

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: COUNTY ADMINISTRATION

**SUBJECT: DISASTER PREPARATION AND RECOVERY -- EMERGENCY
ALERTING AND PROTECTION OF PUBLIC PROPERTY**

PPM #: CW-L-001

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ISSUE DATE
October 28, 1998

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EFFECTIVE DATE
October 28, 1998
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PURPOSE:

To assign responsibility for alerting the County Administrator and departments under the Board of County Commissioners of any threatening natural disaster, and for implementing protective measures for County buildings and other public property.

AUTHORITY:

1. Florida Statutes, Chapter 252, "State Emergency Management Act."
2. Board of County Commissioners' Resolution No. R-77-224.

POLICY:

It is the policy of the Board of County Commissioners that timely and appropriate measures be taken to protect public property from the damaging effects of natural disasters. In addition to the securing of County buildings and other property, protective measures will include the collection and safe storage of appropriate information related to buildings, tangible personal property and miscellaneous property, which may be necessary to obtain disaster reimbursement.

RESPONSIBILITIES:

1. Public Safety Department

The Division of Emergency Management will alert the County Administrator of any threatening natural disaster which may require protection of public property.

2. County Administrator

The County Administrator will direct the closing of County offices and the securing of County buildings and other property prior to a hurricane or other natural disaster.

3. Facilities Development & Operations Department

The Facilities Development & Operations (FDO) Department will:

- a. maintain a current inventory of County-owned buildings, including a set of original building plans for each building when such plans exist;
- b. arrange for at least one set of building plans to be safely stored in a facility which can withstand the effects of a natural disaster; and
- c. develop and implement a plan for the timely protection of County buildings in the event of a natural disaster.

4. Office of Financial Management & Budget

The Fixed Assets Management Office (FAMO) will maintain the official County inventory of tangible personal property valued at \$750 or more per item and provide each County department a copy of their inventory.

The Financial Management Division will:

- a. develop and revise as necessary a methodology and associated forms to **identify and estimate the value of** miscellaneous property (i.e., property valued at \$749 or less per item) for each department or agency;
- b. coordinate as necessary the distribution and collection of the miscellaneous property forms from departments and agencies;
- c. schedule the collection of additional documentation (e.g., photographs) to supplement information collected on the miscellaneous property forms; and
- d. arrange for the transfer of all information and associated documentation to the Risk Management Department, once review by the Budget Division is complete.

The Budget Division will provide assistance to departments and agencies in the completion of all miscellaneous property forms, and will review all submissions for accuracy,

completeness and reasonableness.

5. Risk Management Department

The Risk Management Department will:

- a. utilize the information collected on miscellaneous property to analyze and evaluate the amount of miscellaneous property insurance coverage currently maintained;
- b. arrange for information and associated documentation (e.g., photographs) collected on miscellaneous property to be safely stored in an off-site facility which can withstand the effects of a natural disaster;
- c. monitor the insurance industry to determine how frequently the information collected on miscellaneous property should be updated; and
- d. provide technical assistance with respect to insurance requirements to the Financial Management Division of OFMB in carrying out its assigned responsibilities.

6. Departments

All departments will:

- a. provide the maximum possible personnel and equipment support to the Facilities Development & Operations Department for the securing of County buildings;
- b. maintain an inventory of their miscellaneous property (i.e., property valued at \$749 or less per item) by completing all forms necessary to identify and estimate the value of this property in order to obtain disaster reimbursement, if applicable;
- c. develop and implement internal policies and procedures to prevent and minimize damage to any departmental property and equipment regardless of value, including but not limited to records, furniture, computer and office equipment and vehicles; and
- d. maintain appropriate cost accounting records of cost incurred regarding any pre-disaster work, as directed by the County Administrator, OFMB, the Finance Department and the Public Safety Director.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. Administrative Order (A.O.) #4-1, dated 5/4/76
2. PPM # CW-L-001, issued 7/1/88
3. PPM # CW-L-001, issued 7/18/91