering-in-place, and quarantine are options to combat a contagious disease. Florida Health has planned for a contagious disease outbreak and is able to set up points of disbursement to provide vaccines and other medications such as Potassium Iodine (KI), antibiotics, and anti-viral medications. In addition, in 2014 the Ebola virus drew national attention with one suspected case in the County. DEM worked with Florida Health and other key stakeholders to develop a *Port of Entry Plan* that would mitigate against passengers coming into PBC affected with any communicable disease.

TECHNOLOGICAL HAZARDS

TRANSPORTATION INCIDENTS

Palm Beach County is a metropolitan, coastal community with an extensive, integrated complex transportation system that includes airports, seaports and extensive network of roadways. A transportation emergency is capable of crippling a metropolitan community such as Palm Beach County.

Air: PBC has several airports and helicopter pads throughout the County, Palm Beach International Airport being the largest. A comprehensive list of all airports and helicopter pads can be found in the hazard analysis section of the *Transportation HSP*.

Ground: PBC has multiple highways and major roads across the County, such as I-95, Florida's Turnpike, US-441, and US-1. These roadways are flanked by major population centers, residential and commercial developments, and large public gathering places including a baseball stadium, several shopping malls, civic center, residential neighborhoods, schools and universities, etc.

Rail: PBC has three major rail systems in the County. Florida East Coast (FEC) Railway is a Class II railroad which runs the entire length of PBC from north to south and carries only freight. CSX Transportation is a Class I railroad – one of three serving most of the East Coast. Tri-Rail is a regional rail line linking Miami, Fort Lauderdale, and West Palm Beach. This railway is primarily reserved for passenger trains. Tri-Rail shares its track with AMTRAK, who also has a station in PBC.

Maritime: PBC is home to the fourth busiest container port in Florida and the eighteenth busiest in the continental United States – The Port of Palm Beach. The port is a major nodal point for the shipment of bulk sugar, molasses, cement, utility fuels, water, produce, and break-bulk items.

Also within PBC, The Intracoastal Waterway has a good deal of commercial activity; barges haul petroleum, petroleum products, building materials, manufactured goods and foodstuffs. It is also used extensively by recreational boaters.

HAZARDOUS MATERIALS

Hazardous materials are ever-present in PBC and minor unintentional spills occur frequently. While the majority of these spills do not involve Extremely Hazardous Substances (EHS); they do have the potential to cause harm and thus require prompt response. The most prevalent hazardous materials incidents that occur in PBC, aside from fuel spills, are natural gas leaks, which have the potential for devastating consequences.

While rare, deliberate acts involving hazardous materials have occurred in the County. The most notable of these type incidents occurred in 2001 when a white powder containing anthrax spores was mailed to the AMI building in Boca Raton.

Coastal Oil Spills: PBC has over 45 miles of coastline subject to contamination by an oil spill. The responsibility for the preparation of response plans for large coastal oil spills lies with the Florida Department of Environmental Protection and the United States Coast Guard in collaboration with PBC Department of Environmental Resources Management (see *Hazardous Materials HSP*).

NUCLEAR POWER PLANT

Located north of PBC is Florida Power & Light's St. Lucie Nuclear Power Plant. In the rare event of a nuclear power plant emergency, PBC's role would be that of a Host County. This means that PBC would care for the evacuees from the Risk Counties (Martin and St. Lucie counties). While possible, it is extremely unlikely that radiological contamination will directly affect PBC. Instead, trace amounts of contamination may be carried on the personal belongings of evacuees entering the County.

DIKE FAILURE

Lake Okeechobee is the second largest freshwater lake in the United States covering approximately 730 square miles with an average depth of 9 feet. The lake is surrounded by the Herbert Hoover Dike. This earthen dike system ranges 32–46 feet above sea level along its 140-mile length. The possibility of failure poses a significant danger to nearby residents, local economies, and the environment of South Florida.

HUMAN-CAUSED HAZARDS

DOMESTIC SECURITY

The world has witnessed a growing number of politically or criminally motivated incidents (hazards) that have had a significant impact on the global social environment. These hazards constitute deliberate acts (violent or non-violent) that have a direct relation to political motives and/or events. These acts have a significant effect on a community's safety, social environment, and economy.

In the past decade, terrorism has had a significant influence on the daily lives of Americans. The consistent attacks abroad and intermittent attacks within the United States have made most communities more conscious of the growing risks and vulnerabilities in a free environment. The advancement of technologies has made our communities more vulnerable to the impacts from these hazards. It should be noted that the impact of a terrorist attack can extend well beyond the immediate targeted facility. The effects of terrorism include:

- Direct Result: Injury, illness, or death.
- Psychological Reactions: fear, anxiety, stress, shock, revulsion, long-term emotional effects, post-traumatic stress.
- Economic, Political, and Social Impacts.

Crime/terrorism hazards will damage or impair the County's infrastructure, disrupt commerce, and possibly result in large-scale health emergencies, disease outbreaks, and/or epidemics. Although the total volume of terrorist incidences worldwide has declined in the 1990's, the percentage of terrorist events resulting in fatalities has grown. As a metropolitan area and a key tourist/economic component of the United States, PBC could be a possible target for terrorist activities. Government buildings, large market sectors, critical infrastructure, tourist attractions, and large-scale events are all prime targets for terrorist organizations. Additional vulnerabilities include:

- Transportation Systems – highways, railways, waterways, and airports are vital to the transportation of materials, goods, services, and people.
- Population – an attack on a large population is attractive to gain large media attention.
- Industry – large manufacturers and companies house hazardous materials. Disruption of these facilities can have an economic impact and cause physical damages to property and loss of lives due to the large volume of hazardous materials housed.
- Utilities – there is a large dependency on telecommunications, power, water, wastewater, and pipeline services for daily activities and operations.
- Government Buildings – an attack on government buildings is attractive in order to deliver a political statement.
- Entertainment/Recreation – anywhere that attracts large populations is an attractive target.

The Threat and Hazard Identification and Risk Assessment (THIRA) provides detailed information regarding the crime/terrorism hazards mentioned below that could impact Palm Beach County.

- Terrorism (see *Domestic Security HSP*)
- Bomb Threat Incident
- Civil Disobedience/Civil Unrest
- Cyber-Security Incident (see also *PBC Information Systems Services (ISS) Department Business Continuity and Disaster Recovery Plan* and *IT Security Policy Manual*).

WORKPLACE/SCHOOL VIOLENCE

Acts of violence in the workplace are handled by municipal or county law enforcement, dependent on jurisdictional boundaries. Palm Beach County School Police would have a large role in the response to an act of violence in a school.

MASS MIGRATION

Palm Beach County has several coastal municipal jurisdictions that are immediately susceptible to a mass migration event. Mass migration is a unique event that could trigger any number of hazards or hardships to the County. South Florida has experienced several notable mass migration events from Cuba and Haiti and may likely experience mass migration from any of Caribbean Basin nations.

DEMOGRAPHIC INFORMATION

Palm Beach County is a diversified county. While all PBC residents are exposed to the hazards to some degree, geographic location and other factors greatly affect individual vulnerabilities and probabilities relating to specific hazards for the County and each jurisdiction. Factors influencing vulnerability include community location, type of construction, demographics, and cultural characteristics.

POPULATION

The 2010 Census estimates approximately 1,372,171 people reside in PBC. The County’s population has increased approximately 3.1% each year from 1990-2000, compared to double and triple that rate in the 1980’s. The area’s projected population for the year 2015 is 1.374 million.

Approximately 94% of the County’s population resides within 12 miles of the coast. 56% of the County’s population lives in one of the 38 municipalities while the remainder lives in unincorporated PBC.

Table 1 shows the population distribution by age. In recent years, an increasing number of people of retirement age have established residency in PBC.

Table 1: Population Distribution in Palm Beach County by Age.

Age Group	Population	Percentage
Under 5	70,472	5%
05-14 years	152,465	11%
15-19 years	78,863	6%
20-44 years	399,711	29%
45-64 years	362,239	26%
65 years +	308,421	22%
Total	1,372,171	100%

Source: 2013 American Community Survey (Most recent available year)

SPECIAL NEEDS POPULATION

In 2015, approximately 800 people were listed on the Special Needs Shelters Registry and 344 were registered with the Special Transportation Assistance Program. An additional 1,934 people were registered for transportation assistance in the mandatory evacuation zone, with 9,800 registered, but did not reside in a hurricane evacuation area.

Common characteristics of the special needs population include dependency upon life support equipment, assistance with daily medical concerns such as assistance with medications, monitoring

of vital signs and/or being non-ambulatory. An exception is ventilator dependence which will require hospitalization or home care if battery operated.

FARM WORKERS

The County's migrant farm worker population can peak at over 10,000² people during harvest season. A majority of this population resides in the western areas of the County, which include the agricultural Glades area and farms along State Road 7.

TOURIST POPULATION

The impact of tourism in PBC provided by the *2015 Visitor Profile*, showed 6.8 million visitors, providing over \$6.8 billion in total economic impact, while creating over 60,000 tourism-related jobs in the leisure and hospitality sector. Twenty-nine percent of the visitors to the County arrived during the January through March time period, often called "season." Twenty four percent arrived in the April through June time period, 21% in the July through September time period, and finally, 26% in the October through December time period. Approximately 9% of PBC housing units are deemed to be seasonal, recreational, or occasional use. In 2013, that amounted to approximately 61,000 units. Approximately 5% of Florida residents are seasonal residents, which extrapolates to 100,000 "snowbirds" living in the County.

With 45 miles of coastal shoreline, beaches are one of Palm Beach County's most important tourism assets. Other assets include PBC's sporting events and eco tourism attractions.

NON-ENGLISH SPEAKING POPULATIONS

According to the 2014 U.S. Census Bureau data, 28.4% of all residents sometimes or always speak a language other than English at home. According to "PBC Counts," in 2015, 71% of PBC residents speak English at home, 17% speak Spanish, 1.5% speak Asian, and ≈10% speak another language at home.

TRANSIENT POPULATION

According to the 2015 Palm Beach County Homeless Coalition, 1,421 individuals and families are homeless on any given day in the County.

MANUFACTURED HOME RESIDENTS

According to PBC Planning, Zoning and Building (PZ&B) Department, there are 136 mobile home parks in PBC, a majority of which are known to be 55 years and older communities. A significant portion of mobile home residents are either seasonal, elderly, or low income. There are approximately 20,170 mobile home units in the County.

²Palm Beach County Farm Workers Program

INMATE POPULATION

There are two correctional facilities in PBC, Main and West. These facilities as well as local jails and other confinement facilities (including police lockups) account for approximately 2,140 people.

The Department of Homeland Security Immigration & Customs Enforcement (ICE) has a facility located in Riviera Beach that houses around 100 detainees on any given day. These populations are transient and awaiting immediate relocation to alternate facilities.

GEOGRAPHIC INFORMATION

Located on the southeast coast of Florida, PBC has a land area of 2,388 square miles (412 of which are inland water bodies). With 45 miles of Atlantic Coastal shoreline, the 360 square miles on the east coast are populated with dense urban development. With the greatest population concentration in Palm Beach County along the coastline, this area is the most vulnerable to the hazards listed in the Hazards Analysis. Barrier islands are separated from the mainland by the Intracoastal Waterway. The western portion of PBC consists of vast, uninhabited marsh in the southwest areas and agriculture in the northwest. Both the western and coastal portions of the County have environmentally sensitive lands (*For additional information, please reference Section 2.1.1.1 in the LMS*).

County Borders: East by the Atlantic Ocean, North by Martin County, South by Broward County, and West by Hendry County and Lake Okeechobee.

Drainage Patterns: Primary drainage patterns in Palm Beach County for the removal of water involves a complex integrated three tiered or tertiary system of canals, waterways, and flood control devices that move water away from the neighborhood to the ocean.

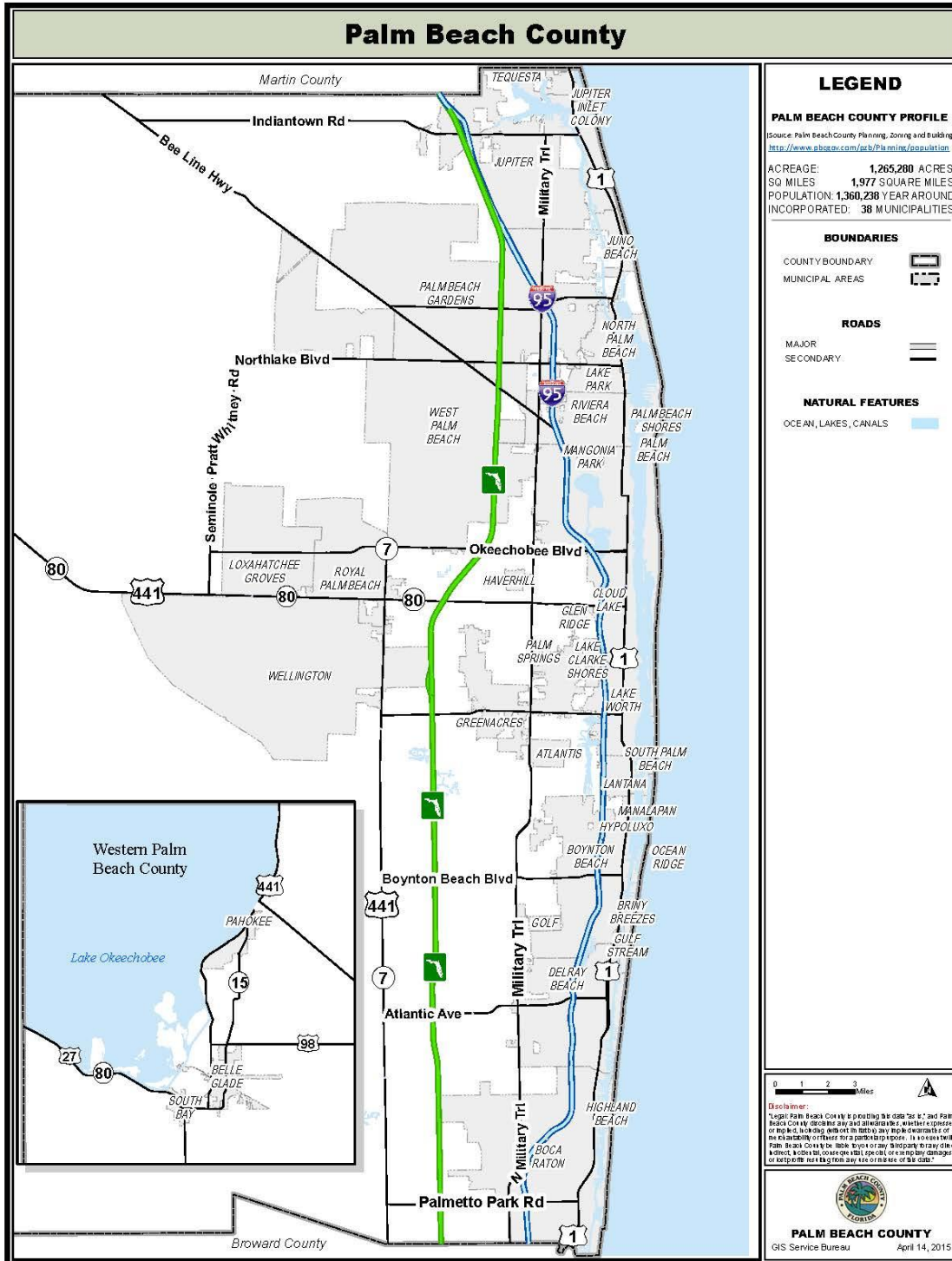
The drainage pattern for water removal is a coordinated effort involving three major features:

1. Local water retention features
2. Twenty independent drainage districts
3. South Florida Water Management district system

The county's drainage system is designed to handle excess surface water in three stages. The "neighborhood or tertiary drainage systems" (made up of community lakes, ponds, street and yard drainage grates or culverts, ditches and canals) flow into the "local or secondary drainage system" (made up canals, structures, pumping stations and storage areas owned and maintained by the twenty (20) drainage districts) and lastly into the "primary flood control system" (consisting of South Florida Water Management District canals and natural waterways and rivers), ultimately reaching the Atlantic Ocean.

Environmentally Sensitive Areas: The County owns more than 31,000 acres of environmentally sensitive lands, ranging in size from 12 acres to over 10,300 acres. Concern for these environmentally sensitive lands is reflected in the County's Comprehensive plan through the inclusion of the Conservation Element (Policy 5.1-a).

Figure 3: Municipalities in Palm Beach County



ECONOMIC PROFILE

The four major industries in Palm Beach County are 1) Education and Health Services, 2) Trade, Transportation, & Utilities, 3) Professional & Business Services, and 4) Leisure & Hospitality. The 2014 Florida Department of Economic Opportunity's Census and Wages Report (December, 2014) showed the following distribution for the top ten sectors in Palm Beach County:

Sector	Number Employed as of December 2014
Education & Health Services	117,355
Trade, Transportation, & Utilities	106,842
Professional & Business Services	93,953
Leisure & Hospitality	78,423
Financial Activities	37,197
Construction	27,864
Public Administration	25,660
Other Services	23,318
Manufacturing	16,167
Information Technology	9,968

The 2013 Visitor Profile estimated that tourism brought in \$6.8+ billion in total economic impact while creating 60,000+ tourism related jobs in the leisure and hospitality sector.

Palm Beach County ranks first in the State in cash receipts from agricultural marketing with \$999 million, and produces 18% of the nation's sugar.

The 2013 per-capita personal income was \$32,690, while the median household money income was \$51,804. The 2014 median house value was \$275,000.

Since the County is so heavily dependent on tourism and agricultural activities, the hazards identified in the Hazard Assessment can severely impact our local economy. The potential economic impact for each hazard can be found in the *LMS Plan* in Section 2: Hazard Identification and Vulnerability Analysis.

SPECIAL EVENTS

There are numerous special events that draw large crowds in PBC. Annual events such as The Honda Classic, SunFest, and the South Florida Fair draw in over 600,000 visitors to PBC. The County provides incident support services to ensure the safety, health, and welfare of their participants. *Reference: LG-019 Special Events SOG.*

CRITICAL FACILITIES

Critical facilities in PBC may be vulnerable to some or all of the hazards identified in the Hazard Vulnerability Analysis. Critical Facility Emergency Response Plans are required for health care facilities, public buildings, fire stations, water control facilities, hazardous materials facilities, and other critical facilities. Ongoing coordination with critical facility representatives encourages mitigation options for structures, planning and preparedness of the organization and communications.

See Section 2A in the *LMS Plan* for more detailed information.

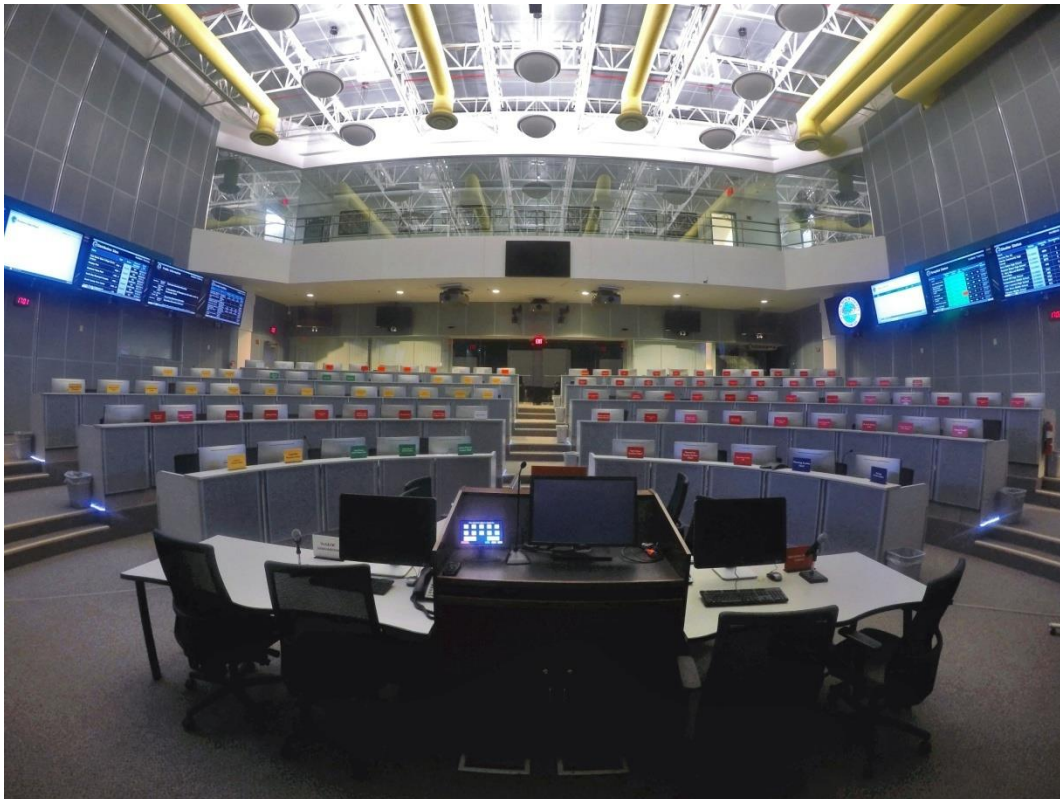
This page intentionally left blank

DAILY OPERATIONS

DAILY (NON-EMERGENCY) COUNTY ORGANIZATIONAL STRUCTURE

Daily Operation of the County Government Organization: The Palm Beach County Board of County Commissioners (BCC) is comprised of seven elected officials who are presided over by the Mayor. The Mayor, a member of the BCC, is appointed for a term of one year by the BCC each November.

County Administration: The County Administrator manages the day-to-day business of County Government in a manner consistent with policy established by the BCC. The County Government is organized into functional departments and divisions created by the BCC for the delivery of essential government services. Each department is assigned for direct supervision to an Assistant County Administrator, the Deputy County Administrator, or the County Administrator. Figure 4 provides an overview of the County organization structure on a non-emergency basis.



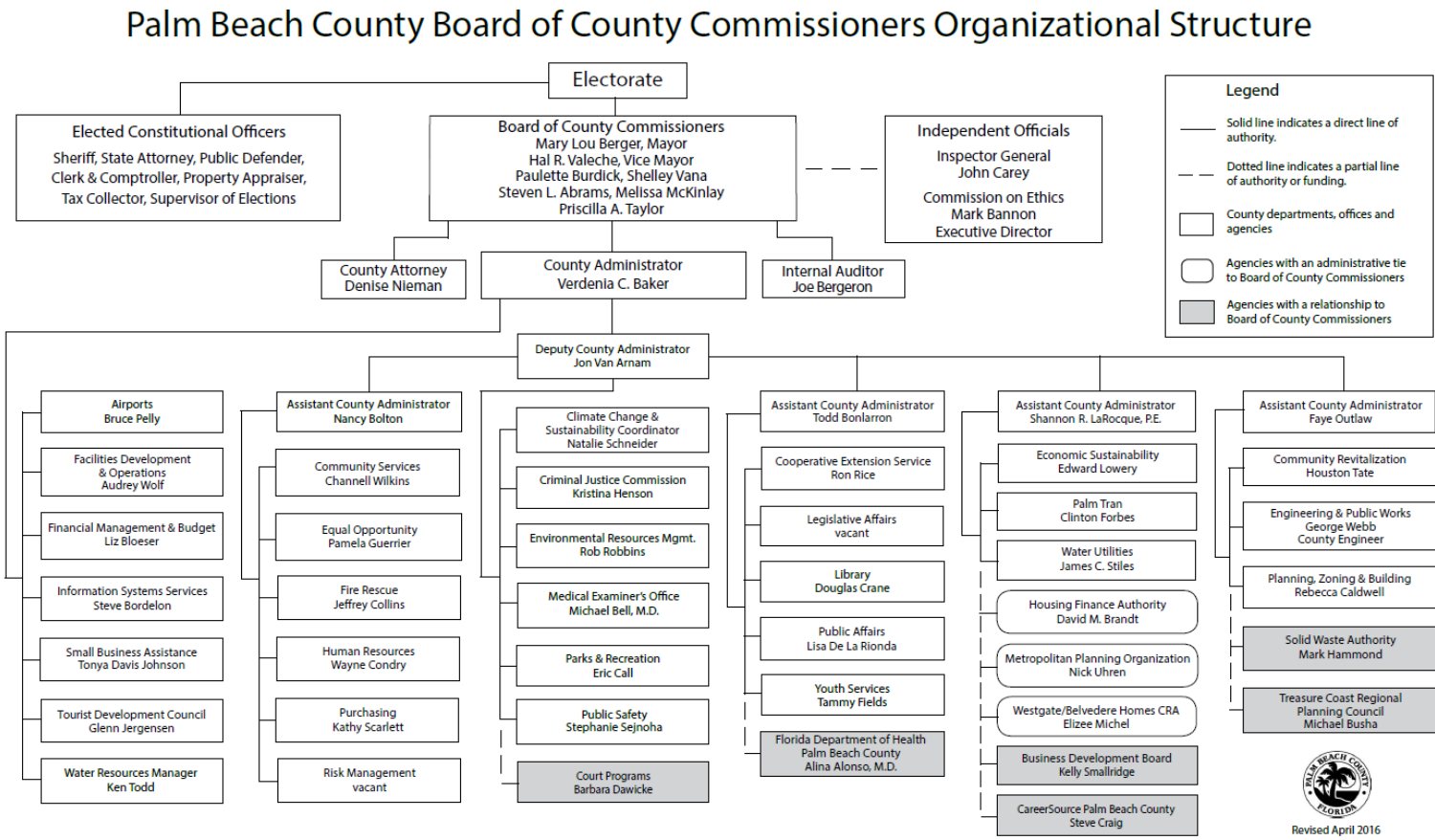


Figure 4: Palm Beach County BCC Organizational Structure

DEM ORGANIZATIONAL STRUCTURE

As noted in Figure 4 above, the Division of Emergency Management is one of six (6) divisions within the Public Safety Department within Palm Beach County Government:

- Emergency Management
- 9-1-1 Services
- Animal Care & Control
- Consumer Affairs
- Justice Services & Victim Services
- Finance and Administrative Services

The Emergency Management Director is a direct report to the Public Safety Department Director. The DEM is divided into five (5) sections, each managed by an Emergency Program Coordinator:

Operations Section: The Operations Section responds to emergency incidents to provide support and coordination of local, state, and federal resources. The Section manages the Emergency Operations Center (EOC) during disaster activation functions ensuring that all stakeholders are present at the EOC and function at an optimum level. The Operations Sections provides 24-hour a day, 7-days a week communications for specific County departments and partner agencies through the County Warning Point (CWP) and coordinates with the State of Florida Watch Office.

Planning Section: The Planning Section is responsible for undertaking long-range planning activities, including the preparation and update of this Comprehensive Emergency Management Plan (CEMP). The Planning Section also coordinates the planning efforts of various other hazard specific plans, as well as maintains the Division’s training and exercise program.

Administration/Finance Section: The Administration and Finance Section provides administrative support to the Division, as well as manages all of the grants of the Division. The Administration and Finance Section also administers several other major division programs including technology contracts, budget, statistics, and domestic security.

Recovery Section: The Recovery Section oversees the development of plans and procedures related to recovery functions, such as Damage Assessment, Disaster Recovery Centers (DRC), Individual and Public Assistance, and Community Response Teams. The section is also responsible for the Community Rating System (CRS), Continuity of Operations Program, and Public-Private Partnerships.

Logistics Section: The Logistics Section is responsible for requisitioning equipment and supplies that support the Division’s daily and disaster operations, maintaining equipment, facilities, & fleet, as well as, manage the county’s Emergency Medical Services (EMS) program.

The DEM organizational structure is built on an “all-hazards” approach to emergency management. Therefore, there would be no differences in the management structure of the organization no matter what type of disaster the County might be faced with. The Leadership lines of succession, and the fact that the Palm Beach County EOC serves as the primary multi-agency coordination center (MACC) for the County, can be found under the Concept of Operations section beginning on page 49 of this document.

PREPAREDNESS ACTIVITIES

MITIGATION

Palm Beach County's Hazard Mitigation Program is composed of a range of sustained pre- and post-disaster projects, initiatives, policies and plans intended to prevent or reduce future damages from natural, human-generated, and technological disasters.

LOCAL MITIGATION STRATEGY

The original Palm Beach County Local Mitigation Strategy was formally adopted by the County, municipalities, and the LMS Steering Committee in 1999 and most recently was adopted in December 2015 for the 2016 revision. Initial development of the LMS was funded, in part, by the Florida Department of Community Affairs/Florida Division of Emergency Management (FDCA/FDEM) with FEMA funds earmarked for the development of comprehensive hazard mitigation planning.

The LMS was established and continues to operate in accordance with prevailing federal, state and local guidelines and requirements. In 2004 the plan and program were substantially modified to enhance operational effectiveness and to comply with new federal guidelines established in response to the Disaster Mitigation Act of 2000.

The purpose of the LMS is to develop and execute an ongoing strategy for reducing the community's vulnerability to identified natural, technological and human caused hazards. The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects. The LMS also provides a basis for justifying the solicitation and use of local, state, federal, and other funding to support hazard mitigation projects and initiatives.

Reference: Section 1 of the *Local Mitigation Strategy*.

COMMUNITY RATING SYSTEM

The Community Rating System (CRS) is a national voluntary program for the National Flood Insurance Program (NFIP). The goals of the CRS are to reduce flood damages to insurable property, strengthen and support the insurance aspects of the NFIP, and encourage a comprehensive approach to floodplain management. The CRS was developed to provide incentives in the form of premium discounts for communities to go beyond the minimum floodplain management requirements to develop extra measures to provide protection from flooding. Palm Beach County and a majority of its municipalities participate in the program and receive varying amounts of flood policy discounts dependent on the floodplain activities of each community. Participation in the CRS program reduces a community's vulnerability to floods while reducing the cost of flood insurance premiums for all policy holders in the jurisdiction.

The Flood Mitigation Technical Advisory Committee is comprised of flood mitigation engineers and experts from public and private sector organizations. The committee is charged with assessing County-wide flood risks and vulnerabilities without regard to jurisdictional boundaries and

recommending flood mitigation priorities, strategies, plans and projects for LMS consideration and action that optimally benefit to the greater community.

The Flood Mitigation Committee is comprised of representatives from the county's active CRS communities, who collaborate on a full range of Outreach Projects Strategy (OPS) initiatives and promote CRS participation. Palm Beach County has a very involved CRS user group that passes information and best practices on to each other and meets on a scheduled basis.

CONTINUITY OF OPERATIONS

The Continuity of Operations (COOP) Plan is a guide that ensures County government can carry on all essential functions and ensure the preservation of vital records/documents deemed essential in cases of a natural or human-generated disaster. Palm Beach County Government vital records and database management is the responsibility of the Information System Services (ISS) Department Director and will remain for the duration of a disaster through the implementation of the ISS COOP Plan. It is intended to provide a framework for constructing plans to ensure the safety of employees and the resumption of time-sensitive operations and services in the event of an emergency (e.g., fire, power, or communications blackout, tornado, hurricane, flood, civil disturbance, etc.). Reference: *Continuity of Government Plan & Continuity of Operations Plan*.

PUBLIC AWARENESS & EDUCATION

Disasters can strike the County with little or no warning. A public prepared to act during times of disaster is critical to ensure a rapid response and recovery. Personal responsibility for preparedness is emphasized during outreach activities to increase the resiliency of county residents and reduce the dependency on government and relief organizations in the immediate aftermath of a disaster.

Individuals have a variety of previous experiences with preparedness, response, recovery and mitigation. Outreach initiatives help reinforce life experiences, clarify misconceptions, or add to an existing knowledge base. The ultimate goal is to improve preparedness levels among all residents and visitors. With the dynamic shift in how the public receives information, there is no single method that we can employ to impart critical preparedness information.

Being a coastal county, storm surge is one of the greatest threats to life/safety for our residents and tourists. Educating the public on hurricane evacuation zones and routes is a crucial responsibility of the County. The County has made this information easily accessible by placing it on the County website and developing a smart phone application (PBC DART), as well as making it a cornerstone of our public presentations.

The Division's outreach program represents a diversified strategy as outlined in the *Community Outreach Plan*.

TRAINING & EXERCISE

The Training & Exercise Program addresses the overall emergency management training and exercise needs for DEM staff, PBC personnel, and DEM partners. Participation in the County's training and exercise opportunities for both government and private agencies vary depending on the subject matter being addressed. The DEM exercise program serves DEM staff, partnering agencies, and organizations involved in EOC training, exercises, and activations. This includes DEM non-profit and non-governmental organizational partners. Implementing the appropriate type of exercise for DEM staff and partners is essential in the delivery of successful outcomes for skill development and response to, and recovery from, disaster events. The DEM Training & Exercise Coordinator is responsible for ensuring that required and requested training classes are coordinated effectively, as well as overseeing the implementation of exercises according to the guidelines of the Homeland Security Exercise and Evaluation Program (HSEEP) and the Florida Division of Emergency Management (FDEM).

Courses provided by DEM include those that meet compliance of the National Incident Management System (NIMS), enhance skill sets of DEM and EOC staff, and provide achievement and maintenance of emergency management professional requirements and certifications (e.g., Florida Professional Emergency Manager – FPEM; and the Certified Emergency Manager – CEM).

MULTI YEAR TRAINING AND EXERCISE PLAN

The purpose of the Multi-Year Training and Exercise Plan (MYTEP) is to provide a follow-up companion document to the State of Florida Homeland Security Strategy, the DEM Strategic Plan, and establish training and exercise strategies to fulfill both mandatory and necessary planning, training, and exercise activities. Comprehensive planning, training, and exercise programming is essential to an effective countywide emergency management program. The MYTEP is a living document that is updated and refined throughout the year based on identified training needs, the provision of required courses, and requests from DEM partner agencies.

Through the MYTEP, trainings and exercises are prioritized and implemented which assists DEM and EOC staff, as well as partner organizations, build and sustain National Preparedness Goal Core Capabilities delineated from a gap analysis developed from input given by Palm Beach County response partners, as well as emergency management plans, policies, procedures, and best practice models.

Included in the MYTEP is a three-year calendar that forecasts trainings and exercises sponsored by DEM and its partners to foster an interagency approach in strengthening Core Capabilities identified in Palm Beach and Region 7 (i.e., Palm Beach, Broward, Miami Dade, and Monroe). A yearly Training and Exercise Calendar is maintained by DEM and routine announcements of courses and exercises are provided to all DEM partners. On a routine basis, agency partners assigned to the EOC and field operations participate in countywide exercises such as the Statewide Hurricane and Radiological Emergency Preparedness exercises. However, specific exercises that are provided in the form of tabletop, functional and full scale are provided to certain sections of the EOC (e.g., Finance-Administration, Logistics, Operations, Planning) and County programs (e.g., Citizen Corps, Pet Friendly Shelters). *Reference: Multi Year Training and Exercise Plan.*

AFTER ACTION REPORT, IMPROVEMENT PLANS & CORRECTIVE ACTION PROGRAM

After Action Reports (AAR) provide a description of what happened during the exercise, issues that need to be addressed, and recommendations for improvement. The AAR will include information that is compiled from exercise participant surveys, notes from scribes, as well as an after action “hot wash,” a meeting of participants and facilitators that provide feedback immediately following the conclusion of the exercise.

The Improvement Plan (IP) is the means by which opportunities to improve are turned into concrete, measurable items to conduct in the agency’s Corrective Action Program (CAP). The IP is included in the AAR. When complete, the IP specifically details what actions will be taken to address each recommendation presented in the AAR, who will be responsible for taking the action, and the timeline for completion.

The Corrective Action Program (CAP) includes actions taken to incorporate recommendations outlined in the AAR/IP. These corrective actions include objectives and attainable benchmarks with specific deadlines that are tracked to allow measured progress towards implementation of the item stated in the IP.

TECHNOLOGY MANAGEMENT

The Technology Program addresses the maintenance and improvement of technologies in the Emergency Operations Center (EOC) and field response locations such as computer systems, software, WebEOC® and SharePoint®.

AGREEMENTS & CONTRACTS

The DEM ensures mutual aid agreements are established among all parties providing or requesting resources. Copies of these agreements are located in the Public Safety Department Office. The DEM is tasked with developing and maintaining standing mutual aid agreements and/or contracts for services, supplies, and other resources needed during an incident.

The method to request mutual aid is when a requesting county becomes affected by a disaster or emergency and deems its resources inadequate to cope with the disaster or emergency. It may request mutual aid and resources by communicating their request to a providing county, indicating the request is being made pursuant to the Statewide Mutual Aid Agreement. The request shall be followed as soon as practicable by a written confirmation of that request, including the transmission of a proclamation of local state of emergency under of the Emergency Management Act. Palm Beach County Division of Emergency Management would submit this formal request to the Florida Division of Emergency Management via the EM Constellation system.

The process for responding to a mutual aid request is established among all parties providing or requesting resources. The ability to fulfill a request shall be followed, as soon as practicable, by a written confirmation of that fulfillment, including the transmission of a proclamation of local state of emergency under of the Emergency Management Act. Palm Beach County Division of

Emergency Management would submit this formal fulfillment response to the Florida Division of Emergency Management via the EM Constellation system.

Examples of some of the major mutual aid agreements include the American Red Cross (R-2013-1753 dated 12/3/13), City of Palm Beach Gardens (R-2014-1863 dated 12/2/14), City of Boynton Beach (R-2015-0590 dated 5/5/15), City of Greenacres (R-2015-0591 dated 5/5/15), City of North Palm Beach (R-2015-0592 dated 5/5/15), City of Delray Beach (R-2015-0890 dated 7/7/15), Town of Palm Beach (R-2015-0891 dated 7/7/15), Village of Tequesta (R-2015-0892 dated 7/7/15), and the City of Riviera Beach (R-2015-1058 dated 8/18/15) among others.

VENDOR AGREEMENTS

Palm Beach County maintains numerous vendor agreements for daily operations that can also be activated in times of disaster. The Purchasing Department is responsible for maintaining these vendor agreements. In addition, most jurisdictions also maintain their own vendor agreements. During activations, PBC and each of the municipal jurisdictions may choose to either activate existing agreements, or enter into new agreements based upon the needs of the incident and the availability of resources. *Reference: Logistics Section Coordinating Procedures.*

STATEWIDE MUTUAL AID AGREEMENTS

Palm Beach County has 38 municipalities and 32 taxing districts within its geographic boundaries. All municipalities and most taxing districts with emergency response capabilities are currently signatories, or are in the process of becoming signatories. All agencies requesting mutual aid, or responding to requests through the Statewide Mutual Aid Agreement (SMAA), must coordinate response efforts through the County's EOC. Palm Beach County participates in the current SMAA as approved by Resolution R2000-2094 adopted 12/19/00. The method to request and the process for responding to mutual aid needs can be found in both WebEOC[®] and the Logistics Section Coordinating Procedures. *Reference: Logistics Section Coordinating Procedures.*

GRANT ADMINISTRATION

The grant, contract, and budget program addresses securing the funding for critical needs of the division's personnel, programs, partner agencies and municipalities. Approximately one-third of DEM's budget is grant funded. These grants include the Emergency Management Preparedness and Assistance Trust Fund (EMPA), Emergency Management Performance Grant (EMPG), State Homeland Security Grant Program (SHSGP), and Urban Area Security Initiative (UASI). The remainder of DEM's funding comes from the annual County budget. The Administration/Finance Section works to ensure that all grant related spending adheres to State and Federal grant guidelines, reporting requirements, audit compliance, and County fiscal and procurement policies and procedures.

RADIOLOGICAL EMERGENCY PREPAREDNESS

In accordance with Federal Regulation 44CFR §350.5 and Florida Statutes §252.60, the Radiological Emergency Preparedness (REP) Program provides response agencies within the

county with comprehensive, hazard specific planning, training, exercise, instrumentation and technical expertise that addresses radiological and nuclear hazards. *Reference: Nuclear Power Plant HSP.*

CHEMICAL PREPAREDNESS PROGRAM

The Chemical Preparedness Program provides response agencies within the county with updated hazard specific planning information that is specifically designed for the consequence management component of hazardous material response. This program is performed in accordance with Federal Regulation 42CFR §11001 and Florida Statute §252.81-90. These laws are commonly referred to as Superfund Amendment Reauthorization Act of 1986 (SARA Title III) and the Emergency Planning- Community Right to know Act (EPCRA).

EMERGENCY MEDICAL SERVICES PROGRAM

The Emergency Medical Services (EMS) program within DEM is primarily responsible for the issuance of County Certificates of Public Convenience and Necessity (COPCN) to EMS providers within the County, enforcing the Palm Beach County EMS Ordinance (#2010-056) and its accompanying rules and regulations; inspecting all EMS providers' ambulances/rescue vehicles and equipment annually; and providing staff support and guidance to the EMS Advisory Council. The EMS Council serves as an advisory body to the Board of County Commissioners.

SPECIAL NEEDS PROGRAM

The Special Needs Program was established to provide care for citizens with certain medical problems during a major emergency. A Special Needs Shelter is a facility with medically trained staff available to assist registered clients with special medical needs. It has auxiliary electrical power, is wind resistant, and is not flood-prone. *Reference: Special Needs Shelter Coordinating Procedures.*

HEALTHCARE FACILITY PLAN REVIEW

Each hospital, surgical center, skilled nursing facility, adult day care facility, intermediate care facility, adult living facility in the State of Florida is required to have a Comprehensive Emergency Management Plan, as mandated in F.S. Chapter 252. These plans are reviewed and approved by DEM and the Agency for Health Care Administration (AHCA), as required by law.

Specific plan requirements may be found under the following Florida Statutes:

- Hospital - F.S. 395.1055 Chapter 59A-3;
- Surgical Center - F.S. 395.1055, Chapter 59(A)5;
- Skilled Nursing Facility - F.S.400.423 Chapter 59 A-4;
- Adult Day Care Facility - F.S. 400.44-400.546, Chapter 58 A-6;
- Intermediate Care Facility – F.S. 393.067, Chapter unspecified to date; and
- Adult Living Facility (ALF) - F.S. 400.441 Chapter 58A-5.

Each plan must include a complete hazard analysis. It must specify the name and telephone number of the facility contact person, procedures for watches, warnings, evacuations, notification, sheltering, transportation, and training. Each facility must provide a detailed description of their seven day supplies of non-perishable food, water, medication, and resources for each resident. Evacuation times for each facility vary extensively based upon occupancy but are estimated at between six and eight hours. If the facility refuses to evacuate, they are required to notify DEM. *Reference: OP-009 Health Care Plans Review SOG.*

DUTY OFFICER PROGRAM

The Duty Officer is responsible for the daily coordination and initial and ongoing monitoring of incidents and events of countywide significance. The Duty Officer is rotated between selected DEM staff members on a weekly basis and is on call and available to respond to any incident 24 hours a day, seven (7) days a week to assist the on-scene Incident Commander (IC) with alert and notification, resource management, public information, and protective actions. *Reference: OP-022 Duty Officer SOG.*

COUNTY WARNING POINT

The County Warning Point (CWP) is a county-wide 24-hour a day, seven (7) days a week staffed communications center which provides monitoring, notification, and warning to the emergency response team, municipal partners, non-governmental agencies, State Watch Office, and other partner agencies with response responsibilities. The CWP serves as a dispatch center and acts as a point of contact for County agencies (except police/fire service) after normal business hours, weekends and holidays.

TRANSITIONAL/ACTIVATION ACTIVITIES

EVENT ESCALATION

If a routine emergency advances beyond normal response capability and meets any of the following trigger points, then the IC, or designee, shall notify the CWP and Emergency Management Director, initiating an escalation of the event:

- Local resource capabilities may be exhausted and a request for mutual aid support is anticipated.
- A sizeable evacuation is required.
- Damage caused by the emergency event warrants a comprehensive damage assessment which may reach thresholds for a Small Business Administration (SBA) or Presidentially Declared disaster.
- Expansion of the command and control capability is required to coordinate multiple responding agencies, or impacted jurisdictions.
- A legal/statutory threshold has been reached that requires notification of outside agencies.

NON-DECLARED DISASTER EVENTS

Palm Beach County DEM and all partner organizations are required to respond to all life safety issues regardless the ability to obtain financial reimbursement from the state and/or federal governments. The protection of life and property remains the highest priority for the commitment of resources.

DECLARATION OF A LOCAL STATE OF EMERGENCY

A Local State of Emergency will be requested by the Emergency Management Director when an event:

- has occurred;
- is anticipated to generate, or has generated, major damage in Palm Beach County;
- threatens the health and safety of County residents; or
- is anticipated to escalate beyond normal response capabilities.

The following sequence of events will occur when a declaration is deemed necessary by the Emergency Management Director:

- The Emergency Management Director will notify the Public Safety Dept. Director and advise of the nature of the event and potential need to declare a Local State of Emergency and activate the EOC.
- The Public Safety Director will advise the County Administrator of these recommendations. The County Administrator, or designee, will advise the Mayor and request their signature on a prepared Declaration of a Local State of Emergency. In the absence of the Mayor, the line of succession will be followed as detailed in the Concept of Operations.

- Upon execution of the Declaration of a Local State of Emergency, all municipalities and special taxing districts in Palm Beach County will be forwarded a copy via fax and a copy will be posted on WebEOC®.
- Conference calls will be scheduled with impacted communities and staff present during EOC activations.
- The PIO will prepare and release appropriate announcements advising the public about the nature of the Local State of Emergency.
- The Local State of Emergency will remain in effect until it expires, or is rescinded by a subsequent Local State of Emergency by the County Mayor.

EOC ACTIVATION

When conditions within or adjacent to PBC are such that protective actions for the general public may be necessary and the cooperation of multiple emergency response agencies is necessary, the EOC may be activated. It is the responsibility of the Emergency Management Director to activate the EOC. Once the decision has been made to activate the EOC, the Emergency Management Director will then notify the Public Safety Director, who will notify the County Mayor through County Administration in order to declare a Local State of Emergency. *Reference: DD-006 Activation of the EOC SOG.*

EOC ACTIVATION LEVELS

The DEM and EOC operate under the four (4) levels of activation as described in Table 2 below.

LEVEL 4 – NORMAL OPERATIONS

This is the normal day-to-day operational level for the Division of Emergency Management (DEM) and the County Warning Point (CWP) which are continuously monitoring local, regional, national, and international events, evaluating potential threats, and analyzing their impact on Palm Beach County. Appropriate Division and County personnel, and support organizations are notified and informed through a variety of communication methods based on the urgency required of the incident/event.

LEVEL 3 – ENHANCED MONITORING

The Division of Emergency Management (DEM) transitions to this level for incidents or special events that have the potential for escalation. The County Warning Point (CWP), DEM, and/or other emergency management personnel are actively monitoring the incident/event. Notifications are made to appropriate Division and County personnel, and support organizations that may be required to take action as part of their normal responsibilities.

LEVEL 2 – PARTIAL ACTIVATION

Selected Emergency Operations Center (EOC) staff is notified. The EOC is staffed by the Division of Emergency Management (DEM) personnel, appropriate Sections, their staff, and outside agencies as required to meet the operational needs of the incident.

LEVEL 1 – FULL ACTIVATION

All lead and support agencies are notified. The Emergency Operations Center (EOC) is staffed by the Division of Emergency Management (DEM) personnel, the Executive Policy Group, all Sections, Branches, and Units, as well as State and Federal Representatives.

Table 2: PBC EOC Activation Levels and Operational Conditions

NOTIFICATION & WARNING

ALL-HAZARDS THREAT RECOGNITION SYSTEM

Palm Beach County maintains an integrated, all-hazards threat monitoring and recognition system. For each of the twelve core hazards, the County Warning Point has the ability to receive and evaluate threshold triggers that indicate a viable threat to populations within the County’s jurisdiction. Effective threat recognition generates timely warnings and notifications to the public and responding organizations for notice and no-notice events.

ALERT & NOTIFICATION

The CWP will make appropriate notifications in accordance with hazard specific notification guidelines and pertinent SOGs to agencies who may become involved in the event should it escalate. This shall be done to minimize disruption to partner agency functions by alerting them for potential activation. In some instances, pre-activation notification may not be possible due to the magnitude of the event and its necessary response. The CWP has an up-to-date listing of key emergency management personnel throughout the County in addition to key municipal contacts

and stakeholders. When possible, appropriate agencies in the ICS Structure will be notified in advance to allow for incident specific response planning. *Reference: CWP SOG OP-017 State and County Warning Point Notification Criteria*

PUBLIC WARNING

The public is notified by the CWP and/or the Public Information Unit (PIU). Palm Beach County will utilize the PIO/PIU to communicate to all public media sources. The CWP may also activate the notification system to reach vulnerable populations. Examples of public warning systems include: the Palm Beach County public website, social media, Emergency Alert System (EAS), GeoCast Notification System, Emergency Information Center (EIC), and TDD. *Reference: Palm Beach County Department of Public Affairs PIU SOG, Command Staff Coordinating Procedures, CWP SOG OP-035 Emergency Alert System, and CWP SOG OP-017 CWP – State and County Warning Point Notification Criteria.*

MUNICIPAL PARTNER NOTIFICATIONS & WARNING

Maintaining ongoing communications with all municipal partners is a vital response priority. During “blue sky” periods, Palm Beach County DEM collaborates with the County’s 38 municipalities via bi-monthly meetings with designated representatives from each municipality. Two (2) representatives, a primary and alternate from each municipality, are specifically designated to receive emergency management information, alerts, and notifications. These individuals are invited to these bi-monthly meetings where mutual issues regarding emergency management and disaster preparedness, mitigation, response, and recovery are discussed.

During “gray skies,” Palm Beach County coordinates all hazard monitoring information, event escalation information, protective action decisions, and recovery information with impacted municipal jurisdictions throughout the event with the designated municipal EM representatives. Municipal coordination is also conducted in compliance with the Hazard Specific Plans primarily through the Emergency Operating Areas (EOAs), conference calls, Flash Reports, Situation Reports(SitReps), web-based incident management platform (i.e., WebEOC®), and direct communication.

CONCEPT OF OPERATIONS

CONTROL & COORDINATION

EMERGENCY COUNTY ORGANIZATIONAL STRUCTURE

Direction and control of all government related activities during the response, recovery, and long term redevelopment of an emergency event is the responsibility of the BCC. The roles, responsibilities and job functions of the sections, branches, and units are available in each section's coordinating procedure.

LINE OF SUCCESSION FOR AN EMERGENCY DECLARATION

The declaration of a Local State of Emergency will transpire according to the following Leadership Line of Succession:

- County Mayor
- County Vice Mayor
- County Administrator, or designee

In the event the Mayor is not available to provide continuous leadership authority and responsibility, the following line of succession has been established:

- County Vice Mayor
- County Administrator or designee
- Public Safety Department Director, or
- Emergency Management Director

EMERGENCY OPERATIONS CENTER

Palm Beach County EOC serves as the primary multi-agency coordination center (MACC) for the County. Additionally, each municipality is encouraged to operate an individual EOC to coordinate response and recovery activities for their jurisdiction, reporting to the County EOC.

In accordance with F.S. Chapter 252.38(1), Palm Beach County EOC has jurisdiction over the entire County during emergencies, including all municipalities and special taxing districts contained therein. This requires an extensive coordination effort between the County and municipalities during emergency preparedness, response, recovery, and mitigation.

The CWP maintains a list of primary and alternate contact information provided by each municipality to be utilized during an emergency activation.

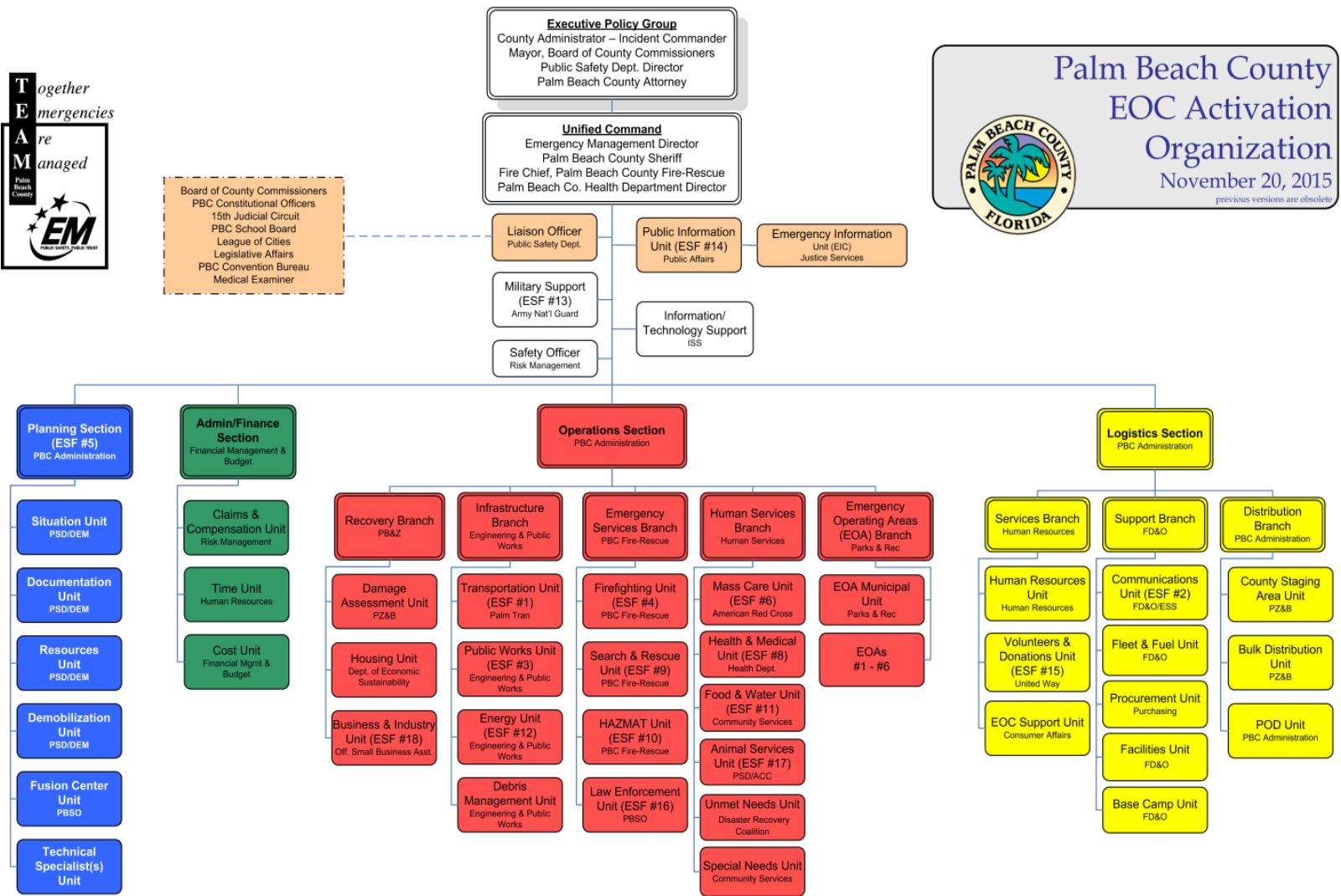
EMERGENCY OPERATING AREAS

The County is divided into six (6) geographic areas referred to as Emergency Operating Areas (EOA). The EOAs are field command posts under the direction and control of the EOC that utilize an area command structure. The role of the EOA is to provide communication and resource coordination between the EOC, Municipalities, other Governmental agencies, Non-Profit Organizations, and the public. The boundaries of each EOA can be seen in the figure below.

Figure 5: Palm Beach County Emergency Operating Areas



Figure 6: PBC EOC Activation Organization



This page intentionally left blank

ROLES AND RESPONSIBILITIES

EXECUTIVE POLICY GROUP

The Executive Policy Group (EPG) is the group of primary decision makers for the executive branch of Palm Beach County Government. The role of the EPG is to convene at the EOC at the request of the County Administrator, Public Safety Department Director, or Emergency Management Director to advise them in making strategic policy decisions and establishing short- and long-term goal guidance, policies, and priorities based on the extent of the disaster.

The EPG consists of the following members:

- County Administrator (Incident Commander)
- Mayor, Board of County Commissioners
- Public Safety Department Director
- County Attorney

The EPG is managed by the County Administrator.

UNIFIED COMMAND

The Unified Command (UC) Team will implement the policy directives of the EPG through direct coordination with the Section Chiefs. UC is responsible for the overall management of all incident activities, including the development and implementation of the operational strategy and resource management. The UC ensures all resources are allocated according to priorities set by the EPG and all missions are accomplished. In the event local resources are depleted, UC will approve State mutual-aid assignments or State mission/resource requests.

The UC typically consists of the following members:

- Emergency Management Director (team coordinator),
- Fire Chief of the Palm Beach County Fire-Rescue Department,
- Palm Beach County Sheriff (or designee),
- Health Department Director, and
- Other agencies may be asked, on occasion, to participate depending upon the hazard or causative event (e.g., American Red Cross, Palm Beach County School District, etc.).

Table 3: Incident Command by Hazard Type.

Event	Local Lead Agency	State Lead Agency	Federal Lead Agency
Severe Weather	Division of Emergency Management	Florida Division of Emergency Management	Federal Emergency Management Agency

Event	Local Lead Agency	State Lead Agency	Federal Lead Agency
Flooding	Division of Emergency Management	Florida Division of Emergency Management	Federal Emergency Management Agency
Agriculture Pests & Disease	PBC Department of Health	Florida Department of Agriculture	Department of Agriculture
Fire	Palm Beach County Fire-Rescue	Florida Division of Forestry	N.A.
Communicable Diseases	PBC Department of Health	Florida Department of Health	Centers for Disease Control
Transportation Incidents	Division of Emergency Management	Florida Division of Emergency Management	Various
Hazardous Materials	Palm Beach County Fire-Rescue	Florida Department of Environmental Protection	Environmental Protection Agency
Nuclear Power Plant	Division of Emergency Management	Florida Department of Health	Federal Emergency Management Agency/Nuclear Regulatory Commission
Dike Failure	Department of Health Water Utilities Department	Florida Department of Health South Florida Water Management District	Environmental Protection Agency
Domestic Security	Sheriff's Office (PBSO)	Florida Department of Law Enforcement	Federal Bureau of Investigations
Workplace / School Violence	Sheriff's Office (PBSO)	Florida Department of Law Enforcement	Federal Bureau of Investigation
Mass Migration	Sheriff's Office (PBSO)	Florida Department of Law Enforcement	US Customs and Border Protections

LEAD AGENCIES

As required by 9G-6.0023 (FAC), the Palm Beach County CEMP assigns lead and support responsibilities for agencies and personnel that coordinate with these sections, and their respective branches, units or emergency support functions (ESFs). Lead agencies³ are designated because they either have a statutory responsibility to perform such function, or through its programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the group or function. In some cases, a portion of the agency's day-to-day mission is very similar to the mission of the group/function; therefore, the skills required to respond in a disaster can be immediately translated from the daily business of that agency.

A lead agency is an agency or organization with significant authorities, roles, resources, or capabilities for a particular incident management function. The lead agency is the entity with management oversight for that particular Branch/Unit/ESF. The lead agency has ongoing responsibilities throughout the preparedness, response, and short term recovery phases of incident management. The lead agency has the responsibility of coordinating all support agencies to ensure that missions are accomplished and resources are maximized. The lead agencies report to their respective Branch Director or Section Chief. All lead agency staff must fulfill both administrative responsibilities and operational responsibilities to ensure proper coordination among all participating agencies. While the operational responsibilities of each lead and support agencies are outlined in the individual Branch/Unit/ESF's SOGs, some universal responsibilities of a lead agency include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with Unit/ESF support agencies.
- Conducting periodic Unit/ESF meetings and conference calls to ensure operational readiness.
- Staffing the Unit/ESF upon activation and ensure 24-hour staffing coverage based on the level of activation; providing staff for the operations functions at fixed and field facilities, as needed.
- Notifying and requesting assistance from support agencies – maintaining a roster of all lead agency contact persons, making necessary notifications, activating support agencies as necessary, and maintaining ongoing communications to support mission assignments.
- Maintaining a listing of available resources.
- Developing, maintaining, reviewing, and exercising the Unit/ESF SOG and relevant policies and procedures to allow for the efficient and effective implementation of the Unit/ESF's mission. SOGs must be reviewed and updated on an annual basis, at a minimum, and the current revision copy will be submitted to the Palm Beach County Division of Emergency Management during the month of May of each year and whenever else the SOG is revised
- Coordinating efforts with corresponding private-sector, volunteer, and non-governmental organizations.

³ The term "agency," in the context of this document, is intended to be a generic reference an organization, firm, department, or administrative division, etc., and is not meant to refer to a specific level of administrative ranking within an organization's hierarchy.

- Coordinating Unit/ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with support agencies, as well as appropriate government officials, operations centers, units/ESFs, and agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other units/ESFs and organizational elements informed of the Unit/ESF's operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Ensuring financial and property accountability for Unit/ESF activities.
- Planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

SUPPORT AGENCIES

Support agencies are those entities with specific capabilities or resources that support the lead agency in executing the mission of the Unit/ESF. When a Unit/ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the designated Unit/ESF lead agency, consistent with their own authority and resources.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOGs, checklists, or other job aids, in concert with existing first-responder standards.
- Providing appropriate personnel, equipment, facilities, technical assistance and other support as required, assisting the lead agency in accomplishing the goals, objectives and missions assigned.
- Providing technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of the respective agency.
- Assist the lead agency in staffing the EOC, as needed.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC or the Unit/ESF lead agency.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

PUBLIC INFORMATION UNIT

The intent and purpose of organizing a Public Information Unit (PIU) is to support impacted communities by providing public information to protect citizens by providing information to help them make informed decisions and to avoid risks. This provides an organized process and structure that identifies trained and qualified PIO's from jurisdictions and disciplines in an effort to coordinate press and public information during an emergency. The Public Information Officer (PIO) is typically the PIU Unit Leader, however in major incidents, these two functions may be separated. *Reference: Palm Beach County Department of Public Affairs PIU SOG.*

Lead Agency:

- Public Affairs Department

Support Agencies:

- Florida Health – Palm Beach
- Palm Beach County Fire Rescue Department

EMERGENCY INFORMATION CENTER (EIC)

Emergency Information Center (EIC) is a team performing a specialized task within the Public Information Unit (PIU) to expand the telecommunication capability of the EOC to meet expected or anticipated call volumes during impending or actual emergencies or disasters. The public's need for information transcends all phases of disaster (i.e., preparedness, response, recovery, and mitigation). While the Division of Emergency Management (DEM) is typically able to manage call volumes during the preparedness and mitigation phases, the significant influx of calls created by various emergencies or disasters will require significant capability enhancements from day-to-day capacity in order to meet the overwhelming call load. The EIC, when activated, becomes an extension of the County Warning Point (CWP) and receives all types of calls and serves as an information, assessment, and services line. *Reference: Emergency Information Center Coordinating Procedure and the Command Section Coordinating Procedures.*

The Emergency Information Center (EIC) serves as the central telephone communication point for information to the general public and serves as a triage and call routing system for the EOC. County employees from various departments, 2-1-1 Palm Beach/Treasure Coast, and other support agencies come together to form the EIC team. This diversity in backgrounds, experience, and knowledge is instrumental in providing the requisite answers to the assorted questions that the public ask. Members of the EIC team are multilingual, and possess wide experiential backgrounds in order to relate to the wide range of callers and provide skilled responses. A significant *support agency*, 2-1-1 Palm Beach/Treasure Coast, a community based non-profit organization which under normal conditions is a multi-program crisis information, assessment, referral services and suicide prevention hotline, which assists the EIC in augmenting personnel and expertise the provision emergency information and assistance. In order to accomplish this assistance, 2-1-1 Palm Beach/Treasure Coast adheres to the responsibilities of a "support agency" as outlined in the *Concept of Operations* section of this Plan. Additionally, they assign a staff member to serve as liaison to coordinate with the EIC Manager to ensure updated information is available between the organizations. Additionally, the DEM and 2-1-1 host each other's website links on their respective websites.

Lead Agency:

- PBC Victim & Justice Services Divisions

Support Agencies:

- 2-1-1 Palm Beach/Treasure Coast, Inc.
- PBC Public Affairs Department
- PBC Public Safety Department
- PBC Division of Emergency Management

DIGITAL INFORMATION SUPPORT CENTER (DISC) UNIT

The Digital Information Support Center (DISC) is a physical location established within the EOC, adjacent to the PIU, to ensure the maximization of social media in reaching residents with vital information during time of an emergency. The DISC enhances our information about disaster situations, enables us to better anticipate disaster needs, and helps the EOC connect people with the resources they need during an emergency. The DISC uses the EOC's social media accounts such as Facebook® and Twitter® to track, monitor, respond, collect, and provide information during an emergency. Through effective use of social media networks, the DISC is able to limit rumors and reduce the circulation of false information on the Internet, provide factual and relevant information, obtain firsthand accounts from people on location, track geographically where resources and aid is needed, and maintain a constant web presence. See also, *Digital Information Support Center (DISC) Coordinating Procedures*.

Lead Agency:

- Public Affairs Department

Support Agencies:

- Parks and Recreation Department
- Information Systems Services (ISS) Department
- Environmental Resources Management (ERM) Department

SAFETY OFFICER

The EOC Safety Officer monitors the overall incident operations and advises the UC on matters relating to general operational safety, including the health and safety of emergency responder personnel. While the responsibility of safety rests at all levels of incident management, the ultimate responsibility for the safe conduct of on-scene incident management operations rests with the on-scene incident commander/supervisor. However, the EOC Safety Officer is responsible to the UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of the overall incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each entity contributes to the overall effort to protect all responder personnel involved in incident operations.

Lead Agency:

- Risk Management Department

Support Agencies:

- N/A

MILITARY SUPPORT

The purpose of Military Support, formally known as the Emergency Support Function (ESF) #13, is to address coordination of military resources once activated during or after a major or catastrophic disaster. Military Support can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. Military Support resources are used when individual agencies are overwhelmed and the UC requests additional military support assistance.

In a major or catastrophic disaster, the Governor of the State of Florida may activate the Florida National Guard (FLNG) so assistance can be provided to Palm Beach County. The FLNG will operate in compliance with Chapters §250 and §252, Florida Statutes (Military Code and Emergency Management, respectively), and Executive Order 80-29 pursuant to a Declaration of a Local State of Emergency by the Governor. All initial requests would be coordinated through the Logistics Section to the State EOC.

The U.S. Coast Guard and Civil Air Patrol also provide support depending on the incident.

Military Support is organized consistent with the SEOC and the requirements of the NRF, the NIMS, and ICS in order to provide incident assessment, planning, procurement, deployment, coordination, and support operations to Palm Beach County officials to assure a timely and appropriate response to an emergency/disaster event. Once the FLNG is activated in Palm Beach County, they will assign a liaison to the County's EOC to ensure communication and coordination.

Lead Agency:

- Florida National Guard

Support Agencies:

- U.S. Coast Guard
- Civil Air Patrol

LIAISON OFFICER

The Liaison Officer is the County Administrator's point-of-contact for representatives of other governmental agencies, elected officials, Non-Governmental Organizations (NGO), and/or private entities to provide assistance with, or input on, their agency's policies, resource availability, and other incident-related matters. Representatives from these agencies and organizations coordinate through the Liaison Officer in order to best utilize the EOC to meet their needs and/or resolve problems. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other

agencies or organizations involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination and collaboration. The Liaison Officer is also a member of the Command Staff, and is responsible for coordinating with representatives from cooperating and assisting agencies or organizations. As such, the Liaison Officer works within the incident command structure in order to affect problem-solving and collaboration.

Lead Agency:

- Public Safety Department

Support Agencies:

- County Administration
- Legislative Affairs
- League of Cities

PLANNING SECTION

The Planning Section is the principal collection, analysis, and dissemination point for data, documentation and information during an activation of the EOC. The Planning Section is the primary point of report development identifying the incident situation, details, a pictorial representation of the incident, and the consequences and response objectives of the Incident Command.

The purpose of the Planning Section is to:

- Create and disseminate SitReps
- Create and disseminate incident action plans (IAPs)
- Maintain and update:
 - Maps
 - Critical Facility Information
 - Evacuation Information
 - Demographics

Table 4: Planning Section Local, State, and Federal Agencies by Organizational Unit

Unit	Lead Agencies PBC	Lead Agencies State	Lead Agencies Federal
Situation Unit	Emergency Management	Florida Division of Emergency Management	N/A
Documentation Unit	Emergency Management	Florida Division of Emergency Management	N/A
Resources Unit	Emergency Management	Florida Division of Emergency Management	N/A

Demobilization Unit	Emergency Management	Florida Division of Emergency Management	N/A
Fusion Center	PBSO	FDLE	N/A
Technical Specialist	Emergency Management	Florida Division of Emergency Management	N/A

SITUATION UNIT

The purpose of the Situation Unit is to provide an overall understanding of the situation in real time and to provide this information through formal published reports including the SitRep and IAP. These formal reports are distributed to the EPG, Unified Command, section chiefs, branch directors, unit leaders, and DEM partner agencies in order to apprise them of the situation and the potential effect to Palm Beach County. The Situation Unit formalizes the Unified Command’s action plan and facilitates planning provisions for sections and branches to develop informational reports pertaining to incident priorities and objectives. The Situation Unit also provides assistance with situation approaches and incident period objectives as well as coordination in development of incident response and recovery operation plans. The Situation Unit performs the following activities within the Planning Section:

- Research, collect, consolidate, analyze, and disseminate relevant incident information that is incorporated into SitReps and IAPs through the County Warning Point to the EPG, Unified Command, section chiefs, branch directors, unit leaders, appropriate individuals, and EM partner organizations.
- Provide a picture of the disaster that defines the current organization, organizes activities that lead to the publishing of incident objectives, and provides information such as weather forecast for the incident operational period, a general safety message from the safety officer, and other reports as necessary.
- Facilitate situational and incident planning that assists the Unified Command Team (UC) in organizing priorities, summarizing current issues, and defining the disaster, so that Unified Command may clarify evolving approaches and formulate solutions for future response and recovery operations. Planning efforts will be enhanced through the collection, processing, and dissemination of information generated from Unified Command.
- Provide Unified Command with technical capability, reports and assistance to display information for the Command Staff and others in the activated Emergency Operations Center.

Lead Agency:

- Division of Emergency Management

Support Agencies:

- County Administration

- Victim Services Division

DOCUMENTATION UNIT

The Documentation Unit is a unit under the Planning Section and serves a number of purposes. It provides a historical record of the emergency; it provides personnel with written plans so that their actions can be coordinated; it also provides legal purposes if, after the emergency, problems arise which may have to be settled in a court of law. Under the Incident Command System, the documentation unit has the responsibility for gathering and organizing the files for an incident. On a small incident, the documentation tasks may be simple and can easily be completed by the Planning Section Chief. As the incident increase in complexity, so do the documentation procedures and requirements. The complexity of an incident governs when a documentation unit is activated. In most cases the Documentation Unit consists of only the Documentation Unit Leader.

The assigned Documentation Unit Leader will perform, or supervise others to perform, the following tasks immediately upon notice of EOC activation:

- Perform an immediate assessment of staffing needs and communicate these needs to the Planning Section Chief.
- Develop hard copy and electronic filing systems.
- Instruct EOC personnel of these systems and inform them how to access their libraries.
- Initiate collection of documents, data, maps and other records, both hardcopy and digital, in accordance with the guidance provided in the Documentation Unit Job Aid records from all activated sections and units, partner agencies and external entities involved in the incident.
- Begin tracking of personnel assigned to the Documentation Unit and report individuals on shift to the Planning Section Chief each shift.

Lead Agency:

- Division of Emergency Management

Support Agency:

- Environmental Resources Management

RESOURCE UNIT

The Resource Unit is primarily responsible for monitoring incident resources and missions, as well as, monitoring and assigning resources to the appropriate unit based upon the incident objectives of the next operational period. The Resource Unit monitors all unassigned missions and resource requests and routes them to the proper recipient. This Unit is accountable to the Planning Section Chief for the completion of work products in an appropriate amount of time during EOC activations.

The Resource Unit performs the following activities within the Planning Section:

- Monitor and enter information into WebEOC[®] regarding resource and mission requests
- Participate in the Planning Section Meetings

- Assist in demobilization planning
- Coordinate resource needs with Logistics Section
- Coordinate incident objectives and resource needs with the Situation Unit Leader

Lead Agency:

- Division of Emergency Management

Support Agencies:

- PBC 9-1-1 Services

DEMOBILIZATION UNIT

The purpose of the Demobilization Unit is to plan for a smooth and efficient deactivation of an emergency response back to normal operations and to analyze the response. Demobilization Unit objectives include the following:

- Develop and share the demobilization plan with Command and General Staff.
- Ensure that equipment and materials are released and returned to controlling agencies.
- Ensure that all personnel are debriefed following demobilization and supervisor is notified of return to routine job duties.
- Develop the AAR for the response or, work closely with the person(s) developing the After Action Report to ensure they have the necessary information to complete the report.

The number of personnel needed to perform the major functions and responsibilities of the Demobilization Unit will vary according to the size of the incident and the level of EOC activation.

Lead Agency:

- Division of Emergency Management

Support Agency:

- N/A

FUSION CENTER UNIT

The primary duty of the Palm Beach Regional Fusion Center (PBRFC) Unit is to act as a conduit of information between the Emergency Operations Center (EOC) and the PBRFC.

Lead Agency:

- Palm Beach County Sheriff's Office (PBSO)

Support Agencies:

- Division of Emergency Management
- County Administration
- Municipal Law Enforcement Agencies
- Department of Homeland Security

TECHNICAL SPECIALIST UNIT

Technical specialists are brought into the activated EOC when there is a specialized need for additional specific talents or information. The number or types of specialists will vary according to the needs of the EPG, Unified Command, section, branch or unit needs during the management of the incident. There are a variety of specialists that may be brought into the EOC to work with Planning, Unified Command, sections, branches or units. Some examples include:

- Meteorologists
- Hazardous Materials specialists,
- Response chemists specialist,
- Infectious disease specialists,
- Pharmacological specialist,
- Industrial hygienists,
- Radiological specialists,
- Flood control specialists, and
- Environmental impact specialists.

ADMINISTRATION/FINANCE SECTION

The Administration/Finance Section will work closely with, and support, the Unified Command (UC) and other Sections during EOC activation. The Administration/Finance Section is responsible for financial management, ensuring proper and legal documentation of all costs and statutory compliance requirements associated with the preparedness for, response to, and the recovery from any disaster event. The Admin/Finance Section Chief/Liaison is responsible for the training of EOC personnel in regard to all financial procedures. The documentation for how reimbursement is obtained for all eligible entities within Palm Beach County (including the municipalities) can be found in the Admin/Finance Coordinating Procedures. All expenditures in which reimbursement will be requested will be in compliance with federal, state, and local regulations, as well as FEMA disaster assistance policies.

Table 5: Administration/Finance Section Local, State, and Federal Agencies by Organizational Unit

Unit	Lead Agencies PBC	Lead Agencies State	Lead Agencies Federal
Claims & Compensation Unit	Risk Management Department	N/A	N/A
Time Unit	Human Resources Department	N/A	N/A
Cost Unit	Public Safety Department	N/A	N/A

CLAIMS AND COMPENSATION UNIT

The Claims & Compensation Unit is responsible for handling County responder injury compensation and claims and investigating all claims involving County property associated or involved in the incident. The Claims & Compensation Unit Leader will complete and maintain status reports for major issues or incidents and will implement the objectives in the EOC IAP assigned to the Claims & Compensation Unit.

Lead Agency:

- Risk Management Department

Support Agencies:

- N/A

THE TIME UNIT

The Time Unit Leader is responsible for providing time data for an incident. This Unit must ensure that incident personnel time is obtained and accurately recorded. The Time Unit Leader is to ascertain all time data, analyze and prepare estimates of personnel time to Unified Command and other state and federal entities, when requested.

Lead Agency:

- Human Resources Department

Support Agencies:

- N/A

THE COST UNIT

The Cost Unit provides cost analysis data for an emergency incident. This unit must ensure that personnel, equipment, materials and subcontracts for a specific emergency event are properly identified, obtained and recorded. The Cost Unit Leader is to ascertain all cost data, analyze and prepare estimates of incident costs to Unified Command and other state and federal entities. In addition, the Cost Unit Leader also provides input on cost estimates for resource use to the Planning Section.

Lead Agency:

- Public Safety Department – Administration

Support Agencies:

- N/A

OPERATIONS SECTION

The Operations Section consists of five (5) branches, 18 units and six (6) emergency operating areas. Branches have functional, geographical or jurisdictional responsibility for major parts of the incident operations, such as Emergency Services or Emergency Operating Areas. Working together, the branches provide a coordinated approach to the delivery of disaster assistance to the

community Units have specific functional responsibilities for specific incident objectives, such as Firefighting, Transportation, or Animal Services. Units are tasked with missions and/or provide resources in support of the response, restoration and recovery efforts directly related to management of the incident.

Table 6: Operations Section Local, State, and Federal Agencies by Organizational Unit

Unit	Lead Agencies PBC	Lead Agencies State	Lead Agencies Federal
Recovery Branch			
Damage Assessment	Planning, Zoning & Building Department	Florida Division of Emergency Management	Federal Emergency Management Agency
Housing	Office of Economic Sustainability	Florida Division of Emergency Management	Housing and Urban Development
Business and Industry	Office of Small Business Assistance	Department of Economic Opportunity	Small Business Administration
Infrastructure Support Branch			
Transportation	Palm Tran	Department of Transportation	Department of Transportation
Public Works	Engineering & Public Works	Department of Transportation	U.S. Army Corps of Engineers
Energy	Engineering & Public Works Department	Public Service Commission	Department of Energy
Debris Management	Engineering & Public Works Department	Florida Division of Emergency Management	Environmental Protection Agency
Emergency Services Branch			
Fire Fighting	Palm Beach County Fire-Rescue	Department of Financial Services, Division of State Fire Marshal	U.S. Forest Service, Department of Agriculture
Search & Rescue	Palm Beach County Fire-Rescue	Department of Financial Services, Div of State Fire Marshal	Federal Emergency Management Agency

Unit	Lead Agencies PBC	Lead Agencies State	Lead Agencies Federal
HAZMAT	Palm Beach County Fire-Rescue	Department of Environmental Protection	Environmental Protection Agency
Law Enforcement	Sheriff's Office (PBSO)	Department of Law Enforcement	N/A
Human Services Branch			
Mass Care	American Red Cross	Department of Business and Professional Regulation	FEMA
Health & Medical	FDOH – Palm Beach	Florida Department of Health	Department of Health and Human Services
Food & Water	Community Services Department	Department of Agriculture & Consumer Services	Department of Agriculture
Animal Services	Animal Care & Control Division	Department of Agriculture & Consumer Services	USDA
Unmet Needs	Disaster Recovery Coalition	Florida Division of Emergency Management	FEMA
Special Needs Unit	PBC Community Services Department	Department of Health	DHHS
Emergency Operating Area (EOA) Branch			
Emergency Operating Areas	Parks and Recreation	N/A	N/A

RECOVERY BRANCH

The Recovery Branch will expand operations during the response phase and will likely continue well into the recovery phase. The Recovery Branch is responsible for coordinating and overseeing rapid impact and damage assessments, disaster housing, State and Federal disaster assistance programs, and business and industry activities. The responsibility to prioritize, delegate and set in motion recovery initiatives and implement them also belongs to this Branch.

DAMAGE ASSESSMENT UNIT

The Damage Assessment Unit is responsible for coordinating damage assessment-related activities, including effective coordination with other response elements, pro-active exchange of information and effective/efficient collection and dissemination of damage information. The purpose of the Damage Assessment Unit is to determine the extent of destruction the disaster has caused, quantify this damage, report it to the Operations Section Chief, and prepare the necessary documentation to support the request for a declared disaster declaration.

Lead Agency:

- Planning, Zoning, & Building Department

Support Agencies:

- Facilities Development & Operations Department
- Division of Emergency Management
- Palm Beach County Fire-Rescue
- Municipal Partners
- Palm Beach County Sheriff's Office (PBSO)
- Citizens of Palm Beach County

HOUSING UNIT

The Housing Unit is responsible for the coordination of post disaster housing strategy to provide safe, sanitary, timely housing solutions for displaced victims. This can include options such as vacant hotels/ motels, apartments, mobile homes, recreational vehicles, big box structures, floating options, tents, etc. The Housing Unit's goal is to assist families as needed during their move into temporary or permanent housing. Such assistance may include accessing rental assistance money, donated furnishings, coordinating with volunteer movers, and coordinating transportation. Efforts to assist families will be coordinated with the Unmet Needs Unit.

Lead Agency:

- Office of Economic Sustainability

Support Agencies:

- American Red Cross
- Disaster Recovery Coalition
- Convention and Visitors' Bureau
- Department of Community Services
- Municipalities
- Division of Emergency Management

BUSINESS AND INDUSTRY UNIT

The purpose of the Business and Industry Unit is to disseminate and coordinate information, resources, and capabilities among the appropriate private and public sector agencies and organizations. This will enhance business disaster preparedness and facilitate post disaster business, economic and community recovery.

Lead Agency:

- Office of Small Business Administration

Support Agencies:

- Business Civic Leadership Center
- Business Development Board
- Local Chambers of Commerce
- Small Business Development Board
- Division of Emergency Management
- Disaster Recovery Coalition

INFRASTRUCTURE BRANCH

The Infrastructure Branch is responsible for the implementation of incident objectives as they relate to the lifelines of the community including energy systems such as natural gas, electricity, the restoration of roadways and transportation systems, public works, including water and wastewater systems, traffic control and debris management.

TRANSPORTATION UNIT

The Transportation Unit is responsible to coordinate and facilitate the emergency transportation requirements for the movement of people for Palm Beach County in response to and recovery from an incident or disaster. Coordination for the transportation of commodities will be done through the Logistics Section.

Lead Agency:

- Palm Tran

Support Agencies:

- AMTRAK
- Department of Airports
- Department of Public Safety
- Palm Beach County Fire-Rescue
- Palm Beach County School District
- Palm Beach County Sheriff's Office (PBSO)
- Port of Palm Beach
- Private Ambulance Companies
- Tri-Rail

PUBLIC WORKS UNIT

The Public Works Unit is responsible for implementing pre-event protective measures (when able), post-disaster assessment, temporary repairs and restoration of roads, bridges, traffic signals and signs, drainage, water, and sewer systems.

Lead Agency:

- Engineering and Public Works

Support Agencies:

- Florida Health – Palm Beach County
- Florida Department of Transportation
- Municipal Police Departments
- Municipal Public Works Departments
- Parks and Recreation Department
- Palm Beach County Sheriff's Office (PBSO)
- Water Utilities
- Solid Waste Authority
- South Florida Water Management and other drainage districts

THE ENERGY UNIT

The Energy Unit is responsible for monitoring, assessing, reporting on and the restoration of electric and natural gas systems for the county.

Lead Agency:

- Engineering and Public Works

Support Agencies:

- Lake Worth Utilities
- Florida Power & Light
- Florida Public Utilities
- Planning, Zoning, and Building Department
- Public Affairs
- TECO Gas

THE DEBRIS MANAGEMENT UNIT

The Debris Management Unit is responsible for the debris clearance, removal, recycling and temporary and permanent disposal of disaster debris.

Lead Agency:

- Engineering and Public Works

Support Agencies:

- Solid Waste Authority
- Florida Health – Palm Beach County
- Florida Department of Transportation
- Municipal Police Departments
- Department of Airports
- Facilities Development and Operations
- Palm Beach County Fire-Rescue
- Parks and Recreation Department
- Road and Bridge
- Palm Beach County Sheriff's Office (PBSO)
- South Florida Water Management District and other drainage districts

EMERGENCY SERVICES BRANCH

The Emergency Services Branch is responsible for managing, mobilizing and coordinating the deployment of Palm Beach County's local resources in response to fire, emergency medical care, search and rescue, hazardous materials, safety and security for communities affected by disasters and other emergencies.

THE FIREFIGHTING UNIT

The Firefighting Unit communicates, controls, and coordinates requests for firefighting resources from multiple fire-rescue agencies in rural and urban firefighting operations, and supports other branches and units in completing their missions. This unit's cooperative and coordinated effort enhances Palm Beach County's overall preparedness, response, and recovery capabilities.

Lead Agency:

- Palm Beach County Fire-Rescue

Support Agencies:

- Chief Fire Officers Association of Palm Beach County
- Amateur Radio Emergency Services (ARES)
- Florida Division of Forestry
- Florida Fire Chiefs Association
- Palm Beach County municipal fire departments
- Palm Beach County municipal police departments
- Palm Beach County Sheriff's Office (PBSO)

THE SEARCH AND RESCUE UNIT

The Search & Rescue Unit provides specialized lifesaving assistance when activated for incidents or potential incidents requiring a coordinated response. In a disaster or an emergency, the main concern is getting victims out of harm's way. Victims' lives depend upon the skilled work of search and rescue personnel whether pinned under rubble after a building collapse or trapped by rising floodwaters in a hurricane. The Search and Rescue Unit is responsible for locating, extract, and providing immediate medical treatment for life-threatening injuries of victims trapped in collapsed structures, debris fields, excavations sites, or maritime incidents.

Lead Agency:

- Palm Beach County Fire-Rescue

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- Chief Fire Officers Association of Palm Beach County
- Florida Fire Chiefs Association
- Florida Fish and Wildlife Conservation Commission
- Palm Beach County municipal fire departments
- Palm Beach County municipal police departments
- Palm Beach County Sheriff's Office (PBSO)

THE HAZARDOUS MATERIALS UNIT

The Hazardous Materials Unit, when activated, provides the mechanism for coordinated response to a potential or actual discharge of, and/or an uncontrolled release of any hazardous materials. The Hazardous Materials Unit shall establish priorities and oversee the implementation of emergency work for hazardous material incidents during the response and recovery phases based on the Incident Objectives established by Unified Command.

Lead Agency:

- Palm Beach County Fire-Rescue

Support Agencies:

- American Red Cross
- Florida East Coast Railway
- Florida Health – Palm Beach County
- Municipal Fire Departments
- Department of Environmental Resource Management
- Health Care District
- Public Safety Department
- Palm Beach County Sheriff's Office (PBSO)
- Port of Palm Beach
- Solid Waste Authority

THE LAW ENFORCEMENT UNIT

The Law Enforcement Unit commands, controls and coordinates requests for law enforcement resources in support of law enforcement field activities. The Law Enforcement Unit will complete and maintain status reports for major incidents, implement the objectives of the EOC/Area Command Incident Action Plan assigned to the Law Enforcement Unit, and assist and serve as an advisor to the Emergency Services Branch Director and Operations Section Chief, as required.

Lead Agency:

- Palm Beach County Sheriff's Office (PBSO)

Support Agencies:

- Florida Department of Law Enforcement
- Florida Highway Patrol
- Palm Beach County municipal police departments
- Palm Beach County School District
- Palm Beach County Association of Chiefs of Police
- Transportation Security Administration

HUMAN SERVICES BRANCH

The Human Services Branch is responsible for the coordination of services to provide for the basic human needs related to a disaster before, during and after its impact. This includes but is not limited to shelters, food and water distribution, mass feeding sites, medical assistance, crisis counseling, assistance for persons with special needs and for the care and protection of animals.

THE MASS CARE UNIT

The Mass Care Unit is responsible for providing basic human services, including sheltering, mass feeding operations, bulk distribution of emergency items to sheltered persons, collecting and providing information on survivors to family members, temporary housing, emotional support, mental health, and other basic necessities to persons impacted by a disaster.

Lead Agency:

- American Red Cross

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- Gulfstream Goodwill
- Animal Care and Control Division
- Facilities Development and Operations Department
- Human Services Division
- Medical Society
- Parks and Recreation Department
- Palm Beach County School District
- Palm Beach County Sheriff's Office (PBSO)
- Salvation Army
- United Way

THE HEALTH AND MEDICAL UNIT

The Health and Medical Unit is responsible for coordinating all local and incoming health and medical resources required in the county's response to and recovery from a disaster. The Health and Medical Unit also operates medical points of dispensing for disasters requiring a pharmaceutical response and is responsible for the provision of life sustaining pharmaceuticals.

Lead Agency:

- Florida Health – Palm Beach County

Support Agencies:

- Agency for Health Care Administration
- American Red Cross
- Animal Care and Control
- 211 Palm Beach/Treasure Coast
- Health Care District of Palm Beach County

- Federal Bureau of Investigation (FBI), Miami Field Office
- Fire Rescue agencies
- Florida Hospital Association
- Network Seven Dialysis Coalition
- Engineering Department
- Environmental Resource Management
- Facilities Development and Operations Department
- Medical Examiner's Office
- Medical Society
- Palm Beach County School District
- Palm Beach County Sheriff's Office (PBSO)
- Palm Tran
- Private Ambulance Companies

THE FOOD AND WATER UNIT

The Food and Water Unit is responsible for creating a system to provide food, bottled water, and other commodities as applicable to at risk and food insecure neighborhoods following a disaster.

Lead Agency:

- Community Services Department

Support Agencies:

- American Red Cross
- Area Agency on Aging
- Cheney Brothers
- Food Bank
- Salvation Army
- United Way

ANIMAL SERVICES UNIT

The Animal Services Unit exists to identify, manage and organize the response or resources needed for the care of domestic animals and livestock following a disaster. They also coordinate emergency response and relief assistance with local, state, and national agencies and are responsible for operating the County's pet friendly shelter.

Lead Agency:

- Division of Animal Care and Control

Support Agencies:

- American Red Cross
- Boynton Beach Animal Control
- Busch Wildlife Sanctuary
- Florida Federation of Avian Societies
- Florida Fish and Wildlife Conservation Commission
- Florida Health in Palm Beach County

- Jupiter Safe Harbor – Furry Friends Adoption and Clinic
- Lion Country Safari
- Horse Industry Council
- Veterinary Society
- Palm Beach Zoo at Dreher Park
- Peggy Adams Animal Rescue League
- Private Non-profit Rescue Groups

UNMET NEEDS UNIT

The Unmet Needs Unit coordinates recovery resources and assesses, refers and advocates for those individuals and families that are seeking disaster related assistance not available through insurance, FEMA, or other sources. The Unmet Needs Unit Leader is the point of contact responsible for connecting disaster survivors into the unmet needs process for both declared and undeclared events. Communication and coordination with municipalities on unmet needs will be handled through the respective Emergency Operating Area (EOA) as further described on p. 50.

Lead Agency:

- Disaster Recovery Coalition

Support Agencies:

- 2-1-1 Palm Beach/Treasure Coast, Inc.
- American Red Cross
- Catholic Charities
- Gulfstream Goodwill
- Community Services Department
- United Way

SPECIAL NEEDS UNIT

Palm Beach County operates a Special Needs Shelter to provide refuge for citizens with medical conditions and/or who require continuous power supply for survival. The Special Needs Shelters are staffed by numerous agencies and healthcare professionals.

Lead Agency:

- Community Services Department

Support Agencies:

- 2-1-1 Palm Beach/Treasure Coast, Inc.
- Alzheimer's Community Care Group
- American Red Cross
- Florida Health - Palm Beach County
- Health Care District of Palm Beach County
- Facilities Development and Operations Department
- Palm Beach County Fire-Rescue
- Information Support Services

Palm Beach County Sheriff's Office (PBSO)

EMERGENCY OPERATING AREA BRANCH

The EOA Branch consists of an EOA Municipal Unit Leader and six Emergency Operating Areas, each with an EOA Coordinator, Deputy Coordinator and separate organizational structure. EOAs are divided geographically through the county.

EOA MUNICIPAL UNIT

The EOA Municipal Unit is responsible for the coordination and oversight of municipal requests made through each EOA coordination site, through WebEOC[®], or telephone. The EOA Municipal Unit maintains contact with municipalities to provide information, resource request assistance, identify and report potential problems, and determine status of damage assessment reporting to ensure collection of RIA information.

Lead Agency:

- Parks and Recreation Department

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- Gulfstream Goodwill
- Animal Care and Control Division
- Facilities Development and Operations Department
- Human Services Division
- Medical Society
- Municipalities
- Parks and Recreation Department
- Palm Beach County School District
- Palm Beach County Sheriff's Office (PBSO)
- Salvation Army
- United Way

LOGISTICS SECTION

The Logistics Section provides resources in support of the County's response to natural, technological, or human caused disasters. Resources include supplies, equipment, personnel and special teams. The County will activate their Logistics Section as needed to coordinate necessary resources to support operations. The Logistics Section provides the backup support to the other sections, in terms of space, equipment, supplies, facilities, transportation, fuel, food, communications and other services. Logistics provides the platform from which the rest of the organization can perform the response work.

During a disaster/event, Palm Beach County may be in need of resources beyond its own capabilities. In these cases, it is the responsibility of the Procurement Unit (led by the County Purchasing Director) to request state assets and to enter into and execute funding agreements with other legal entities on behalf of the County.

Table 7: Logistics Section Local, State, and Federal Agencies by Organizational Unit

Unit	Lead Agencies PBC	Lead Agencies State	Lead Agencies Federal
Services Branch			
Human Resources	Human Resources Department	N/A	N/A
Volunteers & Donations	United Way of PBC	Volunteer Florida	N/A
EOC Support	Consumer Affairs Division	N/A	N/A
Support Branch			
Communications	Facilities Development & Operations Department	Department of Management Services, State Technology Office	Office of Science and Technology Policy (OSTP), FECCs and FEMA
Fleet & Fuel	Facilities Development & Operations Department	N/A	N/A
Facilities / FDO	Facilities Development & Operations Department	N/A	N/A
Base Camp	Facilities Development & Operations Department	Florida Department of Emergency Management	N/A
Procurement	Purchasing Department	N/A	N/A
Distribution Branch			
POD	Facilities Development & Operations Department	Florida Department of Emergency Management	N/A
Bulk Distribution	Facilities Development & Operations Department	N/A	N/A
County Area Staging	Facilities Development & Operations Department	N/A	N/A

SERVICES BRANCH

HUMAN RESOURCES UNIT

The Human Resources Unit is responsible for the management and coordination of County personnel used for staffing response and recovery activities. The Human Resources Unit evaluates mission resource requests and matches them with available employees in order to fulfill those missions, making sure that each person is reasonably capable and knows what is expected of them when they are activated. Reference: *Palm Beach County Code Chapter 9, Article II, Section 9-35(b)(4-5)*.

Lead Agency:

- Human Resources Department

Support Agencies:

- N/A

VOLUNTEERS AND DONATIONS UNIT

The Volunteer and Donations Unit establishes systems to cope with the surge of unaffiliated, spontaneous volunteers and in-kind donations that are expected to occur during the response to major incidents or sizeable disasters. Reference: *Palm Beach County Code Chapter 9, Article II, Section 9-35(b)(5)*.

Lead Agency:

- United Way

Support Agency:

- Gulfstream Goodwill
- American Red Cross
- Disaster Recovery Coalition & Nonprofit Partners
- 2-1-1 Palm Beach/Treasure Coast, Inc.
- Public Information Unit

EMERGENCY OPERATIONS CENTER SUPPORT UNIT

The EOC Support Unit ensures the smooth operations of the EOC from activation through demobilization for all hazards emergencies and disasters. This Unit is responsible for coordination of administrative functions, facility repair, information technology troubleshooting, feeding, and facility security.

Lead Agency:

- Consumer Affairs Division

Support Agencies:

- Public Safety Administration

- Facilities Development & Operations Department
- Palm Beach Sheriff's Office
- PBC Information System Services Department
- Palm Beach County Fire-Rescue

SUPPORT BRANCH

COMMUNICATIONS UNIT

The Communications Unit's major responsibility is effective communications planning, coordination, and implementation for the incident, especially in the context of a multiagency incident. The Communication Unit operates from the EOC and assists with emergency communications and the restoration of public safety communications systems and first responder networks.

Lead Agency:

- Facilities Development & Operations, Electronic Services & Security (ESS)

Support Agencies:

- Palm Beach County District Amateur Radio Emergency Service, Inc. (ARES)
- Division of Emergency Management

FLEET AND FUEL UNIT

The Fleet and Fuel Unit maintains and repairs primary tactical equipment, vehicles, mobile ground support equipment and, to the extent possible, provide transportation in support of incident operations. To the extent possible, pre-event, the Unit will attempt to "top off" county fuel tanks. The Fleet and Fuel Unit records usage time for all ground equipment (including contract equipment) assigned to the incident supplies fuel for all mobile equipment.

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

PROCUREMENT UNIT

The Procurement Unit will provide procurement support by obtaining goods and services needed by response and recovery agencies and organizations. For reimbursement purposes, this unit will ensure that all procurement activities are conducted in accordance with Local, State and Federal requirements. This unit is responsible for administering all financial matters pertaining to vendor contracts, leases and fiscal agreements.

Lead Agency:

- Purchasing Department

Support Agencies:

N/A

FACILITIES UNIT

The Facilities Unit prepares County facilities by shuttering and hardening them, especially critical facilities, assists with the set-up of the Special Needs Shelter, the EIC and the EOC. Post-event, the Facilities Unit provides security services, conducts a thorough damage assessment on all County property by region, implements property protection strategies, as well as restoration and mitigation protocols. The Unit also evaluates and fulfills requests for facilities or real estate post-disaster depending upon availability (e.g. for staging areas, warehousing, disaster recovery centers, etc.), coordinates the repairs of County structures.

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

BASE CAMP UNIT

The Base Camp Unit locates, sets up, and demobilizes all base camp facilities used in support of incident operations. A base camp is a managed site that is established to provide support for emergency responder personnel and teams working in the disaster area. Base camps are activated when there is insufficient hotel and food service facilities or when such use would displace disaster victims from such facilities and services. Base camps are established, as required, in close proximity to the areas impacted by the disaster.

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

DISTRIBUTION BRANCH

COUNTY STAGING AREA UNIT

A County Staging Areas (CSA) is a temporary site established to provide resource support to personnel that are involved in a disaster response and recovery effort. CSAs are created so both supplies and crews can be dispatched from a centralized location. This includes the warehousing of commodities; equipment and supplies needed to support victims, emergency responders and the community infrastructure. In addition, it serves as a location from which response teams can be staged, such as search and rescue, medical teams, utility restoration crews, debris management teams and others. The need for, resources allocated to, and number of CSAs will be based on damage assessment reports and implementation of mutual aid. The County Staging Area(s) are supplied by the State-managed Logistical Staging Area (LSA).

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

BULK DISTRIBUTION UNIT

The Bulk Distribution Unit is responsible for the overall operations of the Points of Distribution (POD) sites. The purpose of bulk distribution is to establish initial points where organized/pre-authorized groups will obtain bulk amounts of life sustaining emergency relief supplies for their agencies, large communities, emergency workers until such time as power is restored and traditional facilities, such as retail establishments reopen, comfort stations, fixed and mobile feeding sites and routes and relief social service programs are in place. The Bulk Distribution Unit develops and implements an inventory plan of all resources. The Bulk Distribution Unit is responsible for developing and implementing accountability, safety and security measures for personnel and resources. The Bulk Distribution Leader is assigned to the EOC; operational staff are assigned to various field locations.

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

POD UNIT

The Point of Distribution (POD) Unit Leader locates, sets up, maintains, and demobilizes all POD sites open throughout PBC from activation until demobilization for all disasters. A Point of Distribution is a mass dispensing location where the public goes to pick up emergency commodities or supplies following a disaster. The need for a POD is based on lack of infrastructure to support normal distribution of food, water, tarps, or other supplies. PODs can also be activated to provide certain medications, pills, tablets, capsules, or vaccinations (prophylaxis) to protect the general population from biological threats or epidemics. A POD is not a shelter, and typically does not have the capacity to feed or provide medical care to the public.

Lead Agency:

- Facilities Development & Operations Department

Support Agencies:

- N/A

This page intentionally left blank

RESPONSE ACTIONS

OPERATIONAL PRIORITIES

Palm Beach County has set operational priorities to be detailed in the Incident Action Plans (IAP) for each operational period. The operational priorities include:

- Life safety;
- Incident stabilization;
- Property protection;
- Environmental protection;
- Restoration of essential services/functions; and
- Coordination among all levels of government.

LIFE SAFETY

EMERGENCY LIFE SAVING MEASURES

In the immediate post-disaster environment, the priority mission is to save lives of people in immediate danger.

Search and Rescue: The Search and Rescue Unit, through the coordination of Palm Beach County Fire-Rescue and all municipal Fire Rescue personnel, will implement search and rescue missions. *Reference: Palm Beach County Fire-Rescue EOP and Fire Rescue Procedures.*

Treat, Triage, and Transport: The Fire Fighting Unit in coordination with the Health and Medical Unit will provide life saving medical assistance to survivors. *Reference: Palm Beach County Fire-Rescue EOP and Fire Rescue Procedures.*

PROTECTIVE ACTIONS

When Palm Beach County is threatened by a significant event, public safety officials will evaluate the hazard and vulnerability to determine the most appropriate protective action decisions. Based upon the real time hazard vulnerability analysis, public safety officials may mandate one or more of the following protective actions be issued:

Evacuation: The safe movement of vulnerable populations and animals from high risk areas to safer locations. Evacuation planning will also involve consideration of safe re-entry guidelines.

Shelter-In-Place: An Executive Order that restricts the movement of at-risk populations. At-risk populations are to remain within structures that can provide protection from exterior hazards (i.e., hazardous materials plumes or contagious persons).

Quarantine: An Executive Order that restricts the movement of persons currently well but known, or suspected, to have been in contact with contagious persons and may, therefore, become

contagious in the future. Quarantine may involve voluntary or involuntary restriction within a designated facility.

Isolation: An Executive Order that restricts the movement of at-risk populations in order to segregate ill, infectious, and/or contaminated persons to prevent contamination/disease transmission to others.

Re-entry: A process to permit persons into an impacted area as hazardous conditions are remediated and public safety is re-established. Re-entry may be phased and/or time restricted.

Curfew: An Executive Order that restricts the movement of persons within a specified geographic region during specified periods of time.

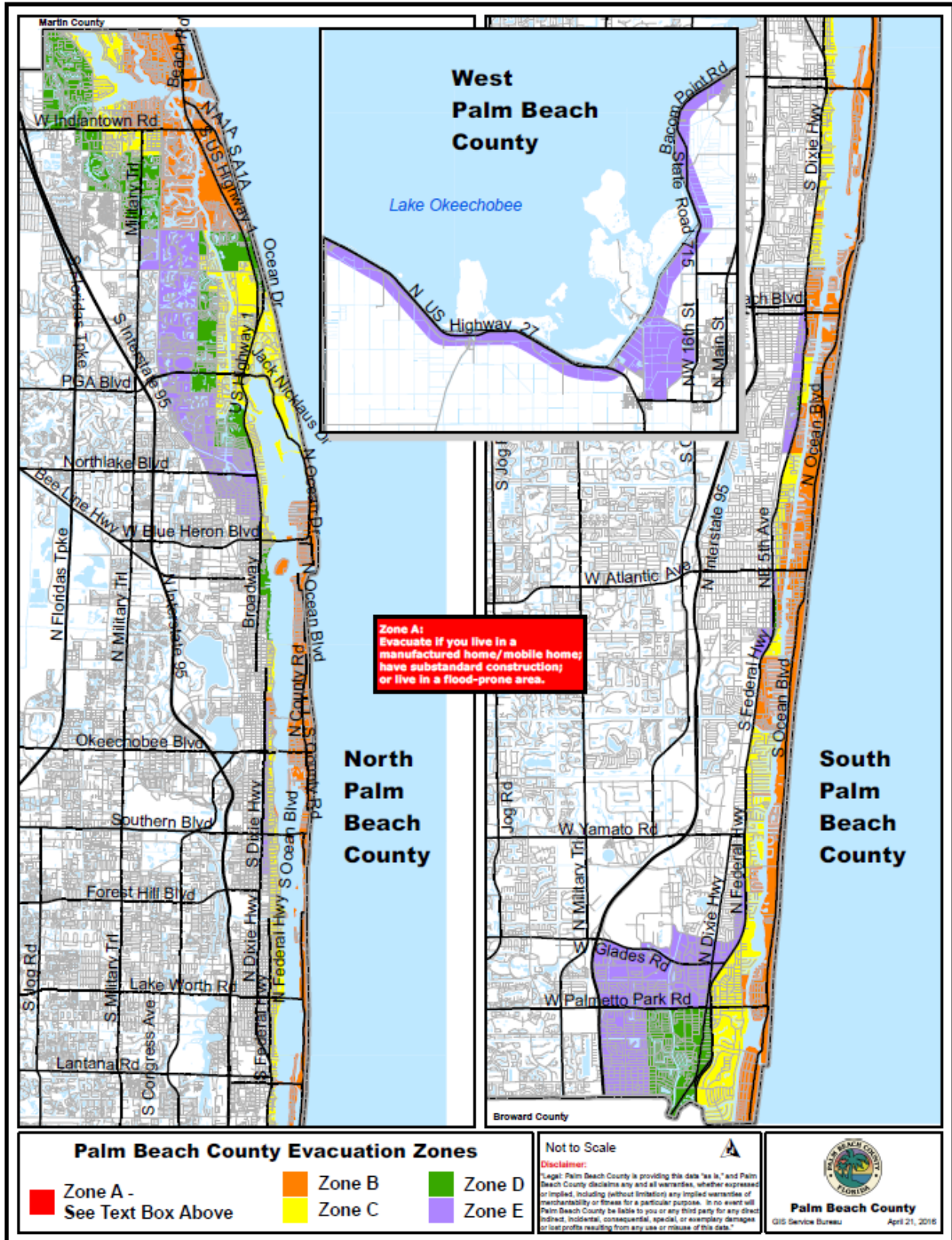
Restrictions: An Executive Order that may restrict the sale, purchase, or possession of alcoholic beverages, firearms, or flammable substances.

EVACUATION

A large-scale evacuation of Palm Beach County residents, visitors, and domesticated animals may be initiated by numerous potential threats including tropical storms, hurricanes, floods, hazardous materials spills, wild fires, chemical, biological, radiological, nuclear, and explosive (CBRNE) terrorist attacks, and others. Any large-scale evacuation with regional implications will significantly impact major transportation arteries and necessitate inter-county coordination among regional and State partners. Palm Beach County is also in a position to host evacuees when not at risk, such as in the case of a radiological event at the St. Lucie Nuclear Power Plant, or a catastrophic weather event in other regions of the State.

Evacuation Authority: The Emergency Management Director has the responsibility to recommend the need to issue an Evacuation Order for high risk areas in Palm Beach County, prior to the threat of a tropical storm, hurricane, wild fire, flooding incident, or any other applicable threat identified by the Public Safety Director. The Public Safety Director will forward this recommendation to the County Administrator, or designee. The County Administrator requests the Mayor of the BCC to approve and sign the Evacuation Order. All policies effecting the direction and control of the evacuation remain the responsibility of the BCC and are administered by the EOC through the EPG. The EPG has the authority to order a countywide evacuation and/or a shelter-in-place order applicable to all jurisdictions. Implementation of these protective actions, however, requires the cooperation and coordination of all available resources.

A copy of the Palm Beach County Evacuation Zones can be found on the following page.



SHELTER-IN-PLACE

In the event of hazardous materials contamination, biological threats, or a contagious disease, authorities may determine it's safer for at-risk populations and animals to remain within the safety of interior structures. An Executive Order, which restricts the movement of at-risk populations, may be voluntary or involuntary and will be enforced by law enforcement. Through a Shelter-In-Place Order, public officials anticipate that structures such as homes, businesses, or schools can provide protection from exterior hazards (i.e., hazardous materials plumes or contagious persons). If the Shelter-In-Place Order remains in effect for long periods of time, the logistical support of isolated populations may become a significant challenge.

Shelter-In-Place Authority: A non-public health related Shelter-In-Place order (such as a hazardous material plume) may be recommended by the on-scene IC if persons and domesticated animals in the immediate vicinity are in imminent danger. The on-scene IC will coordinate Shelter-In-Place Orders with the Emergency Management Director.

For other countywide events, such as hurricanes (individuals residing in non-evacuation zones) or radiological incidents (ingestion pathway), residents may be encouraged to shelter-in-place by the Emergency Management Director. This recommendation will be forwarded to the County Administrator by the Public Safety Director.

QUARANTINE

A Quarantine Order restricts the movement of at-risk populations and confines them to pre-identified locations which may be necessary to monitor, isolate, and treat contaminated or contagious persons and animals. It is the responsibility of the Director of FDOH – Palm Beach to issue a public health emergency and recommend a Quarantine Order. The escalation to a Quarantine Order is likely to be caused by serious public health threats within the community. This order may be voluntary or involuntary and enforced by law enforcement.

Quarantine Authority: In the event of a public health emergency, it is the responsibility of the Palm Beach County DOH Director to issue a public health emergency and implement Quarantine Orders. Any situation involving a local order by the Palm Beach County DOH Director for a Quarantine Order will be conducted in close consultation with the Florida Department of Health's State Surgeon General, and the CDC. *Reference: Florida Statute Chapter 381, Section 381.0011, Communicable Disease and Quarantine; and, Section 381.00315, Public Health Emergencies and Advisories, Department of Health EOP, Communicable Diseases HSP.*

ISOLATION

Isolation Orders may be issued for natural, technological and human-generated hazards for affected persons. In the event of biological threats or a contagious disease, official authorities may determine it safer for ill populations and ill animals to remain within the safety of interior structures. An Executive Order which restricts the movement of affected populations may be voluntary or involuntary and enforced by law enforcement. By way of an Isolation Order, public officials expect that structures such as homes, businesses, schools, and hospitals will help to

contain the spread of the disease to others. Affected persons in isolation may require medical intervention. If the Isolation Order remains in effect for longer periods of time, the logistical support of isolated populations may become a significant challenge.

Isolation Authority: The authority to issue an Isolation Order will vary based upon the type of threat. Any situation involving a local isolation order by the Palm Beach County DOH Director will be conducted in close consultation with the Florida Department of Health's State Surgeon General, and CDC. *Reference: Florida Statute Chapter 381, Section 381.0011, Communicable Disease and Quarantine; and, Section 381.00315, Public Health Emergencies and Advisories, Department of Health EOP, Communicable Disease HSP.*

CURFEW

As a result of substantiated threats or otherwise dangerous conditions, Palm Beach County, in close coordination with the municipal jurisdictions, may issue Executive Orders for curfews to ensure public safety during a state of emergency. Curfew Orders restrict the travel and movement of persons within identified geographic areas. The purpose of Curfew Orders is to protect public safety and maintain order.

Curfew Authority: The County Administrator, in collaboration with municipalities located within Palm Beach County, may establish a countywide curfew or a specific area curfew, to restrict travel and movement within the County. *Reference: Palm Beach County Code Chapter 9, Article II, Section 9-35.*

RESTRICT ALCOHOLIC BEVERAGES, FIREARMS, OR FLAMMABLE SUBSTANCES

In order to promote public safety, Palm Beach County, in close coordination with the municipal jurisdictions, may restrict the sale, purchase or possession of alcoholic beverages, firearms, or flammable substances for the duration of the declared State of Emergency. The extent and application of such emergency restrictions shall be tailored to meet the specific situation and may be modified from time to time.

Restrictions Authority: Per the *County Code Chapter 9, Article II, Section 9-35*, the sale, purchase or possession of alcoholic beverages, firearms, or flammable substances may be halted by the County Administrator, or designee.

VULNERABLE POPULATIONS COORDINATION

Protective action decision-making (evacuation, shelter-in-place, isolation, and quarantine) and implementation must occur in close coordination with all municipal jurisdictions within the County, neighboring counties, potential host communities, partner agencies, and the SEOC. Each Hazard Specific Plan may detail additional protective action decision making mechanisms which are applicable specifically to that disaster.

SHELTER COORDINATION

Shelter Program: A variety of shelter options are available to accommodate disaster survivors needing temporary shelter. Shelters may be classified into six (6) primary categories:

- Hurricane Risk Shelters
- Host Shelters (Non-Risk, All-Hazards)
- Refuges of Last Resort
- Special Needs Shelters
- Shelters for Families of Emergency Workers
- Pet Friendly Shelter

Hurricane Evacuation Risk Shelters: Palm Beach County, in cooperation with the American Red Cross (ARC), currently operates hurricane evacuation shelters approximate capacity for 50,000 residents. All hurricane evacuation shelters meet current ARC 4496 design standards to withstand hurricane force winds, including window strength and protection, wind and debris exposure, and storm surge inundation. Shelter capacity is continuing to expand as new high schools and select middle schools are built to ARC 4496 standards and Enhanced Hurricane Protection Areas (EHPA) Standards. The BCC has a contract with the Palm Beach County School District to allow usage of their facilities for sheltering activities. *Reference: General Population Shelter Coordinating Procedure and the ARC Disaster Response Plan.*

Host Shelters (Non-Risk, All-Hazards): The ARC will also shelter disaster victims who are left homeless due to non-tropical weather related disaster events threatening their neighborhood. Under these circumstances, a designated shelter (i.e., community center, church, or other public facility) will be selected and opened by the ARC, in cooperation with DEM. The selected shelter will be located in close proximity to the affected area.

These shelters may also be used to provide shelter to residents of risk counties during large-scale disasters or radiological event at the St. Lucie Nuclear Power Plant. The County has numerous facilities to house large numbers of people. Host shelters do not require wind load bearing standards and therefore are not covered under ARC 4496. They are, however, identified using criteria under ARC 3031 Guidelines. Upon request of the Governor of the State of Florida, criteria must be utilized to select an appropriate facility from the list of potential shelters in order to meet the needs of the evacuating population from nearby counties. *Reference: ARC Disaster Response Plan and Palm Beach County Strategic Shelter Plan.*

Refuges of Last Resort: The Emergency Management Director, upon the request of the Governor of the State of Florida and EPG, may activate Refuges of Last Resort if lives of evacuees are in imminent danger. The Emergency Management Director, based on the authority granted in the Governor's Declaration of a State of Emergency, will authorize that identified facilities be commandeered for use as refuges of last resort. Refuges of Last Resort are structures/buildings identified as the best possible accommodation for people who cannot evacuate in time to reach safe shelter. Refuges of Last Resort are not pre-designated by the ARC and provide no special accommodations such as food, water, security, first aid, or parking. These structures are not guaranteed to be structurally sound in hurricane situations, however, they are deemed better than

being trapped on the road in a vehicle during strong winds and rising waters. Refuges are viewed as a last resort until the hurricane or other disaster passes.

The Emergency Management Director, in collaboration with the Law Enforcement Unit (ESF #16), will implement the Refuges of Last Resort and will forward the locations of those refuges located within each municipalities' borders. The County will remain in contact with law enforcement and municipal officials and will continue to brief the SEOC on the status of refuges until disaster conditions have improved. *Reference: Florida Statutes §252.51 and Operations Section Coordinating Procedures.*

Special Needs Shelters: Palm Beach County operates a Special Needs Shelter Program to provide shelter for citizens with medical conditions and/or who require continuous power supply for survival. The Special Needs Shelters are staffed by numerous agencies and healthcare professionals. The buildings are wind resistant, not located in a high-risk area, and are equipped with back-up generators.

To be eligible for the Special Needs Shelter Program, applicants must pre-register and meet the following established criteria:

- Persons who are non-ambulatory and/or have a chronic, stable condition, are not suitable for regular shelter placement, and do not require hospitalization.
- Persons with minor health/medical conditions, psychological illness and/or cognitive disorders (developmental disabilities, dementia, etc.) that require professional observation, assessment and maintenance.
- Persons with the need for medication and/or vital sign monitoring and are unable to do so without professional observation.
- Persons who are dependent on electricity for medical devices, such as oxygen dependence.

The application is approved by the Palm Beach County DOH. Transportation assistance may be provided by the Transportation Unit until it is no longer safe to operate due to unsafe roads and conditions. Special Needs Shelter occupants will not be released until the area from which they came has been determined safe for their return. Special Needs Shelter occupants whose homes have been destroyed or rendered unsafe for occupancy will be provided assistance by the ARC, the Palm Beach County Division of Human Services, and/or the Florida Department of Children and Families Services (DCF). Activation of the Special Needs Shelter Program is authorized by the EPG and implemented by the Palm Beach County EOC through the Special Needs Unit. Emergency Management maintains a list of all registrants assigned to the Unit in electronic and hard copy format. *Reference: Special Needs Shelter Coordinating Procedures.*

Shelter for Families of Emergency Workers: Palm Beach County has established a shelter for family members of County employees who reside in evacuation zones and are required to work during the disaster.

Pet Friendly Shelters: A pet friendly shelter for residents living in evacuation zones, mobile homes, manufactured homes and housing of known substandard construction is coordinated by the Public Safety Department, Animal Care and Control (ACC) Division. Pre-registration is required

for the hurricane pet-friendly shelter. The registration form for pre-registering animals is available on the ACC website. The ACC website also lists other shelters that will take animals during a disaster. *Reference: Palm Beach County Public Safety Department, ACC, Pet Friendly Shelter Plan*

Shelter Triage: A triage process is in place to be used during shelter registration to determine the client's medical and functional needs. Clients will be informed of what functional needs support services will be available at the shelter. Clients may choose to "self triage" to an alternate shelter that better meets their medical or functional needs. Shelter staff will assist in arranging transportation for those who wish to seek shelter in the Special Needs Shelter (SpNS).

People with special needs who are unregistered, but who arrive at the SpNS during a disaster, will be triaged by the PBC DOH at the activated SpNS point of intake, for appropriate shelter placement, consistent with pre-registration eligibility criteria.

People whose needs exceed the level of care that can be provided at a SpNS will be referred by the DOH PBC to a more appropriate facility. Due to the nature of the emergency and prevailing conditions, it may not be possible to move people to an alternate location. In situations regarding people with medical conditions that exceed the level of care that is available, all attempts will be made to move these people to appropriate locations. If conditions become dangerous for travel, people will not be turned away from the SpNS. *Reference Special Needs Coordinating Procedures, General Population Shelter Coordinating Procedures.*

SPECIAL TRANSPORTATION ASSISTANCE PROGRAM

Palm Beach County has established a Special Transportation Assistance Program (STAP) to provide transportation to General Population Shelters for persons with disabilities who live in the evacuation zones, mobile homes, manufactured homes and housing of known substandard construction.

In order to be eligible for the STAP, residents must pre-register and meet the following criteria: Live in the evacuation zones, mobile homes, manufactured homes and housing of known substandard construction, be disabled; and/or have no other means of transportation.

Transportation services will be assigned based on the information provided on the application form. Brochures, including the application form, are available. *Reference: Palm Tran Connection Guidelines.*

RE-ENTRY

Re-entry into an evacuated area after a large-scale disaster will be coordinated between County and municipal officials in order to ensure that it is done safely and orderly. Re-entry activities will be coordinated by ESF #16 – Law Enforcement. Each municipality will be responsible for its jurisdiction and will maintain control over its support resources, such as police and fire-rescue departments. Also, the final decision to allow re-entry to a municipality will rest with municipal

officials. The County will provide assistance when requested based upon the availability of resources.

Re-entry Authority: The County Administrator, in collaboration with municipalities located within Palm Beach County, may establish a countywide curfew or a specific area curfew, to restrict travel and movement within the County. *Reference: Palm Beach County Code Chapter 9, Article II, Section 9-35.*

RE-ENTRY PHASES

Phase I – Closed/Life Safety and Rescue: Typically, the evacuated/restricted area has received significant damage and contains significant life safety threats (e.g., downed power lines, flooding, debris, unsafe structures, etc.) making travel into or through the area unsafe for the general public. This phase allows for the re-entry of only those agencies that play key roles in immediate life safety/protection missions occurring immediately after of a disaster. Phase I personnel are typically trained, uniformed, and travel in clearly marked response vehicles with identification and include the following:

- Search and Rescue teams: Those teams specifically tasked to conduct search and rescue operations in impacted areas within the County.
- State, County and municipal public safety personnel (i.e., fire rescue, law enforcement, HAZMAT teams, military, etc.) with a specified or assigned life safety role following a disaster (e.g., search and rescue, fire suppression, stabilization of hazardous conditions, etc.).
- Limited utility personnel (i.e., electric power and natural gas) to eliminate hazardous conditions for rescue personnel (e.g., gas leaks, downed power lines, etc.).
- Other limited personnel at the discretion of the County EOC or applicable municipal EOC (e.g., emergency management, etc.).

Phase II – Restricted/Damage Assessment and Initial Restoration: This phase, as its name implies, is focused on preliminary damage assessment and initial restoration; not getting businesses open and fully operational and residences reoccupied (that is phase III). This phase allows for the re-entry of damage assessment and skilled critical infrastructure teams. These expert teams will assess damage, evaluate buildings for occupancy capability, initiate protective and mitigative strategies (e.g., secure and board up openings, determine structural integrity of the building, mitigate major deficits, collect/secure sensitive inventory, etc.) so that it is safe enough for ordinary employees and residents to enter at phase III to begin restoration. Entry is based on the determination of EOC and public safety personnel, or the applicable municipality. Since the safety of structures and the surrounding environment is still being evaluated, ordinary employees and residents should not be included in this phase. This phase may include the following:

- Critical infrastructure damage assessment teams (e.g., public works, solid waste, utilities, etc.) and other identified damage assessment personnel responsible for restoring essential services such as water, power, sewer, communications, roadways, bridges, traffic signals, transportation, and debris removal. Municipal utilities and public works personnel are included, as well as select personnel from private organizations active in the assessment of major industrial facilities (e.g., engineers).

- Official damage assessment teams including federal, State and municipal officials with official identification credentials.
- Key businesses may send in damage assessment and business recovery teams only (e.g., structural engineers). These businesses must be essential to the recovery of the community and include but not limited to grocery stores, fuel providers, pharmacies, financial institutions and other “big box” providers (e.g., Costco, Wal-Mart, Home Depot, Lowes, etc.).
- Healthcare agency personnel including only essential personnel for hospitals, nursing homes, assisted living facilities and dialysis centers (i.e., no volunteers, no visitors, no supply deliveries, etc. in this phase). Non-essential personnel (e.g., support staff, medical records, clerical personnel, etc.) should remain at home until phase III.
- Relief workers providing food and other supplies for first responders and non-evacuees and who play a critical role in assessing the need for shelters and food. (e.g., American Red Cross and Salvation Army).
- Other personnel at the discretion of the County EOC or applicable municipal EOC.

Phase III – Limited/Restoration: County and municipal officials will make the decision to permit businesses and residents that live within the impacted area(s), to return to the impacted area(s) based on an overall evaluation of the situation. These entities will be allowed to re-enter communities when the governing jurisdictions, in consultation with the County EOC, agree that the following factors are resolved:

- Rescue: all search and rescue operations have been completed.
- Access: major transportation routes are intact and passable.
- Public health: there is minimal threat (low risk) to public safety.

This phase focuses on getting businesses open and fully operational and residences restored. It includes residents that live within the area and all other services such as power, infrastructure, public works, water and utility repair and restoration. Support services include all healthcare personnel, relief workers, key businesses, and insurance agents and adjusters. These personnel should travel in marked company vehicles and must possess valid agency credentials. Entry is based on a “need-to-be-present,” and determined by the EOC, or the applicable municipality. This phase may include the following:

- Healthcare agency support personnel including non-essential personnel for hospitals, nursing homes, assisted living facilities and dialysis centers (e.g., clerical personnel, medical records, support staff, deliveries, etc., but visitors and volunteers should be limited).
- Key business operations that are essential to the recovery of the community and include but are not limited to grocery stores, fuel providers, pharmacies, financial institutions and other “big box” providers (e.g., Costco, Wal-Mart, Home Depot, Lowes) may bring in necessary personnel to operate at full capacity who possess proper and valid identification.
- Insurance agents and adjusters that possess proper and valid identification.
- Contractors and workers that possess proper licenses and valid identification.
- This phase allows for the re-entry of residents and business operators that live and/or work within the affected area. Access to impacted areas may still be limited depending on the level of impact a hazard has on a community.

Although the goal is to return communities to a normal condition as soon as possible, this may not be able to occur for an extended period of time. County and local officials will have to determine the safest and most expedient manner to accomplish this goal. Residents or business operators should be prepared to provide appropriate credentials or proof of residency in order to return.

Phase IV – Open/General Population Re-entry (Full Access): It may be necessary to control access to impacted areas for an extended period of time until the incident has become “manageable.” Those not previously mentioned in the Re-entry Phases will then be allowed to travel in and through the affected area (i.e., full access). County and municipal officials will have to work together to coordinate the re-entry process in order to ensure that recovery can begin as quickly and safely as possible. *Reference: Palm Beach County Re-Entry Plan.*

INCIDENT STABILIZATION

Organized teams begin to work when there is an emergency or disaster. Once life safety priorities are addressed, then incident stabilization activities begin. Stabilization activities are aimed at minimizing danger or stopping additional damage from occurring. This group of activities often includes size-up (i.e., damage assessment), salvage, or mitigation activities. Some agencies may be called in and assigned to support the incident stabilization with logistics or crisis communication activities as stabilization efforts may take hours or days.

EMERGENCY PROVISION OF ESSENTIAL SERVICES/COMMODITIES

All residents are strongly encouraged to maintain a disaster supply kit with essential commodities for a minimum of 5-7 days. However, some survivors are ill-equipped to provide life sustaining food and water to their families. The Mass Care Unit in partnership with the Food and Water Unit are responsible for coordinating the acquisition, transport, storage, and distribution of food and water.

Food (Canned Goods, Hot and/or Cold Meals): The Mass Care Unit coordinates with other partner agencies to provide hot and/or cold meals to survivors. The Food and Water Unit is responsible for the provision of non-perishable food. *Reference: ARC Disaster Response Plan.*

Water (Potable Water): The Food and Water Unit is responsible for the provision of potable water to survivors.

Ice (Medical Need Only): Ice is not widely distributed to survivors unless it is considered to be a life sustaining commodity. The EOC will work in cooperation with the Health and Medical Unit to provide and coordinate the distribution of ice to medical and healthcare facilities as necessary. *Reference: FEMA policy FP203-075-1 (February 1, 2013)*

Pharmaceuticals: The Health and Medical Unit is responsible for the provision of life sustaining pharmaceuticals. *Reference: Communicable Diseases Plan, and the Palm Beach County DOH EOP.*

Health Department Points of Dispensing: Palm Beach County DOH has pre-identified forty-two Points of Dispensing. The Operations Section Health and Medical Unit will activate Points of Dispensing for the dissemination of medical services such as the distribution of Cipro® and KI. The Logistics Section will assist with the set-up and any logistical needs relating to the Points of Dispensing. Reference: Logistics Section Coordinating Procedures and the Palm Beach County DOH guidelines.

PROPERTY PROTECTION

In the post-disaster environment, the secondary priority to life safety is incident stabilization and property protection. Based upon the hazard, various protective measures can be implemented to protect property.

Temporary Emergency Repairs of Public Buildings: The Public Works Unit is responsible for identifying, prioritizing, and implementing temporary emergency repairs for public buildings and infrastructure.

Historic Preservation: Palm Beach County considers historic preservation a top priority when prioritizing emergency and permanent repairs. Reference the following website for an inventory of historic resources in unincorporated Plan Beach County: www.pbcgov.com/pzb/planning/rhp

ENVIRONMENTAL PROTECTION

Assessment and restoration of natural environmental systems is a priority in the post-disaster redevelopment process. The Palm Beach County Department of Environmental Resource Management (ERM) in conjunction with State and Federal partners is responsible for the evaluation and restoration of vulnerable water systems, soil, land, and air. Reference: *Palm Beach County Hazardous Materials Coordinating Procedures*.

RESTORATION OF ESSENTIAL SERVICES/FUNCTIONS

Emergency Debris Clearance, Removal, Processing: The Debris Management Unit establishes the most efficient and cost effective methods to resolve disaster debris removal and disposal issues, and expedites debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety and welfare of PBC residents. The Debris Management Unit is responsible for the coordination of all debris management activities. Reference: *Palm Beach County Debris Management Plan*.

Water System (Potable Water Supply): The Public Works Unit is responsible for the restoration of the potable water supply while the Health and Medical Unit is responsible for its safety. Reference: *Water Utilities Department Hurricane Response Plan*.

Waste Water System (Sanitary Sewer System): The Public Works Unit is responsible for the restoration of the waste water system. Palm Beach County and the municipal jurisdictions therein,

rely upon both centralized sanitary systems as well as privately operated onsite septic systems. The centralized sanitary system relies upon a broad network of pumping stations to regulate the flow of the sewer system. Power outages severely disrupt the operation of the waste water system.

Power System (Temporary Power Generation, Fuel, and Gas):The Energy Unit is responsible for monitoring the status of all power related systems in the County. The primary electrical service provider in Palm Beach County is Florida Power and Light (FP&L). *Reference: FDO Fleet Management Plan as well as the FDO Hurricane Preparedness Plan.*

PARTNER COORDINATION

PLANNING AND REPORTING

FLASH REPORTS

The Flash Report is a brief one-page report intended to be distributed to EOC response partners on a need-to-know basis only, providing storm status and/or weather updates, lead time information, and any pre-storm status information or guidance. For non-storm related incidents, the Flash Report provides status and preparatory information on the hazard(s) or incident(s).

SITUATION REPORTS

During each operational period, every EOC operational unit is required to submit a Situation Report (SitRep) to provide an overview of their status and the action performed to achieve the current IAP objectives. SitReps are meant to reflect activities from the previous operational period (IAPs look forward, SitReps look back). This document provides a more in-depth description of the incident, an incident map, incident consequences, and a summary of current actions. In view of the size and complexity of the EOC, the SitReps of each operational unit is “rolled up” or consolidated into a branch SitRep, then “rolled up” into a Section SitRep, and ultimately, “rolled up” into a comprehensive EOC SitRep. This process is used to edit out inconsequential items in an effort to keep the comprehensive EOC SitRep concise.

INCIDENT ACTION PLANNING

The Incident Action Plans (IAP) are developed for each operational period and are based on operational details collected from the SitRep and the new objectives as set by the Unified Command Team. The data from the SitRep is analyzed by branch directors and sections chiefs and the most significant objectives are summarized and discussed at the develop/update objectives meeting. The section chiefs present the Planning Section with these objectives at which time the Planning Section compiles the SitRep/IAP information submitted by each of the Sections into a consolidated IAP. The plan specifies incident objectives, tactics, resources, organization, Communications Plan, Medical Plan and other appropriate information. Once the IAP is developed, it is given to the Unified Command Team by the Planning Section Chief for approval by the Incident Commander.

PLANNING CYCLE

Incident action planning is essential for a successful response to expanding incidents. The Planning Section will be the lead for implementing a cyclical planning process designed to gather information, discuss and set priorities, and communicate this information to the leadership and agencies responding to the event. The Planning Cycle, for the Planning Section, includes: evaluating the situation; developing incident objectives; selecting a strategy; and resource management. Once the initial objectives have been set, the EOC will follow the cyclical portion of the “Planning P” until demobilization is determined appropriate.

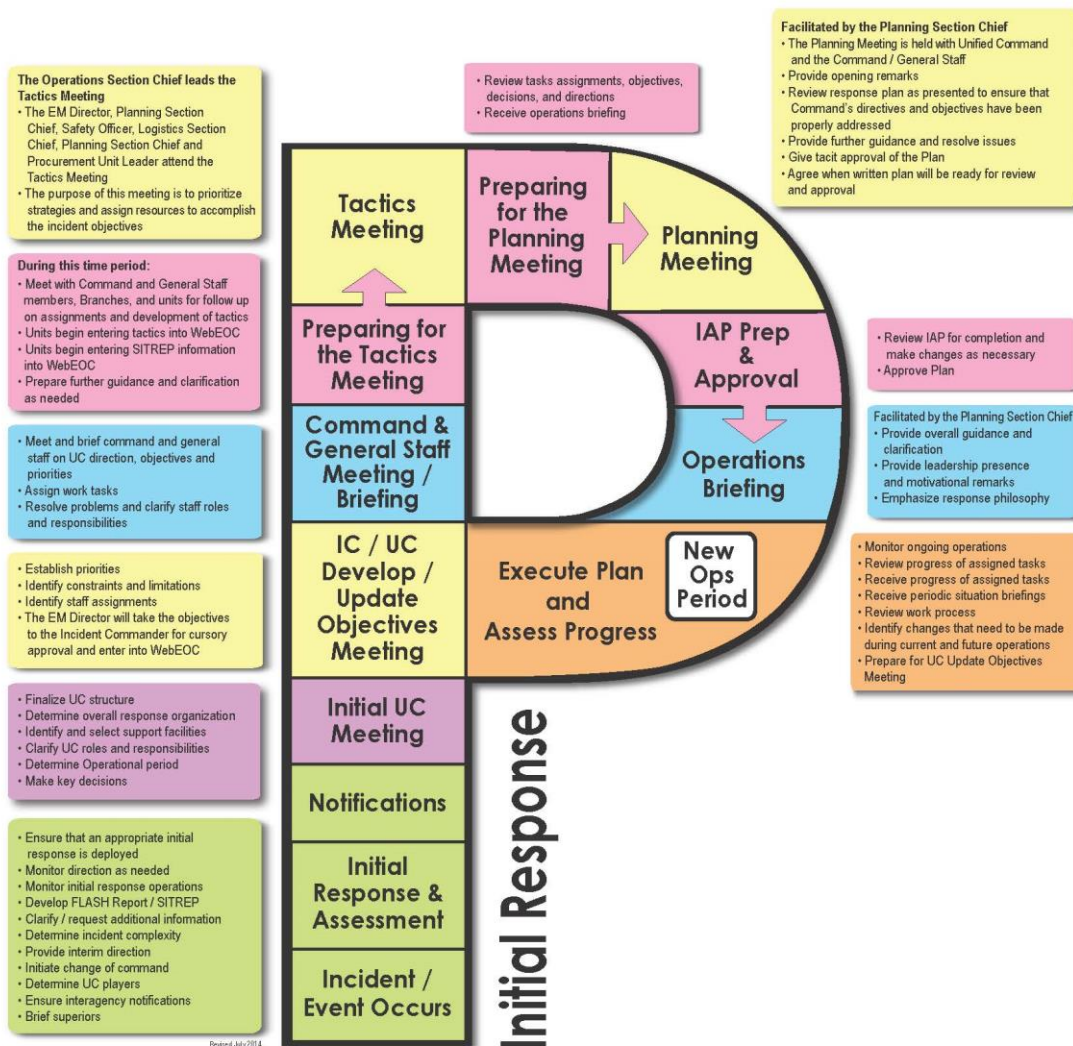
All Command and General staff positions play key roles in gathering and distributing information. In addition, all section chiefs are responsible for ensuring that the objectives set forth through the planning process are implemented by the branches and units/ESFs within their Section.



Figure 7: The Planning “P”



PBCDEM EOC Planning “P”



TACTICS MEETING

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This meeting is typically held in the Operations Section breakout room and addresses the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

PLANNING MEETING

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the IAP. This meeting is typically held in the Planning Suite.

- *Planning Section Chief* conducts the Planning Meetings, gives the situation, and resources briefing.
- *Unified Command* states the incident objectives and policy issues.
- *Operations Section Chief* states the primary and alternative strategies that the branches and units/ESFs will implement to meet the objectives, and reports any anticipated problems or concerns.
- *Admin/Finance Section Chief* states any administrative, budget, and/or cost considerations.
- *Logistics Section Chief* considers additional support requirements needed for communications, traffic, safety, medical, etc., with contributions from the Planning Section Chief. The Procurement Unit Leader authorizes the purchase of requests/orders and develops the resources, support, and overhead orders.

OPERATIONAL PERIOD BRIEFING

The Operations Briefing is typically held in the EOC Operations Room and is conducted at the beginning of each operational period, immediately prior to the start of the new operational period. Incident management personnel, agency officials, and cooperating/assisting agencies and organizations should attend the operational period briefing. EOC staff members are briefed on the operational elements of the plan to ensure they are aware of what it is that must be accomplished for that operational period. In addition, EOC staff will have a chance to ask relevant questions regarding the plan, be briefed on any critical safety issues, and be informed regarding specific logistical information

RESOURCE MANAGEMENT

During the response phase, the Administration/Finance Section will coordinate with the Logistics Section to begin implementation of the financial documentation and tracking processes. County related emergency response and recovery actions are paid with funds from the current County budget. In the event that the County qualifies for a Presidentially Declared Disaster, including Public Assistance Program funding, the County will request post-disaster reimbursement for eligible expenses.

When a critical incident or disaster strikes, the County will declare a Local State of Emergency. Under the authority of Florida Statute 252.31-91 and Local Ordinance 92-37, as amended by Local Ordinance 98-23, emergency purchasing procedures come into effect. The Cost Unit Leader of the Administration/Finance Section will be responsible for the coordination of the documentation of response and recovery costs in compliance with federal reimbursement requirements. The Time Unit Leader will be responsible for coordination of the documentation of all human resource related costs including personnel. The documentation of expenses must include personnel overtime and associated usage of equipment and goods. Emergency personnel deployed out-of-county in support of operations conducted under the provisions of the Statewide Mutual Aid Agreement must independently document all expenses associated with their deployment.

In order to effectively manage resources in the post-disaster environment, the following actions must occur:

- Identify resource requirements
- Order and acquire resources
- Mobilize resources
- Track and report resource status
- Recover resources
- Demobilize resources
- Document
- Complete reimbursement requests

RESOURCE IDENTIFICATION AND GAP ANALYSIS

An identification of required resources needed to respond to an incident will be conducted. A required resources list will be compiled with input from partnering agencies and will be compared to the list of existing resources in the resource inventory catalog. A gap analysis will then be conducted to identify required resources. This analysis will identify and categorize resource requirements based on typing guidelines to assist in determining the priority of need. *Reference: Logistics Section Coordinating Procedures.*

RESOURCE ACQUISITIONS

Resource Request Procedure: The Logistics Section Coordinating Procedures detail the resource request procedures for municipal jurisdictions, the Operations Section, EOAs, and taxing districts. All requests must be validated, prioritized, assigned, tracked, and documented initial acquisition through resource demobilization. The Logistics Section Chief can consult with the warehouse, transportation, human resources, purchasing, SERT Liaison, private vendor and other representatives for resource identification and acquisition. *Reference: Logistics Section Coordinating Procedures.*

Mission Assignment: In a field setting such as an incident command post, mission assignments will be determined by the incident objectives set by the IC. In locations other than the incident command posts, mission assignments evolve from decisions made by the IC/UC/EPG. As the IC/UC/EPG formulates protective action decisions prior to an incident, or response decisions following an incident, resources are deployed as required. Missions and resources are tracked by the Planning Section Resources Unit. *Reference: Logistics Section and Planning Section Coordinating Procedures.*

Locally Available Resources: Since all local resources must be exhausted first, a system for timely emergency acquisition has been established. The Logistics Section Coordinating Procedures detail the methodology for acquiring local resources from a variety of sources, including but not limited to:

Municipal Resources: The EOAs are responsible for the coordination of all resources from and for municipal jurisdictions.

County Resources: The EOC will coordinate resources requested within the County and determine which resources are not locally available and need to be requested from alternate sources.

Private Sector Resources: The utilization of private sector resources will be coordinated by the Logistics Section Chief with assistance from the Business and Industry Unit and the Public-Private Partnership.

State and Federal Resources: When the response to an incident has exceeded local capacity, resources may be requested from FDEM. Once state resources are exhausted, FDEM will request mutual aid and/or federal resources. In addition to equipment and supplies, specialized teams may be sent to support local responders. *Reference: Logistics Section Coordinating Procedures.*

Personnel Resources: Temporary staffing will be coordinated through the Human Resources Unit with the lead agency being the Palm Beach County Human Resources Department. Those staffing requests will first be filled by County employees who will be redirected from their everyday jobs and placed on temporary disaster assignment before contracting a vendor.

Volunteers: The United Way, as lead agency of the Volunteers and Donations Unit, coordinates disaster volunteer management, including the Volunteer Reception Centers (VRCs). Volunteer organizations, as well as unsolicited volunteers will be coordinated through the VRCs. This will

ensure that proper background checks are conducted, a skills inventory is performed to ensure the most efficient and effective use of volunteers and safety briefings are held to reduce potential injuries and decrease liability. Through local programs and volunteer centers emergency response agencies recruit and train volunteers to help lessen the effects of disasters and enhance the community's capability to respond. *Reference: United Way's Volunteer Plan.*

Donations: Donated goods, materials, services and financial resources will be coordinated through the Volunteer and Donations Unit. This will ensure efficient and effective distribution of these items and services. *Reference: Logistics Section Coordinating Procedures.*

Communications Unit: The preparation, assessment, and repair of all information technology systems are the responsibility of the Communications Unit. It is made up of Palm Beach County Electronic Services staff, Palm Beach County Information System Services (ISS) staff.

RESOURCE STORAGE

Logistics Staging Areas: The State of Florida has a Logistics Staging Area located in Palm Beach County. Palm Beach County operates a County Staging Area for County resources. The location can be found in the Logistics Section Coordinating Procedure. *Reference: Logistics Section Coordinating Procedures.*

Local Staging Warehouse: Palm Beach County's Warehouse is operated by the Purchasing Department. The location can be found in the Logistics Section Coordinating Procedure. *Reference: Logistics Section Coordinating Procedure.*

Pre-Designated Staging Areas: Palm Beach County has selected staging areas that may be modified or relocated as conditions warrant in order to address the incident objectives. The Staging Areas are operated by the Palm Beach County Department of Parks and Recreation through the Logistics Section's Distribution Branch, and house incoming personnel and supplies. The Logistics Section has a sensitive listing of five pre-designated staging areas that may include rotary and/or fixed wing aircraft services. A general list of 23 heliports may be found in the *Hazardous Materials Incident Hazard Specific Plan*, Table I: List of FAA Registered heliports.

In addition to the five pre-designated staging areas, each of the EOAs may also establish a staging area to coordinate the resources assigned to their area of operation. *Reference: Logistics Section Coordinating Procedures.*

Points of Distribution: DEM has pre-identified Points of Distribution (PODs) throughout the County. The PODs, operated by the Logistics Section, Distribution Branch, PODs Unit, are used to distribute resources (water, food and tarps) and emergency supplies. *Reference: Logistics Section Coordinating Procedures.*

Points of Dispensing - Health Department: Palm Beach County DOH has pre-identified Points of Dispensing. The Operations Section Health and Medical Unit will activate Points of Dispensing for the dissemination of medical services such as the distribution of Cipro[®] (ciprofloxacin) and KI (potassium iodide). The Logistics Section will assist with the set-up and any logistical needs

relating to the Points of Dispensing. *Reference: Logistics Section Coordinating Procedures and the Palm Beach County DOH guidelines.*

Distribution for Non-Profits: Human Service organizations may also be distributing various emergency supplies, food and water to communities in the post-disaster environment. Information regarding non-profit distribution points will be supplied by the Human Services Branch. The Logistics Section will assist with any distribution needs.

RESOURCE TRACKING/ACCOUNTING

In compliance with the resources management procedures outlined in the Logistics Section Coordinating Procedures, resources will be tracked and assigned a mission number that notes the item, deployment location, time out and expected return, and other pertinent information. The Logistics Section Chief will complete the resource request form detailing the following information for resource management purposes:

- requesting entity;
- brief statement of need;
- originating entity;
- method of delivery and location of delivery;
- associated expendable resources;
- anticipated duration; and
- funding.

DAMAGE ASSESSMENT PROCESS

Following a disaster, the EOC will follow a tiered damage assessment process in order to quantify the scope of damage caused by the disaster event. The process is divided into three distinct tiers or phases so as to provide reasonable and predictable damage information within the approximate time frames outlined in Table 8.

Table 8: Approximate time frames for the Damage Assessment Process

Tier or phase	Purpose	Approximate timeframe
Rapid Impact Assessment	Provides a “snapshot” of basic damage and flooding information (e.g., low, moderate, high, and extensive) in a rapid time frame to assist the EOC in determining response priorities.	≤ 4 hours
Initial Damage Assessment	A systematic, countywide appraisal performed by local personnel to determine whether or not to pursue a disaster declaration.	≤ 24 hours

Tier or phase	Purpose	Approximate timeframe
Preliminary Damage Assessment	A focused evaluation performed by local, State, and federal teams to verify eligibility for a disaster declaration.	≈ 72 hours

RAPID IMPACT ASSESSMENT

The Rapid Impact Assessment (RIA) is the first and immediate means of identifying the scope of damages within PBC and its municipalities from an emergency or disaster. The RIA provides a quick “snapshot” of basic damage and flooding information (e.g., low, moderate, high, and extensive) in a rapid time frame (i.e., within three (3) to four (4) hours of an incident) to assist the EOC in determining immediate response priorities. The RIA does not estimate the dollar value of the damage, nor does it assess information on people, the environment, and community infrastructure impacted by the event. However, some of this information can be inferred. For example, if an entire large area of the County has no information reported, one might infer that the communication network within that area has been severely damaged until proven otherwise. As such, the EOC may dedicate sufficient, appropriate resources to that area until it has a better grasp of the damage to the area.

DAMAGE REPORTING TOOLS

“Windshield’ Damage Assessments: The RIAs are completed by Code Enforcement Officers, Building Inspectors, PBCFR staff, and municipal fire & law enforcement personnel who have been properly trained to assess damages from a disaster.

Individual Damage Reporting Tool (iDART): Citizens can report information via a no-cost downloadable application providing basic damage and flooding information (e.g., low, moderate, high, and extensive). This information is collected on EOC servers, plotted at intervals on GIS maps, and used as an adjunct to the RIA data received from the first responder “windshield” damage assessments (above).

Business Damage Reporting Tool (bDART): Local businesses can report information via no-cost downloadable telephone application providing basic damage and flooding information (e.g., low, moderate, high, and extensive). This information is collected on EOC servers, plotted at intervals on GIS maps, and used as an adjunct to the RIA data received from the first responder “windshield” damage assessments (above).

The reports and data collected from the RIAs will guide the Damage Assessment Teams on where to focus their attention for the IDA.

INITIAL DAMAGE ASSESSMENT

The Initial Damage Assessment (IDA) is the basic situation appraisal performed on the local level to determine the need for immediate aid, estimate the magnitude of damage and severity of the incident or disaster, and prioritize relief efforts. The IDA “builds” on the RIA data; the RIA identifies the hardest hit areas, which the IDA then appraises. The PZ&B is responsible for the implementation of the FEMA-compliant damage assessment of public structures, businesses, and private homes, countywide. The IDA process is performed by county staff for the unincorporated areas (led by PZ&B) and each municipal jurisdiction is responsible for the damage assessment of homes and businesses within their jurisdiction. All IDA information must be entered on a FEMA-compliant damage assessment form and forwarded to the EOC, Recovery Branch/Damage Assessment Unit. The IDA makes “ballpark” estimates of the dollar value of the damage, assesses information on people, residential property, environment, and community infrastructure affected by the event so that decision makers can assign the appropriate priorities to their response and request outside resources that are needed. This assessment will also assist local decision makers to determine whether or not the damage is that the level of damage is beyond the local capability and therefore severe enough to seek a Presidential Disaster Declaration. The IDA should be completed within 24 hours of an incident which provides a basis and substantiation for requesting state and federal assistance, including any request for a Joint Preliminary Damage Assessment. The PBC DEM Recovery Manager is responsible for coordinating Joint Preliminary Damage Assessment teams within the County. *Reference: RC-002 Initial and Preliminary Damage Assessment SOG, and the Operations Section Coordinating Procedures and the following website: <http://floridadisaster.org/Recovery/IndividualAssistance/IAPDamageAssessment/Index.htm>*

PRELIMINARY DAMAGE ASSESSMENT

A Preliminary Damage Assessment (PDA) is performed after the IDA and it is determined that the level of damage is beyond the local capability to return to the pre-disaster state. The PDA will be requested if it is determined that the County may be eligible for State and Federal disaster assistance. The PDA process is performed by PZ&B, Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA), Small Business Association (SBA), and other supporting agencies, all of whom may provide a local representative on each Joint Preliminary Damage Assessment Team. The PDA should be completed within 72 hours after the event in order to obtain the County’s threshold. *Reference: RC-002 Initial and Preliminary Damage Assessment & Operations Section Coordinating Procedures.*

RECOVERY ACTIVITIES

The implementation of recovery begins almost simultaneously with the response phase. As the life safety issues of response are resolved, short-term recovery begins the process of re-establishing essential services and providing community information through the Public Information Unit.

SHORT TERM RECOVERY PHASE

The short-term recovery phase immediately follows the disaster event and entails the immediate, even if temporary, efforts to allow a return to normal life. The community may still be under emergency conditions if essential services have not been restored. Conditions for extending the emergency period during the short-term recovery phase include:

- Residents are still in shelters;
- Water or sewer systems are inoperative;
- Electricity is not available;
- There is a shortage of food, water, and other basic goods;
- Curfew is in effect;
- Re-entry is not possible because of debris or severe damage; or
- Other dangerous conditions or threats exist.

The recovery process begins with the Rapid Impact Assessment. The size and type of incident and its overall impact on the community will determine in the scope of the damage assessment process. Minor emergencies or incidents may only require participation of agencies and organizations in the affected area only, whereas major disasters will require the participation of numerous agencies including state and federal partners.

HABITABILITY ASSESSMENT

PZ&B conducts the post-disaster habitability inspections in accordance with their operational guidelines. The purpose of these inspections is to ensure that all structures are safe for re-entry and that water, electrical, and gas services may be reconnected to the structure. These inspections are not conducted until the FEMA-required damage assessment process has been completed.

DISASTER/INTERIM HOUSING

Disaster/Interim Housing (risk and host) for victims will be established in accordance with the Palm Beach County Disaster Housing Strategy. The goal of the Disaster Housing Strategy is to provide safe, sanitary, and timely housing solutions for displaced victims utilizing all available resource options including vacant hotels/motels/apartments, mobile homes, recreational vehicles, big box structures, floating options, tents, etc. Potential disaster housing sites have been evaluated for suitability in the *Disaster Housing Strategy*, which is maintained by the Director, Palm Beach County Department of Economic Sustainability (DES) and the Disaster Housing Coordinator. *Reference: Palm Beach County Disaster Housing Strategy.*

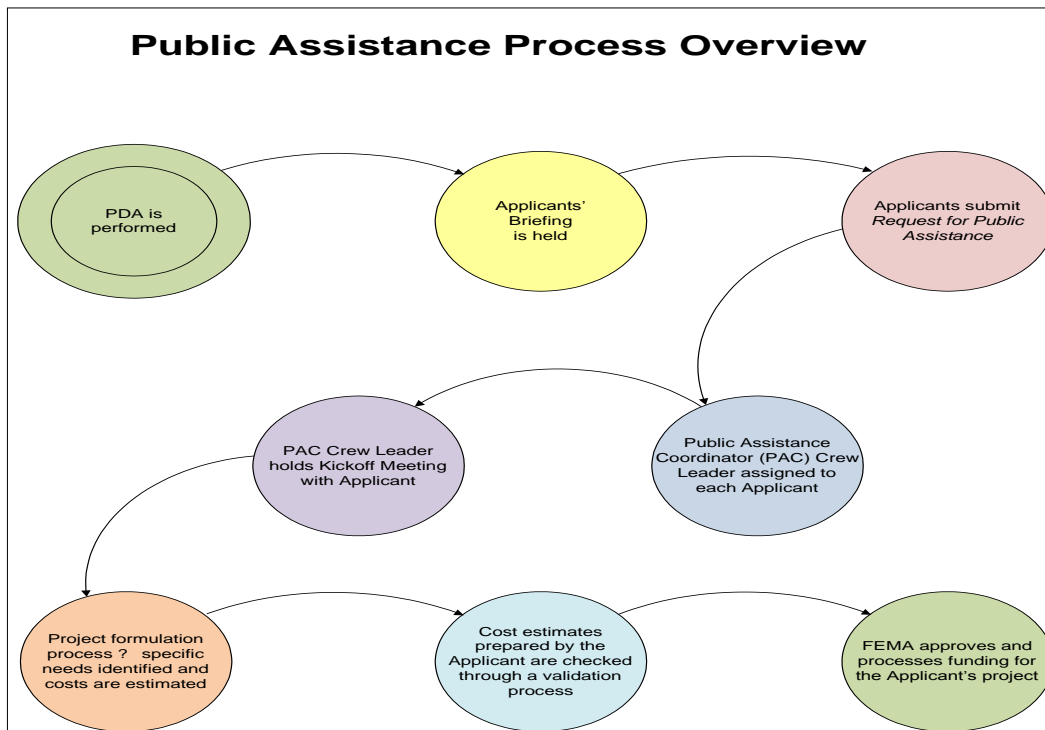
TYPES OF STATE OR FEDERAL ASSISTANCE

REQUEST FOR PUBLIC ASSISTANCE

Public Assistance (PA) provides supplemental Federal disaster grant assistance for debris removal and emergency protective measures, as well as the repair, replacement, or restoration of disaster-damaged, publically-owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of this grant assistance is not less the 75% of the eligible cost for emergency and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants (customarily split 12.5% from the state and 12.5% from the impacted public facility owner). The State of Florida manages this program as the grantee from FEMA (grantor) for all sub-grants awarded to local eligible jurisdictions and agencies within the State of Florida.

The objective of Public Assistance (PA) is to provide disaster assistance to public entities including State, county and municipal governments, Indian Tribes, and certain Private Non- Profits (PNPs) that provide an essential governmental type service. Applicants must complete Request for Public Assistance form (FEMA Form 90-49) through the State of Florida Public Assistance Web Portal (www.FloridaPA.org) within 30 days following the designation of the area in which the damage is located. In addition, a List of Projects is required describing the disaster damage, locations and estimated repair costs. There are thresholds for this public assistance that may be found in the Public Assistance portion of the Recovery section of the FDEM website: <http://www.floridadisaster.org/Recovery/>

Figure 8: Public Assistance Process Overview



The Public Safety Department's Finance Division is the designated Public Assistance Coordinator (PAC) for the BCC. Each of the 38 municipal jurisdictions, the 32 taxing districts, and other eligible entities within Palm Beach County file as independent applicants. A PAC must be designated for each independent applicant and is responsible for filing the request for public assistance.

Through the PA program, FEMA provides supplemental Federal Disaster Grant Assistance in the following seven (7) categories:

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational Facilities, and other Facilities

Reference: *FEMA Public Assistance Digest FEMA 321*.

PROJECT WORKSHEET DEVELOPMENT

OFMB and the Public Safety Department's Finance Division have the responsibility for coordination with all departments under the BCC to compile project worksheets with FEMA, and conduct ongoing coordination to ensure full reimbursement.

County Departments and subordinate Divisions are responsible for the following steps:

- Completing the damage assessment in order to identify recovery needs;
- Preparing a list of damaged sites and emergency work performed;
- Preparing project worksheets to be used for restoring each site/facility to pre-disaster conditions;
- Providing required information to OFMB and FEMA project officials;
- Coordinating the necessary documentation for project worksheets with project officers;
- Coordinating field inspections of recovery work;
- Providing a point of contact to accompany the PAC and/or Project Officers for site damage surveys;
- Providing cost breakdowns and documentation for all completed work; and
- Coordinating with the PBC Public Safety Department Administration Section on any appeal processes.

DEM's responsibilities in the Federal Disaster Assistance process:

- Coordinating technical assistance, notification, and training to County, municipal, partner agency, appropriate not-for-profit entities, and special taxing district personnel;
- Coordinating the applicant briefing with state and federal personnel;
- Notifying the Applicant Briefing to appropriate agencies;
- Supplying interested parties with technical assistance as necessary;

- Coordinating recovery reimbursement training when appropriate and assisting in the resolution problems that arise; and
- Notifying the LMS Steering Committee of available mitigation funds and implementing LMS program requirements.

RECONSTRUCTION AND TEMPORARY PERMITTING SERVICES

Palm Beach County *Ordinance 2003-050* provides for the temporary suspension of building and development permits in the unincorporated area of the County after declaration of the County as a disaster area, or declaration of a Local State of Emergency. The temporary suspension includes suspension of development orders and permits, variance and zoning requests, and construction or re-construction permits. Emergency repairs and minor damage repairs are allowed and no building inspections shall be conducted. Municipal jurisdictions are responsible for the implementation of local independent jurisdictional reconstruction and temporary permitting services. *Reference: PZ&B Procedures and Chapter 7, Article XII, Sections 7-404 & 7-405 of the Palm Beach County Ordinances.*

REQUEST FOR INDIVIDUAL ASSISTANCE

Individual Assistance (IA) is assistance provided to private citizens who sustained damage from a declared disaster event and are uninsured or have insufficient insurance to cover their losses. The purpose of the IA program is not to make all the disaster survivors whole again, but to assist them in their pursuit of a basic safe living environment. The IA program provides aid to survivors in a timely manner; becomes available upon declaration of a major disaster; is supplemental in nature; and meets disaster-related survivor needs. IA programs include, but may not be limited to the following:

Emergency Assistance: This program is coordinated by the American Red Cross and Voluntary Agencies Active in Disasters and provides emergency food, clothing, shelter, and medical assistance. These funds are available to individuals and families with disaster related emergency needs.

Insurance Information: This program is coordinated through the State Insurance Commissioner with coordination of information from the American Insurance Association, FEMA, and the National Flood Insurance Program. The State Insurance Commissioner representative provides assistance and /or counseling regarding ways to obtain copies of lost policies, file claims, or expedite settlements. This information is available to individuals and families with disaster related losses.

Individuals & Households Program: Housing Assistance: This program is administered and funded by FEMA and has six parts including:

Lodging Reimbursement: Provides funds to assist with short-term lodging incurred in the immediate aftermath of a disaster. These funds are available to homeowners and renters whose permanent homes are uninhabitable because of the disaster.

Repair Assistance: Provides grants for temporary housing or for emergency repairs. Grants are made to homeowners who can return to their homes by making minimal repairs. There is a cap of \$5000 per disaster, adjusted annually based upon Consumer Price Index (CPI). Homeowners with more substantial property damage may qualify for short-term rental assistance grants.

Rental Assistance: Provides funds for the household to rent another place to live for a limited time not exceeding 18 months. Eligibility is restricted to those with damage to a dwelling and the applicant needs to relocate. Short-term rental assistance is available, with extensions that may be granted on a case-to-case basis to a maximum of 18 months.

Direct Assistance: Provides directly to applicants purchased or leased temporary housing units (mobile homes) and there are instances where applicants receive repair/replacement and direct housing. In this program, the applicant needs to relocate and there are limited housing resources available, or they lost a housing option, and there is damage to the pre-disaster dwelling, or the pre-disaster primary dwelling of the owner is destroyed.

Replacement Assistance: Provides funds that may be awarded to owner-occupants toward replacement of their disaster-related destroyed primary residence. The statutory maximum is \$10,000 which is adjusted annually by the CPI.

Permanent Housing Construction: Although this program provides assistance in the form of financial or direct assistance for areas outside the Continental United States, it does not apply to Palm Beach County and is mentioned merely in the spirit of completeness of program enumeration.

IHP: Other Needs Assistance: This program is administered and funded by FEMA. It provides grants to meet serious disaster-related needs and necessary expenses not covered by insurance or other Federal, State, or voluntary agency assistance. It is available to individuals and households with serious unmet needs (some items are SBA dependent.) There is a cap of \$25,000, depending on family composition and needs. However, the program cap changes each fiscal year to accommodate the CPI.

Home/Personal Property Disaster Loans: This program is administered by the Small Business Administration (SBA) and provides low-interest loans for restoring or replacing uninsured or underinsured disaster-damaged real and personal property. It is available to individuals located in counties included in a Presidential Disaster Declaration. The loans are limited to the amount of uninsured SBA-verified losses with a maximum loan amount of \$200,000 for real property and \$40,000 for personal property.

Business Disaster Loans: This program is administered by the SBA and provides for loans for the repair or replacement of destroyed or damaged business facilities, inventory, machinery, or equipment not covered by insurance. It is available to businesses located in counties declared disaster areas by the president. In addition, assistance is provided for Economic Injury Disaster Loans that may be made available for working capital to assist small businesses during the disaster recovery period. These loans are available to small businesses in declared and contiguous counties. There is a \$1,500,000 statutory loan limit in this program.

Crisis Counseling: Various State mental health agencies participate in this program that provides immediate and regular services to meet the mental health needs of those affected by a major disaster. Services include screening, diagnostic and counseling techniques, outreach, educational services, and public information. This program is available to provide supplemental funding to State programs to meet the mental health needs of affected individuals located in the disaster areas. Regular services are provided for up to nine (9) months after the disaster declaration.

Tax Assistance: The Internal Revenue Service (IRS) provides this program of expedited federal tax deductions for casualty losses to homes, personal property, or household goods. The program is available to individuals and families with disaster related losses totaling more than 10 percent of adjusted gross income. Under certain circumstances, a taxpayer may file an amended return during the year of the disaster or for previous years and obtain a tax refund in a matter of weeks.

Disaster Unemployment Assistance: The program is funded by FEMA; and administered by State Employment Security Agency. Contact is made through the Local State Employment or Job Services Office. The program provides weekly benefits to individuals out of work as a direct result of the disaster. It is available to all individuals out of work as a direct result of the disaster. It includes the self-employed, farm owners, and others not covered under regular unemployment insurance. Program assistance is available from unemployment due to the disaster up to 26 weeks after the disaster declaration; however, proof of income is required.

Farm Service Agency: This program is provided by the Rural Economic and Community Development Services and Consolidated Farm Service Agency, and contact may be made through the county extension office. The program provides emergency loans for physical or production losses in addition to grants for certain agricultural damages. It is available to farmers who were operating and managing a farm at the time of the disaster. Loans are limited to the amount necessary to compensate for actual losses to essential property and/or production capacity.

Legal Assistance: This program is coordinated by FEMA and the Young Lawyers Division of the American Bar Association. The program provides for limited free legal services for low-income disaster survivors, and is available to individuals and families with disaster related legal issues. The program addresses such issues as replacing legal documents, transferring titles, contracting problems, and certain landlord-related problems.

Social Security Benefits: Administered by the Social Security Administration (SSA) this program provides assistance expediting delivery of checks delayed by the disaster and provides assistance in applying for Social Security disability and survivor benefits. It is available to individuals eligible for Social Security.

Veterans Benefits: A program administrated by the Department of Veteran Affairs (VA) providing assistance with information about benefits, pensions, insurance settlements, and VA mortgages. It is also available to help in applying for VA death benefits, pensions, and adjustments to VA-insured home mortgages.

Consumer Services: This program is provided through the Florida Department of Consumer Affairs and provides counseling on such consumer problems as product shortages, price gouging, and disreputable business practices.

Aging Services: The Florida Department of Elder Affairs is the lead agency for this program that provides services to the elderly such as meals, home care, and transportation. The program is limited to those individuals who are age 60 and older.

Other Individual Assistance: The Cora Brown Fund: Although qualification for this fund is rare, the Cora Brown Fund is used when it is shown that a case warrants additional assistance that cannot be met in another way.

SBA LOANS

The U.S. Small Business Administration (SBA) provides low-interest loans to businesses of all sizes, private non-profit organizations, homeowners, and renters. SBA disaster loans can be used to repair or replace the following items damaged or destroyed in a declared disaster: real estate, personal property, machinery and equipment, and inventory and business assets. The SBA's network of district offices and resource partners also help businesses to prepare and recover from disasters through a wide range of business related training and counseling.

- A business of any size may be eligible for a loan up to \$2 million for physical damage. A small business, small agricultural cooperative, small business engaged in aquaculture, and most private non-profit organization may be eligible for a loan up to \$2 million for Economic Injury. A small business may apply for the maximum business loan (physical and EIDL) of \$2 million.
- A homeowner may be eligible for up to \$200,000 to repair/replace disaster-damaged primary residence. A homeowner or renter may be eligible for up to \$40,000 to repair/replace damaged personal property.
 - SBA reviews the applicant's credit before conducting an onsite inspection to verify the disaster-damaged losses:
 - An SBA verifier inspects the applicant's disaster damaged property to estimate the total physical losses.
 - SBA's goal is to arrive at a decision on the application within 2 to 3 weeks.

DISASTER RECOVERY CENTERS

A Disaster Recovery Center (DRC) is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to the disaster. The Unmet Needs Unit Leader is the point of contact responsible for connecting disaster survivors into the unmet needs process for both declared and undeclared events. Several local and federal agencies will be co-located under one roof, so applicants will be able to get information on grants for temporary housing, rental assistance and home repairs along with information on unemployment and legal services. Additionally, residents and businesses will have the opportunity to learn about low-interest loans from the U.S. Small Business Administration. Some of the services that a DRC may provide include:

- Access to FEMA disaster assistance programs

- Access to Small Business Administration (SBA) loan programs
- Access to information about rebuilding and repairing property
- Access to Federal, State, and county government programs (e.g., tax assistance, unemployment information, social/human services, etc.)
- As warranted, access to non-governmental or not-for-profit services (e.g., legal and financial counseling)
- As warranted, access to private sector entities that can offer recovery services (e.g., insurance, telephone service, adjusters, etc.)

Palm Beach County Executive Policy Group, municipal officials, the Director of DEM, Operations Section Chief and the Recovery Branch Director are all responsible for determining if unmet needs of the community warrant the establishment of one or more DRCs. Officials will be encouraged to meet with residents and businesses within their jurisdictions to gauge the initial level of assistance needed. At the request of either the DEM Director, the Recovery Branch Director, the Director of the Department of Economic Sustainability, County or municipal officials in impacted areas will be asked to identify and suggest locations and facilities (within or near their jurisdiction) that are suitable, usable, and accessible as DRC sites. First preference will be given to public and community buildings. The final list of proposed suitable DRC sites will be determined by the DEM Director in consultation with the Director, Facilities Development and Operations, and recovery considerations.

The County and/or municipalities will be responsible for coordinating the participation of local government, volunteers, Non-Government Organizations (NGOs), Community Based organizations (CBOs), and Private Non-Profit organizations (PNPs). Local resources and programs within the County that may be utilized as information/referral services to support Disaster Recovery Center Operations may be found in *SOG RC-001*. It is the responsibility of Recovery Branch Director and impacted cities to provide qualified personnel necessary to staff a Recovery Center Team. This team will support FDEM, FEMA and conduct DRC activities in accordance with Palm Beach County, State, and federal requirements.

The Unmet Needs Unit of the Operations Section will coordinate recovery resources and is responsible for assessing, referring, and advocating for those individuals and families that are seeking disaster related assistance not available through insurance, FEMA, or other sources. The Palm Beach County Disaster Recovery Coalition, as Lead Agency and point of contact is responsible for unit oversight and coordination of all unmet needs operations.

Reference: *SOG RC-001-Disaster Recovery Centers*.

COMMUNITY RELATIONS TEAMS

Community Relations Teams are an essential part of the outreach program for FEMA. These teams walk the grounds of damaged areas affected by the disaster or incident to visit residences, churches, community organizations, and emergency managers in PBC to provide information about the IA program and possible eligibility for the program during the period of the incident. Other techniques FEMA and FDEM use to reach out to affected residents about the IA program is through FEMA/State Disaster Recovery Centers; contacts with the news media; communication

with congressional, state, and local officials and elected representatives; and contact with other disaster recovery organizations operating in the disaster area.

The *State and Federal Programs Unit Leader* serves as County's Community Relations Coordinator and collaborates with the State Community Response Coordinator and is responsible for:

- Assembling personnel to perform community relations activities. If possible, personnel will receive community relations training, which may be conducted by the Florida Division of Emergency Management.
- Based on needs assessment and damage-assessment surveys, the coordinator should determine areas that will be targeted for community relations activities. The needs assessment will be used to determine priority neighborhoods for community relations activities.
- Identifying, maintaining, and distributing the equipment, supplies, and materials for community-relations personnel, which include vehicles, maps, administrative supplies, forms, communications, and emergency contacts.
- Developing lists of key community personnel that should be contacted to assist in information distribution to disaster victims.
- Developing lists of outlets that can be used to distribute disaster-related information, e.g., civic associations, churches, business associations, public-safety organizations (police and fire), post offices, businesses (e.g., convenience stores, restaurants, malls, grocery stores, banks, etc.), housing facilities (apartments, mobile home parks, etc.) social service organizations, etc.

Community-relations teams should consider any special factors relating to areas targeted for community relations activities. For example, materials to be distributed may be needed in Spanish for neighborhoods with Spanish-speaking residents. Also, when senior citizens are involved, it may be advisable to assign personnel from organizations which provide services to elders, such as 'Meals On Wheels,' home healthcare service providers, paratransit service providers, and elder-affairs organizations.

Reference: *Palm Beach County Recovery Plan*

MITIGATION FUNDING

Mitigation funds generally become available through two FEMA grant programs: the 404 Hazard Mitigation Grant Program, and the 406 Mitigation Program.

FEMA's 404 Program is a post-disaster Hazard Mitigation Grant Program (HMGP) that funds the implementation of mitigation measures that are developed in conformance with the State priorities identified in the "409" plan. The goal of the HMGP is to develop a long-term comprehensive mitigation program. This program is available upon State request and FEMA approval of the State Plan. FEMA staff completes required analyses and coordination. The HMGP funds mitigation projects after a disaster declaration and is the major source for FEMA's mitigation funding. The HMGP objectives include the identification and implementation of cost-effective mitigation measures that will reduce future losses, the coordination of mitigation needs with existing State

and Federal efforts, and the utilization of previous mitigation planning efforts to maximize the financial opportunities available under the HMGP. The HMGP provides funding for mitigation measures that substantially reduce the risk of future damages.

FEMA's 406 Program is the Public Assistance program that funds the repair of damaged facilities and infrastructure. Under this program, all repairs must conform to applicable codes and standards, and damaged facilities can be improved for mitigation purposes if these proposed measures are technically feasible, cost effective, and environmentally sound. FEMA retains the right to prescribe codes and standards where they are lacking. Each repair must generate a Project Worksheet (PW). This program seeks to ensure that mitigation opportunities are incorporated into infrastructure projects to the greatest extent possible.

HAZARD MITIGATION

Hazard mitigation under sections 404 and 406 of the Stafford Act is any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. While the County is performing repair or restorative work, it should consider mitigation methods that will prevent similar damage in a future event, thereby reducing future damage costs.

Hazard Mitigation is pursued on a project-by-project basis. A positive benefit/cost ratio must exist to ensure that the additional work will be cost effective. Mitigation is accomplished by completing additional work that is beyond the scope of normal repairs and beyond code requirements in order to reduce the vulnerability to future disaster related damages.

Mitigation planning is provided through the Palm Beach County Local Mitigation Strategy (LMS) and carried out by the LMS Working Group that consists of representatives from all phases of the community including County departments, municipalities, public and private schools and universities, non-profit organizations, and members of the private sector. Day-to-day supervision of the LMS is accomplished through a steering committee appointed by the Working Group and is staffed by the PBC DEM Special Projects Coordinator who is also responsible for working with all local Floodplain Managers to identify damaged structures in Special Flood Hazard Areas (SFHAs).

The LMS contains a full hazard mitigation plan covering virtually any hazard that might occur in South Florida. It also includes numerous recommended mitigation projects and a summary of possible funding sources. Please refer to the *Local Mitigation Strategy (LMS)* for more detailed mitigation information.

MITIGATION ASSESSMENT

Should Palm Beach County be impacted by a disaster deemed to be of national significance, FEMA in conjunction with State and local officials may mobilize a Mitigation Assessment Team (MAT). This team's mission is to conduct on-site qualitative engineering analyses to assess damage to government offices, homes, hospitals, schools, businesses, critical facilities, and other structures and infrastructure. The intent of this assessment would be to determine the causes of structural failures (or successes), and to evaluate the adequacy of local building codes, practices, and

construction materials for the purpose of improving future performance. They also might use the opportunity to review the effectiveness of previous mitigation projects.

The technical make-up of MATs will depend largely on the nature and extent of damage incurred. At the county level, during activations, the Recovery Branch Director will be responsible for coordinating with the Logistics Section to arrange for local personnel, equipment, vehicles, data, and other resources necessary to support MAT assessments. Once staffed and equipped, MAT activities will be closely supported by the Damage Assessment Unit of the Recovery Section under the direction of the Recovery Branch Director. Mitigation assessment activity beyond the activation period will be supported by the DEM staff, Planning, Zoning and Building officials, and the LMS Steering Committee.

This page intentionally left blank

TRANSITION FROM RESPONSE TO RECOVERY

APPLICANTS' BRIEFING

The first step in the recovery process following a declared disaster is to schedule an Applicants' Briefing; the Applicants' Briefing marks the transition from response to recovery. The Applicants' Briefing is conducted by a representative of the State for all potential applicants for public assistance grants. At the Applicants' Briefing, all parties are informed of the eligibility requirements, application procedures, administrative requirements, funding, and program eligibility criteria to receive federal and State assistance. PBC DEM will endeavor to notify as many potential applicants as possible including advertising the applicant briefing in local newspapers. Potential applicants include State and County departments, municipalities, Indian tribes, and certain private not-for-profit (PNPs) organizations. A list of most potential applicants is included in the appendix of the Local Mitigation Strategy (LMS). All applicants who believe they may be eligible will be asked to prepare a Request for Public Assistance (FEMA Form 90-49).

Following the Applicants' Briefing, the PBC Public Safety Department's Finance Division assumes the primary responsibility for coordinating the County's activities required by the Public Assistance Program, including oversight of Project Worksheets and grants management. The FEMA Liaison Officer at FEMA Coordinating Office is responsible for the implementation of the public assistance process and oversees all administrative procedures. All contract and work-in-progress monitoring of public assistance recovery projects is the responsibility of the Public Safety Department's Finance Division and FDO, with the exception of major flood recovery and mitigation projects, which are the responsibility of the Environmental Resources Management (ERM) Department.

KICK-OFF MEETING

The State of Florida and/or FEMA then issues a determination as to whether an applicant is, in fact, eligible to receive public assistance funding. A Kick Off Meeting is then scheduled and conducted by the Public Assistance Coordination (PAC) Crew Leader. The meeting is designed to provide a much more detailed review of the PA Program and the applicant's needs. The meeting is the first step in establishing a partnership among FEMA, the State, and the applicant and is designed to focus on the specific needs of that applicant. The meeting focuses on the eligibility and documentation requirements that are most pertinent to an applicant. The FEMA Kick Off meeting will be held at a determined location and will be attended by a representative from the State, FEMA, DEM, and the applicant. Potential applicants are responsible for identifying possible infrastructure recovery projects and participating in the public assistance process. Each applicant deemed eligible prepares a Project Worksheet (PW) (FEMA form 90-91) for each damaged facility. Reference: *FEMA Public Assistance Digest FEMA 321*.

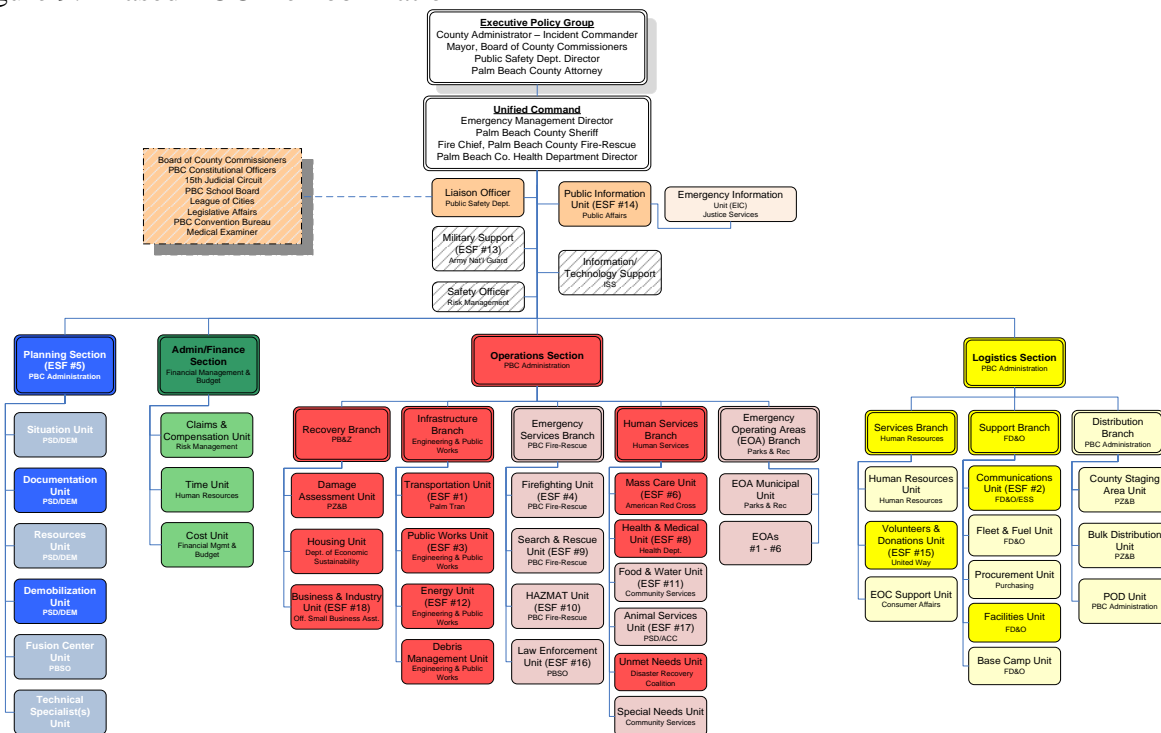
PROJECT WORKSHEET

The PW consists of a scope of work necessary to return the facility to its pre-disaster condition and, an estimate of the cost to do so. *Reference: 44 CFR 206.* Each PW submitted is then validated by a representative from FEMA and/or from the State.

While there is no clear line of differentiation between the Response Phase and the Recovery Phase, there are general activities which begin to occur in recovery that signify a gradual de-escalation of the response phase. When life-saving response operations are concluding, community recovery and redevelopment decisions begin to dominate the focus of all organizations, agencies, and community stakeholders. Command, control, and resource coordination must transition to serve extended disaster survivor needs, to engage in redevelopment and reconstruction activities; and to coordinate with Federal and State governments to manage disaster assistance. A transition of leadership to the recovery organizational framework is necessary to facilitate interdisciplinary coordination of redevelopment issues, the expanded engagement of stakeholders, and public participation in the redevelopment decision-making environment.

The organization chart in Figure 9 details the operational components at the Emergency Operations Center that will begin to demobilize, while recovery components take on a heightened role of importance. The response units which will deactivate at the end of the response phase are shown in a gray-shaded box. The units which will remain active and/or will transform to a broader post-disaster recovery role remain fully colored.

Figure 9: Phased EOC Demobilization



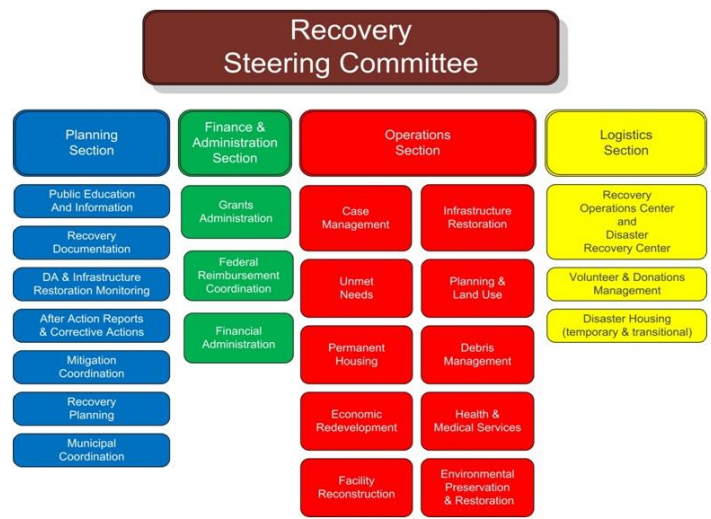
The Emergency Operations Center’s Emergency Services Branch, Human Services Branch, and Emergency Operating Areas deactivate immediate, life-saving response units, while simultaneously refocusing the activities of other units to support long-term, community recovery efforts.

When the disaster is of sufficient scope and magnitude to require the activation of the *Disaster Recovery Plan* and ultimately the *Post-Disaster Redevelopment Plan*, the County leadership may choose to activate the Recovery Operations Center for the long-term coordination of stakeholders. Activation of this center allows the Emergency Operations Center to maintain operational readiness for future disasters. The Recovery Operations Center provides the ability for recovery organizations to engage in uninterrupted, integrated planning, and long-term coordination of resources and personnel, while maintaining centralized control of post-disaster redevelopment operations. The Recovery Operations Center will augment and decrease the personnel required to support recovery operations. A catastrophic-level disaster will require the coordination of all local, State, and Federal stakeholders, while a lesser disaster may require only specific recovery components to address community recovery needs.

The Recovery Operations Center is activated by the County Administrator and is managed by the Recovery Steering Committee. The Recovery Operations Center will be activated at a site determined available and appropriate by the Director of the Facilities Development and Operations Department. The details of the Recovery Operations Center are outlined in the *Palm Beach County Recovery Plan*.

The Palm Beach County *Disaster Recovery Plan* details an organizational framework which transitions the Palm Beach County Emergency Operations Center personnel into a recovery function-focused organizational framework assigned to the Recovery Operations Center. The primary position responsible for providing and coordinating recovery activities for the County is the Deputy County Administrator. The Recovery Operations Center Organizational Structure is depicted in the *Recover Operations Center Organizational Chart* in Figure 10 below.

Figure 10: Recovery Operations Center Organizational Chart



The Recovery Steering Committee reports directly to the Palm Beach County Deputy County Administrator, who serves as the Chair and who activates this Committee. The Chair has the ultimate authority on recovery-operations decisions. In addition, the Chair is responsible for coordinating all recovery activities, providing liaison activities with the Board of County Commissioners, municipal jurisdictions, and special districts within the County, the Disaster/Joint Field Office, and State Recovery Staff. All Steering Committee members, personnel within the Recovery Operations Center (ROC), and personnel within the field supporting recovery operations, are under the authority of the Chair and will receive policy guidance through the Recovery Steering Committee until the *Post-Disaster Redevelopment Plan* is deactivated.

RECOVERY OPERATIONS CENTER (ROC)

Palm Beach County will activate the ROC after a major disaster event that coordinates long-term recovery and redevelopment activities. The EOC will remain activated until the ROC is fully staffed and operational. The ROC represents the central point of coordination for all long-term recovery operations and implementation of the PDRP including coordination with the Disaster Field Office (DFO). Reference: *Palm Beach County Recovery Plan*.

LONG TERM RECOVERY PHASE

Long-term recovery is defined as the point at which repairs are permanent rather than temporary. After the basic essentials are restored and victims have returned to their homes or other permanent housing, the neighborhood must rebuild the infrastructure and economy to at least a pre-event level. Activities include demolition of dangerously damaged structures, debris removal, repair or reconstruction of water and sewer systems, roads, bridges and other public facilities, as well as the repair or reconstruction of private property.

Long term recovery is extensively addressed in the Post Disaster Redevelopment and the Recovery plans.

Reference: *Post Disaster Redevelopment Plan* and *Recovery Plan*.

This page intentionally left blank

ACRONYMS

ARC	American Red Cross
AAR	After action report
ACC	Animal Care and Control, Palm Beach County
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BCC	Board of County Commissioners
bDART	Business Damage Reporting Tool
CAP	Corrective Action Plan
CBO	Community based organization
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations Plan
COPCN	Certificates of Public Convenience and Necessity
CPI	Consumer Price Index
CRS	Community Rating System
CSA	County Staging Area
CWP	County Warning Point, Division of Emergency Management
DCF	Dept. of Children & Families, Florida
DEM	Division of Emergency Management
DFO	Disaster Field Office
DISC	Digital Information Support Center
DOH	Department of Health
DRC	Disaster Recovery Center
EHS	Extremely Hazardous Substance
EM	Emergency Management
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Services
EOA	Emergency Operating Areas
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPG	Executive Policy Group
ERM	Environmental Resources Management, Palm Beach County
FAC	Florida Administrative Code
FBI	Federal Bureau of Investigation
FDCA	Florida Department of Community Affairs
FDEM	Florida Division of Emergency Management
FDOH	Florida Department of Health
FEMA	Federal Emergency Management Agency
FLNG	Florida National Guard
HAZMAT	Hazardous Material(s)
HERC	Healthcare Emergency Response Coalition, Palm Beach County
HSP	Hazard Specific Plan
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander

ICE	Immigration and Customs Enforcement, U.S.
ICS	Incident Command System
IDA	Initial Damage Assessment
iDART	Individual Damage Reporting Tool
IP	Improvement Plan
ISP	Incident Support Plan
ISS	Information Systems Services Department, Palm Beach County
KI	Potassium Iodide
LEPC	Local Emergency Planning Council
LMS	Local Mitigation Plan
LSA	Logistical Staging Area
MAT	Mitigation Assessment Team
MHz	Megahertz
MYTEP	Multi-Year Training and Exercise Plan
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
PA	Public Assistance
PAC	Public Assistance Coordinator
PBC	Palm Beach County
PBCFR	Palm Beach County Fire Rescue Department
PBSO	Palm Beach County Sheriff's Office
PDA	Preliminary Damage Assessment
PDRP	Post Disaster Redevelopment Plan
PIO	Public Information Officer
PIU	Public Information Unit
PNP	Private Non-Profit or Private Not-for-Profit
POD	Point of Distribution
PRND	Preventive Radiological Nuclear Detection
PSD	Public Safety Department, Palm Beach County
PZ&B	Planning, Zoning and Building Department, Palm Beach County
RDSTF	Regional Domestic Security Task Force
REP	Radiological Emergency Preparedness
RIA	Rapid Impact Assessment
ROC	Recovery Operations Center
SBA	Small Business Administration, U.S.
SEOC	State Emergency Operations Center
SitRep	Situation Report
SOG	Standard Operating Guide
SpNS	Special Needs Shelter
THIRA	Threat and Hazard Identification and Risk Assessment
UASI	Urban Area Security Initiative
UAWG	Urban Area Work Group
UC	Unified Command
VA	Veteran's Administration, U.S.

GLOSSARY

Activation	When the Comprehensive Emergency Management Plan has been implemented whether in whole or in part. Also, applies to activating the Emergency Operations Center.
After-Action Report (AAR)	A method of identifying and tracking correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of Lessons Learned and recommended changes in plans, training, and resources.
Applicant	A State agency, local government, Indian Tribe, Alaskan Native tribal government, or eligible Private Nonprofit Organization who submits a request for disaster assistance under the State's disaster declaration.
Catastrophic Disaster	An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.
CBRNE	Mnemonic. There are five classes of Weapons of Mass Destruction (WMD) defined by the Interagency Board (IAB) for Equipment Standardization and Interoperability: Chemical, Biological, Radiological, Nuclear, and high yield or enhanced Explosives.
CEMP	Comprehensive Emergency Management Plan. A CEMP contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency and departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.
Checklist	Written (or computerized) enumeration of actions to be taken by an individual or department, meant to aid memory rather than provide detailed instruction.
Community Rating System (CRS)	A FEMA initiative, established under the NFIP, to recognize and reward communities that have implemented floodplain management measures beyond the minimum required by NFIP regulations. Under the CRS, those communities that choose to participate voluntarily may reduce the flood insurance premium rates for property owners in the community by taking these additional actions.
Consequence Management	Measures to protect public health and safety, restore essential services and provide emergency relief to business and individuals affected by the consequences of a crisis, such as an act of terrorism.
COOP	Continuity of Operations Planning. The internal efforts of an agency or other entity, public or private, to assure continuance of its minimum essential functions across a wide range of potential emergencies, to include localized acts of nature, accidents, technological and/or attack-related emergencies.
Crisis Management	Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a crisis or an act of terrorism.

Damage Assessment	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a human-generated or natural disaster.
Debris	Scattered items and materials either broken, destroyed, or displaced by a natural or human-generated disaster. Examples include trees and other vegetative material, construction and demolition material, and personal property.
Debris Clearance	Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.
Debris Removal	Picking up debris and taking it to a temporary storage site or permanent landfill.
Declaration	The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.
Department of Homeland Security (DHS)	A Federal agency, of which FEMA is a part that is charged with ensuring the safety of the United States and its population. DHS is a cabinet level agency of the U.S. Government. The Secretary of DHS is in the top tier of the several members of the President's cabinet, along with the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, and the Attorney General.
Destroyed	A classification for an item or building that is a total loss or is damaged to the extent that it is not usable and not economically repairable. Used by FEMA in damage assessments.
Disaster	Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.
Disaster Field Office	The office established in or near the designated area of a Presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.
Disaster Medical Assistance Team (DMAT)	A DMAT consists of professional and paraprofessional medical personnel, supported by logistical and administrative staff, to provide emergency medical care. DMATs are assigned, on request of state and local authorities, to supplement local medical capacity in major disasters and mass casualty incidents. DMAT duties include triage, austere medical care, and preparing patients for evacuation. DMATs operate under the U.S. Public Health Service (USPHS) which is a part of the Department of Health and Human Services (HHS). Specialized teams handle burns, pediatrics, crush injuries, surgery, mental health and incidents involving weapons of mass destruction. DMAT members are compensated as part-time federal employees. Relates to National Disaster Medical System (NDMS, q.v.) and Disaster Mortuary Team (DMORT, q.v.).

Disaster Recovery Center	Places established in the area of a Presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).
EMAC	Emergency Management Assistance Compact. A legally binding mutual aid agreement and partnership between states that allows them to assist one another during emergencies and disasters.
Emergency	An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Examples of an emergency may include fires; explosions; chemical, biological, environmental, and radiation incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or human-generated disasters. Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.
Emergency Management	The preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or by technological events, or by enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and for humanitarian aid. Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.
Emergency Management Performance Grants (EMPG)	EMPG helps state and local emergency managers develop, maintain and improve emergency management capabilities and key components of a comprehensive national emergency management system for all hazards. Through this grants program, FEMA provides states a flexibility to allocate funds according to risk and to address the most urgent state and local needs in disaster mitigation, preparedness, response, and recovery. Working within standard federal government grant administration, EMPG provides support for state and local governments to achieve measurable results in key functional areas of emergency management.
Emergency Operations Center (EOC)	A pre-defined physical location from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as-needed basis. Can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.
Emergency Support Function (ESF)	A functional area of response activity established to facilitate the delivery of disaster assistance required during the immediate response phase of an incident in order to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of disaster assistance which will most likely be needed because of the impact of a catastrophic or significant disaster and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to mirror State and federal response efforts.

Emergency Work	That work which must be done immediately to save lives and to protect improved property, public health and safety, or to avert or lessen the threat of a major disaster. Emergency work frequently includes clearance and removal of debris and temporary restoration of essential public facilities and services, (Category A-B).
Emergency, State of	A condition during which special precautions/actions will be necessary in order to adequately safeguard property and the health and lives of people within a community or organization.
Evacuation	Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.
Evacuees	All persons removed or moving from areas threatened or struck by a disaster.
Exercise	A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (CEMP).
Facility	Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Coordinating Officer (FCO)	To coordinate federal efforts, the Federal Emergency Management Agency (FEMA, q.v.) recommends and the President appoints a Federal Coordinating Officer (FCO) for each state that is affected by a disaster. The FCO and the state response team set up a Disaster Field Office (DFO, q.v.) near the disaster scene.
Federal Emergency Management Agency (FEMA)	FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery and mitigation by federal, state and local governments, commerce and industry, individuals and families, and non-governmental organizations. FEMA leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the Citizen Corps, the National Flood Insurance Program and the U.S. Fire Administration. FEMA is a part of the Directorate of Emergency Preparedness and Response (EPR, q.v.) which, in turn, is a major component of the Department of Homeland Security (DHS, q.v.).
Final Debris Disposal	Placing mixed debris and/or residue from volume reduction operations into an approved landfill.
Flood	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Flood Insurance Rate Map (FIRM)	The insurance and floodplain management map produced by FEMA that identifies, based on detailed or approximate analyses, the areas subject to flooding during a 1-percent-annual-chance flood event in a community. Flood insurance risk zones, which are used to compute actuarial flood insurance rates, also are shown. In areas studied by detailed analyses, the FIRM shows BFEs to reflect the elevations of the 1-percent-annual-chance flood. For many communities, when detailed analyses are performed, the FIRM also may show areas inundated by 0.2-percent-annual-chance flood and regulatory floodway areas.
Floodplain	A land area that is susceptible to being inundated by water from any source.
Floodplain Management	The operation of a program of corrective and preventative measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.
Geographic Information System (GIS)	GIS hardware and software provide the ability to analyze and present data in the form of maps and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.
Grantee	The state or tribal agency that is eligible to receive federal dollars in a Presidential Disaster.
Hazard	A situation or condition that presents the potential for causing damage to life, property, and/or the environment an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.
Hazard Mitigation	Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.
Hazard Mitigation Grant Program (HMGP)	The program, authorized under Section 404 of the Stafford Act, under which FEMA provides grants to state and local governments to implement long-term hazard mitigation measures after a presidential disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable implementation of mitigation measures during the immediate recovery from a presidentially declared disaster. Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster.
Hazard Specific Plan (HSP)	Plans that serve as the basis for effective response to any specific threatening hazard and facilitating integration of mitigation into response and recovery activities. It also outlines the responsibilities unique to the specific hazard.

Hazard Vulnerability Analysis (HVA)	A structured approach to assist in evaluating potential adverse events or conditions that could disrupt an organization's operation. Identify, evaluate, and prioritize events that could significantly affect the need for the facility's services or its ability to provide those services. Each potential event is evaluated in each of three categories: probability (of occurrence), risk (severity/impact), and preparedness and assigned a numerical score that rank orders events needing organization focus and resources for emergency planning.
Hazardous Material (HAZMAT)	Material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) toxic, 2) flammable, 3) corrosive; and/or 4) reactive, and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.
Homeland Security	The prevention of terrorist acts, the reduction in the consequences of those events on people and property, and the response and recovery from those terrorist events.
Homeland Security Advisory System	HSAS is a five-level, color-coded alert warning system based on classified intelligence indicators for national use to announce the risk of terrorist attack. Local, state and federal authorities take preplanned actions, at some expense, for each threat alert condition with a major focus on critical infrastructure protection.
Hurricane	A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph) or more. The term "hurricane" is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term "typhoon" is used for Pacific tropical cyclones north of the Equator west of the International Dateline.
Hurricane Advisory	Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
Hurricane Warning	A warning that sustained winds of 64 kts (i.e., 74 mph) or higher associated with a hurricane are expected in a specified coastal area in 36 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.
Hurricane Watch	An announcement for specific coastal areas that hurricane conditions are possible within 48 hours.
Incident	A definite and separate occurrence. Usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note incidents may or may not lead to accidents, events, or disasters.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It should generally include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command System (ICS)	A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.
Incident Commander (IC)	Under the Incident Command System (ICS, q.v.), the person assigned to have overall charge of the response to an incident.
Incident Objectives	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Individual Assistance (IA)	Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.
Initial Damage Assessment (IDA)	A rapid survey performed immediately post-impact, usually by first-responders, in order to determine the impact and magnitude of damage caused by the disaster and the resulting <i>initial</i> needs of the community. The IDA is typically a mere estimate – its purpose is to quickly identify needed resources and mobilize them, as well as to assess the magnitude of the disaster in order to <u>consider</u> pursuit of a declaration. A more comprehensive assessment, the Preliminary Damage Assessment, will follow.
Interoperability	The ability of systems, units, or agencies to provide services to and accept services from other systems, units or agencies and to use the services so exchanged to enable them to work effectively together.
Job Aids	Store and make accessible information, processes or perspective so each position can complete specific tasks. They specify how to get the job done and act as memory joggers. Job Aids help people manage vast quantities of information. They often consist of steps, worksheets, lists, decision tables, maps and illustrations that help people accomplish their work.
Kickoff Meeting	The initial meeting between an applicant and the Public Assistance Coordinator. At this working session, the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances.
Liaison/ Liaison Officer	An agent or representative. Typically an agency official sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS) the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, a number of liaisons from other agencies, commerce and industry, various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with EOCs to meet the need for linkages for effective strategy and use of resources in an incident.

Logistics	The procurement, maintenance, distribution, and transportation of material, facilities, services and personnel.
Major Damage	This term is used by the Federal Emergency Management Agency (FEMA) to categorize an item or a building that has been damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
Major Disaster	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
Mass Care	The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.
Mutual Aid	As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and materiel resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency.
Mutual Aid Agreement (MAA)	A written understanding between two or more entities obligating assistance during a disaster.
National Hurricane Center (NHC)	The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones. http://www.nhc.noaa.gov/
National Incident Management System (NIMS)	As the operational arm of the National Response Plan (NRP), NIMS provides a consistent nationwide approach for governments at all levels, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. To provide for interoperability and compatibility among governmental and private sector capabilities, NIMS includes: a core set of concepts, principles, terminology, and technologies covering the incident command system (ICS); multi-agency coordination systems (MACS); unified command; training; identification and management of resources (including systems for classifying types of resources); personnel qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
National Response Framework (NRF)	The National Response Framework is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities across the Nation.
Organization Chart	A diagram representative of the hierarchy of an organization's personnel; also known as a Table of Organization ("TO").

POD	Point of Dispensing, or Point of Distribution. Under a disaster response plan, POD identifies a location, facility or agency assigned to dispense/distribute disaster response resources such as water, ice, food supplies, prophylaxis, etc.
Post-Disaster Redevelopment Plan	A plan that is required for coastal communities under Section 9J-5.012(3)(b)(8) of the Florida Administrative Code, and encouraged for inland communities by Section 163.3177(7)(I), Florida Statutes. The purpose of the plan is to act as a single source reference for guiding decision-making and action during the difficult post-disaster recovery period, as well as detailing actions that can be taken before a disaster strikes to speed the recovery process. It focuses heavily on major disasters, addressing issues having long-term implications such as long-term recovery, reconstruction and economic redevelopment.
Preliminary Damage Assessment (PDA)	A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.
Private Nonprofit Organization (PNP)	Any non-governmental agency or entity that currently has either an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption or satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one organized or operating under state law.
Project Worksheet (PW)	Form used to document the damage and develop the scope of work for repair of a damage site.
Public Assistance (PA)	Supplementary federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.
Public Assistance Coordinator (PAC)	An emergency management employee who is responsible for providing continuity of service to an applicant in the Public Assistance program.
Public Information Officer (PIO)	A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.
Public Information Unit (PIU)	A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the PIU.

Radiological Emergency Preparedness (REP)	REP is a program of the Federal Emergency Management Agency (FEMA) for public health and safety around nuclear power plants in the event of a nuclear power plant incident, and for public information and education about radiological emergency preparedness. The REP program covers only "off-site" activities, that is State and local government emergency preparedness that takes place outside the nuclear power plant boundaries. On-site activities are the duty of the Nuclear Regulatory Commission (NRC). The Office of National Preparedness (ONP, q.v.) is FEMA's administrative entity.
Recovery	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.
Resource Management	Those actions taken by a Tribe to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
Response	Emergency response activities are conducted during the time period that begins with the detection of the event and ends with the stabilization of the situation following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property, and also work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.
Saffir-Simpson Hurricane Damage Potential Scale	A scale that measures hurricane intensity, developed by Herbert Saffir and Robert Simpson. The Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline, in the landfall region. Note that all winds are using the U.S. 1-minute average.
Section	The organizational level having responsibility for a major functional area of incident management, (e.g., Operations, Planning, Logistics, and Finance/Administration). The section is organizationally situated between the branch and the Incident Command.
Section Coordinating Procedures	Details by Section, the lead, participating, and coordinating entities and their roles and responsibilities during the four phases of emergency management. These procedures outline specific tasks that are standard to all County departments/divisions, municipalities, and partner agencies despite the hazard. The Section Coordinating Procedures include job aids for each position within the Section and detail the specific tasks each position must complete during each operational period at the EOC.

Significant Event	An event that is important for Emergency Management and/or partnering agencies to have knowledge of that may have an impact on agency tactics and/or operations.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
Staging Area	A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a particular disaster there may be many staging areas, each serving special needs. Preferred sites have well functioning transportation and communication facilities as well as nearby accommodations for site staffs. Sometimes known as Logistical Staging Area (LSA).
Standard Operating Guide (SOGs)	Guidelines that are agency-specific and utilized by that agency to accomplish the functions, missions, or activities outlined by corresponding Hazard Specific Plans (HSPs) or Coordinating Procedures.
Statewide Mutual Aid Agreement	A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the State Emergency Response Commission (SERC).
Storm Surge	The high and forceful dome of wind-driven rising tidal waters sweeping along the coastline accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide, and in South Florida, can be as much as 25 feet.
Terrorism	The use of – or threatened use of – criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").
Tornado	A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.
Tropical Cyclone	A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extra-tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).

Tropical Depression	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph) or less.
Tropical Storm	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph) to 63 kt (73 mph).
Tropical Wave	A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.
Unified Command	An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders (ICs) at a single Incident Command Post (ICP) to establish a common set of objectives and strategies, and a single Incident Action Plan.
Urban Area Security Initiative (UASI)	UASI is a grant program administered by the Office for Domestic Preparedness (ODP) in the Department of Homeland Security (DHS). UASI funding enhances the effectiveness of first responders to emergencies and public-safety officials in eight focal areas from terrorism prevention and decision-making to infrastructure and communication. A key factor is regional cooperation through forming partnerships at the local level.
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
Vulnerability Analysis	A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, security, and safety systems at a particular facility.

APPROVAL DOCUMENTS BCC AGENDA ITEM

This page intentionally left blank



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

April 15, 2016

Mr. Bill Johnson, Director
Palm Beach County Department of Emergency Management
20 South Military Trail
West Palm Beach, FL 33415

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Dear Director Johnson,

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

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

DIVISION HEADQUARTERS Tel: 850-413-9969 • Fax: 850-488-1016
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
www.FloridaDisaster.org

STATE LOGISTICS RESPONSE CENTER
2702 Directors Row
Orlando, FL 32809-5631

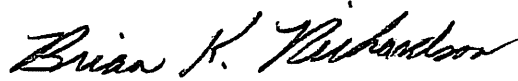
Attachment # 3

Page 1 of 2

Mr. Bill Johnson
April 15, 2016
Page Two

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Nicole Neal, at (850) 413-9919 or by email: nicole.neal@em.myflorida.com.

Sincerely,



for Linda McWhorter, Chief
Bureau of Preparedness

LM/nn/md

cc: Mary L. Berger, Chairperson of BOCC, Palm Beach County
Jim Roberts, DEM – Regional Coordination Team Manager
Willie Bouie, DEM – Regional Coordinator
Kathryn Boer, RPC Representative
Evan Rosenberg, DEM – Recovery
Miles Anderson, DEM – Mitigation
Nicole Neal, DEM – CEMP Planner

Attachment # 3
Page 2 of 2

2016 Comprehensive Emergency Management Plan Revision Highlights

Structure –

- The 2011 CEMP was organized by the five structural sections within the EOC organization—operations, planning, logistics, finance, and recovery—with mitigation, preparedness, response and recovery actions underneath each. The 2016 CEMP is laid out to follow more of the flow of actions taken during different all-hazards based scenarios. The daily operations are explained followed by the transitional/activation activities, concept of operations, roles and responsibilities, transition from response to recovery and long term recovery.
- Figure 1, the Plan Integration Chart has been updated to reflect the current variety of plans which are part of the CEMP.
- Several figures/tables were reorganized for clarity, including new information, such as in: Plans and the CEMP, Palm Beach County Hazard Types, Hazard Categories and Specific Hazards, PBC Board of County Commissioners Organizational Structure, Incident Command by Hazard Type, and the Planning "P".
- Two new figures were added: a Damage Assessment Process Table identifying tier/phase, purpose and approximate time frame; and a Public Assistance Process Overview which provides a quick clean glimpse at this process.

Core Hazards –

The 2016 CEMP reorganizes the Core Hazards in an effort to combine similar incidents, and to have them more appropriately reflect vulnerabilities faced by the County. The Hazard descriptions were reduced in size to simply include probability and severity of occurrence, vulnerable populations, and damage information. If more information is desired, readers are given a reference to the hazards section of the *Local Mitigation Strategy*.

- In the 2011 CEMP there were 14 core hazards identified which were likely to impact Palm Beach County. In the 2016 CEMP, and based upon input from internal staff and agency partners, there are only 12 core hazards that are being recognized. In addition, their taxonomy has been reorganized. The main heading of Environmental Hazards has been renamed Human Caused Hazards. Wind Events has been combined with Severe Weather. The Technological Hazard has become a main heading to include Domestic Security, Mass Migration, and a new hazard entitled Workplace/School Violence. Erosion/Subsidence has been removed as a hazard.
- In the 2011 CEMP, the Natural Hazards were floods, wind events, severe weather, erosion/subsidence, fire, agricultural pests & diseases, Herbert Hoover Dike. The Technological Hazards were domestic security, technological hazards, hazmat, radiological threats, transportation incident, and mass migration. The Environmental Hazard was communicable diseases.
- In the 2016 CEMP, the Natural Hazards are severe weather, floods, agricultural pests & diseases, fire, and communicable diseases. The Technological Hazards are transportation, hazardous materials, nuclear power plant, and dike failure. The Human Caused Hazards are domestic security, workplace/school violence, and mass migration.

Outreach –

- The major difference in outreach is that the 2016 CEMP does not include a table of every public outreach material available for use. These materials were not necessary for the comprehensiveness of this plan. Since these materials are constantly changing, they were excluded to give the plan more accuracy in the long-term. Instead, a greater amount of narrative is provided outlining the purpose and importance of the Division of Emergency Management's public awareness program.

Attachment # 4

Page 1 of 2

Unit Description with Lead/Support Agencies –

- In the 2011 CEMP, each Unit was listed under their respective section, and each explained their purpose, scope, lead agency and support agencies. In the 2016 CEMP this was simplified so that each Unit is briefly explained and then a list of lead and support agencies is provided. There are references to specific plans if more information is needed.
- Instead of including a chart listing each section and corresponding units, Table 4 from the 2011 CEMP titled “Local, State, and Federal Lead Agencies by Organizational Unit” was broken down into each section and placed at the beginning of that section’s explanation in an effort to avoid repeating information, as well as to provide a quick reference to what Units are located in each of the sections.
- The Procurement Unit has been relocated from the Finance/Administration Section to the Logistics Section.

Technology –

- Under the topic of Rapid Impact Assessment there is now a section titled Damage Reporting Tools. Of the three tools listed, two include the use of the Damage Reporting Tool (DART) phone app (*iDART* for individuals to be able to report storm damage and *bDART* for businesses to report storm damage). Since smart phones have become much more common, apps such as *iDART* and *bDART* have been developed and now can be utilized and included in this plan.

Sections Added in the 2016 CEMP –

- Since preparedness has become its own section in this plan, a specific set of preparedness action headings have been added, including: Continuity of Operations, Grant Administration, Radiological Emergency Preparedness, Chemical Preparedness Program, Emergency Medical Services Program, and Duty Officer Program.
- The 2016 CEMP includes a section on the use of Flash Reports; a topic that was not mentioned in the 2011 CEMP.
- The position of Emergency Operating Area (EOA) Municipal Unit Leader was added in order to better facilitate mission and resource requests from municipalities.
- The description, role, and functionality of the Digital Information Support Center (DISC) Unit was added to the Public Information Unit (PIU). The DISC has been established since the 2011 CEMP as a new resource used to ensure the maximization of social media in reaching residents in the event of an emergency.
- A description of the Amateur Radio Emergency Service (ARES) was added to the Communications Unit.
- The Damage Assessment Process was expanded; providing a more clearly defined description about how damage assessment would be undertaken in the County.
- The Re-Entry process after an incident process has been expanded upon.

Sections Removed from 2016 CEMP –

- The state and federal Programs Unit was eliminated from the Recovery Branch. The function of this unit was felt to be duplicative of the role of the Recovery Branch Director and state and federal officials.
- The Logistical Staging Area Unit was eliminated from the Logistics Section. Logistical Staging Areas are state-managed functions, so the coordination function was emphasized in the Distribution Branch Director function.
- The Municipal / Regional / Neighboring Jurisdiction Coordination section has been eliminated, as the interrelationship between the County and these other jurisdictions is more further discussed in the Operations Section and Planning Section chapters.
- Post-Disaster Redevelopment Transition Planning has been moved out of the CEMP document and moved over to the Disaster Recovery Plan.