



**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

October 2024

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TABLE OF CONTENTS

TABLE OF CONTENTS		iii
PREFACE		vii
PROMULGATION LETTER		ix
PLAN MAP		xi
RECORD OF CHANGES AND REVISIONS		xii
I	BASIC PLAN	
A.	INTRODUCTION	
1.0	INTRODUCTION	BP-A-2
2.0	PURPOSE	BP-A-2
3.0	SCOPE	BP-A-4
4.0	SITUATION	BP-A-5
5.0	ASSUMPTIONS	BP-A-5
6.0	OBJECTIVES	BP-A-6
7.0	METHODOLOGY	BP-A-7
8.0	PLAN MAINTENANCE AND RECORD OF CHANGES	BP-A-7
9.0	STATEMENT OF LIMITATIONS	BP-A-8
10.0	POLICIES	BP-A-9
11.0	AUTHORITIES AND REFERENCES	BP-A-9
B.	SITUATION	
1.0	POTENTIAL EMERGENCY CONDITIONS	BP-B-1
2.0	HAZARD ANALYSIS (SUMMARY)	BP-B-2
3.0	GEOGRAPHIC INFORMATION	BP-B-20
4.0	DEMOGRAPHICS	BP-B-25
5.0	ECONOMIC PROFILE	BP-B-31
C.	CONCEPT OF OPERATIONS	
1.0	EMERGENCY MANAGEMENT PROGRAM PHASES	BP-C-1
2.0	NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)	BP-C-3
3.0	ORGANIZATION	BP-C-5
4.0	EMERGENCY AUTHORITIES	BP-C-9
5.0	INCIDENT COMMAND SYSTEM (ICS) AND ON-SCENE OPERATIONS	BP-C-11
6.0	EMERGENCY SUPPORT FUNCTIONS (ESFs)	BP-C-13
7.0	DEFINITIONS AND LEVELS OF DISASTER	BP-C-16
8.0	DIRECTION AND CONTROL	BP-C-18
9.0	EMERGENCY OPERATIONS CENTER (ACTIVATION)	BP-C-19
10.0	EMERGENCY OPERATIONS CENTER (EOC)	BP-C-20
11.0	OTHER INCIDENT FACILITIES	BP-C-24
12.0	FIELD RESOURCE REQUEST (ORDER/DECISION PROCESS)	BP-C-25
13.0	NOTIFICATION AND WARNING	BP-C-25
14.0	PUBLIC PROTECTION (EVACUATION/SHELTER)	BP-C-28
15.0	EMERGENCY PROCLAMATION (REQUEST FOR ASSISTANCE/RESOURCE)	BP-C-30

16.0	STATE OF FLORIDA RESPONSE	BP-C-34
17.0	FEDERAL GOVERNMENT RESPONSE	BP-C-35
D.	RESPONSIBILITIES	
1.0	GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES	BP-D-1
2.0	GENERAL PREPAREDNESS RESPONSIBILITIES	BP-D-2
3.0	GENERAL RESPONSE RESPONSIBILITIES	BP-D-4
4.0	SPECIFIC RESPONSIBILITIES BY DEPARTMENT	BP-D-4
E.	FINANCIAL MANAGEMENT	
1.0	GENERAL	BP-E-1
2.0	POLICIES	BP-E-1
3.0	FISCAL	BP-E-2
4.0	LOGISTICS	BP-E-2
5.0	ADMINISTRATION AND DOCUMENTATION	BP-E-3
6.0	MUTUAL AID ASSISTANCE	BP-E-4
7.0	DISASTER RELIEF FUNDING AGREEMENTS	BP-E-4
8.0	PROTECTION OF RECORDS	BP-E-4
9.0	FINANCIAL ASSISTANCE	BP-E-4
10.0	FINANCIAL MANAGEMENT COORDINATION W/MUNICIPALITIES	BP-E-4
11.0	REFERENCES	BP-E-5
F.	ATTACHMENTS	
1.0	PRIMARY/SUPPORT AGENCY MATRIX	BP-F-2
2.0	ACRONYMS	BP-F-11
3.0	INCIDENT COMMAND	BP-F-20
4.0	EMERGENCY OPERATIONS POLICY-MAKING	BP-F-24
5.0	MAPS	BP-F-25
6.0	HILLSBOROUGH COUNTY ORGANIZATION CHART	BP-F-26
II	MITIGATION	
1.0	GENERAL	II-1
2.0	HILLSBOROUGH COUNTY LOCAL MITIGATION STRATEGY (LMS)	II-1
3.0	SUMMARY OF COUNTY GENERAL MITIGATION INITIATIVES	II-2
4.0	NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMPLIANCE	II-5
III	PREPAREDNESS	
1.0	GENERAL	III-1
2.0	POLICIES	III-1
3.0	EMERGENCY PREPAREDNESS ACTIVITIES OVERVIEW	III-2
4.0	PUBLIC AWARENESS AND EDUCATION	III-2
5.0	PLANNING	III-3
6.0	TRAINING	III-5
7.0	EXERCISES	III-9
8.0	REFERENCES	III-10
IV	RESPONSE	

TABLE OF CONTENTS

LIST	EMERGENCY SUPPORT FUNCTIONS (ESFs)	IV-1
ESF 1	TRANSPORTATION	IV-2
ESF 2	COMMUNICATIONS AND INFORMATION	IV-11
ESF 3	PUBLIC WORKS, ENGINEERING & OPERATIONS	IV-22
ESF 4	FIRE FIGHTING	IV-33
ESF 5	INFORMAITON & PLANNING	IV-38
ESF 6	MASS CARE AND HUMAN RESOURCES	IV-45
ESF 7	RESOURCE SUPPORT	IV-60
ESF 8	HEALTH AND MEDICAL	IV-71
ESF 9	SEARCH AND RESCUE	IV-89
ESF 10	HAZARDOUS MATERIALS	IV-100
ESF 11	FOOD AND WATER	IV-107
ESF 12	ENERGY	IV-115
ESF 13	MILITARY SUPPORT	IV-121
ESF 14	PUBLIC INFORMATION	IV-125
ESF 15	VOLUNTEERS & DONATIONS	IV-134
ESF 16	LAW ENFORCEMENT AND SECURITY	IV-143
ESF 17	ANIMAL PROTECTION	IV-152
ESF 18	BUSINESS AND INDUSTRY	IV-164
ESF 19	DAMAGE ASSESSMENT	IV-169
V	RECOVERY	
1.0	INTRODUCTION, PURPOSE, GOALS	V-1
2.0	POLICY	V-1
3.0	RECOVERY RESPONSIBILITIES	V-2
4.0	RECOVERY PHASES	V-5
5.0	DAMAGE ASSESSMENT	V-9
6.0	TRANSITION FROM RESPONSE TO RECOVERY	V-10
7.0	INTERACTION WITH OTHER COUNTY PLANS	V-11
8.0	DISASTER RECOVERY MANAGER	V-13
9.0	RECOVERY TASK FORCE	V-14
10.0	RECOVERY OPERATIONS CENTER (ROC)	V-15
11.0	RECOVERY SUPPORT FUNCTIONS	V-16
12.0	RECOVERY MANAGEMENT ORGANIZATION	V-17
13.0	RECOVERY ACTION PLAN	V-24
14.0	RECOVERY OPERATIONS COORDINATION W/MUNICIPALITIES	V-25
15.0	COUNTY CONTINUITY OF OPERATIONS (COOP) DURING RECOVERY	V-25
16.0	POST DISASTER REDEVELOPMENT PLAN (PDRP)	V-26
17.0	REQUEST FOR STATE/FEDERAL ASSISTANCE PROCESS	V-29
18.0	NEEDS ASSESSMENT TEAM	V-30
19.0	TYPES OF STATE AND FEDERAL ASSISTANCE	V-30
20.0	JOINT FEDERAL/STATE/LOCAL RECOVERY OPERATIONS AND FACILITIES	V-33
21.0	DISASTER RECOVERY CENTERS (DRC)	V-36

22.0	FEDERAL RECOVERY SUPPORT FUNCTIONS (RSFs)	V-37
23.0	RECOVERY ACTIVITIES (UNDECLARED DISASTER (NON-STAFFORD ACT))	V-41
24.0	POST DISASTER HAZARD MITIGATION GRANT PROGRAM (HMGP)	V-42
25.0	REFERENCES	V-43
26.0	ATTACHMENTS	V-43

PREFACE

Development and maintenance of Hillsborough County's disaster readiness and response capabilities are among the most essential duties of the county government. This Comprehensive Emergency Management Plan (CEMP) is created and implemented to coordinate County efforts to:

- Protect residents, visitors, and County employees.
- Protect property, infrastructure, and the environment.
- Expedite restoration of public services disrupted in an emergency.
- Assist in recovery from profound loss or damage in the aftermath of significant natural, technological, or human-caused incidents impacting the county.

This CEMP is intended to serve as a guideline upon which actions and decisions can be based to govern the conduct of various departments, agencies, organizations, and employees of the County during emergencies. The plan is not intended to include every potential problem or situation that may arise during such emergencies. Still, it should serve as a base for resolving the emergency.

This CEMP requires that County departments, agencies, organizations, and employees understand the requirements and are always prepared to perform the necessary emergency tasks. This plan intends to identify emergency support functions (ESFs) and specific responsibilities delegated to the various County departments and agencies.

This CEMP will serve as the County's reference and guide to preparing for, responding to, and recovering from major emergencies. It is a county-wide plan that includes the County's municipalities.

Individuals with positions outlined in the roles and responsibilities sections should become familiar with their duties. They should also have backup personnel identified and trained on the position's responsibilities. Ensure the names of the principal and backup personnel are provided to the Hillsborough County Office of Emergency Management (HCOEM).

Each department and agency should provide their personnel with individual and family preparedness training. This training can be requested through the HCOEM. All County personnel are encouraged to develop their family disaster plans, including a disaster supplies kit and a communication plan with family members. This preparedness measure will enhance the focus and capabilities of County personnel who are directly involved in emergency response or those who are assigned emergency duties through the County's Employee Emergency Response Program (EERP), as they will be assured that their families are prepared to take care of themselves in the event of a significant emergency or disaster.

The County Comprehensive Emergency Management Plan (CEMP) is a dynamic document subject to revisions whenever deficiencies or shortcomings are identified during incidents, exercises, drills, or in response to changes in local/state/federal requirements or capabilities. Any modifications will be distributed to CEMP plan holders through page-for-page and section-by-section packages. Accompanying these changes will be a cover letter providing instructions on incorporating the updates and maintaining the plan's currency.

Significant alterations to this plan may necessitate approval from the Director of HCOEM and the County Administrator.

PROMULGATION LETTER



**Hillsborough
County Florida**

October 2, 2024
Hillsborough County
Office of Emergency Management
9450 East Columbus Drive
Tampa, FL 33519

**BOARD OF COUNTY
COMMISSIONERS**
Donna Cameron Cepeda
Harry Cohen
Ken Hagan
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Christine Miller
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COUNTY ADMINISTRATOR

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COUNTY ATTORNEY

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COUNTY INTERNAL AUDITOR

Peggy Caskey

DEPUTY COUNTY ADMINISTRATOR

Gregory S. Horwedel

To: Officials, Employees, and Citizens of Hillsborough County

Hillsborough County, in cooperation with the County's constitutional officers, local city governments, the private sector, and private nonprofit organizations, has revised the County's Comprehensive Emergency Management Plan (CEMP) in a continued effort to improve our ability to protect the people and property within the County in an emergency. The CEMP provides for the coordination and allocation of resources for effective disaster response, as extraordinary emergency measures must be implemented quickly to reduce impacts on life and property.

While no plan can eliminate hazards and risks, effective plans carried out by knowledgeable and well-trained personnel can reduce losses, injuries, and damages. The objective of the CEMP is to coordinate the facilities and personnel of the County and its subsidiaries into an effective organization capable of responding effectively to an emergency.

The Hillsborough County Board of County Commissioners gives its full support to the CEMP and urges all officials, employees, and citizens to do their part in the emergency preparedness effort. This letter promulgates the County CEMP, and constitutes the adoption of the CEMP and the adoption of the National Incident Management System (NIMS).

The Hillsborough County Comprehensive Emergency Management Plan dated 2024 supersedes all previous County CEMPs and shall become effective on approval of the Board of County Commissioners.

Ken Hagan

Ken Hagan
Chairperson, Hillsborough Board of County Commissioners
District 2



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PLAN MAP

Hillsborough County has strategically structured this CEMP around its emergency management program. The comprehensive emergency management program includes mitigation, prevention, preparedness, response, and recovery activities. The CEMP's major components include:

I.	Basic Plan	This document offers a broad perspective and summary of the County's Comprehensive Emergency Management Plan (CEMP), outlining its purpose, responsibilities, and operational concepts.
II.	Mitigation	This section focuses on emergency management's mitigation/prevention phase and presents a synopsis of the County's programs and activities. These initiatives are crafted to diminish or eliminate risks to individuals or property, aiming to alleviate an incident's actual or potential effects and consequences.
III.	Preparedness	This section covers the preparedness phase of emergency management and offers an overview of the County's preparedness programs and activities. Preparedness encompasses proactive measures undertaken before emergencies to cultivate, bolster, and integrate operational capabilities for an effective and efficient response and recovery. It entails a comprehensive approach, including planning, training, exercises, personnel qualifications, certification standards, and outreach and education programs.
IV.	Response	Directs the County's response during an emergency by coordinating specific activities through Emergency Support Functions (ESFs). A primary department is designated to liaise and synchronize emergency activities with selected departments and the County Emergency Operations Center (EOC) staff. The CEMP also recognizes external departments and partners beyond the County government, supporting the primary departments. The CEMP delineates the roles of ESFs' primary and supporting departments/agencies in emergency response. Although the concept of operations remains constant, the activation of ESFs depends on the nature and scale of the emergency.
V.	Recovery	This section details the County's recovery concept of operations, delineating the roles and responsibilities assigned during the recovery phases. It encompasses a comprehensive overview of the recovery programs employed to facilitate the recovery and restoration process.



**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

I. BASIC PLAN

Comprehensive Emergency Management Plan

I. Basic Plan

A. INTRODUCTION

1.0 INTRODUCTION

- 1.1** As mandated by Florida Statute, Chapter 252 Emergency Management, each County must formulate a Comprehensive Emergency Management Plan (CEMP) aligned with the state plan and program. The development of the CEMP is grounded in a hazard identification and vulnerability analysis specific to the political subdivision. CEMPs are systematically promulgated, encompassing crucial elements such as mission or purpose, organization and responsibilities, concept of operations, administration and logistics, and direction and control. The County's CEMP adheres to these requirements, fulfilling the statutory obligation.
- 1.2** The CEMP describes the basic strategies, assumptions, and mechanisms through which the County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts.
- 1.3** The CEMP is the foundation of the County's comprehensive approach to preparing for, preventing, responding to, recovering from, and mitigating all hazards. It harmonizes and coordinates the endeavors of County agencies and departments, municipalities, non-governmental and voluntary organizations, and district, regional, state, and federal partners involved in emergency management. The overarching objective is to safeguard life and property while ensuring public safety. Embracing an efficient inter-governmental operational structure, the CEMP employs a functional approach that categorizes the type of assistance provided. The County offers Emergency Support Functions (ESFs). Each ESF is a primary department that leads each ESF based on its authorities, resources, and capabilities in the respective functional area. ESFs function as the primary mechanisms through which the County orchestrates resources and assistance to the public during emergencies.
- 1.4** Every department and non-governmental organization assigned a role or responsibility in executing the CEMP is encouraged to familiarize itself with the plan to ensure the efficient and effective fulfillment of emergency responsibilities. It is essential for each department and participating agency to formulate and sustain departmental emergency plans and/or standard operating procedures. Through proactive preparedness, all County departments and organizations can enhance their ability to serve the citizens of the County effectively.

2.0 PURPOSE

- 2.1** The CEMP is the primary document outlining how the County will mobilize its collective resources and collaborate with municipalities to respond to significant incidents or disasters. It is a versatile

plan designed to guide response efforts for various hazards. It remains in effect continuously with elements that can be implemented at any time to allow for a scaled response to emergencies and disasters.

2.2 The CEMP is designed to achieve the following objectives:

- a. Minimize suffering, loss of life, personal injury, and damage to property resulting from hazardous or emergency conditions.
- b. Establish a comprehensive emergency management system framework that encompasses and addresses all prevention, preparedness, response, recovery, and mitigation aspects.
- c. Alleviate disaster-related material shortages and service disruptions, preventing adverse impacts on County residents.
- d. Provide immediate relief and foster short-term and long-term recovery following a disaster.

2.3 The CEMP also institutionalizes the following as shared County goals:

- a. Advocate for mitigation strategies to enhance critical facilities and infrastructure's structural and non-structural integrity, fortify essential systems against interruptions, and safeguard vital assets.
- b. Sustain efforts to reduce disaster risk exposures in communities, homes, and workspaces, minimizing the potential for injuries, loss of life, property damage, economic hardship, or environmental harm.
- c. Support an ongoing training and exercise program to ensure that County officials, primary ESF departments, support departments, and organizations maintain the proficiency and readiness required to fulfill their assigned emergency management duties.
- d. Encourage an elevated level of emergency preparedness across all population segments, empowering individuals, families, businesses, and institutions to take responsibility for their basic survival needs for at least 5 days after a disaster. To the best of its capacity, ensure a well-coordinated governmental response and recovery effort to minimize the consequences a significant incident or disaster may impose on citizens, their quality of life, and the community's overall well-being.
- e. Engage with the entire community, including those most vulnerable, in the collaborative development of plans.
- f. Promptly restore government services impacted by the effects of a significant incident,

striving for a swift reconstitution.

- g. Provide expedited humanitarian and economic recovery assistance to citizens, property owners, and businesses affected by the incident.
- h. Pursue supplementary, long-term humanitarian, and economic recovery aid from state and federal governments when local resources prove insufficient and widespread damage has occurred.

3.0 SCOPE

- 3.1** The CEMP guides all county departments, municipalities, non-governmental organizations (NGOs), volunteer organizations, and private entities that may be called upon to assist in an emergency. It is designed to allow agencies to respond under individual authorizations or as part of a functional team, fostering a collaborative effort.
- 3.2** The concepts outlined in the CEMP apply to any emergency, disaster, catastrophe, or situation where actual or imminent emergency events jeopardize the health, safety, or welfare of individuals in the County.
- 3.3** The plan's scope is neither tactical nor specific to incident command and response at the field level. Instead, the CEMP addresses the overall coordination of the County's response to an emergency, disaster, or event.
- 3.4** The procedures within the CEMP are scalable and capable of addressing incidents that develop over time and those that may occur suddenly without warning.

Emergency response assistance encompasses actions and activities to save lives, protect public health and safety, and safeguard property. This plan's identified actions and activities are grounded in existing County, state, and federal statutory authorities.

3.5 Moreover, the CEMP:

- a. Defines direction and control responsibilities for executing disaster response and recovery operations.
- b. Clearly outlines the responsibilities of elected and appointed local government officials, County department directors, and other responding agencies.
- c. Furnishes a framework for the swift, efficient, and coordinated utilization of all municipal and County resources.
- d. Details procedures for requesting state and federal disaster assistance in situations where the scale of disaster has depleted municipal and County resources.

- e. Establishes a framework for short-term and long-term recovery and mitigation endeavors.

4.0 SITUATION

- 4.1** Any location, at any time, is susceptible to a disaster or emergency, often occurring with minimal warning. These incidents can result in considerable human suffering, property damage, and economic hardship to individuals, governments, the environment, and the business community.
- 4.2** Information sharing is crucial across various levels of government, the response community, and the private sector. Citizens rely on the government to keep them informed and to offer guidance and assistance in the face of potential threats, emergencies, or disasters.
- 4.3** The Local Mitigation Strategy (LMS) outlines specific mitigation actions for the county and its jurisdictions.

5.0 ASSUMPTIONS

- 5.1** The fundamental principle underlying the National Response Framework (NRF) and the CEMP is the shared responsibility among all levels of government to collaborate in preventing, preparing for, responding to, and recovering from the impacts of emergency or disaster events. State and federal governments possess resources and expertise to address emergency or disaster-related challenges exceeding the County's capacity. When county and state resources prove inadequate to handle a disaster, the Governor may seek federal assistance through a Presidential Disaster Declaration.
- 5.2** Lifesaving and life-protecting response activities have precedence over other emergency response activities.
- 5.3** Private and volunteer organizations may provide immediate life-sustaining relief to individuals and families not ordinarily available from government resources. County governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.
- 5.4** Governments at all levels must continue to function under all threats, emergencies, and disasters. Continuity of Operations (COOP) and Continuity of Government (COG) plans must be developed to ensure the continuation of essential functions.
- 5.5** Local government is responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize property damage.
- 5.6** Although some assistance will likely be available from outside the County, the County must plan for and be prepared to independently carry out disaster response and short-term recovery.

- 5.7 The government's responsibility in times of emergency is generally the same as in regular times: protecting life and property. The legal duties of the government remain the same, but the need to fulfill them promptly and adequately is increased under emergency conditions.
- 5.8 Individuals and groups can prevent or minimize emergency, and disaster impacts by initiating preparedness measures and maintaining plans to ensure the most effective response to and recovery from emergencies.
- 5.9 Municipalities have developed emergency plans and have the capability to execute them. The County may provide mutual aid and support to the municipalities as requested and resources available.

6.0 OBJECTIVES

- 6.1 The primary goals of the CEMP encompass safeguarding public health and safety, minimizing loss of life, conserving property and the environment, ensuring uninterrupted government functions, facilitating community recovery, addressing the root causes of damage, and proactively preparing the County for emergencies. In particular, the County aims to:
- a. **Ensuring Public Health, Safety, and Preventing Loss of Life:** This involves endeavors aimed at preserving human life, providing medical care to the injured, issuing warnings to the public to prevent further casualties, evacuating individuals from affected regions, guiding individuals to shelters and mass care facilities, and organizing large-scale preventive measures (prophylaxis).
 - b. **Preserve Property and the Environment:** This encompasses actions to safeguard property from destruction, mitigate additional losses, enhance security for properties, and prevent environmental contamination.
 - c. **Assure Continuity of Government and Government Operations:** Establishes procedures for the succession of elected and appointed officials and ensures that essential government functions can be reinstated and carried out with minimal disruption.
 - d. **Returning the Community to the New Normal: Help restore** vital community infrastructure to a satisfactory safety, security, and cleanliness standard.
 - e. **Mitigating and Preventing Damage Causes:** Implementing measures to mitigate and prevent damage from similar emergencies that could arise in the future.
 - f. **Preparing the County Before Emergencies:** Formulate action plans outlining responses and recovery strategies for emergencies, establish the emergency organization structure, assign responsibilities to County agencies for disaster response and recovery efforts, train personnel on their roles and tasks, conduct plan exercises, and adjust plans as necessary based on outcomes and insights gained.

7.0 METHODOLOGY

- 7.1** This plan was crafted through a collaborative planning process led by HCOEM, County departments, municipalities, and stakeholders from Emergency Support Functions (ESFs).
- 7.2** All the primary and support agencies of the Emergency Support Functions (ESF) were involved in this CEMP update planning process. See Attachment 1: Primary/Support Agency Matrix.
- 7.3** The authority of the County Administrator promulgates this CEMP.

HCOEM has on file a distribution list containing department/agency names and the number of copies of the CEMP issued.

8.0 PLAN MAINTENANCE AND RECORD OF CHANGES

- 8.1** HCOEM oversees the preparation, coordination, approval by the Director of HCOEM, publication, and distribution of necessary changes and revisions to the plan.
- 8.2** The plan will undergo a comprehensive review every two years and a thorough update every four years. Revisions to the plan may also be made whenever one or more of the following conditions occur:
 - a. Information errors or omissions have been identified.
 - b. New issues, requirements, or supplementary material have been identified that need to be adequately addressed.
 - c. There has been a change in information, data, or assumptions from those on which the plan was based.
 - d. The nature or magnitude of identified risks has changed.
 - e. Implementation problems exist, such as technical, political, legal, or coordination issues with other agencies.
 - f. Legislative changes affecting the organizational structure of local or state agencies.
 - g. New state or federal guidelines or directives affect operational issues.
 - h. Exercises reveal deficiencies or shortfalls.
- 8.3** The HCOEM will keep a distribution list for the plan. Plan holders will receive notifications regarding any changes. Revised copies will be dated to indicate when modifications have been

implemented.

9.0 STATEMENT OF LIMITATIONS

9.1 This plan aims to be adaptable and scalable. Not all emergency scenarios can be predicted. The County's emergency management system must be agile enough to swiftly adjust to unforeseen circumstances, which may involve dealing with multi-jurisdictional situations and concurrent events.

9.2 The multi-jurisdictional and multi-disciplinary approach outlined in this plan aims to optimize the utilization of local response and recovery resources during community crisis. This document does not attempt to cover every potential disaster scenario and its intricacies.

Since the CEMP embodies a collective capability subject to continual adjustments due to changes in laws, public policies, and program funding, it's unfeasible to establish, sustain, and guarantee a flawless emergency management system.

9.3 The actions of the County may face limitations as hazards can generate effects that might hinder the availability and utilization of County assets, as well as other crucial services offered by the private sector. Government disaster response and relief efforts may be restricted by:

- a. The general population can only independently survive for up to five days without power and/or additional provisions for water, food, shelter, and medical supplies.
- b. The absence of law enforcement, fire, emergency medical services, public works, and other response organizations results from damage to facilities, equipment, and personnel shortages.
- c. More essential medicines are needed at medical facilities.
- d. Limited availability of specialized response personnel and equipment required to address a disaster.
- e. Shortage of shelters, supplies, and personnel to oversee shelter operations.
- f. Impairment or overload of vital infrastructure, including roads, utilities, and communication networks.
- g. Delayed arrival of regional, state, or federal external assistance.

9.4 Despite these potential limitations, the County will strive to make every reasonable effort within its capabilities to address threats to life, property, and environment posed by emergency or disaster events. Responses will be based on the situation, available information, and resources.

9.5 This CEMP is adopted to safeguard and uphold public peace, health, safety, and welfare. Its provisions are to be interpreted liberally to achieve these objectives. Furthermore, nothing in this plan is meant to establish liability for the County or its officials, employees, or agents for any

injury or damage resulting from failure to comply with its provisions or from acts or omissions in connection with its implementation or enforcement.

- 9.6** This plan encourages initiative, judgment, and independent action for an appropriate and effective emergency and disaster response.
- 9.7** The explicit purpose of this plan is to promote the health, safety, and welfare of the public. It does not intend to establish or designate any class or group of individuals to receive special protection or benefits under its provisions.

10.0 POLICIES

- 10.1** With a commitment to safeguarding lives and property, and in collaboration with various community stakeholders (including businesses, volunteer groups, and social organizations), the County is dedicated to mitigating, preparing for, responding to, and recovering from all types of emergencies and disasters, whether natural or human-caused.
- 10.2** Acknowledging the strain emergencies and disasters can place on County resources, particularly in the aftermath of the most recent severe hurricanes, the County strongly recommends that citizens ensure they have a minimum of 7 days’ worth of supplies. These provisions should encompass food, water, medicine, alternative power and lighting sources, and batteries.
- 10.3** The County adheres to a Non-Discrimination policy, ensuring that services are provided regardless of race, color, national origin, religion, sex, age, or disability. No individuals or groups will only receive preferential treatment in standard municipal services in emergencies or disasters. The County's handling of federal financial assistance for significant disaster recovery, as outlined in Code of Federal Regulations (CFR) 206.11, "Nondiscrimination in disaster assistance," strictly follows non-discriminatory practices. Compliance with this regulation is essential for receiving federal disaster aid.
- 10.4** The National Incident Management System (NIMS) and the Incident Command System (ICS) serve as the incident management framework for all response levels. Relevant personnel will receive adequate training on NIMS and ICS principles, which will then be integrated into the planning of response, recovery, and mitigation operations.

11.0 AUTHORITIES AND REFERENCES

11.1 Hillsborough County	<ul style="list-style-type: none">a. Hillsborough County Charter.b. Hillsborough County Code of Ordinances, Part A, Chapter 22, Article II, Emergency Management.c. Hillsborough County Code of Ordinances, Part A, Chapter 22, Article III, Reconstruction Following Emergencies.d. The City of Tampa Comprehensive Emergency Operations Plan and associated annexes and plans.e. City of Plant City Emergency Preparedness Plan.
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	<ul style="list-style-type: none"> f. The City of Temple Terrace Emergency Preparedness Plan. g. Tampa Bay Local Emergency Planning Committee (LEPC) Hazardous Materials Response Plan.
<p>11.2 State of Florida</p>	<ul style="list-style-type: none"> a. Chapter 14, F.S., Governor. b. Chapter 23, F.S., Florida Mutual Aid Act. c. Chapter 125 F.S., County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards. d. Chapter 154, F.S., Public Health Facilities. e. Chapter 252, F.S., Emergency Management. f. Chapter 381, F.S., Public Health. g. Chapter 870, F.S., Riots, Affrays, Routs, and Unlawful Assemblies. h. Chapter 943, F.S., Domestic Security. i. State of Florida Comprehensive Emergency Management Plan. j. State of Florida Local Comprehensive Emergency Management Plan Compliance Criteria.
<p>11.3 Federal</p>	<ul style="list-style-type: none"> a. Homeland Security National Response Plan (NRP). b. Homeland Security Presidential Directive (HSPD)-5 (Management of Domestic Incidents). c. Homeland Security Presidential Directive (HSPD)-8 (National Preparedness). d. Homeland Security Act (HSA) of 2002. e. Department of Homeland Security (DHS) National Incident Management System, October 2017. f. Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 allows federal assistance through a Presidential Disaster Declaration. g. Public Law 93-288, as amended, provides authority for response assistance under the Federal Response Plan and empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts. h. Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state, and local levels for all hazards. i. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings. j. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA) governs hazardous materials planning and right-to-know. k. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA) provides funding to improve the capability to respond to hazardous materials incidents. l. Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended,

	<p>requires facilities to notify authorities of accidental releases of hazardous materials.</p> <ul style="list-style-type: none"> m. Public Law 101 -549, Clean Air Amendments of 1990, which provides for pollution reductions. n. Public Law 85-256, Price-Anderson Act, provides a system of compensating the public for harm caused by a nuclear accident. o. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood. p. Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster. q. Public Law 89-665, National Historic Preservation Act, relating to preserving historic resources damaged by disasters. r. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program. s. National Flood Insurance Act of 1968, 42 USC Section 4001
<p>11.4 Mutual Aid Agreements</p>	<ul style="list-style-type: none"> a. Statewide Mutual Aid Agreement. b. Hillsborough County is signatory to the following interlocal mutual aid or supporting agreements: <ul style="list-style-type: none"> (1) Agreement for Mutual Aid in Fire Emergency Services between MacDill AFB and HCFR, May 2016. (2) Mutual Aid Agreement for Fire and Emergency Operations among the City of Tampa, Hillsborough County Board of County Commissioners, Hillsborough County Fire Department, Plant City, Temple Terrace, and the State of Florida Forest Service, December 3, 1980. (3) Major Disaster Assistance Agreement between Hillsborough County through the Board of County Commissioners and Hillsborough Transit Authority, November 20, 1981. (4) Mutual Aid Agreement between Pasco and Hillsborough County for Fire Protection Services, November 25, 1981. (5) Mutual Aid Agreement for Emergency Medical or Ambulance Service between Hillsborough, Manatee, Pasco, and Pinellas Counties, December 11, 1980. (6) Current Hillsborough County Vendor Contracts. (7) State of Florida Fairgrounds Agreement. (8) Hillsborough County School Board Agreement. (9) Crisis Support Team MOU. (10) Lutheran Services Agreement.

Comprehensive Emergency Management Plan

I. Basic Plan

B. SITUATION

1.0 POTENTIAL EMERGENCY CONDITIONS

- 1.1 Due to its positioning in one of the most hurricane-prone regions in the northern hemisphere, the county faces a pressing imperative to strategize to minimize the loss of life and property damage caused by hurricanes. This imperative becomes even more pronounced with the forecasted population growth as more individuals migrate to the South Florida area without prior experience with major hurricanes, thus needing more awareness of their destructive potential. Among natural hazards, hurricanes pose the most potentially devastating impact on the County.
- 1.2 Disasters or emergencies can occur suddenly and unpredictably, causing significant human suffering, property damage, and economic hardship to individuals, governments, the environment, and the business community.
- 1.3 A major natural, technological, or terrorism-related emergency can overwhelm the County's capacity to provide prompt and effective emergency response and short-term recovery measures. Transportation infrastructure may suffer damage, leading to disruptions in local transportation services. Commercial telecommunications facilities may sustain widespread damage, hindering communication among governmental and emergency response agencies.
- 1.4 Homes, public buildings, critical facilities, and equipment could be destroyed or severely damaged during a significant event, resulting in streets and highways due to debris. The movement of emergency supplies and resources may face significant impediments, while public utilities could be partially or wholly inoperable. Some County emergency personnel may become victims of the emergency, rendering them unable to perform their assigned duties. Numerous hazardous conditions may arise because of the event.

Emergency victims may be displaced from their homes, and a substantial number of casualties may require immediate rescue and medical attention. Shortages of essential supplies for emergency survival could occur, and hospitals, nursing homes, pharmacies, and other health/medical facilities may suffer severe damage or destruction. Medical facilities that remain operational may be overwhelmed by the volume of victims needing medical care, leading to medical supplies and equipment shortages.

- 1.5 Damage of fixed facilities involved in generating, producing, using, storing, or disposing of hazardous materials may lead to the release of such materials into the environment. Food processing and distribution capabilities may also suffer severe damage or destruction. The disruption of energy sources could range from minimal to complete, resulting in prolonged power

outages.

- 1.6** Disaster response efforts often encounter obstacles such as equipment and facility damage, communication breakdowns, adverse weather conditions, responder injuries and fatalities, and other limiting factors. When an emergency or disaster surpasses available resources, the public should anticipate and prepare for a minimum 72-hour delay for emergency response services.

2.0 HAZARD ANALYSIS (SUMMARY)

2.1 Natural	2.2 Technological	2.3 Human/Societal
2.1.1 Dam/Levee Failure	2.2.1 Agricultural Disruption	2.3.1 Civil Disturbances
2.1.2 Disease and Pandemic Outbreaks	2.2.2 Coastal Oil Spill	2.3.2 Cyber Event
2.1.3 Drought and Water Shortage	2.2.3 Disease Outbreak and Biological Incident	2.3.3 Mass Migration
2.1.4 Earthquake	2.2.4 Hazardous Materials Release: Fixed Facility and Transportation	2.3.4 Terrorism
2.1.5 Erosion: Coastal, Riverine	2.2.5 Infrastructure Disruption	2.3.5 Special Events
2.1.6 Exotic Pests and Diseases: Animals, Insects, Plants	2.2.6 Major Transportation Incident: Ground, Air, Rail	
2.1.7 Extreme Temperatures (Heat/Cold)	2.2.7 Port Vessel Collision	
2.1.8 Flooding: Coastal, Ravine, Storm Surge	2.2.8 Space Weather	
2.1.9 Hurricane and Tropical Storms	2.2.9 Utility Failure	
2.1.10 Suspect Soils: Sinkholes, Muck Soils, Karst		
2.1.11 Thunderstorms: Lightning, Wind, Hail		
2.1.12 Tornadoes		
2.1.13 Tsunami		
2.1.14 Wildfires: Forest, Brush		
2.1.15 Winter Storm		

Note: The Local Mitigation Strategy (LMS) is a standalone document focused on natural hazards, serving as the foundational plan for hazard mitigation in Hillsborough County. The Comprehensive Emergency Management Plan (CEMP) builds on the LMS by incorporating natural, technological, and human-caused hazards to provide a comprehensive approach to emergency management.

2.1 NATURAL

2.1.1 Dam/Levee Failure

In the County, dams and levees store drinking water, manage floodwaters, and support mining operations. Reservoirs like the C.W. Bill Young Regional Reservoir, Edward Medard Regional Park & Reservoir, and Hillsborough River Reservoir are utilized for these functions.

The Tampa Bypass Canal was constructed to alleviate flooding from the Hillsborough River. While possible, it is unlikely that the failure of a clay-settling pond or Phosphate gypsum stack would negatively affect County residents.

2.1.2 Disease and Pandemic Outbreaks

The United States and its constituent political subdivisions are vulnerable to the spread of a wide array of infectious diseases. These outbreaks often transcend the boundaries of individual counties, necessitating a comprehensive and coordinated response from health authorities at the local, state, and federal levels.

Effective management of such crises demands close collaboration, communication, and resource sharing among all stakeholders involved in public health governance. This includes but is not limited to implementing robust surveillance systems, deploying rapid response teams, disseminating accurate information to the public, and coordinating efforts to contain and mitigate the impact of infectious disease outbreaks on communities nationwide.

By fostering strong partnerships and leveraging the expertise and resources available at various levels of government, the County can better prepare, respond to, and ultimately overcome the challenges posed by infectious disease threats.

2.1.3 Drought and Water Shortage

Prolonged dry spells can cause droughts, challenging the County's agricultural industry. Reduced rainfall affects crops, livestock, and water availability, potentially drying up wells and jeopardizing residents' drinking water.

Due to water shortages, the agricultural sector, crucial to the County's economy, suffers from lower productivity and financial losses. Sustainable water management, conservation measures, and diversification of water sources are essential to counter this.

Proactive drought planning and public education can promote water conservation and community efforts to mitigate drought impacts on agriculture and residential water supply.

2.1.4 Earthquake

According to the US Geological Survey, Florida has encountered 22 documented earthquakes since 1992.

Seven earthquakes with four or higher magnitudes have struck 186 miles of Florida within the past decade. The most recent notable earthquake was observed on February 8th, 2024, with a magnitude of 4.0 documented 101 miles east of Cape Canaveral.

This event resulted in the slight swinging of suspended objects in neighboring Pinellas and Pasco counties; however, the County has not reported the incident.

2.1.5 Erosion (to include Coastal and Riverine)

The erosion of river and bay shorelines due to water and wind action is most pronounced following substantial rainfall or surge events. This gradual wearing away of the shorelines can significantly impact structures along these water bodies. Erosion threatens structures by compromising their foundations, pilings, and/or piers.

The loss of shoreline due to erosion can result in the displacement of sediment and debris, which may further exacerbate environmental and navigational hazards. Effective erosion control measures and shoreline management strategies are essential to mitigate the risks associated with shoreline erosion and safeguard property and natural ecosystems along river and bay shorelines.

These measures may include implementing shoreline stabilization techniques, such as constructing seawalls, riprap, or vegetative buffers, and enforcing regulations governing land use and development in vulnerable coastal areas. Public education and awareness campaigns can help foster a greater understanding of preserving shoreline integrity and promoting responsible coastal management practices among residents, property owners, and stakeholders.

2.1.6 Exotic Pests and Diseases (to include Animal, Insects, and Plants)

The challenge of invasive pests and diseases requires a multifaceted approach, encompassing prevention, early detection, rapid response, and long-term management strategies. This entails biosecurity measures, enhancing surveillance and monitoring programs, conducting research to develop effective control methods, and promoting collaboration among government agencies, research institutions, industry stakeholders, and the public.

Florida's economy suffers a significant blow from invasive plants, animals, and diseases, costing an estimated \$179 million annually. The State Agricultural Response Team (SART) identifies Florida's agricultural sector, including the County's, as highly susceptible to exotic pests and diseases. Currently, three exotic plant diseases—citrus greening, soybean rust, and sudden oak death—threaten agricultural

productivity and ecosystem health in the area. The invasion of these pests and diseases has widespread consequences for agriculture, ecosystems, and the economy. In addition to direct impacts on agricultural production, they also lead to substantial costs for pest management, quarantine measures, and eradication efforts.

Invasive species can cause habitat degradation, loss of native species like the Bachman's Warbler, and disruption of ecosystem dynamics, as seen with Burmese Pythons in the Everglades. By addressing these threats collectively, we can protect agricultural productivity, conserve natural ecosystems, and uphold the economic well-being of our communities.

2.1.7 Extreme Temperatures (Heat and Cold)

The National Weather Service (NWS) issued the county's first-ever excessive heat warning in August 2023. An excessive heat warning is issued when the heat index reaches 113 degrees.

The American Red Cross encourages residents to gather emergency supplies and seek air-conditioned areas when temperatures exceed the high 90s, as fans may not prevent heat-related illness. Heat-related symptoms that may occur are rapid pulse, dizziness, and a state of confusion. Extreme heat is deadly and kills more people than any other weather event.

Climate change makes extreme heat and cold temperatures even more frequent, severe, and lasting longer.

The County offers extreme heat and cold weather shelters (temperatures below 40 degrees) for people who are unhoused or live in houses without adequate heat and cannot find other accommodations.

2.1.8 Flooding (to include Coastal, Riverine, and Storm Surge)

The primary flood threat in the County stems from storm surges, which can inflict widespread devastation along coastal areas, estuaries, and river-adjacent zones. These surges pose a significant risk to both infrastructure and communities.

Intense rainfall, particularly prevalent from June to September with an average of 8.32 inches per month, can lead to localized flooding in the County's diverse coastal and inland sections. Notably, areas with low elevation along the Alafia, Little Manatee, and Hillsborough Rivers face heightened vulnerability. The lack of substantial topographic variations further impedes the efficient drainage of surplus water, intensifying the potential for flooding in these regions.

To assess and mitigate flood risks effectively, the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps (FIRMs) serve as crucial resources. These maps delineate flood hazards, aiding property risk assessment and guiding flood insurance and building regulations. Additionally, Hillsborough County offers accessible tools such as the "Find My Flood Zone" and "Find Your Evacuation Zone" website resources, empowering residents to understand their flood risk profiles and make informed decisions regarding safety and preparedness. These resources can be accessed through the County's website [Find My Flood Zone | Hillsborough County, FL \(hcfl.gov\)](https://www.hcfl.gov/Find-My-Flood-Zone)

2.1.9 Hurricane and Tropical Storms

In the last two decades, storm intensity has increased discernibly, reflecting the global trend of escalating sea levels and temperatures. This pattern highlights the expanding influence of climate change on worldwide weather phenomena. Additionally, there has been a notable rise in wind speed within a brief timeframe, commonly called "rapid intensification." This phenomenon underscores the accelerating impact of climate change on storm dynamics, with storms rapidly gaining strength over a period as short as 24 hours.

The County is situated within a region particularly prone to hurricanes, placing it in a high-risk hurricane zone. This designation results from its proximity to coastal areas and susceptibility to the prevailing atmospheric conditions that often give rise to these powerful storms.

Since records began in 1930, the County has weathered a notable tally of 88 hurricanes. This underscores the critical need for comprehensive emergency response plans, heightened preparedness measures, effective mass communication strategies, robust infrastructure, and widespread public awareness initiatives to enhance resilience within the County.

The National Academy of Sciences recently advised that researchers are introducing an extension of the Saffir-Simpson Hurricane Wind Scale, the system used by the National Hurricane Center to rank hurricane strength, to include a sixth category. Beyond the current Category 5 classification, which

indicates a storm with sustained winds of 157 mph or more, the Category 6 hurricane rating is suggested to start at 193 mph of sustained wind.

For the 2024 hurricane season, the National Hurricane Center (NHC) has introduced an enhanced "Cone of Uncertainty." which previously focused on depicting the range of possible tracks the storm's center could follow. Recognizing the need for a more comprehensive approach to hurricane forecasting, the NHC has integrated inland watches and warnings into the graphic, projecting the spread of high winds and other hazardous conditions further inland.

The extended range forecast for North Atlantic hurricane activity in 2024 predicts a season of heightened activity, as projected by the NHC. It includes the potential for 4 Intense Hurricanes (Category 3-5), 9 Hurricanes (Category 1-5), and 20 Tropical Storms throughout the season.

The most recent strongest/deadliest hurricanes include:

- 2023: Hurricane Idalia, a Category 4 storm with wind speeds of 115 mph, resulted in 12 fatalities and total damages of \$3.6 billion.
- 2022: Hurricane Ian, a Category 5 storm with wind speeds of 160 mph, resulted in 84 fatalities and total damages of \$113 billion.
- 2018: Hurricane Michael, also a Category 5 storm with wind speeds of 160 mph, resulted in 59 fatalities and total damages of \$25.1 billion.
- 2017: Hurricane Irma, a Category 5 storm with wind speeds of 185 mph, resulted in 134 fatalities and total damages of \$77.8 billion.

2.1.10 Suspect Soils (to include Sinkholes, Muck Soils, and Karst)

Sinkholes in the County represent a unique geological phenomenon with significant implications for residents, infrastructure, and land use planning. These naturally occurring depressions in the Earth's surface are typically formed when underground limestone deposits dissolve, leading to the collapse of the surface layer.

The county is particularly susceptible to sinkhole formation due to its geological composition, characterized by extensive limestone bedrock.

The prevalence of sinkholes in the County poses various challenges and risks to the local community. One of the most significant concerns is the potential for property damage and loss. Sinkholes can unexpectedly swallow buildings, roads, and other structures, causing extensive financial losses and endangering lives. Additionally, sinkholes can disrupt utilities such as water and sewer lines, leading to service disruptions and costly repairs.

Sinkholes can also have environmental implications such as affecting groundwater quality, flow pattern changes, altered surface water drainage, posing risks to agricultural areas, and affecting crop yields and land productivity.

To mitigate the risks associated with sinkholes, the County employs various strategies, including geological surveys, monitoring systems, and land use regulations. Building codes often require engineers to assess the potential for sinkhole activity when constructing new structures or developments. Public awareness campaigns educate residents about the signs of sinkhole activity and encourage proactive measures to safeguard property and personal safety.

Despite these efforts, sinkholes remain an ongoing concern in the County, highlighting the complex interaction between natural processes and human development. Continued research, monitoring, and community engagement are essential to effectively managing the risks posed by sinkholes and promoting the resilience of the local community in the face of this geological hazard.

2.1.11 Thunderstorms (to include Lightning, Wind and Hail)

The County frequently benefits from the replenishing rainfall delivered by powerful thunderstorms, often providing substantial precipitation in brief bursts. With towering Cumulonimbus clouds and their beauty, these storms harbor perilous conditions, including tornadoes, lightning strikes, hailstorms, strong winds, and flooding.

According to the National Weather Service (NWS), Florida is the "Lightning Capital of North America," with an average of 3,500 cloud-to-ground lightning flashes per day and 1.2 million flashes yearly.

According to the FEMA National Risk Index, the County is categorized as "Very High" for lightning hazard, with a Risk Index Score of 99 out of 100. FEMA's Expected Annual Loss (EAL) for damages in the County is estimated at \$12.8 million.

The high winds accompanying thunderstorms can cause extensive damage to buildings, homes, and vegetation, resulting in property loss, power outages, and disruptions to daily life. The risk of windborne debris is heightened during these events and has the potential for personal injury.

The County is categorized as "Relatively Low" for hail hazard, with a Risk Index Score of 68 out of 100. FEMA's Expected Annual Loss (EAL) for damages in the County is estimated at \$283,000.

2.1.12 Tornadoes

Tornadoes, characterized by their swirling winds and destructive potential, pose a significant threat to life in the County. These intense air vortexes can develop rapidly and with little warning, leaving communities vulnerable to their sudden and catastrophic effects. The aftermath of a tornado can be devastating and costly, from uprooted trees and downed power lines to leveled homes and businesses.

Florida is ranked 5th for tornado occurrences, based on data from 1950 to 2023.

During this timeframe, Florida has experienced 3,634 tornadoes, leading to 173 fatalities, 3,402 injuries, and an estimated \$1.78 billion in property damage statewide. The County has encountered 124 tornadoes, resulting in one fatality, 124 injuries, and \$23.2 million in property damage.

Investments in resilient infrastructure and building codes tailored to withstand tornado-force winds are crucial in reducing property damage and averting injury or loss of life.

To mitigate the tornado risk, collaborative efforts have been initiated at both the statewide and local levels to enhance preparedness, response, and recovery capabilities. Coordinated initiatives, engaging state and county emergency management agencies, meteorologists, and community stakeholders, are focused on diligently monitoring weather patterns, issuing timely warnings, coordinating emergency response actions, and conducting public awareness campaigns.

2.1.13 Tsunami

Florida's location along the Atlantic Ocean and the Gulf of Mexico makes it less susceptible to seismic activity that typically triggers tsunamis. Still, the state is only partially immune to the risk.

The possibility of a tsunami in Florida arises from several factors, including the potential for underwater landslides or volcanic activity in the Caribbean or the Atlantic Ocean, which could generate large waves capable of impacting the state's coastline. Additionally, distant earthquakes, particularly those occurring along the tectonic plate boundaries in the Caribbean or across the Atlantic, could produce tsunamis that could affect Florida's shores.

In response to this potential threat, Florida has established tsunami monitoring and early warning systems to provide timely alerts to coastal communities in the event of a tsunami threat. These systems utilize a network of buoys, seismic monitors, and oceanographic sensors to detect tsunami-generating events and provide accurate predictions of tsunami arrival times and wave heights.

While the likelihood of a tsunami impacting Florida's coastline remains relatively low compared to other coastal regions, the state needs to stay vigilant and prepared by investing in monitoring and early warning systems, fostering public awareness and preparedness, and collaborating with regional and international partners.

2.1.14 Wildfires, Forest, and Brush Fires

The Florida Forest Service (FFS) implemented "Burn Bans" in the County effective November 2023. These bans prohibit the open burning of yard debris to mitigate the risk of wildfires.

The Fire Danger Index (FDI) Report is available daily for ongoing fire risk assessments. This report, accessible through the Florida Forest Service website, incorporates metrics such as Relative Humidity (RH%), which indicates the moisture content in the air, the Wildland Fire Danger Index (FDI), which gauges the degree of fire danger, and the Early Release Component (ERC), which assesses the potential intensity of a fire.

During extended periods of dry weather, areas of the County characterized as wooded, improved pasturelands and grassy expanses face heightened fire risk. This risk is compounded when accompanied by below-average water supplies, presenting a significant hazard to the community. Proactive measures, including implementing burn bans and monitoring fire danger indices, safeguard lives, property, and natural resources during such conditions.

2.1.15 Winter Storm

During winter, the National Weather Service (NWS) frequently issues "Freeze and Hard Freeze Warnings" when temperatures dip into the upper 20s and low 30s. These warnings serve as crucial

alerts for residents to take necessary precautions to protect sensitive vegetation and ensure the safety of outdoor pets and livestock.

To address the challenges of extreme cold temperatures, the County provides extreme cold weather shelters, particularly for unhoused individuals or those lacking adequate home heating. These shelters offer refuge when temperatures drop below 40 degrees, ensuring that vulnerable populations can access warmth and shelter during inclement weather.

It's important to note that cold weather can pose significant risks to fruit trees and plants, which are highly susceptible to frost damage. Farmers and gardeners in the County must proactively protect their crops and vegetation during freezing temperatures, such as covering plants or bringing them indoors.

While the County may not experience frequent snowfall, it remains susceptible to the effects of cold weather, necessitating proactive measures to safeguard residents and agricultural interests during winter.

2.1 TECHNOLOGICAL

2.2.1 Agricultural Disruption

The Presidential Policy Directive (PPD) on Critical Infrastructure Security and Resilience outlines the Food and Agricultural Sector as one of 16 complex critical infrastructure systems.

Sectors identified as critical infrastructure would be debilitating to the economy, public health, national security, and property. The Food and Agriculture Sector is almost entirely private and comprises farms, restaurants, and registered food manufacturing, processing, and storage facilities.

The agricultural system in Hillsborough County is not only an essential economic contributor in Florida but could pose unique food safety concerns or lower food access if disrupted. A robust food and agricultural sector with an active seaport and airport in the county provide many advantages yet presents various risks to the farming systems.

These factors must be considered to ensure that food and agricultural systems are secure and able to withstand and rapidly recover from all hazards. Agricultural disruptions are caused by accidental and intentional food contamination and disruptions, disease and pests, severe weather events (i.e., drought, floods, climate change), and cybersecurity threats.

The Food and Agricultural Sector accounts for roughly one-fifth of the nation's economic activity and has several dependencies with many of the other critical infrastructure sectors, including:

- Water and Wastewater Systems – for clean irrigation and processed water

- Transportation Systems – for movement of products and livestock
- Energy – to power the equipment needed for agriculture production and food processing
- Chemical – for fertilizers and pesticides used in the production of crops

Due to the complexity of agricultural systems, preventing disruptions altogether may not be feasible. However, early warning systems or surveillance by veterinarians, agricultural producers, and nationally coordinated disease surveillance programs are essential to mitigate these potential threats.

2.2.2 Coastal Oil Spill

The County Environmental Protection Commission (EPC) Petroleum Cleanup Section administers the Petroleum Restoration Program under contract with the Florida Department of Environmental Protection (FDEP). The program aims to ensure that sites contaminated with petroleum products are cleaned to protect drinking water supplies and return those sites to their full potential value.

Under this contract, the County provides technical and fiscal oversight of the site assessment and remediation, management, and administrative activities necessary to prioritize, clean up, and remediate sites contaminated by petroleum and petroleum products discharges.

These sites include those determined eligible for state-funded cleanup using qualified contractors selected through competitive procurement, state-led contractors under direct contract with the department, and non-program or voluntary cleanup sites funded by responsible parties.

Other division programs, such as industrial permitting, solid and hazardous waste site assessment, and rehabilitation, also receive technical oversight and support.

The Port of Tampa Bay and Port Manatee are primary terminals for petroleum products in western Florida, making them susceptible to oil spills resulting from maritime accidents.

The most recent major oil spill, occurring in August 1993, was precipitated by a collision involving a freighter and two tugboats. One tugboat was actively propelling a barge loaded with 255,000 barrels of Jet A gasoline among the vessels involved. At the same time, the other was responsible for guiding a barge carrying 88,000 barrels of diesel fuel. This collision resulted in a substantial release of petroleum into the surrounding environment, contaminating fragile coastal ecosystems and endangering marine life, causing severe ecological and economic repercussions upon the shoreline and beaches of Pinellas County.

The subsequent cleanup efforts proved resource-intensive, highlighting the enduring impact of such disasters on the environment and the regional economy. This event is a stark reminder of the need for enhanced safety protocols and stringent regulations governing hazardous materials. It reinforces the importance of proactive measures to prevent future incidents and mitigate their devastating

consequences.

2.2.3 Disease Outbreak and Biological Incident

The threat from hazardous materials exists in two forms: from fixed facilities within the County and materials transported (by air, boat, rail, vehicle, or pipeline) within or through the County.

Among the significant potential threat zones lies the Tampa Port Authority, operating under the name Port Tampa Bay. This authority houses and manages substantial quantities of hazardous materials daily, including anhydrous ammonia, liquefied petroleum gas (LPG), petroleum, and industrial chemicals. Port Tampa Bay is the largest port in Florida in terms of both area coverage and tonnage handled.

Numerous fixed facilities across the county store employ significant volumes of diverse hazardous waste materials.

Tampa is the principal industrial and commercial hub on Florida’s west coast. The County intersects segments of I-4, I-75, and I-275, constituting a major railway center. One of the leading industries in this region, reliant on these transportation networks, is the phosphate industry, which extensively utilizes hazardous materials (Hazmat).

The County movement of Hazmat for commercial and governmental purposes via air, watercraft, rail, vehicle, and pipeline occurs daily. Potential emergencies include exposure to radioactive materials, port vessel collisions, spills, or releases of toxic chemicals or gases, explosive incidents causing widespread damage or initiating chain reactions of fires or explosions, and chemical-related fires. Generally, hazardous materials encompass munitions employed by the military, materials utilized by medical facilities, industries, or universities, highly flammable fuels, herbicides, pesticides, petroleum and its derivatives, natural and propane gases, and chemicals and related products.

The Extremely Hazardous Substances (EHS) database furnishes comprehensive information on facilities mandated to disclose details regarding the hazardous materials under their possession.

2.2.4 Hazardous Materials Release (to include Fixed Facilities and Transportation)

The threat from hazardous materials exists in two forms: from fixed facilities within the County and materials transported (by air, boat, rail, vehicle, or pipeline) within or through the County.

Among the significant potential threat zones lies the Tampa Port Authority, operating under the name Port Tampa Bay. This authority houses and manages substantial quantities of hazardous materials daily, including anhydrous ammonia, liquefied petroleum gas (LPG), petroleum, and industrial chemicals. Port Tampa Bay is the largest port in Florida in terms of both area coverage and tonnage handled.

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2.2.5 Infrastructure Disruption

The risk of disruptions to critical infrastructure components remains ever-present. Extreme temperatures, as detailed above, can precipitate potential issues with electrical power grids, gas pipelines, and other vital segments of automated monitoring and control systems.

The vulnerability extends to computer systems susceptible to accidental and intentional interference, including cyber terrorism. These disruptions threaten the reliability of essential services and underscore the importance of robust safeguards and contingency plans to mitigate potential risks effectively.

2.2.6 Major Transportation Incident (to include Ground, Air, and Rail)

The County proudly accommodates the convergence of three major interstates (I-4, I-75, and I-275) alongside a network of significant state roads. It hosts two prominent airports, Tampa International Airport (TIA) and MacDill Air Force Base, and three intermediate-sized airports (Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport).

Tampa International Airport (TIA) serves as a crucial hub, facilitating the movement of approximately 21 million passengers, 459 million pounds of cargo, and 26 million pieces of mail annually. With connectivity to over 93 non-stop destinations and served by 24 passengers and two cargo airlines, the airport holds the potential for a significant commercial aircraft accident leading to mass casualties.

Military aircraft operations at MacDill Air Force Base (AFB) present additional risks.

The Port of Tampa Bay is pivotal in cargo and passenger transportation, encompassing rail, truck, and ship services. The County faces the distinct possibility of a significant transportation incident, which could pose substantial challenges, especially if compounded by acts of terrorism or hazardous materials incidents.

2.2.7 Port Vessel Collision

See Coastal Oil Spill (see Coastal Oil Spill above).

2.2.8 Space Weather

Space weather is a broad term for atmospheric events that can adversely affect Earth's conditions.

Space weather events are caused by the interaction of Earth with emissions from the Sun. There are two causes of space weather events, Coronal Mass Ejections (CMEs) and solar flares, which are different incidents that occur on the Sun.

CMEs and solar flares can cause three types of Earth space weather events: geomagnetic storms, solar radiation storms, and radio blackouts.

When space weather interacts with Earth and its magnetic field, Earth's technology, including critical infrastructure, can be disrupted. For example, communications networks, satellite and airline operations, navigation systems, and the electric power grid could be disrupted, causing severe problems and damage.

According to the National Space Weather Strategy, published in October 2015, space weather poses a significant risk to the security of our country, including infrastructure and the economy. This is because our nation is becoming increasingly dependent on technology, and the failure of one critical infrastructure facility or system could lead to failures in many other systems.

The Space Weather Operations, Research, and Mitigation (SWORM) Task Force was created in 2014 to unite the national and homeland security field with the science and technology industry to formulate a cohesive vision to enhance national preparedness for space weather.

The SWORM Task Force created two documents, the Space Weather Strategy and the Space Weather Action Plan, to guide federal-level actions to achieve the goal. Both documents build on recent efforts to reduce risks associated with natural hazards and improve the resilience of essential facilities and systems. The Strategy contains goals and objectives, and the Action Plan contains measurable actions to improve preparedness and resilience.

2.2.9 Utility Failure

County utility companies strategically plan and develop generating capacity to accommodate the increasing power demands of expanding populations and industrial sectors. The resilience of the County's electrical systems encounters significant challenges, as they are vulnerable to disruption from many hazards.

Ensuring the strength and dependability of the County's utility infrastructure is paramount in safeguarding the well-being and functionality of communities worldwide.

In September 2017, Hurricane Irma caused one of the most significant power outages in the nation's history due to a natural disaster. The storm left approximately 65% of Florida's 10.5 million households without power, including 834,000 in the Tampa Bay.

Society's reliance on utility services for essential health and convenience elevates the importance of addressing potential outages. The consequences of such disruptions reach well beyond mere inconvenience, potentially affecting a significant portion of the population.

County utility companies provide access to online power outage maps and dedicated telephone lines for reporting outages:

TECO – 877-588-1010 Power Outages (tampaelectric.com)

FPL – 800-468-8243 Power Tracker Map (fplmaps.com)

Duke – 800-228-8485 Power Outage Information - Duke Energy (duke-energy.com)

PRECO – 800-282-3824 PRECO Outage Viewer

2.3 HUMAN/SOCIETAL.

2.3.1 Civil Disturbances:

Like most significant metropolitan areas, the county and Tampa's vibrant urban landscape are susceptible to civil disturbances arising from a complex interplay of social, ethnic, and economic dynamics.

Beyond local factors, global events and political and economic grievances often trigger unrest, which is further exacerbated by the significant population. Economic disparities and social discord usually serve as catalysts for turmoil.

The most recent unrest followed George Floyd's death in 2020 and the US Capital Takeover in 2021, spilling into the streets of the Tampa Bay area. Protestors erupted into periods of unrest that tested the community's resilience.

The HCOEM diligently monitors all incidents and promptly notifies County residents, community partners, and resources of any occurrence.

Operating with the National Incident Management System (NIMS) procedures, the HCOEM collaborates closely with relevant emergency response agencies to safeguard the safety and security of our community.

2.3.2 Cyber Event

- a. Unlike physical threats that prompt immediate action, cyber incidents are often difficult to identify and comprehend. Among these dangers are viruses erasing entire systems, intruders breaking into systems and altering files, using someone else’s computer or device to attack others, or stealing confidential information. The spectrum of cyber risks is limitless; threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national levels. These risks include:
 - (1) Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
 - (2) Large-scale cyber incidents may disrupt Transportation, power, and other services. The extent of the disruption is highly uncertain, as many unknown factors, such as the target and size of the incident, will determine it.
 - (3) If an organization's network is compromised, it is more vulnerable to data breaches and loss. Information about a company, its employees, and its customers can be at risk.
 - (4) Individually owned devices such as computers, tablets, mobile phones, and gaming systems that connect to the Internet are vulnerable to intrusion. Without proper security, personal information may be at risk.
- b. Cybersecurity involves protecting infrastructure by preventing, detecting, and responding to cyber incidents.

2.3.3 Mass Migration

A large-scale migration, primarily from Caribbean nations, could impact the County's services; however, it is not envisioned to have a significant impact, as would be the case in southeast Florida. The county has a mass migration plan oriented primarily toward providing human services to a surge of migrants.

2.3.4 Terrorism

The Tampa area contains numerous targets of opportunity for potential terrorist groups. Being one of the top 11 media markets in the country, containing a significant seaport, international airport, and major military base with a worldwide orientation are all among the many factors that could attract terrorist activity to the area. An incident involving weapons of mass destruction (WMD) by a terrorist organization using chemical, biological, or nuclear substances is a distinct possibility considering the contemporary worldwide terrorist threat.

2.3.5 Special Events

Hillsborough County hosts four (4) professional sports teams: Rays, Buccaneers, Lightning, and Tampa Bay Sun. We have gained the nickname “Champa Bay” after bringing home Super Bowl LV and three Stanley Cup Championships. Other highly attended annual special events include the Florida State Fair, averaging half a million attendees, and the Gasparilla Pirate Festival, which annually draws over 300,000 attendees and is the 3rd largest parade in the United States. Since 1930, Plant City has hosted the Florida Strawberry Festival with 11 days of fruit-filled fun and 500,000 attendees to what is now called the winter strawberry capital of the world.

Since 1959, Hillsborough County has been the home to Busch Gardens Amusement Park, owned and operated by United Parks & Resorts (SeaWorld). The theme park is one of America’s largest zoological institutions, with 335 acres and more than 2,700 animals, 50 thrilling rides, shows, and attractions.

These special events and activities do not pose any threat to the county. However, special events and large gatherings of people lend themselves to a greater risk of terrorist activity or civil disturbances.

2.4 HAZARD VULNERABILITY.

2.4.1 Vulnerability links the relationship between people and their environment. Disasters impact people, property, the economy, and the financial structure that supports the community.

2.4.2 The County’s Post-Disaster Redevelopment Plan (PDRP) and LMS provide an in-depth analysis of its risk and vulnerability to its identified hazards. The vulnerability matrix below provides a summary.

HILLSBOROUGH COUNTY HAZARD VULNERABILITY MATRIX

Hazard	Category/Degree of Risk					
	Probability	Impact	Spatial Extent	Warning Time	Duration	PRINT Score
Flood	Highly Likely	Critical	Moderate	6 to 12 hours	< 1 week	3.3
Tropical Cyclone – Minor (TD to Cat 2)	Likely	Critical	Large	> 24 hours	< 1 week	3.0
Tropical Cyclone – Major (Cat 3 to 5)	Possible	Catastrophic	Large	> 24 hours	< 1 week	3.0
Severe Storm	Highly Likely	Critical	Moderate	6 to 12 hours	< 6 hours	3.1
Tornado	Likely	Critical	Small	< 6 hours	< 6 hours	2.7
Wildfire	Likely	Limited	Moderate	< 6 hours	< 1 week	2.8
Erosion	Likely	Limited	Moderate	> 24 hours	> 1 week	2.6
Extreme Heat	Likely	Minor	Large	> 24 hours	> 1 week	2.5
Drought	Likely	Minor	Large	> 24 hours	> 1 week	2.5
Suspect Soil	Likely	Limited	Small	< 6 hours	< 24 hours	2.5
Winter Storm and Freeze	Possible	Minor	Large	> 24 hours	< 1 week	2.1
Seismic Events	Possible	Minor	Moderate	< 6 hours	< 6 hours	2.0
Tsunami	Unlikely	Limited	Small	< 6 hours	< 6 hours	1.8
Transportation Incident	Possible	Critical	Moderate	< 6 hours	< 1 week	2.8
Infrastructure Disruption	Possible	Limited	Moderate	< 6 hours	< 1 week	2.5
HazMat Incident	Possible	Critical	Moderate	< 6 hours	> 1 week	2.9
Space Weather	Likely	Critical	Moderate	< 6 hours	< 6 hours	2.7
Dam/Levee Failure	Unlikely	Critical	Moderate	< 6 hours	< 6 hours	2.3
Agricultural Disruption	Likely	Limited	Large	< 6 hours	> 1 week	3.2
Disease Outbreak and Biologic Incident	Likely	Critical	Large	> 24 hours	< 1 week	3.0
Food and Waterborne Disease Outbreak	Likely	Limited	Small	> 24 hours	< 1 week	2.3
Coastal Oil Spill	Possible	Critical	Moderate	< 6 hours	> 1 week	2.9
Port Vessel Collision	Possible	Critical	Moderate	< 6 hours	< 1 week	2.8
Utility Failure	Possible	Limited	Moderate	< 6 hours	< 1 week	2.5
Civil Disturbance	Possible	Critical	Moderate	< 6 hours	< 1 week	2.8
Cyber Incident	Possible	Limited	Moderate	< 6 hours	< 1 week	2.5
Mass Migration	Unlikely	Minor	Moderate	> 24 hours	> 1 week	1.7
Terrorism	Possible	Critical	Moderate	< 6 hours	> 1 week	2.9
Special Events	Possible	Critical	Moderate	< 6 hours	> 1 week	2.9

3.0 GEOGRAPHIC INFORMATION

3.1 Land and Water.

- a. Hillsborough County is located on the west central coast of Florida. It is bounded on the east by Polk County, on the west by Hillsborough Bay, Old Tampa Bay, and Pinellas County, on the south by Tampa Bay and Manatee County, and on the north by Pasco County and Polk County.
- b. The average mean annual temperature is 74.5 degrees (F). The normal daily fluctuations in temperature in the winter months range from the low 50s to the low 70s, while during the summer months, the temperature ranges from the low 80s to the mid-90s. The average annual rainfall is 49.48 inches.
- c. According to the U.S. Census Bureau, the County has a total area of 1,266 square miles), of which 1,020 square miles are land and 246 square miles are covered by water. About 158.27 miles of shoreline are on Tampa Bay.
- d. The County's unincorporated area is approximately 888 square miles, more than 84% of the total land area. Municipalities account for 163 square miles. The county's modern boundaries place it midway along the west coast of Florida.
- e. A narrow portion of Hillsborough County to the south, consisting almost exclusively of water, extends west to the Gulf of Mexico roughly along the Tampa Port Shipping Channel. This has the effect of keeping Hillsborough County from being technically landlocked. The central portion of the Sunshine Skyway Bridge is in Hillsborough County. Egmont Key is also at the entrance to Tampa Bay, a narrow strip of land separating Pinellas County from Manatee County. The northernmost tip of a spoil island just west of Port Manatee also lies in Hillsborough County.
- f. The County includes vast bay and gulf waters, rivers, and agricultural lands. The terrain consists of suburban and rural areas covering crystal-clear waters, muddy rivers, flat plains, and lush greenery. With a shallow water table and a highest elevation of 377 feet above sea level, the county ranks 8th in terms of highest elevations compared to 67 counties in Florida.

3.2 Land Use Patterns.

Note: See Hillsborough County Local Mitigation Strategy (LMS) Local Mitigation Strategy Additional resources may be found on The Planning Commission - Plan Hillsborough.

- a. The County exhibits diverse land uses, ranging from densely urbanized regions like Tampa to bustling suburban locales like Brandon and Citrus Park and rural areas like Wimauma and Keystone. Traditionally, the County's primary activity hubs have been in downtown Tampa,

Westshore, Old Carrollwood, the University of South Florida area, MacDill Air Force Base, the Port of Tampa, Tampa International Airport, downtown Plant City, and surrounding unincorporated regions. However, recent development trends have predominantly favored the southern county areas, including Riverview, Lithia, Gibsonton, and Wimauma.

- b. Typically, urbanization occurs within and adjacent to activity centers and along the linking highway corridors. As development shifts away from the County's urban core, former suburban and rural areas have transformed into urbanized zones. According to the 2020 U.S. Census Bureau, the population of the unincorporated regions in Hillsborough County has surpassed one million people, marking a 20% increase since 2010.
- c. Beyond the urbanized central county region of Hillsborough County, the City of Plant City has been witnessing an annual growth rate of 0.58%. This growth is attributed to numerous distribution centers belonging to major regional companies such as Publix, Winn-Dixie, Save-a-Lot, Amazon, and Home Depot. These centers are drawn to Plant City due to its proximity to several urban areas, offering thousands of available job opportunities. Plant City is a key contributor to the United States midwinter strawberry supply, cultivating 75% of these strawberries on 10,000 acres of dedicated land.
- d. Temple Terrace, the smallest among Hillsborough County's three incorporated cities, has transitioned significantly from its agricultural beginnings. It started its journey in 1922 when it was recognized as the world's largest orange grove, spanning 5,000 acres. Today, it is adjacent to prominent landmarks such as the University of South Florida, Interstate 75, and Tampa Executive Airport. Moreover, the city is experiencing growth in residential golf developments and emerging as a technology hub. Alongside the development in unincorporated areas of Hillsborough County, there's evident redevelopment activity in the municipalities. Tampa is witnessing residential development and redevelopment, particularly in the Interbay and Tampa Heights areas, while Temple Terrace and Plant City are also undertaking downtown redevelopment initiatives.

3.3 Drainage Patterns.

- There are three major rivers in the County: Hillsborough River, Alafia River, and Little Manatee River. The features of these rivers are described in the Conservation and Aquifer Recharge Element as follows: "The Hillsborough River begins in the Green Swamp and then flows southwestward, draining 690 square miles before emptying into McKay and Hillsborough Bay. The Alafia begins in Polk County, flows westward, drains a 420-square-mile basin, and enters Hillsborough Bay. The Little Manatee River begins in southeast Hillsborough County and northeast Manatee County and flows west to Tampa Bay, draining 225 square miles".

3.4 Environmentally Sensitive Areas.

- Conservation and Preservation Areas according to the Conservation Element of the Hillsborough County Comprehensive Plan. Conservation Areas include the following types of

wetlands: mangrove swamps, coastal marshes, natural water bodies, and uplands; freshwater marshes, coastal marshes; aquatic preserves, wet prairies; hardwood swamps; essential wildlife habitat; marine grass beds; cypress swamps; natural shorelines/preserves other than natural beaches and dunes.

3.5 Geographic Areas Impacted.

The table below summarizes significant hazards and geographic areas at risk. For additional details on natural, technological, and human/societal hazards, risks, impacts, locations, and consequences, see the County Local Mitigation Strategy (LMS) Local Mitigation Strategy.

Major Hazard	Geographic Areas at Risk/Impacted
Coastal or Riverine Erosion	<ul style="list-style-type: none"> Hillsborough, Alafia, Little Manatee Rivers, and associated tributaries and areas.
Hurricane, Tropical Storms	<ul style="list-style-type: none"> Wind: entire County. Rain: entire County. Storm Surge: All coastal areas bordered by Tampa Bay and Hillsborough Bay and areas along the three County rivers are considered hazard areas for hurricane storm surge. The most at-risk are these coastal areas of Hillsborough County, including Westshore, Town & Country, Gibsonton, Apollo Beach, Ruskin, South Tampa, and the downtown area, including Ybor City, Davis Island, Channelside, and the MacDill Air Force Base are most vulnerable. Populations along the Alafia, Hillsborough, and Little Manatee River floodplains are at the highest risk of storm surge, rainfall impacts, and high wind during hurricanes. These communities are in the A and B Evacuation Zones near coastal areas of the County.
Thunderstorms	Entire County.
Tornadoes	Entire County.
Flooding	<ul style="list-style-type: none"> Low-lying areas along the three County rivers and certain regions in the northwest, north, and southeast inland areas are considered freshwater flood-prone. Heavy development has occurred in many of the County's flood-prone areas. <p>Principal areas most susceptible to flooding in a 100-year event include: the western and southern portions of the Interbay Peninsula, Davis Island, Harbour Island, Hookers' Point, and port areas of Tampa, unincorporated regions of Odessa and Ruskin, and the floodplains of the Hillsborough, Alafia, and the Little Manatee Rivers.</p> <ul style="list-style-type: none"> Riverine flooding: Alafia and Little Manatee Rivers. Drainage/stormwater flooding: urban areas. Tidal flooding: coastal areas.

	<ul style="list-style-type: none">• Lake areas.
Cold, Winter Storm	Entire County.
Drought	Entire County.
Extreme Heat	Entire County.
Climate Change / Sea Level Rise	<ul style="list-style-type: none">• Climate change: entire County.• Sea-level Rise: coastal areas.
Suspect Soils: Sinkholes	Sinkholes develop more frequently north of Tampa Bay.
Wildland Fires	Most of the unincorporated areas of Hillsborough County.
Pandemic	Entire County.
Water Contamination	Tampa Bay watershed.

Major Hazard	Geographic Areas at Risk/Impacted
Hazard Materials/ Chemical Emergencies	<ul style="list-style-type: none"> Entire County: any location where highly hazardous chemicals are stored or along the transportation systems and ports.
Radiation Emergencies (Dirty Bombs, Nuclear Blasts, and Accidental Exposure)	<ul style="list-style-type: none"> The entire county is rugged due to the various scales and occurrences. The location of occurrence is also varied. Incidents can occur in any medical or industrial building with radioactive material.
Foodborne Illness	Entire County.
Animal and Plant Disease Outbreak	Entire County.
Dam/Levee Failures	<ul style="list-style-type: none"> Downstream areas from the City of Tampa’s Hillsborough River Reservoir and Tampa Bay Regional Reservoir.
Terrorism / Homeland Security / Cyber Security	<ul style="list-style-type: none"> County-wide: areas of commerce, special events, military installations, and anywhere people gather.
Utility Failure/Power Outages	<ul style="list-style-type: none"> Can occur anywhere in the County, particularly during severe weather.

4.0 DEMOGRAPHICS

Note: The County Local Mitigation Strategy provides the following U.S. Census Bureau maps:

Aged 65 And Over Density
Disabled Density
Language Isolation Density
Minority Density
Poverty Density
Single Parent Density
Total Population Density

4.1 Total Population.

	2023 Estimated Population	2050 Projection
Unincorporated County	1,051,401	1,524,531
Tampa	392,953	493,236
Plant City	40,365	76,677
Temple Terrace	27,251	34,483
Total	1,520,529	1,710,619

Note: Seasonal residents add approximately five percent or 76,026 to the population.

4.2 Population Density and Distribution.

- In 2019, according to the University of Florida's Bureau of Economic and Business Research (BEBR), the county boasted an estimated population of 1,444,870 residents, solidifying its position as the fourth most populous county in Florida. This significant population growth is underscored by the 2010 U.S. Census Bureau data, which indicated a population density of 1,188 persons per square mile within the county.
- Moreover, the University of Florida's Bureau of Economic Analysis (BEA) conducted a comprehensive study from 1969 to 2021, revealing a remarkable population surge within the County. Over these 53 years, the county's population soared from 483,694 to 1,478,194 residents, marking an extraordinary net gain of 994,500 individuals. This exponential increase represents a staggering 205% growth rate, outpacing the net gain

increase of 227% observed in Florida and the 64% increase witnessed across the United States during the same timeframe.

- This remarkable growth trajectory underscores the County's dynamic and rapidly evolving demographic landscape, positioning it as a vital hub within Florida and beyond.

4.3 Distribution of Population by Age.

	Total Male	Total Female	Plant City Male	Plant City Female	Tampa Male	Tampa Female	Temple Terrace Male	Temple Terrace Female	Unincorporated Male	Unincorporated Female
Total	658,639	692,448	18,235	19,224	177,778	190,309	12,466	13,387	450,160	469,528
<5	44,074	41,834	1,319	1,353	11,720	11,246	550	983	30,485	28,252
5-9	43,556	43,343	1,392	1,469	11,200	11,060	763	827	30,201	29,987
10-14	44,913	41,252	1,326	1,222	11,060	10,434	925	502	31,602	29,094
15-19	44,565	42,802	1,203	1,445	12,369	13,904	744	722	30,249	26,731
20-24	45,402	46,758	1,466	1,011	13,166	14,893	1,231	1,655	29,539	29,199
25-29	51,674	53,268	1,112	1,389	15,765	16,728	1,451	1,225	33,346	33,926
30-34	47,798	49,667	1,331	1,238	13,079	14,583	804	823	32,584	33,023
35-39	44,386	46,653	1,433	1,174	11,923	13,192	770	716	30,260	31,571
40-44	45,318	46,886	1,195	1,569	12,132	12,023	729	753	31,262	32,541
45-49	45,403	46,820	1,237	1,655	12,609	12,742	475	755	31,082	31,668
50-54	45,840	47,620	1,076	1,166	12,899	12,562	772	877	31,093	33,015
55-59	40,378	43,608	951	943	11,132	11,229	780	984	27,515	30,452
60-64	35,257	39,987	868	1,013	9,379	10,178	738	764	24,272	28,032
65-69	29,618	33,096	980	727	7,748	8,089	830	656	20,060	23,624
70-74	20,248	24,667	496	754	4,705	6,116	308	369	14,739	17,428
75-79	13,419	17,458	409	474	3,163	4,362	216	351	9,631	12,271
80-84	9,031	12,574	264	351	1,809	3,523	173	187	6,785	8,513
85+	7,759	14,155	177	271	1,920	3,445	207	238	5,455	10,201

Source: U.S. Census Bureau, Table DP05, 2013-2017 American Community Survey 5-year Estimates.

4.4 Distribution of Population by Race.

	Hillsborough County Total	Plant City	Tampa	Temple Terrace	Unincorporated County
Total Population	1,351,087	37,459	368,087	25,853	919,688
Hispanic or Latin	370,827	11,355	92,494	4,446	262,532
Mexican	73,093	6,980	12,066	451	53,596
Puerto Rican	112,874	2,262	28,444	1,863	80,305
Cuban	86,313	625	27,087	865	57,736
Other Hispanic	98,547	1,488	24,897	1,267	70,895

Source: U.S. Census Bureau, Table DP05, 2013-2017 American Community Survey 5-year Estimate

<p>4.5 Special Needs Population</p>	<ul style="list-style-type: none"> • Vulnerable populations include but are not limited to, populations living in low-income areas, senior citizens, special needs populations, non-English speaking households, and manufactured homes. • According to the 2018 U.S. Census Bureau, 205,475 residents, or 14% of the County's population, are over 65. This portion of the population may need additional assistance to retrofit or mitigate the effects of tropical storms and hurricanes on their homes or help evacuate due to various chronic health problems, including cognitive impairments and diminished mobility. • Between 2010 and 2045, the County will experience considerable growth in its older population. In 2045, the population aged 65 and over is projected to be 342,382, an overall 66% increase. • The aging population will require the County to identify additional facilities to serve as Special Needs Shelters (SNS) and retrofit its existing facilities to meet the requirements. • In 2019, the County had 1,858 residents pre-registered for SNS. The number has increased to 4,429, 138% over four years. • Those with special needs may show trends in geographic location in specific areas but are mostly scattered throughout the County, with the highest concentrations of special needs populations residing along the east portion of Interstate 275 from downtown Tampa north to Bearss Avenue.
<p>4.6 Farm Workers</p>	<ul style="list-style-type: none"> • Per the 2017 U.S. Census Bureau, 2,265 farms in the County have decreased 8% since 2012. • Annually, 150,000 – 200,000 migrant and seasonal farm workers and their families travel and work in Florida, making up 37% of the agriculture workforce. • The highest-ranked crops are fruits, tree nuts, and berries, with annual sales of \$203,666. • The County agricultural industry currently brings in \$447M per year in cash receipts and an additional \$1.86M return to the local economy for every dollar of product sold in jobs and taxes. • Documented migrants and other farm workers' most common housing is mobile homes, which are considered vulnerable and must be evacuated in severe wind events such as tropical storms and hurricanes. • Low-income farm workers, including documented and undocumented migrant workers, are most vulnerable to displacement due to agricultural disruption, storm damage to housing, illness from zoonotic diseases in livestock, and lifelong exposure to pesticides. • New Florida immigration laws now require businesses with over 25 employees to E-Verify all employees to confirm employment eligibility, which

	<p>could result in thousands of farm workers losing their jobs.</p>
<p>4.7 Tourist Population (including annual tourist and seasonal population)</p>	<ul style="list-style-type: none"> • In 2021, the County welcomed 24.6 million tourists, including domestic, international, and overnight visitors. • With direct visitor spending of \$4.5 billion. This generated a total economic impact of \$7.1 billion, sustaining over 51,000 jobs and generating \$426 million in state and local tax revenues. • Of the \$4.5 billion in the County in 2021 by visitors, food and beverage spending totaled \$1.3 billion, 29% of the total. • Visitation increased by 29% in 2021, and marketable leisure trips represented more than half the market. Overnight visitors account for 40% of all trips. • Total visitor spending increased 55% in 2021, exceeding its pre-pandemic high. While the domestic market has already exceeded its pre-pandemic numbers, the international market declined further in 2021 (the pandemic was prevalent throughout 2021, whereas 2020 Q1 was expected and was on track to best 2019 levels). • The international market represents only a tiny share of visitor volume; their per-trip spending is much higher than domestic travelers, and their recovery will boost Tampa’s visitor economy in years to come. • Total domestic visitors increased 28.6% from 2017 to 2021.
<p>4.8 Non-English Speaking Population</p>	<ul style="list-style-type: none"> • The County is renowned for its vibrant and diverse community, encompassing individuals from many cultural backgrounds. Approximately 30% of its residents communicate in languages other than English, highlighting the region's rich tapestry of linguistic diversity. • Among the county's populace, 29% proudly identify as Hispanic or Latino, contributing significantly to its cultural mosaic. Within this demographic, approximately 19% are proficient Spanish speakers, reflecting the enduring influence of Spanish heritage within the community. • Furthermore, the county boasts a rich array of additional languages its residents speak. Approximately 5% of the population converse in Haitian/French Creole, underscoring the presence of Haitian cultural heritage within the county's fabric. Additionally, 0.5% of residents are proficient in Vietnamese, representing a more minor yet noteworthy linguistic community within Hillsborough County. • This linguistic diversity enriches the cultural landscape of Hillsborough County and underscores its status as a welcoming and inclusive community where individuals from all backgrounds are celebrated and embraced.
<p>4.9. Transient Populations</p>	<ul style="list-style-type: none"> • The U.S. Department of Housing and Urban Development (HUD) mandates Continuums of Cares (CoC) to conduct a point-in-time (PIT) count of individuals experiencing homelessness at least biennially. However, the

	<p>County CoC surpasses this requirement by conducting a comprehensive homeless count annually.</p> <ul style="list-style-type: none"> • During this critical Homeless Count initiative, hundreds of dedicated volunteers fan out across the community streets, alleys, and wooded areas to locate and engage with individuals and families experiencing homelessness. This process encompasses individuals residing in emergency shelters, transitional housing, interim (bridge) housing, and those inhabiting places not intended for human habitation, such as vehicles, parks, sidewalks, and abandoned buildings. Crucially, any dwelling lacking essential amenities like drinking water, restroom facilities, heat, means to cook hot food, or bathing facilities is deemed homeless under the criteria set forth by HUD. • In recent years, our County has experienced a notable increase in homelessness, with the total count rising from 870 individuals in 2021 to 2,040 individuals in 2023. This surge highlights the immediate need for enhanced interventions and resources to address this crisis. Among this population, 55% were able to secure sheltered accommodations, leaving 44% to face the challenges of unsheltered living. • Nineteen percent of the homeless population consists of minors under the age of 18, highlighting the vulnerability of youth experiencing homelessness. Additionally, disparities within the homeless demographic are evident, with 49% identifying as Black and 51% as male, suggesting specific challenges faced by these groups. • There has been a troubling 21% increase in individuals aged 62 and older experiencing homelessness since 2019. This alarming rise sheds light on the vulnerabilities faced by elderly individuals within the County, emphasizing the need for targeted support and resources tailored to address their unique needs.
<p>4.10 Mobile Home Parks and Population</p>	<ul style="list-style-type: none"> • As of 2024, the number of mobile homes in Florida has reached an impressive 285,357, surpassing all states except Texas and North Carolina in mobile home prevalence. Currently, there are 475 mobile home parks in the County, offering diverse living options ranging from gated 55+ retirement communities to inland and coastal locations. These parks provide luxurious amenities and tropical surroundings, fostering tight-knit, familial resident populations. • Additionally, there are over 39,915 registered mobile homes within the county, reflecting the significant presence of mobile home living within our local community. • The affordability and versatility of mobile homes are evident in their pricing range. A new single-wide mobile home typically costs between \$30,000 and \$80,000, while a double-wide can range from \$60,000 to \$150,000. These prices vary depending on the home's age, size, condition, and location. • In comparison to traditional homes, mobile homes offer a more cost-effective housing option. The average cost of a conventional house in Florida is

	<p>\$390,000, making mobile homes an attractive alternative for those seeking affordable homeownership solutions.</p>
<p>4.11 Inmate Population</p>	<ul style="list-style-type: none"> • The Department of Detention Services oversees a comprehensive 4,947-bed jail system tasked with the housing, custody, and care of all incarcerated individuals within the County. This system comprises two distinct divisions: <ol style="list-style-type: none"> a. The Orient Road Jail – Division I: As the primary receiving facility, Division I offers booking, processing, and detention services for over 27 law enforcement agencies. Additionally, it houses the secure component of the Juvenile Assessment Center, which centrally processes adolescents taken into custody. b. The Falkenburg Road Jail—Division II: Spanning 142 acres and boasting a rated capacity of 3,300, Division II is one of the nation's most extensive direct supervision facilities. It provides eligible inmates various educational and vocational programs, including culinary arts, sewing, GED, domestic violence, and substance abuse counseling. Moreover, it hosts the Video Visitation Center, catering to inmates at both facilities. • According to the Florida Department of Corrections (FDC) January 2023 Inmate Profile Summary, the average daily inmate population for the County stands at 2,862 individuals.

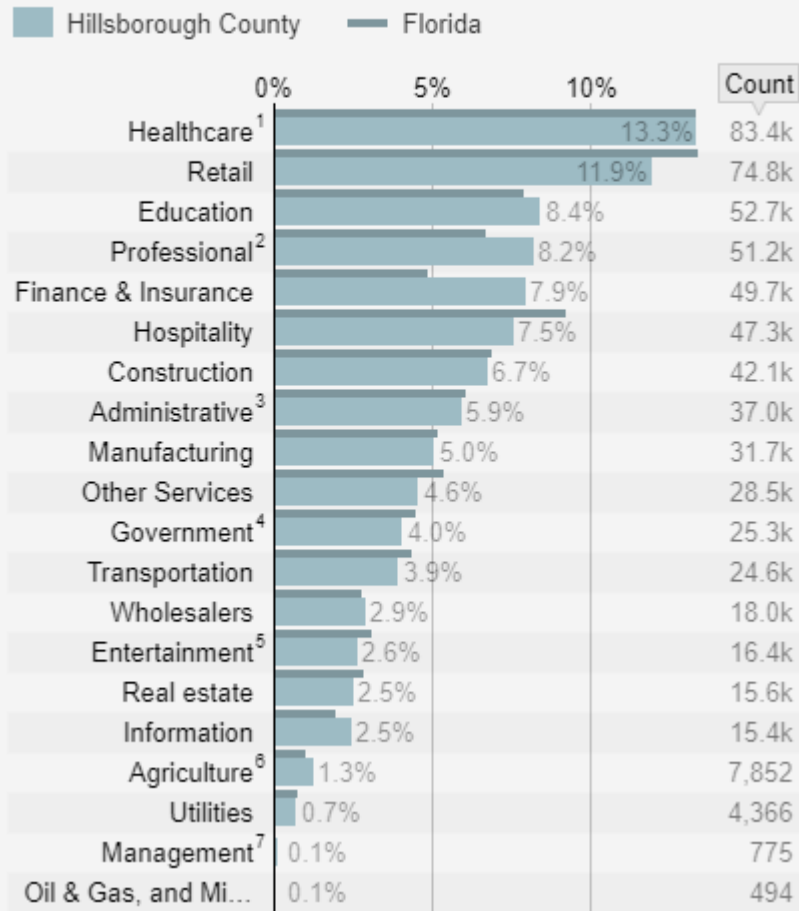
5.0 ECONOMIC PROFILE

5.1 Overview

- The County stands at the heart of the Tampa Bay metropolitan area, serving as a dynamic economic nucleus characterized by diverse industries. At its core lies the bustling financial district in downtown Tampa, complemented by the prominence of the Port of Tampa, which stands as the largest seaport in the state in terms of tonnage.
- The region boasts captivating beaches and world-renowned theme parks that draw tourists from across the globe throughout the year.
- In addition to its urban and leisure attractions, the area is renowned for its educational and medical institutions, including private and public colleges and esteemed medical and research facilities. Furthermore, the County nurtures a flourishing agricultural sector, with various crops thriving in its fertile lands. Notable produce includes strawberries, blueberries, tomatoes, squash, tangerines, watermelons, and a thriving cattle industry.
- The region harbors a lesser known yet vibrant ornamental fish industry, with enterprises like Tropical Aquaculture leading the way in producing aquarium fish and aquatic plants. This sector contributes to the local economy and adds to the area's unique charm and appeal.
- Overall, the County's diverse economic landscape, encompassing finance, maritime trade, tourism, education, healthcare, agriculture, and aquaculture, underscores its pivotal role as a powerhouse within the Tampa Bay metropolitan area.

5.2 Employment by Major Sectors

Percentage of the civilian employed population aged 16 and older.
Scope: population of Florida and Hillsborough County



(Source: Bureau of Labor Statistics, 2023)

5.3 Other Economic Data

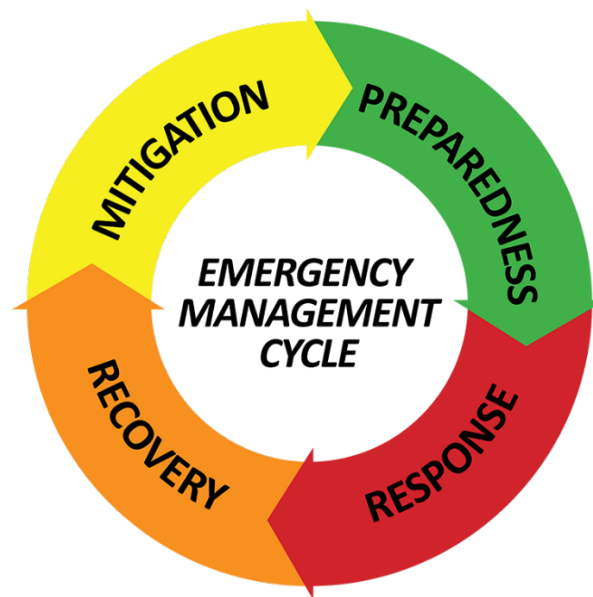
- As of October 2023, the unemployment rate in the County stands at 3.10%, as reported by the US Federal Reserve.
- In May 2020, the County experienced a peak in unemployment at 12.90%, contrasting sharply with the record low of 2.10% in April 2006.
- The median home value surged from \$298,557 in 2017 to \$402,000 in 2023, reflecting a substantial 34.6% increase.
- The County is currently characterized as a "sellers' market," indicating a higher demand for homes than the available supply.
- Homes, on average, are sold within 36 days of being on the market.
- Households in the County have a median annual income of \$54,588.

Comprehensive Emergency Management Plan

I. Basic Plan

C. CONCEPT OF OPERATIONS**1.0 EMERGENCY MANAGEMENT PROGRAM PHASES**

1.1 The County's Emergency Management Program is a comprehensive effort that requires County departments to work and cooperate effectively with many other governmental, non-governmental, and private organizations. The County will meet its responsibility for protecting life and property from the effects of emergency events by acting within the following four phases of emergency management.



1.2 The County has developed an all-hazards approach for dealing with emergencies. This methodology allows features commonly shared across all hazards to be brought together for each phase of emergency management. This CEMP focuses on an all-hazards approach to all natural and human-caused disasters. It is designed for use during all four phases of an emergency. Procedures have been developed if a specific hazard requires additional information to coordinate a response.

1.3 Phase 1: Mitigation/Prevention.

- a. Mitigation is any action that prevents an emergency from occurring or reduces its impact on people, property, and the environment. Mitigation efforts include adopting and enforcing building codes, land use planning, training, and educating the public on the need for mitigation and implementing structural and non-structural safety measures.

- b. Prevention helps protect lives and property before an emergency occurs. Prevention measures help avoid emergencies, or they can intervene to stop an emergency from occurring. Measures involve applying intelligence and other analysis to a range of activities, such as heightened inspections, improved surveillance and security operations, investigations to determine the whole nature and source of the threat, public health and agricultural surveillance, immunizations, isolation, or quarantine, and specific law enforcement operations aimed at deterring or preempting illegal activity.
- c. County departments will utilize the existing public safety mandates of the Hillsborough County Code, including land use management and building codes, and recommend to the County Administrator legislation required to improve the county's emergency resilience.
- d. County departments will perform mitigation/prevention duties in response to a threat. Section II: Mitigation in this CEMP addresses mitigation and prevention in more detail.

1.4 Phase 2: Preparedness.

- a. Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of emergency response. Preparedness activities have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent emergency response. Prevention activities include educating citizens about protective actions, such as creating an emergency kit and developing a family emergency plan.
- b. Preparedness within the National Incident Management System (NIMS) focuses on the following elements: planning, procedures, and protocols, training and exercises, personnel qualification and certification, and equipment certification.
- c. County departments will prepare for emergencies by maintaining detailed emergency plans and procedures to accomplish their expected tasks. Plans and procedures will allow departments to integrate their capabilities into the countywide emergency response and recovery effort. County departments will ensure their employees are trained to implement emergency procedures. Departments will validate their readiness for an emergency through internal drills and participation in countywide exercises. Other governmental jurisdictions within and outside County boundaries may also be encouraged to participate in these exercises. Exercise results will be documented, and recommendations will be implemented to improve the County's preparedness for an emergency. The county will revise the CEMP based on continuous planning and exercise. See Section III: Preparedness in this CEMP addresses preparedness in more detail.

1.5 Phase 3: Response.

- a. Response involves using emergency support functions (ESFs) to address the immediate and short-term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage and maintain or hasten the restoration of essential government services.
- b. When initiating the response operation, the County will conduct an initial assessment of the situation, determine whether others should be alerted, and take appropriate actions to reduce the risks and potential impacts of the emergency.
- c. ESFs and individual departmental plans describe detailed emergency response activities. Actions may involve activating the County Emergency Operations Center (EOC) to coordinate support. Section IV: Response provides the schedule of ESFs.
- d. County departments may assist with issuing and transmitting emergency alerts and warnings, supporting first responder efforts to protect lives and property, maintaining or restoring essential services, and protecting vital resources and the environment.

1.6 Phase 4: Recovery.

- a. Recovery activities return the County to a new normal state. Examples of recovery efforts may include continuing certain ESFs and activating Recovery Support Functions (RSFs), conducting detailed damage assessments, removing debris, restoring essential services, restoring critical facilities and infrastructure, rebuilding homes, and aiding businesses.
- b. There is no definitive point after the emergency where the response and recovery phases end. Some recovery activities may be initiated during the response phase. In general, most recovery and mitigation efforts occur after the deactivation of the EOC, and a County Recovery Operations Center (ROC) is activated to coordinate recovery activities and programs. Section V: Recovery in this CEMP provides more information on recovery roles and responsibilities.

2.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

2.1 The County will utilize the National Incident Management System (NIMS) as the basis for incident management. The Director of HCOEM will serve as coordinator for the implementation of NIMS.

2.2 Per Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents, the County follows NIMS for disaster management. NIMS provides a consistent

approach to prepare for, prevent, mitigate, respond to, and recover from disaster occurrences regardless of cause, size, or complexity. This system integrates effective emergency preparedness and response practices into a comprehensive framework for incidental management. Use of the Incident Command System (ICS) is integral to NIMS and will be the management framework used for incident response within the County. The ICS functions on the concepts of a modular organization, unified command, multi-agency coordination, span of control, common terminology, action planning process, comprehensive resource management, integrated communications, and pre-designated facilities.

- a. There will be instances when incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across various organizations and activities. NIMS provides the framework for such cases by using a systems approach to integrate the best of existing processes and methods into a unified framework for incident management. This framework forms the basis for interoperability and compatibility that will, in turn, enable a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards requirements applicable to a broad community of NIMS users.
- b. The benefits of NIMS include the following:
 - I. Standardized organizational structures, processes, and procedures.
 - II. Standards for planning, training, exercising, and personal qualification standards.
 - III. Equipment acquisition and certification standards.
 - IV. Interoperable communications process, procedures, and systems.
 - V. Information management systems.
- c. NIMS provides a consistent national approach for federal, state, and local governments 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 federal, state, and local capabilities, NIMS includes a core set of concepts, principles, terminology, and technologies covering the ICS, multi-agency coordination systems, unified command, training, identification, and management of resources (including systems for classifying types of resources), qualifications and certification, and the collection, tracking, and reporting of incident information and incident resources.
- d. NIMS Components. The NIMS components were not designed to stand alone. They work together as a system to provide the national framework for incident

management. NIMS does not yield optimal results when one of its components is absent.

<p>FUNDAMENTALS AND CONCEPTS OF NIMS</p>	<p>NIMS defines a standard, interoperable approach to sharing resources, coordinating and managing incidents, and communicating information with the shared vocabulary. Jurisdictions and organizations involved in managing incidents vary in their authorities, management structures, communication capabilities and protocols, and many other factors. NIMS provides a framework to integrate these diverse capabilities and achieve common goals.</p>
<p>RESOURCE MANAGEMENT</p>	<p>Incident managers need resources to support critical incident objectives. The flow of resources must be fluid and adaptable to the incident's requirements. NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over an incident's life cycle.</p>
<p>COMMAND AND COORDINATION</p>	<p>NIMS's Command and Coordination system is designed to enable effective and efficient incident management by providing standardized structures. The structure is based on three key organizational systems: (1) the Incident Command System, (2) Emergency Operations Centers, (3) Multi-agency Coordination Systems, and (4) the Joint Information System.</p>
<p>COMMUNICATIONS AND INFORMATION MANAGEMENT</p>	<p>Incident response and management rely upon communications and information systems that provide a common operating picture to all command and coordination sites. NIMS describes the requirements for a standardized communication framework, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management.</p>

- e. NIMS provides the County with a framework for interoperability and compatibility and maintains a balance between flexibility and standardization. NIMS is flexible because the system can be adjusted to manage all incidents and applies to any incident regardless of cause, size, or complexity. NIMS provides standardization using established organizational structures, including ICS, the Multi-agency Coordination System [MAC], the Public Information System, and consistent terminology. The ICS component of NIMS is a toolbox from which incident managers may choose all or some applicable tools necessary to fulfill their functional roles in a full range of events. The flexibility and standardization within NIMS are realized during an incident when County departments and CEMP stakeholders have previously trained and practiced using these tools.

3.0 ORGANIZATION

3.1 Normal Organization. (See Basic Plan, Attachment 6.)

- Hillsborough County Emergency Management is administered by a Board of County Commissioners (BOCC), consisting of seven elected officials, one of whom acts as Board Chair. The County Administrator is appointed by and reports to the BOCC.

3.2 Establishment of the Emergency Management Organization.

- a. Under Florida Statute, Chapter 252.38 Emergency Management, the state has established the Hillsborough County Office of Emergency Management (HCOEM) to serve as the coordinating agency for all emergency operations. The County Administrator exercises his/her authority under the state's laws in times of emergencies through the HCOEM.
- b. The position of HCOEM Director was also created to manage the organization's day-to-day operations. The Director is designated by, serves at the pleasure of, and is subject to the direction and control of the County Administrator. The Director's responsibilities include, but are not limited to, direct responsibility for the structure, administration, and operation of the organization; coordination of emergency management activities, services, and programs within the County; and serving as a liaison to the Florida Division of Emergency Management (FDEM), and other local emergency management agencies and organizations.

3.3 Emergency Organization.

- a. Under emergency conditions, the County transforms into a specialized disaster response organization, as discussed below. (See the Emergency Operations Center (EOC) Organization Chart.)
- b. The Board of County Commissioners (BOCC), as the governing body of the County, authorizes the Board, Board Chair, or Board Designee to declare or rescind a Local State of Emergency and to exercise emergency authority as provided in section 252.38(3)(a)5, Florida Statutes.
- c. Confirms the County Administrator as the Board Designee unless the Board Chair designates another person to act in that position.
- d. Enforcement authorities within the County in the event of a local emergency, the BOCC has chosen to delegate its powers in two respects: (1) the County Administrator and (2) the Emergency Support Group (ESG).

3.4 County Administrator.

- a. The powers to declare a Local State of Emergency, order an evacuation, order re-entry, and declare termination of the State of Emergency is delegated to the County Administrator (via the BOCC) with the support and counsel of the ESG.
 - b. During a state of local emergency, the County Administrator will implement appropriate portions of Hillsborough County Ordinance Chapter 22 (Emergency Management Ordinance) (e.g., price gouging, curfew, restrictions on the sale of certain items, etc.).
 - c. The County Administrator, with the support and counsel of the ESG, to formulate general policy during declared disasters. (See Basic Plan, Section F, Attachment 4, Emergency Operations Policy Making.)
 - d. As per Chapter 252, once an emergency has been declared, all remaining authority under paragraph 252.38 (3) (a) 5 is delegated to the County Administrator. (See Section 4.0 Emergency Authorities of this plan.)
- (1) The County Administrator will be responsible for fully activating this plan and directing prevention, preparedness, response, recovery, and mitigation operations.
 - (2) In pursuit of emergency duties, the County Administrator shall utilize all available resources of the County government as reasonably necessary to cope with the situation. This authorization includes the authority to make immediate expenditures to cope with the emergency.

3.5 Emergency Support Group (ESG).

- a. The ESG is comprised of executive officers with expertise vital to the successful execution of disaster operations. They will assist the County Administrator as required and ensure the cooperation and coordination of personnel and agencies under their jurisdiction.

Emergency Support Group Membership

- Deputy County Administrator
- Chief Communications Administrator
- Chief Financial Administrator
- Chief Human Services Administrator
- Chief Information and Innovation Officer
- Chief Government Relations and Strategic Services Administrator
- Chief Deputy Sheriff, HCSO
- Director of Emergency Management
- Medical Director, Mass Casualty Planning
- Hillsborough County Attorney
- Administrator, Hillsborough County School Board
- Manager, Preparedness & Response, American Red Cross, Tampa Bay Chapter
- Assistant County Administrators
- Designated representatives from the municipalities
- Other designated representatives as needed

3.6 Emergency Operations Center (EOC) and the Emergency Action Group (EAG).

- a. The Emergency Action Group (EAG) is composed of HCOEM staff, the leads or representatives from the nineteen (19) Emergency Support Functions (ESFs), and representatives of state, federal, and NGOs as needed.
- b. The HCOEM Director is responsible for maintaining the EOC's operational readiness. They will ensure all appropriate operating instructions and checklists, which will be implemented during disasters, are developed and available to support this plan. Each agency designated as a member of the EAG will also ensure that appropriate operating instructions are created and available to guide their activity during disaster response and recovery operations. The HCOEM Director is also responsible for overseeing the mutual aid process for disaster operations.

3.7 Administrative Controls, Continuity of Government (COG), and Continuity of Operations Plan (COOP).

- a. Hillsborough County is responsible for establishing the administrative controls necessary to manage fund expenditures and provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done per the established County fiscal policies and standard cost accounting procedures. For additional details on financial administration, see Basic Plan, Section E, Financial Management.
- b. The County maintains a COG plan that addresses how the County government will

continue to function during emergencies. Each department maintains a COOP plan for how they will perform their critical operations, including the identification of critical business functions, the identification and protection of vital records, the formulation of plans and procedures to utilize alternate facilities and resources to continue operations if their primary facilities become unusable, and the protection and welfare of employees.

3.8 Lines of Succession.

Position/Function	Line of Succession
County Administrator	<ul style="list-style-type: none"> • County Administrator • Deputy County Administrator • Person appointed by BOCC
Board of County Commissioners (BOCC)	<ul style="list-style-type: none"> • BOCC Chair • Vice Chair • Elected Commissioner
Director of HCOEM	<ul style="list-style-type: none"> • Director • Deputy Director • Senior Staff Member
Emergency Management Information Group (EMIG)	Successors for each group member as per department continuity of operations plans.
Emergency Operations Center Command and General Staff	As per EOC operations, successors for each position guide staffing patterns and individual department continuity of operations plans.
Emergency Support Function (ESF) Primary Agencies	Successors for each ESF as per department continuity of operations plans.

4.0 EMERGENCY AUTHORITIES

- Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state. See Florida Statutes section 252.38(3)(a)5 and Hillsborough County Code of Ordinances, Chapter 22-23.
- A State of Local Emergency is declared by executive order of the Board of County Commissioners (BOCC), Board Chair, or Board Designee (County Administrator) if it finds that an emergency, as defined in F.S. § 252.34, has occurred or that the threat thereof is imminent. All executive orders will indicate the nature of the emergency, the area or areas threatened, and the conditions that have brought the emergency about or made its termination possible. Executive orders will be promptly disseminated to bring them to the public's attention and the governing bodies of the municipalities within the County.
- To request state assistance or invoke emergency-related mutual-aid assistance by

declaring a state of local emergency in the event of an emergency affecting only one political subdivision.

- An order declaring a state of emergency shall activate the disaster emergency plans applicable to the County. It shall be the authority to use or distribute any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.
- The political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law about:
 1. Perform public work and take whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
 2. Entering into contracts
 3. Incurring obligations.
 4. Employment of permanent and temporary workers.
 5. Utilization of volunteer workers.
 6. Rental of equipment.
 7. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
 8. Appropriation and expenditure of public funds.

4.1 Office of Emergency Management, Hillsborough County Code of Ordinances, Part A, Chapter 22, Article II, Sec. 22-23.)

- The orders of the Board Chair or Board Designee may exempt, from all or part of any restrictions, physicians, nurses, and ambulance operators performing medical services; on-duty employees of hospitals and other medical facilities; on-duty military personnel; bona fide members of the news media; personnel of public utilities maintaining essential public services; County authorized and requested firefighters, law enforcement officers and personnel; and such other classes of persons as may be critical to the preservation of public order or necessary to serve safety, health, and welfare needs of the people within the County.
- Upon the declaration of a state of emergency under this section, the Board, Board Chair, or Board Designee may impose by order any or all of the following restrictions:
 1. Prohibit or regulate the purchase, sale, transfer, or possession of explosives, combustibles, or dangerous weapons of any kind except firearms or alcoholic beverages;
 2. Prohibit or regulate any demonstration, parade, march, vigil, or participation therein from taking place on any public right-of-way or upon any public property;
 3. Prohibit or regulate the sale or use of gasoline, kerosene, naphtha, or any other explosive or flammable fluids or substances altogether, except by delivery into a tank adequately affixed to an operable vehicle;
 4. Prohibit or regulate the participation in or carrying on of any business activity and prohibit or regulate the keeping open of places of business, places of entertainment, and any other places of public assembly;

5. Prohibit or regulate travel on any public street, highway, or property. Persons in search of medical assistance, food, or other commodity or service necessary to sustain the well-being of themselves or their families, or some member thereof, may be exempted/excepted from such prohibition or regulation;
6. Impose a curfew upon all or any portion of the County, thereby prohibiting persons from being on public streets, highways, parks, or other public places during the hours the curfew is in effect;
7. Prohibit State and/or local business licensees, vendors, merchants, and any other person operating a retail business from charging more than the regular average retail price for any goods, materials, or services sold during a declared state of local *emergency*, except when the wholesale price or the cost of obtaining the merchandise is increased as a result of the regional *emergency*. The average retail price, as used herein, is defined to be that price which is the average of any two prices for similar goods, materials, or services sold during the 12 months immediately preceding the declared state of *emergency* and
8. Prohibit any person, firm, or corporation from using the freshwater supplied by the County for any purpose other than cooking, drinking, or bathing.

4.2 Termination of a Declaration of Local Emergency.

- Upon finding that the threat no longer exists, the Board, or, if a quorum of the Board cannot meet, the Board Chair or Board Designee may terminate the state of emergency.

5.0 INCIDENT COMMAND SYSTEM (ICS) AND ON-SCENE OPERATIONS

5.1 The County on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).

- a. A summary of Incident Command responsibilities is found in Basic Plan, Section F, Attachment 3.1 Incident Command Responsibilities.
- b. Incident Command responsibilities by type of incident are detailed in Basic Plan, Section F, Attachment 3.2 Incident Command Matrix by Incident Type.

5.2 The person in charge of the incident is the on-scene Incident Commander (IC), responsible for ensuring each agency on the scene can carry out its responsibilities.

5.3 The County's emergency responders are likely to be the first on the scene of an emergency. They will typically take charge and remain in charge of the incident until it is resolved or others with legal authority assume responsibility. They will seek technical assistance from municipal, state, and federal agencies, as well as the private sector, where appropriate.

5.4 The first local emergency responder to arrive at the scene of an emergency will implement

the ICS and serve as the IC until relieved by a more senior or qualified individual.

- 5.5** Upon arriving at an incident scene, the IC shall:
- a. Set up an incident command post to oversee and manage the on-scene response.
 - b. Isolate the scene to preserve and examine details without interference.
 - c. Evaluate the situation and identify potential hazards.
 - d. Initiate initial notifications for significant emergency events (non-routine) through Emergency Dispatch Communications (EDC) or the chain of command to the HCOEM Director, HCOEM Duty Officer, and relevant personnel.
 - e. Alert the population within the incident area and provide emergency instructions.
 - f. Decide and implement protective measures, such as evacuation or sheltering in place, for the population in the immediate incident area.
 - g. Establish traffic control arrangements in and around the incident scene.
 - h. Formulate objectives that align with the mission.
 - i. Ensure the implementation of appropriate safety and personal protective measures.
 - j. Develop an action plan and prioritize tasks.
 - k. Assess the necessity of activating the County Emergency Operations Center (EOC) to support field operations.
 - l. Collaborate with the EOC to contact relevant agencies or personnel possessing expertise and capability to execute the Incident Action Plan (IAP).
 - m. Coordinate, as appropriate, with other first responder agencies.
 - n. Request additional resources from the EOC.
- 5.6** When more than one agency is involved at an incident scene, the agency having jurisdiction (where the incident is located) and other responding agencies shall coordinate each agency's objectives.
- 5.7** Team problem-solving should facilitate effective response. Other agency personnel supporting the incident will maintain their standard chain of command but will be under the control of the county-scene IC.
- 5.8** The on-scene Incident Commander may designate a Public Information Officer (PIO) to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed, the EOC may be activated, at which time ESF 14 (Public Information) would assume the role of disseminating information to the media and public.
- 5.9** During widespread emergencies or disasters, operations with different objectives may be conducted at geographically separated scenes. Incident command will be established at each site. When this situation occurs, allocating resources to specific field operations must be coordinated through the EOC. The Incident Command Post(s) links to the EOC via radio, landline telephone, cell phone, email, and WebEOC.
- 5.10** In emergencies where municipal, County, state, or federal governments are providing

significant response resources or technical assistance, it is generally desirable to transition from the standard ICS structure to a Unified Command structure. Principles of Area Command or Multi-Agency Coordinated Systems may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

6.0 EMERGENCY SUPPORT FUNCTIONS (ESFs)

- 6.1** Emergency Support Functions (ESFs) represent groupings of assistance activities that Hillsborough County citizens will likely need in times of emergency or disaster. During emergencies, the HCOEM Director, EOC Command, and the Emergency Support Group determine which ESFs are activated to meet the disaster response needs.
- 6.2** ESFs organize the state’s Comprehensive Emergency Management Plan and the National Response Framework. The state and federal governments will respond to Hillsborough County’s requests for assistance through the ESF structure. Within the State Emergency Operations Center (SEOC), requests for help will be tasked to the ESF(s) for completion. State and federal efforts will be in support of the County.
- 6.3** This plan is based on the concept that the ESFs for the various County departments and organizations involved in emergency operations will generally parallel their normal day-to-day functions. The same personnel and material resources will be deployed to the extent possible. Day-to-day tasks that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.
- a. Only those County departments performing essential functions must remain on duty during some emergencies. This determination will be made and announced by the County Administrator.
 - b. All county departments, including those with functions declared nonessential to emergency operations, will secure their facilities, records, and equipment against possible loss or damage and take such action as necessary to ensure the safety of assigned personnel.
- 6.4** A County department or agency is designated as “the primary or co-primary” agency for an ESF due to a statutory responsibility to perform that function or through its programmatic or regulatory obligations. In some departments, a portion of the agency’s mission is very similar to the mission of the ESF; therefore, the skills to respond to a disaster can be immediately translated from the daily business of that department. The primary agency also has the necessary contacts and expertise to coordinate the activities of that support function.
- 6.5** Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. Support agencies are responsible for:

- a. Conducting and/or supporting operations, when requested by HCOEM/EOC or the designated ESF primary agency, consistent with their authority and resources.
 - b. Participating in preparedness and planning for response and recovery operations and developing supporting operational plans, SOPs, checklists, or other job aids in concert with existing first-responder standards.
 - c. Assisting in the development of situational assessments.
 - d. Providing available personnel, equipment, or other resource support as HCOEM/EOC or the ESF primary agency requested.
 - e. Providing input to preparedness/readiness assessments and participating in training and exercises.
 - f. Maintaining trained personnel to support emergency response (NIMS/ICS, EOC operations, responder skill sets, etc.).
 - g. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to improve the County's ability to address existing threats.
- 6.6** Upon activation of the County EOC, the activated ESF primary agencies will designate representatives in the EOC to coordinate their ESF(s). It is the primary agency's discretion as to how many, if any, support agencies should be represented in the EOC.
- 6.7** The ESF's primary department will be responsible for obtaining all information relating to ESF activities and requirements needed by the emergency and disaster response.
- 6.8** The County will respond to requests for assistance through the ESF process. Within the EOC, requests for help will be tasked to the appropriate ESFs for completion. The primary agencies will be responsible for coordinating the delivery of that assistance.
- a. With concurrence from the Emergency Support Group and EOC Command, ESF 5 (Information and Planning) will issue mission assignments to the primary agency for each ESF.
 - b. The primary agency for the tasked ESFs will be responsible for identifying and tasking the resource(s) and will coordinate the delivery of that resource(s).

SCHEDULE OF COUNTY EMERGENCY SUPPORT FUNCTIONS

Emergency Support Function / Description	Primary Department / Agency
<p>ESF 1 Transportation. Provides coordination of transportation support to the public, County departments, other government and private agencies, and voluntary organizations requiring transportation to accomplish disaster evacuation, response, and recovery missions.</p>	<p>Emergency Management and Evacuation Working Group (EWG)</p>
<p>ESF 2 Communications & Information Technology (IT). Provides coordination of telecommunications support necessary to conduct disaster response and recovery operations, including restoring downed communications systems.</p>	<p>Information and Innovation Office</p>
<p>ESF 3 Public Works, Engineering & Operations. Provides public works and engineering support necessary to restore the community's infrastructure. Includes the areas of debris clearance and disposal, temporary construction of emergency access routes, restoration of critical public services, restoration of water and wastewater systems, construction management and inspection, and emergency demolition or stabilization of damaged structures.</p>	<p>Public Works, Engineering & Operations</p>
<p>ESF 4 Fire Fighting. Detects and suppresses fires resulting from or occurring coincidentally with a disaster.</p>	<p>Fire Rescue</p>
<p>ESF 5 Information & Planning. Collects, analyzes, and disseminates appropriate information on emergency operations, facilitating response and recovery operations decision-making.</p>	<p>Emergency Management</p>
<p>ESF 6 Mass Care and Human Services. Coordinates efforts to provide sheltering, feeding, and emergency first aid.</p>	<p>Social Services; Homeless Services</p>
<p>ESF 7 Resource Support. Locates, procures, and provides required resources in support of emergency operations.</p>	<p>Procurement Services</p>
<p>ESF 8 Health and Medical. Provides a coordinated response to public health and medical needs following a disaster.</p>	<p>Florida Department of Health (FDOH)</p>
<p>ESF 9 Search and Rescue. Locates rescues and provides immediate medical treatment to survivors who are lost, isolated, or trapped due to a disaster.</p>	<p>Fire Rescue</p>
<p>ESF 10 Hazardous Materials. Responds to an actual or potential release of hazardous materials.</p>	<p>Fire Rescue</p>

<p>ESF 11 Food and Water. Identifies, secures, and arranges for the transportation and distribution of food and water to disaster survivors.</p>	<p>Aging Services; Conservation & Environmental Lands Management</p>
<p>ESF 12 Energy. Coordinates the restoration of energy and utility systems and the availability of petroleum products for response and recovery operations.</p>	<p>Public Utilities</p>
<p>ESF 13 Military Support. Coordinates military assets, including National Guard and active-duty forces, in support of emergency operations.</p>	<p>Emergency Management</p>
<p>ESF 14 Public Information. Coordinates and disseminates appropriate information to the media and public during emergency operations.</p>	<p>Communications & Digital Media</p>
<p>ESF 15 Volunteers & Donations. Coordinates effectively utilizing disaster volunteers and donated goods during response and recovery operations. Manages the County’s relief supplies reception and distribution system.</p>	<p>Emergency Management</p>
<p>ESF 16 Law Enforcement and Security. Coordinates law enforcement activities during evacuation, response, and recovery operations, including law and order, traffic control, security, and reentry operations.</p>	<p>Hillsborough County Sheriff's Office (HCSO)</p>
<p>ESF 17 Animal Protection. Coordinates animal protection activities for small and large animals, including emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, identification for return to owners, and disposal of dead animals.</p>	<p>Pet Resources</p>
<p>ESF 18 Business and Industry. Coordinates evacuation, response, and recovery operations with the business community.</p>	<p>Economic Development</p>
<p>ESF 19 Damage Assessment. Coordinates collection, analysis, and distribution of damage assessment information for public and private buildings, businesses, private homes, and municipal jurisdictions in a disaster and/or emergency.</p>	<p>Code Enforcement</p>

7.0 DEFINITIONS AND LEVELS OF DISASTER

7.1 Florida Statute 252 defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a State of Emergency by a county, the Governor, or the President of the Florida Statute, Chapter 252, Emergency Management also identifies disasters by the severity of resulting damage, as

follows:

Disaster Definitions	
Catastrophic Disaster	Requires massive state and federal assistance, including immediate military involvement.
Major Disaster	It likely exceeds local capabilities and requires a broad range of state and federal assistance.
Minor Disaster	It is likely to be within the local government's response capabilities, resulting in only a minimal need for state or federal assistance.
Emergency	Any occurrence or threat thereof, whether natural, technological, or artificial, in war or in peace, which results or may result in substantial injury or harm to the population or significant damage to or loss of property.

7.2 Graduated Response.

- a. The principle of graduated response will be used in dealing with a localized disaster. The initial response will come from emergency personnel and equipment located within the jurisdiction where the disaster occurs. This initial response will come from the Hillsborough County Sheriff's Office (HCSO) or the Hillsborough County Fire Rescue (HCFR) in the County's unincorporated areas. The EOC can coordinate additional resources if the situation warrants.
- b. A local disaster may occur in a specific section of the county or a municipality, but a major catastrophe will most likely affect the entire county. It will require a coordinated response from each level of government and other response agencies.
- c. Most disasters will require a graduated response involving only those persons necessary to handle the situation. For this purpose, the three levels of response utilized in the State EOC will be used in the County:

Level 3 Normal Operations /Steady-State	This is typically a “monitoring” phase and standby for higher activations if indicated. The HCOEM duty officer and the County warning point monitor daily operations and maintain awareness of potential emergencies. The responsibility for controlling any routine response to an incident rests with the County's responding department(s). The EOC remains at a normal monitoring condition. Notification will be given to those agencies and ESFs who must act as part of their everyday responsibilities. Notifications are made to selected EAG members as deemed appropriate.
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<p>Level 2 Enhanced Steady State/ Partial Activation</p>	<p>With the limited activation of the EAG, all ESFs will be notified. The EOC will be staffed by HCOEM personnel, key staff, and selected ESF personnel as needed. It may require 24-hour-a-day staffing. Contact is made with the SEOC. A local State of Emergency declaration may not be in effect but will be anticipated.</p>
<p>Level 1 Full Activation</p>	<p>Full activation of the EAG and all ESFs may require 24-hour a-day staffing at the EOC and other operational facilities. A Local Declaration of State of Emergency may be in effect or anticipated. Level 1 is initiated after the impact of a catastrophic event (i.e., hurricane). This level is maintained into the recovery phase and/or when the disaster is downgraded back to Level 2 or 3. At Level 1 activation, representatives of federal, state, and/or municipal agencies may report to the County EOC to aid an SME.</p>

8.0 DIRECTION AND CONTROL

8.1 General.

- a. Hillsborough County retains decision-making authority and control during emergencies. Field Incident Commanders exercise this authority in their roles as County officials. County officials operating in the Emergency Operations Center (EOC) retain the coordination and commitment authority for local resources and deploy those resources as appropriate.
- b. When an emergency is confined to a single location within County jurisdictions, the department(s) with legal authority will exercise command. The department(s) representative(s) will serve as the on-scene incident commander. The field incident commander (s), assisted by staff sufficient to perform the tasks, will manage the emergency response at an incident site(s).
- c. department heads retain administrative and policy control over their employees and equipment during emergency operations. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency are responsible for following its operating procedures during response operations. Still, interagency procedures, such as a standard communications protocol, may be adopted to facilitate coordinated effort.

8.2 Role of County EOC.

- a. The EOC is the centralized direction and control point for all major disasters. The County Administrator and the BOCC provide direction for County disaster operations. The EOC Command manages emergency operations with the assistance of the Emergency Support Group, the EOC command, and general staff. The EAG members maintain

continual contact with their department or agency command centers to ensure proper coordination of all disaster response and recovery operations.

- b. The EOC will coordinate any operational, logistical, and administrative support needs of the EOC Operations Group and ESF personnel. The EOC Operations Group and ESF personnel will coordinate support needs for their personnel in the field, assisted by the EOC Command if necessary.
- c. Once activated, the EOC directs and controls the County’s overall response to an emergency. Individual field incident commanders retain tactical control of resources assigned to incidents.
- d. The EOC may be partially activated to coordinate support for field Incident Commander(s) without triggering the entire EOC organization.
- e. If state and/or federal resources are made available to the County, they will be under the operational control of the County Administrator and Incident Commanders.

8.3 Municipalities will establish their EOCs for emergency operations based on their plans and activation criteria. Municipality representatives serve on the EOC Operations Group to coordinate activities between County and municipal response and recovery elements.

9.0 EMERGENCY OPERATIONS CENTER – ACTIVATION.

9.1 Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially activated, or may require full activation. The characteristics of the disaster would dictate partial activation, involving only those departments and agencies needing to interact in providing the County's coordinated response.

9.2 The HCOEM director or designee activates and manages the EOC. EOC activation levels will generally follow the “emergency levels” described in Section 7.0 above.

9.3 When the decision is made to activate the EOC, the HCOEM Director will notify the appropriate departments and agencies to report to the EOC. Additional notifications are made to municipalities and states as applicable.

9.4 When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post(s) and the EOC. A precise division of responsibilities must be determined for specific emergency operations. Everyday EOC tasks include:

Common EOC Tasks	
<ul style="list-style-type: none">• Assemble accurate information on the emergency and current resource data to allow County officials to make informed decisions on courses of action.	

- Work with representatives of emergency services, determine and prioritize required response actions, and coordinate their implementation.
- Suspend or curtail government services, recommend closing schools and businesses, and cancellation of public events.
- Provide resource support for the incident command operations.
- Issue community-wide warning.
- Issue instructions and provide information to the public.
- Organize and implement large-scale evacuation.
- Organize and implement shelter and mass care for evacuees.
- Coordinate traffic control for large-scale evacuations.
- Request assistance from the state, federal, and other external sources.

10.0 EMERGENCY OPERATIONS CENTER (EOC) – ORGANIZATION AND STAFFING.

Note: The “EOC Operations Manual” provides complete details on EOC operations such as detailed job descriptions and checklists of tasks. The EOC Operations Manual is published separately.

10.1 Overview.

- a. The EOC management structure is intended to be flexible and should be tailored by the HCOEM Director, EOC Command, and the EOC Operations Group to meet the demands of any situation.
- b. EOC Command directs EOC response actions to save lives and protect property and recommends/instigates population protective actions. Within the framework of the EOC all available County resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.
- c. All County officers and employees are part of the County’s emergency management organization and may be called on to perform emergency management functions during an emergency.

10.2 Use of the National Incident Management System (NIMS) Incident Command System (ICS).

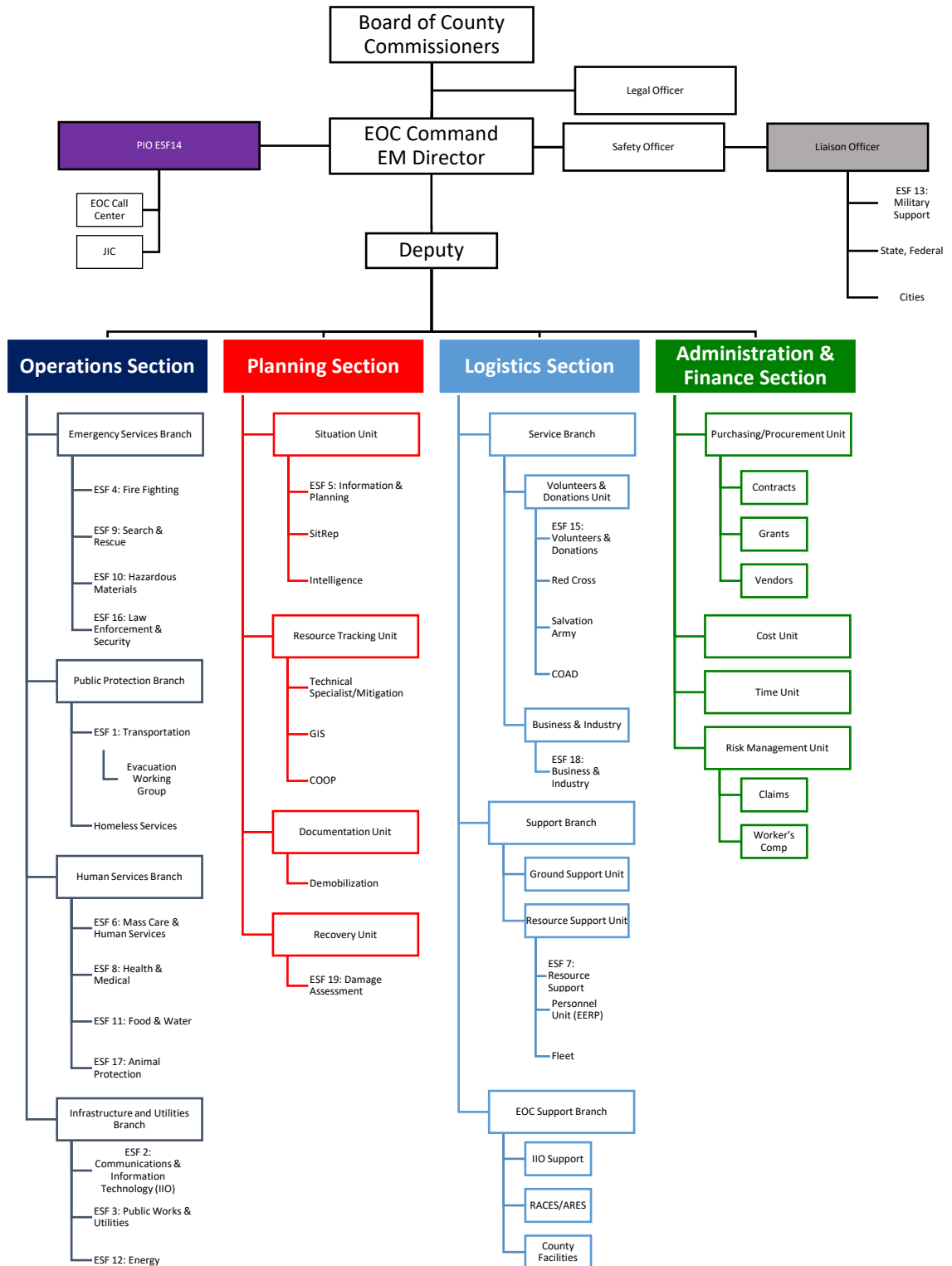
- The EOC utilizes the scalable organizational structure of the National Incident Management System (NIMS) Incident Command System (ICS) in the context of pre-incident, post-incident, and recovery activities. The EOC organization adapts to the magnitude and complexity of the situation and incorporates the NIMS principles regarding the span of control and standard organizational structure. Although the EOC uses the ICS structure, the EOC does not directly manage on-scene operations. Instead, the EOC focuses on policy decisions, providing multi-agency support to on-scene efforts

and conducting broader operational support for activities not part of specific incidents. See the EOC Incident Management System organization chart on page BP-C-24.

10.3 EOC Functions and Positions.

Emergency Support Group (ESG)	Responsible for assisting the County Administrator in formulating emergency recommendations to the BOCC. This group also helps develop policy guidelines during emergency operations.
Legal Officer	Responsible for providing legal advice and assistance to the BOCC, ESG, and EOC Command in all matters relating to the current event that caused the activation of the EOC. This advice may be related to the operations, procedures, and policies, either current or proposed, during the activation of the EOC.
EOC Command	Responsible for the staffing and operation of the EOC to include: <ul style="list-style-type: none"> • Ensures that the EOC is adequately staffed and that the appropriate ESFs are activated to meet the emergency tasks and demands. • Directs the activities of the EOC staff. • Ensures that policies and priorities established by the EAG are implemented. • Establishes the EOC objectives. • Directs, in consultation with the EAG, strategic and contingency planning efforts to address incident-related concerns and issues. • Establishes the operational period for the EOC. • Approves the EOC Incident Action Plan (IAP) and Situation Reports (SitReps).
Deputy	If activated, assists EOC Command with duties as assigned and supervises the EOC Section Chiefs.
Public Information Officer (PIO)	Reports to Command and oversees implementing ESF 14 (Public Information). The PIO Section includes the EOC Call Center and the Joint Information Center.
Safety Officer	Advises EOC Command on internal EOC and field operational safety issues.
Liaison Officer	The point of contact with other agencies. Coordinates agency representatives assigned to the EOC and handles requests from different agencies to send county liaison personnel to other EOCs. It functions as a central location for incoming agency representatives, provides workspace, and arranges for support as necessary.
Operations Support Section	Provides support to field operations directed towards reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. Ensures that policy and resource decisions of the EAG and Command related to operations are implemented. Responsible for the coordination of all response elements applied to the incident.

<p>Planning Section</p>	<p>Collects, analyzes, displays, and disseminates information related to the incident and the status of operations. Also collects and maintains information on the status of all resources assigned by the EOC to field operations. Develops projections and forecasts of future events. Coordinates and consults with technical specialists. Responsible for facilitating the EOC's incident action planning process and producing the EOC IAP. Functions are the primary support for strategic level decision-making at the EOC, including preparing situation reports and briefings, map displays, collecting and consolidating damage assessment information, and developing plans to address changing field events. Maintains accurate and complete incident files, including a full record of the support provided to resolve an incident.</p>
<p>Logistics Support Section</p>	<ul style="list-style-type: none"> • Responsible for the acquisition, coordination, and movement of supplies, equipment, and personnel in support of the response operations in the field. Provides for establishing operating facilities and services needed to support ongoing response and recovery operations. • The EOC Support Branch maintains the EOC readiness, provides EOC staff support, and provides/coordinates the EOC administrative, logistical, IT, and communication support required during EOC operations.
<p>Administration and Finance Section</p>	<p>Provides policy guidance and establishes procedures to authorize the commitment and payment of funds for resources or services ordered through the EOC. Tracks and processes payment of vendor purchases, contracts, and other fees and ensures that an accurate accounting of the costs associated with the incident is maintained.</p>



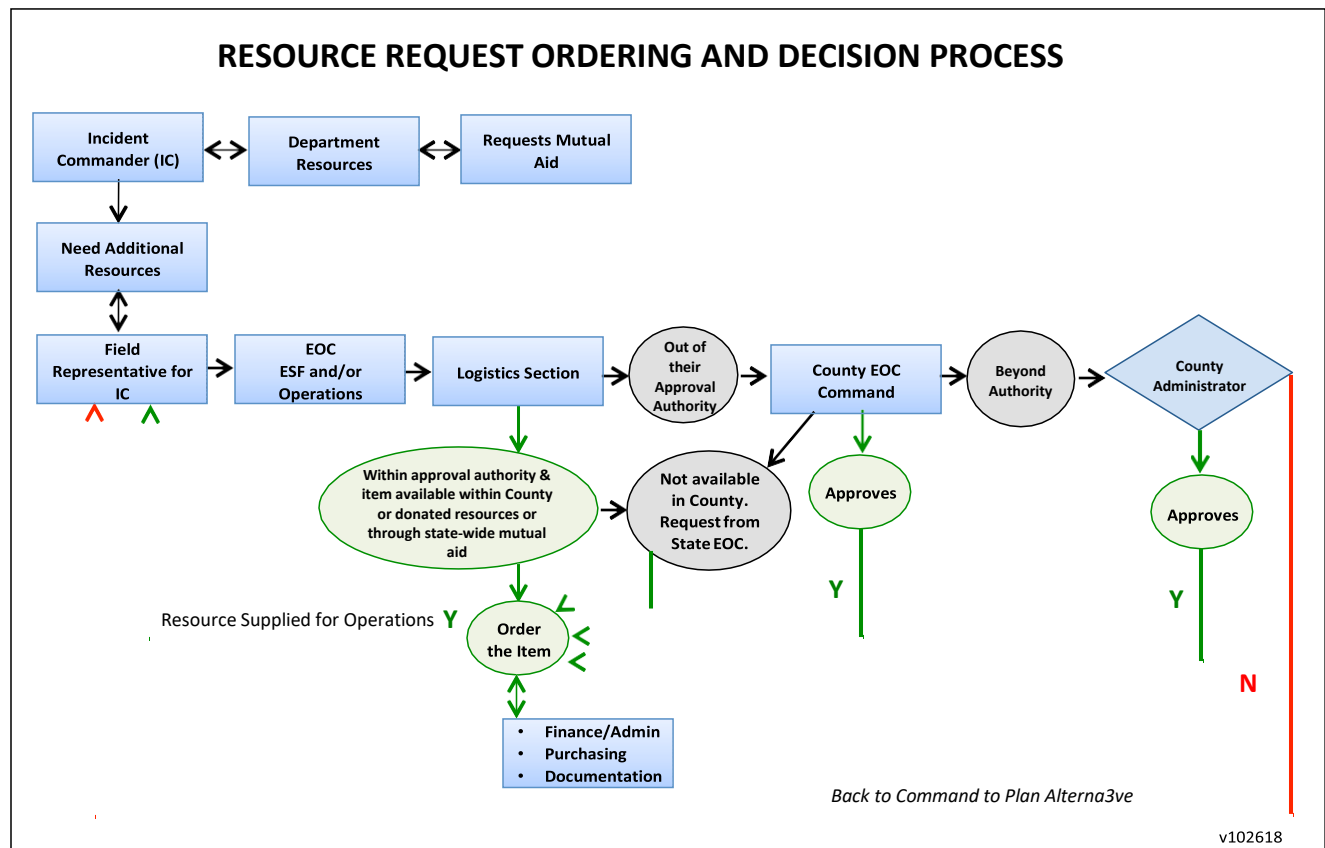
11.0 OTHER INCIDENT FACILITIES

Other incident support facilities may include one or more of the following:

<p>Incident Command Post (ICP)</p>	<ul style="list-style-type: none"> • The tactical level, on-scene incident command, and management organization is located at the ICP. When multiple command authorities are involved, the ICP may be led by a Unified Command comprised of officials with jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization. • The ICP is usually located at or near the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, one ICP is established for each incident. Depending on the number and location of incidents, there may be multiple ICPs.
<p>Department Operations Center (DOC)</p>	<p>The EOC will direct each County department to establish a primary and alternate location to direct and control its respective activities in an emergency or disaster. This location may be from the EOC or another area, depending on the circumstances.</p>
<p>Municipal EOCs</p>	<p>Each municipality may establish its own EOC to coordinate response and recovery operations within its jurisdiction. Connectivity to the County EOC for situational awareness, resource coordination, and mutual support is the norm.</p>
<p>Joint Field Office (JFO)</p>	<p>The JFO is a federal multi-agency coordination center established locally by state or federal authorities. It provides a central location for coordinating federal, state, local, non-governmental, and private sector organizations responsible for response and incident support.</p>
<p>Joint Information Center (JIC)</p>	<p>The JIC is a location where public information professionals from organizations involved in incident management work together to provide critical emergency information, crisis communications, and public affairs support. It serves as a focal point for the coordination and dissemination of information to the public and media. ESF 14 (Public Information) would establish and manage the JIC.</p>
<p>Disaster Recovery Center (DRC)</p>	<p>When coordinated with state and local jurisdictions, a DRC is a federally established central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state, local, private sector, and voluntary organizations.</p>
<p>Point of Distribution</p>	<p>A Point of Distribution (POD) is a centralized location for receiving resources and supplies provided in support of disaster operations. Incoming resources are received, sorted, and distributed at this location.</p>

12.0 FIELD RESOURCE REQUEST ORDERING AND DECISION-MAKING PROCESS

- 12.1** During daily emergency response field incidents, commanders (IC) acquire needed resources by utilizing existing department resources (reach back) and/or calling for mutual aid. If the need for resources exceeds available department and mutual resources, the EOC will likely be (or will have been) activated.
- 12.2** When the County EOC is activated, ICs (or their designated field representative) will communicate their resource needs to the EOC. This is done by communicating to an EOC ESF representative and/or the EOC Operations Section.



13.0 NOTIFICATION AND WARNING

- 13.1** Warning for an emergency requires action on two levels: warning officials and organizations and warning the public. The Director of HCOEM and County Administrator will determine the extent and method of warnings issued. The scope of a warning ranges from countywide for an event like a hurricane to a limited area of the County for a hazardous materials incident.
- 13.2** The Director of HCOEM is responsible for maintaining the County warning points. There

are two designated warning points for Hillsborough County, both located at the County Public Safety Operations Complex (PSOC):

- a. **Primary—Emergency Dispatch Communications (EDC)**, also responsible for fire and ambulance dispatch within the unincorporated County, serves as the County’s 24-hour warning point.
- b. **Secondary—Hillsborough County HCOEM activates the EOC under emergency conditions, assuming some of the County's** warning point responsibilities.

13.3 Warning of potential or actual disasters can be received at both the primary and secondary warning points from the following sources:

National Weather Service (NWS)	Forecasts weather conditions and originates severe weather watches and warnings. NWS offices in Ruskin and Miami provide severe weather information concerning the Tampa Bay area. This information is received at the County warning points over the state satellite system by telephone and weather teletype.
State Satellite Communications System	It can transmit voice, high-speed data, facsimile, and video communications throughout the state’s emergency management network. In addition to the 67 terminals in every County EOC, the system serves all National Weather Service forecast offices in the state, the National Hurricane Center (NHC), and the primary Emergency Alert System (EAS) radio stations.
Telephone and Local Radio Systems	Warnings of emergencies within the County can be received by telephone or radio, including the 9-1-1 system (See ESF 2: Communications).

13.4 Warnings will be made by county warning point personnel utilizing all available communications to inform and warn county officials, local governments, emergency responders, disaster organizations, other concerned agencies, and the public. EDC and HCOEM maintain key emergency personnel's notification lists and phone numbers. The director of HCOEM typically decides which personnel are notified depending on the emergency scenario. The systems available for warning are:

Regular Telephone System (Including Fax)	The warning points keep comprehensive listings of telephone numbers to call in various emergency situations. Faxes can also be used for this purpose.
E-mail	Advisories can be sent electronically to multiple addresses by e-mail.
Two-Way Radio	The warning points can access existing radio systems (e.g., police, fire) to warn specific agencies.

<p>Emergency Alert System (EAS)</p>	<p>County warning points can request activation of the EAS by contacting the State Watch Office (SWO). The SWO will activate the system through the primary EAS station in the area. Upon appropriate authentication, participating broadcast stations (radio and television) and cable television companies will activate their alert tone transmitters and interrupt their broadcasts to pass the warning message. This system can only alert those monitoring the radio/television broadcast at the time of the warning.</p>
<p>Media</p>	<p>The media—notably broadcast and social media—play a critical role in the County’s capability to warn the public promptly. In addition to using the EAS, the warning points will provide critical messaging to a PIO for dissemination. Spanish-language radio stations are available to give warnings to their listeners. Regarding the hearing-impaired, television stations offer the key method of warning these persons.</p>
<p>NOAA Weather Radio</p>	<p>Ruskin Weather will broadcast warning messages for Hillsborough County over their NOAA Weather Radio network. This system will be activated by a phone call from the EOC to Ruskin Weather. HCOEM encourages county departments, agencies, and all public and private facilities to obtain a weather radio receiver to receive warning messages. Ruskin Weather is also designated as an alternate to activate the EAS.</p>
<p>Computer-Controlled Telephone Out Dial Systems</p>	<p>The EOC, HCSO, and Tampa Police Department possess telephone out-dial systems that can be used to provide public safety or emergency management advisories to residents and businesses in designated areas. HCFL Alert is the County’s official mass notification system.</p>
<p>Mobile Public Address Systems (PA)</p>	<p>An effective means of alerting the populace is for law enforcement and fire personnel to broadcast the warning via mobile public address systems.</p>
<p>Personal Contact</p>	<p>The least efficient method of alerting the populace is door-to-door by law enforcement and fire personnel. However, personal contact is a highly effective way of alerting the affected populace, especially for localized disasters.</p>
<p>Port Siren Alert System</p>	<p>A radio-based system is activated when a hazardous materials release occurs in the Port area. The alert system can be activated at the EOC or the Port.</p>
<p>Integrated Public Alert and Warning System (IPAWS)</p>	<p>IPAWS provides public safety officials an effective way to alert and warn the public about serious emergencies. It uses the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface. This is integrated into the County’s Everbridge system.</p>

13.5 The County warning point will notify the state watch office of applicable incidents over the satellite communications system.

13.6 The two County warning points can coordinate any warning with adjacent jurisdictions by satellite communications system, telephone, and two-way radio.

14.0 PUBLIC PROTECTION: EVACUATION AND SHELTER

14.1 Evacuation operations in Hillsborough County will be coordinated by the County, municipal, and various emergency response agencies in preparing and moving evacuees from threatened areas into safe areas. Many evacuations will be localized and require only selected assistance from County resources. However, Hillsborough County and the entire Tampa Bay Region will be involved during a hurricane evacuation. It will require using all pertinent municipal and county resources and the coordinated efforts of surrounding counties and state agencies.

14.2 Evacuation for a Localized Disaster.

- a. The principle of graduated response applies to actions taken if a localized disaster causes evacuations from threatened areas. Any evacuation during a localized disaster will be dictated by the situation and by the decision of the incident commander based on the threat to the areas adjacent to the disaster site. The judgment and order to evacuate will be made within the jurisdiction of the appropriate authority. This event will establish coordination with HCOEM, the EOC, the EDC, and the appropriate ESFs.
- b. During localized evacuation, requests for outside assistance will be made through EOC or EDC (after duty hours). This assistance may include, but is not limited to, the opening of selected shelters, emergency transportation, activation of Search and Rescue (SAR) units, and requests for specialized personnel or equipment.

14.3 Large Scale Evacuation.

- a. When, in the judgment of the County Administrator or representative, an approaching hurricane or other emergency threatens the County, the EAG will be convened. The EAG may issue an evacuation order concurrently with an emergency declaration or defer the evacuation order to later.
- b. HCOEM and the EOC will coordinate direction and control for large-scale evacuations. A County evacuation plan is maintained under separate cover and will provide the basis for a 'time and circumstance' evacuation action plan. Considerations and content for the evacuation action plan include:

**Evacuation Action Plan
Elements**

- Determination of an evacuation level.
- Issuing of alerts, warnings, public information, and instructions.
- Computation of evacuation times (hurricane).
- Identify areas, facilities, and populations to be evacuated, including hospitals, nursing homes, mobile home parks, and vulnerable populations (special needs, jails, etc.).
- Considerations and provisions for animals.
- Issuing of emergency orders.
- Determination of emergency transportation needs and evacuation pick-up points.
- Identification of evacuation routes and traffic control points.
- Shelters: numbers, types, locations, capacities.
- Locations of ‘refuge of last resort.’
- Closure of certain government facilities and services, including public schools.
- Closure of business recommendations.
- Security for evacuated areas.
- Re-entry plan.
- Activation of the County’s Employee Emergency Response Program (EERP).

14.4 Public Shelters.

Note: For information on shelter types, uses, roles, and responsibilities, see ESF 6 (Mass Care and Human Services).

- a. In the event of a hurricane or other countywide emergency, the decision to open shelters will be made by the County Administrator or designee. This decision will be coordinated with the Superintendent of Schools. In most cases, the decision to open shelters will be made after the EAG declares a State of Local Emergency. The decision can be made no later than when the EAG issues an evacuation order. This decision will be immediately provided to ESF 6 (Mass Care and Human Services), which is responsible for coordinating shelter openings. The EOC and ESF 6 (Mass Care and Human Services) will coordinate shelter openings for significant evacuations. For a localized disaster, the appropriate agency (i.e., law enforcement or fire department) will request the HCOEM Duty Officer to coordinate the opening of shelter facilities.

- b. Most public shelter facilities for countywide emergencies will be at public schools. Selected churches with agreements with the American Red Cross may also serve as public shelters. HCOEM, Hillsborough County School Board Administration, and the American Red Cross will review the designated public schools used as public shelters annually. The best available public school facilities will be chosen to meet shelter requirements primarily based on safety criteria (i.e., out of potential hurricane storm surge zones and structurally sound) and American Red Cross shelter selection criteria. Specific shelter(s) will be designated capable of housing pets (dogs and cats). Pet Resources will coordinate the reception and sheltering of the pets.

- c. The official County Public Shelters list is published annually in the County Disaster Preparedness Guide and posted on the County website Disaster Preparedness Guide. The shelters are designated with a unique symbol on the hurricane evacuation map.
- d. The logistical requirements for shelters are a collaborative effort involving ESF 6 (Mass Care and Human Services), HCOEM, and the Hillsborough County School Board. The school board is responsible for guaranteeing that designated public school shelters are equipped with a minimum seven (7) day supply of food, ample water, and sanitation facilities. Additionally, they will ensure food service availability and support from janitorial personnel. The replenishment of food, water, and other supplies is the responsibility of ESF 6 (Mass Care and Human Services), HCOEM, and the American Red Cross, in coordination with the school board.
- e. Special Needs Shelters (SNS).

The County opens designated shelters, the number of which depends on the severity of the event, solely dedicated to those with special medical needs. The FDOH manages these shelters.

Those who qualify for Special Needs Shelters (SNS) are encouraged through the County Disaster Preparedness Guide Disaster Preparedness Guide, as well as by human service agencies and home health agencies, to pre-register. The FDOH maintains a list and updates it continually.

The county's website, Hillsborough Special Needs Disaster Assistance, provides more detailed information on evacuation and sheltering people with special needs.

- f. Refuge of Last Resort.
 - In the event of a large-scale hurricane evacuation, particularly involving multiple counties in West Central Florida, evacuation routes are likely to become congested as the hurricane approaches the area. In such circumstances, there will be a need for last-resort refuges to protect the lives of stranded motorists. These refuge locations may include government buildings, churches, additional schools, and commercial buildings. It's important to note that these refuge locations are not designated as "official public shelters" and will offer minimal, if any, support. Their sole purpose is to provide a safer alternative for stranded motorists than remaining in their vehicles.

15.0 EMERGENCY PROCLAMATION, REQUEST FOR ASSISTANCE, AND RESOURCE REQUESTS

Incident: An incident is an emergency that is limited in scope, scale, and potential effects, normally managed successfully through departmental standard operating procedures.

Emergency: An event or occurrence requiring action by emergency personnel to prevent or minimize loss of life or damage to property or natural resources. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, loss of life, or property resulting from any natural, technology, or man-made cause. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to manage with its traditional resources.

15.1 Emergency Proclamation.

- a. A local “emergency proclamation” is the legal method that authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency appropriation of monies, emergency use of resources (County personnel, supplies, equipment, materials, facilities), bypassing time-consuming requirements such as hearings and the competitive bid process and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state and/or federal assistance. It is made at the onset of a disaster to allow the County to do as much as possible to help itself.
- b. When preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The SEOC should be informed, and a news release should be made as soon as possible when an emergency proclamation is signed.
- c. The BOCC may declare a State of local emergency to expedite access to local resources needed to cope with the incident. If the required response exceeds these local capabilities, a disaster has occurred. The BOCC may request a gubernatorial declaration and state and federal assistance.

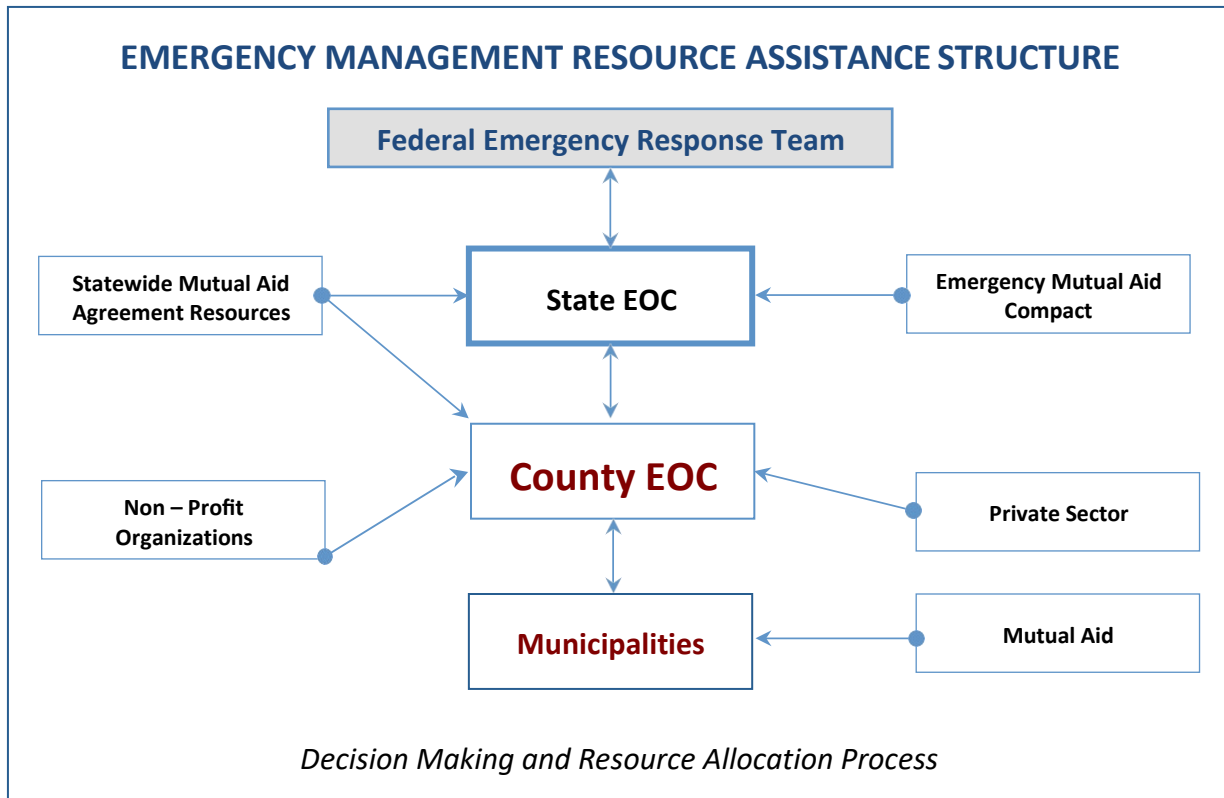
15.2 Request for Assistance.

- a. By F.S. Chapter 252.38(1), the Hillsborough County Office of Emergency Management has jurisdiction over and serves the entire county during emergencies, including municipal jurisdictions. An extensive coordination effort between the County and municipalities is required during emergency response and recovery operations.

- b. If the situation is beyond local capability, a request for state and/or federal assistance may be included in the original proclamation or a second proclamation presented to the Governor through the SEOC. The “Local Proclamation” and the “Request for Assistance” are separate actions, although they may be combined. Part of this proclamation includes the BOCC proclaiming the County “a disaster area.”
- c. At the state level, decision-making authority and commitment of state resources are retained at the SEOC or by the state emergency response team (SERT) leader. The SERT leader may issue mission assignments to state agencies (state ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the state are tracked in the SEOC by staff reporting to the SERT leader.
- d. If federal assistance is granted, a State Coordination Officer (SCO) will be appointed to interface directly with the federal government and coordinate federal ESFs mobilized to support local emergency operations.
- e. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts. See Section 17.0 Federal Government Response for further details.

15.3 Resource Requests.

- a. The Hillsborough County EOC must validate and approve all County resource requests and verify that local resources have been exhausted and that resources are not available from the local private sector. The decision-making and resource allocation process are illustrated below.



- b. The SEOC receives and processes resource requests per the process illustrated in the flow chart below.

15.4 County Support to Municipalities.

- The basic concept for emergency operations in Hillsborough County calls for a coordinated effort and graduated response by personnel and equipment from municipal, County, and other disaster support agencies in preparation for, and response to, and recovery from local disasters. The municipal governments of Tampa, Plant City, and Temple Terrace have the initial responsibility for disaster response and recovery operations within their jurisdiction. When a municipality’s resources are inadequate, assistance will be requested from the County. If the requested assistance is beyond the County’s capability, the county will ask state and federal assistance from the SEOC.

15.5 Private Sector and Non-Governmental Organizations.

- During disaster operations, numerous private sector and private nonprofit organizations provide resources. Many of these groups will participate in relief supply activities conducted at the State Fairgrounds or Points of Distribution as described in ESFs 7 (Resource Support), 11 (Food and Water), and 15 (Volunteers and Donations).

15.6 Mutual Aid Agreements.

- a. Mutual aid agreements and memoranda of understanding dealing with emergency operations will be entered into as needed. The primary agency for the type of agreement will develop, coordinate, and monitor their agreement (e.g., HCOEM for overall emergency management agreements, HCFR for fire and ambulance services, HCSO for law enforcement). In most cases, mutual aid agreements involving county department resources will be approved and signed by the BOCC.
- b. The County emergency management program maintains and implements mutual aid agreements with multiple agencies and organizations to provide equipment, supplies, facilities, and personnel. These include agreements with vendors, the State of Florida, the Hillsborough County School Board, and the Lutheran Services.
- c. The County and all three municipalities are signatories to the Statewide Mutual Aid Agreement. If resources within the County are insufficient for disaster response and recovery operations, mutual aid will be requested from the SEOC or other local jurisdictions in the state.

16.0 STATE OF FLORIDA RESPONSE

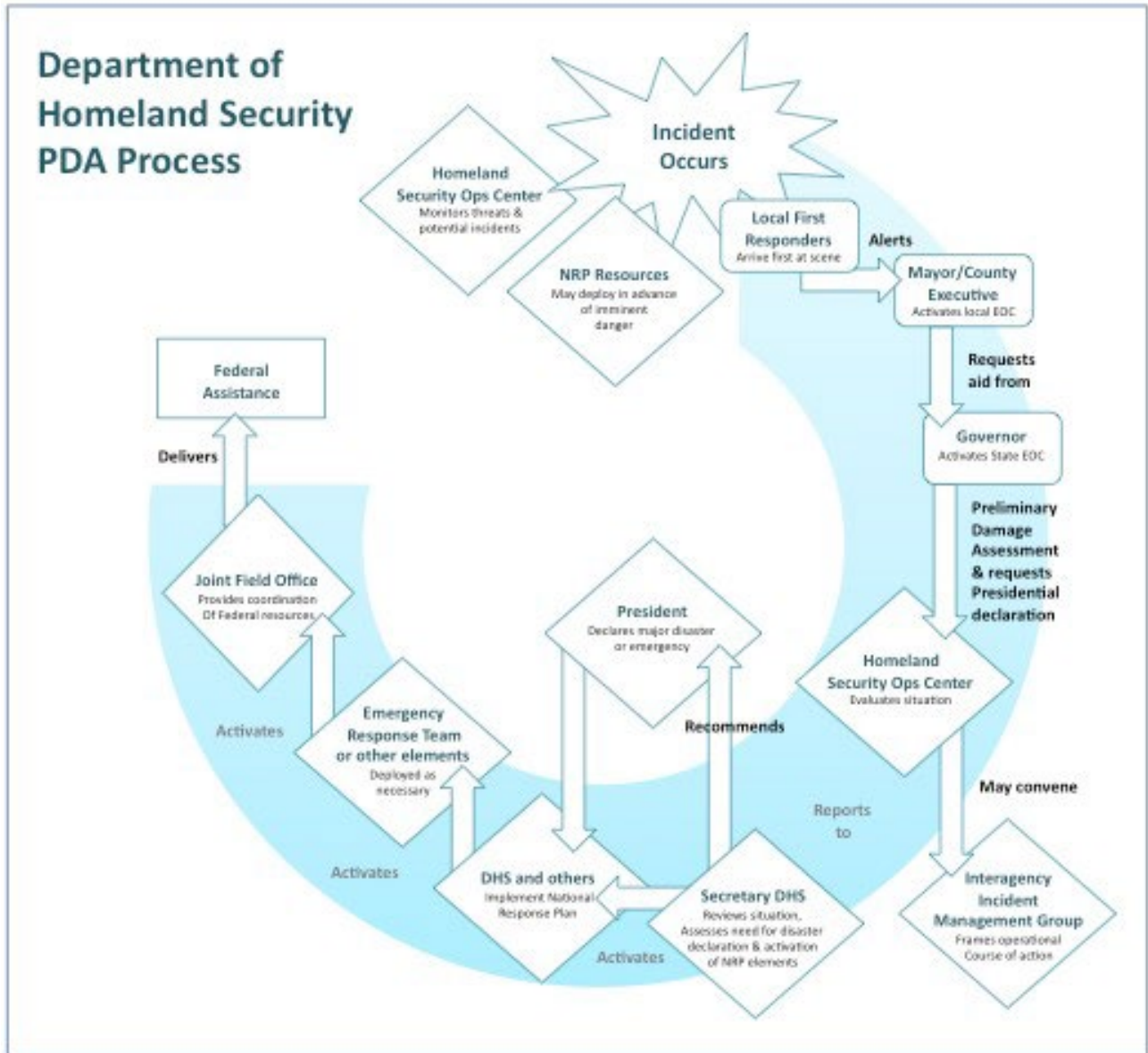
16.1 The State of Florida aids impacted counties when the resources of the affected county and its municipalities have been exhausted. The SEOC will coordinate assistance provided to the County. The state has organized various capabilities to assist counties impacted by a disaster to include the following:

<p>State Emergency Response Team (SERT)</p>	<p>Comprised of all or a partial group of State Emergency Coordinating Officers (ECO) representing the state’s Emergency Support Functions. These ECOs are empowered to carry out the missions that their ESF assigns. County assistance requests are forwarded to the SEOC to the various ESF groups. A SERT Liaison Officer, typically a FDEM area coordinator or non-impacted local emergency management coordinator, will be dispatched to a county threatened by, or experiencing, a large-scale emergency or disaster. The SERT Liaison Officer will provide ongoing assessments and relay local recommendations or resource requests to the SEOC. As the emergency develops, additional SERT representatives may be deployed to the impacted county to provide additional support and assistance. When organized, this group may be designated as the Area Command. This team will operate from the county EOC or a separate operating location where it can coordinate local or regional response activities.</p>
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<p>Rapid Response Teams (RRT)</p>	<p>State and county personnel and volunteers organized into RRTs may be deployed into an impacted area to augment the Area Command. The types of functions these teams can be assigned include managing donated goods and services at the county/regional relief center, organizing and providing logistical support for volunteer groups, operating staging areas, providing relief for EOC personnel, etc. The HCOEM Director will coordinate the effective assignment of the teams through the SEOC.</p>
<p>Mutual Aid Support</p>	<p>Mutual aid support sent into the County by the state (state agencies or county/municipal units) will report to the EOC and may be assembled at a mutual aid staging area (MASA). The MASA may be staffed by a state RRT or with county personnel. The main functions of the MASA will be to receive, process, assign, and coordinate support of mutual aid responders (e.g., fire, law enforcement, EMS, public works, utilities, etc.).</p>
<p>Recon Teams</p>	<p>After the impact of a significant or catastrophic emergency, state Recon Teams will be deployed to assess immediate human needs and damage to the infrastructure. This assessment is used to identify immediate actions necessary to preserve life and property. Various state and regional organizations will support Recon Teams in fulfilling their mission. County representatives will join state teams upon their arrival and coordinate their activities during the assessment process.</p>
<p>Joint Information Center (JIC)</p>	<p>One or more JICs may be set up during a disaster. The JIC will be staffed with public affairs representatives from local, state, and federal response agencies. The JIC aims to ensure the coordinated, timely, and accurate release of information about disaster-related activities to the news media and the public.</p>

17.0 FEDERAL GOVERNMENT RESPONSE

- 17.1** The federal government aids affected communities when the capabilities of the local and state governments are exceeded. The SERT will advise FEMA Region IV that a formal request for federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the SEOC, and if a Presidential Declaration of State of Emergency is made, an Emergency Response Team (ERT) will be deployed. See the Federal Response Flowchart below.
- 17.2** Under a Presidential Disaster Declaration, the federal government aids through counterpart federal ESFs and the ERT. The federal/state one-on-one liaison will remain in effect in the SEOC throughout the entire federal response operation.



Comprehensive Emergency Management Plan

I. Basic Plan

D. RESPONSIBILITIES

1.0 GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES

1.1 The following everyday responsibilities are assigned to each department listed in this CEMP.

- a. Participate as requested in mitigation and prevention, preparedness, response, and recovery activities.
- b. Through the Employee Emergency Response Program (EERP), staff members receive training and exercise opportunities to prepare them to carry out the responsibilities identified in this CEMP.
- c. Upon receipt of an alert or warning of an emergency, initiate notification actions to alert employees on assigned response duties.
- d. As appropriate during an alert or warning:
 - (1) Suspend or curtail normal business activities as appropriate.
 - (2) Recall needed off-duty employees.
 - (3) Consider giving employees time off to prepare their homes and families before returning to work as the situation allows.
 - (4) Secure and protect departmental facilities.
 - (5) Evacuate departmental facilities if appropriate.
- e. As requested, augment the EOC's effort to warn the public using vehicles equipped with public address systems, sirens, or employees going from door to door, etc.
- f. Keep the EOC informed of field activities and maintain a communications link to the EOC.
- g. If appropriate or requested, send a representative to the EOC.

DEPARTMENTS SHOULD ENSURE THAT STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES, AND HAVE A BROAD UNDERSTANDING OF ALL THE CAPABILITIES AND FUNCTIONS OF THE DEPARTMENT

- h. Activate a department operations center, if appropriate, to support and facilitate department response activities, maintain events log, and report information to the EOC.
- i. Report damages and status of critical facilities to the EOC.
- j. If appropriate or requested, send a representative to the EOC.
- k. Coordinate with the EOC to establish protocols for interfacing with state and federal responders.
- l. Coordinate with ESF 14 (Public Information) before releasing information to the media.
- m. Submit reports detailing departmental plans, emergency expenditures, and obligations to the EOC.

2.0 GENERAL PREPAREDNESS RESPONSIBILITIES

2.1 Many County departments may have emergency-related functions in addition to their normal daily functions. Each department director is responsible for developing and maintaining their respective department emergency and continuity of operations (COOP) plans and procedures for each division and section and performing such functions as may be required to effectively cope with and recover from any emergency affecting their respective areas of responsibility. Specifically, the following everyday responsibilities are assigned to each department listed in this CEMP.

- a. Create department emergency and COOP plans.
- b. Create and maintain a department calling tree or other method for internal notifications.
- c. Identify department and individual responsibilities (as indicated in these plans) and identify emergency tasks.
- d. Work with other departments to enhance cooperation and coordination and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- e. Establish a preparedness education program and a training and exercise program so that each division, section, and employee will know exactly where, when, and how to respond.
- f. Develop site-specific emergency plans for department facilities as necessary.

- g. Ensure that employee job descriptions reflect their emergency duties.
- h. Train personnel to perform emergency duties and tasks as outlined in the CEMP and department emergency plans.
- i. Identify, categorize, and inventory all available department resources.
- j. Develop procedures for mobilizing and employing additional resources.
- k. Ensure uninterrupted communication capabilities with the EOC.
- l. Prepare to fill positions in the emergency organization as requested by the Director of HCOEM acting under this CEMP.
- m. Prepare employees to provide internal support to department operations during the initial emergency response phase. Preparedness actions will include:
 - (1) Identify and mitigate hazards and their ill effects.
 - (2) Protect personnel and property.
 - (3) Identify ways to report an emergency.
 - (4) Establish and maintain lines of succession.
 - (5) Maintain an alerting roster of departmental personnel.
 - (6) Maintain an inventory of equipment required in emergencies and a list of suppliers.
 - (7) Maintain a roster of contacts for outside assistance.
 - (8) Conduct personnel training programs.
 - (9) Familiarize all personnel with their emergency duties.
 - (10) Prepare, maintain, and implement departmental emergency operating procedures.
- n. Through the EERP, coordinate with HCOEM to identify roles and permit training for County employees that will be essential to response and recovery operations.

3.0 GENERAL RESPONSE RESPONSIBILITIES

3.1 Departments will implement their department emergency and COOP plans when necessary. General response actions will include:

- a. Working through the Employee Emergency Response Program (EERP), notify personnel, make assignments, and direct personnel where to report.
- b. Ensure the safety of department personnel and property.
- c. Ensure that department vital records are protected and maintained.
- d. Ensure that activity logs are initiated and maintained as a matter of record.
- e. Ensure that department facilities and buildings are secure.
- f. Provide or coordinate support (food, appropriate clothing, supplies, equipment, and facilities) for staff performing emergency duties.
- g. Rotate emergency workers to avoid excess fatigue.
- h. Respond to EOC requests and perform specific tasks within capabilities.
- i. Document all costs and expenditures related to emergency operations. This information is used to support claims for state/federal assistance, should it become available. Records must be maintained for all regular time and overtime during which personnel and equipment are employed. Obtain detailed receipts for all local purchases, including meals.
- j. Keep records of parts and supplies used from Hillsborough County inventories. All such records are subject to audit, so completeness and accuracy are essential.

4.0 SPECIFIC RESPONSIBILITIES BY DEPARTMENT

4.1 County.

- The following specific responsibilities apply to disaster operations in Hillsborough County and apply to the officials, departments, or agencies indicated. Each organization reflected herein should translate its tasking into a specific action-oriented checklist for use during incident management operations, including how the organization will accomplish its assigned tasks.

DEPARTMENT	RESPONSIBILITIES
4.1 COUNTY	
Affordable Housing (Director)	<ol style="list-style-type: none"> 1. Coordinates the temporary housing program during disasters. In this role, coordinates temporary housing operations with FEMA and state representatives.
Aging Services (Director)	<ol style="list-style-type: none"> 1. Ensures coordination of human services in a disaster between County agencies, the American Red Cross, municipalities, and state and federal agencies. 2. Serves as a support agency ESF 6 (Mass Care and Human Services). This role coordinates mass care and human services activities for elderly disaster survivors. 3. Serves as a primary coordinating agency for ESF 11 (Food and Water) in coordination with Conservation & Environmental Lands Management (CELM). 4. Provide a representative to serve on the EOC Operations Group during disaster situations and at exercises. 5. Through the Manager, Community Care for the Elderly (CCE): <ol style="list-style-type: none"> a. Notifies applicable clients when an evacuation has been ordered. b. Provides a representative to serve on the EOC Operations Group to coordinate special needs during disaster situations.
Asset Management & Knowledge Commons (Assistant County Administrator)	<ol style="list-style-type: none"> 1. Directs and coordinates the following departments to ensure their availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Fleet Management. b. Library Services. c. Real Estate & Facilities Services.
Aviation Authority, Tampa Bay Port Authority, and Sports Authority (County Authorities and Commissions)	<ol style="list-style-type: none"> 1. Provides resources (personnel, facilities, and equipment) in the event of mass casualty operations or exercises involving respective facilities. 2. Coordinate with the County EOC during disasters/emergencies. 3. Coordinates restoration of facilities and report damage assessment data to the EOC.
Board of County Commissioners	<ol style="list-style-type: none"> 1. Promulgates this plan for the safeguarding of life and property of the citizens of Hillsborough County. 2. Provides for the continuance of effective and orderly governmental control required for emergency operations through all phases of an impending or actual disaster. 3. Delegates to the County Administrator, the authorities as delineated in County Ordinance Chapter 22. 4. Executes agreements with state and federal disaster relief agencies. 5. Activates the County's Continuity of Government (COG) Plan as necessary.

<p>Building Official, Building and Construction</p>	<ol style="list-style-type: none"> 1. Provides personnel, equipment, and vehicles to support damage assessment operations, as coordinated with the Code Enforcement Department. 2. Provides emergency building inspections and permitting procedures after a disaster. 3. Conduct surveys, with building inspectors certified by the State of Florida, of damaged structures to determine whether demolition, stabilization, or repair is necessary before re-occupancy of buildings. 4. Considers local hazard mitigation goals when addressing regular and emergency building permits.
<p>Clerk to the Courts (County Constitutional Officers)</p>	<ol style="list-style-type: none"> 1. Provides a representative to record procedures and decisions of the EAG formally. 2. Coordinating with Management & Budget ensures appropriate financial accountability for federal disaster assistance grants. 3. In coordination with Management & Budget, maintain appropriate summary-level documentation for federal disaster assistance grants for a minimum of three years following final payment. 4. Ensures continuity of operations for county financial operations, including employee payroll. 5. Provides for the safeguarding of vital records. 6. Coordinates any closing of judicial offices with appropriate County representatives.
<p>Code Enforcement (Director)</p>	<ol style="list-style-type: none"> 1. Serves as the overall coordinator of Hillsborough County ESF 19 (Damage Assessment) activities. 2. As part of the EOC Planning Section, the team receives damage assessment reports from agencies reporting from the field, consolidates the data, and provides it to the SEOC or Disaster Field Office (DFO). 3. Trains, activates and directs County damage assessment teams. 4. Establishes procedures for conducting damage assessment activities. 5. Coordinates with municipalities, constitutional authorities, and private non-profit organizations to ensure a complete damage assessment effort is accomplished for the County. 6. Assists state and federal damage assessment teams as appropriate. 7. Assists municipal and separately reporting County agencies as resources allow. 8. Assists Affordable Housing Services in coordinating the temporary housing program during disasters. 9. Issues condemnation declarations for structures unfit for use, habitation, or dangerous to persons or other property, pursuant to Chapter 81-388, Laws of Florida. 10. Where necessary, order demolition of unfit structures.

<p>Communications & Digital Media (Director)</p>	<ol style="list-style-type: none"> 1. Serves as the primary coordinator of ESF 14 (Public Information). 2. Manages public information activities during disaster situations. 3. Provides necessary emergency and disaster information for the public to media representatives. 4. During normal operations, disaster preparedness information must be provided to the public through comprehensive public relations and media relations strategies. 5. Provides announcements of openings of cold weather shelters for people experiencing homelessness to the media when applicable.
<p>Communications Administrator (Chief)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following entities to ensure availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Communications & Digital Media. b. Customer Service & Support. 2. Coordinates support for distinguished visitors who may visit the County during disaster response and recovery operations.
<p>Compliance, Communities & Conservation (Assistant County Administrator)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following departments to ensure their availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Code Enforcement. b. Pet Resources. c. Parks & Recreation. d. Consumer & Veterans Services. e. Conservation & Environmental Lands Management.
<p>Conservation & Environmental Lands Management (Director)</p>	<ol style="list-style-type: none"> 1. Provides personnel and equipment support, as resources allow, for various essential disaster response and recovery operations, including temporary debris storage areas, mass care operations, and reception and distribution of disaster relief supplies. 2. Serves as a primary coordinating agency for ESF 11 (Food and Water) in coordination with Aging Services. 3. Provide a representative to serve on the EOC Logistics Group during disasters. 4. Provide food service support to members of the EOC Operations Group at the EOC. 5. Provides public information support to ESF 14 (Public Information) as required. 6. Provide personnel and assistance to help operate POD locations. 7. Manage and operate sandbag locations as needed.

<p>County Administrator</p>	<ol style="list-style-type: none"> 1. Provides direction and control over County disaster response and recovery operations. 2. Directs County hazard mitigation and post-disaster redevelopment efforts. 3. Oversees response and recovery operations of the EAG during emergency operations. 4. Issues emergency decisions as necessary under declared states of local emergencies (see County Ordinance Chapter 22 for delegated powers). 5. Advises and informs the EAG in all disasters. 6. The order of succession for direction and control of disaster operations is from the County Administrator to the Deputy County Administrator, the Fire Chief, and the Director of HCOEM.
<p>County Administrator (Deputy)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following department teams to ensure their availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Compliance, Communities & Conservation. b. Asset Management & Knowledge Commons. c. Economic Prosperity. d. Fire Rescue. e. Medical Examiner. f. Emergency Dispatch Communications.
<p>County Attorney</p>	<ol style="list-style-type: none"> 1. Provides advice and guidance to the Board of County Commissioners, EAG, the County Administrator, EOC Command, and the Director of HCOEM concerning legal responsibilities during disaster response and recovery operations. 2. Advises disaster preparedness groups.
<p>County Departments, Constitutional Authorities, and Emergency Response Agencies</p>	<ol style="list-style-type: none"> 1. Develop and maintain Continuity of Operations Plans (COOPs). The COOPs will address personnel requirements and provisions to protect equipment. Organizations with facilities in flood zones will specifically address evacuation procedures in their plans. 2. Ensures personnel are appropriately trained for disaster operations. 3. It allows employees who do not have disaster-related responsibilities to work in other vital areas of disaster response. 4. Provides representation as required to the EOC for actual disasters and exercises. 5. Establishes procedures to warn all key personnel of impending disasters. 6. Establishes procedures to ensure damage assessments of areas under their control are accomplished and reported to the EOC. 7. Ensures detailed records are kept for disaster response and recovery operations for federal and state reimbursements.

<p>Customer Service & Support (Director)</p>	<p>1. Provides disaster-related information to the public and documents public requests for disaster-related assistance by operating and managing the EOC Call Center.</p>
<p>Development & Infrastructure (Chief Administrator)</p>	<p>1. Directs and coordinates the following departments to ensure availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases:</p> <ul style="list-style-type: none"> a. Development Services. b. Solid Waste Management. c. Public Utilities. d. Public Works, Engineering & Operations. <p>2. Assistant County Administrator, Transportation & Utilities Team, is the successor for disaster operations.</p>
<p>Development Services (Director)</p>	<p>1. Provides personnel, material, and equipment, as available, to augment County disaster response and recovery operations.</p> <p>2. Provides support to ESF 3 (Public Works, Engineering & Operations) as coordinated by the ESF 3 Coordinator.</p> <p>3. Provides public information support to ESF 14 (Public Information) as required.</p>
<p>Disaster Transportation Coordinators (Evacuation Working Group and Emergency Management)</p>	<p>1. Coordinates emergency transportation requirements for evacuating the public, hospitals, nursing homes, and people with special needs.</p> <p>2. Assists the Evacuation Working Group and HCOEM with developing plans for emergency transportation.</p> <p>3. Develop and maintain current lists of vehicle resources, by type, available for emergency operations.</p> <p>4. Coordinates with the Medical Director for Mass Casualty Planning in developing emergency transportation plans for hospitals and nursing homes.</p>
<p>Economic Development (Director)</p>	<p>1. Serves as primary coordinator for ESF 18 (Business and Industry). This role coordinates business activities in the EOC during response and recovery operations.</p> <p>2. Through the Entrepreneur Collaborative Center (ECC) provides disaster preparedness information to small businesses.</p>
<p>Economic Prosperity (Assistant County Administrator)</p>	<p>1. Directs and coordinates the following departments to ensure their availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases:</p> <ul style="list-style-type: none"> a. Economic Development. b. Extension Service.

<p>Emergency Dispatch Communications (Manager)</p>	<ol style="list-style-type: none"> 1. Ensures dispatchers are trained in emergency management policies, procedures, and techniques. 2. Provide notification of incidents in Hillsborough County as appropriate to the State Watch Office. 3. During potential or actual mass casualty operations, notify emergency response agencies, the Medical Director of Mass Casualty Planning (MDMCP), and the Director of HCOEM. Determines hospital bed availability through the State System at the direction of the MDMCP. Coordinates resources for the on-scene Incident Commander. Provides personnel with the ability to operate the mass casualty net control in the EOC when activated for actual events and exercises.
<p>Emergency Management (Director)</p>	<ol style="list-style-type: none"> 1. Develop plans and procedures to ensure County government readiness to respond effectively to potential natural, technological, and human-caused disasters. 2. Provides for the operation and internal procedures of the Hillsborough County Emergency Operations Center (EOC). 3. In coordination with County departments, municipalities, and other local disaster and state agencies, develops, refines, and maintains this Comprehensive Emergency Management Plan and ensures that necessary revisions are prepared, coordinated, published, and distributed. 3. Serves as a primary coordinating agency for ESF 1 (Transportation) in coordination with the Evacuation Working Group. 4. Serves as the primary coordinating agency for ESF 5 (Information & Planning), ESF 13 (Military Support), and ESF 15 (Volunteers & Donations). 5. Coordinates disaster preparedness planning, training, and exercising activities with EOC committees to address such areas as shelter operations, emergency transportation, hospitals, nursing homes, hurricane evacuation/response/ recovery, special needs, etc. 6. Serves as the overall coordinator for disaster preparedness training and education in Hillsborough County. 7. Ensures appropriate notifications and warnings are provided to County and municipal officials, other disaster response agencies, and the public. 8. Ensures all communications, direction and control, alerting, and EOC operating systems are functional and ready to support disaster response and recovery operations. 9. Maintains a continuous all-hazards awareness program for Hillsborough County. 10. During emergency operations, ensure accurate and timely disaster-related information is provided to ESF 14 (Public Information) for dissemination to media representatives and directly to the public. 11. Advises the state of all disaster activities through the State Watch Office. 12. Coordinates EOC activities with municipal, County, and state disaster preparedness officials.

13. Activates the EOC when necessary to coordinate emergency activities.
14. Ensures full administrative and communications support is available to members of the EOC Operations Group.
15. Coordinates with the American Red Cross and school board in selecting and planning public shelters. Coordinates the opening of public shelters when required.
16. Coordinates support requirements for the Logistics Staging Areas (LSA), County Staging Areas (CSA), County Points of Distribution (POD), and other logistic centers as designated by the state.
17. Through ESF 1 (Transportation), ensure emergency transportation requirements are met during disaster response and recovery operations.
18. Ensures incident and damage assessment reports are promptly provided to the State Watch Office.
19. Maintains a prioritized list of critical facilities within the County.
20. Coordinates County activities regarding federal disaster assistance. Provides necessary damage reports to state and federal officials.
21. Coordinates support for state and federal damage assessment and disaster assistance personnel.
22. Serves as the County Administrator's representative in providing guidance, direction, and support to the Medical Director for Mass Casualty Planning activities supporting the County's mass casualty program. Coordinates administrative support for the medical director during mass casualty operations and exercises, including EOC communications, status boards, and personnel assistance.
23. After consultation with NWS Ruskin, recommendations were provided to the Department of Homeless Services designee on opening shelters for people experiencing homelessness when predicted chill factors meet county criteria.
24. Through the ARES/RACES Coordinator:
 - a. Provides radio communications support to the EOC, public shelters, American Red Cross Headquarters, Relief Center, and other locations as required during disaster operations.
 - b. Coordinates the recruitment and registration of sufficient volunteers to support disaster needs.
 - c. Coordinates training and exercises to ensure a sufficient state of readiness exists among RACES volunteers.
25. Maintains partnerships with faith-based, volunteer, and NGO partners that support disaster response and recovery operations.
26. Maintains a database of County personnel in non-disaster-related positions who will fill disaster-related functions as required.

<p>Environmental Protection Commission (County Authorities and Commissions)</p>	<ol style="list-style-type: none"> 1. Acquires necessary environmental permits and clearances from the DEP and the Department of Agricultural and Consumer Services. 2. Coordinates with the Solid Waste Management Division concerning the selection of debris disposal sites. 3. Participate in damage assessment activities as necessary. 4. Serves as a support agency to ESF 3 (Public Works, Engineering & Operations), ESF 8 (Health and Medical), and ESF 10 (Hazardous Materials).
<p>Extension Service (Director)</p>	<ol style="list-style-type: none"> 1. Serves as a supporting agency for ESF 17 (Animal Protection) dealing with large animals. 2. It serves as a supporting agency for ESF 11 (Food and Water) and provides food assistance to disaster survivors as resources allow. 3. Provides public information support to ESF 14 (Public Information) as required.
<p>Financial Administrator (Chief)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following to ensure availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Affordable Housing Services. b. Management and Budget. c. Procurement Services. d. Human Resources. e. Enterprise Solutions and Quality Assurance. 2. Ensures continuity of County fiscal operations after a disaster, including employee payroll, purchasing, and contracting. 3. Manages the County risk management program.
<p>Fire Rescue (Chief)</p>	<ol style="list-style-type: none"> 1. Assists in disaster response and recovery activities as resources and expertise allow. 2. Assists the Director of HCOEM in disaster operations by providing off-duty Fire Rescue personnel as resources allow. 3. In coordination with the HCSO, notify residents of evacuation zones and mobile homes of evacuation orders. If necessary, assist residents who need help evacuating. 4. Serves as coordinator of SAR operations as primary coordinator for ESF 9 (Search and Rescue). Directs SAR operations in the unincorporated County in the aftermath of a hurricane. Provides necessary personnel and equipment for the required search and rescue teams. Provides training to all elements of search and rescue teams. 5. Provides information to the EOC, through search and rescue teams, about locations and extent of damage after a disaster. Provides support to ESF 19 (Damage Assessment) teams if required. 6. Serves as the primary fire services coordinator in countywide disaster operations. Serves as the primary coordinator of ESF 4 (Fire Fighting). 7. Assists when requested from other fire services, law enforcement, and

- emergency medical service agencies.
8. Notifies the Lakeland District, Florida Forest Service, requesting state assistance in the event of a wildland or forest fire.
 9. Serves as the primary coordinator of ESF 10 (Hazardous Materials).
 10. Provides first responder, advanced life support (ALS), and emergency ambulance transport services during mass casualty and hurricane operations and exercises. Also provides paramedics to support rescue helicopters as required.
 11. Provides ambulance transportation for medical evacuees from evacuating hospitals and nursing homes as well as disabled/handicapped people from residences. Serves as coordinator in the EOC of all ambulance support for evacuating hospitals and nursing homes both for the evacuation and retrograde phases.
 12. Provides paramedic support to SNS when required.
 13. Provides medical support to public shelters in the unincorporated County as resources allow.
 14. Provides public information support to ESF 14 (Public Information) as required.
 15. Assists in disaster response and recovery activities as resources and expertise allow.
 16. Assists the Director of HCOEM in disaster operations by providing off duty Fire Rescue personnel as resources allow.
 17. In coordination with the HCSO, notifies residents of evacuation zones and mobile homes of evacuation orders. If necessary, assists residents who need help in evacuating.
 18. Serves as coordinator of SAR operations as primary coordinator for ESF 9 (Search and Rescue). Directs SAR operations in the unincorporated County in the aftermath of a hurricane. Provides necessary personnel and equipment for the required number of search and rescue teams. Provides training to all elements of search and rescue teams.
 19. Provides information to the EOC, through search and rescue teams, about locations and extent of damage after a disaster. Provides support to ESF 19 (Damage Assessment) teams if required.
 20. Serves as the primary fire services coordinator in countywide disaster operations. Serves as the primary coordinator of ESF 4 (Fire Fighting).
 21. Provides assistance as available, when requested from other fire services, law enforcement, and emergency medical service agencies.
 22. Notifies the Lakeland District, Florida Forest Service, in the event of a wildland or forest fire, requesting state assistance if needed.
 23. Serves as the primary coordinator of ESF 10 (Hazardous Materials).
 24. Provides first responder, advanced life support (ALS), and emergency ambulance transport services during mass casualty and hurricane operations and exercises. Also provides paramedics to support rescue helicopters as required.
 25. Provides ambulance transportation for medical evacuees from evacuating

	<p>hospitals and nursing homes as well as disabled/handicapped people from residences. Serves as coordinator in the EOC of all ambulance support for evacuating hospitals and nursing homes both for the evacuation and retrograde phases.</p> <p>26. Provides paramedic support to SNS when required.</p> <p>27. Provides medical support to public shelters in the unincorporated County as resources allow.</p> <p>28. Provides public information support to ESF 14 (Public Information) as required.</p>
<p>Fleet Management (Director)</p>	<ol style="list-style-type: none"> 1. Provides recommendations on the relocation and the proper storage of vehicles and equipment. 2. Provides available fuel to EOC-identified SNS. 3. In coordination with the EOC, ensure adequate fuels and vehicular support are available for County vehicles during response and recovery operations. 4. Serves as the primary coordinator for countywide fuel support for disaster response and recovery operations under ESF 12 (Energy) and maintenance of all vehicles supporting EOC operations. 5. Coordination of fuel support at the State Fairgrounds.
<p>Geospatial Division (Division Director)</p>	<ol style="list-style-type: none"> 1. Provides Geographic Information System (GIS) mapping support to the EOC during response and recovery operations.
<p>Health Care Services (Division Director)</p>	<ol style="list-style-type: none"> 1. Assists the Medical Director for Mass Casualty Planning in coordinating ESF 8 (Health and Medical) activities. 2. Provides a representative to serve on the EOC Operations Group during disasters. 3. Coordinates with the Aging Services and Conservation & Environmental Lands Management as primary coordinators for ESF 11 (Food and Water). 4. Provides public information support to ESF 14 (Public Information) as required.
<p>Hillsborough Area Regional Transit (HART) (County Authorities and Commissions)</p>	<ol style="list-style-type: none"> 1. Provides buses for disaster-related evacuations. 2. Develop procedures and routes for picking up hurricane evacuees in flood zones in the City of Tampa and Town & Country. 3. Conducts public information efforts to inform the public of hurricane evacuation routes and pickup points. 4. Designates a transportation planner to coordinate emergency transportation requirements and serve as an Evacuation Working Group member. 5. Provide a representative to the EOC Operations Group to coordinate HART transportation activities during evacuation operations. 6. Provides a list of resources available for evacuation operations on an annual basis immediately prior to hurricane season.

<p>Hillsborough County School Board</p>	<ol style="list-style-type: none"> 1. Provides designated schools as public shelters in coordination with the Social Services and HCOEM. 2. Establishes procedures to ensure that schools designated as public shelters are opened for use when required. 3. Assign school principals designated as public shelters to be facility managers. Provides other school staff as required to ensure custodial and food service support. 4. Ensures sufficient food, water, and sanitary services are available in public schools designated as public shelters. 5. Provides school buses and drivers for emergency transportation during disaster evacuations. 6. Develop procedures and routes for picking up evacuees in flood zones in the southern part of the unincorporated County. 7. Provide two representatives to the EOC Operations Group, one coordinating shelter operations and one coordinating school bus transportation activities. 8. Designates a transportation planner to coordinate emergency transportation requirements and serve as a member of the Evacuation Working Group. 9. Provides a list of school bus resources available for evacuation operations on an annual basis immediately prior to hurricane season. 10. Ensures students and staff of county public schools are provided training in response to disaster situations. 11. As required, Provide students, staff, transportation, and security resources to support the annual mass casualty exercise. 12. Provides for the safeguarding of vital records. 13. Provides support for County damage assessment activities.
<p>Human Resources (Director)</p>	<ol style="list-style-type: none"> 1. Coordinates the County EERP during EOC activations. 2. Coordinates with state and federal officials regarding the insurance program for County property.
<p>Human Services Administrator (Chief)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following divisions to ensure availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. Aging Services. b. Health Care Services. c. Children & Youth Services. d. Sunshine Line.

<p>Information & Innovation Office (Chief)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following divisions to ensure availability and response (personnel, material, and equipment) during the pre-disaster, response, and recovery phases: <ol style="list-style-type: none"> a. IT Business Management Services Division. b. Information Technology Department. c. Performance Improvement Division. d. Enterprise Project Management Division.
<p>Information Technology (Director)</p>	<ol style="list-style-type: none"> 1. Provides Local Area Network (LAN) communications support to the EOC Operations Group during emergencies. 2. Serves as the primary coordinator of ESF 2 (Communications & Information Technology (IT)). 3. Coordinates telecommunications support for County activities at the EOC satellite locations during evacuation and recovery operations. 4. Ensures adequate backup data automation support is available for disaster operations. 5. Provides a representative to serve as the liaison to state assessment teams concerning damage to County communications infrastructure.
<p>Library Services (Director)</p>	<ol style="list-style-type: none"> 1. Provides facilities as operating sites for County departments that must evacuate as necessary. 2. Provides public information support to ESF 14 (Public Information) as required.
<p>Management & Budget (Director)</p>	<ol style="list-style-type: none"> 1. Coordinates financial activities regarding state and federal disaster assistance. 2. Develops and carries out necessary administrative procedures for federal disaster assistance programs to ensure accurate financial transactions, accounting, grants management, document tracking, and payroll processing. 3. Provides guidance and support to County departments in processing federal disaster assistance financial documentation. 4. Maintains appropriate summary-level federal disaster assistance documentation for at least three years following final payments.

<p>Mass Casualty Planning (Medical Director)</p>	<p>Serves as the primary support agency to the FDOH for ESF 8 (Health and Medical).</p> <ol style="list-style-type: none"> 1. Serves as an official consultant and coordinator for mass casualty activities to the BOCC and the County Administrator through the Director of HCOEM. 2. Develop plans and procedures to support the Hillsborough County mass casualty system. 3. Coordinates mass casualty operations, including evacuation and patient assignment of evacuating hospitals, through Hillsborough County Mass Casualty Operations Procedures, as described in Emergency Support Function Annex 8. 4. Assists the EOC Emergency Transportation Coordinator and HCFR in planning and coordinating transportation assets for healthcare facility evacuations and mass casualty events. 5. Activates the Hospital Priority Discharge System (bed availability) for the County in the event of a mass casualty or hurricane. 6. Under mass casualty/hurricane conditions, assign disaster survivors and medical hurricane evacuees to the various hospitals in the County. 7. Coordinates medical assistance (physicians, nurses, etc.) for mass casualty situations. 8. Coordinates with and assists the Incident Commander and emergency medical services representatives with medical support, requests for transportation support, and hospital assistance during a mass casualty event. 9. Plans for and conducts an annual mass casualty exercise which tests the response capabilities of medical facilities and emergency response agencies in the County. Conducts an oral critique and prepares a written after-action report for this exercise. 10. Coordinates with the Medical Examiner for disaster morgue services. 11. Coordinates with the Director of South Florida Blood Bank for services in mass casualty operations. 12. Coordinates National Disaster Medical System (NDMS) activities for Hillsborough County. 13. Coordinates with the American Red Cross regarding the operation of public shelters and with the FDOH regarding SNS.
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<p>Medical Examiner</p>	<ol style="list-style-type: none"> 1. Respond to the scenes of disaster-related deaths. Investigates death scenes, with sole authority to disturb and remove dead bodies. (When a body is in danger of being destroyed by fire, firefighters customarily exercise the authority to move bodies without any special permission by firefighters). 2. Removes dead bodies from scenes. 3. Identifies dead bodies in coordination with local law enforcement agencies. 4. Performs autopsies to determine cause of death. Arrange for temporary autopsy facilities and refrigerated body storage as required. 5. Provide a representative to serve on the EOC Operations Group during disaster situations to support ESF 8 (Health and Medical). 6. It is the sole source of disaster death counts; these statistics will be reported per procedures established by the state during a Governor’s Order declaring the County a disaster area. The information will be passed through the County EOC to the SEOC.
<p>Municipalities</p>	<ol style="list-style-type: none"> 1. Prepare a disaster plan that supports the County CEMP. 2. Maintain viable Continuity of Government (COG) and Continuity of Operations Plans (COOP) in the event of disaster situations or service disruptions. 3. Ensure municipal response agencies provide adequate response and recovery operations for disasters and emergencies within geographical boundaries. Maintain municipal ordinances to allow for effective operations. 4. Coordinate municipal emergency response and recovery activities with the County EOC and applicable County departments or agencies. 5. Provide representatives as required to the County EOC during actual disasters and exercises to coordinate law enforcement, fire, and public works matters. Note: Municipal representatives must have the authority to commit to municipal resources. 6. Ensure appropriate municipal employees are trained for disaster operations. 7. Ensure adequate alerting and warning systems are in place to warn the public and municipal employees of impending disaster. 8. Issue state of local emergency and evacuation orders where necessary in localized emergencies. 9. Develop evacuation and traffic control plans that coincide with the county's overall plans. Control traffic within city limits during evacuations.

	<ol style="list-style-type: none"> 10. Notify residents of evacuation zones and mobile homes of evacuation orders. 11. Provide security and law enforcement at all public shelters in jurisdictions. Tampa Fire Rescue provides paramedics for SNS. Municipalities offer medical support for public shelters within city limits as resources allow. 12. Control reentry into evacuated areas within jurisdictions. 13. Plan for and conduct emergency operations to maintain and restore all water and wastewater capabilities within jurisdiction during disaster and emergencies. Assist the FDOH in determining potability of water supply. 14. Ensure plans, procedures, and training for damage assessment are established so that accurate and timely damage assessment surveys will be conducted after a disaster. Ensure damage assessment reports are submitted to the County EOC in a timely manner. 15. Plan for and conduct debris removal and disposal operations after a disaster. Coordinate efforts with the County Public Works, Engineering & Operations and Solid Waste Management Division. Request necessary environmental permits and clearances from Environmental Protection Commission (EPC). 16. Ensure that detailed records are kept for disaster response and recovery operations for federal and state reimbursements. 17. Designate appropriate public officials to attend federal public assistance briefings. Ensure that all projects undertaken under the federal assistance program are in accordance with established guidelines. Provide required reports to state and federal representatives. 18. Provide support as available during mass casualty operations and exercises within Hillsborough County to include personnel and resources in the law enforcement, fire, and emergency medical services areas. 19. Provide for safeguarding of vital records. 20. Through respective building departments, coordinate necessary demolition or stabilization of structurally damaged public facilities. 21. Through respective building departments, coordinate with owners or management of structurally damaged private or private nonprofit facilities regarding structural integrity of the damaged structures. Take appropriate action, including condemnation of damaged structures. 22. Assign a coordinator as an emergency management liaison to HCOEM. 23. Manage Points of Distribution (PODs) within jurisdictions. 24. Manage the assignments for city employees during disaster situations.
<p>Operations & Legislative Affairs Officer</p>	<ol style="list-style-type: none"> 1. Coordinates support for distinguished visitors who may visit the County during disaster response and recovery operations. 2. Identifies and supports training of representatives to serve at the Volunteer Reception Center (VRC). 3. Maintains VRC Operations.

<p>Parks & Recreation (Director)</p>	<ol style="list-style-type: none"> 1. Clears debris from parks and recreation facilities, coordinates with the Solid Waste Management Division for its disposal and conducts damage assessments of County parks. 2. Provides a representative to serve on the EOC Operations Group during disasters. 3. Provides public information support to ESF 14 (Public Information) as required. 4. Operates County cold weather shelters for people experiencing homelessness when necessary. 5. Provide daycare service for County employees' children. 6. Manage and operate sandbag locations as needed.
<p>Pet Resources (Director)</p>	<ol style="list-style-type: none"> 1. Serves as the primary coordinator for ESF 17 (Animal Protection) and directs County activities dealing with disaster response for small and large animals. 2. Coordinates the reception and sheltering of pets (dogs and cats) at shelters designated for sheltering pets. 3. Provide a representative to the EOC Operations Group during disaster situations.
<p>Procurement Services (Director)</p>	<ol style="list-style-type: none"> 1. Serves as the primary coordinator for ESF 7 (Resource Support). Serves as a support agency for all ESFs. 2. Maintains lists of sources of equipment and services that can be purchased or leased for disaster response and recovery activities. 3. Contracts for needed equipment and services to fill the needs of the EOC Logistics Group during response and recovery operations. 4. Activates the debris management contract when requested by the EOC Director and ESF 3 (Public Works, Engineering & Operations). 5. Support the EOC Operations Group as necessary during disaster recovery operations.
<p>Property Appraiser (County Constitutional Officers)</p>	<ol style="list-style-type: none"> 1. Provides support for County damage assessment activities. 2. Provides for the safeguarding of vital records.

<p>Public Utilities (Director)</p>	<ol style="list-style-type: none"> 1. Directs and coordinates the following divisions to ensure availability and response (personnel, materials, and equipment) during the pre-disaster, response, and recovery phase: <ol style="list-style-type: none"> a. Field Maintenance Services. b. Utilities Operations. c. Technical Services. d. Enterprise Solutions. e. Environmental Division. 2. Serves as the lead agency for ESF 12 (Energy). 3. Serves as a supporting agency for ESF 3 (Public Works, Engineering & Operations) and provides a representative to the EOC Operations Group. 4. Operates, controls, maintains, and restores the potable, waste, and reclaimed water systems in Unincorporated Hillsborough County. 5. Assists the FDOH in determining the potability of the water supply. 6. Arranges for alternate potable water sources for public consumption if required. 7. Coordinates with municipal, regional, and adjoining county water officials during disaster/emergency operations. 8. Provides a representative to serve as liaison to state assessment teams concerning the status of County water and wastewater systems. 9. Provides public information support to ESF 14 (Public Information) as required.
<p>Public Works, Engineering & Operations (Director)</p>	<ol style="list-style-type: none"> 1. Serves as the primary coordinator of ESF 3 (Public Works, Engineering & Operations). 2. Provides Geographic Information System (GIS) mapping support to the EOC during response and recovery operations. 3. Provides personnel and equipment as required to support County SAR teams. 4. Conduct damage assessment on County roads and bridges. Provides liaison to state assessment teams concerning highways and bridges. 5. In its primary role as overall coordinator for debris management within the County, accomplishes the following: <ol style="list-style-type: none"> a. Directs organic units to clear critical roadways, according to pre-established debris clearing routes, as soon as practicable following the disaster. b. Implements debris management contracts and directs contractor activities in the unincorporated County. c. Coordinates with municipal Public Works, Engineering, & Operations and provides debris management assistance as required. d. Coordinates with Solid Waste Management Division for disposal of debris. e. Maintains a current response list of all known sources of debris management equipment within County resources, as well as potential

	<p>resources that can be contracted, leased, or purchased.</p> <ol style="list-style-type: none"> 6. Coordinates with the HCSO and FDOT regarding highway safety, such as closing roads and rerouting traffic. 7. Maintains site-specific records of all workforces, equipment, and financial resources used during disasters. 8. Directs the County Public Works, Engineering, & Operations response to flood operations. 9. The Mosquito Control Section's capabilities provide pest control and aerial and surface damage assessment support during disaster response and recovery operations. 10. Provide transportation support to ESF 1 (Transportation) as required. 11. Provide public information support to ESF 14 (Public Information) as required.
<p>Real Estate & Facilities Services (Director)</p>	<ol style="list-style-type: none"> 1. Serves as a support agency for ESF 7 (Resource Support) and ESF 3 (Public Works, Engineering & Operations). In this role, identifies and maintains a list of candidate facilities for use in disaster response and recovery operations. 2. Obtains office space or other facilities, as required, for federal and state disaster assistance functions (e.g., Disaster Field Office (DFO), Disaster Recovery Centers (DRC), etc.). 3. Aids in damage assessment of County buildings. 4. Coordinates the preparation of County facilities for an impending hurricane. 5. Coordinates recovery activities for county-owned facilities. 6. Performs damage assessment for all general-use County government buildings. 7. Coordinates establishing the alternate location for continuity of County government. Relocate all designated critical equipment to the site before storm arrival. Ensures the County government is prepared to operate from the alternate site should the County Center be closed to disaster damage. 8. Activates the County's continuity of operations (COOP) site locations for departments to assemble and conduct operations should their usual facilities be inoperable due to disaster damage.

**Hillsborough County
Constitutional
Officers (HCCO)**

1. Maintains law and order during disaster and emergency operations.
2. Acts as the primary agent in countywide disaster operations, coordinating all required public safety activities.
3. Serves as the primary coordinator of ESF 16 (Law Enforcement and Security).
4. Provides necessary personnel and equipment for the required number of County SAR teams ESF 9 (Search and Rescue). Participates in SAR training and exercises.
5. Serves as overall Traffic Control Coordinator and controls traffic flow through traffic control points and other measures. Coordinates traffic control operations with municipal and state law enforcement agencies.
6. Establishes procedures to provide disaster warnings to the public in the county's unincorporated area.
7. In coordination with HCFR, notify residents of evacuation zones and mobile homes of evacuation orders. If necessary, assist residents who need help evacuating.
8. Provide security and law enforcement at the EOC during activations.
9. Provides security and law enforcement at all public shelters in the unincorporated County.
10. Maintains and supports county-operated two-way radio communications systems.
11. Controls reentry operations into evacuated areas in the County.
12. Ensures security and prevents looting in evacuated areas.
13. Assists municipalities during disasters/emergencies when requested and as resources permit.
14. Provides security at various response and recovery sites, including Disaster Recovery Centers (DRC), Points of Distribution (POD), etc., established by County, state, or federal agencies.
15. Support ESF 17 (Animal Protection) through large animal teams.
16. Serves as a supporting agency to ESF 13 (Military Support).
17. Provides traffic control and security during power outages.
18. Provides personnel and equipment to support mass casualty operations and exercises.
19. Plans for and conducts operations for civil disturbances.
20. Provide security to cold-weather shelters for people experiencing homelessness when appropriate.
21. Assists the County Needs Assessment Team (NAT) and coordinates with state representatives who arrive for impact assessments. Works with state members to determine the status of County law enforcement systems.
22. Provides for the safeguarding of vital records.

<p>Social Services (Director)</p>	<ol style="list-style-type: none"> 1. Provides a representative to serve on the EOC Operations Group during disasters. 2. Serves as the primary coordinator for ESF 6 (Mass Care and Human Services). 3. Coordinates with the Aging Services Director as a supporting agency for ESF 11 (Food and Water). 4. Serves as the County Community Relations Coordinator during recovery operations. In this role, coordinate with state and federal community relations personnel. 5. Provides public information support to ESF 14 (Public Information) as required.
<p>Solid Waste Services (Division Director)</p>	<ol style="list-style-type: none"> 1. Serve as a supporting agency to ESF 3 (Public Works, Engineering & Operations). 2. Controls the disposal of disaster-related debris. Designates debris management sites (DMS) and disposal sites for various kinds of debris. 3. Ensures all disposal sites are prepared and equipped to receive disaster-related debris. 4. Coordinate with the EPC in the selection of debris disposal sites. 5. Requests waivers from EPC for burning of debris if necessary. 6. Coordinates with municipal solid waste departments regarding disposal of their debris. 7. Establish methods and procedures to receive disaster-related debris from private individuals and businesses. Provide debris disposal services at the direct disposal cost incurred by Solid Waste Services unless otherwise waived by the Board of County Commissioners. 8. Provides for disposal of contaminated or spoiled foodstuffs, as well as carcasses of dead animals. 9. Maintains detailed records of all workforces, equipment, and financial resources used in debris disposal for federal disaster assistance reimbursement. 10. Provides transportation assets as available to support County emergency transportation requirements. 11. Provide public information support to ESF 14 (Public Information) as required.

**Sunshine Line
(Director)**

1. Plans for and conducts transportation operations to evacuate people with special needs (elderly and disabled) and move them to appropriate shelters. This includes returning special needs evacuees to their residences or appropriate temporary housing when appropriate.
2. Designates a transportation planner to coordinate emergency transportation requirements and serve as an Evacuation Working Group member.
3. Provides transportation support to disaster response and recovery operations and exercises as resources allow.
4. Provides a list of transportation resources available for evacuation operations on an annual basis immediately prior to hurricane season.

4.2 Cooperating Organizations and Agencies.

DEPARTMENT	RESPONSIBILITIES
4.2 COOPERATING ORGANIZATIONS AND AGENCIES	
American Red Cross	<ol style="list-style-type: none"> 1. Provides mass care and feeding operations for survivors and emergency workers during disaster operations. 2. Serves as a supporting agency of ESF 6 (Mass Care and Human Services), ESF 8 (Health and Medical), ESF 11 (Food and Water), and ESF 15 (Volunteers & Donations). 3. Provide representation to the EOC whenever necessary for actual disasters and disaster exercises. 4. In coordination with the school board and HCOEM, identify public shelters for use during emergencies. 5. At the direction of the EOC, open public shelters as required. 6. Operates public shelters, including providing the required staff, equipment, supplies, and feeding operations. Provides shelter operations reports to the EOC. 7. Recruits and provides training to salaried and volunteer disaster services personnel, including shelter management. 8. Establish American Red Cross Service Delivery Sites or service delivery methods to meet the immediate disaster-caused needs of disaster survivors. Services can include assistance or formal referrals to address needs such as food, personal essentials, clothing, shelter, information and referral, welfare information, and physical and mental health needs. 9. Coordinates American Red Cross damage assessment activities with those of the County. 10. Provides representatives to manage the American Red Cross facility at the Florida State Fairgrounds when activated. 11. Coordinates feeding operations of emergency workers at the Fairgrounds as resources allow. 12. Coordinates with ESF 1 (Transportation) and the Medical Director for Mass Casualty Planning in the development of plans for the emergency transportation of evacuees from disaster site(s) to shelters. 13. Provides a representative to serve as liaison to state assessment teams concerning the status of mass care efforts in the County.
Crisis Center of Tampa Bay	<ol style="list-style-type: none"> 1. Serves as a support agency for ESF 6 (Mass Care and Human Services), ESF 7 (Resource Support), and ESF 11 (Food and water).
OneBlood	<ol style="list-style-type: none"> 1. Provides blood resources and expertise as necessary to support disaster survivors in a mass casualty situation.

<p>Salvation Army</p>	<ol style="list-style-type: none"> 1. Provides shelter, food, clothing, other supplies, and counseling services to disaster survivors. 2. Provide a representative to the EOC to support coordinating mass care operations with other ESF 6 (Mass Care and Human Services) agencies. 3. Coordinates human services with County agencies. 4. Operates comfort stations for disaster survivors by agreement with the state. 5. Provides support, as resources allow, to County operations at the State Fairgrounds.
<p>Sun City Emergency Squad</p>	<ol style="list-style-type: none"> 1. Provides Basic Life Support (BLS), ambulance transport service, and first responder emergency medical services as available to countywide mass casualty operations. 2. Participates in countywide mass casualty exercises.

4.3 Utilities, Military, Medical Facilities.

DEPARTMENT	RESPONSIBILITIES
4.3 UTILITIES, MILITARY, MEDICAL FACILITIES	
290th Joint Communications Support Squadron (Florida Air National Guard). (Military Organizations)	<ol style="list-style-type: none"> 1 Provides communications support as approved by appropriate authorities.
Civil Air Patrol (CAP) (Military Organizations)	<ol style="list-style-type: none"> 1. Provides resources (personnel and equipment) supporting County disaster and mass casualty operations. 2. Provide aerial support to County disaster operations as resources allow (e.g., light transport of equipment or personnel, SAR, traffic control, photographic and reconnaissance support, and communications).
Communications Vendors (Utilities)	<ol style="list-style-type: none"> 1. Coordinates telephone and data service restoration to Hillsborough County as part of ESF 2 (Communications & Information Technology (IT)). 2. Provides telephone communications and data support, including activating the required number of telephone lines at the Fairgrounds when activated. 3. Provide a representative to the EOC Operations Group during emergencies.
Florida Army National Guard (53rd Infantry Brigade) (Military Organizations)	<ol style="list-style-type: none"> 1. Provides resources as available and as approved by appropriate authorities. 2. Provide a staff representative to the EOC Operations Group during disaster situations and exercises as available.
Hillsborough County Hospitals (Medical Facilities)	<ol style="list-style-type: none"> 1. Make provisions for emergencies or disasters as applicable. If sufficient resources are unavailable, coordinate assistance with the Emergency Operations Center. 2. Develop comprehensive emergency management plans per criteria outlined in Florida Administrative Code Rule 59A-3.078. Submit plans to HCOEM as scheduled annually for review and approval. 3. Maintain contact with HCOEM and FDOH to provide for coordinated efforts in disaster preparedness and planning. One method to accomplish this is through the Hillsborough County Healthcare Coalition. 4. Provide necessary facilities, resources, and personnel to support County mass casualty and hurricane operations. 5. Coordinate with the Medical Director of Mass Casualty Planning (MDMCP) concerning mass casualty operations and planning. 6. Ensure proper protocols are in place to effectively disseminate communications from the County Emergency Dispatch Communications (EDC)/MDMCP/EOC using pagers, phone trees, e-mail, the Internet, etc. Keep the EM System database current with designated personnel's names and contact information. 7. Ensure that facility disaster plans fully address mass casualty operations

	<p>that support this plan. When the County mass casualty system is activated, hospitals must:</p> <ol style="list-style-type: none"> a. Prepare an immediate bed status report through a current U.S. Census Bureau and priority discharge plan upon the request of the County EDC. The status report will be provided in the EM System as the primary mode, with a fax machine, e-mail, or two-way radio as backups. Hospitals will also make the status of disaster survivors available through the EM System. b. Provide for personnel recall in increments as needed. c. Designate trained EM System personnel to keep the database current. Those hospitals with a two-way radio capability ensure trained operators are available to maintain contact with County EDC/EOC. d. Provide enhanced security for their facility. e. Provide for continuity of facility operations and functions. <p>Note: Hospital plans should address possible evacuation to or from the facility.</p>
<p>Hillsborough County Nursing Homes, Ambulatory Surgical Centers, and Assisted Living Facilities (ALF) (Administrators) (Medical Facilities)</p>	<ol style="list-style-type: none"> 1. Make provisions for evacuating premises for emergencies or disasters, as applicable. If sufficient resources are unavailable for evacuation, coordination assistance with the Emergency Operations Center is needed. 2. Develop comprehensive emergency management plans according to the criteria outlined in applicable Florida Administrative Code rules. Submit plans to HCOEM as scheduled for review and approval. 3. Ensure emergency power supply is in place per state regulations.
<p>MacDill Air Force Base (Military Organizations)</p>	<ol style="list-style-type: none"> 1. Provides resources as available and approved by appropriate authorities to support County disaster response and recovery activities. 2. Provide a staff representative to the EOC during disaster situations.
<p>Tampa Electric Company & Peoples Gas (TECO)</p>	<ol style="list-style-type: none"> 1. Provide information to HCOEM about impending power shortage situations as it becomes available. 2. Provides a representative during disasters. 3. Serves as a support coordinator for electrical power matters under ESF 12 (Energy). 4. Provides personnel and equipment support to County and municipal SAR teams as required and as resources allow.
<p>U.S. Army Reserve Center, U.S. Marine Corps Reserve, and U.S. Navy Reserve Center (Military Organizations)</p>	<ol style="list-style-type: none"> 1. Provide resources under appropriate directives or orders from applicable U.S. Department of Defense (DOD) agencies.
<p>United States Coast Guard (Military Organizations)</p>	<ol style="list-style-type: none"> 1. Provides resources as available and as approved by appropriate authorities to support County disaster response and recovery activities. 2. Provide a staff representative to the EOC during disaster situations.

4.4 State of Florida.

DEPARTMENT	RESPONSIBILITIES
4.4 STATE OF FLORIDA	
Department of Transportation, District 7	<ol style="list-style-type: none"> 1. As requested, provide a representative to the EOC during disaster response and recovery operations. 2. Conducts debris removal from interstates and state roads and supports County debris clearance activities as resources allow.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Develop and maintain a plan to mobilize and coordinate all public health resources during disaster operations. 2. Serves as the primary coordinator for ESF 8 (Health and Medical). 3. Directs and coordinates public health service activities during disaster operations. 4. Coordinates planning for and operates County SNS. Provides doctors and nurses as available to staff SNS. Maintains a registry of people with special needs. 5. Provides public health advice and assistance to local jurisdictions during disasters and emergencies. 6. Coordinates state and federal public health assistance when provided. 7. Through ESF 14 (Public Information), the government provides advisories to the public concerning health-related items during disasters and emergencies. 8. Coordinate with the Solid Waste Management Division and the Environmental Protection Commission to maintain health standards at all debris disposal sites. 9. Aids the Medical Examiner and Medical Director for mass casualty planning for mortuary services during disaster operations. 10. It provides for the safety of the County water supply through testing and provides information to the public through ESF 14 (Public Information) regarding the potability of the water supply and methods to purify water. 11. Inspect for contaminated foodstuffs and drugs, identifying contamination and condemning as appropriate. 12. Provides for the safeguarding of vital records. 13. Provides a representative to serve as liaison to state assessment teams concerning the status of County health and medical systems.
Florida Highway Patrol	<ol style="list-style-type: none"> 1. Provides law enforcement support for response and recovery operations. 2. Provide a representative to the EOC Operations Group during disaster response and recovery operations.
Florida Marine Patrol	<ol style="list-style-type: none"> 1. Provides support as necessary for recovery operations.

<p>State Fairgrounds Authority</p>	<ol style="list-style-type: none"> 1. Provides facilities to house County evacuation response and recovery operations. 2. Support evacuation and recovery operations (e.g., forklifts, tables, chairs, and ancillary equipment).
<p>State of Florida</p>	<ol style="list-style-type: none"> 1. Maintains a partnership at the state level with all government agencies, businesses, and volunteer organizations responsible for comprehensive emergency management in Florida. 2. Maintains a broad-based public awareness, education, and preparedness program designed to reach most Florida citizens, including those needing special media formats, such as non-English-speaking individuals. 3. Supports the emergency needs of all counties by developing reciprocal intra- and inter-state mutual aid agreements and assistance from FEMA. 4. Directs and controls a state response and recovery organization based on emergency support functions, involving broad participation from state, private, and voluntary relief organizations, and that is compatible with the federal response and recovery organization and concept of operations. 5. Develop and implement programs or initiatives designed to avoid, reduce, and mitigate the effects of hazards by developing and enforcing policies, standards, and regulations. 6. Coordinates state activities with those Florida volunteer organizations active in disasters. Ensures these organizations are identified and organized under the State Emergency Response Team's ESF 15 (Volunteer & Donations). 7. Coordinates state activities with Florida's business community and organizations to ensure comprehensive coverage of assistance and relief during a disaster. 8. Promotes mitigation efforts in the business community, emphasizing the state's infrastructure. 9. Identifies critical industries and infrastructures that may be impacted by a disaster or are required for emergency response efforts. 10. Review and analyze the plan against national criteria to ensure compliance with the goals, procedures, and benchmarks that guide emergency management programs.
<p>University of South Florida (USF)</p>	<ol style="list-style-type: none"> 1. Provides public shelter facilities and staff as available during hurricane evacuations. One shelter facility shall serve as a SNS for medically dependent evacuees.

4.5 Federal Government.

DEPARTMENT	RESPONSIBILITIES
FEDERAL GOVERNMENT	
<p>Federal Government</p>	<ol style="list-style-type: none"> 1. Provides emergency response on federally owned or controlled property, such as military installations and federal prisons. 2. Provides federal assistance as directed by the President of the United States under the coordination of FEMA and per federal emergency plans. 3. Identifies and coordinates the provision of assistance under other federal statutory authorities. 4. Aids the state and local governments in response to the recovery from a commercial radiological incident consistent with guidelines established in the current Federal Radiological Emergency Response Plan and the National Response Framework. 5. Manages and resolves all issues of a mass influx of illegal aliens. 6. Provides repatriation assistance to U.S. citizens (including noncombatants of the DOD evacuated from overseas areas). The U.S. Department of Health and Human Services (DHHS) is responsible for providing such assistance in coordination with other designated federal departments and agencies.

Comprehensive Emergency Management Plan

I. Basic Plan

E. FINANCIAL MANAGEMENT

1.0 GENERAL

- 1.1 During and after emergencies and disasters, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended to support emergency operations promptly. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.
- 1.2 Authority to expend funds in emergency management operations is contained in Florida Statute 252 and Hillsborough County Codes of Ordinances Chapter 22, Article II, Section 22-24. In general, emergency operations are funded by the budget allocations of each agency involved. A Presidential disaster or emergency declaration will permit funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L.100-707, and the financial resources initiated at the state and local levels.
- 1.3 Timely financial support for any extensive response activity could be crucial to saving lives and protecting property. While innovative and expeditious procurement methods are called for during emergencies, good accounting principles and practices must still be employed to safeguard the use of public funds from fraud, waste, and abuse.

2.0 POLICIES

- 2.1 Procurement Services personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of Hillsborough County departments.
- 2.2 All departments will make every effort to assure the safety of cash, checks, and accounts receivable and assist in protecting other vital documents and records.
- 2.3 The County may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. The County may also collect damages from its insurance carriers. Successful expenditure documentation will maximize the reimbursements and assistance that the County and its citizens will receive. All county departments and agencies are expected to include requirements for fiscal record keeping in their emergency plans and procedures.
 - a. Departments will designate personnel responsible for documentation of disaster operations and expenditures.

b. Existing County emergency purchasing procedures will incur emergency expenditures.

2.4 During emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be transferred to other departments to provide emergency support.

2.5 Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of its emergency plans and procedures.

3.0 FISCAL

3.1 Management and Budget is responsible for financial management during disaster operations and will provide periodic training to appropriate fiscal representatives. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Management and Budget establishes procedures for processing and maintaining records of expenditures and obligations for workforce, equipment, and materials. All appropriate logs, formal records, and file copies of all expenditures (including personnel timesheets) must be kept by all departments, agencies, and municipalities to provide clear and reasonable accountability and justification for future reimbursement. Reimbursement for disaster-related expenditures is not automatic; detailed records must authenticate it. Further, all federal public assistance funds are subject to state and federal audits.

3.2 When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with Procurement Services. A record of all purchases shall be reported to Procurement per County purchasing policies. A complete and accurate record of all purchases, a full record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased to support the emergency response shall be maintained. It is essential to track what was purchased versus what was consumed. FEMA reimbursement is based on what is consumed during an event.

3.3 Though specific formal procedures may be waived, this does not lessen the sound financial management and accountability requirement. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records, separating disaster operational expenditures from day-to-day expenditures. Department directors will be held accountable for deviations from the emergency procurement procedures.

3.4 A separate Emergency Operations Center (EOC) Finance Section may be formed to handle the monetary and financial functions during large emergencies and disasters. See the Hillsborough County EOC Manual for details.

4.0 LOGISTICS

- 4.1** Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims. Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution, and replacement of personnel, equipment, and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s).
- 4.2** The acquisition of facilities, equipment, supplies, services, and other resources may be accomplished by designated department and agency purchasing elements or through ESF 7 (Resource Support) under applicable purchasing procedures and guidelines. See ESF 7 (Resource Support) for further information on the procurement process. Requests may be made to the SEOC if needed resources are unavailable within the County. The County will be responsible for costs incurred for resources brought in from outside sources
- 4.3** All departments are expected to maintain an inventory of all non-consumable items, including their disposition, after the conclusion of the emergency proclamation. Items that are not accounted for or that are placed in County inventory as assets will not be eligible for reimbursement.

5.0 ADMINISTRATION AND DOCUMENTATION

- 5.1** During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional to protect life or property. Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Emergency services and PIOs have independent authority to react to emergencies.
- 5.2** Normal procedures that do not interfere with the timely accomplishment of emergency tasks will continue to be used. Those emergency administrative procedures that depart from “business-as-usual” will be described in detail in department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.
- 5.3** Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time, and other information relative to the service of emergency workers, as well as documentation of injuries, lost or damaged equipment, and any extraordinary costs. Documentation to substantiate expenses for disaster operations will be submitted to Management and Budget for consolidation.
- 5.4** The Florida Division of Emergency Management (FDEM) will provide periodic training sessions concerning guidelines and processes involving the state and federal disaster assistance process. HCOEM will coordinate this training for all concerned agencies and departments and provide training to County and municipal personnel on cost recovery documentation and processes. Note: Management and Budget provides public assistance process training for departments under the County Administrator.

6.0 MUTUAL AID ASSISTANCE

6.1 The County and the three municipalities are signatories to the Statewide Mutual Aid Agreement. Under this agreement, requests for assistance can be made to FDEM or any other signatory (e.g., another county or municipality). The requesting party shall be responsible for reimbursable expenses to all assisting parties.

7.0 DISASTER RELIEF FUNDING AGREEMENTS

7.1 For any federal disaster declaration providing funds to the County, the County enters a Federally Funded Sub-Award and Grant Agreement with the state. These funding agreements provide the framework for the administration of the federal and state funds that flow to the County under the disaster declaration. These agreements shall be approved by the County Board of County Commissioners (BOCC) and signed by the chairman. The agreement is also signed by the State Governor's Authorized Representative (GAR), usually the Director of the FDEM.

8.0 PROTECTION OF RECORDS

8.1 All County departments, constitutional authorities, and other governmental agencies must protect their records during disasters. Offsite storage of duplicate vital records, whenever feasible, is strongly recommended. All departments should also have plans to address the recovery of damaged records. The County's Information & Innovation Office IT Disaster Recovery Administrator maintains a comprehensive disaster recovery program as part of the County Continuity of Operations Plan (COOP), the County Continuity of Government (COG), and post-disaster operations.

9.0 FINANCIAL ASSISTANCE

9.1 After a disaster, many sources of state and federal aid are available, as well as non-government and private sector donations that could be directed to the most essential uses. Federal sources of financial assistance include the public assistance program, the hazard mitigation grant, the community development block grants, and the community disaster loan program. See CEMP Part V, Recovery, Attachment 2, Recovery Assistance Programs, and Attachment 4, Public Assistance Program process.

10.0 FINANCIAL MANAGEMENT COORDINATION WITH MUNICIPALITIES

10.1 The County provides a conduit to its municipalities for coordinating state and federal recovery assistance programs. Municipalities are responsible for their own response and recovery financial and administrative management, for defining and executing their recovery, and will establish their leadership role so municipalities can integrate into County, federal, state, and regional response and recovery efforts.

10.2 After a federal disaster declaration for public assistance is issued, each municipality (eligible applicant) must designate a Municipal Coordinating Officer (applicant agent) to maintain ongoing communication with the County's Applicant Agent. Municipal Coordinating Officers will provide documentation to the County, when appropriate and needed, to ensure financial support from state and federal agencies.

11.0 REFERENCES

11.1 Hillsborough County Procurement Services, Procurement Procedures Manual, November 2021.

11.2 FEMA Public Assistance Procedures Manual.

11.3 County Ordinance (Emergency Management and Emergency Services) Chapter 22, Article II, Section 22-24.

Comprehensive Emergency Management Plan

I. Basic Plan

F. ATTACHMENTS

1.0	PRIMARY/SUPPORT AGENCY MATRIX
2.0	ACRONYMS
3.0	INCIDENT COMMAND
	3.1 INCIDENT COMMAND RESPONSIBILITIES
	3.2 INCIDENT COMMAND MATRIX BY INCIDENT TYPE
4.0	EMERGENCY OPERATIONS POLICY-MAKING
5.0	MAPS
	5.1 STORM SURGE EVACUATION MAP
6.0	HILLSBOROUGH COUNTY ORGANIZATION CHART

Attachment 1.0 PRIMARY/SUPPORT AGENCY MATRIX

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
48 th Civil Support Team										S									
4th Assault Amphibian Battalion (USMC)													S						
911 Agency		S																	
Aging Services											P								
Amateur Radio (ARES/RACES)		S	S			S													
Ambulance Companies	S							S											
American Red Cross						S		S			S			S					S
Aviation Authority																			S
Big Cat Rescue																	S		
Busch Gardens																	S		
Chamber of Commerce																		S	
Citizen Corps Council of Hillsborough County															S				
City of Plant City																			S
City of Tampa																			S
City of Temple Terrace																			S
Clinics, Medical								S											
Code Enforcement			S					S	S		S	S							P
Colleges and Universities								S						S					
Commercial Print Media														S					
Commercial Radio and Television														S					
Communications & Digital Media												S		P					



Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Community Emergency Response Team (CERT)						S		S			S								
Community Organizations Active in Disasters (COAD)						S					S								
Conservation & Environmental Lands Management			S								P								S
Constitutional Agencies*					S														
Consumer and Veteran Services																			S
County Administrator							S								S				
County Attorney							S												
County Departments, All	S				S	S	S							S					
Extension Service																	S		
Crisis Center of Tampa Bay															S				
Development Services																			S
Economic Development																		P	S
Emergency Dispatch Communications		S																	
Emergency Management	P	S			P	S		S		S	S	S	P		P			S	
Employee Emergency Response Program (EERP)						S	S				S				S				
Environmental Protection Commission			S					S		S	S								S

BASIC PLAN

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Evacuation Working Group (EWG)	P																		
Extension Service											S								S
Fairgrounds							S								S				
Faith Based Organizations						S													
Federal Agencies														S					
Federal Veterinary Medical Assistance Teams (VMAT)																	S		
Feeding Tampa Bay											S								
FEMA														S					
Fire Marshal's Office																			S
Fire Rescue	S			P			S	S	P	P		S							S
Fleet Management Department	S		S									S							
Florida Animal Control Association																	S		
Florida Department of Agriculture & Consumer Services (DACS)								S			S								
Florida Department of Business and Professional Regulations								S											
Florida Department of Children and Families (DCF)											S								
Florida Department of Environmental Protection (DEP)								S											

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Florida Department of Health (FDOH)			S			S		P		S	S	S		S					S
Florida Department of Law Enforcement (FDLE)																S			
Florida Division of Emergency Management					S		S			S									
Florida DOT, District 7	S		S																
Florida Fish and Wildlife Conservation Commission (FWC)																	S		
Florida Forest Service (FFS), Lakeland District				S															
Florida Highway Patrol								S				S				S			
Florida Horsemen's Benevolent & Protective Association																	S		
Florida National Guard								S			S		S			S			
Florida Small Business Development Center																		S	
Florida State Fire Marshal				S															
Frontier Communications		S	S																
GA Foods Inc.											S								
Greater Tampa Bay Association of Continuity Professionals (ACP)																		S	

BASIC PLAN

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Greater Tampa Chamber of Commerce																		S	
HCC Vet Tech Program																	S		
Health Care Services								S											
Hillsborough Area Regional Transit (HART)	S					S								S			S		S
Hillsborough County Animal Control								S									S		
Extension Office																		S	
Hillsborough County Mosquito Control								S											
Hillsborough County Pet Resources						S											P		
Hillsborough County Planning Commission	S																		
Hillsborough County Public Schools														S					
Hillsborough County School Board						S		S			S								S
Hillsborough County School Board Transportation	S																		
Hillsborough County School Security																S			
Hillsborough County Schools							S												
Homeless Services						P													



Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support Services	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Hospitals, Hillsborough						S								S					
Human Resources							S												
Humane Society																		S	
In Patient and Residential Facilities: Hospitals; Rehabilitation Hospitals; Skilled Nursing; Assisted Living; Other Residential Facilities								S											
Information & Innovation Office		P			S		S												S
Innovation Place																		S	
Life Path								S											
Lutheran Services Florida															S				
MacDill Air Force Base (AFB)													S						
MacDill Air Force Base Fire Department				S															
Management & Budget							S												
Meals on Wheels											S								
Medical Director for Mass Casualty Planning								S											
Medical Examiner								S											
Medical Reserve Corps								S											
Military														S					
Mormon Youth Group											S								
Municipal Fire Department EMS	S																		
Municipal Police Departments											S			S		S	S		
Municipalities			S			S					S	S		S					

BASIC PLAN

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
National Weather Service					S									S					
Parks and Recreation	S		S					S			S								S
Pharmacies, Home Health/Nurse Registry Agencies; Home Medical Equipment Providers								S											
Physicians and Nurses								S											
Plant City EDC																		S	
Plant City Fire Rescue				S						S									
Private Sector	S					S													
Private/Non-Profit/Volunteer/Non-Governmental Organizations					S														
Procurement Services							P				S	S							
Property Appraiser																			S
Public Utilities			S					S	S		S	P							S
Public Works			P	S				S	S	S		S				S			S
Real Estate & Facilities Services			S				S					S			S				S
Representatives: Businesses, Real Estate & Insurance																		S	S
Risk Management & Safety					S		S												S
Salvation Army						S					S				S				
Seminole Police Department																S			
Senior Connection Center Inc.											S								
HCSO	S		S	S			S	S	S	S	S	S	S			P	S		S
HCSO Communications		S																	
Social Services						P					S								



Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food & Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Solid Waste Services			S					S												S
Spectrum Communications		S	S																	
Sports Authority																				S
State Agencies														S						
State Agricultural Response Team (SART)																		S		
State Animal Response Coalition																		S		
Sunshine Line	S																	S		
Tampa Bay Local Emergency Planning Committee (LEPC), District VIII										S										
Tampa Bay Port Authority																				S
Tampa Bay Water														S						
Tampa Downtown Partnership																			S	
Tampa Electric Company & Peoples Gas (TECO)			S					S	S			S		S						
Tampa Fire Rescue				S						S										
Tampa International Airport Police (TIA)																	S			
Tampa Police Department								S									S			
Tampa Zoo																		S		
Tampa-Hillsborough Economic Development Corporation																			S	
Tax Collector																				S

BASIC PLAN

Department, Agencies & Organization	Transportation	Communications & IT	Public Works, Engineering & Ops	Fire Fighting	Information & Planning	Mass Care & Human Services	Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Food and Water	Energy & Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement & Security	Animal Protection	Business & Industry	Damage Assessment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Temple Terrace Fire Rescue				S						S									
U.S. Coast Guard (Sector Saint Petersburg)													S						
University of Florida - Veterinary Emergency Treatment Service (VETS)																	S		
University of South Florida						S													
University of South Florida Police																S			
Urgent Care Centers								S											
Verizon Wireless		S																	
Veterans Affairs											S								
Veterans and Consumer Services			S																
Veterinary Medical Society																	S		
Visit Tampa Bay														S				S	
Voluntary Organizations Active in Disasters (VOAD)	S					S													
Westshore Alliance																		S	

Attachment 2.0 ACRONYMS

ACRONYM	DESCRIPTION
&	and
ACP	Greater Tampa Bay Association of Continuity Professionals
ACP	Association of Continuity Professionals
ACS	Auxiliary Communications Service
AFB	Air Force Base
ALF	Assisted Living Facility
ALS	Advanced Life Support
AMW	Air Mobility Wing
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ASCS	Agricultural Stabilization and Conservation Service
AT&T	American Telephone and Telegraph Company
ATF	Alcohol, Tobacco, and Firearms
BLS	Basic Life Support
BOCC	Board of County Commissioners
BP	Basic Plan
CAMEO	Computer-Aided Management of Emergency Operations
CAP	Civil Air Patrol
CB	Citizen's Band
CCC	Citizens Corps Councils
CCE	Community Care for the Elderly
CCP	Crisis Counseling Assistance and Training Program
CCST	Community Crisis Support Team
CDC	Centers for Disease Control and Prevention
CDM	Communications & Digital Media
CELM	Conservation & Environmental Lands Management
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Officer
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CHHAs	Coastal High Hazard Areas
CIP	Capital Improvements Program

CISD	Critical Incident Stress Debriefing
COADs	Community Organizations Active in Disasters
CoC	Greater Tampa Chamber of Commerce
COE	Corps of Engineers
COG	Continuity of Government
COOP	Continuity of Operations Plan
COT	City of Tampa
CRS	Community Rating System
CRT	Community Response Team
CSA	County Staging Area
CST	48 th Civil Support Team
CWP	County Warning Point
DACS	Florida Department of Agriculture & Consumer Services
DART	Disaster Animal Response Team
DBPR	Florida Department of Business and Professional Regulations
DCF	Florida Department of Children and Families
DCM	Disaster Case Management
DEP	Department of Environmental Protection
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DMAT	Disaster Medical Assistance Teams
DMS	Debris Management Sites
DOD	Department of Defense
DOT	Department of Transportation
DRC	Disaster Recovery Center
DRI	Development of Regional Impact
DRM	Disaster Recovery Manager
DSCA	Defense Support of Civil Authorities
DSCO	Deputy State Coordinating Officer
DTC	Disaster Transportation Coordinators
DUA	Disaster Unemployment Assistance
e.g.	For example
EAG	Emergency Action Group
EARS	Emergency Animal Rescue Service
EAS	Emergency Alert System

EBS	Emergency Broadcast System
ECC	Entrepreneur Collaborative Center
ECO	Emergency Coordinating Officer
EDC	Emergency Dispatch Communications; Tampa-Hillsborough Economic Development Corporation
EDICS	Emergency Deployable Interoperable Communications System
EERP	Employee Emergency Response Program
EHS	Extremely Hazardous Substances
EIDL	Economic Injury Disaster Loans
EIS	Emergency Information System
EM	Emergency Management
EMnet	Emergency Management Network
EMPC	Emergency Medical Planning Council
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPC	Environmental Protection Commission
ERT	Emergency Response Team
ERV	Emergency Response Vehicle
ESATCOM	Emergency Satellite Communications
ESF	Emergency Support Function
ESG	Emergency Support Group
ESQA	Enterprise Solutions & Quality Assurance
etc.	Etcetera
EWG	Evacuation Working Group
F.S.	Florida State
FACA	Florida Animal Control Association
FBO	Faith Based Organizations
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDACS	Florida Department of Agriculture & Consumer Services
FDEM	Florida Division of Emergency Management
DEP	Florida Department of Environmental Protection
FDLE	Florida Department of Law Enforcement
FDOH	Florida Department of Health
FDOT	Florida Department of Transportation
FDRC	Federal Disaster Recovery Coordinator

FEMA	Federal Emergency Management Agency
FFCA	Florida Fire Chief’s Association
FFS	Florida Forest Service, Lakeland District
FHT	Florida Hospital Tampa (Formerly University Community Hospital/UCH)
FIMA	Federal Insurance and Mitigation Administration
FIND	Florida Interfaith Network for Disasters
FL	Florida
FlaWARN	Florida's Water/Wastewater Agency Response Network
FLNG	Florida National Guard
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant Program
FNARS	FEMA National Radio System
FSA	Farm Service Agency
FSS	Florida State Statue
FWC	Florida Fish and Wildlife Conservation Commission
GAR	Governor’s Authorized Representative
GATV	Government Access Television
GETS	Government Emergency Telecommunications System
GIS	Geographic Information Service
HAHF	Hillsborough Animal Health Foundation
HART	Hillsborough Area Regional Transit
HAZMAT	Hazardous Material
HBPA	Florida Horsemen’s Benevolent & Protective Association
HCC	Hillsborough Community College
HCCCPC	Hillsborough County City – County Planning Commission
HCFL Alert	Hillsborough County’s Official Mass Notification System
HCFR	Hillsborough County Fire Rescue
HCPW	Hillsborough County Public Works, Engineering & Operations
HCSO	Hillsborough County Sheriff's Office
HCTA	Hillsborough County Trauma Agency
HCVMS	Hillsborough County Veterinary Medical Society
HELP	Hillsborough Emergency Long-Term Program
HIPAA	Health Insurance Portability and Accountability Act
HIT	Hazardous Incident Team
HMERP	Hazardous Materials Emergency Response Plan
HMGP	Hazard Mitigation Grant Program
HMRT	Hazardous Materials Incident Response Team

HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HR	Human Resources Department
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HSWCD	Hillsborough Soil & Water Conservation District
HTV	Hillsborough Television
HUD	Department of Housing and Urban Development
HURREVAC	Hurricane Evacuation (Computer Program)
I	Interstate
I-SAT	Initial Safety Assessment Team
IA	Individual Assistance
IAO	Individual Assistance Officer
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IFAS	Institute of Food and Agricultural Services
IHP	Individuals and Households Program
IIO	Office of the Chief Information & Innovation Officer
Inc.	Incorporated
IRA	Immediate Response Authority
IRS	Internal Revenue Service
ISO	Insurance Service Office
IT	Information Technology
ITS	Information and Technology Services
JCSE	Joint Communications Support Element
JCSS	Joint Communications Support Squadron
JFO	Joint Field Office
JIC	Joint Information Center
LAN	Local Area Network
LEPC	Local Emergency Planning Committee
LIHEAP	Low-Income Energy Assistance Program
LMS	Local Mitigation Strategy
LMSWG	Local Mitigation Strategy Working Group
LNG	Liquefied Natural Gas
LPH	Life Path Hospice; Licensed Practical Nurse
LSA	Logistics Staging Area
MAC	Multi-agency Coordination System

MARC	Mutual Aid Radio Communications
MARPLOT	Mapping Application for Response Planning
MARS	Military Affiliate Radio System
MASA	Mutual Aid Staging Area
MASH	Medical Animal Shelter
MAT	Mitigation Assessment Team
MCF	Message Control Form
MDMCP	Medical Director for Mass Casualty Planning
MERT	Medical Emergency Response Team
MGT	Management
MHz	Megahertz
MMRS	Metropolitan Medical Response System
MOSI	Museum Of Science Industry
MRC	Medical Reserve Corps
MSCA	Military Support to Civil Authorities
MSO	Marine Safety Office
MYTEP	Multi-Year Training and Exercise Plan
N/A	Not Applicable
NAT	Needs Assessment Team
NAWAS	National Warning System
NCS	National Communications System
NDMS	National Disaster Medical System
NDRF	National Disaster Recovery Framework
NFIP	National Flood Insurance Program
NGO	Non-Government Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NIMSCAST	NIMS Compliance Assistance Support Tool
NLT	Network Level Testing
NOAA	National Oceanic and Atmospheric Administration
NOK	Next-Of-Kin
NRF	National Response Framework
NSEP	National Security and Emergency Preparedness
NWS	National Weather Service
HCOEM	Office of Emergency Management
ONA	Other Needs Assistance
Ops	Operations

P.L.	Public Law (or PL)
PA	Public Address
PA	Public Assistance
PAC	Public Assistance Coordinator
PC	Personal Computer
PCPD	Plant City Police Department
PCS	Personal Communications Service
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PDRP	Post-Disaster Redevelopment Plan
PFD	Personal Flotation Device
PFO	Principal Federal Officer
PGS	Peoples Gas
PIO	Public Information Officer
PNP	Private Non-Profit
POD	Point of Distribution
PSA	Public Service Announcement
PSN	People with Special Medical Needs
PSOC	Public Safety Operations Complex
PUD	Public Utilities Department
PW	Project Worksheet
PWD	Public Works Department
RACES	Radio Amateur Civil Emergency Services
RAP	Recovery Action Plan
RD	Regional Director
RDSTF	Regional Domestic Security Task Force
REFS	Real Estate Facilities Services Department
RIAT	Rapid Impact Assessment Team
RN	Registered Nurse
ROC	Recovery Operations Center
RPA	Request for Public Assistance
RRT	Rapid Response Team
RSFs	Recovery Support Functions
RTF	Recovery Task Force
RV	Recreation Vehicle
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act

SARC	State Animal Response Coalition
SART	State Agricultural Response Team
SBA	Small Business Administration
SCO	State Coordinating Officer
SDRC	State Disaster Recovery Coordinator
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SFHAs	Special Flood Hazard Areas
SHARES	Shared Resources
SITREP	Situation Report
SLOSH	Sea Lake and Overland Surge from Hurricanes (Storm Surge Prediction Model)
SOC	Sheriff Operations Center
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
SWO	State Watch Office
TACs	Technical Assistance Committees
TBHMERP	Tampa Bay Hazardous Materials Emergency Response Plan
TBRPC	Tampa Bay Regional Planning Council
TBW	Tampa Bay Water
TDD	Telecommunications Device for the Deaf
TECO	Tampa Electric Company
TF	Task Force
TFR	Tampa Fire Rescue
TGH	Tampa General Hospital
TIA	Tampa International Airport
TIP	Transport International
TPD	Tampa Police Department
TRAC	Training Resources and Activity Center
TS	Tropical Storm
TSAR	Tactical Search and Rescue
TSP	Telecommunications Service Priority
TTPD	Temple Terrace Police Department
The U.S.	United States
UC	Unified Command
UHF	Ultra-High Frequency
USC	United States Code

USCG	United States Coast Guard; USCG St. Petersburg
USDA	United States Department of Agriculture
USF	University of South Florida
USMC	United States Marine Corps
UT	University of Tampa
VA	Veterans Affairs
VBEOC	Virtual Business Emergency Operations Center
VDC	Volunteer and Donations Center
VETS	University of Florida - Veterinary Emergency Treatment Service
VHF	Very High Frequency
VIP	Very Important Person
VIPS	Volunteers in Police Service
VMAT	Veterinary Medical Assistance Team
VOAD	Voluntary Organizations Active in Disasters
VRC	Volunteer Reception Center
WEA	Wireless Emergency Alerts
WMD	Weapon of Mass Destruction

Attachment 3.0 INCIDENT COMMAND

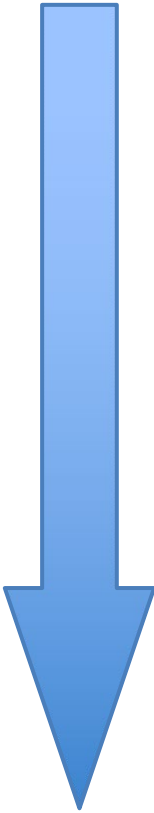
3.1 INCIDENT COMMAND RESPONSIBILITIES

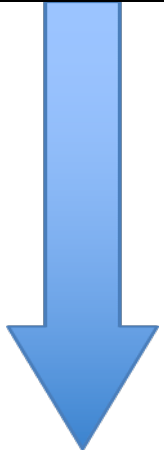
EMERGENCY MANAGEMENT	<ul style="list-style-type: none"> • Coordinate resources • Inter-agency coordination • Multi-agency coordination • Reporting • Long-range planning • Transportation support (through ESF 1) • Sheltering (through ESF 6) • Mass notification
LAW ENFORCEMENT	<ul style="list-style-type: none"> • SWAT • Evacuations • Traffic control • Crowd control • Notification of next of kin • Investigations • Search • Security
FIRE RESCUE	<ul style="list-style-type: none"> • Fire suppression • Search and Rescue • HazMat • Staging area • Landing zone • Triage • Ambulance transport • Air Ambulance transport • Hospital notification & coordination (less than 15 casualties) • Ambulance staging • EMS supply logistics
MASS CASUALTY DIRECTOR	<ul style="list-style-type: none"> • Hospital notification & coordination (more than 15 casualties) • Medical advice • Maintain data on hospital capabilities • Monitor bed availability
INCIDENT COMMANDER	<ul style="list-style-type: none"> • Coordinate response • Request resources • Delegate functions such as: • Public information <ul style="list-style-type: none"> ○ Short-range planning



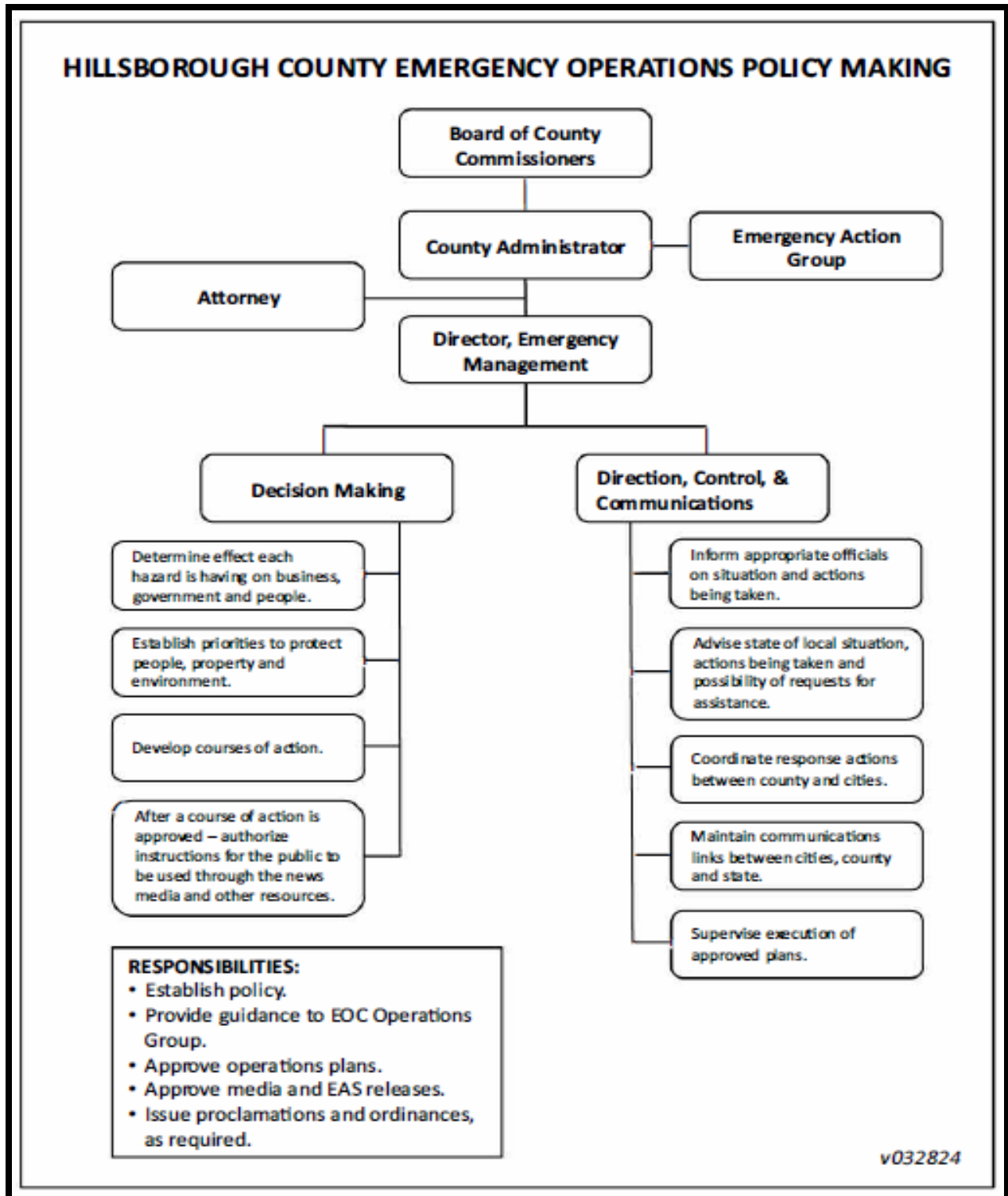
	<ul style="list-style-type: none">○ Safety○ Operations
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3.2 INCIDENT COMMAND MATRIX BY INCIDENT TYPE

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

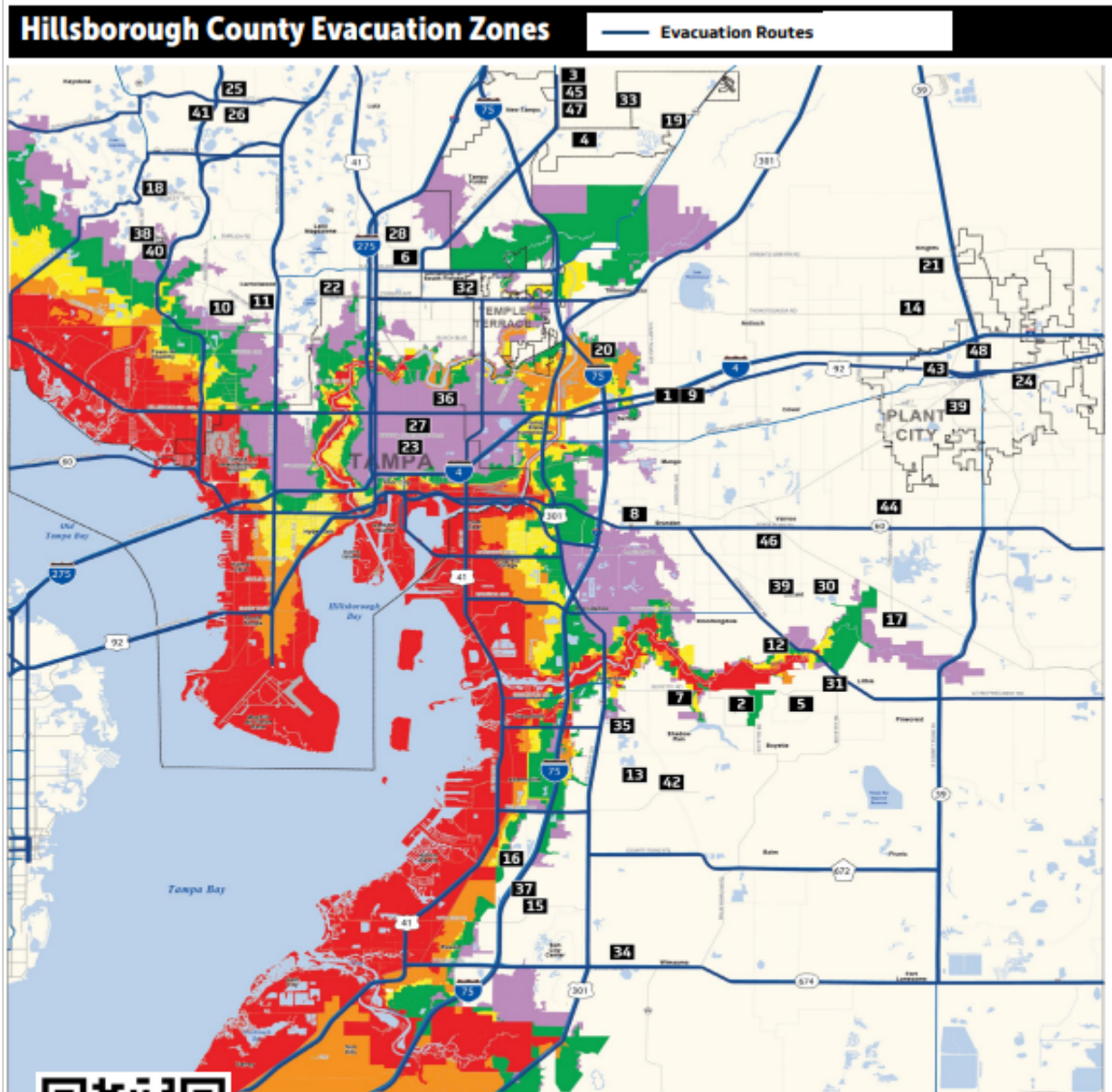
INCIDENT COMMAND MATRIX				
INCIDENT	FIRE RESCUE		LAW ENFORCEMENT	EOC
	FIRE OPERATIONS	MEDICAL OPERATIONS		
Major Transportation Incident (Bus/Rail/Auto)	<ul style="list-style-type: none"> • COMMAND Rescue Extinguishmen t	Triage Medical Treatment Survivor Transportation	<ul style="list-style-type: none"> • ASSUME COMMAND FOR INVESTIGATION Traffic/Crowd Control Security	
Explosives	Rescue Extinguishmen t	Medical Treatment Survivor Transportation	<ul style="list-style-type: none"> • COMMAND Traffic/Crowd Control Evacuation Mitigation	
Mass Casualty (If no Law Enforcement Threat)	<ul style="list-style-type: none"> • COMMAND Rescue	Triage Medical Treatment Survivor Transportation	Traffic/Crowd Control Security Evacuation	

Attachment 4.0 EMERGENCY OPERATIONS POLICYMAKING








Attachment 5.0 MAPS

5.1 STORM SURGE EVACUATION MAP



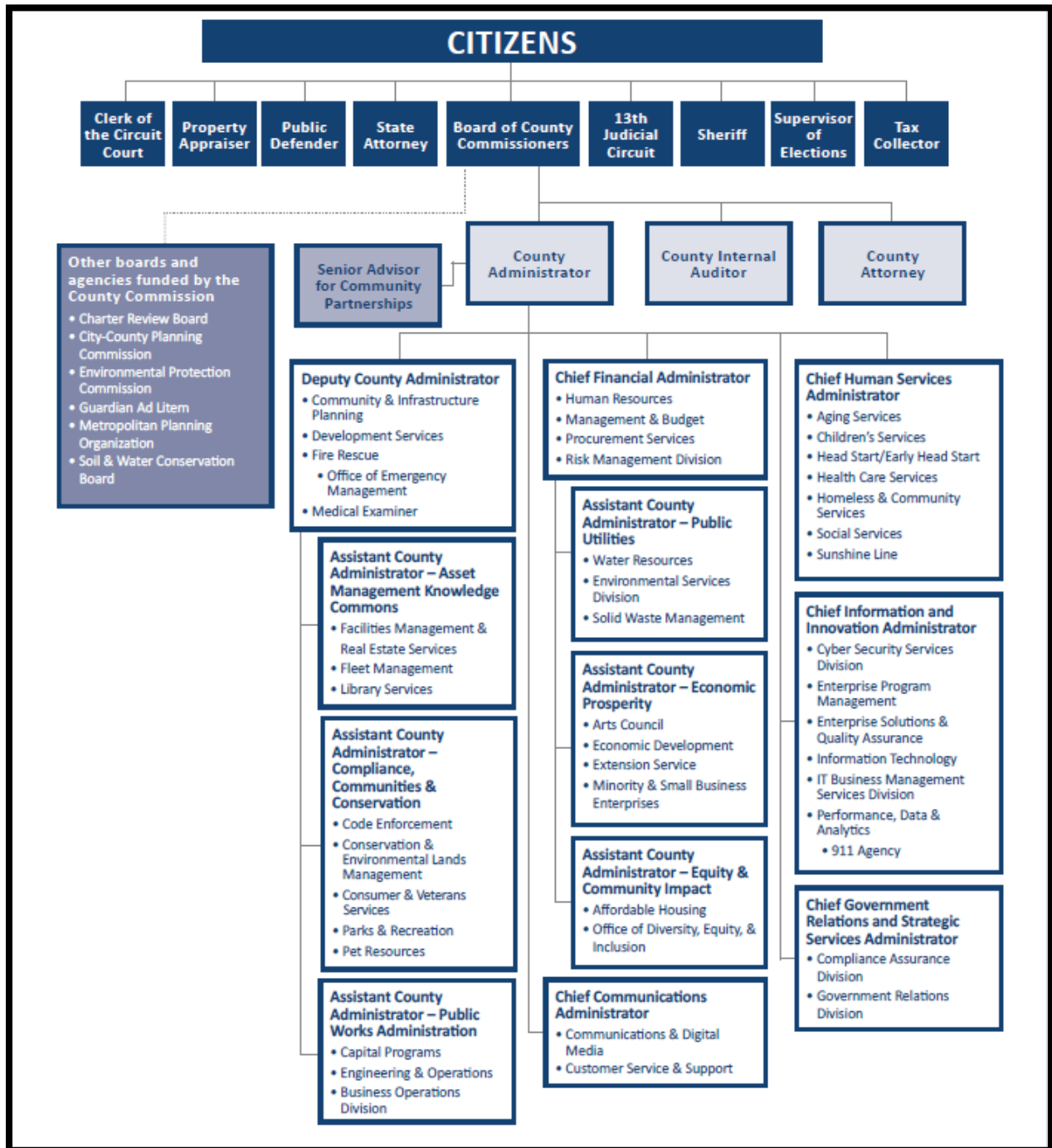
Note: This is a quick reference map. For a more detailed map scan the QR code, or visit: HCFLGov.net/heat

Legend

Evacuation Level	Wind Velocity (MPH)	Potential Tide Heights (FT)	Areas To Be Evacuated
A 	74 to 85	To 11'	Red areas plus all mobile home residents.
B 	96 to 110	To 17'	Red and Orange areas plus all mobile home residents.
C 	111 to 130	To 22'	Red, Orange, and Yellow areas plus all mobile home residents.
D 	131 to 155	To 31'	Red, Orange, Yellow, and Green areas plus all mobile home residents.
E 	156 and over	To 38'	Red, Orange, Yellow, Green, and Purple areas plus all mobile home residents.

Attachment 6.0 HILLSBOROUGH COUNTY ORGANIZATION CHART

This chart shows the organization of County government entities and their accountability to the electorate. Those directly elected to office by voters are shown directly below the citizens’ box. Boards and commissions funded through the Board of County Commissioners, but not otherwise accountable to the Board, are connected by the dotted line.





**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

II. MITIGATION

Comprehensive Emergency Management Plan

II. MITIGATION

1.0 GENERAL

1.1 Hazard mitigation planning is developing a set of actions designed to reduce or eliminate risk to people and property from hazards and their effects. Mitigation efforts include activities that will prevent or reduce the impact of emergency and disaster results on people, property, and the environment. Efforts include building codes, land use planning, training, education, and structural and non-structural safety measures.

1.2 Philosophically, there are three things we can do to mitigate. We can:

- a. Act on the hazard (the cause of the emergency).
- b. Act on the people (the population affected by the emergency).
- c. Act on the interaction between the hazard and the people.

1.3 Mitigation activities may be undertaken before or after a hazard event. Pre-event mitigation activities are highly desirable since it is often difficult to make mitigation decisions in the period immediately following a hazard event. If put in place soon enough, mitigation activities can reduce the damage caused by the next event. Also worth noting is that mitigation can break the cycle of repeated destruction resulting from hazard events.

1.4 Under normal conditions, when an emergency or disaster is not occurring and there is no threat to life or property, every reasonable effort is made to ensure that adverse impacts will be minimized when a disaster does strike. To do so, local, state, and federal governments carry out numerous ongoing activities. Such activities include land use management, planning, emergency preparedness, training and education, flood, hurricane, or other hazard damage reduction.

- Mitigation is unfunded mainly; it is subject to appropriated monies.

2.0 HILLSBOROUGH COUNTY LOCAL MITIGATION STRATEGY (LMS)

2.1 The LMS is a plan developed to reduce or eliminate the risks associated with natural and artificial hazards. The LMS provides for collaboration between state and local entities that encourages pre-disaster planning, recognizes the need for mitigation, and designates project funding through federal grant opportunities. The LMS must be updated every five years to comply with federal and state statutes and codes. The LMS is an ongoing process managed by the county and municipalities by the County Local Mitigation Working Group (LMSWG).

II. MITIGATION

- 2.2** Hillsborough County’s LMS was updated and approved in 2023 and complies with the Code of Federal Regulations §201.6, Title 44 Local Mitigation Plans, and Florida Administrative Code 27P-22.004 LMS Working Groups. The current LMS expires in 2025, and the LMSWG has scheduled quarterly meetings to facilitate the update.
- 2.3** The LMSWG comprises County, municipal, private sector, and community partners, including the public, that prepare and promote the County’s LMS strategies and projects to reduce long-term risks to life and property from natural, technological, and human-caused disasters. The LMSWG will coordinate with the state on mitigation matters as required.
- 2.4** The LMSWG acts under the direction of the Development Infrastructure Department Hazard Mitigation Manager according to a Board of County Commissioners' adopted resolution. A steering committee has been established to provide added balance in reviewing programs and projects associated with the LMSWG. The Steering Committee is the Operations Committee of the Office of Emergency Management, a cross-fertilized group of community representatives versed in disaster management. The Steering Committee is also supported by agencies with Emergency Support Functions (ESF) in the County as defined in the Hillsborough County CEMP.

3.0 SUMMARY OF HILLSBOROUGH COUNTY GENERAL MITIGATION INITIATIVES

Note: The Hillsborough County Local Mitigation Strategy (LMS) contains details and further information.

- 3.1** The LMS identifies the potential risks associated with hazards most likely to occur in the County. The LMS Working Group and stakeholders have identified mitigation initiatives to reduce the County’s vulnerability to these risks. The initiatives listed below were reviewed by County and municipal departments, the LMSWG, and other public and private entities that may be affected by their implementation.

The County and municipalities create, implement, and participate in various programs and projects that work towards achieving the LMS goals, strategies, and objectives. The LMS Appendix G provides a mitigation project list for the County and municipalities, which is continually perpetuated.

SUMMARY OF HILLSBOROUGH COUNTY GENERAL MITIGATION INITIATIVES

(Source: Hillsborough County Local Mitigation Strategy)

a. Assessments	Assessment planning tools and techniques are used to reduce the threat of damage and disasters.
b. Canals and Waterways	Ensure rivers, canals, and other waterways are maintained (unless in an area designated not to receive such attention), and shorelines are monitored for erosion control.
c. Controlled and/or Prescribed Burns	Preventative fire programs in cooperation with the local fire departments and state forestry department. Includes citizen awareness programs.
d. Debris Movement and Management	Equipping trucks with necessary equipment, coordinating efforts to dispose of debris, reviewing areas that may produce significant quantities of debris from natural features, and educating private property owners.
e. Development Management	Use of planning tools and techniques to reduce the threat of damage from disasters; relocate facilities or structures that have undergone repetitive damage; use of long-term redevelopment plans to create more disaster-resistant neighborhoods.
f. Education/Coordination	Coordinating public and private sector mitigation efforts; increasing educational awareness to encourage home and business hazard preparedness and mitigation efforts; and alerting residents of the need to purchase insurance riders.
g. Emergency Services/ Emergency Management Enhancements	Improve coordination of emergency services during times of disaster, Emergency Operations Center readiness, acquisition and installation of emergency generators, and education of citizens on what to do in case of an emergency.
h. Flood Control	Improvements to the stormwater and drainage facilities to improve the flow of floodwaters to reduce areas subject to periodic floods; rehabilitation and expansion of conveyance systems; creation of retention areas.
i. Flood Prevention	Preserving open spaces, restricting floodplain development, limiting wetlands encroachment, and improving and maintaining stormwater management systems.
j. Flood Reduction/Protection	Involves techniques for flood control and protection such as elevating homes or land; stormwater and drainage improvements; retrofits for buildings (watertight closures for doors and windows, eliminating ground level openings or using floodwalls, use of water-resistant materials, structural reinforcements to withstand water pressures, and placement of mechanical and electrical elements in the upper parts of the building); better control the flow of floodwaters or reduce areas subject to periodic flooding by the rehabilitation and expansion of conveyance systems and creation of retention areas.

II. MITIGATION

<p>k. Hazardous Materials (HazMat)</p>	<p>Includes techniques to reduce losses to emergency personnel, citizens, structures, and the environment; training for response personnel; notification systems; education of the public to safeguard themselves by including “safe rooms” in their houses to reduce exposure; activities and programs by the regional Local Emergency Planning Committee (LEPC) which works with other local governments, the private sector, and citizens to identify mitigation measures.</p> <p>The Emergency Planning and Community Right-to-Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA), requires states and local governments to establish local chemical emergency preparedness programs for their communities.</p>
<p>l. Improved Technology</p>	<p>Support and enhance permitting systems, redundant IT infrastructure, warning systems, and web and GIS integration so that citizens can assess their own risk through hosted risk modeling.</p>
<p>m. Mechanical Maintenance</p>	<p>This includes the administration and maintenance associated with critical facilities to ensure the community's continued operation during and after disasters.</p>
<p>n. Power and Backup Power</p>	<p>Encourage critical facilities to install emergency power and equipment to accept alternative sources of power and utilize the Florida Water/Wastewater Agency Response Network (FlaWARN), a formalized mutual aid response network/consortium of utilities willing to provide critical resources to member utilities during man-made or natural disasters.</p>
<p>o. Property Protection</p>	<p>This includes establishing a funding source for acquiring properties that have repeatedly suffered losses due to flooding and acquiring properties situated in floodplains. Additionally, it entails acquiring adjacent uplands as open space to decrease the introduction of impervious surfaces further, which can exacerbate flooding problems and degrade water quality. Other actions include enforcing floodplain ordinances, participating in the National Flood Insurance Program (NFIP) Community Rating System (CRS), ongoing identification of structures in floodplains and storm surge areas, and educating property owners located in floodplains about the importance of securing flood insurance.</p>
<p>p. Public Information</p>	<p>It includes various activities to advise property owners regarding the hazards and potential mitigating activities associated with building in the floodplains; it promotes all-hazards emergency preparedness education.</p>
<p>q. Recovery/Damage Assessment</p>	<p>Includes maintaining damage assessment and recovery plans, procedures, and programs.</p>
<p>r. Sheltering and Housing</p>	<p>This includes maintaining evacuation and shelter plans and procedures, identifying shelter locations, and acquiring and maintaining shelter equipment and supplies.</p>

<p>s. Structural Projects/ Structural Hardening</p>	<p>Includes projects that implement the County’s Master Drainage Plan to alleviate flood impacts.</p> <p>The County, as part of its Capital Improvements Program (CIP), continuously provides funding for the reconstruction of obsolete storm sewer systems, funding for individual projects designed to alleviate flooding problems in specific locations in the County, and funding to acquire property and construct stormwater management facilities to mitigate flooding impacts to roads and infrastructure.</p>
<p>t. Transportation Systems</p>	<p>This includes planning and programs to prevent or minimize disaster impacts to transportation systems within the county.</p>
<p>u. Wind Protection</p>	<p>It focuses on reducing wind damage by strengthening the floors, foundations, and wall/floor attachments of existing structures.</p>

4.0 NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMPLIANCE

4.1 Government entities within Hillsborough County are in good standing with the National Flood Insurance Program. Additionally, the Hillsborough County Board of County Commissioners, the City of Tampa, and the City of Temple Terrace participate in the Community Rating System by Insurance Service Office, Inc. (ISO).

4.2 The County is an active participant in the NFIP. See the County LMS Section V for details.

4.3 The County and municipalities in concert with the LMS:

- a. Continue to enforce their adopted floodplain management ordinance requirements, which include regulating all new development and substantial improvements in Special Flood and Coastal High Hazard Areas (SFHAs and CHHAs). The County Engineering & Operations Floodplain Administrator is responsible for implementing County floodplain regulations, ensuring compliance with the National Flood Insurance Program's (NFIP) minimum standards, and enforcing any additional locally imposed standards. This role also involves collaborating with the HCOEM Planning Section on the Hurricane Evacuation Assessment Tool (Heat), FEMA Swift Current flood grants, and the CRS accreditation.
- b. Continue to maintain all records on floodplain development, which are available for public inspection.
- c. Continue to notify the public when proposed changes to the floodplain ordinance or flood insurance rate maps are proposed.
- d. Maintain the Flood Insurance Rate Maps (FIRM) Study, Flood Insurance Rate Maps, and letters of map changes.
- e. Continue to promote flood insurance for all properties.
- f. Continue the Community Rating System outreach programs.

II. MITIGATION

4.4 Hillsborough County has established a public outreach program that is a community-wide effort and includes participants from all jurisdictions. An Outreach Committee implements the program in a process that exceeds the minimum requirements outlined within the National Flood Insurance Program Community Rating System Coordinator’s Manual. The Committee reviews annual activities that may be implemented to increase the community's awareness of all hazards. The goals that are used to direct the Outreach Committee are:

- a. Inform residents about all hazards and appropriate mitigation techniques.
- b. Inform residents about the flood hazard and flood protection methods.
- c. Inform residents about the availability and desirability of flood insurance.
- d. Inform residents about the county’s hazards, flood warning systems, and safety precautions.

5.0 MITIGATION RESPONSIBILITIES

5.1 The Development and Infrastructure Department coordinates the overall effort to address hazard mitigation regarding community development and land use management. The Public Works, Engineering & Operations staff identifies problems with existing regulations or practices regarding community growth and development that reduce the effectiveness of those regulations regarding avoiding or reducing vulnerability to natural and artificial hazards. Where applicable, the staff recommends appropriate local legislation to the Board of County Commissioners (BOCC) through the County Administrator.

5.2 Selected government departments and agencies at the municipal, County, and state levels are responsible for identifying problems with existing development regulations or practices and developing hazard mitigation policies. Functional areas and departments/agencies responsible for them within Hillsborough County are as follows:

Mitigation Functional Area	Responsible Departments / Agencies
Land Use	County and municipal planning and zoning departments, building departments, and County Planning Commission.
Construction Practices (Building Codes)	County and municipal building departments, County and municipal planning and zoning departments.
Transportation Improvements	Florida Department of Transportation (FDOT), County and municipal planning and zoning departments, County and municipal public works departments, and the Metropolitan Planning Organization.
Economic Development Activities	Development Services, Economic Development Department, and Chambers of Commerce.
Water Management	Southwest Florida Water Management District, Tampa Bay Water, County, and municipal public utilities departments.

Flood Mitigation	County and municipal building departments, County and municipal planning and zoning departments, County and municipal public utilities departments, and County and municipal engineering departments.
Law Enforcement	HCSO and municipal police departments.
Building Inspections	County and municipal buildings departments, County and municipal code compliance and enforcement departments.
Zoning Enforcement	County and municipal planning and zoning departments, County and municipal code enforcement departments.
Special Public Construction Projects	County and municipal planning and zoning departments, engineering services elements, municipal public utilities, and public works departments.
Rules, Regulations, Ordinances	The County and municipalities are responsible for reviewing their rules, regulations, and ordinances regarding hazard mitigation and making appropriate recommended changes to their governing bodies.
Hazard Vulnerability Reviews and Mitigation Planning	All directors of County and municipal departments and constitutional authorities are responsible for hazard vulnerability reviews and mitigation planning within their areas of responsibility.

- 5.3** The Department of Infrastructure and the Office of Emergency Management (HCOEM) act as coordinators for hazard vulnerability review and mitigation planning on a countywide basis. They will notify FDEM of mitigation problems affecting the County.
- 5.4** Mechanisms available to carry out hazard mitigation policy development and implementation include zoning codes, building codes, subdivision regulations, and development of regional impact (DRI) reviews. The Hillsborough County City-County Planning Commission (HCCCPC) reviews developments for compliance with Comprehensive Plans. County and municipal planning and zoning departments review developments for zoning compliance. Zoning Hearing Masters hear rezoning applications at public hearings and make recommendations to the applicable governing body for final determination.
- 5.5** To reduce future risk levels, a continuing effort must be made to develop plans, policies, and ordinances to regulate post-disaster reconstruction. Local planning agencies are primarily responsible for this function. Building departments, budget departments, real estate departments, HCOEM, and the City-County Planning Commission assist in this effort.
- 5.6** The directors of each city and County department, constitutional authorities, chiefs of each fire department, the HCSO, and city police chiefs are responsible for identifying sites that

they observe within their jurisdiction and area of expertise that pose a risk to people and their activities due to natural or technological hazards. They will review all elements of the CEMP to ensure that hazard mitigation considerations are adequate for their area of expertise and responsibility.

5.7 The Hillsborough County City-County Planning Commission (HCCCPC) is responsible for ensuring that hazard mitigation considerations are addressed in the comprehensive land use planning process. The HCCCPC will work closely with the Tampa Bay Regional Planning Council (TBRPC), the Southwest Florida Water Management District, County and municipal officials, and all governmental and private entities involved in land use planning.

5.8 County and municipal planning and zoning departments are responsible for implementing comprehensive plan policies to develop ordinances and regulations necessary for their implementation. Responsibilities of planning and zoning departments in this area include:

- Develop land development regulations or initiate amendments to existing rules to decrease risk to residents and property from natural and technological hazards.
- Changing and implementing regulations that govern the location and type of development and the design and construction of buildings in hazard-prone areas.
- Identify state and regional hazard mitigation policies and programs that affect local growth and development and ensure such policies are considered locally.
- Providing input, as deemed appropriate, into developing state and regional hazard mitigation policies and programs.

5.9 Land use and site review regulations that encourage hazard mitigation planning include the following:

- Land development regulations.
- Development reviews for compliance with Comprehensive Plans.
- Development of Regional Impact (DRI) reviews.
- County participation in the National Flood Insurance Program.

5.10 Regulations for the design, construction, and maintenance of buildings and structures that encourage hazard mitigation planning include:

- Building codes.
- Building inspection and code compliance and enforcement ordinances.
- Flood damage control ordinances.
- Subdivision regulations.
- State radon building rules.

- 5.11** Public Works, Engineering & Operation, and HCOEM collaborate to design and implement public information and educational initiatives tailored to the county's unique needs and hazards. Communications and Digital media are pivotal in supporting these initiatives by providing strategic public relations and media relations support assistance.
- 5.12** Public engagement is essential for shaping regional and state-level mitigation policies. Workshops and hearings provide local governments with a platform to contribute insights and recommendations. These gatherings include various stakeholders, such as government representatives, community leaders, experts, and citizens, fostering collaboration and enabling tailored solutions. This engagement ensures mitigation efforts address local needs and vulnerabilities and enhance community resilience.
- 5.13** Public Works, Engineering & Operations and HCOEM will notify relevant County departments, municipalities, and other pertinent entities when federal hazard mitigation funds become available. The LMS serves as a basis for determining funding allocations, providing a framework for identifying and prioritizing mitigation projects to reduce risks and bolster community resilience. The collaborative effort of the LMSWG facilitates the evaluation and selection of a final prioritized project list. Once compiled, this list is submitted to the state for consideration.
- 5.14** The Development and Infrastructure Department will ensure that local mitigation goals are met when addressing regular and emergency building permits. In this process, Building and Construction Services will coordinate with state agencies involved in the emergency permitting process. Locally, the expedited permitting process is outlined in County Policy No. 02-007, which allows for a four-business day turnaround time if the guidelines outlined in the policy are met and the applicant qualifies.
- 5.15** Hillsborough County Emergency Management Mitigation Coordinator develops and evaluates emergency management plans and programs. Responsibilities include:
- Coordinating the annual THIRA workshop and documentation,
 - Maintaining records of UASI grant-funded equipment,
 - Providing documentation and feedback for LMS and CRS,
 - Supporting response and recovery in the EOC as needed,
 - Acting as support for ESF 19 (Damage Assessments) and ESF 5 (Information & Planning),
 - Participating in regional disaster planning with county, state, and federal agencies,
 - Formulating and implementing OEM goals and projects, and
 - Managed multiple projects efficiently. Served as Duty Officer for after-hours emergency support.

REFERENCES

II. MITIGATION

6.0 Federal.

- a. The Disaster Mitigation Act of 2000.
- b. Sections 322, 404, and 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-228, as amended).
- c. 44 CFR Part 206 Subpart M for minimum standards.
- d. FEMA Mitigation Assistance Unified Guidance (Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, Flood Mitigation Assistance Program, Repetitive Flood Claims Program, Severe Repetitive Loss Program), and addendum, February 27, 2015.

6.1 State.

- a. Hazard Analysis for the State of Florida.
- b. State of Florida Hazard Mitigation Plan.

6.2 County.

- a. Hillsborough County Local Mitigation Strategy, 2020
- b. Hillsborough County Comprehensive Plan.
- c. Hillsborough County Codes: Land Use, Zoning, Building.



**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

III. PREPAREDNESS

Comprehensive Emergency Management Plan

III. PREPAREDNESS

1.0 GENERAL

1.1 The Hillsborough County Comprehensive Emergency Management Plan (CEMP) contains departmental emergency responsibilities and tasks, which translate to actions found within the CEMP's "Emergency Support Function (ESF)" schedule and within each department's emergency plans and standing operational procedures. Hillsborough County departments with emergency and disaster responsibilities must educate, train, and equip their personnel to ensure that planned responsibilities become a reality. Further, emergency preparedness education programs for the public will reduce disaster demands. An informed public will also be more self-reliant.

2.0 POLICIES

2.1 Each department and participating jurisdictions will budget for adequate training on such topics to ensure they and their personnel are prepared to carry out their responsibilities and tasks.

2.2 The Office of Emergency Management (HCOEM) formalizes and maintains most applicable emergency plans and standard operating procedures. Additionally, HCOEM maintains various supportive documents applicable to diverse County agencies and departments for their utilization.

2.3 HCOEM conducts training for relevant agencies and personnel, including, but not limited to, EOC operations, divisional/departmental, and personnel preparedness. HCOEM also coordinates training through the state and FEMA Emergency Management Institute.

2.4 Departments will review their departmental plans and procedures annually. Departments with primary roles in emergency support will provide HCOEM with their operation procedures and applicable revisions.

2.5 Each department head is responsible for maintaining a COOP and preserving vital records and documents deemed essential for continuing government functions and conducting post-disaster operations.

3.0 EMERGENCY PREPAREDNESS ACTIVITIES OVERVIEW

- 3.1** HCOEM undertakes a constant year-round approach in preparing a countywide response, recovery, and mitigation capability.
- 3.2** Ongoing community emergency preparedness activities coordinated by HCOEM include:
- a. Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response and recovery plans.
 - b. Response resource development (developing enhanced capability).
 - c. Equipment and supply acquisition for emergency response.
 - d. Disaster drills and exercises.
 - e. Warning system tests.
 - f. Emergency communications system tests.
 - g. Emergency public information system tests.
 - h. Public information and education.
 - i. Emergency Operations Center readiness.
 - j. Development and maintenance of plans and procedures.
 - k. Disaster preparedness presentations.

4.0 PUBLIC AWARENESS AND EDUCATION

See the Hillsborough County Public Information and Outreach Plan and Strategy for further details.

- 4.1** The County maintains a Public Information and Outreach Plan to guide HCOEM and the County's Outreach Committee in informing and educating citizens and visitors concerning threats to life, safety, and property and conducting outreach engagements throughout the community to improve prevention, mitigation, and preparedness efforts. Outreach programs focus on preparing citizens for response and recovery. Emphasis is placed on individual and family responsibility for preparedness to increase the resiliency of county residents and reduce their dependency on government and relief organizations in the immediate aftermath of a disaster.
- 4.2** Public emergency preparedness education programs and materials will be available to all community segments upon request, as time and resources permit. The program aims to increase awareness of hazards, explain how to respond safely and promote self-preparedness. The Outreach Committee establishes public education and outreach priorities at the beginning of each year.
- 4.3** Special focus is dedicated to reaching citizens with special needs. HCOEM collaborates with County and state social services and home health care agencies to ensure disaster preparedness information reaches all vulnerable individuals. Citizens requiring assistance during evacuations are encouraged to visit the County websites Special Needs

Hillsborough, Help Me Hillsborough, and Register for Special Needs Disaster Assistance.

- 4.4** Working with Communications & Digital Media, preparedness information is disseminated to the media, residents, and visitors via a wide variety of communications tools and tactics, including news releases, interview placements, the County’s website, social media platforms, HCFL Alert, Hillsborough Television (HTV), and printed collateral (fliers, rack cards, posters, etc.), and through various channels in partnership with Neighborhood Relations and Community Liaisons.
- 4.5** The County participates in regional, state, and federal hurricane preparedness programs. Specific County programs include:
- a. At the start of each hurricane season, a disaster planning guide in English and Spanish is distributed. The guide includes a map of the County hurricane evacuation zones and criteria.
 - b. HCOEM coordinates and delivers hurricane awareness talks.
 - c. Certain County departments distribute specialized brochures and pamphlets to promote hurricane awareness and planning for target audiences, such as pet and large animal owners, the food and agriculture industry, etc.
 - d. Florida Severe Weather Awareness Week.
 - e. Prepare Hillsborough.
 - f. Great American Teach-In Great American Teach-In

5.0 PLANNING

- 5.1** The Director of HCOEM is responsible for ensuring that the County CEMP is maintained, reviewed, and updated. A comprehensive review and revision are conducted once every four years. During the four years before the extensive revision, the HCOEM will take as many opportunities as possible to review the effectiveness of the CEMP. Exercises and real-world events are the primary methods the HCOEM employs to evaluate the CEMP. Following each exercise and activation of the EOC, HCOEM develops after-action reports and improvement plans to determine, in part, those areas of the CEMP deemed insufficient in meeting the needs of the emergency or disaster. HCOEM ensures the CEMP is updated accordingly, as well as any supporting plans and procedures, based upon the findings and recommendations from after-action reports.
- 5.2** HCOEM is responsible for keeping current HCOEM-authored CEMP-related plans, annexes, operations guides, and associated checklists. All County departments and organizations with CEMP emergency response or recovery assignments are responsible for developing and maintaining their internal plans.

5.3 CEMP supporting plans and programs include:

CEMP SUPPORTING PLANS AND PROGRAMS	
Emergency Operations Center (EOC) Operations Plan and Position Guides	Describes EOC roles and responsibilities for activation, operations, information management, sustainment, and deactivation. Position guides include job aids for each position detailing the specific tasks they must complete during an operational period at the EOC.
Hazard/Incident Specific and Special Event Plans	Basis for effective response to a specific hazard or special event and outlines the roles and responsibilities unique to that hazard. Examples include the Localized Flooding Response Incident Annex, the Terrorism Incident Annex, etc.
Support Plans	Support the response to emergencies and disasters. They include procedures that augment the procedures outlined within hazard-specific and other plans. Examples include the Emergency Communications Support Annex, the Logistics Support Annex, and the Re-entry Common Operating Framework Support Annex.
Continuity of Operations Plan (COOP)/Continuity of Government (COG)	Ensures the county government can carry on all essential functions and preserve vital records/documents deemed critical in a facility-specific emergency or community-wide disaster.
Local Mitigation Strategy (LMS)	The LMS aims to develop and execute an ongoing strategy for reducing the community’s vulnerability to natural, technological, and human-caused hazards. The plan provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and developing and executing sound, cost-effective mitigation projects.
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.
Post Disaster Redevelopment Plan (PDRP)	Serves 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.
Program Plans	Support HCOEM day-to-day operations and county readiness, including the HCOEM Strategic Plan and the Integrated Preparedness Planning Workshop (IPPW).
Department Plans and Standard Operating	Procedures or guidelines that are agency-specific and utilized by that entity to accomplish the CEMP functions, missions, or activities they are

Guides (SOG)	responsible for.
Mutual Aid Agreements	Ensures mutual aid agreements and contracts are established among all parties providing or requesting resources.
Duty Officer Program	This provides for daily coordination and initial and ongoing monitoring of incidents and events of countywide significance. The Duty Officer is rotated between selected HCOEM staff members weekly 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.
County Warning Point	The County Warning Point (CWP) is a countywide 24-hour a day, seven (7) days a week staffed communications center that 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 law enforcement) after regular business hours, weekends, and holidays.
Employee Emergency Response Program (EERP)	HCOEM has coordinated with its county partners and agencies to identify various roles for County employees that will be essential to response and recovery if a disaster severely impacts the County. This program educates employees on personal/family preparedness and planning and ensures they are trained and exercised before, during, or after a disaster.

5.4 HCOEM participates in regional planning with adjoining county emergency management personnel, the Tampa Bay Regional Planning Council (TBRPC), the Regional Domestic Security Task Force (RDSTF), the Local Emergency Planning Committee (LEPC), the Urban Areas Security Initiative (UASI), the Tampa Bay Health & Medical Coalition, Port Tampa Bay, Port Ammonia Operators Group, Port Sensitive Security Information (SSI), Aviation Sensitive Security Information (SSI) Liaison, and the State Hazard Analysis Working Group.

6.0 TRAINING

6.1 HCOEM is the overall coordinator of Hillsborough County emergency management training and education. County departments, authorities, municipalities, and all other public and private emergency response agencies are responsible for ensuring their personnel with emergency responsibilities are sufficiently trained. All agencies should take the necessary steps to ensure appropriate records reflect emergency training received by their personnel.

6.2 HCOEM works with department heads, elected officials, and neighboring jurisdictions to ensure that emergency response agencies and members of County departments receive sufficient training in the County’s CEMP and other specific disaster contingency plans to ensure their proper response when required. On-going training programs include:

- a. National Incident Management System / Incident Command System.

- b. Hazardous materials.
 - c. Communications.
 - d. Disaster plans updates.
 - e. Mass casualty planning and operations.
 - f. Employee Emergency Response Program (EERP).
 - g. Emergency Operations Center (EOC) operations.
 - h. WebEOC software.
- 6.3** HCOEM will coordinate all disaster prevention, preparedness, response, recovery, and mitigation training provided to County personnel by FDEM and FEMA. HCOEM will provide state emergency management training course schedules to appropriate County agencies. Applications for state and FEMA training courses will be submitted via the State Emergency Response Team (SERT) Training Resources and Activity Center (TRAC) to FDEM with approval from the HCOEM Training Coordinator or HCOEM Director.
- 6.4** Training for local emergency response personnel will be provided under an all-hazards approach to emergency management. This will give current state and federal emergency prevention, preparedness, response, recovery, and mitigation concepts.
- a. First responders train regularly in fields related directly and indirectly to emergency management. This training includes:
 - Law Enforcement (HCSO and municipal police departments) – traffic control, emergency deployment, SAR, security/crowd control, first aid, and hazardous materials first responder awareness level training.\
 - Fire Services (County and municipal) – firefighting tactics, electrical hazards, aircraft crash, first aid/emergency medical treatment, SAR, hazardous materials operations level training, and incident command.
 - Emergency Medical Services (county and municipal fire/rescue) – emergency medical techniques, first aid, life support/cardiac life support, treatment of mass casualties, and hazardous materials first responder awareness level training.
 - b. Response agencies will maintain records of personnel receiving training, including competency level. Their goal is to keep all responders fully trained.
- 6.5** The County EOC Operations Group will be a significant forum for training on the current county, state, and federal disaster policies and procedures, including mitigation activities. Representatives from county, municipalities, state, and federal agencies in the local area and volunteer and non-governmental agencies will participate and share information on respective roles and responsibilities during disaster prevention, preparedness, response, recovery, and mitigation operations.

6.6 HCOEM will coordinate disaster preparedness planning and training activities with committees to address functional areas such as shelter operations, emergency transportation, hospitals, nursing homes, assisted living facilities, etc. HCOEM also engages in numerous hazard-specific training sessions, such as hurricanes, radiological emergencies, hazardous material emergencies, and mass casualty incidents.

6.7 National Incident Management System (NIMS).

- HCOEM ensures NIMS training for County employees, emergency responders, and Emergency Operations Center (EOC) staff.
- The County’s response to emergencies follows the concepts of NIMS. Appropriate training is encouraged and provided as shown in the following Table: NIMS Training Guidelines.

NIMS TRAINING GUIDELINES	
Audience	Required Training
<p>Federal/state/local/tribal/private sector and non-governmental personnel to include:</p> <p>Entry-level first responders and disaster workers:</p> <ul style="list-style-type: none"> • Emergency Medical Service personnel • Firefighters • Law Enforcement personnel • Public Works, Engineering & Operations personnel • Skilled Support Personnel 	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, an introduction. • ICS-100: Introduction to ICS or equivalent
<ul style="list-style-type: none"> • Other emergency management, response, support, and volunteer personnel at all levels 	
<p>Federal/state/local/tribal/private sector and non-governmental personnel to include:</p> <p>First-line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel require more ICS/NIMS training.</p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, an introduction. • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent

<p>Federal/state/local/tribal/private sector and non-governmental personnel to include:</p> <p>Middle management, including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, an introduction. • FEMA IS-800: National Response Framework, an introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent • Position specific courses as applicable to identified EOC positions
<p>Federal/state/local/tribal/private sector and non-governmental personnel to include:</p> <p>Command and general staff select department heads with multi-agency coordination system responsibilities, as well as area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, an introduction • FEMA IS-800: National Response Framework, an introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement) • ICS-400: Advanced ICS or equivalent • Position specific courses
<p>Elected and senior officials.</p>	<ul style="list-style-type: none"> • ICS-402

Table: NIMS Training Guidelines

6.8 State and federal agencies offer a variety of training and education programs available to local government. Training opportunities are provided and coordinated by FDEM and FEMA, and include:

- a. Emergency management training and education programs for first responders, emergency workers, emergency managers, public and private officials, and others.
- b. Preparedness information and programs for the public.
- c. Emergency management webinars.

6.9 HCOEM will work with key stakeholders to:

- a. Encourage departments to provide personnel training in specific emergency management skills and related professional development.
- b. Ensure training for EOC staff.
- c. Encourage public education efforts for schools, community groups, businesses, County and municipal employees, and the public.
- d. Prepare and coordinate drills and exercises.

6.10 County departments are expected to:

- a. Ensure that their employees are trained in the concepts of the County's CEMP and in their department/agency emergency plans and standing operational procedures.
- b. Encourage their employees to develop personal preparedness plans and supplies.
- c. Encourage department public education programs to include emergency preparedness and emergency management information.

7.0 EXERCISES

- 7.1** The County uses the Homeland Security Exercise and Evaluation Program (HSEEP) to guide planning, conducting, and evaluating disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting, and evaluating exercises. HSEEP is a threat and performance-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction.
- 7.2** The County's exercise and training program will endeavor to involve all public and private agencies with emergency response functions. This primarily includes the members of the Emergency Action Group (EAG) and Emergency Information Group (EMIG). Emergency management officials of adjoining counties may be invited to participate or observe when appropriate.
- 7.3** HCOEM will coordinate the involvement of County departments and staff in situational drills, tabletop, or functional exercises to test the CEMP and the County's capability to respond to emergencies. The county departments and agencies that participate in these programs vary by type of exercise.
- 7.4** HCOEM is also responsible for ensuring that all state—and federally mandated emergency management exercises are carried out on schedule.
- 7.5** The County conducts annual hazard-specific drills and exercises. Participants are generally multi-jurisdictional and multi-discipline and may include private industry, the public, and non-governmental agencies.
- 7.6** HCOEM will provide disaster exercise assistance to government and non-government agencies as requested. As resources allow, HCOEM personnel will participate in hospital and nursing home disaster drills upon request. Other exercises will be attempted and coordinated by HCOEM as time, resources, and conditions permit.
- 7.7** The County conducts and participates in yearly exercises, including the statewide Hurricane Exercise (HURREX) and a County mass casualty exercise. Other exercises are scheduled as needed and as resources and time permits.
- 7.8** HCOEM maintains a yearly exercise schedule. For details, see the County's multi-year training and exercise plan.

7.9 All exercises will be evaluated according to HSEEP methodology. An after-action report and improvement plan will be developed for all exercises and real-world events.

8.0 REFERENCES

8.1 Hillsborough County Disaster Planning Guide published and distributed annually.

8.2 Hillsborough County Public Information and Outreach Plan.

8.3 Hillsborough County Outreach Strategy.

8.4 State and federal outreach publications and materials.

8.5 Hillsborough County Multi-Year Training and Exercise Plan.



**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

IV. RESPONSE

Comprehensive Emergency Management Plan

IV. RESPONSE

EMERGENCY SUPPORT FUNCTIONS

- **ESF 1 Transportation**
- **ESF 2 Communications & Information Technology (IT)**
- **ESF 3 Public Works, Engineering & Operations**
- **ESF 4 Fire Fighting**
- **ESF 5 Information & Planning**
- **ESF 6 Mass Care and Human Services**
- **ESF 7 Resource Support**
- **ESF 8 Health and Medical**
- **ESF 9 Search and Rescue**
- **ESF 10 Hazardous Materials**
- **ESF 11 Food and Water**
- **ESF 12 Energy**
- **ESF 13 Military Support**
- **ESF 14 Public Information**
- **ESF 15 Volunteers & Donations**
- **ESF 16 Law Enforcement & Security**
- **ESF 17 Animal Protection**
- **ESF 18 Business and Industry**
- **ESF 19 Damage Assessment**

Comprehensive Emergency Management Plan

IV. Response

ESF 1 TRANSPORTATION

Primary Agency	EMERGENCY MANAGEMENT; EVACUATION WORKING GROUP (EWG)
Support Organizations	<ul style="list-style-type: none"> • Ambulance Companies • County Departments, All • Fire Rescue • Fleet Management Department • Florida DOT, District 7 • HART • Hillsborough County Planning Commission • Hillsborough County School Board Transportation • Municipal Fire Department EMS • Parks and Recreation • Private Sector • HCSO • Sunshine Line • Voluntary Organizations Active in Disasters (VOAD)
Purpose	<p>This function coordinates all County transportation resources required for responding to and recovering from minor, major, or catastrophic disasters.</p>
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. All County transportation and fuel resources will be prioritized to save lives and property. 2. The primary responsibility for transportation planning and operations rests with the various stakeholders of ESF 1 (Transportation) listed in the responsibilities section of this document. 3. For planning activities, the HCOEM administratively coordinates the ESF 1 (Transportation) Evacuation Working Group (EWG), comprised of all the agencies and departments that provide evacuation resources and support. 4. The resources available to ESF 1 (Transportation) will assist County emergency operations, departments/agencies, and other ESFs with their emergency efforts to move people, materials, equipment, and other resources as necessary. The priorities for the allocation of these assets will be: <ol style="list-style-type: none"> a. Evacuating persons from immediate peril. b. Maintaining traffic movement for re-entry transport of emergency resources. c. Transporting materials, personnel, and supplies for supporting emergency activities by other departments/agencies or ESFs as

	<p>requested through the County’s EOC.</p> <ol style="list-style-type: none"> 5. During mass evacuations, transportation priorities will be given to hospitals, nursing homes, people with special needs, and hospice patients. Public transportation will also be provided to citizens who cannot proceed from evacuation zones to public shelters. 6. In a significant emergency, certain restrictions must be relaxed (e.g., the weight, height, and load requirements for vehicles transporting critical items must be waived) to allow rescue and relief equipment into affected areas.
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

EMERGENCY MANAGEMENT and EVACUATION WORKING GROUP (EWG)

Preparedness	<p>HCOEM will work with the EWG to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 1 (Transportation) EWG Planning meetings to: <ul style="list-style-type: none"> • Plan for effective and efficient utilization of emergency transportation resources. • Encourage each provider to maintain a disaster plan that includes procedures for ensuring the maximum number of drivers and necessary staff will be available for duty during emergency evacuations and for sustained operations. • Routinely engage ESF 1 (Transportation) partners to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. b. Maintain a current contact list for ESF 1 (Transportation) partners. c. Ensure that all government employees and volunteers with ESF 1 (Transportation) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain an inventory and sources of transportation resources, workforce, and equipment, including supplies and maintenance. 3. Maintain emergency action checklists specific to this function.
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<p>Emergency</p>	<ol style="list-style-type: none"> 1. During localized emergencies, requests for transportation are received through the Emergency Operations Center/Emergency Dispatch Communications. 2. Ensure that support agencies are on alert as appropriate and that their transportation resources, equipment, supplies, and workforce are placed in the proper readiness status and are in safe areas away from impact. 3. If the magnitude of the disaster is such that numerous emergency transportation resources are required, appropriate members of the EWG will convene and coordinate this activity from the EOC. All requests for emergency transportation will include the following information: <ol style="list-style-type: none"> a. Agency requesting assistance. b. Type and number of vehicles requested. c. Purpose of transportation. d. Reporting location. e. Name of transportation coordinator at the disaster site. f. Contact information (telephone/radio frequency). 4. Coordinate transportation assistance for other ESFs, county agencies, and volunteer agencies requiring transportation capacity to perform emergency response missions.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 1 (Transportation) function within the County EOC Operations Section. 2. Determine the condition and status of County and support agency transportation resources. 3. Develop a list of available County and support agency vehicles, personnel, and equipment. 4. In coordination with ESF 3 (Public Works, Engineering & Operations), assist the EOC Planning Section in determining the condition and status of county transportation routes necessary for evacuation, response, and recovery operations. 5. Maintain liaison with all support departments and communication with field personnel. 6. Determine present and future needs for transportation resources. 7. Continually assess the situation to address the most critical transportation needs and develop strategies. 8. Receive, prioritize, and coordinate requests for transportation resources. 9. Coordinate with ESF 7 (Resource Support) to procure rental vehicles and other needed equipment with operators and independent maintenance locations as required. 10. Provide transportation services to assist in disaster/damage assessment operations. 11. Coordinate transportation resource needs with the SEOC as necessary. <ul style="list-style-type: none"> • If federal emergency transportation assistance is needed, the SEOC will coordinate this assistance with FEMA.

	<ol style="list-style-type: none"> 12. Coordinate with the SEOC to acquire evacuation transportation assistance where necessary. 13. Compile and maintain records of costs and expenditures and forward them to the EOC Finance/Administration Section Chief every 24 hours.
Recovery Actions	<ol style="list-style-type: none"> 1. Upon request, coordinate transportation resources to assist with recovery activities. <ol style="list-style-type: none"> a. Transportation needs may be provided through county, state, and federal resources. b. Remind transportation providers to maintain records of costs and expenditures. 2. In the post-disaster timeframe, emergency transportation will be used to support stabilization and recovery actions to include: <ol style="list-style-type: none"> a. The return of evacuees from shelters to their points of origin (or designated return locations). b. The movement of disaster survivors to recovery centers. c. Moving responders, supplies, and equipment to disaster areas. d. Other transportation requirements as deemed necessary by the HCOEM Director/EOC. 3. Assist with the development of recovery actions and strategies. 4. Participate in after-action briefings and hotwashes. 5. Assist in the development of After-Action Reports and Improvement Plans.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS

Ambulance Companies	<ol style="list-style-type: none"> 1. Serves as a member of the EWG. 2. Provide ALS/BLS ambulances for evacuations. 3. Dispatchers will coordinate their ambulance assets responding to the evacuation needs of patients from evacuating hospitals, nursing homes, and the special needs population consistent with EOC priorities.
County Departments, All	<ol style="list-style-type: none"> 1. Provide transportation resources as available and within capability.
Fire Rescue	<ol style="list-style-type: none"> 1. Provide Advanced Life Support (ALS) units for evacuation support as resources allow. 2. Serve as a member of EWG as an EMS transportation SME. 3. Serves as a member of the EWG. 4. Provide ambulances for evacuation support as resources allow.

IV. RESPONSE

Fleet Management Department	<ol style="list-style-type: none"> 1. Ensure the availability of adequate fuel supplies for emergency response vehicles. 2. Maintain arrangements for commercial fuel companies to prioritize County emergency response vehicles during disaster response and recovery operations. 3. Maintain a current list of vendors which will supply fuel on a priority basis. 4. Normal maintenance issues and repairs for county-owned vehicles.
Florida DOT, District 7	<ol style="list-style-type: none"> 1. Manage messaging on highways for evacuee instructions. 2. Coordinate with ESF 1 (Transportation) on evacuation operations.
Hillsborough Area Regional Transit (HART)	<ol style="list-style-type: none"> 1. Primary member of the ESF 1 (Transportation) EWG. 2. Provide busses and minibuses for evacuations.
Hillsborough County Planning Commission	<ol style="list-style-type: none"> 1. Serve as an SME for population/evacuation studies.
Hillsborough County School Board Transportation	<ol style="list-style-type: none"> 1. Primary member of the ESF 1 (Transportation) EWG. 2. Provide buses for evacuations and predetermined routes in the East and South of the County.
Municipal Fire Department EMS	<ol style="list-style-type: none"> 1. Serves as a member of the EWG. 2. Provide Advanced Life Support (ALS) units for evacuation support as resources allow.
Parks and Recreation	<ol style="list-style-type: none"> 1. Transportation of goods and equipment.
Private Sector	<ol style="list-style-type: none"> 1. Provide trucks, tractor-trailers, buses, vans, taxi cabs, etc. The EWG will coordinate with these providers.
HCSO	<ol style="list-style-type: none"> 1. Coordinate traffic management for events requiring the movement of people, equipment, and goods or incidents requiring evacuations. 2. Control ingress and egress to areas around disaster events.
Sunshine Line	<ol style="list-style-type: none"> 1. Primary ESF 1 (Transportation) EWG member for people with special needs. 2. Provide buses and mini-buses for evacuations public.
Voluntary Organizations Active in Disasters (VOAD)	<ol style="list-style-type: none"> 1. Augment transportation resources and evacuation support.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Hurricane Transportation Procedures.
REFERENCES	<ol style="list-style-type: none"> 1. Disaster Transportation Standard Operating Procedure.

Attachment

1. HURRICANE TRANSPORTATION PROCEDURES

ESF 1 (Transportation) and Evacuation Working Group (EWG) representatives will coordinate emergency transportation activities before and after a hurricane's landfall.

A. PRE-STORM (+ 96 to 72 Hours)

1. The EOC Operations Group will determine emergency transportation requirements.
2. ESF 1 (Transportation) will contact EWG transportation providers to:
 - Determine the number and type of vehicles available within the County.
 - Ensure the availability of drivers and necessary staff to support response and recovery operations.
 - Remind transportation providers to keep detailed records of all personnel/vehicle activities. Suggested information includes number of passengers, dates and times, operator numbers, vehicle numbers, departure/destination locations, and mileage per day devoted to disaster activities. Support staff hours must also be documented.
3. If emergency transportation resources within the county are inadequate, ESF 1 (Transportation) will coordinate within logistics to request assistance from the SEOC ESF 1.
4. ESF 14 (Public Information) produces and distributes messaging announcing these services to the public through various channels.
5. All County departments and emergency response agencies will ensure that any transportation resources subject to damage from hurricane surge or wind forces are staged in safe areas before a storm.
6. Fleet Management will ensure the availability of adequate fuel supplies for emergency response vehicles.
7. It is important to note that the EWG will meet quarterly and has the role of creating and maintaining practical standard operating guidelines for EOC activations. This attachment does not detail an evacuation but provides an overview.

ESF 1 (Transportation) Support to Hurricane Evacuations	
General Public	<ul style="list-style-type: none"> • Hillsborough Area Regional Transit (HART) will run buses on specific established routes that cover evacuation areas primarily in the City of Tampa and the Town 'n Country area. • County School Board Transportation will run buses in unincorporated areas of the south part of the county. • Both sets of routes will be run continuously once an evacuation is ordered, and citizens will be dropped off at designated public shelters or refuges of last resort. • HART buses will stop at established bus stops or between on a wave-down basis, while school board buses will stop on a wave-down basis only. • Messages announcing these services are produced and distributed to the public through various channels. ESF 14 (Public Information) will use established communication routes. • Both HART and County School Board Transportation will provide sufficient resources to return evacuees from shelters to their departure locations.
Ambulance Support	<ul style="list-style-type: none"> • An EWG Emergency Medical Services (EMS) representative in the EOC will coordinate ambulance support during evacuations and disaster activations. • Private ambulance companies (e.g., AMR and Americare) will be the primary ambulance assets for hurricane evacuations. • Advanced Life Support (ALS) units from the County and municipalities will provide evacuation support as resources allow. • Ambulances will be needed to transport some patients from evacuating hospitals, nursing homes, and the special needs population. These are generally pre-arranged agreements. • Dispatchers will coordinate their ambulance assets to respond to these groups' evacuation needs in a manner consistent with EOC priorities. • As a rule, special needs patients will be moved early in the evacuation at the direction of the EOC staff. The intent is to have these patients moved before hospitals and nursing homes decide to evacuate. • Hospitals and nursing homes will be allocated ambulances as they decide to evacuate.
Transportation of Hospital Patients	<ul style="list-style-type: none"> • Hospitals must plan for transportation to evacuate their patients and necessary supporting equipment and supplies. • Hospitals must have agreements with transportation providers if they lack sufficient internal transportation assets to evacuate their facilities. • If an evacuating hospital determines that sufficient transportation is unavailable, a request for transportation support can be submitted to the EOC.

<p>Transportation of People with Special Needs</p>	<ul style="list-style-type: none"> • County residents with special needs, seniors, and those without transportation require extra attention to stay safe during disasters or other emergency evacuations. • The Florida Department of Health (FDOH), coordinating with county health departments, emergency management, and first responders, developed an online registry for Florida residents with special needs to pre-register for transportation and sheltering assistance before future disasters and emergencies. Registration is available at the Florida Department of Health - Special Needs Registry. • Registrants will receive confirmation of registration as well as periodic emails confirming that the information is correct and to make any necessary changes. • The County facilitates transportation and sheltering for special needs residents to Special Needs Shelters (SNS) across the County. • Transportation for residents with special needs, including hospice patients, primarily utilizes owned mini-buses or contracted buses. • Private taxi companies and wheelchair van services may be enlisted to bolster these resources. • Ambulances from Basic Life Support (BLS) providers, HCFR, or Tampa Fire Rescue will be deployed as necessary for transportation needs.
<p>Transportation of Patients in Nursing Homes, Assisted Living Facilities (ALF), and other Residential Health Care Facilities</p>	<ul style="list-style-type: none"> • Nursing homes, Assisted Living Facilities (ALFs), and other residential healthcare facilities must maintain up-to-date agreements with transportation providers to ensure swift evacuation if they lack internal transportation resources. • Should a facility lack adequate transportation options during a disaster, it can coordinate transportation support with the Emergency Operations Center (EOC). (Please refer to Ambulance Support for further details.) • This transportation agreement requirement underscores the importance of proactive planning and collaboration between healthcare facilities and transportation providers to safeguard the lives and well-being of vulnerable residents during emergencies. • When transportation arrangements prove inadequate, the County EOC is prepared to coordinate and deploy resources to address transportation challenges effectively. • This collaborative approach emphasizes the significance of comprehensive emergency preparedness strategies encompassing healthcare facilities and the community response infrastructure.

B. POST STORM

1. No post-hurricane activity may begin until winds subside below 45 mph.
2. Transportation providers should plan to return passengers to their initial pickup locations unless the storm has rendered them unsafe or inoperative.
3. The EOC will issue specific instructions on the return of passengers to their departure locations.
4. Transportation providers should continue to keep detailed records on the return of evacuees.
5. Fleet management will continue to ensure the availability of adequate fuel supplies for emergency response vehicles.

Comprehensive Emergency Management Plan

IV. Response

ESF 2 COMMUNICATIONS AND INFORMATION

Primary Agency	INFORMATION & INNOVATION OFFICE
Support Organizations	<ul style="list-style-type: none"> • 911 Agency • Amateur Radio • Emergency Management • Frontier Communications • HCSO Communications • Spectrum Communications • Verizon Wireless
Purpose	<ol style="list-style-type: none"> 1. Communications and information systems are essential for adequate response to emergencies. This function describes the communication and information technology systems (voice, data, and public safety) available for the uninterrupted flow of information during a disaster's response and recovery phases. It also coordinates related personnel, equipment, and supplies. 2. Maintain the continuity of information and telecommunication infrastructure equipment and other technical resources to support public safety and the operation of government services. 3. Provide primary and backup radio communications.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. Each County department, division, and supporting agency may ensure the ability to communicate with the Emergency Operations Center (EOC) from their operations center and their operations center to their operational units. 2. Emergency response activities will receive priority use of all County communication and information systems and resources.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
INFORMATION & INNOVATION OFFICE	
Preparedness	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 2 meetings to maintain ESF 2 support plans.

IV. RESPONSE

	<ul style="list-style-type: none"> b. Routinely engage ESF 2 (Communications & Information Technology (IT) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and adjust and improve response. c. Maintain a current contact list for ESF 2 (Communications & Information Technology (IT) partners. d. Ensure that all government employees and volunteers with ESF 2 (Communications & Information Technology (IT) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. <ol style="list-style-type: none"> 2. Identify communications facilities and resources available for use. <ul style="list-style-type: none"> • Each agency should maintain and update equipment inventories needed to accomplish assignments. 3. Ensure that all communications systems and technology in the EOC are appropriately equipped and functional. 4. Ensure all Public Safety Answering Point (PSAP) sites are operational. 5. Ensure redundant communications to SEOC. 6. Ensure that the list of radio frequencies is updated. 7. Maintain inventory of spare parts. 8. Maintain a County-wide data recovery plan. 9. Schedule tests and exercises of the communication and information systems and procedures. <ul style="list-style-type: none"> a. Test redundancy telecommunication layers and rapid deployment kits. b. Review and test the integrity of backed-up data. 10. Maintain telecommunications and connectivity to support communications with the public and route the public’s requests to responders. 11. Maintain emergency action checklists specific to this function. 12. Participate in emergency management and EOC training and exercises. 13. Work with partners to identify the best locations to pre-position equipment and personnel.
Emergency	<ol style="list-style-type: none"> 1. When notified of an emergency, contact EOC for an incident briefing and to obtain potential deployment instructions. 2. Deploy communications and IT resources necessary to operate in impacted areas. 3. Respond to requests for communications assistance, identify required support agencies, mobilize communications resources and personnel, and prepare to activate. 4. Support the potential need to activate the EOC.
Emergency Operations Center (EOC) Support	<ol style="list-style-type: none"> 1. When notified, report to the EOC. 2. Staff the ESF 2 (Communications & Information Technology (IT) function

- within the EOC Logistics Section.
3. Determine the condition and status of County communication and technology systems.
 4. Ensure EOC internal communications and technology systems are adequate.
 - a. Manage the emergency communications section in the EOC, including radio, telephone, repair crews, runners, amateur radio, backup resources, software maintenance and updates, etc.
 - b. Support media center and joint information center communications operations, as needed.
 5. Maintain communications with operational units and field incident commanders.
 6. Ensure communication links to/from shelters, mass care sites, points of distribution sites, call centers, department operation centers, etc. (including amateur radio).
 7. Coordinate, acquire, and deploy additional resources, equipment, and personnel to establish point-to-point communications as required.
 8. Obtain and coordinate communications and information system resources as requested by field incident commanders.
 9. Sources for resources can include:
 - a. All County departments.
 - b. State Emergency Operations Center (SEOC).
 - c. Amateur Radio – WCF (West Central Florida) Section American Radio Relay League (ARRL), ARRL National Organization.
 - d. Commercial vendors.
 10. Establish and maintain contact with SEOC.
 - a. Provide information on the status of County communication and information systems.
 - b. Request additional communication and information system resources as needed.
 11. Coordinate with ESF 12 (Energy) to restore network power (generators, hook-up, rental, etc.).
 12. Assess damages to communication and technology systems.
 - a. Coordinate installation, restoration, and repairs.
 - b. Provide damage information to the EOC Planning Section.
 13. Prioritize and coordinate communications and technology systems restoration with providers and vendors.
 14. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
 15. Support the development of a demobilization plan by ensuring all communication and IT assets are retrieved and accounted for promptly.

IV. RESPONSE

Recovery Actions	<ol style="list-style-type: none"> 1. Provide voice and data support to recovery operations. 2. Evaluate the initial condition of County communications and information systems, infrastructure, and equipment. 3. Contact necessary vendors to assist in recovery efforts. 4. Restore systems per predefined priorities. 5. Restore the County's communications and information systems, infrastructure, and equipment. 6. Assist with the development of recovery actions and strategies. 7. Participate in after-action briefings and hotwashes. 8. Assist in the development of After-Action Reports and Improvement Plans. 9. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
911 Agency	<ol style="list-style-type: none"> 1. Maintains 911 operations among all County partners. 2. Coordinate and support all PSAPs. 3. Contact PSAPs to request operational status.
Amateur Radio	<ol style="list-style-type: none"> 1. Ensure communication links to/from shelters, mass care sites, points of distribution sites, etc. (including amateur radio). 2. Coordinate, acquire, and deploy additional resources (amateur radio), equipment, and personnel technicians to establish point-to-point communications as required. 3. Establish and follow up on unplanned communications requirements. 4. Maintain partnerships with other amateur radio clubs. 5. Maintain a list of radio frequencies. 6. Maintain frequency of use of procedures and protocols.
Emergency Dispatch Communications	<ol style="list-style-type: none"> 1. Maintains the web-based system for communications with hospitals during disaster situations. 2. Maintains one of the County's radio network listings.
Emergency Management	<ol style="list-style-type: none"> 1. Maintain internal communications with employees and other support agencies with mass notification systems.
Frontier Communications	<ol style="list-style-type: none"> 1. Maintain and restore telephone and data service within the county. 2. Preposition staff and equipment to support response and recovery operations.
HCSO Communications	<ol style="list-style-type: none"> 1. Maintain a list of radio frequencies. 2. Maintain frequency of use of procedures and protocols. 3. Provide a 700/800 MHz system for all County users.
Spectrum Communications	<ol style="list-style-type: none"> 1. Maintain and restore data service within the county.

Verizon Wireless	<ol style="list-style-type: none"> 1. If possible, provide priority access to wireless phones of primary emergency response agencies during disaster operations. 2. Verizon Wireless works with the SEOC to prioritize requests. Hillsborough County has access to the Verizon Crisis Response Team to resolve issues.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Hillsborough County Communications Systems. 2. Alert/Warning/Notification System.
REFERENCES	<ol style="list-style-type: none"> 1. Communications, Notifications, and Warning System Plan.

Attachment 1.

HILLSBOROUGH COUNTY COMMUNICATIONS SYSTEMS

The Hillsborough County Emergency Operations Center (EOC) provides direction and control and coordinates resources and services during disasters. The EOC has access to numerous radio, telephone, and internet-based systems to ensure direction and control of the County's response to any emergency. The County's Communications Systems include:

800 MHZ Radio System	Primary communications for response units are used by county and city public safety agencies (HCSO, HCFR, and police) and are also available to coordinate emergency response operations during disasters.
Amateur Radio	Can provide both long-range and intra-county radio communications capabilities by using amateur radio, Citizen's Band (CB) radio, aviation and marine radio, Military Affiliate Radio System (MARS), Civil Air Patrol (CAP) communications, the federal government's Shared Resources (SHARES) radio program, and the FEMA National Radio System (FNARS) using both voice and digital methods. It also provides interoperable communications support using assigned public safety radio frequencies between local, state, federal, and military agencies.
Computer Systems	Computer networks and the ability to communicate via Internet-based applications are widespread and are utilized daily. Computers and other portable devices can access the Internet via network and wireless capabilities.
Customer Service and Support (CSS)	Hillsborough County's non-emergency customer service (call) center is a one-stop information and assistance center that answers questions, coordinates complaints, handles designated service requests, and serves as a means for rumor control. During EOC activations, it is a conduit for callers to report non-emergency disaster-related issues or receive important information before, during, and following a disaster or significant emergency.
Emergency Messaging Network (EMNET)	It can transmit voice, high-speed data, facsimile, and video communications throughout the state's emergency management network.
Emergency Status System (ESS)	County Emergency Dispatch Communications (EDC) uses a web-based system to communicate with hospitals during disasters.
EMnet Voice Manager and Message Manager	The Emergency Management Network Voice Manager (EMnet VM) and Message Manager (MM) constitute the State Warning Point's (SWP) backup communications system for voice and data communication to the counties and other state agency emergency management facilities.

<p>Everbridge Emergency Notification System/HCFL Alert</p>	<p>The Everbridge Emergency Notification System (ENS)/HCFL Alert allows you to send notifications and warnings to individuals or groups through various contact paths, including mobile and landline phones, SMS (text) messages, email, and push notifications.</p>
<p>Land Line Telephone</p>	<p>A primary communications system during emergencies.</p>
<p>Marine VHF Calling & Distress</p>	<p>Used to communicate between merchant marine and port units.</p>
<p>Mobile Communications Command Centers</p>	<p>There are three mobile communications command centers within County resources: two are maintained by the HCSO and one by the HCFR. The Tampa Police Department also operates a mobile communications command post.</p>
<p>Mobile Satellite (MSAT) Telephones</p>	<p>Satellite phones can be utilized to redundate landlines and other communications.</p>
<p>StarLink</p>	<ul style="list-style-type: none"> • The StarLink system is a satellite-based system that allows for internet connectivity. • This connectivity provides tertiary internet connectivity to the PSOC should the PSOC lose its standard connectivity. • The StarLink system is a portable unit that connects to the county network through routers and switches. The portable StarLink unit can also be deployed at remote locations to provide connectivity at those locations should the need arise. • Hillsborough County OEM is responsible for conducting quarterly tests.
<p>Technology Kits</p>	<p>Technology kits in durable Pelican cases are designed to facilitate comprehensive communication capabilities in various scenarios. Each kit is meticulously assembled to include essential equipment, ensuring teams have the necessary tools to stay connected.</p> <p>Contents of Each Technology Kit:</p> <ul style="list-style-type: none"> • Cellphone: An iPhone 14 for reliable voice and data communication. • Laptop: A portable computer for tasks that require more extensive processing power, such as document creation, data analysis, and video conferencing. • iPads: Five iPads provide versatile options for communication, data access, and real-time updates, allowing for collaborative work and seamless information sharing. The iPads are also a sign-in tool for everyone at a shelter utilizing Ready Op. • Walkie-talkies: Five for instant, short-range communication, perfect for coordinating efforts in environments where cell service may be limited.

	<ul style="list-style-type: none"> • 800 MHz Radio: This robust radio system enhances communication capabilities over considerable distances, which is crucial for emergency coordination. • MiFi Device: A mobile Wi-Fi hotspot that enables internet access for multiple devices, ensuring connectivity in areas lacking traditional internet infrastructure. <p>Collaborative Maintenance</p> <p>The maintenance and management of these technology kits are conducted in collaboration between Hillsborough County Fire Rescue - Office of Emergency Management (HCFR-OEM) and Information and Infrastructure Operations (IIO). This partnership ensures that all equipment is regularly checked, updated, and kept in optimal working condition, allowing for reliable communication support whenever needed.</p> <p>These components make the Technology kits indispensable tools for effective communication, enhancing coordination and response capabilities in various operational contexts.</p>
<p>Two-Way Public Safety Radio</p>	<p>Provides a valuable means of communication during disaster and emergency operations.</p>
<p>Wireless Telephone</p>	<p>A primary communications system during emergencies.</p>

Attachment 2

ALERTs/WARNINGs/NOTIFICATIONs/INFORMATIONAL MESSAGING SYSTEMS

Hillsborough County provides emergency and non-emergency alerts, warnings, notifications, and informational messages in various ways.

The Hillsborough County Office of Emergency Management (HCOEM) is responsible for the day-to-day monitoring of natural, human-caused, and technological hazards that may impact the safety and well-being of Hillsborough County citizens, visitors, and property. HCOEM monitors the National Weather Service (NWS), National Warning System (NAWAS), Emergency Management Network (EMnet), and local news broadcast stations. HCOEM maintains emergency contact lists for all Emergency Support Functions (ESFs), City Emergency Management Coordinators, Fire Chiefs, Police Chiefs, and the Emergency Action Group (EAG). HCOEM maintains the contracted services for satellite phones and the public emergency mass notification system. As a hazard becomes more imminent, HCOEM may issue advisories to raise awareness of the potential event among the local response community and/or activate the EOC to bring in additional support to establish information flow to the public through additional organizations or ESFs, such as ESF-14 (Public Information).

Emergency alerts and warnings will be made in collaboration with Emergency Dispatch Communications (EDC) Center personnel utilizing all available means of communication to inform and warn County officials, local governments, emergency responders, disaster organizations, other concerned agencies, and the public.

Communications & Digital Media will coordinate non-emergency alerts and warnings to the media, residents, and visitors via various communications tools, including news releases, interview placements, the County’s website, social media platforms, HCFL Alert, Hillsborough Television (HTV), and various channels in partnership with neighborhood relations and community liaisons.

There are various systems available for emergency and non-emergency alerts, warnings, notifications, and informational messages:

SYSTEM	DESCRIPTION
Amateur Radio Network (ARES/RACES)	This network provides a means of disseminating emergency public protection messages to various local and statewide amateur radio users and groups.
Computer-Controlled Telephone Out Dial Systems	The EOC, HCSO, and Tampa Police Department use Mass Notification Systems to deliver real-time public safety advisories and emergency instructions to residents, businesses, and employees during critical events. These alerts are sent through multiple channels, including SMS, email,

IV. RESPONSE

	desktop alerts, and voice, ensuring timely communication during crises.
E-mail	Advisories can be sent electronically to multiple addresses by E-mail.
Emergency Alert System (EAS)	<ol style="list-style-type: none"> 1. Composed of AM, FM, and TV broadcast stations and non-government industry utilities operating on an organized basis during emergencies at national, state, and local levels. It provides for alerting participating stations, disseminating standardized emergency information, and/or terminating non-emergency station activities until the emergency subsides. Note: This system can only alert those monitoring the radio/television broadcast at the time of the warning. 2. In Hillsborough County, the primary EAS station is WMTX (100.7 MHz FM), and the secondary EAS station is WWRM (94.9 MHz FM).
HCFL Alert	HCFL Alert is the County's official mass notification system. Subscribers will receive emergency alerts and can choose to receive critical informational messages and severe weather alerts. Delivery options include voice, text, and email messages. Contact list options include the County's 9-1-1 database and white and yellow page contacts.
Health Alert Network (HAN)	HAN is a national program that provides vital health information and the infrastructure to support its dissemination at the state, local, and international levels.
Integrated Public Alert and Warning System (IPAWS)	IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.
Media (television, social media, radio, and print)	The media – notably broadcast and social media - play a critical role in the County's capability to warn the public promptly. The Office of Emergency Management and the Emergency Dispatch Communications (EDC) Center staff will provide content for non-emergency alerts/warnings/notifications and informational messages to Communications & Digital Media for potential distribution to traditional and non-traditional media sources. Spanish-language radio stations are available to provide warnings to their listeners. Television stations offer a key method of warning these persons regarding their hearing impairment.
Mobile Public Address Systems (PA)	An effective means of alerting the populace is for law enforcement and fire personnel to broadcast the warning via mobile public address systems.

<p>National Warning System (NAWAS)</p>	<p>NAWAS is a nationwide private telephone communications system funded by FEMA. It operates on three levels of government: federal, state, and local. The system has network nodes located at strategic locations in each state. States, in turn, coordinate a system connecting system nodes in various counties.</p>
<p>National Weather Service (NWS)</p>	<p>Ruskin Weather will broadcast warning messages for Hillsborough County over its NOAA Weather Radio network. This system will be activated by a phone call from the EOC to Ruskin Weather. HCOEM encourages County departments, agencies, and all public and private facilities to obtain an inexpensive weather radio receiver capable of receiving warning messages. Ruskin Weather is also designated as an alternate to activate the EAS.</p>
<p>Normal Telephone System (Including Fax)</p>	<p>The Warning Points keep comprehensive listings of telephone numbers for emergencies. Faxes can also be used for this purpose.</p>
<p>Personal Contact</p>	<p>The least efficient method of alerting the populace is door-to-door by law enforcement and fire personnel. However, personal contact is a highly effective way of alerting the affected populace, especially for localized disasters.</p>
<p>Port Siren Alert System</p>	<p>This radio-based system is activated when a hazardous materials release occurs in the Port area. The alert system can be activated at the EOC or the Port.</p>
<p>SkyWarn</p>	<p>SkyWarn is a national program designed to place personnel in the field to spot and track severe weather. The National Weather Service trains field personnel (spotters) in basic severe weather meteorology and how and what to report to the proper officials. Spotters are dispatched to the field during severe weather and relay reports to the NWS and EOC.</p>
<p>Two-Way Radio</p>	<p>The Warning Points have access to existing radio systems, such as police, fire, etc., to warn specific agencies.</p>

Comprehensive Emergency Management Plan

IV. Response

ESF 3 PUBLIC WORKS, ENGINEERING & OPERATIONS

Primary Agency	PUBLIC WORKS, ENGINEERING & OPERATIONS
Support Organizations	<ul style="list-style-type: none"> • Amateur Radio (ARES/RACES) • Code Enforcement • Conservation & Environmental Lands Management • Environmental Protection Commission • Fleet Management Department • FDOH • Florida DOT, District 7 • Frontier Communications • Municipalities • Parks and Recreation • Public Utilities • Real Estate & Facilities Services • HCSO • Solid Waste Services • Spectrum Communications • Tampa Electric Company & Peoples Gas (TECO) • Veterans and Consumer Services
Purpose	<p>The purpose of this function is to define the role of Public Works, Engineering, & Operations in providing resources related to protecting the County's citizens and their property when the County is threatened or impacted by a significant or catastrophic disaster event. This function is responsible for providing technical advice and evaluations, damage assessment (roads and bridges, potable and wastewater systems, plants, and pump stations), engineering services, construction management and inspections, emergency contracting, facilities management/maintenance, emergency road and debris clearance, temporary construction of emergency access routes, emergency traffic support and signalization, flood mitigation, emergency demolition or stabilization of damaged structures, GIS support, restoration, and management of transportation infrastructure, and emergency repair of water and wastewater treatment facilities.</p> <p><u>Debris Management</u></p> <p>1. Provide for the coordination of emergency road and debris clearance.</p> <p>Clear and dispose of disaster-generated debris from publicly owned lands and rights-of-way within unincorporated county limits and resume routine services as soon as possible. Debris collection from private right-of-way may occur when directed.</p>

Policies, Preferred Practices, and Procedures

1. The priority of this function will be to assist public safety personnel in saving lives. See Public Works, Engineering & Operations assignments in ESF 9 (Search and Rescue).
2. To provide Public Works, Engineering, & Operations to lands and facilities within the County.
3. Disaster response to private property issues shall be addressed when directed by the appropriate authority. Reference Hillsborough County Code of Ordinances, Part A, Ordinance Number 18-16.
4. To clear travel ways for passage and access.
5. Perform damage assessment of roadway, bridges, stormwater, water, and wastewater infrastructure.

Debris Management

1. Debris clearance is critical to life safety and security. Debris removal efforts will first focus on clearing major transportation routes and roadways into damaged areas to allow emergency vehicles, personnel, equipment, and supplies to be moved.
2. Debris removal is necessary in affected areas to prevent the development and spread of vector-based epidemiological agents and general sanitation problems. To mitigate environmental impacts, all disposal activities will be conducted with health and safety concerns as the foremost considerations.
3. The County will document and track the debris collection and removal cost for possible reimbursement.
4. Coordinate activities with county-contracted debris removal vendor(s) and other County departments.

Coordinate debris monitoring contractor(s) who will monitor and document debris removal and monitor hazardous tree trimming and removal activities.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

PUBLIC WORKS

Preparedness

- Work with the Office of Emergency Management to:
1. Maintain this Emergency Support Function (ESF).
 - a. Conduct ESF 3 (Public Works, Engineering & Operations) planning meetings to maintain ESF 3 (Public Works, Engineering & Operations) support plans.
 - b. Routinely engage ESF 3 (Public Works, Engineering & Operations) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response.
 - c. Maintain a current contact list for ESF 3 (Public Works, Engineering & Operations) partners.
 - d. Ensure that all government employees and volunteers with ESF 3 (Public Works, Engineering & Operations) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities.
 2. Maintain inventories of resources and equipment.
 3. Ensure continued participation in public education communications programs.
 4. Participate in tests and exercises.
 5. Maintain emergency action checklists specific to this function.
 6. Maintain pre-event contracts to support Public Works, Engineering, & Operations needs in an emergency.
 7. Work with ESF 1 (Transportation) to establish and maintain priorities for roadway corridors, with priority for debris removal and repair to allow access into damaged areas.
 8. Prepare and test the County’s portable pumps.
 9. Support County departments and other appropriate partners in preparing for sandbag operations.
 10. Maintain a Debris Management Plan. Plan content should include strategies for:
 - a. Debris collection.
 - b. Identification of sites for temporary debris storage and reduction.
 - c. Recycling.
 - d. Disposal.
 - e. Hazardous waste identification and handling.
 - f. Administration.
 - g. Dissemination of information to the public.
 11. Participate in emergency management and EOC training and exercises.
 12. Disseminate information on known hazardous locations for awareness.

<p>Emergency</p>	<ol style="list-style-type: none"> 1. Preposition staffing and resources and verify inventory before an impending disaster. <ul style="list-style-type: none"> • Stage equipment resources to a safe location. 2. When notified of an emergency, send personnel, equipment, and vehicles to the emergency scene, staging area, or other appropriate location to assist the situation. 3. Assist law enforcement and fire services personnel in saving lives, including clearing roads and traffic control, construction of emergency access roads, communication support, use of vehicles for transportation, sheltering, rescue personnel support, and technical support for inspecting critical facilities within the County. 4. ESF 3 (Public Works, Engineering & Operations) field emergency operations may include: <ol style="list-style-type: none"> a. Assist with flood control. b. Assisting in evacuating people at risk in and around the emergency scene. c. Assisting in Tactical Search and Rescue (TSAR) efforts. d. Assisting damage assessment activities of public infrastructure. e. Emergency clearance and debris removal for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes. f. Temporary construction of emergency access routes, including damaged streets, roads, bridges, waterways, and other facilities necessary to pass rescue personnel. g. Provide emergency traffic signs and signal service at intersections as directed. h. Determination of the structural safety of emergency operations facilities. i. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety or as necessary to facilitate the execution of rescue operations. j. Restore utilities and services customarily provided by the County. k. Assist in security measures and traffic control by providing traffic barricades and signs. l. Debris removal operations in areas affected by emergencies or disasters. 5. Send a senior representative to the EOC when the EOC has been activated during an emergency. 6. Administer and manage contracted services.
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IV. RESPONSE

<p>Emergency Operations Center (EOC) Support</p>	<ul style="list-style-type: none"> b. Coordinate or assist in removing debris from private property within the limits established by the County Administrator. 7. Coordinate the removal of debris with County, state, and federal environmental officials. 8. Coordinate debris operation. Debris from residential properties will be separated into two general groups: <ul style="list-style-type: none"> a. Vegetation debris and construction and demolition debris. b. Separate hazardous materials and hazardous waste from debris to the extent possible. 9. Coordinate debris disposal. <ul style="list-style-type: none"> a. Identify debris disposal issues, i.e., hazardous materials. b. Secure necessary environmental permits and legal clearances. 10. Determine priority and methods of disposal as appropriate: <ul style="list-style-type: none"> a. Mulching and chipping clean vegetative debris. b. Hauling mulched or chipped vegetative debris to an approved disposal site. 11. Provide logistical support for demolition operations. 12. Administer and manage contracted services. 13. Sources for additional resources can include: <ul style="list-style-type: none"> a. Mutual aid. b. County, state, and federal resources. c. Private companies and contractors. 14. Provide personnel and equipment for debris management operations. 15. Provide emergency road clearance and debris removal for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes. 16. Support debris removal operations in areas affected by emergencies or disasters.
<p>Recovery Actions</p>	<ul style="list-style-type: none"> 1. Provide construction equipment and materials to engineers, skilled personnel, construction workers, etc., to assist in recovery activities. 2. Coordinate debris management contractors; monitor contractor services. 3. Coordinate with County, state, or federal agencies to accomplish damage assessments and repairs. 4. Assist with the development of recovery actions and strategies. 5. Issue condemnation declarations for structures unfit for use, habitation, or dangerous to persons or other property under Chapter 81-388, Laws of Florida. 6. Participate in after-action briefings and hotwashes. 7. Assist in the development of After-Action Reports and Improvement Plans.
<p>SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS</p>	
<p>Amateur Radio (ARES/RACES)</p>	<ul style="list-style-type: none"> 1. Provide radio communications as needed.

Code Enforcement	<ol style="list-style-type: none"> 1. Issue condemnation declarations for structures unfit for use, habitation, or dangerous to persons or other property under Chapter 81-388, Laws of Florida. 2. Assist with sandbag distribution.
Conservation & Environmental Lands Management	<ol style="list-style-type: none"> 1. General support may include assisting with road clearance, providing staging areas, and assisting in debris operations. 2. Assist with sandbag distribution.
Environmental Protection Commission	<ol style="list-style-type: none"> 1. Issue authorization for emergency landfills, burning of debris, and asbestos notifications.
Fleet Management Department	<ol style="list-style-type: none"> 1. Provide repair and fuel services for vehicles and equipment.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Ensure health standards are maintained at all debris storage, processing, and disposal sites. 2. Determine the potability of the water supply.
Florida Dept of Transp. (FDOT) District 7	<ol style="list-style-type: none"> 1. Responsible for debris management, repairs, and restoration activities on interstates, U.S. highways, and state roads. 2. Federal Highway Emergency Relief coordination.
Frontier Communications	<ol style="list-style-type: none"> 1. Provide support to restore services as quickly as possible.
Municipalities	<ol style="list-style-type: none"> 1. Support debris management within their jurisdiction.
Parks and Recreation	<ol style="list-style-type: none"> 1. Assist with sandbag distribution.
Public Utilities	<ol style="list-style-type: none"> 1. Responsible for providing water and wastewater services in the county's unincorporated areas. 2. Assist in damage assessment and documentation. 3. Answer queries from the public regarding water and wastewater problems. 4. Assist the FDOH in determining the potability of the water supply (Public Utilities laboratory staff). 5. Public Utilities water treatment plants, which have emergency generators, may provide water for firefighting.
Real Estate & Facilities Services	<ol style="list-style-type: none"> 1. Provide damage assessment at county-operated facilities.
HCSO	<ol style="list-style-type: none"> 1. Provide escort for road-clearing teams.

IV. RESPONSE

Solid Waste Services	<ol style="list-style-type: none">1. Recommend disposal sites for debris.2. Support debris removal operations in areas affected by emergencies or disasters.
Spectrum Communications	<ol style="list-style-type: none">1. Provide support to restore services as quickly as possible.
Tampa Electric Company & Peoples Gas (TECO)	<ol style="list-style-type: none">1. De-energize power lines entangled in trees blocking roadways.2. Provide on-site personnel to assist in 'first push' debris removal operations.
Veterans and Consumer Services	<ol style="list-style-type: none">1. Provide private infrastructure damage assessment.
ATTACHMENTS	<ol style="list-style-type: none">1. Transportation Infrastructure Elements and Responsible Agencies.2. Right-of-Entry Agreement.
REFERENCES	<ol style="list-style-type: none">1. Public Works, Engineering & Operations Debris Management Plan.2. Storm Surge Chemical Containment Study.3. Hillsborough County Local Mitigation Strategy.4. Municipal ESF 3 (Public Works, Engineering & Operations) Annexes.

Attachment 1

TRANSPORTATION INFRASTRUCTURE ELEMENTS AND RESPONSIBLE AGENCIES

Transportation Infrastructure Elements	Responsible Agency
Interstates, U.S. Highways, State Roads, and Bridges	Florida Department of Transportation (FDOT)
County Roads, Streets, and Bridges	Hillsborough County Public Works, Engineering and Operations
Municipal Roads, Streets, and Bridges	Applicable Municipality
Airports (TIA, Tampa Executive Airport, and Peter O. Knight)	Hillsborough County Aviation Authority
Port of Tampa Bay	Port Authority
Railways	CSX
Navigable Waterways	U.S. Coast Guard/Port Authority

Attachment 2

RIGHT-OF-ENTRY AGREEMENT RIGHT-OF-ENTRY AGREEMENT

I, We, the owner (s) of the property commonly identified as _____ Street

_____, _____ State of Florida, City or Town County

do hereby grant and give freely and without any coercion whatsoever, the right of access, entry, and use of and to said property to the _____ State of Florida, its agencies, contractors, and subcontractors thereof, to remove and clear any disaster generated debris of whatever nature from the above-described property.

IT IS FULLY UNDERSTOOD THAT THIS PERMIT IS NOT AN OBLIGATION TO PERFORM DEBRIS CLEARANCE.

The undersigned agrees and warrants to hold harmless

_____, _____, City County

The State of Florida, its agencies, contractors, and subcontractors for any damage of any type whatsoever, either to the above-described property or persons situated thereon, and hereby release discharge and waive any action, either legal or equitable, which might arise out of any use or activities on the above-described property.

I (have_____, have not_____) will _____, will not_____, receive(d) any compensation for debris removal from any other source, including SBA, ASCS, private insurance, Individual and Family Grant program, or any other Public Assistance Program. For the considerations and purposes set forth herein. I hereby set by hand and seal this _____ day of _____, 20_____.

Witness Owner/Owners

Owner/Owners

Current Telephone Number

Current Address

Section 130-24 Disaster Relief

- (a) In the event of hurricane, tropical storm, severe disturbance, riot or other calamity, the County may require a franchise collector to remove and dispose of excess solid waste. The collection service may be reduced or modified until such time as the County approves resumption of normal service.
 - (b) When a local, state or federal state of emergency has been declared, the County has the authority to access private roads and private rights-of-way in unincorporated Hillsborough County for the removal of disaster debris to eliminate any immediate threat to the health, safety and welfare of the residents of Hillsborough County and to promote the economic recovery of the community at large.
2. **Severability:** If any section, sentence, clause, phrase, or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions of this ordinance shall not be affected thereby, but shall remain in full force and effect.
 3. **Effective Date:** The provisions of this ordinance shall become effective upon filing with the office of the Secretary of State.

STATE OF FLORIDA }
COUNTY OF HILLSBOROUGH }


I, Pat Frank, Clerk of the Circuit Court and Ex Officio clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance adopted by the Board at its regular meeting of June 20, 2018, as the same appears of record in Minute Book 505 of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this 21st day of June, 2018.

Pat Frank, Clerk of Circuit Court

By: Mildred K. Ditt
Deputy Clerk

Approved by the County Attorney's Office


Approved as to Form and Legal Sufficiency



FINAL
6/20/18
HGE

HILLSBOROUGH COUNTY ORDINANCE NO.: 18-16

A HILLSBOROUGH COUNTY ORDINANCE AMENDING SECTION 130-24 OF THE HILLSBOROUGH COUNTY CODE OF ORDINANCES AND LAWS; PROVIDING FOR THE AUTHORITY TO ACCESS PRIVATE ROADS AND PRIVATE RIGHTS-OF-WAY FOR THE REMOVAL OF DISASTER DEBRIS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during declared states of emergency and pursuant to the Comprehensive Emergency Management Plan of Hillsborough County, Hillsborough County collects and removes disaster debris on public roads and public rights-of-way in unincorporated Hillsborough County to protect the public's health, safety and welfare; and

WHEREAS, unincorporated Hillsborough County contains over 1,300 miles of private roads and private rights-of-ways; and

WHEREAS, Hillsborough County would like to access these private roads and private rights-of-way, during declared states of emergency to collect and remove disaster debris, which left unattended would constitute an immediate threat to the public's health, safety and welfare; and

WHEREAS, Hillsborough County would like to obtain reimbursement from the Federal Emergency Management Agency (FEMA) for the costs associated with collecting and removing disaster debris from private roads and private rights-of-way; and

WHEREAS, having an ordinance that clearly establishes the authority of Hillsborough County to access these private roads and private rights-of-way to collect and remove disaster debris during declared states of emergency will assist in the reimbursement process with FEMA.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY, FLORIDA, IN REGULAR MEETING THIS 20th DAY OF June, 2018.

1. Section 130-24 of the Hillsborough County Code of Ordinances and Laws is amended to read as follows:

Comprehensive Emergency Management Plan

IV. Response

ESF 4 FIRE FIGHTING

Primary Agency	FIRE RESCUE
Support Organizations	<ul style="list-style-type: none"> • Florida Forest Service (FFS), Lakeland District • Florida State Fire Marshal • HCFR • HCSO • MacDill Air Force Base Fire Department • Plant City Fire Rescue • Public Works • Tampa Fire Rescue • Temple Terrace Fire Rescue
Purpose	To provide support for detecting and suppressing urban, rural, and wildland fires resulting from, or occurring coincidentally with, an incident requiring a coordinated county-wide response for assistance.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. The county has five jurisdictional fire departments: HCFR, Tampa Fire Rescue, Plant City Fire Rescue, Temple Terrace Fire Department, and MacDill Air Force Base Fire Department. Each maintains its command structure but cooperates and coordinates its operations with the other departments in the county. 4. Each fire department is a signatory of the Statewide Mutual Aid Agreement and, as such, is allowed to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. Any participating party may request assistance (oral or written) during an emergency or disaster. 5. During routine operations, each jurisdictional firefighting agency will operate according to its existing policies, protocols, and procedures manuals. 6. The fire department having jurisdiction over the incident will have incident command, and the other responding departments will operate under that command (Unified Command). 7. The Incident Commander oversees the incident and shall coordinate all incident-related activities until the incident has been secured and there is

	<p>no further threat to the community.</p> <p>8. If additional support is needed, it will be obtained through existing automatic aid or mutual aid agreements.</p> <p>9. During an incident/event when the Emergency Operations Center (EOC) is activated, the Director of HCOEM and the ESF 4 (Fire Fighting) Coordinator will prioritize overall fire missions and agree to them.</p> <p>10. Fire mission priorities will follow the standard fire service protocol of:</p> <ul style="list-style-type: none"> • Life safety. • Incident stabilization. • Property conservation. <p>11. the Florida Fire Chiefs’ Association (FFCA) has divided the state into seven response regions for mutual aid. The County is located in Region 6. The organizational structure within each region is based on the National Incident Management System (NIMS), which utilizes the Incident Command System (ICS).</p> <p>12. Requesting Assistance:</p> <ul style="list-style-type: none"> • When a fire department is affected by an emergency locally, the fire chief will request additional assistance from area mutual aid departments. • When the department is no longer able to obtain the needed assistance from area departments through local mutual aid, requests for Statewide Mutual Aid assistance can be made through the FFCA Statewide Emergency Response Plan (SERP) by directing their request through the County EOC and ESF 4 (Fire Fighting). The County EOC will complete a Request for Assistance form and forward it to the SEOC. The SEOC will forward the request to the ESFs 4/9 (Firefighting/Search and Rescue) desk, who will forward the request to the FFCA SERP statewide coordinator. <p>13. The FFCA and the State Fire Marshal have entered a Memoranda of Understanding (MOU) with the Florida Department of Environmental Protection (DEP) and the FDOH relating to periods of activations of the SEOC. Under these MOUs, ESF 4 (Fire Fighting), ESF 9 (Search and Rescue), ESF 8 (Health and Medical), and ESF 10 (Hazardous Materials) will work together in the deployment of various response resources, including the Department of Environmental Protection (DEP) emergency response personnel and the statewide multi-agency Environmental Response Team. Requests for these resources will be coordinated per the FFCA Statewide Emergency Response Plan (SERP).</p> <p>14. As directed, Mutual aid resources will report to the ESF 4 (Fire Fighting) coordinator or staging area for check-in and assignment.</p>
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<p>Preparedness</p>	<p>Coordinate with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 4 (Fire Fighting) planning meetings to maintain ESF 4 (Fire Fighting) support plans. b. Routinely engage ESF 4 (Fire Fighting) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 4 (Fire Fighting) partners. d. Ensure that all government employees and volunteers with ESF 4 (Fire Fighting) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Solicit and organize input from support agencies to establish and maintain the support plan for ESF 4 (Fire Fighting). 3. Maintain inventories of resources and equipment. 4. Participate in local and regional firefighting drills and exercises. 5. Maintain emergency action checklists specific to this function. 6. Maintain mutual aid agreements. 7. Participate in the Florida Fire Chiefs' Association (FFCA) Statewide Emergency Response Plan (SERP). 8. Participate in emergency management, EOC planning, training, and exercises.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency or disaster is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. The fire department having jurisdiction over the incident will have Incident Command, and the other responding departments will operate under that command (Unified Command). 4. Each responding agency/department will conduct on-scene operations under their existing guidelines, policies, protocols, and/or procedures manuals. 5. All incidents will be assigned an incident action plan (IAP), updated every 12-hour operational period. 6. Complete and maintain appropriate documentation.

IV. RESPONSE

Recovery Actions	<ol style="list-style-type: none"> 1. Coordinate and complete incident documentation and cooperate in the cost recovery. 2. Assist with County recovery planning and implementation as required. 3. Assist with the development of recovery actions and strategies. 4. Participate in after-action briefings and hotwashes. 5. Provide information for the development of After-Action Reports and Improvement Plans.
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
Florida Forest Service (FFS), Lakeland District	<ol style="list-style-type: none"> 1. Receive notification(s) of wildfires from the County Fire Rescue Chief or their designee. 2. Provide state resources. 3. Assume Incident Command for forest or wildland fires. 4. Coordinate with the initial on-scene commander. 5. Originate all requests for state aid.
Florida State Fire Marshal	<ol style="list-style-type: none"> 1. Act as liaison between state agencies providing urban/municipal firefighting assistance and county/municipal fire departments. 2. Conduct fire investigations as appropriate.
MacDill Air Force Base Fire Department	<ol style="list-style-type: none"> 1. Provide fire suppression within a jurisdiction. 2. Respond to mutual aid requests. 3. Provide a representative to staff EOC ESF 4 (Fire Fighting) as required.
Plant City Fire Rescue	<ol style="list-style-type: none"> 1. Provide fire suppression within a jurisdiction. 2. Respond to mutual aid requests. 3. Provide a representative to staff EOC ESF 4 (Fire Fighting) as required.
Public Works, Engineering & Operations	<ol style="list-style-type: none"> 1. Clear roads for emergency vehicles. 2. Support with the general workforce, earthmovers, and equipment. 3. Shut off utilities as requested. 4. Assist with maintaining water flow as requested.
HCSO	<ol style="list-style-type: none"> 1. Communicate with the fire department on reports of fires. 2. Provide law enforcement and traffic control to support Fire Rescue actions. 3. Conduct or assist evacuations with Fire Rescue to save lives and protect property when necessary. 4. Assist the fire department in restricting access to unsafe buildings or areas.
Tampa Fire Rescue	<ol style="list-style-type: none"> 1. Provide fire suppression within a jurisdiction. 2. Respond to mutual aid requests. 3. Provide a representative to staff EOC ESF 4 (Fire Fighting) as required.

Temple Terrace Fire Department	<ol style="list-style-type: none"> 1. Provide fire suppression within a jurisdiction. 2. Respond to mutual aid requests. 3. Provide a representative to staff EOC ESF 4 (Fire Fighting) as required.
ATTACHMENTS	None.
REFERENCES	<ol style="list-style-type: none"> 1. Florida Fire Chiefs' Association (FFCA) Statewide Emergency Response Plan (SERP).

Comprehensive Emergency Management Plan

IV. Response

ESF 5 INFORMATION AND PLANNING

Primary Agency	EMERGENCY MANAGEMENT
Support Organizations	<ul style="list-style-type: none"> • County Departments, All • FDEM • Information & Innovation Office • National Weather Service • Private/Non-Profit/Volunteer/Non-Governmental Organizations • Risk Management & Safety
Purpose	<ol style="list-style-type: none"> 1. To provide accurate information gathering, processing, analysis, integration, and utilization for response and recovery situational awareness and incident action planning to meet disaster needs. 2. To ensure Emergency Operations Center (EOC) information management, including message collection, processing, tracking, visual display of information, and compilation and transmittal to appropriate agencies. 3. To ensure coordination of informational resources to support decision-making.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. The County EOC is the central point for supporting County emergency operations. In a disaster or emergency, the EOC will be the central collection point for compiling, analyzing, and preparing situation information for all necessary decision-makers. 2. All incidents will be managed utilizing the National Incident Management System (NIMS). 3. All affected County departments and participating organizations are to inform the EOC Command and EOC Planning Section about their department's current and planned response and recovery activities. 4. All affected County departments and participating organizations are to be actively involved in developing and implementing the EOC Incident Action Plan (IAP). 5. All affected County departments and participating organizations are to treat the goals, objectives, and tasks stated in the EOC IAP as official priorities and policies for the period covered by the plan. 6. All affected County departments and participating organizations shall develop internal plans for implementing their assigned tasks within the EOC IAP. 7. All affected County departments and participating organizations are to be active contributors to the development of situational awareness reports, including Situation Reports (SitRep) and Status Reports (StatRep), which

	<p>present data based on a point in time.</p> <ol style="list-style-type: none"> 8. All affected County departments and participating organizations are to be active contributors to the standard operating picture (a real-time mapping service displayed in EOC). 9. All affected County departments and participating organizations will be active contributors in the recovery planning process. 10. After the incident's conclusion, All departments will prepare an After-Action Report.
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

**EMERGENCY
MANAGEMENT**

Preparedness	<ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Promote and distribute situational awareness. b. Facilitate quarterly operations group meetings. c. Facilitate quarterly training and exercise meetings. d. Support each ESF in the facilitation of their planning meetings. e. Facilitate quarterly ESF 5 (Information & Planning) planning team meetings. f. Maintain an ESF 5 (Information & Planning) contact list. g. Ensure employees, partners, and stakeholders are aware of the importance of emergency preparedness and their emergency responsibilities and participate in continuing education and training opportunities. 2. Maintain operating and position guides for the EOC, including supporting materials such as displays, message forms, records, and report forms. 3. Ensure training and exercises are conducted to test the EOC's readiness capabilities and provide ESF partners, stakeholders, support agencies and organizations with experience with EOC operations. 4. Ensure the training of ESF partners, stakeholders, and support agencies and organizations on using EOC operating and position guides. 5. Determine staffing needs and designate and train personnel to fulfill EOC staffing requirements. 6. Ensure the EOC, alternate EOC facilities, and equipment, including generators, are regularly tested. 7. Maintain procedures for after-action reports, critiques, and debriefings. 8. Collaborate with the whole community with various year-round emergency management programs, projects, and initiatives to enhance countywide disaster response and recovery operations, i.e., Multi-Year Training & Exercise Program (MYTEP), Public Education and Outreach, Citizens Corp Council, Community Emergency Response Teams (CERT), Grants Administration, Continuity of Operations Planning
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	<p>(COOP)/Continuity of Government (COG) Program, Critical Facilities Index Planning, Health Care Emergency Management Plan (HCEMP), Hazard Vulnerability Analysis Grant Program, Regional Domestic Security Task Force/UASI, Emergency Sheltering Program, Employee Emergency Response Program (EERP), Hazard Mitigation Program, and others as necessary.</p>
<p>Emergency</p>	<ol style="list-style-type: none"> 1. Receive notification of an incident. 2. Continuously monitor the incident. 3. Conduct stakeholder conference calls and meetings as appropriate. 4. Issue public warnings and instructions in coordination with ESF 14 (Public Information). 5. Establish communications with incident commander(s). <ol style="list-style-type: none"> a. Obtain situation information. b. Determine public protection actions and needs. c. Determine resource needs. d. Deploy duty officer to the scene if deemed appropriate. 6. Ensure notifications of key personnel. 7. Determine the need to implement the County’s CEMP. 8. Determine the need to activate the EOC. <ol style="list-style-type: none"> a. If yes, activate the EOC. b. Notify EOC staff. 9. Determine the need to declare a local State of Emergency. 10. If yes, notify the County Administrator. 11. As needed, Ensure communications with local, regional, and state entities. 12. Create an incident in WebEOC and populate it as needed. 13. Conduct initial meeting(s) to determine the need for response and recovery. 14. Determine the need to utilize the Employee Emergency Response Program (EERP) personnel.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 5 (Information & Planning) within the EOC Planning Section. <ol style="list-style-type: none"> a. Organize the EOC information management system and display it as per EOC Standard Operating Procedures. b. Develop, display (walls, screens, monitors), and maintain a “common operating picture.” c. Post information to WebEOC to provide situational awareness. d. Develop and issue regular reports (Flash, Situation, and Status) as appropriate. e. Begin and maintain the EOC IAP. f. Prepare briefings and facilitate meetings. 2. Establish and maintain communications with the field and incident commander(s). <ol style="list-style-type: none"> a. Request and receive situation reports. b. Monitor resource requests and status. 3. Coordinate through ESF 14 (Public Information) to develop and

disseminate public information messaging, as the incident requires. Message content should include:

- a. A summary of the incident/event.
 - b. Actions the EOC is taking.
 - c. Public warning messages and actions the public should take, including protective action measures such as evacuation and shelter-in-place.
 - d. Incident safety information (what to do and what not to do).
 - e. Shelter locations for displaced citizens.
 - f. Instructions are provided for access, functional needs, and specific medical needs populations.
 - g. A schedule of when updates will occur.
4. Work with partners and stakeholders to maintain situational awareness through all means available, which includes:
 - a. Communications with field forces (request spot reports) through the EOC ESF liaisons.
 - b. Assign and deploy field observers if needed.
 - c. Ensure the Liaison Officer maintains situational awareness with external partner agencies.
 5. Compile impact and damage assessment reports from County and city representatives.
 6. Ensure daily reconnaissance of all impacted areas.
 - Compile status reports to assist in developing the EOC Incident Action Plan.
 7. Plan for future operational periods.
 - a. Collect, process, and disseminate essential information. This information will be used for response operations and provide input for reports, briefings, displays, and plans.
 - b. Consolidate information into reports and other materials that describe and document overall response activities.
 - Keep the ESFs and EOC staff situationally aware.
 - c. Maintain displays of pertinent information for use in briefings.
 - d. Research technical information.
 - e. Collect and integrate various information sources.
 - f. Develop a written EOC Incident Action Plan (IAP) that identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what is to be done next and what will it take to do it). IAP elements include:
 - Summary (briefing document).
 - Objectives: specific and measurable.
 - Organization: County EOC staff, Incident Commanders, etc.
 - Tasks and assignments: who is doing what, where resources are required.

	<ul style="list-style-type: none"> – Supporting materials (as needed), maps, traffic plans, security plans, medical plans, communications plans, weather data, special precautions, and safety messages. <ol style="list-style-type: none"> 8. Establish and maintain contact with local, regional, state, and federal EOCs: <ol style="list-style-type: none"> a. Provide situation status and damage information. b. Receive situational awareness information. 9. Conduct regular EOC briefings. 10. Begin the recovery action planning process. 11. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours. 12. Continue to facilitate meetings to assess recovery needs. 13. Ensure Preliminary Damage Assessment (PDA) information is discussed and disseminated to/through municipality development services towards the decision to place a hold on building and new construction. (Development Services / Building Official / Fire Marshal) 14. Facilitate the development of a response demobilization plan.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Continue to conduct meetings to assess recovery needs. 2. Activate the County Recovery Plan and the Recovery Task Force. 3. Develop a County Recovery Action Plan for the following phases: stabilization, short-term, intermediate-term, and long-term. <ol style="list-style-type: none"> a. Activate recovery functions. b. Make assignments for each recovery support function. 4. Prepare damage assessment reports. 5. Request and apply for disaster assistance if necessary. 6. Activate the County Redevelopment Task Force to guide long-term redevelopment. 7. Conduct after-action briefings and hotwashes. 8. Develop After Action Reports and Improvement Plans. 9. Return EOC to pre-emergency conditions. 10. Initiate any pre-identified mitigation measures. 11. Continue coordinating with ESF 19 (Damage Assessment) on damage assessments. 12. Finalize the demobilization plan and share it with stakeholders.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
County Departments, All	<ol style="list-style-type: none"> 1. Provide situation reports from field forces to EOC. 2. Participate in the incident action planning process as required. 3. Support the documenting of incident information and damage assessment. 4. Provide the EOC with information about departmental needs, priorities, and planned activities during the next designated incident period. 5. Provide information on potential or expected events affecting future incident action plans. 6. As requested, identify the internal and external resources needed to accomplish the stated goals, objectives, and tasks. 7. Deploy departmental resources to implement the incident action plan. 8. Ensure depth of staffing to maintain EOC operations support over extended periods.
Florida Division of Emergency Management (FDEM)	<ol style="list-style-type: none"> 1. Provide region and state situation reports. 2. May provide technical assistance and SME as requested.
Information & Innovation Office	<ol style="list-style-type: none"> 1. Provide information technology support. 2. Support the documenting of incident information and damage assessment.
National Weather Service	<ol style="list-style-type: none"> 1. Provide weather information and forecasts.
Private/Non- profit/ Volunteer/Non- Governmental Organizations	<ol style="list-style-type: none"> 1. Support the documenting of incident information and damage assessment. 2. Provide the EOC with information about the organization's needs, priorities, and planned activities during the next designated incident period. 3. As requested, identify the internal and external resources needed to accomplish the stated goals, objectives, and tasks. 4. Ensure depth of staffing to maintain operations over extended periods.
Risk Management & Safety	<ol style="list-style-type: none"> 1. Participate in developing the EOC incident action plan and make appropriate safety and health recommendations. 2. Monitor field operations regarding safety and ensure field safety officer(s) are in place. 3. Document cases of alleged property damage caused by County staff or contractors and work to resolve each case.
ATTACHMENTS	None.

REFERENCES	<ol style="list-style-type: none">1. County EOC Operations Manual and Position Desk Books.2. Hillsborough County Code of Ordinance & Laws, Chapter 22, Article III (Reconstruction Following Emergencies), Section 22-49 and 22-52.3. City of Plant City Emergency Preparedness Plan.4. City of Tampa Comprehensive Emergency Operations Plan (CEOP).5. City of Temple Terrace Emergency Preparedness Plan.6. Hillsborough County Debris Management Plan.7. FEMA Debris Removal Quick Guide.8. Florida Environmental Protection Waste Cleanup Program https://floridadep.gov/waste/waste-cleanup
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Comprehensive Emergency Management Plan

IV. Response

ESF 6 MASS CARE AND HUMAN SERVICES

Primary Agency (s)	SOCIAL SERVICES; HOMELESS SERVICES
Support Organizations	<ul style="list-style-type: none"> • Amateur Radio (ARES/RACES) • American Red Cross • Community Emergency Response Team (CERT) • Community Organizations Active in Disasters (COAD) • County Departments, All • Emergency Management • Employee Emergency Response Program (EERP) • Faith-Based Organizations • FDOH • HART • Hillsborough County Pet Resources • Hillsborough County School Board • Hospitals, Hillsborough • Municipalities • Private Sector • Salvation Army • University of South Florida • University of Tampa • University Liaison • Voluntary Organizations Active in Disasters (VOAD)
Purpose	Provide guidelines for planning and coordinating mass care and related emergency human services before, during, and after a disaster to address mass care and immediate basic needs of people impacted by disasters or potential threats.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. Providing mass care and sheltering because of disasters is a fundamental responsibility of local government. 2. The County will coordinate all mass care and shelter operations through the County Emergency Operations Center (EOC) to ensure the population is effectively served. 3. The County’s Social Services Department is the lead agency for establishing shelters, except for special needs. It will determine shelter needs in collaboration with the Office of Emergency Management (HCOEM): 4. How many shelters will be needed based on the level of evacuation ordered. 5. The number of shelter personnel that will need to be deployed. 6. When shelter personnel will deploy.

7. ESF 6 (Mass Care and Human Services) will coordinate with support agencies whenever there is an immediate need to provide food, water, and shelter to disaster victims.
8. All government, non-government organizations (NGOs), and private resources will be used as necessary to coordinate effective public/private partnerships during an emergency.
9. The care and transport of pets and other animal needs will be coordinated with ESF 17 (Animal Protection).
10. NONDISCRIMINATION. No services will be denied based on race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency over and above what usually would be expected in the way of government services. According to the federal/state agreement for primary emergency recovery, the County's activities will be carried out under Title 44, Code of Federal Regulations (CFR) Section 205.16. - Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.
11. The county's policy is to comply with the American Disabilities Act and its standards set forth in Title 41, CFR Section 101.19-6, to the extent permitted by fiscal constraints.
12. It is important to note that mass care shelters are temporary in nature and designed for people displaced by emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee) to meet the current requirements of the Americans with Disabilities Act (ADA).

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

SOCIAL SERVICES and HOMELESS SERVICES

Preparedness

Work with the Office of Emergency Management to:

1. Maintain this Emergency Support Function (ESF).
 - a. Conduct ESF 6 (Mass Care and Human Services) planning meetings to maintain support plans.
 - b. Routinely engage ESF 6 (Mass Care and Human Services) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and adjust to improve response.
 - c. Maintain a current contact list for ESF 6 partners.
 - d. Ensure that all government employees and volunteers with ESF 6 (Mass Care and Human Services) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities.
2. Identify locations and capacities of mass care facilities and shelters.
 - a. Maintain agreements with shelter providers.
 - b. Analyze County mass care and shelter requirements.
 - c. Identify current County mass care and shelter inventories and resources.
 - d. Ensure plans and provisions for animals. Coordinate with ESF 17 (Animal Protection).
3. Ensure shelters are reviewed periodically by the shelter verification committee, consisting of HCOEM, County, Public Schools, and County Social Services who will:
 - a. Ensure evacuation shelters meet **Enhanced Hurricane Protection Area (EHPA)** standards.
 - b. Verify shelter capacities based on the Statewide Emergency Shelter Plan (SESP) using only those deemed safe shelter areas within the campus.
4. Maintain lists of resources and facilities.
5. Collaborate with HCOEM to continue recruiting and training County employees (Employee Emergency Response Program (EERP)) and volunteers for mass care and shelter operations.
6. Develop, train, and test emergency plans and procedures annually.
7. Develop and participate in mass care and sheltering exercises.
8. Develop emergency action checklists.
9. Maintain appropriate agreements with local agencies that can provide volunteer mass care personnel, facilities, and support resources.
10. Develop and maintain procedures and SOPs for implementing sheltering operations.
11. Develop procedures for sheltered populations' notification of shelter closing, consolidation, and relocation issues.

<p>Emergency</p>	<ol style="list-style-type: none"> 1. When notified, report to the EOC. 2. Obtain and coordinate mass care and human services resources as requested by the EOC Command and the EOC Operations Section Chief. <ol style="list-style-type: none"> a. Mass care, sheltering, and human services emergency actions may include coordination of: <ul style="list-style-type: none"> • Feeding for victims. • Medical and nursing aid. • Temporary sanitation facilities • Distribution of food, clothing, medicine, and commodities. • Social service needs of victims. • Mental health services. • Special needs services. • Emergency animal sheltering; coordinate with ESF 17 (Animal Protection). b. Coordinate through ESF 14 (Public Information) to identify and publicize shelter locations. c. Ensure shelters are staffed and equipped. d. Coordinate access and functional needs, sheltering, and services. e. Ensure animal provisions; coordinate with ESF 17 (Animal Protection). f. Determine and ensure food and shelter for emergency and recovery workers.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 6 (Mass Care and Human Services) function within the County EOC Operations Support Section. 2. Identify the need and locations for: <ol style="list-style-type: none"> a. Mass Care: shelters, feeding centers, basic first aid, bulk distribution of needed items, and related services. b. Disaster human services (an extension of non-disaster human/social services to ensure continued service delivery and address unmet human service needs). 3. Identify resources to support mass care and human services and determine future needs. 4. Obtain and coordinate mass care and human services resources as requested by the EOC Operations Section Chief. Mass care operations will include providing food and shelter for emergency and recovery workers. 5. Coordinate appropriate mass care and human services response operations with the County human service agencies and other ESF 6 (Mass Care and Human Services) support agencies and organizations. These operations include sheltering, feeding, family reunification, and firstaid. 6. Coordinate with ESF 11 (Food and Water) to establish priorities and ensure that food and potable water are provided first to the most critical areas of need. 7. Coordinate through ESF 14 (Public Information) to provide mass care and human services-related information to the media for release to the public

	<p>(e.g., types of assistance available, locations of sites providing assistance, etc.).</p> <ol style="list-style-type: none"> a. Ensure all updated information is relayed promptly to ESF 14 (Public Information). b. Coordinate information among all mass care and human services providers to prevent conflicting information from being provided to the public. <p>8. Establish and maintain contact with the SEOC ESF 6 (Mass Care and Human Services):</p> <ul style="list-style-type: none"> • Provide information on current and anticipated mass care, housing, and human service needs. <p>9. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.</p> <ol style="list-style-type: none"> a. Ensure agencies providing mass care and human services keep detailed records of fund expenditures and personnel timesheet documentation to have adequate records to apply for federal disaster assistance. <p>10. Governmental agencies must separate disaster-related assistance from regular ongoing welfare programs.</p>
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Conduct a County mass care and human services needs assessment with appropriate partners based on the situation. 2. <u>Assistance Centers:</u> <ol style="list-style-type: none"> a. Determine the numbers and types of assistance centers that are needed. b. Coordinate locations, set up, staffing, and operations. c. Determine the numbers of disaster survivors who cannot obtain appropriate assistance and are therefore in "dire need." <ul style="list-style-type: none"> – Authorize expenditure of County funds and validate assistance claims through the County Assistance Center Social Services staff. (See Attachment 2 Human Services Operations and Assistance Centers.) 3. Coordinate family reunification efforts with partners and the American Red Cross. 4. Coordinate through ESF 14 (Public Information) to communicate the recovery of public information and education. <ol style="list-style-type: none"> a. Ensure public information to evacuees regarding safe return to damaged areas. b. Ensure public is informed of available recovery programs and services. 5. Coordinate with ESF 8 (Health and Medical) to arrange for behavioral health professionals.

6. Continue EOC operations until it is determined that EOC coordination is no longer necessary.
7. Coordinate with ESF 1 (Transportation) to assist evacuees in returning to their homes if necessary.
8. Assist those who cannot return to their homes with temporary housing.
9. Deactivate shelters and mass care facilities and return them to everyday use.
10. Clean and return shelters to their original condition; keep detailed damage records.
11. Consolidate mass care shelter(s) costs and submit these statements to the appropriate authorities for possible reimbursement.
12. Coordinate with the Recovery Task Force to ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
13. Return staff, clients, and equipment to regularly assigned locations.
14. Provide financial information for cost recovery through appropriate channels.
15. Participate in after-action briefings and hotwashes.
16. Assist in the development of After-Action Reports and Improvement Plans.
17. Updates plans and procedures based on critiques and lessons learned during an event.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
Amateur Radio (ARES/RACES)	1. Provide communications support at each shelter.
American Red Cross	<ol style="list-style-type: none"> 1. Support County staff operating public shelters: <ol style="list-style-type: none"> a. Provide logistical support for ARC public shelters. b. Support mass care operations. c. Maintain a shelter assignment list of ARC agencies that is updated annually. d. Recruit and train ARC volunteers continuously. 2. Provide mental health services physically and/or virtually as conditions dictate. 3. Provide disaster health services physically and/or virtually as conditions dictate. 4. Staff family reunification centers.
Community Emergency Response Team (CERT)	1. CERT and Citizen Corps volunteers may be called upon to assist ESF 6 (Mass Care and Human Services) during disaster situations for various jobs, such as shelter managers/workers, needs assessment workers, and food distribution workers.
Community Organizations Active in Disasters (COAD)	1. Serve as a coordinating agency for member non-profit charitable organizations to provide human services during a disaster.
County Departments, All	1. Support mass care and sheltering operations as requested.
Emergency Management	<ol style="list-style-type: none"> 1. Provide shelter locations and other support required by Social Services. 2. Maintain a database of potential disaster mass care and human services support resources.
Employee Emergency Response Program (EERP)	1. Provide trained workers to assist in sheltering and mass care operations.
Faith-Based Organizations	<ol style="list-style-type: none"> 1. Provide shelter locations. 2. Support shelter operations.
FDOH	<ol style="list-style-type: none"> 1. Manage special medical needs shelters. 2. Maintain a special needs registration list and update it continually.
Hillsborough Area Regional Transit (HART)	1. Provide transportation services to support mass care operations.

IV. RESPONSE

Hillsborough County Pet Resources	<ol style="list-style-type: none"> 1. Responsible for coordinating reception and sheltering of the pets. See ESF 17 (Animal Protection).
Hillsborough County School Board	<ol style="list-style-type: none"> 1. Provide shelter locations. 2. Provide meals to evacuees. 3. Provide housekeeping and maintenance services during shelter operations. 4. Provide food service for evacuees. 5. Provide facilities for public shelters. 6. Ensure a minimum three-day food supply, sufficient water, and sanitation facilities are available for designated public school shelters. 7. Ensure that food service and janitorial personnel support are available. 8. Identify facilities that are appropriate for feeding facilities.
Hospitals, Hillsborough	<ol style="list-style-type: none"> 1. May support shelter operations by coordinating medical care and resources for shelters.
Municipalities	<ol style="list-style-type: none"> 1. Provide mass care and human services support within their jurisdictions as resources allow, including coordinating with human service agencies to establish feeding and distribution sites for food and water.
Private Sector	<ol style="list-style-type: none"> 1. Support shelter and recovery efforts through coordination with ESF 18 (Business and Industry). 2. Provide mass care and human services support.
Salvation Army	<ol style="list-style-type: none"> 1. Provide mass care and human services support.
University of South Florida	<ol style="list-style-type: none"> 1. Provide food to shelter residents. 2. Provide security support for shelters.
University of Tampa	<ol style="list-style-type: none"> 1. Provide professional staff oversight to shelter university students. 2. Provide support to shelter residents.
Voluntary Organizations Active in Disaster (VOAD)	<ol style="list-style-type: none"> 1. Serve as a coordinating agency for member non-profit charitable organizations to provide human services during a disaster.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Shelters: Types, Uses, Roles, and Responsibilities. 2. Human Services Operations and Assistance Centers. 3. Special Needs Registration.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS

REFERENCES

1. Disaster Temporary Housing Plan.
2. Host County Shelter Plan.
3. Refuges of Last Resort Listing.
4. Current list of official County public shelters (published annually in the Disaster Planning Guide and posted on the County website).
5. Hillsborough County Special Needs Shelter and Evacuation Plan.
6. Hillsborough County Host Shelter Plan.
7. Volunteer Resource Guide.
8. EOC Shelter Operations Guide (draft).

Attachment 1

SHELTERS: TYPES, USES, ROLES, AND RESPONSIBILITIES

<p>A. PUBLIC SHELTERS</p>	<ol style="list-style-type: none"> 1. Opened at the direction of the County Administrator or representative, usually the Director of the Office of Emergency Management (HCOEM), in coordination with the County’s Social Services Department (ESF 6 Mass Care and Human Services) and the County School Board. 2. Located at public schools before or during a storm. It may also be in churches, public buildings, or other appropriate facilities post-storm or other weather/disaster events. 3. Staffed and operated by the County in collaboration with local support organizations. 4. Opened per FEMA and County procedures. 5. The County School Board ensures adequate food is available for approximately three days at their facilities. School food service personnel will prepare the food. In coordination with the County School Board, County Social Services (ESF 6 Mass Care and Human Services) will coordinate additional food if initial stocks are depleted. 6. It is closed when no longer needed at the discretion of the Director of HCOEM, in coordination with County Social Services (ESF 6 Mass Care and Human Services) and the County School Board.
<p>B. SPECIAL NEEDS SHELTERS (SPNS)</p>	<ol style="list-style-type: none"> 1. Individuals requiring special medical care will be directed to a County special needs shelter operated by the FDOH. People in this category are encouraged to preregister with the Special Needs Registry maintained by the FDOH for assignment to one of these shelters. Transportation to and from the SNS will be coordinated with ESF 1 if needed. 2. SNS will be opened at the request of the County Administrator or representative (usually the Director of HCOEM) in coordination with Hillsborough County Social Services (ESF 6 Mass Care and Human Services), the County School Board, and the University of South Florida (USF). Kidney dialysis patients will be sheltered at a designated shelter facility. Only one special needs shelter will be opened under lesser disaster scenarios (e.g., mobile home evacuation). 3. The FDOH operates special needs shelters with health care professionals. Volunteers from home healthcare agencies and other private or public agencies will provide additional medical staff. The facility's staff will provide facilities and logistical support. 4. The County provides large generators to ensure continuous power supply for essential equipment such as medical devices and air conditioners at every Special Needs Shelter (SNS). Additionally, medical supplies are readily available at each SNS shelter location. Each SNS shelter is equipped with a cafeteria, and the County School Board and USF oversee the provision of

	<p>sufficient food supplies at these shelters.</p> <p>5. Information regarding the special needs program and registration procedures can be found in the SNS Evacuation and Shelter Plan and County website Register for Special Needs Disaster Assistance.</p>
<p>C. COMFORT STATIONS</p>	<p>1. In the early stages of disaster response and recovery activities (possibly within 36-48 hours after disaster impact), the state may set up comfort stations operated by the Salvation Army for disaster survivors and emergency responders. Comfort stations are set up in centralized locations and provide essential life-sustaining services to disaster survivors who do not need shelter and emergency responders working in disaster areas. Comfort stations will provide one or more of the following crucial minimal life-sustaining services:</p> <ul style="list-style-type: none"> a. Food and water: Prepared meals and potable water for drinking and hygiene will be distributed to survivors at comfort stations. Commodity food will not be distributed to survivors at comfort stations, but water and ice may be distributed. b. Disaster relief supplies include comfort kits and cleanup kits. c. Health and first aid treatment that may include applicable vaccinations. d. Information on recovery services and programs available through public and private agencies. e. Temporary refuge. Comfort stations are not designed for overnight stays. However, they may serve as respite areas with minimal cots and tents and support other services available at the site. f. Crisis counseling for survivors via field outreach programs offered by appropriate agencies. <p>2. The number of comfort stations and the types of services provided will depend on the disaster and its magnitude. The Salvation Army will provide overall management of comfort stations in coordination with the SEOC ESF 6 (Mass Care and Human Services). The SERT operations officer will establish the number and scope of comfort stations in coordination with the EOC and based on sources such as state assessment teams.</p> <p>3. ESF 6 (Mass Care and Human Services) in the SEOC will provide overall coordination for establishing comfort stations and overseeing operations until the stations are closed. In support of ESF 6 (Mass Care and Human Services), the Salvation Army will serve as the primary agency to operate the comfort stations and provide an onsite manager for each station. If Salvation Army resources are exhausted, the SEOC ESF 6 (Mass Care and Human Services) desk will coordinate and assign other support agencies to fulfill this task.</p> <p>4. Comfort stations are designed to support mass care needs that the existing structure cannot serve. Based on the community's needs and the capability of the community's human services organizations to provide disaster services to survivors, comfort stations will remain open only as long as</p>

	<p>necessary. Comfort stations will be closed upon mutual agreement between state representatives and the County EOC.</p> <ol style="list-style-type: none"> 5. The County ESF 6 (Mass Care and Human Services) will closely monitor comfort station operations. Ideally, an individual under ESF 6 (Mass Care and Human Services) will monitor comfort station operations full-time. All decisions regarding comfort stations must be jointly entered into by state and County officials. 6. As Red Cross resources allow, the American Red Cross Emergency Aid Stations may provide services similar to those provided at comfort stations.
<p>D. HOST SHELTERING</p>	<ol style="list-style-type: none"> 1. In specific scenarios where disasters threaten other parts of the state, the County will be requested to shelter evacuees. 2. The key factor in a sheltering operation for out-of-county evacuees is getting shelter information to them. To accomplish this, Information Centers may be established along or near highways at the approach ends of the County. If available and requested by the EOC, Florida Department of Transportation (FDOT) lighted message boards may be placed at key places providing pertinent shelter information. FDOT personnel, if available, may augment County personnel to provide lodging and shelter information to those evacuees seeking it. 3. Another method of providing shelter information is through commercial radio stations. ESF 14 (Public Information) will provide appropriate information to local media outlets. Shelter information will also be provided to the SEOC for dissemination to media outlets throughout the state. As a part of this effort, WUSF, the local Public Broadcast Station, has an agreement with the state to carry hurricane evacuation information. FDOT message signs may be used to direct travelers to applicable radio stations that are carrying evacuation information. 4. Shelters will be opened as needed and located as close as possible to major incoming routes to the County. Shelter openings may be staggered to accommodate the required number of people seeking shelter. 5. Communication will be an essential element of these sheltering operations. The primary means of communication will be cellular telephones, landline telephones, and two-way radios. The Tampa/Hillsborough County Convention & Visitors Association will provide the EOC with the status of local hotels/motels. The County Social Services Department (ESF 6 Mass Care and Human Services) will constantly contact the County School Board or other sheltering facilities to coordinate shelter openings and staffing.

Attachment 2

HUMAN SERVICES OPERATIONS AND ASSISTANCE CENTERS

The County is the first responder for human services in the aftermath of a disaster. The Departments of Social Services and Homeless Services will coordinate ongoing county human services activities in the EOC.

In localized emergencies, which are not considered to be of enough magnitude for state and federal declarations of emergency, the county will be the only government source of assistance available to those in need. In all emergencies, the American Red Cross and other humanitarian organizations will assist as resources allow. In a significant disaster, many different sources of emergency assistance from state and federal resources may be available. Whenever sufficient resources are unavailable within the county, requests for help will be transmitted to the SEOC.

A. CITIZENS IN "DIRE NEED"

The County may be required to expend funds to provide basic needs for disaster survivors who cannot obtain appropriate assistance from other sources when needed (e.g., American Red Cross, state agencies, federal agencies, or humanitarian organizations) and are therefore in "dire need." After a local emergency has been declared, the Social Services Director, or designee, is authorized to expend County funds to assist disaster survivors in "dire need." The validity of claims for this type of assistance must be verified by County Assistance Center Social Services staff.

B. COUNTY ASSISTANCE CENTERS

1. Designated County Community Resource Centers will serve as County Assistance Centers to help those in need. Personnel from the Social Services Department will staff the County Assistance Centers to provide various direct services to low-income, elderly, and disabled citizens adversely affected by a disaster.
2. Primary Locations:
 - Lee Davis Community Resource Center, 3402 N. 22nd. St., Tampa
 - West Tampa Community Resource Center, 2103 N. Rome Ave., Tampa
 - South Shore Community Resource Center, 201 14th Ave., S.E., Ruskin
 - Plant City Community Resource Center, 307 N. Michigan Ave., Plant City.
 - University Area Community Social Service Center, 13605 N. 22nd St., Tampa
3. Alternate Locations:
 - YMCA, 110 E. Palm Ave. (For Lee Davis CRC)
 - Egypt Lake Recreation Center, 3126 Lambright St. (For West Tampa CRC)
 - Haines Street Recreation Center, 1601 E. Haines St. Plant City (For Plant City CRC)
 - Bethune Civic Center, North St., Wimauma (For Ruskin CRC)
4. Additional county Assistance Centers may be needed if hurricane damage is severe.

C. AMERICAN RED CROSS SERVICES

The American Red Cross establishes Service Delivery Sites or service delivery methods to meet the immediate disaster-caused needs of disaster survivors. Services can include assistance or formal referrals to address needs such as food, personal essentials, clothing, shelter, information and referral welfare information, and physical and mental health needs.

D. STATE DISASTER RECOVERY CENTERS (DRC)

Suppose the damage is sufficient to call for the Governor to issue a Declaration of a State of Emergency. In that case, the FDEM may establish one or more Disaster Recovery Centers (DRCs) in the County. Among the disaster relief programs that the state may make available are food stamps, rental and energy assistance, job services, unemployment insurance, and emergency food provisions. These programs may be administered by the state, County, volunteer organizations, or a combination thereof. Disaster survivors must meet prevailing eligibility guidelines for state-administered programs.

DRCs will be set up in strategic locations depending on the damaged areas. In the event of a Presidential Disaster Declaration, federal DRC(s) will be merged with the State DRCs.

E. FEDERAL DISASTER RECOVERY CENTERS (DRC)

FEMA will establish a Joint Field Office (JFO) following a Presidential Disaster Declaration. The JFO will serve as the coordination center for all federal and state assistance programs and support recovery program implementation.

FEMA also sets up Disaster Recovery Centers for disaster survivors to provide information about the types of federal grants and assistance programs for which they are eligible. These centers, staffed by federal and state representatives, do not provide direct services.

They provide information on topics such as temporary housing, disaster-related loans, emergency home repairs, and unemployment insurance. Normally, DRCs should be operational within seven days after a Presidential Declaration, although in a major disaster, they could be established sooner. For actual registration for assistance programs, FEMA will set up a 1-800 telephone number applicable to the situation.

Attachment 3

SPECIAL NEEDS REGISTRATION

- A. Chapter 252.355, F.S. requires the Florida Division of Emergency Management (FDEM) to develop and maintain a uniform electronic registration system and database. Florida Department of Health (FDOH) also maintains a manual process as part of registry requirements.

- B. The Hillsborough County Special Needs Registry is established using an Everbridge Portal managed by the Hillsborough County Office of Emergency Management (HCOEM).
 - 1. This portal will enable applicants to register for the unique needs program electronically.
 - 2. HCOEM will provide appropriate access to the various agencies supporting the special needs program.
 - 3. HCOEM will receive and upload registration information from the FDOH monthly or as needed.

- C. The FDOH will evaluate all registration applications and make the appropriate determination for shelter assignment based on their condition and the shelter's capabilities.
 - 1. Individuals who do not meet the minimum criteria will be referred to the nearest general population shelter to their residence.
 - 2. Individuals who meet the criteria will be informed of their status and provided information about the sheltering program.
 - 3. Individuals who exceed the criteria will be notified that FDOH will contact their medical provider to determine placement in an appropriate medical facility should evacuation be necessary. NOTE: Occasionally, placement will not be made until an evacuation order is given.

See the Hillsborough County Shelter Plan and Transportation Standard Operating Guide for further details.

Comprehensive Emergency Management Plan

IV. Response

ESF 7 RESOURCE SUPPORT

Primary Agency	PROCUREMENT SERVICES
Support Organizations	<ul style="list-style-type: none"> • County Administrator • County Attorney • County Departments, All • Employee Emergency Response Program (EERP) • Fairgrounds • Fire Rescue • FDEM • HCSO • Hillsborough County Schools • Human Resources • Information & Innovation Office • Management & Budget • Real Estate & Facility Services • Risk Management & Safety
Purpose	<ol style="list-style-type: none"> 1. Provide resources and logistical support for emergency response and recovery efforts. 2. Provide for the effective procurement, utilization, prioritization, and conservation of available local resources (equipment, supplies, and staffing) during emergencies. 3. Provide for acquiring state or federal government resources when depleted local resources. 4. Receipt, storage, and distribution of donated foods and goods.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. Resources will be typed, inventoried, prioritized, or will be used in the most efficient manner possible and will be applied to functions and areas of greatest need. 2. ESF 7 (Resource Support) will follow purchasing policies reflected in the County Ordinance (Emergency Management) Chapter 22, Article II, Section 22-24 (emergency purchasing) and as outlined in this Comprehensive Emergency Management Plan. 3. After all available County resources have been or will be used, the SEOC will request additional resources. 4. The County Emergency Operations Center (EOC) is responsible for securing resources supporting incident command and operations. Departments that obtain resources from the public or private sector by any other means may not be reimbursed for their expenses.

	<ol style="list-style-type: none"> 5. The County Administrator may invoke temporary controls on local resources and establish priorities for use. 6. Each County department is responsible for arranging the movement of department assets to needed points during emergencies and disasters. If the department does not have suitable transportation capabilities, it may request assistance through the EOC. 7. The EOC is responsible for securing resources from outside the county. Departments that obtain resources from the public or private sector by any other means may not be reimbursed for their expenses. 8. According to the Procurement Policy, Purchasing limits and rules may be suspended during declared emergencies. (See Hillsborough County Procurement Policy and Hillsborough County Procurement Procedures.) 9. The County Administrator may convene advisory groups of public and private sector representatives in extraordinary circumstances to coordinate and manage the emergency use of community resources. 10. The EOC will coordinate disseminating information concerning emergency measures and voluntary controls or rationing. 11. Citizens are advised to prepare an emergency supply kit to meet family needs and be self-sufficient for at least five days. 12. If an emergency disrupts the normal distribution process, the County will coordinate with the SEOC to establish an emergency distribution system. 13. The County’s Employee Emergency Response Program (EERP) will follow the HR Policies unless special disaster assignments and/or compensation are invoked. The standard policies will be utilized: HR Policies “The Disaster Recovery Work Assignments Policy—1.8” and the “Disaster Recovery Compensation Policy—3.1.”
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

PROCUREMENT SERVICES

Preparedness	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 7 (Resource Support) planning meetings to maintain ESF 7 (Resource Support) support plans. b. Routinely engage ESF 7 (Resource Support) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and adjust to improve response. c. Maintain a current contact list for ESF 7 (Resource Support) partners. d. Ensure that all government employees and volunteers with ESF 7 (Resource Support) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Analyze resource requirements. Use resource typing where possible.
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	<ol style="list-style-type: none"> 3. Maintain lists of vendors and suppliers of equipment, materials, and services needed during disaster response and recovery operations. 4. Establish inventory, control, and delivery systems where applicable. 5. Maintain a standardized form for emergency resource requests by agencies in the EOC during emergency operations. 6. Maintain agreements with resource providers as necessary. 7. Identify potential staging area locations and requirements. 8. Identify and establish agreements with local and regional suppliers. 9. Identify and establish agreement storage facilities, both refrigerated and non-refrigerated, for warehousing food, water, and ice. 10. Maintain emergency action checklists. <ol style="list-style-type: none"> c. Participate in exercises.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. When notified of an emergency, report to the EOC if appropriate. 2. Coordinate implementation of resource support activities with the appropriate tasked organizations. 3. Activate mutual aid agreements and memorandums of understanding (MAA and MOU). 4. Identify resource needs and request resources from EOC. 5. Negotiate contracts for support of emergency actions as required. <ul style="list-style-type: none"> • Assure that emergency procurement procedures and documentation are followed. 6. Determine the need to activate the Employee Emergency Response Program (EERP). If needed, activate notification procedures.

**Emergency
Operations
Center (EOC)
Support**

1. Staff the ESF 7 (Resource Support) function within the County EOC Logistics Section.
 - Coordinate with Human Resources to implement EERP as needed.
2. Coordinate with the EOC Command, Operations, and Planning Sections to determine resource needs. Essential information includes:
 - a. Size.
 - b. Amount.
 - c. Location.
 - d. Type of resource.
 - e. Time frame in which it is needed.
3. Advise and assist the EOC Command and General Staff with determining priorities. In general:
 - a. Receive, document, prioritize, and track requests for resources.
 - b. Use resource inventory lists to match and meet resource needs.
 - c. Coordinate transportation with ESF 1 (Transportation) as necessary.
 - d. Assist in establishing staging areas in coordination with the EOC Operations Section Chief.
 - e. Coordinate supply distribution points, reception, storage, and deployment.
 - f. Coordinate resource needs with other ESFs.
 - g. Notify resource requesters that their requests have been satisfied and provide data concerning the expected time of arrival, quantity en route, etc.
 - h. Maintain financial and legal accountability.
4. Obtain and coordinate food, water, and other resources as field incident commanders and ESFs request.
 - Identify the number of people without food within the affected area.
5. Obtain and coordinate food, water, and other resources as the EOC Commander and HCOEM Director requested.
 - Identify the number of EOC personnel needing food within the projected EOC activation timeline.
6. Determine the need for food, water, and ice resources.
 - Notify vendors of present and future needs.
7. Sources for resources can include:
 - a. All County personnel, equipment, supplies, and facilities.
 - b. State Emergency Operations Center (SEOC).
 - c. County, state, federal agencies, and organizations.
 - d. Volunteer organizations.
 - e. General public.
 - f. Businesses and industry.
 - g. Non-profit organizations.
8. Develop a plan that will ensure timely distribution of food, water, and other supplies to the affected areas.

9. Procure refrigerated and non-refrigerated storage facilities outside the affected area to warehouse ice and perishable food items.
 - Local restaurants may be able to provide refrigerated storage.
10. Coordinate food, water, and supply activities with the appropriate tasked organizations.
 - Coordinate assistance in preparing and segregating foodstuffs for mass bulk distribution.
11. Coordinate with ESF 1 (Transportation) for transportation of food, water, and other supplies to designated distribution or mass feeding sites.
12. Establish and maintain contact with the SEOC:
 - a. Coordinate additional resource needs.
 - b. Coordinate food, water, and other supplies delivery to affected areas.
13. Continue to assess the situation and priorities to address the most critical needs and develop strategies.
14. Coordinate with ESF 15 (Volunteers & Donations) continually for donated resources.
 - For further details on volunteer and donation operations at the Fairgrounds, see ESF 15 (Volunteers & Donations).
15. Coordinate preparing and submitting emergency requisitions for goods and services necessary to support operations as requested.
16. Provide a current inventory of warehoused food products and quantities and identify additional sources to obtain supplies.
17. Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations.
18. Coordinate with ESF 14 (Public Information) and ESF 15 (Volunteers & Donations) to ensure appropriate information on needed resources is provided to the media so that local and national volunteer groups and vendors know the needs.
19. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
20. Maintain records of the cost of supplies, resources, and staff-hours.

<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Continue to provide food, water, and other supplies for related recovery activities as required. 2. Coordinate with the EOC Planning Section to determine recovery resource needs. 3. Return resources to the original owner at the end of the incident. 4. Payment for resources and liability will be subject to MAA, MOUs, or contracts. 5. Participate in after-action briefings and hotwashes. 6. Assist in the development of After-Action Reports and Improvement Plans. 7. In coordination with Human Resources: <ol style="list-style-type: none"> a. Continue to staff response and recovery locations (EOC, call center, shelters, PODs, etc.) with EERP employees, other partnering agencies, and outside temporary staffing vendors as needed. b. Monitor and guide closing out locations. c. Collect and maintain information and supplies.
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<p>SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS</p>	
<p>County Administrator</p>	<ol style="list-style-type: none"> 1. May invoke temporary controls on local resources and establish priorities for use. 2. Approve the use of emergency procurement processes.
<p>County Attorney</p>	<ol style="list-style-type: none"> 1. Review contracts for legal form and sufficiency.
<p>County Departments, All</p>	<ol style="list-style-type: none"> 1. Provide personnel, equipment, supplies, and facilities as available and appropriate. 2. Maintain records of expenditures, work hours, and other items. 3. Assign emergency procurement liaison.
<p>Employee Emergency Response Program (EERP)</p>	<ol style="list-style-type: none"> 1. Maintain the EERP database and ensure adequate personnel are available at each work site. 2. Oversee the training for EERP personnel.
<p>Fairgrounds</p>	<ol style="list-style-type: none"> 1. Main staging area for resources brought into the County. 2. Provide storage space.
<p>Fire Rescue</p>	<ol style="list-style-type: none"> 1. Deploy fire resources, as required, in the priority order agreed upon by EOC. 2. Allocate fire/rescue/EMS equipment and resources to support emergency operations. 3. Obtain resources and response support under the Florida Fire Chief's Association Plan (FFCA). 4. Assist with the distribution of resources.

IV. RESPONSE

<p>Florida Division of Emergency Management (FDEM)</p>	<p>1. At the state level, decision-making authority and commitment to state resources are retained at the SEOC or by the State Emergency Response Team (SERT) leader. The SERT leader may issue mission assignments to state agencies (state ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the state are tracked in the SEOC by staff reporting to the SERT leader.</p>
<p>Hillsborough County Schools</p>	<p>1. Provide personnel, equipment, supplies, facilities, and other resources necessary to aid the resource support needs utilizing existing staff and facilities, as requested.</p>
<p>Human Resources</p>	<p>1. Serve as the Personnel Unit Leader under the Resource Support Unit.</p> <ul style="list-style-type: none"> a. Access the EERP database to ensure that EERP personnel are adequately staffed in all functions (shelters, PODs, etc.). b. Determine if more personnel are needed. c. Establish a personnel recruiting center for temporary labor. <p>2. Serve as the EOC Time Unit Leader under the Administration and Finance Section.</p> <p>3. Manage an EERP Coordination Center to resolve issues and answer questions from County staff and agencies.</p> <p>4. Coordinate with the EOC Logistics Section to provide personnel, equipment, supplies, and locations for EERP staff, including other County agencies.</p> <p>5. Notify County staff (EERP and other agencies) through the County’s notification system (Everbridge).</p> <p>6. Ensure a Worker's Compensation staff member is available 24 hours a day for staff.</p> <p>7. Coordinate with departments and agencies as required.</p>
<p>Information & Innovation Office</p>	<p>1. Provide computer system and data support.</p> <p>2. Support the design and development of the EERP Portal system.</p>
<p>Management & Budget</p>	<p>1. Ensure appropriate budgets are in place to allow procurement of disaster materials, supplies, and services.</p> <p>2. Guide departments on tracking costs and the FEMA Public Assistance process.</p>
<p>Real Estate & Facility Services</p>	<p>1. Identify and lease storage space.</p> <p>2. Notify vendors with emergency contractors for temporary power as needed.</p> <p>3. Secure and protect facilities.</p>
<p>Risk Management & Safety</p>	<p>1. Ensure all vendors have proper insurance.</p>

HCSO	<ol style="list-style-type: none"> 1. Deploy law enforcement resources as required. 2. Allocate equipment and resources to support other departments as needed. 3. Activate mutual aid agreements as needed. 4. Assist with the distribution of resources.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Procurement Process. 2. Resource Request: Ordering and Decision-Making Process Flow Chart.
REFERENCES	<ol style="list-style-type: none"> 1. EOC resource database Inventories. 2. Emergency Ordinance (Purchasing). 3. Logistics Plan. 4. Procurement Policy. 5. HR Disaster Policies. 6. EER Portal - Employee Information Database. 7. EERP Standard Operating Guide (SOG). 8. Everbridge County's Notification System Standard Operations Procedures (SOP).

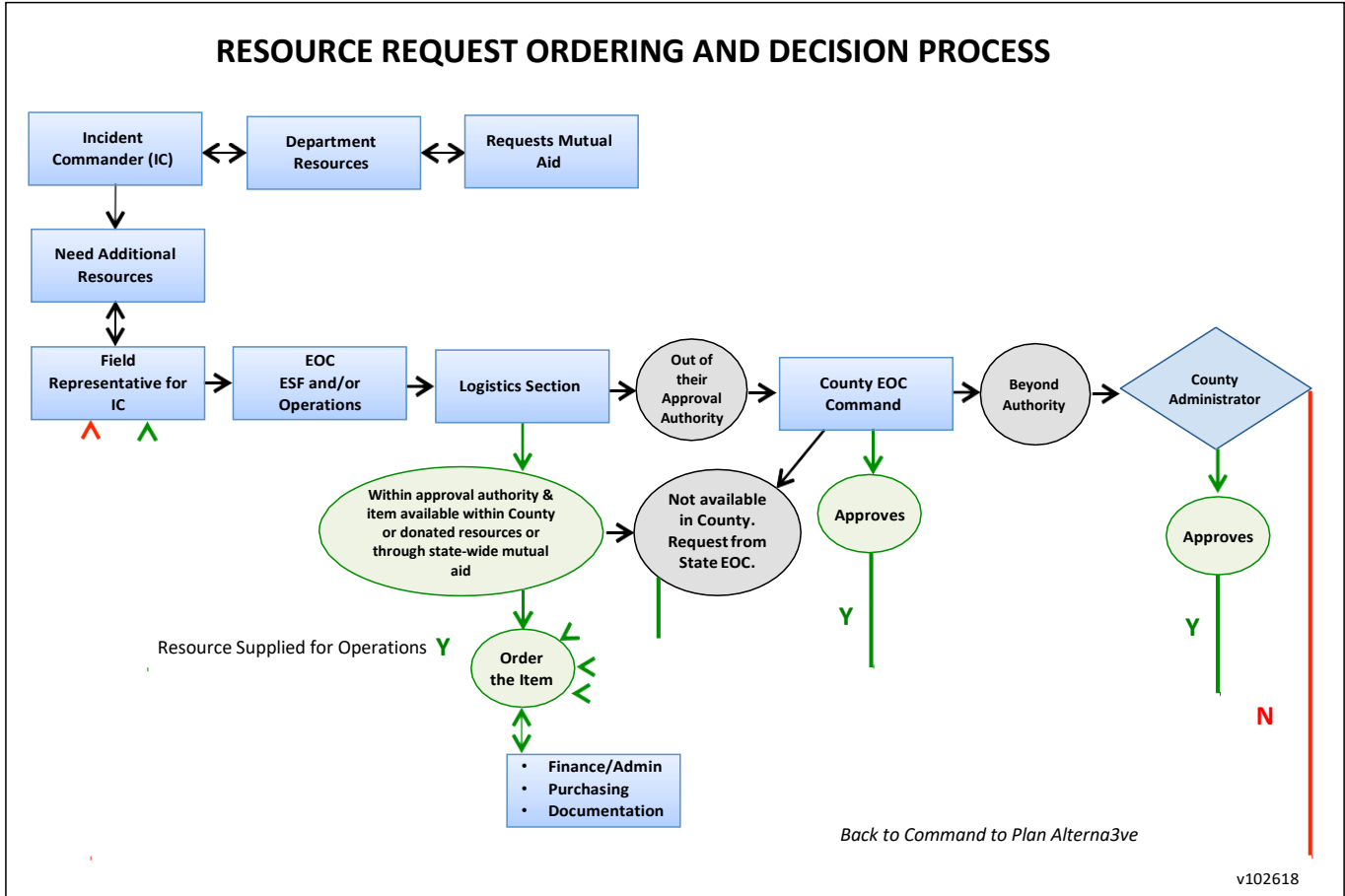
Attachment 1**PROCUREMENT PROCESS**

- A.** Items needed will be acquired from available resources within Hillsborough County if possible. Sources include assets within the County government and the municipalities. During disaster situations, all resources within County government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made per local directives.
- B.** If needed supplies and equipment are unavailable within County government resources, ESF 7 (Resource Support) will attempt to purchase or lease them from commercial sources.
- C.** If necessary, items cannot be acquired through local sources; requests for these items will be made to the SEOC. If a valid request is determined, the SEOC has various options for filling the resource request. These include state resources, mutual aid resources from other counties, resources from another state, or federal government resources. In all cases, the County will be responsible for costs incurred for resources brought in from outside sources. If the County has been declared to receive federal disaster assistance, funds expended for requested resource support are reimbursable. See CEMP Part V Recovery, Attachment 4, Public Assistance (PA) Program process, for information on reimbursement procedures for federal disaster assistance.
- D.** Procurement Services maintains lists of vendors and suppliers of equipment, materials, and services needed during disaster response and recovery operations. Contingency contracts may sometimes be written for known critical services or items. For example, the County and municipalities have contingency contracts with recovery companies for debris management services after a disaster.
- E.** To obtain goods and services from commercial sources under emergency conditions, ESF 7 (Resource Support) will follow purchasing policies in County Ordinance (Emergency Management) Chapter 22, Article II, Section 22-24 (emergency purchasing) and as outlined in this Comprehensive Emergency Management Plan.
- F.** Coordination with the other governmental agencies of the Hillsborough County Government Purchasing Council will be affected. The Statewide Mutual Aid Agreement will be implemented to obtain required goods and services from other jurisdictions.
- G.** Contracts for resources or services will be initiated by ESF 7 (Resource Support). Contracts will be managed by the agency responsible for the support provided, e.g., Public Works, Engineering & Operations for the debris management contract.
- H.** ESF 7 (Resource Support) will conduct operations per all local, state, and federal laws and regulations.

- I. Donated resources may be available at the Fairgrounds in some cases. ESF 7 (Resource Support) and the Fairgrounds will coordinate continually. See ESF 15 (Volunteers & Donations) for further details on volunteer and donation operations at the Fairgrounds.

Attachment 2

RESOURCE REQUEST: ORDERING AND DECISION-MAKING PROCESS FLOW CHART



Comprehensive Emergency Management Plan

IV. Response

ESF 8 HEALTH AND MEDICAL

Primary Agency	FLORIDA DEPARTMENT OF HEALTH (FDOH)
<p>Support Organizations</p>	<ul style="list-style-type: none"> • Ambulance Companies • American Red Cross Clinics • Code Enforcement • Community Emergency Response Team (CERT) • Emergency Management • Environmental Protection Commission • Fire Rescue • Florida Department of Agriculture & Consumer Services • Florida Department of Business and Professional Regulations • Florida Department of Environmental Protection • Florida Highway Patrol • Florida National Guard (<i>if activated</i>) • Health Care Services • Hillsborough County Animal Control • Hillsborough County Mosquito Control • Hillsborough County School Board • In-patient and residential facilities, hospitals, rehabilitation hospitals, skilled nursing, assisted living, and other residential facilities. • Life Path • Medical Director for Mass Casualty Planning • Medical Examiner • Medical Reserve Corps • Parks and Recreation • Pharmacies, Home Health/Nurse Registry Agencies. • Home Medical Equipment Providers • Physicians and Nurses • Public Utilities • Public Works • HCSO • Solid Waste Services • Tampa Electric Company & Peoples Gas (TECO) • Tampa Police Department • Urgent Care Centers

<p>Purpose</p>	<ol style="list-style-type: none"> 1. ESF 8 (Health and Medical) coordinates and manages the response to health and medical needs following significant natural disasters and planned or man-made events. 2. A significant natural disaster or man-made event could require the county to provide public health and medical assistance. In addition to direct aid, the county must provide leadership and coordination in emergency response efforts for health and medical issues. The recovery and restoration of the community's health and medical infrastructure is paramount, and ESF 8 (Health and Medical) will take the lead in that effort. 3. Manage, coordinate, and prioritize county-wide health services to support local governments' health and medical needs, other emergency support functions, voluntary relief organizations, state and federal agencies, survivors, and victims of a significant natural or man-made disaster. 4. ESF 8 (Health and Medical) will also be the lead for the following: <ul style="list-style-type: none"> • Reduce morbidity. • Reduce mortality. • Prevent or disrupt the transmission of disease. • Protect key infrastructure and the environment.
<p>Policies, Preferred Practices, and Procedures</p>	<ol style="list-style-type: none"> 1. Following an emergency, continuing public health functions and controlling environmental factors related to public health are essential to prevent the outbreak of disease and monitor the spread of vectors associated with the emergency and its aftermath. 2. Hillsborough County's policy is to support and facilitate the coordination of agencies that can respond as necessary to mitigate the health/medical emergency. 3. The County endeavors to assure its citizens the highest-level quality of care possible. However, emergency measures to protect life and health during disasters will likely depend exclusively on local and area resources. Austere conditions may limit the amount and quality of care. 4. Appropriate information on casualties/patients will be provided to the SEOC. 5. Continuation of behavioral health programs is essential to the community's well-being following an emergency. 6. Expedient behavioral health services are coordinated by public health and provided by public and private providers.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

FLORIDA DEPARTMENT OF HEALTH (FDOH)

Preparedness

1. Maintain this Emergency Support Function (ESF).
 - a. Conduct ESF 8 (Health and Medical) planning meetings to maintain ESF 8 (Health and Medical) support plans.
 - b. Routinely engage ESF 8 (Health and Medical) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and adjust to improve response.
 - c. Maintain a current contact list for ESF 8 (Health and Medical) partners.
 - d. Ensure that all government employees and volunteers with ESF 8 (Health and Medical) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities.
2. Ensure that the ESF 8 (Health and Medical) staff is trained in the Incident Command System and the National Incident Management System (which are utilized in all ESF 8 (Health and Medical)).
3. Maintain a 24-hour schedule for key FDOH staff and designated team members.
4. Maintain procedures for coordinating all aspects of the health and medical system, preparedness, planning, response, and recovery during disasters (natural or man-made) or pre-planned events.
5. Maintain procedures for activating ESF 8 (Health and Medical) when the County EOC is activated to a level II or greater based on the response and consequence management needs.
6. Maintain procedures to organize ESF 8 (Health and Medical) support agencies into a single coordinating structure. The event itself determines the lead agency for that structure.
7. Maintain procedures to coordinate ESF 8 (Health and Medical) support agencies and organizations in the performance of disaster assistance missions.
8. Maintain liaison and coordination with agencies, organizations, or municipalities that perform similar functions, e.g., health and medical care, support, outreach, or treatment. Each entity must provide ESF 8 (Health and Medical) with specifics on facility locations, operations, field sites, or outreach.
9. Maintain procedures for deploying personnel into affected areas to monitor public health following significant emergencies.
10. Maintain and exercise the Special Needs Evacuation and Shelter Plan and staffing procedures.
11. Maintain a corps of licensed and credentialed volunteers (Hillsborough Medical Reserve Corps) to assist in health and medical emergency

	<p>operations.</p> <p>12. Maintain a list of laboratories that can test water, food, environmental contaminants, diseases, and sources for equipment, chemicals, and medications related to health services activities.</p>
<p>Emergency</p>	<p>Initial actions by the EOC include:</p> <ol style="list-style-type: none"> 1. Identify, assess, and prioritize health and medical needs, including but not limited to facility status, community impact, patient movement / potential evacuations, available resources, and long-term recovery. 2. As needed, request that the State ESF 8 (Health and Medical) deployable assessment team(s) determine specific health and medical needs and priorities. 3. Contact health and medical facilities to ensure available staff, equipment, and supplies. 4. Process requests for resources, augment staff, and restock equipment and supplies at the special needs shelter(s), alternate care sites, and health and medical facilities. 5. Process requests for health and medical services, including the types and medical services needed, quantities, transportation, and destinations. 6. Coordinate or support medical needs requiring emergency response, including support, care, and movement of persons impacted by the event and those with special needs. 7. Ensure fatality management, victim identification, and mortuary services are available. 8. Coordinate and support responder health and safety crisis counseling and mental health care for the public. 9. Provide public information on medical, public health, injury prevention, and disease control. 10. Ensure public messages related to environmental health protective and response actions are provided in quantity to Rapid Assessment Teams, ESF 14 (Public Information), and the Joint Information Center (if activated). 11. Special needs shelters: Consult with the Medical Director for mass casualties, SME, or technical experts to manage client needs, patient movement, placement, and shelter operations or supplies.
<p>Emergency Operations Center (EOC) Support</p>	<p><u>Public Health</u></p> <ol style="list-style-type: none"> 1. Staff the ESF 8 (Health and Medical) within the County EOC. 2. Determine conditions and status of health resources within the County. 3. Coordinate and dispatch FDOH survey teams to areas affected by the disaster to determine public health and medical needs and provide appropriate information to the EOC for resolution. The survey team’s tasks include: <ol style="list-style-type: none"> a. Surveillance and monitoring of conditions that could impact public health.

- b. Evaluation of food, drug, or medical safety.
 - c. Coordinate with appropriate agencies to inspect, test, and condemn foodstuffs if necessary. Conduct joint investigations with proper agencies to identify sources of suspected foodborne illness.
 - d. Assessment of worker health and safety.
 - e. Determine the potability of water sources (including private well systems).
 - f. Provide information and guidance to the public concerning water and food safety.
 - g. Conduct key medical facility assessments.
 - h. Investigate disease occurrence.
 - i. Identify chemical, biological, and radioactive contamination and work with first responders to identify biological, chemical, radiological, or physiological hazards.
 - j. Conduct assessments of environmental critical facilities.
 - k. Determine mental health needs.
 - l. Disseminate emergency public health information.
4. Establish surveillance to monitor the general population and high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance on disease injury prevention and precautions.
 - Prepare situation reports as the event progresses and provide them to the HCOEM/EOC as directed.
 5. Determine present and future needs for health resources.
 6. Obtain and coordinate public health resources as necessary.
 7. Establish points of embarkation/debarkation supporting patient movement when Federal Coordinating Centers are activated.
 8. Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities.
 9. Coordinate with appropriate agencies and municipalities to inspect and advise on general food handling and sanitation matters.
 - a. Ensure safe and efficient regulated foods, drugs, biological products, and medical devices during emergencies. Seizing, removing, or destroying contaminated or unsafe products may become necessary.
 - b. Evaluate and ensure the safety of drugs and other materials as appropriate.
 10. Determine the need for and disseminate public health information and warnings as required and needed.
 - a. Prepare and provide information regarding the emergency to the public.
 - b. Coordinate, through ESF 14 (Public Information), the dissemination of emergency-related public health information, instructions, and

warnings to the public.

11. Coordinate preventive health services.
12. Assure the provision of prophylaxis and immunizations to County residents to protect against disease.
 - Determine the need to set up point(s) of dispensing (POD) to disseminate medications and vaccines.
13. Coordinate with hospitals and other healthcare providers on health resource needs.
14. Coordinate investigation and surveillance and coordinate measures to contain harmful health effects.
 - Collect and forward data related to disease outbreaks to appropriate state and federal officials.
15. Coordinate laboratory services.
16. Provide frequent updates to the EOC Planning Section regarding the status of the public health function objectives and tasks.
17. Provide health guidance to the private medical community.
18. request additional public health resources from state and federal agencies, including the Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR).
19. Compile and maintain records of costs and expenditures and forward them to the EOC Finance/Administration Section Chief every 24 hours.
 - Ensure all emergency health responders and providers maintain comprehensive records of all expenditures and obligations for workforce, equipment, and resources. These records will be necessary to obtain federal or state disaster assistance.

Mental Health

1. Assess behavioral health needs following an incident, considering the immediate and cumulative stress resulting from the incident.
2. Verify available behavioral health resources.
3. Coordinate behavioral health services.
4. Coordinate through ESF 14 (Public Information) the dissemination of public education on critical incident stress and stress management resources.

Mass Fatality

1. Assist Medical Examiner with mass fatality incidents.
2. Coordinate with HCSO and municipal police departments in determining the cause of death involving fatalities or serious injuries.

Medical Services

1. Coordinate communications between emergency medical responders and local hospitals.
2. Determine the condition and status of medical resources.

3. Determine present and future needs for medical resources.
 - a. Determine the need for additional personnel, including multiple casualty incidents.
 - b. Determine coordination needed regarding special needs shelters (SNS)
 - c. Examine the need for medical equipment and supplies.
 - d. Ascertain the need for patient evacuations.
4. Coordinate Support for SNS.
5. Manage the three counties' SNS and coordinate their activities through ESF 8 (Health and Medical), ESF 1 (Transportation), ESF 4 (Fire Fighting), County schools, support agencies, and partners when activated.
 - a. Coordinate with ESF 1 (Transportation) and ESF 4 (Fire Fighting) to alert and notify SNS clients of shelter activation and coordinate transportation or placement in appropriate health and medical facilities as needed.

Set up and staff SNS. FDOH staff members activate, operate, discharge, and demobilize residents with special or functional needs.

 - c. HCOEM is responsible for sheltering facilities, infrastructure, supplies, and equipment.
 - d. Provide status updates to HCOEM on staff and clients and the need for equipment, supplies, consumables, food, fuel, water, and other items as needed.
6. Determine the condition, status of hospitals and health care agencies, and medical resources.
 - a. Examine the need for medical equipment and supplies.
 - b. Ascertain the need for patient evacuation.
7. Identify the need for Alternate Care Facilities (ACFs).
8. Coordinate the ACF medical resources to include:
 - a. Personnel.
 - b. Medical equipment and supplies.
 - c. Logistical support.
9. Obtain and coordinate medical resources as requested by field incident commanders, including:
 - a. Provision for hospital emergency medical care.
 - b. Assist in identifying, coordinating, and mobilizing medical equipment, supplies, and personnel.
10. Sources needed, or additional resources can include:
 - a. Mutual aid.
 - b. State Emergency Operations Center (SEOC).
 - c. American Red Cross.
 - d. Area hospitals.
 - e. National Disaster Medical System assets.
 - f. Private sector physicians, nurses, and clinics.

	<ol style="list-style-type: none"> 11. Evaluate mutual aid requests and determine which can be filled. 12. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours. <ul style="list-style-type: none"> • Ensure all emergency medical responders and providers maintain comprehensive records of all expenditures and obligations for workforce, equipment, and resources. These records will be necessary to obtain federal or state disaster assistance.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Provide information and coordinate necessary resources to support established assistance centers. 2. Monitor and support the restoration of health, medical, mental health, and disaster behavioral health infrastructure and the continuation of care. 3. Monitor and support the reestablishment of primary health and medical care across the county. 4. Support long-term monitoring of the population’s health status. 5. Remain in place during the recovery phase unless released. Designate support agencies (these may change to reflect available resources, area of impact, and functional requirements). 6. Monitor and continue to gather information on resources used, anticipated length of recovery activities, and resources required. 7. Coordinate with ESF 1 (Transportation), ESF 13 (Military Support), and ESF 16 (Law Enforcement and Security) to transport patients to facilities located outside of Hillsborough County if needed. Airlifting may be required, and ambulance capability may be enhanced outside the county. Multiple patients may be transported together. 8. Coordinate or support jurisdictions and entities to ensure water quality and treat and dispose of wastewater and solid waste. In some instances, jurisdictions and entities may have facilities and are responsible for testing and quality assurance programs. 9. Respond to shortages of qualified personnel, equipment, or assistance without regard to jurisdiction or entity. The priority of ESF 8 (Health and Medical) is the safety and well-being of the public. 10. Request fatality management assistance through the FDOH to identify victims and provide mortuary services. Ensure notification of next of kin takes place using the accepted protocols of response agencies following accidental or traumatic deaths. 11. Coordinate with ESF 5 (Information and Planning) and ESF 14 (Public Information) to issue public advisories on food and water contamination, disease threats and outbreaks, safety and injury prevention, and other health and medical issues. 12. Primary and support agencies use appropriate state and federal rules, regulations, laws, and guidance to maintain records of staff utilization,

	<p>obligations, expenditures, and use of other resources. FDOH augments its normal level of accountability and business controls to track resources and expenses.</p> <p>13. Primary and support agencies conduct after-action evaluations and present health and medical mitigation recommendations.</p> <p>14. Coordinate behavioral health services as needed.</p>
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SUPPORT ORGANIZATIONS RESPONSIBILITIES / TASKS	
Ambulance Companies	<ol style="list-style-type: none"> 1. Provide ambulance service as needed.
American Red Cross	<ol style="list-style-type: none"> 1. Staff and operate general population shelters. 2. Provide host shelters with food and support. 3. Provide and coordinate behavioral health capabilities at mass care shelters, ARC service sites, and airplane crash sites. 4. Assist in providing food and water to homebound special needs populations. 5. Provide case management services.
Clinics, Medical	<ol style="list-style-type: none"> 1. Provide medical care for those injured or ill.
Code Enforcement	<ol style="list-style-type: none"> 1. Provides operational support on building safety and damages. 2. Can assist in determining structural integrity post-event.
Community Emergency Response Team (CERT)	<ol style="list-style-type: none"> 1. Provide support to operations as necessary within scope.
Emergency Management	<ol style="list-style-type: none"> 1. Responsible for sheltering facilities, infrastructure, supplies, and equipment during significant events or activations.
Environmental Protection Commission	<ol style="list-style-type: none"> 1. Coordinate with FDOH on environmental response actions impacting human health. 2. Assist in response to surface and groundwater contaminations. 3. Provide environmental sampling data to FDOH to evaluate human health impacts. 4. Augment laboratory surge.
Fire Rescue	<ol style="list-style-type: none"> 1. Coordinate Emergency Medical Services (EMS) activity during immediate post-event and as required during recovery operations. 2. Coordinate transport of victims to medical facilities outside the at-risk area per approved trauma transport protocols. 3. Support patient movement from or between health and medical facilities and position an advanced life support (ALS) unit at each Special Needs Shelter SNS when activated. 4. Coordinate transport needs with ESF 1 (Transportation) for persons with special needs.

IV. RESPONSE

	<ol style="list-style-type: none"> 5. When the Federal Coordinating Center is activated, assist with establishing and managing points of embarkation/debarkation to support patient movement activities. 6. Coordinate the following resources: <ul style="list-style-type: none"> • ALS/BLS vehicles. • Emergency medical equipment procurement. • Emergency medical technicians. • Fire corps. • Medical evacuation/transport aircraft. • Paramedics. 7. Assess the disaster areas for damage and the number of dead or injured. 8. Coordinate with the Medical Examiner for locations of mass fatalities. 9. Coordinate providing short-term medical care to those cut off from medical services. 10. Assist local, state, and federal authorities in establishing field medical units. 11. Provide technical assistance and consultation on worker health and safety measures.
<p>Florida Department of Agriculture & Consumer Services</p>	<ol style="list-style-type: none"> 1. Coordinate with FDOH on food safety issues and investigations. 2. Coordinate with FDOH on animal illnesses that have the potential for human impact. 3. Augment laboratory surge. 4. Provide technical assistance in all agricultural and environmental issues relating to public health.
<p>Florida Department of Business and Professional Regulations</p>	<ol style="list-style-type: none"> 1. Conduct inspections of food establishments. 2. Coordinate with FDOH and the Florida Department of Agriculture & Consumer Services (FDACS) on human health issues identified during food establishment inspections following disasters.
<p>Florida Department of Environmental Protection</p>	<ol style="list-style-type: none"> 1. Coordinate with FDOH on environmental response actions impacting human health. 2. Assist in response to surface and groundwater contaminations and air quality. 3. Provide environmental sampling data to FDOH to evaluate human health impacts. 4. Augment laboratory surge.
<p>Florida Highway Patrol</p>	<ol style="list-style-type: none"> 1. Support shelter and evacuation operations as necessary within scope and availability.

<p>Florida National Guard <i>(if activated)</i></p>	<ol style="list-style-type: none"> 1. Provide personnel and equipment from medical evacuation and hospital units. 2. Provide helicopters and crews for use in the evacuation of casualties or transport of supplemental personnel and supplies.
<p>Health Care Services</p>	<ol style="list-style-type: none"> 1. Provide interventional and definitive care for injured or ill. 2. If possible, Provide staff or other resources to support response efforts.
<p>Hillsborough County Animal Control</p>	<ol style="list-style-type: none"> 1. Coordinate investigations and responses to nuisance animals and animal bites. 2. Coordinate to determine the location(s) for disposal of dead animals. 3. Provide staffing and resources to support special needs shelters.
<p>Hillsborough County Mosquito Control</p>	<ol style="list-style-type: none"> 1. Coordinate or support vector control. 2. Provide vector control equipment and supplies. 3. Provide technical assistance and consult on protective actions regarding vector-borne diseases. 4. Conduct field investigations and laboratory analysis of relevant samples. 5. Provide air and ground surveillance in the pre-event and post-event phases.
<p>Hillsborough County School Board</p>	<ol style="list-style-type: none"> 1. Coordinate and assist ESF 1 (Transportation) and ESF 8 (Health and Medical) in transporting persons with functional and special needs to the SNS or medical facilities as needed. 2. Manage general population shelters located within school district facilities. 3. Coordinate with ESF 8 (Health and Medical) on dispensing locations and provide supportive staff as requested.
<p>Hospitals</p>	<ol style="list-style-type: none"> 1. Accept patients as approved by the Medical Director for Mass Casualty Planning. 2. Provide for medical surge as needed. 3. Conduct health surveillance as appropriate for the event and coordinate with FDOH Epidemiologists. 4. Provide medical care as needed. 5. Re-supply field units with consumable medical supplies if available. 6. Provide assessments of hospital capabilities and facility status. 7. May mobilize staff to provide teams to respond to mass casualty incidents. 8. Coordinate with the Blood Bank and assist in blood procurement for community needs. 9. Participate in hospital radio net, which links hospitals, EOCs, fire dispatch, and Fire Departments/Emergency Medical Services. 10. Acute care hospitals coordinate with designated download facilities when downloading non-critical patients to increase acute care capacities.

IV. RESPONSE

<p>In Patient and Residential Facilities – Hospitals, rehabilitation hospitals, skilled nursing, assisted living, and other residential facilities.</p>	<ol style="list-style-type: none"> 1. Coordinate with ESF 8 (Health and Medical) to evacuate or relocate clients from disaster areas. 2. Ensure staff, resources, equipment, and medication are available for in-patient facilities.
<p>Life Path</p>	<ol style="list-style-type: none"> 1. Coordinate with ESF 8 (Health and Medical) to evacuate or relocate persons with terminal illness from disaster areas. 2. Provide equipment and medication for the patient’s life-limiting illness. 3. Ensure counseling and bereavement services.
<p>Medical Director for Mass Casualty Planning</p>	<ol style="list-style-type: none"> 1. The Medical Director for Mass Casualty (MDMC) will be the overall coordinator of health and medical operations for the County. Other ESF 8 (Health and Medical) agencies will directly assist the MDMC in coordinating health and medical activities. They will be expected to have representatives in the EOC on a 24-hour basis when the EOC is activated. These agencies include Health & Social Services, Medical Examiner, and FDOH.
<p>Medical Examiner</p>	<ol style="list-style-type: none"> 1. Coordinate with law enforcement, SAR, emergency responders, and volunteers to secure the fatality site, preserve evidence, collect personal property, and protect real property. 2. Assure the provision of decedent identification and mortuary services per the established victim identification protocol. Coordinate victim identification with SME and technical experts in pathology, anthropology, odontology, X-ray, fingerprint, and DNA. 3. Identify a temporary morgue site if needed and ensure transportation, preparation, and final disposition of remains under established protocols. 4. Operate established or temporary morgue services to prepare and arrange the final disposition of remains per established protocols. 5. Coordinate with the American Red Cross on victim identification and mortuary protocol for family notification by established ARC procedures.
<p>Medical Reserve Corps</p>	<ol style="list-style-type: none"> 1. Provide medical support personnel as requested. 2. Provide licensed and credentialed medical and mental health support personnel as requested. 3. Provide non-medical volunteers.
<p>Parks and Recreation</p>	<ol style="list-style-type: none"> 1. Provide staff and vehicles to support transporting supplies and equipment during medical dispensing and sheltering operations or evacuations.

<p>Pharmacies, Home Medical Equipment Providers</p>	<ol style="list-style-type: none"> 1. Provide a list of available medical supplies, drugs, and equipment as requested by FDOH. 2. Provide personnel to assist with the preparation and distribution of pharmaceuticals.
<p>Physicians and Nurses</p>	<ol style="list-style-type: none"> 1. During a disaster, qualified medical providers, non-acute care hospitals, and outpatient clinics/facilities should be prepared to accept and treat minor injuries and perform triage when necessary.
<p>Public Utilities</p>	<p>Identify and correct problems associated with public water and sewer systems, including water potability, wastewater treatment, and solid waste.</p> <ol style="list-style-type: none"> 1. May provide laboratory support to governmental agencies by bacteriological testing of potable water and environmental testing of sewage releases. 2. Provide technical and logistical support to collect and dispose of solid waste, contaminated foodstuffs, household and commercial hazardous waste services, and the disposal of dead animals, which can potentially create problems relating to public health and environmental issues. 3. Coordinate with outside facilities and medical waste generators to ensure proper storage, shipment, collection, and disposition. 4. Provide technical information for developing public messaging on debris removal, disposal sites, and collection and disposal operations. 5. Assist other ESFs with determining the location(s) for disposal of dead animals. 6. Identify and coordinate the collection and disposal of waste from critical service areas, such as unique need shelter locations, medical facilities, nursing homes, etc.

IV. RESPONSE

<p>Public Works, Engineering, and Operations</p>	<ol style="list-style-type: none"> 1. Identify and correct problems associated with public water and sewer systems, including water potability, wastewater treatment, and solid waste. 2. May provide laboratory support to governmental agencies by bacteriological testing of potable water and environmental testing of sewage releases. 3. Provide technical and logistical support to collect and dispose of solid waste, contaminated foodstuffs, household and commercial hazardous waste services, and the disposal of dead animals, which can potentially create problems relating to public health and environmental issues. 4. Coordinate with outside facilities and medical waste generators to ensure proper storage, shipment, collection, and disposition. 5. Provide technical information for developing public messaging on debris removal, disposal sites, and collection and disposal operations. 6. Assist other ESFs with determining the location(s) for disposal of dead animals. 7. Identify and coordinate the collection and disposal of waste from critical service areas, such as unique need shelter locations, medical facilities, nursing homes, etc.
<p>HCSO</p>	<ol style="list-style-type: none"> 1. Provide security at all County SNSs. 2. we can provide wellness checks during activations and additional security for FDOH investigation teams and evacuations when requested. 3. Provide security escorts during equipment or pharmaceutical transports. 4. Provide security at medical facilities, medical needs sheltering sites, and points of dispensing sites. 5. Work with the FDOH regarding isolation and quarantines. 6. Control access to incident scenes and vacated areas.
<p>Solid Waste Services</p>	<ol style="list-style-type: none"> 1. Conduct inspections of public disposal facilities and ensure their functionality, mitigating the threat of contamination to the environment. 2. Collect and dispose of contaminated or spoiled foodstuffs and drugs.
<p>Tampa Electric Company & Peoples Gas (TECO)</p>	<ol style="list-style-type: none"> 1. Coordinate and oversee all power disruptions, damaged lines, restoration, and localized and regional power outages.
<p>Tampa Police Department</p>	<ol style="list-style-type: none"> 1. Provide security at medical facilities, medical needs sheltering sites, and points of dispensing sites. 2. Work with the FDOH regarding isolation and quarantines. 3. Control access to incident scenes and vacated areas.

<p>Urgent Care Centers</p>	<ol style="list-style-type: none"> 1. Make available facilities for emergency care of disaster victims in addition to day-to-day operations. 2. Report health surveillance to FDOH and Emergency Management/EOC.
<p>ATTACHMENTS</p>	<ol style="list-style-type: none"> 1. Supplemental Information.
<p>REFERENCES</p>	<ol style="list-style-type: none"> 1. Hillsborough County Medical Facilities Inventory. 2. Hillsborough County Mass Casualty Plan. 3. Hillsborough County Mass Fatality Plan. 4. FDOH Pandemic Flu Plan. 5. Special Needs Shelter Plan.

Attachment 1

SUPPLEMENTAL INFORMATION

A. EMERGENCY AND OPERATIONAL CONSIDERATIONS.

Medical infrastructure may sustain some damage, disrupting regular medical and health services. The level of damage will influence the level and accessibility of responding medical relief agencies and organizations.

Fatalities, diseases, and/or injuries may occur among health and medical workers in about the same ratio as the general population.

Assistance beyond local resources may take as much as 72 hours to become available. Primary and support agencies should plan to be self-sufficient during this time.

Effective coordination of disaster response and health and medical assistance may be complex during the immediate post-event period due to damage or destruction of communication networks.

In disasters resulting in significant human impact, medical facilities may experience a significant surge. Depending on the event's severity and the geographic area(s) impacted, additional resource requests could take up to 48 hours to fill.

In disasters, immediate lifesaving needs caused by the event may strain or exceed readily available resources.

There may be an immediate overload of requests for emergency medical aid. Due to losing communications and medical control, individual rescue units may work independently. Emergency Medical Service (EMS) personnel may sustain injury and fatigue, lessening available personnel resources. EMS personnel may be unavailable for staging at all shelter locations or alternate care sites.

During pandemics or severe epidemics, the medical workforce may be severely strained. Supply lines may experience extreme shortages, and hospitals will exceed capacity for long periods.

Assistance from outside Hillsborough County may be required to maintain continuity of health and medical services.

Incoming medical supplies may be delayed hours or days, making strict conservation mandatory.

Damage to critical infrastructure, chemical and industrial plants, sewer lines, water

distribution systems, and secondary hazards (fires) may result in environmental and public health hazards for the surviving population.

The damage and destruction may produce a need for mental health crisis counseling for disaster victims and response personnel.

Disruption of sanitation and solid waste services, loss of power, and masses of people in shelters may increase the potential for disease.

Numerous deaths may necessitate the use of temporary morgues.

Responders may need critical incident stress management and behavioral health services beyond those currently offered.

Behavioral health intervention and long-term needs may overwhelm the capacity of the community. Outside resources may be required.

B. ESF 8 HEALTH AND MEDICAL RESPONSIBILITIES INCLUDE:

1. Conduct needs assessments and identify and resolve systems issues and gaps.
2. Plan and coordinate medical surge activities:
 - Mass casualty response.
 - Alternate care sites.
 - Health and medical supplies/equipment.
 - Behavioral health.
3. Environmental:
 - Water.
 - Wells.
 - Septic.
 - Animal bites.
 - Enteric disease surveillance.
 - Assist the Florida Department of Agriculture & Consumer Services (DACS) and Florida Department of Business and Professional Regulations (DBPR) in conducting a food outbreak investigation.
4. Biological:
 - Conduct surveillance.
 - Provide guidance/consultation.
 - Provide medical countermeasures.
5. Infectious diseases:
 - Conduct surveillance.
 - Provide guidance and information.

- Conduct epidemiological investigation.
 - Provide medical countermeasures.
 - Isolation and quarantine.
 - Non-pharmaceutical Interventions.
6. Mass fatality management (Primary agency: Medical Examiner):
 - Victim identification.
 - Decontamination of remains.
 - Proper disposal of remains.
 - Notification.
 7. Patient movement/evacuation:
 - Coordinate movement of patients from hospitals, LTF, and ALF if the facility has no capacity.
 - Receive and place patients for definitive care from other disaster-stricken areas.
 8. Provide information/guidance:
 - Health messaging to the public.
 - Information and guidance for providers.
 - Information and guidance to partners.
 9. Special needs sheltering:
 - Assure appropriate shelter placement for applicants.
 - Staff and operate SNS.
 - Coordinate with EM on transportation, needs, and support for the unique needs shelters.
 - Discharge planning.
 10. Pre- and post-event hospital assessment.
 11. Health and medical resource requests (mass casualty, SNS, teams, Medical Examiner, medical, and resources).
 12. Verify service availability and coordinate medical service information.
 13. Environmental support and activities for disaster housing.
 14. Post-disaster health needs assessment if required.
 15. Responder safety and health support.
 16. Other activities and responsibilities not currently identified above may be situation— and event-specific.

Comprehensive Emergency Management Plan

IV. Response

ESF 9 SEARCH AND RESCUE

Primary Agency	FIRE RESCUE
Support Organizations	<ul style="list-style-type: none"> • Code Enforcement • HCSO • Public Utilities • Public Works • Tampa Electric Company & Peoples Gas (TECO)
Purpose	To support the location, rescue, and immediate medical treatment of lost, isolated, or trapped survivors.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. Search and Rescue operations will involve fire rescue, law enforcement, EMS, public works, public utilities, and electric and gas utility providers. 4. HCSO is the lead agency for missing person searches. 5. HCFR is the lead agency and coordinator for all other search and rescue operations in Hillsborough County. 6. Each municipality will be responsible for search and rescue operations within their respective jurisdictions. 7. The HCFR Operations and Special Operations Chief will coordinate ESF 9 (Search and Rescue). 8. The SAR mission will be divided into three components: <ol style="list-style-type: none"> a. Initial Safety Assessment Teams (ISAT) – Small teams staffed with Code Enforcement and Fire Rescue personnel that will rapidly assess an impacted area to determine SAR needs and conduct a preliminary “windshield assessment.” b. Tactical Search and Rescue (TSAR) teams – Small units capable of rapidly searching heavily impacted areas and have capabilities to search areas inaccessible by standard vehicles. c. Other specialty units – Units that respond to complex incidents requiring specialized technical resources. 9. the Florida Fire Chiefs’ Association has divided the state into seven response regions for mutual aid. The County currently resides in Region

	<p>6, and the organizational structure within each region is based on the National Incident Management System (NIMS) utilizing the Incident Command System (ICS).</p> <p>10. Requesting Assistance.</p> <p>a. The Florida Fire Chiefs’ Association (FFCA) and the State Fire Marshal have entered a Memoranda of Understanding (MOU) with the Florida Department of Environmental Protection (DEP) and the FDOH relating to periods of activations of the SEOC. Under these MOUs, ESF 4 (Firefighting), ESF 9 (Search and Rescue), ESF 8 (Health and Medical), and ESF 10 (Hazardous Materials) will work together in the deployment of various response resources, including the DEP emergency response personnel and the statewide multi-agency Environmental Response Team. Requests for these resources will be coordinated under the Florida Fire Chiefs’ Association Statewide Emergency Response Plan.</p> <p>b. Requests for Statewide Mutual Aid may be submitted via the FFCA Statewide Emergency Response Plan (SERP) by channeling them through the County EOC/ESF 9 (Search and Rescue). The County EOC will fill out a request for assistance form and transmit it to the SEOC. The SEOC will then pass on the request to the state ESF 4/9 (Search and Rescue) Desk, which, in turn, will forward the request to the FFCA Statewide Emergency Response Plan Statewide Coordinator.</p> <p>11. As directed, Mutual aid resources will report to the ESF 9 (Search and Rescue) Coordinator or staging area for check-in and assignment.</p>
<p>Preparedness</p>	<p>Coordinate with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 9 (Search and Rescue) planning meetings to maintain ESF 9 (Search and Rescue) support plans. b. Regularly collaborate with ESF 9 (Search and Rescue) partners throughout the year to assess roles and responsibilities, validate planning concepts, identify gaps, and make necessary adjustments to enhance the overall response. c. Maintain a current contact list for ESF 9 (Search and Rescue) partners. d. Ensure that all government employees and volunteers with ESF 9 (Search and Rescue) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain inventories of resources and equipment. 3. Participate in local and regional SAR drills and exercises. 4. Maintain emergency action checklists specific to this function. 5. Maintain mutual aid agreements. 6. Participate in the Florida Fire Chiefs’ Association Statewide Emergency Response Plan.

	<ol style="list-style-type: none"> 7. Participate in emergency management and EOC planning, training, and exercises, as appropriate.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. HCFR will have Incident Command, and the other participating departments/agencies will operate under that command (Unified Command). 4. Assemble and deploy Initial Safety Assessment Teams (ISAT), Tactical Search and Rescue (TSAR) teams, and specialty units as needed. 5. Each responding agency and department will conduct on-scene operations per their existing guidelines, policies, protocols, and/or procedures manuals. 6. Systematically search and account for individuals trapped or missing following an incident or disaster. 7. All incidents will be assigned an incident action plan (IAP), updated every 12-hour operational period. 8. Complete and maintain appropriate documentation.

<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. As appropriate, provide representatives to staff and support the EOC ESF 9 (Search and Rescue) desk. 2. Establish and maintain contact with the SEOC ESF 9 (Search and Rescue) desk, as appropriate. 3. Identify incident sites or situations requiring SAR services. 4. Assess the County’s ability to respond based on existing resources and the potential threat to the community. 5. Determine the status and condition of County SAR resources. 6. Establish and maintain contact with on-scene resources to provide situational awareness. 7. Support requests from the SAR Coordinators (HCFR Operations Chief and/or HCFR Special Operations Chief). 8. Coordinate local, state, and federal mutual aid search and rescue resources as necessary. 9. Identify and anticipate current and future needs for search and rescue and/or other on-scene resources. 10. Interface with ESF 8 (Health and Medical), ESF 10 (Hazardous Materials), and other ESFs to accomplish goals and objectives. 11. Maintain accurate records of all incidents and actions taken during emergency operations, including, but not limited to, work hours, damaged and/or lost equipment, equipment procured, staffing, injuries, damage to physical plants, and any other items involving a possible cost factor. 12. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief as requested/required every 24 hours.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Coordinate and complete incident documentation and cooperate in the cost recovery. 2. Assist with County recovery planning and implementation as required. 3. Assist with the development of recovery actions and strategies. 4. Participate in after-action briefings and hotwashes. 5. Provide information for the development of After-Action Reports and Improvement Plans.

<p>SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS</p>	
<p>Code Enforcement</p>	<ol style="list-style-type: none"> 1. Provide personnel, equipment, and resources for Initial Safety Assessment Teams (ISAT) operations.
<p>Public Utilities</p>	<ol style="list-style-type: none"> 1. Provide personnel, equipment, and resources for Tactical Search and Rescue (TSAR) team operations.
<p>Public Works</p>	<ol style="list-style-type: none"> 1. Provide personnel, equipment, and resources for Tactical Search and Rescue (TSAR) team operations.

HCSO	<ol style="list-style-type: none"> 1. Provide security for Tactical Search and Rescue (TSAR) teams. 2. Provide escort for resource movements or convoys, as required/necessary.
Tampa Electric Company & Peoples Gas (TECO)	<ol style="list-style-type: none"> 1. Provide personnel, equipment, and resources for Tactical Search and Rescue (TSAR) team operations.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Search and Rescue Hurricane Operations.
REFERENCES	None.

Attachment 1

SEARCH AND RESCUE HURRICANE OPERATIONS

A. CONCEPT OF OPERATIONS

1. The concept of this plan is to rapidly gain access to those areas of Hillsborough County impacted by a tropical storm or hurricane as soon as the wind speed has declined to an acceptable level.
2. The County’s Search and Rescue (SAR) capabilities are divided into three types of units:

<p>Initial Safety Assessment Teams (ISAT)</p>	<ul style="list-style-type: none"> • Small teams staffed with Code Enforcement and Fire Rescue personnel that will rapidly assess an impacted area to determine the SAR needs. • These units will only conduct a “windshield assessment” and must not be slowed or stopped for active rescues. • ISAT will report areas of heavy damage or possible trapped victims to TSAR teams.
<p>Tactical Search and Rescue Teams (TSAR)</p>	<ul style="list-style-type: none"> • Tactical Search and Rescue Teams are small units capable of rapidly searching heavily impacted areas and can search areas inaccessible by standard vehicles. • Each team will be capable of transiting areas impassable to street-type vehicles, neutralizing downed power lines, clearing debris from roadways, extinguishing fires, rendering emergency essential life support, and maintaining security within the area of the team’s operation; and identifying the need for additional specialty resources.
<p>Specialty Units</p>	<ul style="list-style-type: none"> • These units, including Hazmat and Urban Search and Rescue (USAR), are equipped to respond to complex incidents and are tasked with identified sites requiring additional resources.

3. During a hurricane emergency, SAR Specialty Units (HCSO Aviation Section, HCSO Marine Enforcement Section, HCSO Underwater Recovery Team, HCFR HazMat, and HCFR Heavy Rescue) will be activated and deployed to an appropriate staging location as determined by the HCFR Chief of Operations or HCFR Chief of Special Operations in coordination with HCSO Homeland Security Division Major, before the onset of severe weather. Specialty personnel will report to the supervisor located at the staging area and stand by for search and rescue assignments. HCSO specialty unit equipment (including but not limited to aircraft, boats, and towable vehicles) may be stored inside of the Expo Hall or another haven until weather permits safe deployment of the component.
4. During evacuation, each team will report to staging areas geographically dispersed

throughout the county. The County Fire Rescue Policies and Procedures Manual lists the locations of the team staging areas. If the pre-determined staging areas are not sufficient, the Chief of Operations and/or the Special Operations Chief can change the staging area locations. The sites should be visited annually, and a determination should be made before Hurricane season if the site will be utilized.

- Each of these units provides a different type of service and provides citizens and first responders with various capabilities depending on their needs. The number of units implemented will depend on the expected category of storm as indicated below:

Category of Storm	Units Pre-Staged
1 or 2	NW and SE Command, Six ISATs, and Eight TSARs
Three or Higher	All Area Commands, Twelve ISATs, and Sixteen TSARs

B. COMMAND AND CONTROL

- The impacted areas will be divided into four separate operational areas of the unincorporated area of Hillsborough County:

Area 1	Western County Line to I-275
Area 2	I-275 to I-4
Area 3	I-4 to the Alafia River
Area 4	Alafia River to the Southern County Line

- Initial response to each of the operational areas will be provided under the Area Command concept with a Fire Rescue Staff or Battalion Chief serving as the SAR Commander for each area as follows:

Northwest (NW)	All operations in Area 1
Northeast (NE)	All operations in Areas 2 & 3
Southeast (SE)	All operations in Area 4

- These units will use the designation appropriate for their area of operation in all communications (i.e., NW Command). All team communications will be routed through that command to the SAR Coordinator in the Fire Operations Center.
- Each area will be provided with teams as described below. Each team will be under the supervision of a Fire Rescue Officer. The individual teams will operate under a unified command, with the Fire Rescue Officer directing the overall operation with the other responders.

C. RESPONSIBILITIES

1. The priority after a hurricane is to locate any survivors in affected areas and ensure the safety of injured or stranded citizens. As areas requiring search are identified, SAR assets will be assigned according to location, type of situation, etc. Injured survivors will be treated as needed and transported to the closest appropriate medical facility. Stranded citizens will be relocated to safe areas. Fires, electrical, and public works-type hazards will be handled as the appropriate personnel encounters them. Each ISAT will conduct initial SAR triage activities and hazard identification.

2. Rescue operations will be delegated to TSAR or Specialty Teams so that ISAT teams can maintain mobility. This requires the minimum assistance to survivors as possible until relieved by other units so that the team can move onward and inward to the damaged area. Remember that an access route record should be maintained so that any other units requested can be directed using the routes already cleared by the ISAT. This would expedite units arriving at the location and reduce the risks of the responding units suffering terminal damage to tires trying to get to these areas or being blocked by debris using other routes.

D. TEAM ELEMENTS

1. ISAT - Each team should consist of the following elements:

Vehicle(s) / Department	Personnel / Numbers
4x4 SUV/Pickup Truck: Code Enforcement	Code Enforcement (1) HCFR (1)

2. TSAR - Each team will consist of the following elements:

Vehicle(s) / Department	Personnel / Numbers
Hydraulic Excavator/Front End Loader: Public Works Flat Bed Trucks: Public Works 4x4 SUV/ Pickup Trucks: HCFR/HCSO Electrical Service Truck: TECO	Public Works (2) HCSO (2) HCFR (3 BLS trained) TECO (1)

E. TEAM STAGING LOCATIONS

1. Four staging locations were identified where elements of the TSAR Teams will meet when activated. Each location will have two complete teams reporting to staging locations before deployment into search areas.

TSAR Team Number	Staging Location
2, 4, 6, 8	Northwest County
10, 12, 14, 16	North County
1, 3, 5, 7	East County
9, 11, 13, 15	South County

F. ACTIVATION PROCEDURES

1. Upon activation, personnel will report to a location designated at the activation time for a pre-deployment briefing with the command personnel and other assigned assets. After the briefing, the personnel will report to the designated staging locations. Each team will ensure their vehicles are fully fueled, have an adequate supply of food and water, and all equipment is present and functional (including Personal Flotation Devices (PFD) for each team member) before reporting to the designated staging area.

G. OPERATIONAL INFORMATION

1. Communications: Each unit will utilize the pre-assigned talk group for inter-team communications. The Area Commander will monitor the assigned talk group, which will report to the SAR Coordinator on the talk group designated for ESF 9 (Search and Rescue).
2. All crew members will always wear PFDs when working in, on, or near water, regardless of depth. When approaching a building or “target” on foot in the water, personnel will utilize an appropriate tool as a “sounding device” (such as a pike pole) to test the ground area in front of them as they walk to prevent falling into hazards.
3. Members should observe all hazards when traveling by vehicle or on foot.
4. Upon completing a building search, any units involved in SAR activities will utilize the marking system described in the Statewide Emergency Response Plan.
5. Food and water provisions for SAR personnel will be provided via coordination with the EOC. Each unit will carry ten gallons of drinking water. Provisions must be on hand before hurricane season. Provisions will be verified by Fire Rescue and distributed to the teams when activated.

H. OPERATING PROCEDURES

1. Tactical search and rescue teams will report to their respective staging areas before the storm. The HCFR Chief of Operations will determine the deployment timeline and the number of personnel and resources based on intelligence information gathered on the

storm. The tactical search and rescue teams will deploy to their assigned search and rescue areas as soon after the storm as weather permits. The Fire Rescue Policies and Procedures Manual reflects geographical areas of responsibility.

2. Search and rescue actions and support by the HCSO include: (Note: these actions are not under control by HCFR.)
 - a. HCSO aviation assets will go airborne as soon as weather conditions permit to determine which county areas require search and rescue assistance and direct tactical search and rescue units to those needing help. Each aircraft will be equipped with a video camcorder so that the observer can make a visual record of storm damage. The recorded video tapes will be offloaded each time the aircraft refuels. Recorded tapes will then be transported, by the most expedient means practical under existing conditions, to the HCSO representative in the EOC.
 - b. Units of the HCSO Marine Enforcement Section and Underwater Recovery Team will be dispatched based upon intelligence information from the Aviation Section, tactical search and rescue teams, and calls for service from Fire Rescue, the HCSO, or the EOC.
3. As search and rescue teams will likely be the first into damaged areas, they may be able to provide an initial rough assessment of damage incurred. As time and resources permit, search and rescue supervisors should provide initial overviews of the extent of damage in their area of operation back to the EOC.
4. Search and rescue teams will contact the ESF 9 (Search and Rescue) Coordinator, as designated at the pre-deployment briefing. The ESF 9 (Search and Rescue) Coordinator and the team supervisors will coordinate priority areas based on the areas determined to have the greatest need for search and rescue based on field reports and aerial surveillance.
5. The Fire Rescue Policies and Procedures Manual describes search and rescue procedures and demobilization procedures.

I. MUTUAL AID

1. Generally, the County has sufficient personnel and equipment resources to conduct search and rescue operations after a disaster. If additional resources are necessary, including specialized search and rescue capabilities, the EOC Command or HCOEM will request assistance from the SEOC. State-provided assistance will be coordinated between the County ESF 9 (Search and Rescue) Coordinator and the SEOC ESF 9 (Search and Rescue) desk under the Florida Fire Chiefs' Association Statewide Emergency Response Plan.
2. Any mutual aid resources outside the county will report to the ESF 9 (Search and

Rescue) Coordinator or designee. The ESF 9 (Search and Rescue) Coordinator will assist appropriate tactical search and rescue teams with mutual assistance.

J. AREAS OF POSSIBLE HAZARDOUS MATERIALS RELEASES

1. numerous sites in Hillsborough County store and/or use hazardous materials and are vulnerable to hurricane storm surges. Especially vulnerable areas are the fuel, chemical, and industrial companies and facilities at Hooker's Point, Port Sutton, Port Tampa, Big Bend, and along the Alafia River. A strong potential exists for major hazardous materials incidents should a hurricane strike Hillsborough County.
2. Immediately following a hurricane strike, Hazardous Incident Teams (HIT) and other fire department teams from the County and City of Tampa should survey known hazardous materials sites. The ports of Tampa Bay have recovery teams that survey for damage after a storm. The HIT team will respond to released areas as reported by these teams. Hazardous materials teams should coordinate these activities with the EOC to include any recommendations to evacuate residents not already evacuated due to the hurricane and any requests for assistance they might need. On-scene activities will be coordinated with search and rescue teams working in areas where potentially hazardous materials are released. Search and rescue teams cannot enter a contaminated area until declared safe by the HIT.

K. TREATMENT AND TRANSPORTATION

1. HCFR will transport survivors out of the affected area with high-clearance vehicles if possible. If transportation exceeds the TSAR team's capabilities, support will be requested from ESF 1 (Transportation) or ESF 8 (Health and Medical) as appropriate. If necessary, injured survivors will be treated by TSAR teams under Basic Life Support (BLS) treatment protocols and transported to available County hospitals. Survivors not requiring further medical treatment or hospitalization will be taken to a public shelter.
2. If fatalities are encountered during search and rescue operations, the team has body bags with them, and they geolocate the bodies for reference. The Medical Examiner must be contacted for the disposition of the remains. It is solely the responsibility of the Medical Examiner to coordinate the movement of deceased victims. If the Medical Examiner has insufficient access to transportation assets for deceased victims, assistance will be requested from the EOC.

Comprehensive Emergency Management Plan

IV. Response

ESF 10 HAZARDOUS MATERIALS

Primary Agency	FIRE RESCUE
Support Organizations	<ul style="list-style-type: none"> • 48th Civil Support Team • Emergency Management • Environmental Protection Commission • FDEM • FDOH • HCSO • Plant City Fire Rescue • Public Works • Tampa Bay Local Emergency Planning Committee (LEPC) • District VIII Tampa Fire Rescue • Temple Terrace Fire Rescue
Purpose	To support the response to an actual or potential discharge or release of hazardous materials from a natural, man-made, or technological incident/event.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. For this annex, a hazardous material is defined as “any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment.” 4. Hazardous materials releases of reportable quantities must be reported to the County Warning Point, State Watch Office, and the Hillsborough County Environmental Protection Commission. 5. The county has five jurisdictional fire departments: HCFR Tampa Fire Rescue, Plant City Fire Rescue, Temple Terrace Fire Rescue, and MacDill Air Force Base Fire Department. Department. Each maintains its command structure but cooperates and coordinates its operations with the other departments in the county. 6. Each fire department is a signatory of the Statewide Mutual Aid Agreement and, as such, is allowed to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds

	<p>for emergency management efforts. Any participating party may request assistance (oral or written) during an emergency or disaster.</p> <ol style="list-style-type: none"> 7. During routine operations, each jurisdictional fire rescue department/agency will operate according to its existing policies, protocols, and procedures manuals. 8. The agency having jurisdiction over the incident will have incident command, and the other responding departments will operate under that command (Unified Command). 9. The Incident Commander is in charge of the incident and shall coordinate all incident-related activities until the incident has been secured and there is no further threat to the community. Once secured, the incident will be turned over to the Responsible Party, as appropriate. 10. Of the five jurisdictional fire departments in the county, two operate a hazardous incident response team (HIT). Tampa Fire Rescue operates one team, while HCFR operates the other. These teams have personnel trained to the technician level and specialized equipment to respond to hazardous materials incidents that are beyond the response capabilities of the first arriving fire suppression unit. The two teams also provide mutual aid assistance to each other and to municipalities within the county that do not have a HIT. Assistance is provided in personnel and equipment as needed and as available. 11. HCFR and Tampa Fire Rescue are signatories to the Statewide Mutual Aid Agreement. The State of Florida, Department of Financial Services, and FDEM have designated both HCFR and Tampa Fire Rescue Hazmat Teams as a "Type I Regional Hazardous Materials/Weapons of Mass Destruction Team" and require a response to all incidents either at the direction of the SEOC, State Fire Marshal, Regional Domestic Security Task Force, or as designated within the State Emergency Response Plan. 12. the FFCA has divided the state into seven response regions for mutual aid. Hillsborough County resides in Region 6. The organizational structure within each region is based on the National Incident Management System (NIMS), which utilizes the Incident Command System (ICS). 13. Requesting Assistance. <ul style="list-style-type: none"> •The Florida Fire Chiefs' Association and the State Fire Marshal have entered a Memoranda of Understanding (MOU) with the DEP and the FDOH relating to periods of activations of the SEOC. Under these MOUs, ESF 4 (Fire Fighting), ESF 9 (Search and Rescue), ESF 8 (Health and Medical), and ESF 10 (Hazardous Materials) will work together in the deployment of various response resources, including the DEP emergency response personnel and the statewide multi-agency Environmental Response Team. Requests for these resources will be coordinated under the Florida Fire Chiefs' Association Statewide
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	<p>Emergency Response Plan.</p> <ul style="list-style-type: none"> • Requests for Statewide Mutual Aid assistance can be made through the Florida Fire Chiefs’ Association (FFCA) Statewide Emergency Response Plan (SERP) by directing their request through the County EOC/ESF 9 (Search and Rescue). The County EOC will complete a request for assistance form and forward it to the SEOC. The SEOC will forward the request to the state ESF 4/9 Desk, which will forward the request to the Florida Fire Chiefs’ Association Statewide Emergency Response Plan Statewide Coordinator. <p>14. As directed, Mutual aid resources will report to the ESF 10 (Hazardous Materials) Coordinator or staging area for check-in and assignment.</p> <p>15. The lead and support agencies for ESF 10 (Hazardous Materials) provide additional support as required in the response and recovery phases of any hazardous materials incident or disaster.</p> <p>16. During a declared State of Emergency, the County will coordinate hazardous materials response.</p>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

FIRE RESCUE

Preparedness	<p>Coordinate with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 10 (Hazardous Materials) planning meetings to maintain ESF 10 (Hazardous Materials) support plans. b. Routinely engage ESF 10 (Hazardous Materials) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 10 (Hazardous Materials) partners. d. Ensure that all government employees and volunteers with ESF 10 (Hazardous Materials) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain inventories of resources and equipment. 3. Participate in drills and exercises specific to hazardous materials. 4. Maintain emergency action checklists specific to this function. 5. Maintain mutual aid agreements for hazardous materials response team capability. 6. Participate in the Florida Fire Chiefs’ Association Statewide Emergency Response Plan. 7. Provide updates to the Tampa Bay Hazardous Materials Emergency Response Plan.
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	<ol style="list-style-type: none"> 8. Participate in emergency management, EOC planning, training, and exercises.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. It is thoroughly understood that operating at the scene of an emergency or disaster is inherently dangerous. Therefore, all personnel shall be expected to operate safely. 2. All operations will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) as the standard for on-scene command, control, and coordination of incidents. 3. The fire department having jurisdiction over the incident will have Incident Command, and the other responding departments will operate under that command (Unified Command). 4. Each responding agency/department will conduct on-scene operations according to its existing guidelines, policies, protocols, and/or procedures manuals. 5. An incident action plan (IAP) will be developed for all incidents and updated each 12-hour operational period. 6. Complete and maintain appropriate documentation. 7. Establish and maintain contact with on-site Incident Command to provide situational awareness. 8. Provide resource support for incidents involving hazardous materials. 9. Management, mobilization, and coordination of hazardous materials response assets. 10. Interface with ESF 3 (Public Works, Engineering & Operations), ESF 4 (Fire Fighting), ESF 8 (Health and Medical), ESF 9 (Search and Rescue), and ESF 16 (Law Enforcement and Security) as appropriate.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Provide representatives to staff/support the EOC ESF 10 (Hazardous Materials) desk when the EOC is activated. 2. As appropriate, Establish and maintain contact with the SEOC ESF 10 (Hazardous Materials). 3. Identify incident sites requiring hazardous materials response. 4. Assess the County's ability to respond based on existing resources and possible threats to our community. 5. Determine the status and condition of County hazardous materials response resources. 6. Establish and maintain contact with the on-site Incident Commander to provide situational awareness. 7. Support requests from the Incident Commander for needed on-scene resources. 8. Coordinate local, state, and federal mutual aid hazardous materials response resources as necessary. 9. Identify and anticipate the need for hazardous materials response and/or other resources.

IV. RESPONSE

	<ol style="list-style-type: none"> 10. Interface with ESF 8 (Health and Medical), ESF 9 (Search and Rescue), and other ESFs to accomplish goals and objectives. 11. Maintain accurate records of all incidents and actions taken during emergency operations, including, but not limited to, damaged and/or lost equipment, equipment procured, staffing, injuries, damage to physical plants, and any other items involving a possible cost factor. 12. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
Recovery Actions	<ol style="list-style-type: none"> 1. Coordinate and complete incident documentation and cooperate in the cost recovery. 2. Assist with County recovery planning and implementation as required. 3. Assist with the development of recovery actions and strategies. 4. Participate in after-action briefings and hotwashes. 5. Provide information for the development of After-Action Reports and Improvement Plans.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS

48th Civil Support Team	<ol style="list-style-type: none"> 1. Provide HazMat Technicians and assist in chemical research. The team will only work in support as part of the Unified Command.
Emergency Management	<ol style="list-style-type: none"> 1. Conduct and maintain hazard vulnerability analysis of facilities reporting inventories of highly hazardous substances. 2. Maintain data in Computer-Aided Management of Emergency Operations (CAMEO) software. 3. Maintain updated computer-generated mapping showing facilities and vulnerability zones (MARPLOT and ALOHA).
Environmental Protection Commission	<ol style="list-style-type: none"> 1. Provide technical and SME assistance with identifying, mitigating, and remedying hazardous materials releases and environmental protection best practices.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Maintain procedures for deploying personnel into affected areas to monitor public health following significant emergencies.
Florida Division of Emergency Management (FDEM)	<ol style="list-style-type: none"> 1. Provide SME and assist with mutual aid public and private resources as needed.
Plant City Fire Rescue	<ol style="list-style-type: none"> 1. Respond to and coordinate response to hazardous materials incidents within their jurisdiction. 2. Provide representative(s) to staff and support ESF 10 (Hazardous Materials) as required.

Public Works	<ol style="list-style-type: none"> 1. Support on–scene operations with personnel, equipment, and supplies as requested. 2. Assist with containment and diking. 3. Provide traffic control devices and advice on evacuation routing. 4. Assist with cleanup and removal if a responsible party cannot be immediately identified. 5. Provide sand, traffic control devices, and personnel assistance as requested by HCFR.
HCSO	<ol style="list-style-type: none"> 1. Coordinate with HCFR HIT to assess the threat and affected area, evacuate affected persons, and create and maintain a containment perimeter. 2. Provide support to the Incident Commander as required. Actions can include: <ol style="list-style-type: none"> a. Enforce the hot zone perimeter established by the Fire Incident Commander (IC). b. Implement evacuation as requested by the Fire IC. c. Provide perimeter security for the evacuated area, traffic rerouting, and re-entry. d. Upon request, provide security for command posts, media areas, etc. 3. Provide trained explosive ordnance disposal (EOD) bomb technicians to assist Fire Rescue with explosive device calls. <ul style="list-style-type: none"> • Provide equipment, including an EOD trailer, X-ray machine, and containment apparatus.
Tampa Bay Local Emergency Planning Committee (LEPC), District VIII	<ol style="list-style-type: none"> 1. Maintain the regional hazardous materials resource inventory. 2. Maintain the Tampa Bay Hazardous Materials Emergency Response Plan.
Tampa Fire Rescue	<ol style="list-style-type: none"> 1. Staff and maintain a state-recognized hazardous incidents response team (HIT). 2. Respond to and coordinate response to hazardous materials incidents within their jurisdiction. 3. Respond to mutual aid requests. 4. Provide representative(s) to staff and support ESF 10 (Hazardous Materials) as required.
Temple Terrace Fire Rescue	<ol style="list-style-type: none"> 1. Respond to and coordinate response to hazardous materials incidents within their jurisdiction. 2. Provide representative(s) to staff and support ESF 10 (Hazardous Materials) as required.
ATTACHMENTS	None.

IV. RESPONSE

REFERENCES	
	<ol style="list-style-type: none">1. HCFR Policies and Procedures Manual.2. Tampa Bay Hazardous Materials Emergency Response Plan (TBHMERP), published by the Tampa Bay Local Emergency Planning Committee (LEPC), District VIII.3. Florida Fire Chiefs' Association Statewide Emergency Response Plan.

Comprehensive Emergency Management Plan

IV. Response

ESF 11 FOOD AND WATER

Primary Agency	AGING SERVICES CONSERVATION & ENVIRONMENTAL LANDS MANAGEMENT
Support Organizations	<ul style="list-style-type: none"> • American Red Cross • Code Enforcement • Community Emergency Response Team (CERT) • Community Organizations Active in Disasters (COAD) • Emergency Management • Employee Emergency Response Program (EERP) • Extension Service • Feeding Tampa Bay • Florida Department of Agriculture & Consumer Services (DACS) • Florida Department of Children and Families (DCF) • FDOH • Florida National Guard • GA Foods Inc. • Hillsborough County School Board • Meals on Wheels • Mormon Youth Group • Municipal Police Departments • Municipalities • Parks and Recreation • Procurement Services • Public Utilities • Salvation Army • Senior Connection Center Inc. • HCSO • Social Services • Veterans Affairs
Purpose	<p>This ESF addresses the procedures and plans for providing food, water, and other resources to disaster survivors following a disaster and identifies how food, water, and other supplies will be obtained, stored, and distributed. This function must work closely with ESF 6 (Mass Care and Human Services), ESF 15 (Volunteers & Donations), and ESF 19 (Damage Assessment).</p>

<p>Policies, Preferred Practices, and Procedures</p>	<ol style="list-style-type: none"> 1. Citizens must prepare and maintain their emergency water and food supply for at least three days to meet family and pet/livestock needs. 2. If a disaster disrupts the normal distribution process, the County will coordinate with the SEOC to establish an emergency distribution system. 3. The County will establish distribution centers for food, water, and other resources. 4. The County will work with Feeding Tampa Bay to identify available food pantry locations.
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<p>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</p>	
<p>AGING SERVICES; CONSERVATION & ENVIRONMENTAL LANDS MANAGEMENT</p>	
<p>Preparedness</p>	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct quarterly ESF 11 (Food and Water) planning meetings to maintain ESF 11 support plans. b. Routinely engage ESF 11 (Food and Water) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 11 (Food and Water) partners. d. Ensure that all government employees and volunteers with ESF 11 (Food and Water) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Identify and establish agreements with local and regional food and water suppliers. 3. Identify and establish agreements with storage facilities to warehousing food and water. 4. Maintain a list of potential County Points of Distribution (POD). 5. Maintain emergency action checklists specific to this function. 6. Participate in emergency management and EOC training and exercises. 7. Support the mission-critical support function of the Employee Emergency Response Program (EERP).
<p>Emergency</p>	<ol style="list-style-type: none"> 1. send a representative to the EOC when notified of an emergency. 2. Obtain and coordinate food, water, and other resources as requested by field incident commanders. 3. Collaborate with other community partners for support.

<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 11 (Food and Water) within the EOC Operations Section. 2. Assess the present and future need for food, water, and other resources. <ol style="list-style-type: none"> a. Coordinate with and receive data from ESF 6 (Mass Care and Human Services) and ESF 19 (Damage Assessment), who will determine what food and water support are needed and where. b. Assign priorities based on locations in the county where the most need is. c. Notify support agencies and vendors of present and future needs. d. Coordinate with ESF 7 (Resource Support) bulk orders of resources and supplies. 3. In coordination with ESF 7 (Resource Support), develop a plan that will ensure timely distribution of food, water, and other supplies to the affected areas. This may include: <ol style="list-style-type: none"> a. Identify which Points of Distribution (POD) will be utilized. b. Coordinate with the EOC Logistics Section for ordering PODs from the SEOC. c. Distribute with/through public shelters, County social service programs, community volunteer organizations, municipalities, and other food pantries. 4. If PODs are not provided at a direct delivery point, coordinate the establishment of at least one County Staging Area (CSA) through ESF 15 (Volunteers & Donations) to receive and distribute bulk emergency relief supplies from the state such as food, water, and tarps within 24-hours post event. (The primary CSA will be at the Florida State Fairgrounds, 4800 U.S. Highway 301, Tampa FL 33610.) 5. Utilize the County's Point of Distribution Plan (POD) to coordinate the establishment PODs according to the identified needs. <ol style="list-style-type: none"> a. Determine the numbers, locations, and types of PODs. b. Coordinate and monitor set up, staffing, logistics, and operations. c. Continually evaluate POD sizes and locations; adjust as needed. 6. Coordinate with ESF 15 (Volunteers & Donations) on the distribution of donated food. <ol style="list-style-type: none"> a. Feeding Tampa Bay will serve as a primary provider and distributor for donated food. b. ESF 11 (Food and Water) will redirect donation inquiries to Feeding Tampa Bay. <p>Note: Commodities donated to the County from private contributors will be managed at the Fairgrounds or other established locations outside of the affected area.</p> 7. In collaboration with the EOC Logistics Section and ESF 7 (Resource Support), procure storage facilities for food items outside of affected area. 8. Coordinate food, water, and other supply activities with the appropriate
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	<p>tasked organizations.</p> <ol style="list-style-type: none"> 9. Make emergency food supplies available to residents for take-home consumption. 10. Coordinate the procurement and delivery of food and water at POD locations. 11. Coordinate with ESF 1 (Transportation) and ESF 7 (Resource Support) for transportation of food, water, and other supplies to designated distribution or mass feeding sites. 12. If needed, coordinate bulk water distribution (water tankers) to locations identified by the HCEOC. 13. Coordinate purchasing food and water from commercial sources with ESF 7 (Resource Support) following County purchasing procedures. 14. Provide updates on water/food distribution to the EOC Planning Section and appropriate EOC ESFs on a regular basis, including continuous situation report updates. 15. Sources for resources can include: <ol style="list-style-type: none"> a. Local and regional suppliers. b. Locally purchased commodities by the County and municipalities. c. State Emergency Operations Center (SEOC). d. State or federal provided resources. e. Re-supply public shelters through the U.S. Department of Agriculture system and other sources. f. Donated food and water. This may include grocery store chains, other food distributors, or goods donated from sources external to the county. g. County school system stocks. 16. Establish and maintain contact with the SEOC. <ol style="list-style-type: none"> a. Coordinate food, water, and other supplies delivery to affected areas. 17. Maintain records of the cost of supplies, resources, and staff—the hours needed to respond to the disaster. 18. Continue to assess the situation and priorities to address the most critical needs and develop response strategies. 19. Compile and maintain records of cost and expenditures to accomplish the ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
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<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Continue to provide food, water, and other supplies for related recovery activities as required. 2. Coordinate with procurement (resource management) to prepare and submit emergency requisitions for goods and services necessary to support operations as needed. 3. Continue to evaluate food and water needs in preparation 4. Inventory warehoused food products and quantities and identify additional sources to obtain supplies. 5. Coordinate the transportation of food and water shipments to warehouses, feeding sites, and pantry locations. 6. Assist with the development of recovery actions and strategies. 7. Participate in after-action briefings and hotwashes. 8. Assist in the development of After-Action Reports and Improvement Plans. 9. Assist with other duties as needed.
<p>American Red Cross</p>	<ol style="list-style-type: none"> 1. Provide feeding at public shelters and field locations from its emergency response vehicles (ERV). 2. Authorized to obtain food from the U.S. Department of Agriculture (USDA) at no cost. 3. Assist with locating, obtaining, transporting, and distributing food, water, and other commodities. 4. Ensure personnel will be available for 24-hour operations, when necessary, during response and recovery. 5. Maintain current lists of resources (i.e., personnel, equipment, vehicles, supplies/stocks, suppliers, and vendors).
<p>Code Enforcement</p>	<ol style="list-style-type: none"> 1. Provide damage assessment numbers and information regarding households potentially needing food and water.
<p>Community Emergency Response Team (CERT)</p>	<ol style="list-style-type: none"> 1. Participate in distributing food, water, and other commodities to disaster survivors.
<p>Community Organizations Active in Disasters (COAD)</p>	<ol style="list-style-type: none"> 1. Serve as a regional coordinating agency for non-profit groups and faith-based organizations that provide food regularly for homeless and low-income individuals. During disasters, these organizations may provide food and water to disaster survivors.

IV. RESPONSE

Emergency Management	<ol style="list-style-type: none"> 1. Assist with locating, obtaining, transporting, and distributing food, water, and other commodities. 2. Ensure personnel will be available for 24-hour operations, when necessary, during response and recovery. 3. Maintain current lists of resources (i.e., personnel, equipment, vehicles, supplies/stocks, suppliers, and vendors). 4. Assist in identifying distribution sites and coordinating food, water, and other supplies.
Employee Emergency Response Program (EERP)	<ol style="list-style-type: none"> 1. Provide trained County personnel to staff points of distribution (POD).
Extension Service	<ol style="list-style-type: none"> 1. Participate in distributing food, water, and other commodities to disaster survivors.
Feeding Tampa Bay	<ol style="list-style-type: none"> 1. Provide POD managers to support POD activations. 2. Collaborate on the distribution of donated food and water. 3. Provide representative(s) to staff and support ESF 11 (Food and Water) as required. 4. Operation of food distribution locations.
Florida Department of Agriculture & Consumer Services (DACCS)	<ol style="list-style-type: none"> 1. Lead agency for state ESF 11 (Food and Water). 2. May provide a liaison to the EOC in times of disaster.
Florida Department of Children and Families (DCF)	<ol style="list-style-type: none"> 1. Responsible for the state’s Supplemental Nutrition Assistance Program (Food Stamp Program) and will endeavor to provide this service to existing clients and eligible disaster survivors as soon as possible after a disaster. 2. Provide a representative in the EOC Operations Group to facilitate coordination regarding this program and others during disaster response and recovery operations.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Ensure safe water supplies. 2. Permit all private wells and conduct water testing.
Florida National Guard	<ol style="list-style-type: none"> 1. If activated, engage in the distribution of food, water, and essential commodities to survivors of disasters. Additionally, undertake any other necessary tasks. Participate in distributing food, water, and commodities to disaster survivors.
GA Foods Inc.	<ol style="list-style-type: none"> 1. Supply food and water resources through contracted terms with the Department of Aging Services.

Hillsborough County School Board	<ol style="list-style-type: none"> 1. Maintain food and water inventory. 2. Participate in distributing food, water, and other commodities to disaster survivors.
Meals on Wheels	<ol style="list-style-type: none"> 1. Provide food and water resources.
Mormon Youth Group	<ol style="list-style-type: none"> 1. Participate in distributing food, water, and other commodities to disaster survivors.
Municipal Police Departments	<ol style="list-style-type: none"> 1. Provide security at distribution sites.
Municipalities	<ol style="list-style-type: none"> 1. Coordinate management of PODs in jurisdictional boundaries. 2. Provide damage assessment numbers and information regarding households potentially needing food and water. 3. Participate in distributing food, water, and other commodities to disaster survivors.
Parks & Recreation	<ol style="list-style-type: none"> 1. Provide parks, facilities, and staff for distribution sites.
Procurement Services	<ol style="list-style-type: none"> 1. Assist with locating, obtaining, transporting, and distributing food, water, and other commodities. 2. Ensure personnel will be available for 24-hour operations, when necessary, during response and recovery. 3. Maintain current lists of resources (i.e., personnel, equipment, vehicles, supplies/stocks, suppliers, and vendors).
Public Utilities	<ol style="list-style-type: none"> 1. Assist with locating, obtaining, transporting, and distributing food, water, and other commodities. 2. Ensure personnel will be available for 24-hour operations, when necessary, during response and recovery. 3. Maintain current lists of resources (i.e., personnel, equipment, vehicles, supplies/stocks, suppliers, and vendors).
Salvation Army	<ol style="list-style-type: none"> 1. Provide feeding at its fixed sites and field locations from its canteens. 2. Set up comfort stations in disaster areas by agreement with the State of Florida. Comfort stations provide meals to disaster survivors but not food commodities. See ESF 6 (Mass Care and Human Services) for further information on comfort stations. 3. Assist with locating, obtaining, transporting, and distributing food, water, and other commodities. 4. Ensure personnel will be available for 24-hour operations, when necessary, during response and recovery. 5. Maintain current lists of resources (i.e., personnel, equipment, vehicles, supplies/stocks, suppliers, and vendors).

IV. RESPONSE

Senior Connection Center Inc.	<ol style="list-style-type: none">1. Distribution of information to senior citizens needing food and water.2. Identification of senior citizens in need of food and water.
HCSO	<ol style="list-style-type: none">1. Provide security at distribution sites.
Social Services	<ol style="list-style-type: none">1. Support with the distribution of food and water.
Veterans Affairs	<ol style="list-style-type: none">1. Participate in distributing food, water, and other commodities to disaster survivors.
ATTACHMENTS	None.
REFERENCES	<ol style="list-style-type: none">1. County Point of Distribution Plan and Operating Guides.

Comprehensive Emergency Management Plan

IV. Response

ESF 12 ENERGY

Primary Agency	PUBLIC UTILITIES
Support Organizations	<ul style="list-style-type: none"> • Code Enforcement • Communications & Digital Media • Emergency Management • FDOH • Fire Rescue • Fleet Management Department • Florida Highway Patrol • Municipalities • Procurement Services • Public Works • Real Estate and Facilities • HCSO • Tampa Electric Company & Peoples Gas (TECO) • Peace River Electric Cooperative (PRECO)
Purpose	<ol style="list-style-type: none"> 1. Respond to and recover from disruptions in the supply and delivery of electric, gas, and potable water and wastewater utilities. 2. This ESF addresses electric, gas, and water utilities aspects of disaster response and recovery operations.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. The EAG may establish electric, gas, water, and wastewater utility allocation and use priorities in conjunction with ESF 12 (Energy) partners. 2. The EAG may establish and order energy conservation measures with ESF 12 (Energy) partners. 3. The County will support, assist, and communicate with utility companies regarding how to help restore electric, gas, potable water, and wastewater utilities service to the public, and return the damaged infrastructure to pre-disaster condition.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
PUBLIC UTILITIES	
Preparedness	<p>Work with the OEM to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 12 (Energy) planning meetings to maintain support plans. b. Routinely engage ESF 12 (Energy) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 12 (Energy) partners. d. Ensure that all government and private sector employees with ESF 12 (Energy) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Identify local electric, gas, and potable water and wastewater utilities providers. 3. Communicate significant energy and utility-related information. 4. Establish and maintain resource inventories. 5. Coordinate with the Fleet Management Department to secure contracts for emergency supply of combustible fuel from outside the immediate area for use in County vehicles, giving preference to emergency response and road patrol vehicles. 6. Work with TECO and key partners and stakeholders to maintain a database of critical facilities for use in emergency restoration services. 7. Maintain procedures for assessing damages to local utility distribution systems. 8. Encourage mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility’s ability to deliver energy to local users. 9. Participate in emergency management and EOC training and exercises. 10. Maintain emergency action checklists specific to this function.
Emergency	<ol style="list-style-type: none"> 1. When notified of an emergency, and if requested, send a representative to the County EOC. 2. Coordinate energy and utility activities with the appropriate tasked organizations. 3. Communicate critical energy and utility-related issues (load curtailment, significant outages). 4. Coordinate and communicate areas of repetitive flooding (planning and mitigation purposes).

**Emergency
Operations
Center (EOC)
Support**

1. Staff the ESF 12 (Energy) function within the County EOC Operations Section.
2. Maintain 24-hour emergency telephone access between energy providers and the EOC.
 - As appropriate, energy providers should send a representative to the County EOC.
3. Determine the condition and status of County energy and utility systems.
 - a. Support damage assessment activities for energy systems.
 - b. Determine affected areas and structures.
 - c. Determine resources needed for energy restoration.
4. Coordinate with support departments/agencies to establish priorities and develop strategies for the initial response.
5. Coordinate the provision of energy materials, supplies, and personnel to support the County EOC's emergency activities.
6. Communicate with and monitor County and utility response actions.
7. Maintain communication with utility representatives to determine emergency response and recovery needs.
 - Contact electric, gas, and water utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
8. Work with TECO and other utility providers to determine the state/region's generating capacity, expected peak loads, anticipated duration of emergency events, explanation of utilities' actions, and recommendations of local agency actions supporting the utilities.
9. Coordinate assistance to local providers in locating and acquiring equipment necessary to restore local electrical and gas capabilities and water/wastewater systems.
10. Coordinate with the utility providers to monitor the procedures followed by individual utilities during energy-generating capacity shortages to ensure county-wide action and communication.
11. Coordinate and communicate areas of repetitive flooding (planning and mitigation purposes).
12. Determine present and future needs for energy resources.
 - a. Coordinate with ESF 6 (Mass Care and Human Services) to identify emergency shelter power generation status and needs.
 - b. Coordinate with support agencies and other ESFs to provide resources for emergency power generation.
13. Coordinate with TECO and other utility providers on requests for aid from city, county, state, and federal agencies, energy offices, energy suppliers, and distributors.
14. Work with TECO and other energy providers to obtain and coordinate energy resources as requested by field incident commanders.
15. Sources for resources can include:

IV. RESPONSE

	<ul style="list-style-type: none"> a. State Emergency Operations Center (SEOC). b. State and federal agencies c. Private industry <ul style="list-style-type: none"> 16. Establish and maintain contact with the SEOC. 17. Work with ESF 14 (Public Information) to update local news organizations with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems. 18. Maintain accurate logs and other records of emergency responses. 19. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
<p>Recovery Actions</p>	<ul style="list-style-type: none"> 1. Coordinate resources to assist local, state, and federal agencies in restoring emergency power and fuel needs. 2. Review recovery actions and develop strategies for meeting local energy needs. 3. Continue to monitor local, state, and utility actions. 4. Coordinate the restoration of energy utilities (electrical, gas, etc.) to all county buildings. 5. Coordinate and communicate areas of repetitive flooding and planning/mitigation purposes. 6. Assist with the development of recovery actions and strategies. 7. Participate in after-action briefings and hotwashes. 8. Assist in the development of After-Action Reports and Improvement Plans.

<p align="center">SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS</p>	
<p>Code Enforcement</p>	<ul style="list-style-type: none"> 1. Coordinate with TECO to de-energize circuits for flooding and damaged structures.
<p>Communications & Digital Media</p>	<ul style="list-style-type: none"> 1. Coordinate the assimilating and disseminating of energy- and utilities-related public information on behalf of the county. See ESF 14 (Public Information).
<p>Emergency Management</p>	<ul style="list-style-type: none"> 1. Assist in finding, obtaining, managing, or distributing resources. 2. Maintain a list of reserve generators and develop procedures for acquiring and deploying generators with personnel to critical facilities during power failures.
<p>Fire Rescue</p>	<ul style="list-style-type: none"> 1. Provide a mobile generator (mounted on a truck).

<p>Fleet Management Department</p>	<ol style="list-style-type: none"> 1. Secure contracts for the emergency supply of combustible fuel from outside the immediate area for use in County vehicles, giving preference to emergency response and road patrol vehicles. 2. Coordinate with ESF 7 (Resource Support) to obtain and transport petroleum products needed to sustain disaster activities. 3. Maintain a plan to ensure adequate fuel support is available for County response and recovery operations.
<p>Florida Department of Health (FDOH)</p>	<ol style="list-style-type: none"> 1. Work with ESF 14 (Public Information) to provide emergency public information and protective actions related to power outage public health issues. 2. Coordinate restoration activities with TECO to determine priority health/wellness locations.
<p>Florida Highway Patrol</p>	<ol style="list-style-type: none"> 1. Provide security, escort, aerial support (as needed), and access control.
<p>Municipalities</p>	<ol style="list-style-type: none"> 1. Provide information regarding utility issues within municipal jurisdictions. 2. Provide a liaison to the County EOC as needed. 3. Assist in finding, obtaining, managing, or distributing resources. 4. Maintain a listing of reserve generators and develop procedures for acquiring and deploying generators with personnel to critical facilities during power failures as needed. 5. Participate in the ESF 12 (Energy) working group.
<p>Procurement Services</p>	<ol style="list-style-type: none"> 1. Identify sources and alternatives for fuel and electricity. 2. Maintain contact with vendors and maintain a list of resources.
<p>Public Works</p>	<ol style="list-style-type: none"> 1. Maintain a mapping database of critical facilities and note if they have emergency or standby power supplies. 2. Maintain a database of existing critical facility generators, noting the type of fuel, quantity on hand, and generator load. 3. Maintain push routes for debris clearing for physical access to the building and critical infrastructure restoration. 4. Communicate areas of repetitive flooding and mitigation issues.
<p>Real Estate and Facilities</p>	<ol style="list-style-type: none"> 1. Ensure an emergency power supply is established for buildings essential to emergency operations.
<p>HCSO</p>	<ol style="list-style-type: none"> 1. Provide fuel storage facilities, retail stores, and distribution facilities/vehicle security. 2. Provide security, escort, aerial support (as needed), and access control.

IV. RESPONSE

<p>Tampa Electric Company & Peoples Gas (TECO)</p>	<ol style="list-style-type: none"> 1. Coordinate the restoration of electric power and natural gas systems for response and recovery operations. 2. Provide information to emergency management officials about impending power shortage situations or potential de-energizing of circuits for flooding and damaged structures. 3. Provide a representative to the EOC Operations Group during disasters. 4. Provide current power outage and restoration information to the County EOC. 5. Maintain a database of critical facilities. 6. Communicate with emergency management officials on support needs. 7. Participate in emergency management and EOC training and exercises.
<p>ATTACHMENTS</p>	<p>None.</p>
<p>REFERENCES</p>	<ol style="list-style-type: none"> 1. County EOC Operations Manual and Position Desk Books. 2. Energy and Utility Company Contact List. 3. TECO Energy Emergency Contingency Response and Business Continuity Plan. 4. Hillsborough County Critical Facilities List. 5. Localized Flood Response Plan. 6. Local Mitigation Strategy.

Comprehensive Emergency Management Plan

IV. Response

ESF 13 MILITARY SUPPORT

Primary Agency	EMERGENCY MANAGEMENT
Support Organizations	<ul style="list-style-type: none"> ● 4th Assault Amphibian Battalion (USMC) ● Florida National Guard ● HCSO ● MacDill Air Force Base (AFB) ● U.S. Coast Guard (Sector Saint Petersburg)
Purpose	A major or catastrophic disaster may necessitate using the Florida National Guard and federal military resources. The use of these resources must be requested through the SEOC.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. Military (National Guard) support for civil authority supplements local efforts and is primarily available following the Governor's activation. 2. The County will request military support through the SEOC only when the situation is expected to be severe and widespread that effective response will be beyond the capability of the County and available mutual aid resources. 3. The county EOC will establish a military liaison to facilitate coordination with responding military units. 4. It is preferable that all requests for Defense Support of Civil Authorities (DSCA) go through the SEOC. However, in an emergency, any local authority (HCSO, Fire Chief, Police Chief, Mayor, etc.) has the right to request forces under the Immediate Response Authority (IRA). <ol style="list-style-type: none"> a. IRA is implemented “in response to a request for assistance from a civil authority, under imminently serious conditions and if time does not permit approval from higher authority, DOD officials may provide an immediate response by temporarily employing the resources under their control, subject to any supplemental direction provided by higher headquarters, to save lives, prevent human suffering, or mitigate great property damage within the United States. IRA does not permit actions that would subject civilians to the use of military power that is regulatory, prescriptive, proscriptive, or compulsory”. b. IRA is valid for up to 72 hours; requests can be made verbally and then transferred into writing.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
EMERGENCY MANAGEMENT	
<p>Preparedness</p>	<ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 13 (Military Support) planning meetings to maintain support plans. b. Routinely engage ESF 13 (Military Support) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 13 (Military Support) partners. d. Ensure that staff who have ESF 13 (Military Support) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain emergency action checklists specific to this function. 3. Participate in emergency management and HCEOC training and exercises.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. Assess the need for military assistance (incident of national significance). 2. Coordinate military activities with the appropriate tasked organizations. 3. Support other local military branches as needed. 4. Identify the need for Immediate Response Authority (IRA).
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 13 (Military Support) function within the EOC Operations Section. 2. Determine present and future need for military support resources: <ol style="list-style-type: none"> a. Identify incident sites requiring military support services. b. Determine the need for military support from other EOC Sections and ESFs. 3. Identify the need for Immediate Response Authority (IRA). 4. Requested military support tasks could include: (Note: Military support is requested through the SEOC.) <ol style="list-style-type: none"> a. Security (support to civilian law enforcement) b. Search and rescue c. Urban search and rescue d. Transportation e. Air Support f. Shelter g. Mass Care h. Medical Services i. Communications j. Mortuary Services k. Civil Engineering Support l. Workforce m. Fire Protection n. Points of Distribution

	<ol style="list-style-type: none"> 5. Identify a staging area(s) for incoming military assistance. 6. Identify specific tasks to be performed. 7. Prepare written “mission assignments” for the on-scene military commander. 8. If military units are deployed within the County: <ol style="list-style-type: none"> a. Provide liaison between the EOC and the on-scene military commander. b. Request their assistance in writing using “mission-oriented objectives.” c. The on-scene military commander will determine if the “mission/tasks” are within their capability and will deploy personnel and resources accordingly. 9. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours. <p>Important:</p> <ol style="list-style-type: none"> 1. Civil agencies exercise no command authority over military forces. 2. The role of military forces is to support, not supplant, civil authority. 3. Requests for military support: <ol style="list-style-type: none"> a. Must not conflict with Department of Defense (DOD) priorities. b. The support should not compete with private enterprises or the civilian labor force. e. Must be within the experience and availability of the military unit(s) tasked.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Assist with the development of recovery actions and strategies. 2. Participate in after-action briefings and hotwashes. 3. Assist in the development of After-Action Reports and Improvement Plans.
<p>Florida National Guard</p>	<ol style="list-style-type: none"> 1. Assist with traffic control assistance. 2. Provide personnel, equipment, and supplies as appropriate and within capabilities, for example, at Points of Distribution and warehousing operations. 3. Assist with large-scale human services operations and life safety events (weapons of mass destruction (WMD), terrorism events).

IV. RESPONSE

<p>MacDill Air Force Base (AFB)</p>	<ol style="list-style-type: none"> 1. Works with HCOEM on disaster preparedness and response activities. 2. Provide a liaison/representative to the EOC. 3. Assist with large-scale human services operations and life safety events (WMD, terrorism events) as authorized by an approved Defense Support for Civilian Authorities declaration only. 4. Note: The 6th Air Mobility Wing (AMW) Commander is the only authority to approve using manning and resources for MacDill AFB. 5. The 6th AMW Installation Emergency Managers are the liaisons/representatives between the County EOC and MacDill AFB for all emergency response-related actions.
<p>HCSO</p>	<ol style="list-style-type: none"> 1. Request assistance through the state law enforcement mutual aid system as necessary. 2. Maintain direction and control of County law enforcement emergency operations.
<p>U.S. Coast Guard (Sector Saint Petersburg)</p>	<ol style="list-style-type: none"> 1. Works with HCOEM on disaster preparedness and response activities. 2. Provide a representative to the EOC.
<p>ATTACHMENTS</p>	<p>None.</p>
<p>REFERENCES</p>	<ol style="list-style-type: none"> 1. Florida National Guard Operations Guide 2. Department of Defense Manual 3025.01, Volume 1, Defense Support of Civil Authorities 3. Chapter 14 of Department of Defense 4140.25-M, Volume 2, "Military Joint Operations, Military Support to Civil Authorities (MSCA) and Planning 4. Department of Defense Directive 3025.18, Defense Support of Civil Authorities (DSCA)

Comprehensive Emergency Management Plan

IV. Response

ESF 14 PUBLIC INFORMATION

Primary Agency	COMMUNICATIONS & DIGITAL MEDIA
Support Organizations	<ul style="list-style-type: none"> • American Red Cross • Colleges and Universities • Commercial Print Media • Commercial Radio and Television • County Departments, All • Federal Agencies • FEMA • FDOH • HART • HCSO • Hillsborough County Customer Service & Support (Call Center) • Hillsborough County Public Schools • Hospitals, Hillsborough County • Military • Municipal Police Departments • Municipalities • National Weather Service • State Agencies • Tampa Bay Water • Tampa Electric Company & Peoples Gas (TECO) • Visit Tampa Bay
Purpose	To establish a communications response to imminent disaster or emergency that disseminates accurate information while maintaining public confidence.

<p>Policies, Preferred Practices, Procedures, and Planning Assumptions</p>	<ol style="list-style-type: none"> 1. It is imperative that residents and visitors have timely and accurate information so they can make and act upon critical decisions about actions they will take to protect life, health, and property. 2. There will be incidents during which the Emergency Operations Center will not be activated. However, Communications & Digital Media (CDM) will still maintain the lead role in managing a coordinated messaging effort. 3. Communications & Digital Media staff will receive media inquiries many days before certain events, such as hurricanes, trigger the activation of the EOC. 4. People’s ability to receive and retain information dramatically diminishes during a crisis. 5. People receive and access information in various ways and utilize multiple methods. 6. Social media continues to change the speed and landscape of how people communicate news and share information, whether accurate or inaccurate. 7. Technology will fail; it is imperative to have redundancies and backup plans. 8. During emergency incidents when the EOC is not activated, the Office of Emergency Management (HCOEM) CDM is expected to continue supporting County departments while coordinating emergency messaging. HCOEM messaging always has priority when partially activated, and resources will be managed accordingly. 9. The Customer Service & Support department manages the operation of HCOEM’s Call Center, which will be activated upon request by HCOEM or the Incident Commander. <ol style="list-style-type: none"> a. The Call Center will assist by receiving any non-emergency calls from the public requiring services, providing information or guidance to the public, and documenting calls as specified in the related training program(s) and procedural guidance documents. b. The Call Center will direct callers with life safety issues to 9-1-1.
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

COMMUNICATIONS & DIGITAL MEDIA

Preparedness

1. Work with the HCOEM to lead this Emergency Support Function (ESF), including audio/visual requirements.
 - a. Facilitate regular meetings with ESF support organizations (or comparable methods to maintain relationships).
 - b. Ensure staff preparedness and ability to respond.
2. Maintain Standard Operating Procedures, instructions, and checklists specific to this function.
3. Equip and maintain the ESF 14 (Public Information) room at the Public Safety Operations Complex (PSOC).
4. Maintain a list of CDM staff assignments, shift leads, and rotation schedules and provide it to department senior leadership, including the Chief Communications Administrator.
5. Ensure CDM staff is appropriately trained in policies and practices, crisis communications, and internal technical systems.
6. Maintain a “go kit” for CDM staff.
7. Provide comprehensive client support to HCOEM year-round, including public relations strategy, media relations, special event coordination, graphics support, collateral development and review, social media, and video public service announcements (PSAs) development.
8. Maintain an asset library of social messaging graphics, news release templates, HCFL Alert messages, online newsroom content, and PSAs.
9. Populate and maintain the <https://www.hillsboroughcounty.org/residents/stay-safe>
10. Coordinate and maintain a working relationship with the media and other PIOs.
11. Maintain a Joint Information System (JIS) list of contact information for partner agency PIOs.
12. Maintain website emergency information resource messaging.
13. Maintain information control procedures.
14. Provide emergency information/instructions to hearing-impaired and Spanish-speaking populations as resources allow.
15. Participate in the EOC Operations Group training and exercises.
16. Review ESF 14 (Public Information) portions of other emergency plans as requested by HCOEM.
17. Coordinate with support agencies to establish and maintain the support plan for ESF 14 (Public Information).
18. Promote and maintain the HCFL Alert subscriber portion of the County’s mass notification system.
19. Maintain a library of emergency activities on b-rolls and still

	<p>photographs for use on various communications platforms and with the media.</p> <ol style="list-style-type: none"> 20. Maintain video-on-demand, streaming feed, and archives. 21. Maintain a working relationship with the Call Center, significantly where messaging, procedures, and practices overlap. 22. Maintain equipment list for video operations. 23. Perform routine inspections/tests of video operations at PSOC to ensure readiness capability. 24. Maintain graphic and video assets that support emergency response efforts.
<p>Emergency</p>	<p>During incidents for which the EOC is not activated, but HCOEM is still coordinating activities:</p> <ol style="list-style-type: none"> 1. Serve as a central point for developing and distributing information to media and the public. 2. Participate in EOC Operations Group conference calls. 3. Coordinate, prepare, and disseminate crucial public health and safety messaging to residents and the media via a wide variety of communications tools as appropriate to the event, including media briefings/news conferences, news releases, the County’s website, social media platforms, HCFL Alert, HTV, and through various channels in partnership with the Call Center, Neighborhood Relations, and Community Liaisons. 4. Respond to media inquiries about County operations and response; organize media interviews with appropriate SMEs. 5. Monitor news stories and social media for accuracy and provide correct and updated information. 6. Respond to questions residents and visitors ask on the County’s official social media channels. 7. Coordinate with public information officers from relevant jurisdictions via the Joint Information System to ensure consistency of messaging. 8. Organize a virtual or physical Joint Information Center if warranted. 9. Keep HCOEM staff informed about atypical inquiries from residents and media. 10. Support the EAG via public notice of meetings and broadcast on HTV. 11. Check regularly with the Call Center to ascertain residents' questions and focus messaging as appropriate. 12. Coordinate with the Office of Neighborhood Relations and Community Liaisons to reach community leaders and neighborhood groups to assist in rapidly disseminating information. 13. Maintain media clips and a record of news releases. <p>Provide messaging to Spanish-speaking populations as resources allow</p>

	within "time and circumstance" capabilities.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the PIO function within the EOC Command Staff Section. 2. Support the EAG via public notice and broadcast on HTV. 3. Coordinate, prepare, and disseminate vital public health and safety messaging to residents and the media via a wide variety of communications tools as appropriate to the event, including news releases, the County's website, social media platforms, HCFL Alert (crafting), HTV, and through various channels in partnership with the Call Center, Neighborhood Relations, and Community Liaisons. 4. Respond to media inquiries about emergency operations and the County's response. 5. Monitor news stories and social media for accuracy and provide correct and updated information. 6. Staff the media briefing room at the PSOC, including working with reporters on technical requirements and providing operational instructions while in the building. 7. Ensure media remain in designated areas (lobby, media briefing room, media workroom). 8. Organize media briefings with County leadership and emergency managers; develop key messages for appropriate leadership as warranted. 9. Organize one-on-one media interviews with emergency officials (time and situation dependent) and media pools. 10. Respond to questions residents and visitors ask on the County's official social media channels. 11. Coordinate with public information officers from relevant jurisdictions via the Joint Information System to ensure consistency of messaging. 12. If warranted, Organize and lead a virtual or physical Joint Information Center. 13. Elevate atypical inquiries from residents and media to EOC command staff. 14. Attend high-level EOC meetings, such as command staff briefings, updates from the National Weather Service, and FDEM statewide conference calls. 15. Support the BOCC via public notice of meetings and broadcast on HTV. 16. Check regularly with the Call Center to ascertain what questions residents are asking and focus messaging as appropriate. 17. As needed, participate in and/or coordinate with state and federal Joint Information Centers. 18. Maintain media clips and a record of news releases. 19. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section

	Chief every 24 hours.
Recovery Actions	<ol style="list-style-type: none"> 1. Serve as a central point for distributing recovery information to media and the public. 2. Coordinate, prepare, and disseminate vital recovery messaging to residents and the media via a wide variety of communications tools as appropriate to the event, including news releases, the County’s website, social media platforms, HCFL Alert, HTV, and through various channels in partnership with the Call Center, Neighborhood Relations, and Community Liaisons. If the situation necessitates, utilize additional tools such as road signs, variable message boards, fliers, public address systems, and the Radio Amateur Civil Emergency Service. 3. Respond to media inquiries. 4. Monitor news stories and social media for accuracy and provide correct and updated information. 5. Organize media briefings with County leadership and emergency managers; develop key messages for appropriate leadership as warranted. 6. Organize one-on-one media interviews with emergency officials (time and situation dependent) and media pools. 7. Staff field locations, distribution points, etc., if necessary. 8. Respond to questions residents and visitors ask on the County’s official social media channels. 9. Coordinate with public information officers from relevant jurisdictions via the Joint Information System to ensure consistency of messaging. 10. If warranted, Organize and lead a virtual or physical Joint Information Center. 11. Elevate atypical inquiries from residents and media to appropriate staff. 12. Support the BOCC via public notice of meetings and broadcast on HTV. 13. Provide public notice of and broadcast via HTV meetings of the BOCC. 14. As needed, develop collateral information of importance for distribution to County workers in the field (police officers, firefighters, debris removal personnel, damage assessment team, etc.). 15. Check regularly with the Call Center to ascertain residents' questions and focus messaging as appropriate. 16. As needed, participate in and/or coordinate with state and federal Joint Information Centers. 17. Coordinate with the Office of Neighborhood Relations and Community Liaisons to reach community leaders and neighborhood groups to assist in rapidly disseminating information, identifying unmet needs, and establishing an ongoing dialogue and information exchange. 18. Maintain media clips and a record of news releases. 19. Continue maintaining cost and expenditures records to accomplish this

	<p>ESF and forward them to the EOC Finance/Administration Section Chief.</p> <p>20. Coordinate with federal Community Relation Teams. Maintain contact through the federal/state Disaster Field Office.</p> <p>21. Provide messaging to the non-English speaking population within “time and circumstance” capabilities.</p> <p>22. Assist in coordinating and supporting community forums and workshops.</p> <p>23. Participate in after-action briefings and hotwashes.</p> <p>24. Assist in the development of After-Action Reports and Improvement Plans.</p>
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
American Red Cross	<ol style="list-style-type: none"> 1. Establish a disaster welfare inquiry system nationwide for immediate family members outside the affected area to inquire about families affected in Hillsborough County. 2. Coordinating with shelter managers to prepare for media inquiries (interviews).
Colleges and Universities	<ol style="list-style-type: none"> 1. Identify appropriate contacts to coordinate messaging (sheltering, volunteers, etc.) 2. Serve as SME.
Commercial Print Media	<ol style="list-style-type: none"> 1. Assist with emergency and relief information dissemination.
Commercial Radio and Television Stations	<ol style="list-style-type: none"> 1. Assist with emergency and relief information dissemination.
Federal Agencies	<ol style="list-style-type: none"> 1. Serve as SME. 2. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
FEMA	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information. 2. Serve as SME.
Hillsborough Area Regional Transit (HART)	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information.

IV. RESPONSE

<p>Hillsborough County Customer Service & Support (Call Center)</p>	<ol style="list-style-type: none"> 1. Manage the operation of HCOEM’s Call Center, which will be activated upon request by HCOEM or the Incident Commander to support preparedness, response, and recovery activities. 2. Receive non-emergency calls from the public requiring services, provide information and guidance to the public, and document calls as specified in the related training program(s) and procedural guidance documents. 3. Provide official information regarding emergency preparedness, relief, recovery, and resources and coordinate with CDM regarding what this official information shall be. 4. Ensure Call Center personnel are briefed on responsibilities and procedures. 5. Adjust the Call Center’s recorded messages and online customer service portal (used by the public to submit online requests) as necessary. 6. Direct callers with life safety issues to call 9-1-1. 7. Shift out of emergency operations when appropriate to support the County’s return to normal Call Center operations. 8. Through its Office of Neighborhood Relations, facilitate communication with and outreach to local communities.
<p>Hillsborough County Departments, All</p>	<ol style="list-style-type: none"> 1. Assist with emergency information dissemination. 2. Provide pertinent and timely information to EOC.
<p>Hillsborough County Public Schools</p>	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
<p>Hospitals located in Hillsborough County</p>	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
<p>Military</p>	<ol style="list-style-type: none"> 1. Serve as SME. 2. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
<p>Municipal Police Departments</p>	<ol style="list-style-type: none"> 1. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
<p>Municipalities</p>	<ol style="list-style-type: none"> 1. Share pertinent information from the official EOC on resources, emergency notices, and relief.
<p>National Weather Service</p>	<ol style="list-style-type: none"> 1. Serve as SME.

State Agencies	<ol style="list-style-type: none"> 1. Serve as SME. 2. Provide official information regarding emergency preparedness, relief, recovery, and resource information.
Tampa Bay Water	<ol style="list-style-type: none"> 1. Provide information regarding the local water supply in an emergency or natural disaster.
Tampa Electric Company & Peoples Gas (TECO)	<ol style="list-style-type: none"> 1. Provide information regarding power outages and recovery.
Visit Tampa Bay	<ol style="list-style-type: none"> 1. Maintain communications links with hotels and motels in the county.
ATTACHMENTS	None.
REFERENCES	None.

Comprehensive Emergency Management Plan

IV. Response

ESF 15 VOLUNTEERS AND DONATIONS

Primary Agency	EMERGENCY MANAGEMENT
Support Organizations	<ul style="list-style-type: none"> • Citizen Corps Council of Hillsborough County • County Administrator • Crisis Center of Tampa Bay • Employee Emergency Response Program (EERP) • County Fairgrounds • Lutheran Services Florida • Real Estate & Facilities Services • Salvation Army
Purpose	Coordinate the reception and assignment of volunteer workers and the management of donated goods and services.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. The County may assist those seeking help and direct them to appropriate disaster agencies and organizations. 2. The County will assist with donated goods and volunteer management to ensure that affected citizens receive organized, equitable, and thorough disaster support. 3. The County will assist in coordinating and managing unsolicited goods and spontaneous volunteers. 4. The County will assist with the donations management system. Federal/state government and Non-Governmental Organization (NGO) activities always support the County. 5. Managing volunteers and donations requires a united and cooperative effort by local government, NGOs, community and faith-based organizations, the business sector, and the donor community during all phases of disaster. 6. Not all registered, affiliated, or spontaneous volunteers may be used during a particular disaster. Volunteer deployment is based on the size and type of disaster as well as the skills needed by officials to mount an effective response and recovery effort. Qualified, registered, and/or credentialed volunteers will be used as requested in emergency response actions. The County may reject or limit the utilization of volunteer services based on the analysis of ongoing needs matched against qualified volunteers. 7. If a volunteer wants to help in recovery operations such as building repair, debris removal, etc., they cannot be referred to government-

controlled disaster recovery operations due to liability ramifications. However, individuals can be referred to humanitarian organizations that specialize in recovery work and who may need volunteer assistance.

8. This plan does not supersede the established protocols of voluntary agencies regarding their respective procedures for soliciting goods and services or mobilizing their trained volunteers. However, in a county emergency, voluntary agencies and community-based organizations must abide by this document to ensure a consistent disaster relief and volunteer system.
9. The County encourages individuals interested in volunteering to participate through and/or affiliate with a recognized nonprofit voluntary organization in disaster relief efforts in preparation before the disaster occurs. Spontaneous volunteers will be discouraged from going directly to any disaster site.
10. Untrained and unaffiliated volunteers may be incorporated into response and recovery operations, particularly for large-scale disasters. A volunteer reception area should be established away from the disaster site to process unsolicited volunteers.
11. Volunteers will follow the supervisors' instructions and adhere to the safety precautions provided to them. The County does not accept responsibility for volunteers' risk-taking and negligent actions.
12. Appropriate food safety protocols will be implemented during food distribution.
13. The donor will be responsible for the transportation and distribution of donations from the donor to the receiving organization or site.
14. The County encourages donations to established non-profit, voluntary, or community-based organizations that provide response and recovery services.
 - a. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will the public accept pharmaceutical supplies, other medications, or prepared foods.
 - b. The County encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.
15. The County will coordinate with the SEOC to ensure the expeditious delivery of donated goods to the affected area(s) and individuals.
16. Donations will be managed following generally accepted accounting principles.
17. All agencies involved should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and concern, recordings of vital data, and after-action reports or critiques (lessons learned).

	<p>18. All activities, functions, and services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.</p> <p>19. The County’s Employee Emergency Response Program (EERP) will follow the Human Resources (HR) Policies unless special disaster assignments and/or compensation are invoked. In that case, the standard policies will be utilized (HR Policies “The Disaster Recovery Work Assignments Policy—1.8” and the “Disaster Recovery Compensation Policy—3.1”).</p>
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PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

EMERGENCY MANAGEMENT

Preparedness	<ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 15 (Volunteers & Donations) planning meetings to maintain support plans. b. Routinely engage ESF 15 (Volunteers & Donations) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 15 (Volunteers & Donations) partners. d. Ensure that all government employees and volunteers with ESF 15 (Volunteers & Donations) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. <p><u>Volunteers</u></p> <ol style="list-style-type: none"> 1. Maintain a plan and procedures for coordinating the influx of volunteers offering their services to the County in an emergency. <ol style="list-style-type: none"> a. Include provisions for referring needed services to appropriate ESFs or consideration. b. Coordinate planning with other participant organizations. 2. Identify potential sites for volunteer reception centers. <ul style="list-style-type: none"> • Site inspections and contact with the point of contact should be completed bi-annually. 3. Maintain a formal process (portal) to register volunteers as agents for the County. 4. Maintain a volunteer outreach and training program. <p><u>Donations</u></p> <ol style="list-style-type: none"> 1. Maintain a County plan and procedures for the management of donations. 2. Maintain procedures for receiving, storing, sorting, and distributing donated goods or ensure an auditing procedure is in place for partner(s) that will handle donations
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	<ol style="list-style-type: none"> 3. Train volunteer and County personnel (EERP) in donations management. 4. Maintain procedures and policies for disseminating information to the public through ESF 14 (Public Information) and to the various law enforcement agencies regarding routing information, types of material needed, etc. This should be a quarterly message through communications and outreach planning. 5. Solicit, receive, inventory, secure, and store available relief resources as needed. 6. Coordinate with local officials and agencies to develop procedures and policies for accepting special types of donations (e.g., cash, perishable materials, etc.). 7. Conduct bi-annual meetings with financial board members. <p><u>Employee Emergency Response Program (EERP)</u></p> <ol style="list-style-type: none"> 1. Manage the EERP. 2. Coordinate with ESF 7 (Resource Support) regarding the management and coordination of the EERP. 3. Maintain the EERP database. 4. Provide and coordinate training for EERP personnel. 5. Manage the EERP Coordination Center to resolve issues and answer questions from County staff and agencies.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. When notified, report to the EOC. 2. Coordinate personnel, supplies, and other resources necessary to assist with accepting, sorting, storing, and distributing donated goods. 3. Coordinate trained individuals to assist with site logistics, transportation, and resources at donation and volunteer management sites.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 15 (Volunteers & Donations) within the EOC Logistics Section. 3. The Donations and Volunteer Coordinator will liaise with relief agencies, the State Donations Coordinator, and the State Volunteer Coordinator to meet needs and avoid duplication of efforts. 4. The primary location of the volunteers and donations system during disaster response and recovery operations will be suitable as deemed appropriate by the EOC. 5. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours. 6. Coordinate with the EOC Logistics Section on feeding personnel at the donations management warehouse, sites, and the volunteer registration center(s). <p><u>Volunteers</u></p>

1. Determine present and future needs for volunteer resources.
2. Obtain and coordinate volunteer resources as requested.
3. Establish a Volunteer Reception Center (VRC) to register unaffiliated/spontaneous volunteers.
 - a. Implement procedures to solicit, register, screen, receive, and deploy volunteers.
 - b. Provide trained personnel to manage and operate the VRC to register and assign volunteers.
 - c. Provide personnel to administer a volunteer phone bank to receive offers of volunteer assistance.
4. May provide personnel to manage warehouses for donated goods and assist with distributing donations.
5. Sources for resources can include:
 - a. Non-Governmental Organizations (NGO).
 - b. General public.
 - c. County employees.
 - d. Other County agency employees.
6. Coordinate, when necessary, with the SEOC for the influx of volunteer help offered during an emergency.
7. Provide ESFs with periodic updates concerning offers received. When an ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where a need exists.
8. Provide information to the PIO concerning the proper method(s) of offering volunteer services.
9. Coordinate providing the volunteer workforce with food, water, and shelter.
10. Provide for recording and reporting volunteer hours.

Donations

1. Assess the need for donations.
 - Determine present and future needs for donated goods (type and approximate numbers).
2. Coordinate through ESF 14 (Public Information) to develop and disseminate public information messaging for media releases describing what is needed and what is not, as well as procedures for properly packaging, labeling, and transporting donated goods to Donations Management Centers. Additionally, the preference for cash donations instead of in-kind contributions should be stressed.
 - Periodically update public information concerning needed items, etc.
3. Coordinate location(s) and set up of donations collection site(s).
 - Coordinate donations collection with the appropriate tasked organizations.
4. Assist in the coordination of distribution of donations.

- a. Determine location(s) for distribution center site(s).
 - Distribution sites will be established as close to the disaster area as safely possible so that disaster victims can obtain needed items that may be available.
 - b. Coordinate set up of distribution center site(s).
 - c. Assign volunteers to assist with the management of donated items.
 - d. Request transportation resources from Logistics to facilitate the movement of needed items to staging areas or into the emergency area.
 - e. Identify and coordinate with NGOs to distribute donated supplies from their facilities.
5. Receive offers of donated goods and services; match offers to needs.
 6. Provide periodic listings of donated goods to EOC Section Chiefs, Branch Directors, ESFs, and NGOs so they will know what is available.
 - Respond to inquiries from other EOC Sections, Branches, Units, and ESF regarding the availability of certain items.
 7. Coordinate with the SEOC when necessary to handle the influx of donated goods offered in the aftermath of an emergency.
 - a. Coordinate activities with the SEOC.
 - b. Work with the State Donations Coordinator (SDC) to determine the initial needs assessment for donated goods and to identify operating facilities suitable as donation warehouses and distribution sites.
 8. Implement procedures for disposing of unneeded or unusable items.
 - Unsuitable and unneeded donations must be disposed of properly. Local laws will apply when disposing of hazardous materials. Unusable items will be recycled if possible, and usable goods will be redistributed to non-profit organizations if possible.
 9. Implement cash management policies/procedures to ensure accountability for all cash donations the County receives during the emergency.
 - Work with Lutheran Services Florida to establish and administer a general recovery/relief account.
 10. Coordinate with ESF 7 (Resource Support) for EERP personnel as needed.

<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Continue to assess the need to recover donated goods and services. 2. Continue to monitor and report needs to the EOC Planning Section. 3. Coordinate delivery of donated goods into and out of the central distribution center. 4. Continue informing the community about the locations and availability of donated goods and services through the EOC. 5. Continue to distribute donated goods at service sites. 6. Continue to collect donated goods and volunteer services at service sites with the help of volunteers and County departments as necessary. 7. Participate in after-action briefings and hotwashes. 8. Assist in the development of After-Action Reports and Improvement Plans.
<p>Citizen Corps Council of Hillsborough County</p>	<ol style="list-style-type: none"> 1. Advertise the need for volunteers.
<p>County Administrator</p>	<ol style="list-style-type: none"> 1. May invoke temporary controls on County resources and establish priorities for usage.
<p>Crisis Center of Tampa Bay</p>	<ol style="list-style-type: none"> 1. Support the donations management warehouse operations and distribution.
<p>Employee Emergency Response Program (EERP)</p>	<ol style="list-style-type: none"> 1. Support the management of the County Staging Area(s). <p><u>Donations</u></p> <ol style="list-style-type: none"> 1. Coordinate messaging on donation requests and needs. 2. Real Estate and Facilities will work with various County departments (EERP staff) to manage and operate the fixed or virtual County Donations Management Warehouse (DMW). 3. Support the operation of the DMW. 4. Aging Services will support Lutheran Services Florida's collection and distribution of cash donations, as directed by the donations advisory committee. 5. Participate in meetings, trainings, and exercises this ESF facilitates. 6. Support the identification of alternate DMW locations and software solutions. 7. Maintain records of costs and expenditures to report to the ESF 15 (Volunteers & Donations) Lead and the EOC Finance and Administration Section. 8. Maintain a personal disaster preparedness plan. <p><u>Volunteer Reception Center</u></p> <ol style="list-style-type: none"> 1. Coordinate with ESF 14 (Public Information) and the Emergency Management Call Center on messaging for volunteer

	<p>inquiries and needs.</p> <ol style="list-style-type: none"> 2. Manage and support the management of the fixed and/or virtual Volunteer Reception Center (VRC). 3. Fulfill requests for volunteers from pre-identified organizations vetted by HCOEM. 4. Participate in meetings, trainings, and exercises this ESF facilitates. 5. Support the identification of alternate VRC locations and software solutions. 6. Maintain records of costs and expenditures to report to the ESF 15 (Volunteers & Donations) Lead and the EOC Finance and Administration Section. 7. Maintain records of volunteer hours served. 8. Identify potential volunteer sheltering needs. 9. Support the set-up and maintenance of the Volunteer Reception Center (VRC) Phone Bank. 10. Maintain a personal disaster preparedness plan. <p><u>Employee Emergency Response Program (EERP)</u></p> <ol style="list-style-type: none"> 1. Participate in training, exercises, real-life incidents, and events supporting disaster response and recovery operations. Staff pre-identified emergency role. 2. Maintain a personal disaster preparedness plan. 3. Participate in meetings, trainings, and exercises this ESF facilitates. <p><u>Maintain Awareness of County Emergency Operations</u></p> <ol style="list-style-type: none"> 1. Maintain records of hours worked. 2. Review and maintain EERP Portal information. 3. Maintain records of hours worked. 4. Staff pre-identified emergency role. 5. Maintain a personal disaster preparedness plan. 6. Participate in meetings, trainings, and exercises this ESF facilitates.
Fairgrounds	<ol style="list-style-type: none"> 1. Primary location of the volunteers and donations system during disaster response and recovery operations. 2. Coordinate and monitor the acquisition and installation of all required resources to set up operational areas and logistics receiving points. 3. Coordinate the receipt of material aid from local, state, and federal sources with Fairgrounds staff (as needed security, maintenance, and logistics) and County HCOEM staff (primarily HCOEM staff). 4. Coordinate deliveries to points of distribution as needed. 5. Receive, secure, and store available relief resources as needed. 6. Provide potable water.

IV. RESPONSE

Lutheran Services Florida	<ol style="list-style-type: none">1. Receive donated monies from private sector contributions and ensure these monies are distributed to areas of need as directed by the donations advisory committee.2. Establish and administer a general recovery/relief account for receipt of cash donations.<ul style="list-style-type: none">• Authorize expenditures as directed by the committee.
Real Estate & Facilities Services	<ol style="list-style-type: none">1. Provide food services. Coordinate with the management of the EERP staffing.2. Solicit, receive, inventory, secure, and store available relief resources.3. Maintain the EERP database and ensure adequate personnel are available at each work site.4. Oversee and manage the distribution of donated resources.
Salvation Army	<ol style="list-style-type: none">1. Provide food services to the Volunteer Reception Center and Donations Management Warehouse.
ATTACHMENTS	None.
REFERENCES	<ol style="list-style-type: none">1. Points of Distribution (POD) Plan.

Comprehensive Emergency Management Plan

IV. Response

ESF 16 LAW ENFORCEMENT AND SECURITY

Primary Agency	HILLSBOROUGH COUNTY SHERIFF OFFICE
Support Organizations	<p>Florida Department of Law Enforcement (FDLE) Florida Highway Patrol Florida National Guard Hillsborough County School Security Municipal Police Departments Public Works Seminole Police Department Tampa International Airport (TIA) Police Department Tampa Police Department University of South Florida Police</p>
Purpose	<ol style="list-style-type: none"> 1. Protecting the public during emergencies requires timely and coordinated efforts from all law enforcement agencies, including municipal, county, state, and federal. A countywide disaster, such as a hurricane, will require a full-scale, concerted effort by all law enforcement agencies to ensure public safety. This ESF aims to ensure proper coordination of law enforcement activities during disasters. 2. This function provides for law enforcement personnel's timely and coordinated efforts to ensure public safety and protection. Activities related to curfew, traffic control, crowd control, security, and other extraordinary law enforcement functions are necessary to ensure the public's safety and welfare in a disaster environment.
Policies, Preferred Practices, and Procedures	<ol style="list-style-type: none"> 1. The HCSO will exercise lawful authority to save lives and property, enforce laws, and enforce emergency orders and regulations during emergencies/disasters.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

HCSO

<p>Preparedness</p>	<p>Work with the HCOEM to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 16 (Law Enforcement and Security) planning meetings to maintain support plans. b. Routinely engage ESF 16 (Law Enforcement and Security) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and adjust responses. c. Maintain a current contact list for ESF 16 (Law Enforcement and Security) partners. d. Ensure that all government employees with ESF 16 (Law Enforcement and Security) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain inventories of resources and equipment. Ensure all essential equipment is operational. 3. Participate in training and exercises, including those hosted by the EOC. 4. Maintain emergency action checklists specific to this function. 5. Develop procedures and policies for dealing with civil disorders, terrorist activity, active shooters, and other law enforcement-intensive emergencies. 6. Develop and maintain mutual aid agreements. 7. Develop and deliver relevant messages to the public.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. When notified of an emergency, send response teams/personnel, equipment, and vehicles to the emergency scene or other locations as appropriate. <ol style="list-style-type: none"> a. Protect life and property. b. Maintain law and order. 2. Identify an Incident Commander (IC) and establish an Incident Command Post (ICP) if appropriate; assign appropriate personnel to IC staff. 3. Perform IC duties at the emergency scene, if appropriate. 4. Notify the EOC of the situation if the original notification did not come from the EOC. 5. Send a representative(s) to the EOC when the EOC has been activated during an emergency. 6. Manage law enforcement resources and direct law enforcement field operations. Emergency duties may include: <ol style="list-style-type: none"> a. Enforcing emergency orders. b. Providing mobile units for warning operations. c. Augmenting emergency communications. d. Directing and controlling traffic during emergency operations.

	<ul style="list-style-type: none"> e. Crowd control. f. Supporting search and rescue efforts (Aviation Division, Marine Enforcement Division, Underwater Recovery Team). g. Supporting damage assessment activities. h. Deploying personnel to provide security for emergency teams (Fire and EMS) operating in hostile or potentially hostile environments. i. Providing security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites, and staging areas. j. Providing security in the area affected by the emergency to protect public and private property. k. Evacuation: <ul style="list-style-type: none"> • Assist in evacuating people at risk in and around the emergency scene. • Provide security and patrol of evacuated areas. • Control access to the emergency scene or the area that has been evacuated. l. Supporting other public safety activities as required. m. Requesting assistance through mutual aid and the EOC. <p>7. Hazardous Materials Response:</p> <ul style="list-style-type: none"> a. Law enforcement units responding to a hazardous material incident will ensure they fully understand the Incident Commander's assessment and take all necessary precautions to protect themselves. b. Only personnel having proper training and equipment should be deployed to a hazardous material incident. <p>8. Consider pre-staging and augmentation actions during any preparation phase for an impending disaster.</p> <p>9. Craft and deliver relevant messages to the public.</p>
<p>Emergency Operations Center (EOC) Support</p>	<ul style="list-style-type: none"> 1. Staff the ESF 16 (Law Enforcement and Security) function within the EOC Operations Section. 2. Coordinate response to identify incident sites requiring law enforcement and security services. 3. Ensure the operation of police dispatch and reporting systems. <ul style="list-style-type: none"> • Provide alternate communication links if necessary (the 700 MHz system can be utilized as a backup for radio). 4. Determine the condition and status of County law enforcement resources. 5. Determine present and future needs for law enforcement, security, and other on-scene resources. 6. Coordinate (through the SEOC) activities with the National Guard, state law enforcement personnel, and/or federal military officials if such organizations provide support in affected areas. 7. Organize and direct law enforcement activities. 8. Ensure public safety and welfare are being implemented through such actions as:

	<ul style="list-style-type: none"> a. Preserving life. b. Saving and protecting property. c. Assisting evacuation operations. d. Crowd control. e. Traffic control. f. Security at designated facilities. g. Incident perimeter control. h. Tactical support. <p>9. As per the situation, provide support to ESF 9 (Search and Rescue) as per “Search and Rescue Hurricane Operations” (ESF 9 (Search and Rescue Attachment 1) to include:</p> <ul style="list-style-type: none"> a. Security. b. HCSO Aviation Division. c. Marine Enforcement Division. d. Underwater Recovery Team. <p>10. Support damage assessment activities.</p> <p>11. Coordinate security for:</p> <ul style="list-style-type: none"> a. City and County facilities. b. Evacuated areas. c. Supply distribution points. <p>12. As per the situation, coordinate security and reentry as per the County Re-Entry Plan. Actions may include:</p> <ul style="list-style-type: none"> a. Conduct aerial reconnaissance of the impacted areas of the County. Establish and monitor temporary traffic control points in unincorporated areas of the County as specified by FDEM and the Hillsborough County Infrastructure and Development Services Department. c. Provide security against looting and theft. d. Enforce curfews within unincorporated areas, if required. e. Monitor road conditions and report traffic flows. f. Provide mutual aid assistance to municipal law enforcement through the County EOC as directed by the HCSO. <p>13. Respond to mutual aid requests of other jurisdictions if requested and within existing capability.</p> <ul style="list-style-type: none"> • Do not dispatch mutual aid until no threat exists in the County. <p>14. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.</p> <ul style="list-style-type: none"> b. Develop and deliver relevant messages to the public.
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Recovery Actions	<ol style="list-style-type: none"> 1. Restore routine law enforcement services suspended during the emergency. 2. Provide traffic direction and security as needed. 3. Continue security and reentry operations as needed. 4. Release any personnel and volunteers that are no longer needed. 5. Assist in damage assessment. 6. Assist with building inspections as needed. 7. Take steps to mitigate further threats to public safety and property. 8. Return equipment and vehicles to pre-incident operational conditions. 9. Document expenditures and provide them to the County Finance Department. 10. Assist with the development of recovery actions and strategies. 11. Participate in after-action briefings and hotwashes. 12. Participate in After Action Conferences. 13. After Action Reports (AAR) and Improvement Plans (IP): <ol style="list-style-type: none"> a. Develop and distribute HCSO AARs and IPs. b. Support the development of HCOEM and EOC AARs and IPs. 14. Develop and deliver relevant messages to the public.
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
Florida Department of Law Enforcement (FDLE)	<ol style="list-style-type: none"> 1. Serve as ESF 16 (Law Enforcement and Security) representative at SEOC. 2. Field requests from local agencies for law enforcement needs. 3. Support law enforcement activities as able.
Florida Highway Patrol	<ol style="list-style-type: none"> 1. Provide traffic control. 2. Support law enforcement operations.
Florida National Guard	<ol style="list-style-type: none"> 1. Support law enforcement operations if activated.
Hillsborough County School Security	<ol style="list-style-type: none"> 1. Assist with security at school shelters.
Municipal Police Departments	<ol style="list-style-type: none"> 1. Provide shelter security for those located within the city. 2. Establish and monitor temporary traffic control points. 3. Provide security against looting and theft within the jurisdiction. 4. Enforce curfews within a jurisdiction, if required.
Public Works	<ol style="list-style-type: none"> 1. Provide signs and other traffic control devices to support traffic control operations. 2. Deploy personnel to erect traffic barricades, traffic cones, and signs as per prearranged plans or as requested. 3. Provide workforce, vehicles, and equipment supporting law enforcement as requested.

IV. RESPONSE

<p>Seminole Police Department</p>	<ol style="list-style-type: none"> 1. Conduct law enforcement functions on tribal lands. 2. Establish and monitor temporary traffic control points within a jurisdiction. 3. Provide security against looting and theft within the jurisdiction. 4. Enforce curfews within the jurisdiction, if required. 5. Provide representatives to the 3rd Tier of the Operations Group List.
<p>Tampa International Airport Police Department (TIA)</p>	<ol style="list-style-type: none"> 1. Provide law enforcement activities where required within their jurisdictions.
<p>Tampa Police Department</p>	<ol style="list-style-type: none"> 1. Provide shelter security for those located within the city. 2. Establish and monitor temporary traffic control points. 3. Provide security against looting and theft within the jurisdiction. 4. Enforce curfews within the jurisdiction, if required.
<p>University of South Florida Police</p>	<ol style="list-style-type: none"> 1. Staff the Yuengling Center (formerly known as the USF Sun Dome) Special Needs Shelter (SpNS).
<p>ATTACHMENTS</p>	<ol style="list-style-type: none"> 1. Civil Disturbances SOP. 2. Law Enforcement and Military Agencies in Hillsborough County.
<p>REFERENCES</p>	<ol style="list-style-type: none"> 1. Hillsborough County, Florida, Code of Ordinances, Part A, Chapter 22, Article II (Emergency Management and Emergency Services). The ordinance provides for the imposition of a curfew, the prohibition of price gouging, the regulation of certain travel and activities, and the regulation of the sale of certain items and substances. 2. ESF 9 (Search and Rescue), Attachment 1, Search and Rescue Hurricane Operations. 3. Hillsborough County Re-Entry Framework.

Attachment 1

CIVIL DISTURBANCES

A. GENERAL

Civil disturbances are possible in a large and diverse area of Hillsborough County. Potential sources include social unrest, political activism, anti-military/anti-establishment activities, etc.

B. CONCEPT OF OPERATIONS

1. Emergency response to civil disturbances is the primary responsibility of local law enforcement agencies. However, numerous other agencies, including fire departments, social services departments, and public works departments, may be called upon to participate.
2. The HCSO is responsible for direct response activities during any civil disturbance in the unincorporated county. Municipal police departments have this responsibility in their respective jurisdictions. Mutual support will be provided as needed among local jurisdictions. Each law enforcement jurisdiction in Hillsborough County will prepare and maintain a plan that provides the necessary guidance to handle civil disturbances.
3. The law enforcement jurisdiction will establish one or more tactical command centers to direct on-site operational response to a civil disturbance. The number and location of these centers will be dictated by the nature and geographic size of the disturbance.
4. In any large-scale civil disturbance, the Hillsborough County EOC will be activated to provide direction and control of County government activities. Staffing will include representatives of appropriate agencies from the EOC Operations Group. The EOC will coordinate resources as requested by the law enforcement command system.
5. If the civil disturbance is of significant magnitude, the EAG may declare a State of Emergency countywide. Under these conditions, the County Administrator will assume special powers as listed in the Basic Plan. Municipal jurisdictions also have the prerogative to declare a local State of Emergency and take appropriate actions to control civil disturbances within their city limits.
6. State Assistance.
 - a. Various State of Florida agencies are available to aid local law enforcement agencies. The Florida Department of Law Enforcement (FDLE) is the agency responsible for coordinating state law enforcement resources in a civil disturbance. FDEM is the agency responsible for coordinating state resources for

non-law enforcement.

- b. Upon determination that an actual or potential civil disturbance exists and state resources shall be (or maybe) needed, the HCSO will notify the FDLE Tampa Bay Regional Operations Center. Concurrently, the Hillsborough County HCSO will request the HCFR and OEM to contact the FDEM State Watch Office. FDLE and FDEM will be responsible for coordinating with each other concerning subsequent state actions.

- c. FDLE can immediately dispatch law enforcement personnel to Hillsborough County. These field personnel will provide a continuing information link between local and state officials and activate the various state resources available to respond to the local situation. State agencies that may be called upon to assist include the Florida Highway Patrol, National Guard, Fish and Wildlife Conservation Commission, and Department of Corrections (FDC).

Attachment 2

LAW ENFORCEMENT AND MILITARY AGENCIES IN HILLSBOROUGH COUNTY

County/Municipal	<p>Hillsborough County School Board Security Services HCSO Plant City Police Department Seminole Police Department Tampa International Airport Police Tampa Police Department Temple Terrace Police Department</p>
State	<p>53rd Infantry Brigade (Florida Army National Guard) Department of Transportation Florida Department of Corrections Florida Department of Law Enforcement Florida Division of Alcohol, Beverage, and Tobacco Commission Florida Fish and Wildlife Conservation Commission Florida Highway Patrol State Fire Marshal’s Office University of South Florida Police</p>
Federal	<p>Bureau of Alcohol, Tobacco, and Firearms Federal Bureau of Investigation U.S. Customs and Border Patrol U.S. Drug Enforcement Agency U.S. Homeland Security Investigations U.S. Marshal's Office U.S. Secret Service</p>
Military	<p>MacDill Air Force Base U.S. Army Reserve Center U.S. Coast Guard Marine Safety Office U.S. Marine Corps Reserve U.S. Navy Reserve</p>

Comprehensive Emergency Management Plan

IV. Response

ESF 17 ANIMAL PROTECTION

Primary Agency	HILLSBOROUGH COUNTY PET RESOURCES
Support Organizations	<ul style="list-style-type: none"> • Big Cat Rescue • Busch Gardens • County Extension Service • Federal Veterinary Medical Assistance Teams (VMAT) • Florida Animal Control Association • Florida Department of Agriculture • Florida Fish and Wildlife Conservation Commission (FWC) • Florida Horsemen’s Benevolent & Protective Association • HART • HCC Vet Tech Program • HCSO • Hillsborough County Animal Control • Humane Society • Municipal Police Departments • State Agricultural Response Team (SART) • State Animal Response Coalition (SARC) • Sunshine Line • Tampa Zoo • University of Florida - Veterinary Emergency Treatment Service (VETS) • Veterinary Medical Society
Purpose	<ol style="list-style-type: none"> 1. The purpose of this function is to identify, manage, and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife, and exotic animals following a significant emergency and to coordinate emergency response and relief assistance with county, state, and federal agencies. <ul style="list-style-type: none"> • Mission. Coordinate animal protection activities for small and large animals to include emergency medical care, emergency disease control, evacuation, rescue, temporary confinement, shelter, food and water, identification for return to the owner, and the disposal of dead animals. When a large-scale disaster occurs in Hillsborough County, hundreds and perhaps thousands of animals will become survivors. Protecting animals before, during, and after a major disaster, such as a hurricane, will require the cooperative efforts of many organizations and individual volunteers. This ESF identifies animal protection elements and how they will operate during a disaster to

<p>Policies, Preferred Practices, and Procedures</p>	<p>achieve these goals.</p>
	<ol style="list-style-type: none"> 1. If telephonic communications are disrupted, the Pet Resources 800 MHz Radio Communications System will become the default communication system for ESF 17 (Animal Protection). 2. Personnel: <ol style="list-style-type: none"> a. Designated members of select supporting agencies and organizations perform functions for their agency or organizations that are like functions they will perform as part of ESF 17 (Animal Protection). b. Designated members of select supporting agencies and organizations will work with all other groups or persons in the community to provide optimal care for animals and their owners in disasters and evacuations. c. Each supporting agency and organization providing animal care must ensure their designated personnel are consistently qualified to provide professional care for animals in the local community, including during disasters. d. Out-of-area and out-of-state groups and persons providing resources and expertise to care for animals and their owners will do so under supervision and with prior arrangements with ESF 17 (Animal Protection). e. It is understood that some ESF 17 (Animal Protection) staff members and supporting agencies and organizations may not be available immediately after any disaster. ESF 17 (Animal Protection) staff will augment shortfalls with the available personnel or experienced volunteers as needed or request additional help through the EOC. 3. Supplies and Equipment. It is understood that despite taking steps to protect ESF 17 (Animal Protection) assets during a disaster, some will become unusable or destroyed. Available assets can be redistributed as needed until resupply requests can be fulfilled. All data, inventories, resource lists, and ESF 17 (Animal Protection) Standard Operating Procedures (SOPs) will be distributed in hard copy prior to disaster onset and uploaded to department laptops dedicated to the support function. 4. Required resources will be satisfied through local sources coordinated by ESF 7 (Resource Support). Resources unavailable locally will be requested from the SEOC through the HCEOC. 5. In the interest of public health and safety, the jurisdictional agencies will identify and attempt to meet the care and emergency needs of animals following emergencies and disasters. 6. Priorities will be directed toward animal care needs after human needs are met. 7. Pet and animal owners should have animal care emergency plans and supplies on hand.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

HILLSBOROUGH COUNTY PET RESOURCES

<p>Preparedness</p>	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 17 (Animal Protection) planning meetings to maintain ESF 17 (Animal Protection) support plans. b. Routinely engage ESF 17 (Animal Protection) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 17 (Animal Protection) partners. d. Ensure that all government employees and volunteers with ESF 17 (Animal Protection) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain a resource list that identifies the agencies/organizations responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters. 3. Maintain animal evacuation and shelter plans in coordination with HCOEM. 4. Maintain inventories of animal protection resources and facilities. 5. Maintain ESF 17 (Animal Protection) emergency plans, policies, procedures, and emergency action checklists. <ol style="list-style-type: none"> a. Store this information digitally in the department's network drive, ensure accessibility through intra or internet (.html) protocols, and update annually (minimum requirement). b. Maintain an Emergency Operations Plan binder with a paper copy, ten thumb drives, and an external hard drive. 6. Participate in drills and exercises. 7. Maintain a primary and alternate pet shelter communications capability. 8. Participate in emergency management and EOC training and exercises. 9. Engage area agencies, veterinarians, kennels, and animal hospitals in memoranda of understanding for domestic pet care, support, and evacuation in times of crisis, and: <ol style="list-style-type: none"> a. Identify which agencies/departments/organizations will be responsible for transporting injured pets to veterinary facilities and back after treatment. b. Identify which agencies/departments/organizations will provide feeding, sheltering, and routine care of stray or abandoned pets. 10. Collaborate with HCOEM on public outreach and staffing enhancement. 11. Acquire a list of registered exotic animals from the Florida Fish and Wildlife Conservation Commission (FWC).
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<p>Emergency</p>	<ol style="list-style-type: none"> 1. Rescue and capture of animals that have escaped confinement county-wide. 2. Evacuate, shelter, and care for injured, sick, and stray animals. 3. When notified of an emergency, a representative may be sent to the EOC if requested.
<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 17 (Animal Protection) within the EOC Logistics Support Section. 2. Assess and prioritize animal protection and service emergency needs in the following five mission areas: <ol style="list-style-type: none"> a. Protecting animals in the Pet Resources shelter. b. Emergency pet-friendly shelters. c. Animal rescue and recovery operations. d. Establishing temporary animal shelters; and e. Coordinating and managing ESF 17 (Animal Protection) volunteers. 3. Coordinate with other ESFs to determine and prioritize appropriate animal protection and service emergency needs. 4. Identify local facilities and resources available for animal concerns. 5. Contact ESF 17 (Animal Protection) facilities and field personnel. Communication mediums for ESF 17 (Animal Protection) include: <ol style="list-style-type: none"> a. Telephonic - landline and cellular phones. b. Internet. c. 800 MHz Radio Communications System. d. Short-range FM walkie-talkie radio and citizen band (CB) radios. e. Amateur radio. 6. Establish and maintain contact with SEOC: <ol style="list-style-type: none"> a. Provide information on the need for animal care services and facilities. b. Request animal care resources as needed. 7. Coordinate animal-related advisories with FDOH. <ol style="list-style-type: none"> a. Provide information and/or services for the disposal of dead animals. 8. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours. 9. The EOC's ESF 17 (Animal Protection) Coordinator will ensure animal protection activities are coordinated with supporting agencies. The ESF 17 (Animal Protection) Coordinator will also provide continual coordination with ESF 17 (Animal Protection) at the SEOC.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. As applicable, complete the post-disaster tasks found in Attachment 1. 2. Develop and prioritize strategies for supporting recovery operations by providing animal and pet control support services, as requested. 3. Continue to coordinate with state counterparts as requested and other governmental and Non-Governmental Organizations (NGOs) involved in animal and pet control issues. 4. Assist with animal reunifications.

IV. RESPONSE

	<ol style="list-style-type: none"> 5. Assist with the development of recovery actions and strategies. 6. Participate in after-action briefings and hotwashes. 7. Assist in the development of After-Action Reports and Improvement Plans.
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
Big Cat Rescue	1. Provide coordination and assistance for loose big cats.
Busch Gardens	1. Help with large animals, e.g., bears, etc.
Florida Department of Agriculture	1. Assist with the coordination of agricultural animals.
Extension Service	1. Assist with the coordination of agricultural animals.
Federal Veterinary Medical Assistance Teams (VMAT)	1. Provide veterinary services.
Florida Animal Control Association	1. Assist with the coordination of mutual aid during an incident.
Florida Fish and Wildlife Conservation Commission (FWC)	1. Assist with the coordination of wildlife.
Florida Horsemen’s Benevolent & Protective Association	1. Assist with the coordination of horse issues.
HCC Vet Tech Program	1. Coordinate with local veterinary and veterinary technical schools to assist students with animal care and triage (Hillsborough Community College).
Hillsborough Area Regional Transit (HART)	1. Provide small animal transport.

Hillsborough County Animal Control	<ol style="list-style-type: none"> 1. Provide animal control for loose domestic or wild animals. 2. Provide for care, treatment, and relocation of sick and injured animals. 3. Provide animal shelters. 4. Assist with the coordination of emergency animal issues.
Humane Society	<ol style="list-style-type: none"> 1. Provide animal shelters. 2. Provide pet clinic veterinary services.
Municipal Police Departments	<ol style="list-style-type: none"> 1. Assist with response into sensitive areas.
HCSO	<ol style="list-style-type: none"> 1. Assist with response into sensitive areas. 2. Provide security and safety. 3. Assist with large animals. 4. Coordinate with SART and the Extension Service.
State Agricultural Response Team (SART)	<ol style="list-style-type: none"> 1. Provide equipment and resources for small animals. 2. Assist with small animal sheltering.
State Animal Response Coalition (SARC)	<ol style="list-style-type: none"> 1. Provide volunteers for post-disaster small animal response.
Sunshine Line	<ol style="list-style-type: none"> 1. Provide transport of pets for SNS registrants.
Tampa Zoo	<ol style="list-style-type: none"> 1. Help with large animals.
University of Florida - Veterinary Emergency Treatment Service (VETS)	<ol style="list-style-type: none"> 1. Provide veterinary services personnel and resources.
Veterinary Medical Society	<ol style="list-style-type: none"> 1. Provide veterinary services personnel and resources.
ATTACHMENTS	ESF 17 (Animal Protection) Pre- and Post-Disaster Tasks.
REFERENCES	County EOC Operations Manual and Position Desk Books.

Attachment 1

ESF 17 ANIMAL PROTECTION PRE- AND POST-DISASTER TASKS

ESF 17 Checklist	
A. Pre-Disaster Operating Procedures (if time permits)	
	1.0 Disseminate appropriate emergency plans, policies, and procedures to all Pet Resources managers and Employee Emergency Response Program (EERP) staff.
	1.1 These documents are stored digitally on the department's network drive and accessible through intranet or internet (.html) protocols.
	1.2 The Emergency Operations Plan (EOP) binder includes a paper copy, ten thumb drives, and an external hard drive.
	2.0 Create a voice mailbox and Internet-accessible message board for the department and supporting agency and organization staff.
	3.0 Determine the situation and anticipate the needs and actions to be taken.
	3.1 Determine the ESF 17 (Animal Protection) elements (mission areas) to be implemented: <ul style="list-style-type: none"> a. Protecting animals in the Pet Resources shelter. b. Emergency Pet-Friendly Shelter. c. Animal rescue and recovery operations. d. Establishing temporary animal shelters. e. Coordinating and managing ESF 17 (Animal Protection) volunteers.
	4.0 Notify the state ESF 17 (Animal Protection) Coordinator and advise of the situation.
	5.0 Notify ESF 17 (Animal Protection) mutual support agencies and organizations and advise them of the situation, mission areas to be implemented, and anticipated needs and actions. (Once notified of the required courses of action, agencies and organizations can inform their responders and begin to activate and implement elements of ESF 17 (Animal Protection).
	5.1 Notify, as appropriate to the situation and mission areas, the following mutual support agencies and organizations and special animal operations: <ul style="list-style-type: none"> • Florida State Animal Response Coalition (FL SARC) • Florida Animal Control Association (FACA) • State Agricultural Response Team (SART) • Florida Fish and Wildlife Conservation Commission (FWC) • University of Florida - Veterinary Emergency Treatment Service (VETS) • Federal Veterinary Medical Assistance Teams (VMAT) • Humane Society of Tampa Bay • Hillsborough County Veterinary Medical Society (HCVMS) • Hillsborough Animal Health Foundation (HAHF)



	<ul style="list-style-type: none"> • HCSO • Extension Service • Tampa Zoo • Busch Gardens • Big Cat Rescue • Florida Horsemen’s Benevolent & Protective Association (HBPA)
	<p>6.0 Upon activation, ESF 17 (Animal Protection) will cease normal operations and begin disaster preparations. Activities will lead toward implementing the County's Animal Shelter Disaster Plan to minimize injury to the animals housed in the shelter and damage to the shelter facility, equipment, and supplies. All personnel will be advised to prepare for disaster operations with instructions on work schedules for the duration of disaster operations. Pet Resources will continue to maintain care of pets still in the care when not assigned to a pet shelter.</p>
	<p>7.0 Once Pet Resources is notified of EOC activation, the Communications Plan will be activated. Designated Animal Enforcement Officers and essential personnel will be released to secure their personal affairs and are expected to return within 6 hours (if possible).</p>
	<p>8.0 All essential and backup personnel will prepare the shelter for the storm and, if needed, begin loading the animal transport vehicles for dispatch to designated areas. If sufficient staff is available, Animal Enforcement Officers and/or staff will be dispatched to appropriate search and rescue bases of operations and/or to patrol areas to provide emergency support to any public transport vehicle drivers who encounter animal-related problems</p>
	<p>9.0 The Director of Pet Resources will determine if the Pet Resources Shelter is to be evacuated, depending on the severity of the disaster. Possible shelter evacuation locations include the County Fairgrounds at 215 Sydney Washer Rd—Dover, FL 33527, and various County Park locations.</p>
	<p>10.0 When a hurricane warning has been established (approximately 36 hours before landfall), essential personnel should be positioned at the Pet Resources Shelter at 215 Sydney Road, if needed, or at one of the designated pet-friendly shelters. Backup or support personnel will have been released to ride out the disaster at home or other secure facilities, along with instructions on where to report after the disaster's effects have subsided. Personnel will be assigned to shifts if necessary to allow for 24-hour operations.</p>
	<p>11.0 Before the onset of gale-force winds, all personnel will be at their assigned safe, pre-designated locations and off the roads. Animal transport vehicles will have been dispersed to appropriate places to minimize vehicle and equipment damage.</p>
	<p>12.0 Coordinate through ESF 14 (Public Information) to develop and disseminate advisories and instructions for the public to help them protect their animals.</p>

	<p>13.0 Recovery. When the disaster event has passed, recovery operations will begin. Essential personnel will be dispatched as determined by the ESF 17 (Animal Protection) or designee. Back-up or support personnel will have been instructed to return to the Falkenburg Animal Shelter, the temporary animal shelter at the Pet Resource Center located at 440 N. Falkenburg Road, Tampa, or other pre-designated locations for assignment of duties. Assessment and recovery operations will begin immediately at the shelter to bring it up to operational status.</p>
<p>B. Post-Disaster Operating Procedures</p>	
	<p>1.0 Conduct impact and damage assessments.</p>
	<p>1.1 Coordinate with the EOC Planning Section to obtain:</p> <ul style="list-style-type: none"> a. Damage and magnitude of animal-related emergencies where animals have died, been injured, or will be at risk. b. Damage to neighborhoods and residential areas, including special animal operations such as zoos, animal exhibitors, stables, agricultural concerns, and permitted wildlife license holders within the disaster-affected areas.
	<p>1.2 Assess damage and impacts to department resources and equipment.</p> <ul style="list-style-type: none"> a. The Pet Resources Shelter on Falkenburg Road and the Humane Society of Tampa Bay are the county's two largest small animal shelters (for dogs and cats). b. Shelter staff will have been instructed to return to the shelters to begin recovery operations and to provide veterinary medical care for the animals as soon as conditions permit.
	<p>2.0 Work with the EOC Planning Section to develop a needs assessment to determine the mass care needs of humans and animals.</p>
	<p>2.1 Use the needs assessment results to determine the extent of external support required to conduct effective ESF 17 (Animal Protection) animal rescue, recovery, and care operations.</p>
	<p>2.2 Priorities will be assigned at the EOC per needs determined by needs and damage assessments.</p>
	<p>3.0 Work with the EOC Planning Section to complete an ESF 17 (Animal Protection) damage assessment.</p>
	<p>3.1 Assess damage and magnitude of animal related emergencies where animals have died, been injured, or will be at risk.</p>
	<p>3.2 Assess damage to department resources and equipment. The Pet Resources Shelter on Falkenburg Road and the Humane Society of Tampa Bay are the county's two largest small animal (dogs and cats) shelters. Shelter staffs will have been instructed to return to the shelters to begin recovery operations and to provide veterinary medical care for the animals as soon as conditions permit.</p>

	<p>3.3 Assess damage to neighborhoods and residential areas, including special animal operations such as zoos, animal exhibitors, stables, agricultural concerns, and permitted wildlife license holders within the disaster-affected areas.</p>
	<p>4.0 Determine the appropriate responses to implement recovery operations in coordination with appropriate ESF functionaries and the ESF 17 (Animal Protection) supporting agencies and organizations.</p>
	<p>5.0 Coordinate with the Florida Fish and Wildlife Commission for assistance, if needed, in dealing with wildlife and exotic animal issues.</p>
	<p>5.1 It is anticipated that permitted wildlife and exotic animals will be cared for as needed on-site by their owners. ESF 17 (Animal Protection) will intervene only as needed or upon warranted request.</p>
	<p>6.0 Establish, if required, a temporary animal shelter staffed by a combination of animal staff and/or volunteers.</p>
	<p>6.1 Depending upon the pattern of local destruction, suitable space for confining injured or displaced small non-exotic animals and livestock will be established at the following locations once the storm has passed:</p> <ul style="list-style-type: none"> a. Hillsborough County Pet Resources, 440 N. Falkenburg Rd, Tampa FL 33619 b. Humane Society of Tampa Bay, 3607 N. Armenia Ave, Tampa FL 33607 c. Hillsborough County Fairgrounds 215 Sydney Washer Rd, Dover FL 33527 d. Various county locations. e. Others based on locations and needs. <p>Note: These sites may be pre-stocked with supplies and equipment during the evacuation phase of a disaster.</p>
	<p>7.0 Request through ESF 7 (Resource Support) resources to implement recovery efforts. This includes the acquisition of food and water if required. Resources (including food and water) may also become available at the Volunteers and Donations Center (VDC) under ESF 15 (Volunteers & Donations).</p>
	<p>8.0 Coordinate through ESF 14 (Public Information) to develop and disseminate appropriate advisories and instructions for the public to help them protect their animals after the disaster, report lost and found animals, and other relevant information.</p>
	<p>9.0 Establish a Volunteer Reception Point with the Volunteer Reception Center (VRC). Florida State Animal Response Coalition (SARC) and other qualified individuals with appropriate skills will receive situational briefings and reporting instructions.</p>
	<p>10.0 Determine appropriate location(s) to deploy departmental search and rescue personnel and/or supporting agencies and organizations after coordination with ESF 9 (Search and Rescue) and other appropriate ESF functionaries.</p>
	<p>11.0 Establish a lost and found tracking system for animals at SARC, Medical Animal Shelter (MASH), and other sheltering locations.</p>

	<p>12.0 Develop action plans to sustain ESF 17 (Animal Protection) staff and the support agencies and organizations for the anticipated duration of disaster recovery operations.</p>
	<p>13.0 Coordinate with Public Works, Engineering & Operations and Code Enforcement if disposal of animal carcasses is required. The County's contractor for debris management will handle such disposal as stipulated in the debris management contract.</p>
	<p>14.0 Develop action plans to return facilities and property used during these operations to appropriate pre-disaster conditions.</p>
<p>C. References: Standard Operating Procedures</p>	
	<p>1.0 Pet Resource Center EOP.</p> <ul style="list-style-type: none"> a. Shelter Section Disaster Instructions. b. Veterinary Section Disaster Instructions. c. Administrative Section Disaster Instructions. <p>Pet Evacuation Shelter Manual (Pet-Friendly Sheltering Guide).</p>
	<p>2.0 Pre-Disaster Responsibilities SOP.</p> <ul style="list-style-type: none"> a. Emergency Operations Plan. b. Assessing Response Capabilities. c. Animal Sheltering Capabilities. d. Training. e. Preparedness activities with local government f. Preparedness activities with local associations/organizations. <p>Preparedness activities with state government.</p>
	<p>3.0 Response Activities SOP.</p> <p>Scenarios.</p>
	<p>4.0 Deployment Areas.</p> <ul style="list-style-type: none"> a. Disaster site or evacuation area. b. Shelter facilities. <p>Pet-friendly shelter locations.</p>
	<p>5.0 Emergency Operations Center.</p> <ul style="list-style-type: none"> a. Alert notification procedures. b. Internal notification procedures. c. Initial response procedures. d. Specific function responsibilities. <ul style="list-style-type: none"> • Administration • Animal care • Animal fostering and adoption • Contacts between shelter residents and animals • Liaison • Public Affairs • Veterinary care



	<ul style="list-style-type: none">• Animal care volunteers• Operations orientation <p>Other functions</p>
	6.0 Sheltered Animal SOP.
	7.0 Financial Authority SOP.
	8.0 Liability SOP.
	9.0 Equipment inventories (on hand). <ul style="list-style-type: none">a. Shelter.b. Veterinary.c. Administrative. <p>Dedicated ESF 17 (Animal Protection) supplies.</p>
	10.0 Vehicle inventories (on hand). <ul style="list-style-type: none">a. Shelter.b. Administrative.
	11.0 Personnel rosters (filled positions). <ul style="list-style-type: none">a. Shelter.b. Veterinary.c. Administrative.d. Volunteers.

Comprehensive Emergency Management Plan

IV. Response

ESF 18 BUSINESS AND INDUSTRY

Primary Agency	ECONOMIC DEVELOPMENT
Support Organizations	<ul style="list-style-type: none"> • Chamber of Commerce • Emergency Management • Florida Small Business Development Center • Greater Tampa Bay Association of Continuity Professionals (ACP) • Greater Tampa Chamber of Commerce • Extension Service • Innovation Place • Plant City EDC • Representatives: Businesses, Real Estate & Insurance • Tampa Downtown Partnership • Tampa-Hillsborough Economic Development Corporation • Visit Tampa Bay • Westshore Alliance
Purpose	<ol style="list-style-type: none"> 1. This function's purpose is to coordinate the business community during emergencies and provide guidance on emergency and recovery operations undertaken following this plan. 2. To enhance the ability of businesses to plan, prepare for, respond to, recover from, and mitigate the effects of disruptive events and emergencies.
Policies, Preferred Practices, and Procedures	Hillsborough County aims to maximize its economic vitality by promoting and encouraging the business community to develop and maintain emergency programs and plans.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

ECONOMIC DEVELOPMENT

Preparedness	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 18 (Business and Industry) planning meetings to maintain ESF 18 (Business and Industry) support plans. b. Routinely engage ESF 18 (Business and Industry) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response.
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	<ul style="list-style-type: none"> c. Maintain a current contact list for ESF 18 (Business and Industry) partners. d. Ensure that all employees who have ESF 18 (Business and Industry) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. <ol style="list-style-type: none"> 2. Encourage local business to: <ul style="list-style-type: none"> a. Enhance knowledge of applicable insurance. b. Develop business interruption plans. c. Line up alternate vendors for essential supplies and equipment. d. Acquire backup equipment and emergency power. e. Develop company and site-specific emergency plans. f. Develop mitigation programs. g. Develop employee emergency preparedness programs. h. Develop emergency response capacity, i.e., response teams, equipment, and supplies. i. Develop mutual aid agreements. 3. Coordinate local business emergency plans with this CEMP. 4. Coordinate with the ESF 18 (Business and Industry) support agencies to define how private enterprises can assist in pre-and post-event preparations and recovery. 5. Maintain emergency action checklists specific to this function. 6. Participate in emergency management and EOC training and exercises. <ul style="list-style-type: none"> b. Use and promote the Florida Virtual Business Emergency Operations Center (VBEOC): Home Page - Florida Disaster
Emergency	<ol style="list-style-type: none"> 1. When notified, report to the EOC. 2. Encourage the business community to monitor warnings, emergency information, etc. 3. Encourage businesses to register and keep their status current in floridadisaster.biz, including damage assessment, items needed, and items available for business recovery.

<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 18 (Business and Industry) function within the EOC Logistics Section. 2. Provide a communications focal point for business disaster response, recovery planning, and operation efforts. 3. Communicate emergency requests for assistance from business owners to the proper authorities. 4. Facilitate an ongoing needs assessment of the County’s business community so that appropriate resource requests can be made. 5. Serve as the primary link between the EOC Operations Group and the business community. <ol style="list-style-type: none"> a. Coordinate through ESF 14 (Public Information) to develop and disseminate emergency and recovery information to the business community. 6. Coordinate with the EOC Operations Group functions that target the business community’s most immediate concerns. These include: <ol style="list-style-type: none"> a. Public Works ESF 3 (Public Works, Engineering & Operations). b. Mass Care ESF 6 (Mass Care and Human Services). c. Energy ESF 12 (Energy). d. Public Information ESF 14 (Public Information). e. Law Enforcement ESF 16 (Law Enforcement and Security). f. Damage Assessment ESF 19 (Damage Assessment). g. Disaster Recovery Center / Business Assistance Center. h. Evacuation. i. Re-entry. 7. Assist the EOC Operations Section in identifying critical businesses for priority road clearing and re-entry. 8. Develop a survey to determine the business community's disaster impacts and emergency needs for inclusion in the County's impact and damage assessments. <ol style="list-style-type: none"> a. Compile damage assessment reports from private business sources for inclusion in preliminary and final damage assessment reports and maintain a log of private restoration activities. 9. Monitor re-entry operations and inform the business community about when they can expect to return to their facilities. 10. Identify private resources that may be available by governmental response and recovery agencies, monitor a database (preferably floridadisaster.biz) of the resources, and coordinate the available resources for use by the EOC Operations Section. 11. 11. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24-hours.
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Recovery Actions	<ol style="list-style-type: none"> 1. Provide liaison between governmental and private business recovery and restoration efforts. 2. Coordinate with the EOC Operations Section to provide re-entry information to the business community. 3. Coordinate with the State of Florida, FEMA, SBA, USDA, and other agencies to facilitate businesses' recovery processes. 4. Provide information on FEMA, SBA, and USDA emergency assistance and recovery programs for businesses and their employees. 5. Coordinate with the Florida Small Business Development Center Network to access the Emergency Bridge Loan Program and related resources. 7. Assist with developing the County recovery incident action plan, providing input for the County's economic recovery goals and objectives. 8. Participate in after-action briefings and hotwashes. 9. Assist in the development of After-Action Reports and Improvement Plans.
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SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
Chamber of Commerce	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Emergency Management	<ol style="list-style-type: none"> 1. Provide timely disaster-specific information, coordinate local resources to the extent possible to address the needs of the County's business community, and request assistance from the SEOC when local resources cannot meet identified needs.
Florida Small Business Development Center	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through workshops, consulting, and other promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Greater Tampa Bay Association of Continuity Professionals	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through workshops, consulting, and other promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Greater Tampa Chamber of Commerce	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.

IV. RESPONSE

Extension Service	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Innovation Place	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Plant City EDC	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Representative s: Businesses, Real Estate & Insurance	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Tampa Downtown Partnership	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Tampa Hillsborough Economic Development Corporation	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Visit Tampa Bay	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
Westshore Alliance	<ol style="list-style-type: none"> 1. Work with local businesses to promote awareness of the importance of disaster preparedness through promotional activities. 2. Disseminate business disaster preparedness, reentry, and recovery information to their business members.
ATTACHMENTS	None.
REFERENCES	None.

Comprehensive Emergency Management Plan

IV. Response

ESF 19 DAMAGE ASSESSMENT

Primary Agency	CODE ENFORCEMENT
Support Organizations	<ul style="list-style-type: none"> • American Red Cross • Aviation Authority • City of Plant City • City of Tampa • City of Temple Terrace • Conservation & Environmental Lands Management • Public Works, Engineering & Ops • Facilities Management & Real Estate Services • Consumer and Veteran Services • Economic Development • Development Services • HCSO • Extension Service • Solid Waste Services • Fire Marshal's Office • Sports Authority • Fire Rescue • Tampa Bay Port Authority • FDOH • Tax Collector • HART • Hillsborough County School Board • Information & Innovation Office • Parks and Recreation • Property Appraiser • Public Utilities

IV. RESPONSE

<p>Purpose</p>	<ol style="list-style-type: none"> 1. Coordinate the County's initial life safety and ongoing damage assessments so accurate and timely information on the situation is obtained. 2. Conduct and coordinate a thorough damage assessment of all affected areas of the County to determine the extent of damage and restoration action to be taken. This includes collecting, analyzing, and distributing damage assessment information for public and private buildings, infrastructure, businesses, private homes, and municipal jurisdictions.
<p>Policies, Preferred Practices, and Procedures</p>	<ol style="list-style-type: none"> 1. Life Safety Assessments will begin immediately upon the occurrence of an emergency, and damage assessments will start as soon as they can safely be done. 2. Personnel out on the streets will regularly report operational information and damages observed to the EOC through their regular dispatch centers. 3. All affected County departments will provide damage assessment reports to the EOC. 4. All County departments will be prepared to provide information regarding damage to buildings, equipment, vehicles, communications, and personnel availability. 5. Damage assessment should be conducted using surveys by teams of qualified public and private sector inspectors. Inspectors from appropriate county, state, and federal agencies will augment the teams where required. Types of damage assessment include: <ol style="list-style-type: none"> a. <u>Individual Assistance</u> damage assessment relates to estimates of damage to the private sector and individuals and includes damages to homes, businesses, farms, possessions, and other improvements. b. <u>Public Assistance (PA)</u> damage assessment involves damage to public buildings, facilities, infrastructure, etc. Public assistance is composed of emergency work and permanent restoration. Emergency work is necessary to save lives, protect public health and safety, and protect property. Examples of emergency costs would be those associated with temporary facilities or temporary restoration of services. A permanent restoration is the cost associated with bringing a facility back to pre-emergency condition. c. <u>Building Inspection</u> is a more thorough, professional evaluation of individual building safety and habitability conducted by Qualified inspectors. 6. A timely and well-managed damage assessment will demonstrate County leadership. It will also enable state/federal assessment teams to do their assessments quickly and maximize the county's public assistance benefits.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

CODE ENFORCEMENT

<p>Preparedness</p>	<p>Work with the Office of Emergency Management to:</p> <ol style="list-style-type: none"> 1. Maintain this Emergency Support Function (ESF). <ol style="list-style-type: none"> a. Conduct ESF 19 (Damage Assessment) planning meetings to maintain support plans. b. Routinely engage ESF 19 (Damage Assessment) partners throughout the year to review roles and responsibilities, confirm planning concepts, identify gaps, and improve response. c. Maintain a current contact list for ESF 19 (Damage Assessment) partners. d. Ensure that all government employees and volunteers with ESF 19 (Damage Assessment) responsibilities are prepared, know their roles during disaster response, and participate in continuing education and training opportunities. 2. Maintain rapid needs (life safety) assessment and damage assessment procedures. 3. Maintain a system and forms for assessing rapid and damage needs. 4. Maintain rapid needs assessment and damage assessment teams. 5. Conduct rapid needs and damage assessment training. 6. Maintain the County damage assessment command center sectors. 7. Maintain pre-emergency maps, photos, and other documents. 8. Maintain assignment zone area maps, damage assessment forms, and documents. 9. Maintain emergency action checklists specific to this function. 10. Participate in emergency management and EOC training and exercises.
<p>Emergency</p>	<ol style="list-style-type: none"> 1. When notified, report to the EOC. 2. Activate and brief life safety and rapid needs assessment teams. 3. Collect life safety and rapid needs data and provide it to the EOC Damage Assessment Unit.

<p>Emergency Operations Center (EOC) Support</p>	<ol style="list-style-type: none"> 1. Staff the ESF 19 (Damage Assessment) function within the EOC Planning Section. 2. Activate the Code Enforcement Department’s Damage Assessment Plan that details the organizational components and standard operational procedures. 3. Activate the appropriate County damage assessment command center sectors. <ol style="list-style-type: none"> a. Each sector will possess a supervisor, a tablet loaded with the County damage assessment program, at least one clerical support person who can operate the program, and a communications capability (landline phone, cellular phone, or radio). 4. Coordinate assignments and deployment of County private and public sector entities’ rapid needs (life safety) assessment teams. Inform EOC Command where County teams are deployed to ensure safety and accountability. Brief teams on the following: <ol style="list-style-type: none"> a. Current disaster status. b. Address safety issues for personnel. c. Damage assessment procedures, checklists, and forms. d. Assign priorities and areas of responsibility for assessments. 5. Assist in collecting and analyzing rapid needs (life safety) assessment information from field units to include: <ol style="list-style-type: none"> a. Locations of injuries, deaths, and damages. b. Types and extent of damages. c. Impact on people. d. Identify immediate victim needs (need for shelters, water availability). e. Identify assistance needed (resource requirements) in the affected areas. 6. As appropriate, compile the information gathered by the rapid needs and damage assessment teams and complete and submit the FDEM damage assessment forms and worksheets. 7. Provide initial life safety assessment data and information to the EOC Planning Section. 8. Prepare an initial situation map illustrating the affected area's footprint (location, size, etc.) to aid in deploying response and recovery resources. <ol style="list-style-type: none"> a. The footprint may be revised several times during emergency response until the extent of the impacted area is identified. 9. Make recommendations for actions based on the assessment information. 10. Provide a consolidated situation report for responding agencies and departments. 11. Coordinate through ESF 14 (Public Information) to develop and disseminate damage assessment and other appropriate information to the public. 12. Coordinate deployment of damage assessment teams (a more detailed building-by-building assessment). <ol style="list-style-type: none"> a. Assign County personnel and volunteer professionals to damage
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- assessment teams based on levels of certification and expertise.
13. Coordinate damage assessment activities with additional support organizations.
 14. Brief damage assessment teams on the following:
 - a. Current disaster status.
 - b. Address safety issues for personnel.
 - c. Damage assessment procedures, checklists, and forms.
 - d. Assign priorities and areas of responsibility for assessments.
 15. Prepare damage assessment reports for the EOC Planning Section.
 16. Receive, record, and consolidate all damage reports.
 - a. Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.
 - b. Determine the extent of damages. This information will provide a basis for determining necessary actions, establishing priorities among essential actions, and allocating County resources in the emergency area during the early stages of the recovery effort.
 - c. Compile damage information to include:
 - Damages to essential services, critical facilities, and infrastructure.
 - Public buildings and equipment.
 - Private residences.
 - Private businesses.
 17. Provide data to support the County Administrator’s declarations of emergency and formal requests for assistance. Information to include:
 - a. The extent of the emergency's impact on the County (description of the emergency, where the emergency struck, approximate number of people affected, and demographics of the affected area).
 - b. The estimated dollar amount of damages.
 - c. Any conditions that could affect the ability to carry out relief coordination.
 18. Compile damage assessment reports and provide information on damages to the SEOC.
 19. Provide damage assessment data and information to the EOC Command and HCOEM.
 20. Send “Preliminary Damage Assessment (PDA)” reports to SEOC.
 21. Coordinate with ESF 3 (Public Works, Engineering & Operations) to establish emergency road, bridge, and building repair and debris removal priorities.
 22. Request and coordinate structural engineers to evaluate building safety, especially during SAR operations.
 23. Determine unsafe facilities.
 - a. Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety.
 - b. Coordinate procedures for controlled entry into damaged buildings with elected officials.

	<ol style="list-style-type: none"> 24. Coordinate PDA with local, state, and federal agencies as appropriate <ol style="list-style-type: none"> a. Because federal funding may be involved, and as part of the Public Assistance (PA) application process, state and federal damage assessment teams may want to identify and validate damaged property, define the scope of repairs, and determine repair or replacement costs. b. Escort state and federal damage survey officials on inspection of damaged areas. c. Develop map(s) of the affected areas (leverage data from the 'disaster assessment app' to create damage maps) d. Prioritize sequences of site visits to ensure that the most heavily damaged areas are visited; it may not be necessary to visit isolated damaged sites. 25. Compile and maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief every 24 hours.
<p>Recovery Actions</p>	<ol style="list-style-type: none"> 1. Based on the damages and community development plans, guide post-disaster mitigation and redevelopment opportunities. 2. Analyze damages from floods and make recommendations to EOC Command and HCOEM related to the National Flood Insurance Program (NFIP). 3. Serve as liaison to the insurance industry in case of build-back issues and FEMA/NFIP requirements. 4. Assist the County Property Appraiser with reappraisal of properties following a disaster for tax adjustments. 5. Prepare project worksheets. <ul style="list-style-type: none"> • A project worksheet identifies a specific damaged property or structure, defines the scope of work, and establishes the cost of repair or replacement. A separate Project Worksheet is assigned to each site or project. The compendium of project worksheets comprises, in total, the County's Public Assistance Application (federal monies granted to repair or replace damaged or destroyed public facilities). 6. Train and deploy personnel for damage assessment. 7. Provide administrative advice and support relative to the preparation of damage. 8. Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration). 9. Coordinate damage assessment reports for submission to the SEOC. 10. Assist with the development of recovery actions and strategies. 11. Participate in after-action briefings and hotwashes. 12. Assist in the development of After-Action Reports and Improvement Plans.

SUPPORT ORGANIZATIONS RESPONSIBILITIES/TASKS	
American Red Cross	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Aviation Authority	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Aid municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
City of Plant City	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Aid municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
City of Tampa	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Aid municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
City of Temple Terrace	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC 3. Aid municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
Conservation & Environmental Lands Management	<ol style="list-style-type: none"> 1. Provide damage assessment assistance to municipalities, County departments, and other agencies as required and as personnel and resource availability permits.
Consumer and Veteran Services	<ol style="list-style-type: none"> 1. Provide damage assessment assistance to municipalities, County departments, and other agencies as required and as personnel and resource availability permits.
Development Services	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts. 2. Ensure that Hillsborough County Code of Ordinance & Laws, Chapter 22, Article III, Reconstruction Following Emergencies (formally Ordinance 93-20) is referenced regarding County build-back policies and the potential need to establish a moratorium on building. 3. Participate in the recovery action planning process.

IV. RESPONSE

Economic Development	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts. 2. Monitor the business reporting website https://floridadisaster.biz/ and inform partners to increase situational awareness. 3. Assist with the SBA
Environmental Protection Commission	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Extension Service	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Fire Marshal's Office	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Fire Rescue	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Florida Department of Health (FDOH)	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
Hillsborough Area Regional Transit (HART)	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
Hillsborough County School Board	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as availability of personnel and resources permits.
Information & Innovation Office	<ol style="list-style-type: none"> 1. Assist with the integration of damage assessment data into WebEOC.
Parks & Recreation	<ol style="list-style-type: none"> 1. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 2. Assist municipalities, County departments, and other agencies as required and as availability of personnel and resources permits. <p>Responsible for damage assessment in County parks and beaches in the unincorporated areas.</p>

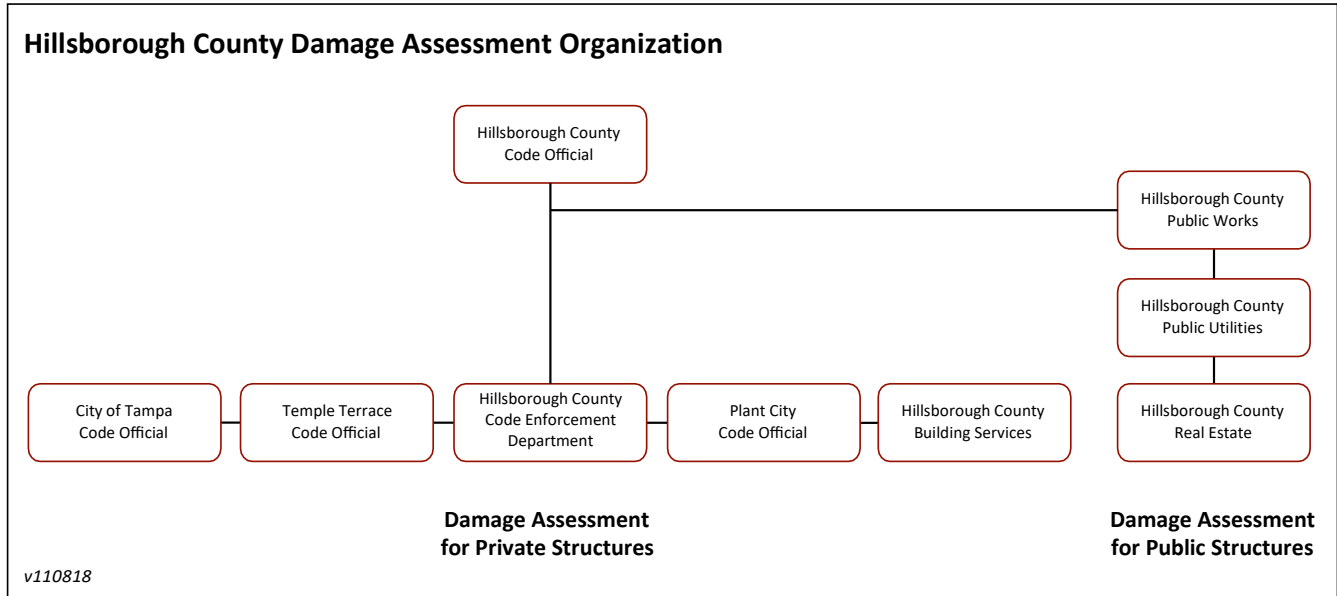
Property Appraiser	<ol style="list-style-type: none"> 1. Assist with the detailed assessment for property appraisal.
Public Utilities	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits. 4. Participate in damage assessment efforts.
Public Works	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits. 4. Responsible for damage assessment of roads and bridges in the unincorporated county.
Real Estate & Facilities Services	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. 3. Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits. 4. Assess damages to all general-use County government buildings.
Representatives : Businesses, Real Estate & Insurance	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts.
Risk Management & Safety	<ol style="list-style-type: none"> 1. Coordinate with insurance adjusters from insurers of County facilities and equipment. 2. Coordinate data between Real Estate and Facilities Services damage assessment teams and insurance adjusters.
HCSO	<ol style="list-style-type: none"> 1. Participate in damage assessment efforts. 2. Provide small boat assets for damage assessment. 3. Provide air assets for damage assessment. <p>Assist with security during the damage assessment process.</p>
Solid Waste Services	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. <p>Assist municipalities, County departments, and other agencies as required and</p>

IV. RESPONSE

	as personnel and resource availability permits.
Sports Authority	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. <p>Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits.</p>
Tampa Bay Port Authority	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. <p>Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits.</p>
Tax Collector	<ol style="list-style-type: none"> 1. Maintain trained personnel to assess damage and provide necessary reports and forms. 2. Submit damage assessment reports to the Damage Assessment Coordinator at the EOC. <p>Assist municipalities, County departments, and other agencies as required and as personnel and resource availability permits.</p>
ATTACHMENTS	<ol style="list-style-type: none"> 1. County Damage Assessment Organization. 2. County Damage Assessment Process.
REFERENCES	<ol style="list-style-type: none"> 1. State of Florida - The Handbook for Disaster Assistance. 2. State of Florida CEMP Recovery Overview. 3. Code Enforcement Department Damage Assessment Plan. 4. FEMA Damage Assessment Operations Manual. 5. Damage Assessment Reports: <ol style="list-style-type: none"> a. Initial Damage Assessment - Housing Losses. b. Initial Damage Assessment - Public Assistance. c. Initial Damage Assessment - Business Losses. 6. County Damage Assessment Plan.

Attachment 1

COUNTY DAMAGE ASSESSMENT ORGANIZATION



Attachment 2**COUNTY DAMAGE ASSESSMENT PROCESS****A. PUBLIC SECTOR DAMAGE ASSESSMENT**

1. For the public sector damage assessment, each municipality, applicable constitutional authorities, and some of the larger, specialized County departments will be responsible for their damage assessment. These agencies must have trained personnel to assess damage and provide necessary reports and forms. Damage assessment reports will be submitted directly in writing, electronic format preferred, to the Damage Assessment Coordinator at the EOC by these organizations:
 - Aviation Authority
 - City of Plant City
 - City of Tampa
 - City of Temple Terrace
 - Conservation & Environmental Lands Management
 - FDOH
 - HART
 - Hillsborough County School Board
 - Parks & Recreation
 - Port Authority
 - Public Utilities
 - Public Works
 - Real Estate and Facilities Services
 - HCSO
 - Sports Authority
 - Tax Collector
2. Real Estate and Facilities Services will assess damages to all general-use County government buildings. Public Works, Engineering & Operations will determine the damage to roads and bridges in the unincorporated county. Parks & Recreation and Conservation & Environmental Lands Management will be responsible for County parks and beaches in the unincorporated areas.
3. County Risk Management personnel will coordinate with insurance adjusters from County facilities and equipment insurers. The Risk Management representatives will coordinate data between Real Estate and Facilities Services damage assessment teams and insurance adjusters. County Damage Assessment Teams (DAT) will assist municipalities, County departments, and other agencies as required and as personnel and resources are available.

B. DAMAGE ASSESSMENT TEAMS

1. Several County agencies will participate as members of damage assessment teams for damage to private sector buildings (i.e., homes and businesses). Code Enforcement, the lead agency, and Development Services provide most of the resources for the damage assessment teams. Other departments and agencies may participate in damage assessment efforts and/or support depending on the extent and type of damage. Included among these are the following:
 - Economic Development
 - Environmental Protection Commission
 - Extension Service
 - Fire Marshal's Office
 - Fire Rescue
 - HCSO
 - Information & Innovation Office
 - Property Appraiser
 - Public Utilities
 - Public Works
 - Real Estate and Facilities Services
 - Representatives: Businesses, Real Estate & Insurance
2. damage assessment activities will also be closely coordinated with the American Red Cross.

C. COUNTY DAMAGE ASSESSMENT PROCESS

1. Search and rescue teams, initial safety assessment teams, or other first responders will deploy to damaged areas to provide the EOC with the initial indication of the extent and location of significant damage. This information will be used to prioritize areas of the most damage. Damage assessment teams will then be dispatched to areas on a priority basis. Information to be collected and reported includes:
 - Status of high life-hazard occupancies (Critical Facilities)
 - Fire(s), i.e., dwellings, businesses
 - Street/road disruptions, i.e., debris, power lines, water
 - Mass casualties, i.e., motor vehicle, structure collapse
 - Trapped victims, i.e., motor vehicles, dwellings, businesses
 - Hazardous materials release, i.e., fixed site, transportation
 - Utility-line disruptions, i.e., power lines, water mains, etc.
 - Need for evacuations, i.e., life-hazard occupancies
 - Health/medical concerns, i.e., health/medical care facilities
 - Crowd control, i.e., unruly, looting, etc.
2. Damage assessment is a progressive operation. The first phase entails an initial damage

assessment, which is a quick survey of damage, usually through aerial observation and drive-through, or "windshield triage survey," to assess, in general, the impact of the disaster. This assessment provides a rough estimate of the magnitude and severity of damage. Once the County and municipalities obtain an initial survey, it will be transmitted to FDEM by email, telephone, and/or facsimile. This initial survey should be completed as soon as possible after the disaster has occurred.

3. If the damage is of sufficient magnitude, the County Administrator will recommend the County EAG declare a local State of Emergency if such a declaration has not already been issued. This must be done before formally requesting assistance from the state. The state will not actively participate in the damage assessment process nor seek a Presidential Declaration until the local State of Emergency has been declared. Once a local State of Emergency has been declared, the EOC may request state assistance in the damage assessment process. If significant damage has been incurred, the EOC will request federal assistance through FDEM.
4. the detailed damage assessment process will begin after the initial damage survey. During this phase, the state may join with the County to document the severity of the storm's impact and justify the need to pursue a request for a Presidential Declaration. A declaration will be granted when the damage is obviously of such magnitude that it would appear. This assessment would be combined with FEMA, shortening the overall damage assessment process.
5. the EOC Damage Assessment Coordinator will calculate the disasters' estimated economic impact or dollar loss. Property Appraiser data may be used to assess residential and commercial structural damage. In most cases, educated estimates must be made for other damage. In any event, dollar value losses are necessary to provide to local, state, and federal authorities and the media to quantify the extent of economic loss to the community.
6. The Hillsborough County Damage Assessment Plan outlines local/state preliminary damage assessment and federal/state preliminary damage assessment processes to include the coordination with substantial damage estimations within the Special Flood Hazard Areas (SFHA). Under the National Flood Insurance Program (NFIP), communities participating in the NFIP are required under their floodplain management ordinance to determine whether the damages to structures meet the definition of substantial damage. This requirement applies to all structures within the Special Flood Hazard Areas (SFHA) or 100-year floodplain. As necessary, the Damage Assessment Coordinator will coordinate with the Development Services Department Hazard Mitigation Manager or the certified Substantial Damage Estimator (SDE) Coordinator to ensure sufficient SDEs are available to conduct damage assessment in these areas.

D. DAMAGE ASSESSMENT TEAMS AND OPERATIONS

1. County damage assessment teams must be prepared to accomplish the damage

- assessment process expeditiously. All teams, transportation, maps, etc., must be ready to deploy. The faster the data can be collected, the quicker a potential disaster declaration can be obtained.
2. Each department and agency involved in damage assessment activities will ensure sufficient resources are available to accomplish team tasks. Each agency will maintain inventories of personnel, data, equipment, and vehicles to be available for damage assessment. County Code Enforcement will keep a master list of personnel and equipment to be used and update it annually.
 3. The ESF 19 (Damage Assessment) lead, County Code Enforcement, will activate damage assessment teams upon request by the Director of HCOEM. Teams will report to designated staging areas as soon as possible after the disaster and be given instructions and areas of assignment.
 4. The county has been divided into United States National Grid (USNG) designations. Designated damage assessment teams will be assigned within these grids based on the severity of damage to each area. The most severely damaged areas will get priority. However, all areas of the county receiving damage will be surveyed. (Note: Code Enforcement Department maintains a Damage Assessment Plan that details the organizational components and standard operational procedures. The Damage Assessment Plan includes damage assessment grids, command center locations, and a database of personnel to staff all damage assessment teams. The plan is updated annually before hurricane season).
 5. the county will be divided into sectors for overall management, with staff support for each industry. Each support sector will possess a supervisor, a laptop computer loaded with the County damage assessment program, at least one clerical support person who can operate the program, and a communications capability (landline phone, cellular phone, or radio). Sector command centers will be updated annually based on the availability of space/resources.
 6. Each sector command center will consolidate information from the teams in their sector and transmit the data as soon as possible to the damage assessment operations center for further consolidation and transmittal to the EOC. Municipalities and independent reporting agencies will submit their report directly to the EOC. The EOC will be responsible for accumulating all damage assessment reports and forwarding them to the SEOC.
 7. Damage assessment teams will conduct a detailed street-by-street survey within their area of responsibility. Required reports should be accompanied by photographs and maps as necessary, with electronic format preferred.
 8. A portion of the initial and follow-up damage assessment will be conducted from the air by helicopter. The primary sources of helicopter support will be the HCSO and the Public

Works Mosquito Control Section. However, there may be other volunteer sources that may be available after a hurricane. An aerial assessment will be invaluable for the early, quick damage assessment to estimate the damage extent. Further, during the detailed damage assessment, aerial photographs will be taken of damaged areas to be included in formal reports submitted for state/federal assistance. In addition, the damage assessment may use small boat assets from the HCSO or other agencies.

9. For damage assessment operations, 800 MHz radio will be the primary means of communication. Secondary means of communication may include cell phones, satellite phones, amateur radio, and two-way radio. Each unit will utilize a pre-assigned talk group for inter-team communications. All damage assessment team (DAT) communications will be routed through their area supervisor to the Damage Assessment Incident Commander at the DAT Base. All teams will make reports on a set schedule per the Incident Action Plan (IAP).
10. All agencies involved in damage assessment will keep detailed records of all expenditures and obligations for workforce, equipment, and financial resources. This data must be documented for applications for federal disaster assistance.
11. Code Enforcement will conduct damage assessment training at a minimum annually. This training will include information team members need to conduct street-by-street surveys of a disaster area. Sector supervisors and clerical support staff will receive more in-depth training on reporting procedures. In addition, Code Enforcement will coordinate training with HCFR for the initial assessment team personnel.

E. DAMAGE ASSESSMENT REPORTS

1. There are three (3) separate forms to be used for Damage Assessment Reports: Housing, Public Assistance, and Business Losses.
2. The Damage Assessment Plan contains copies of the above forms and instructions for completing them.
3. County damage assessment teams will submit daily reports forwarded to the damage assessment operations center, which compiles and submits the data to the EOC.
4. The Damage Assessment Coordinator in the EOC will consolidate all county damage assessment data, including municipal and County agency reports. The consolidated reports will be submitted to FDEM via the County Situation Report.
5. Damage assessment reports provide a basis for various ensuing recovery and mitigation activities. Damage assessment reports will be provided to the Development Services Department to document the level of reconstruction of private structures. In addition, damage assessment reports form the basis of any building moratoria that must be established according to Hillsborough County Code of Ordinance & Laws, Chapter 22, Article III, Reconstruction Following Emergencies (formally Ordinance 93-20). Based on these reports, the Development Services Department will make recommendations to the

County Administrator, who will issue the appropriate moratoria. Further, damage assessment information will be provided to FEMA teams, providing substantial damage estimation to assist the county in verifying the degree of structural mitigation required to remain in good standing with the National Flood Insurance Program (NFIP).

F. COORDINATION OF DAMAGE/NEEDS ASSESSMENT ACTIVITIES

1. Assessment of damages and assessment of the community's needs becomes a responsibility of all government-related activity in the aftermath of a disaster. In addition to the designated damage assessment teams, diversified assessments of various portions of the community may be conducted by the following (not necessarily an all-inclusivelist):
 - Aging Services
 - Agricultural Response Team
 - American Red Cross
 - County Survey Teams
 - Fire Rescue
 - Florida Department of Health (FDOH)
 - Law Enforcement Units
 - Pet Resources Personnel
 - Public Works
 - Search and Rescue Units
 - Social Services Assistance Teams
2. The centralized damage assessment operations center will also coordinate all damage and needs assessments. Representatives from the abovementioned elements will meet regularly at the center (preferably at least daily during active response/recovery operations, at the start and/or end of each day). This will allow field elements to share information on damage and needs assessments throughout the county.
3. Coordinate through ESF 14 (Public Information) to develop and disseminate recovery information to the damage/needs assessment groups, disaster survivors, and the public.



**Hillsborough
County Florida**

Office of Emergency
Management

Comprehensive Emergency Management Plan (CEMP)

V. RECOVERY

Comprehensive Emergency Management

V. RECOVERY

1.0 INTRODUCTION, PURPOSE, GOALS

- 1.1** The County assumes primary responsibility for planning and managing its recovery efforts. State and federal authorities will rely on the County to clearly outline its recovery priorities and formulate action plans, including the transition into long-term community redevelopment processes where necessary. Recovery activities commence during the early stages of response operations and may extend over several years.
- 1.2** pre-event recovery planning aims to forecast the requirements for swiftly restoring the community to full functionality by fostering collaboration between citizens, businesses, and government entities. A thriving community recovery hinges on universal comprehension of the process and everyone's role. Individuals, agencies, organizations, and companies must understand their responsibilities and synchronize their efforts with the County's recovery leadership.
- 1.3** The County's Comprehensive Emergency Management Plan (CEMP) Recovery section outlines essential strategies and procedures to guide post-disaster recovery efforts. It includes establishing recovery goals, coordinating with agencies and stakeholders, detailing restoration procedures, setting up communication channels, and ensuring continuous evaluation and adaptation of strategies. Adhering to this framework enhances the County's resilience and facilitates timely restoration of community well-being.
- 1.4** The County's recovery goals are to:
- a. Maintain Continuity of Leadership.
 - b. Utilize local initiatives and resources.
 - c. Optimize state/federal programs and benefits.
 - d. Establish and sustain citizen communication channels.
 - e. Offer direct support for disaster victims.
 - f. Leverage damage and impact assessments for a recovery strategy.
 - g. Stimulate economic recovery.

2.0 POLICY

- 2.1** Establish a county recovery management organization to provide comprehensive direction, control, and coordination to support disaster recovery efforts.
- 2.2** Use the National Incident Management System (NIMS) as the foundational framework

for organizing and implementing recovery operations in response to emergencies.

2.3 The county will organize its recovery efforts using the Recovery Support Functions (RSFs) and Technical Assistance Committees (TACs).

2.4 To elevate standards for community redevelopment through the Post Disaster Redevelopment Plan (PDRP) Task Force process.

2.5 To coordinate support to municipal recovery.

3.0 RECOVERY RESPONSIBILITIES

3.1 Individuals and Households.

- a. Individuals and families need to plan and be prepared to sustain themselves in the immediate aftermath of a disaster. Those who prepare to reduce personal stress enhance their ability to undertake their recovery and shape the future of the County's recovery.
- b. Individuals and households should carry adequate insurance and maintain essential supplies, medication, food, and water. Resources to help individuals and families prepare are available through the websites and publications of various organizations active in disasters, including local, state, and federal agencies.

3.2 County.

- a. HCOEM is primarily responsible for coordinating the County's preparedness, pre-disaster recovery, and mitigation planning efforts.
- b. The County takes ownership of defining and executing its recovery strategies, establishing its leadership role to seamlessly integrate with federal, state, and regional recovery initiatives, thereby ensuring access to external funding sources.
- c. a Recovery Action Plan (RAP) guided by Recovery Support Functions (RSFs) will be formulated in response to disaster impacts. Emphasis will be placed on recovery planning endeavors for community restoration and mitigating future disaster risks.
- d. Specific county departments will be designated to spearhead individual recovery support functions, facilitating efficient and focused efforts to address various aspects of the recovery process.
- e. In the event of a disaster recovery phase, the County Administrator reserves the authority to activate a Recovery Task Force and appoint a Disaster Recovery Manager. This managerial figure will be tasked with orchestrating and overseeing the County's

recovery operations.

- f. The County will discern the necessity for moratoriums and devise reconstruction programs and policies through the collaborative process of the PDRP Task Force. This approach ensures comprehensive deliberation and decision-making regarding recovery strategies and initiatives.
- g. The County plays a crucial role as a nexus between its municipalities, fostering the synchronization of state and federal recovery assistance programs. This essential function encompasses more than just conveying information; it actively encourages communication and collaboration among municipalities and pertinent government agencies. Through this coordinated effort, the County guarantees its municipalities can effectively utilize accessible resources to bolster their recovery efforts in the aftermath of disasters or emergencies.

3.3 County Administrator.

- a. The County Administrator is pivotal in leading and coordinating recovery efforts to ensure a comprehensive and effective response to disasters and emergencies.
- b. Strategic Planning: developing comprehensive recovery strategies that align with the County's goals and priorities, considering the needs and resources available.
- c. Resource Management: coordinating the allocation and utilization of resources effectively to support recovery initiatives, ensuring optimal utilization of available funds, personnel, and materials.
- d. Stakeholder Engagement: Facilitating communication and collaboration among various stakeholders, including government agencies, community organizations, and residents, to ensure a coordinated and inclusive approach to recovery efforts.
- e. Policy Development: working with relevant departments and agencies to develop and implement policies and procedures that support efficient and equitable recovery processes.
- f. Monitoring and Evaluation: establishing mechanisms for monitoring progress and evaluating the effectiveness of recovery efforts, adjusting as needed to optimize outcomes.
- g. Public Communication: keeping the public informed about recovery efforts, providing timely updates on progress, challenges, and available resources, and addressing concerns and questions from the community.

3.4 Municipalities.

- a. Municipalities are responsible for outlining and executing their individualized recovery strategies. They lead to ensure smooth integration into broader recovery frameworks, including those established by the County, federal, state, and regional entities. This leadership entails a multifaceted approach involving resource allocation, collaborative partnerships, strategic planning, community engagement, policy alignment, and capacity building.

3.5 State.

- a. The state is a crucial intermediary channeling the federal recovery assistance program to local governments. This pivotal role involves facilitating communication, coordinating processes, and ensuring that local entities can effectively access and leverage available federal resources to aid in their recovery efforts following disasters or emergencies.
- b. Throughout the recovery phase, the state may undertake several key actions to support local governments in their recovery endeavors. These actions include conducting assessments to ascertain the specific recovery needs of localities, offering guidance and support to local governments in identifying available recovery resources, and appointing a State Disaster Recovery Coordinator (SDRC). The SDRC assumes a leadership role in overseeing and coordinating state-level recovery planning efforts and aiding impacted communities. This coordinated approach ensures that state resources are effectively deployed and that affected areas receive the necessary support to facilitate their recovery and rebuilding processes.

3.6 Federal.

- a. FEMA actively promotes recovery preparedness by offering comprehensive guidance and support to local and state governments and non-governmental organizations in pre-disaster recovery planning. Through this initiative, FEMA aims to enhance the resilience of communities and organizations by equipping them with the necessary tools and strategies to navigate the recovery process effectively following disasters or emergencies.
- b. In the event of a disaster surpassing the capabilities of state resources, the federal government may employ the National Disaster Recovery Framework (NDRF) to leverage available federal department and agency capabilities. This framework enables the federal government to mobilize and coordinate its resources to bolster local recovery efforts, ensuring a coordinated and efficient response to the disaster's impacts.

The federal government undertakes various actions throughout the recovery phase to support affected communities. This includes the deployment of a Federal Disaster Recovery Coordinator (FDRC) who works in tandem with local, state, and tribal authorities to coordinate federal recovery assistance. Additionally, the federal government may activate and deploy Recovery Support Functions (RSFs) when necessary, establishing a recovery coordination structure to streamline efforts and maximize effectiveness in collaboration with affected stakeholders.

- c. The FDRC, operating under the authority of the Federal Coordinating Officer (FCO) appointed by the Director of FEMA on behalf of the President, plays a pivotal role in coordinating federal recovery assistance to states impacted by disasters or emergencies. Collaborating closely with the County's Disaster Recovery Manager (DRM) and the State Disaster Recovery Coordinator (SDRC), the FDRC provides essential support to facilitate the recovery process in the affected area, ensuring a comprehensive and coordinated approach to disaster recovery efforts.

3.7 Private Sector - Business Community and Critical Infrastructure Owners and Operators.

- a. The private sector's involvement is indispensable in the recovery process. Its operational status significantly accelerates community recovery by preserving and offering employment opportunities, thereby maintaining a stable tax base. Moreover, the private sector is pivotal as it owns and operates the most critical infrastructure components, including electric power grids, financial institutions, and telecommunication networks. These essential services are vital for restoring normalcy and functionality within affected areas following disasters or emergencies.
- b. It is imperative for the private sector to undertake several key responsibilities to enhance resilience and expedite recovery efforts. These include developing, testing, and implementing robust business continuity and restoration plans to ensure continuity of operations during and after disruptions. Proactively implement mitigation measures and maintain adequate insurance coverage to expedite recovery efforts and enhance community resilience.

3.8 Non-profit Sector.

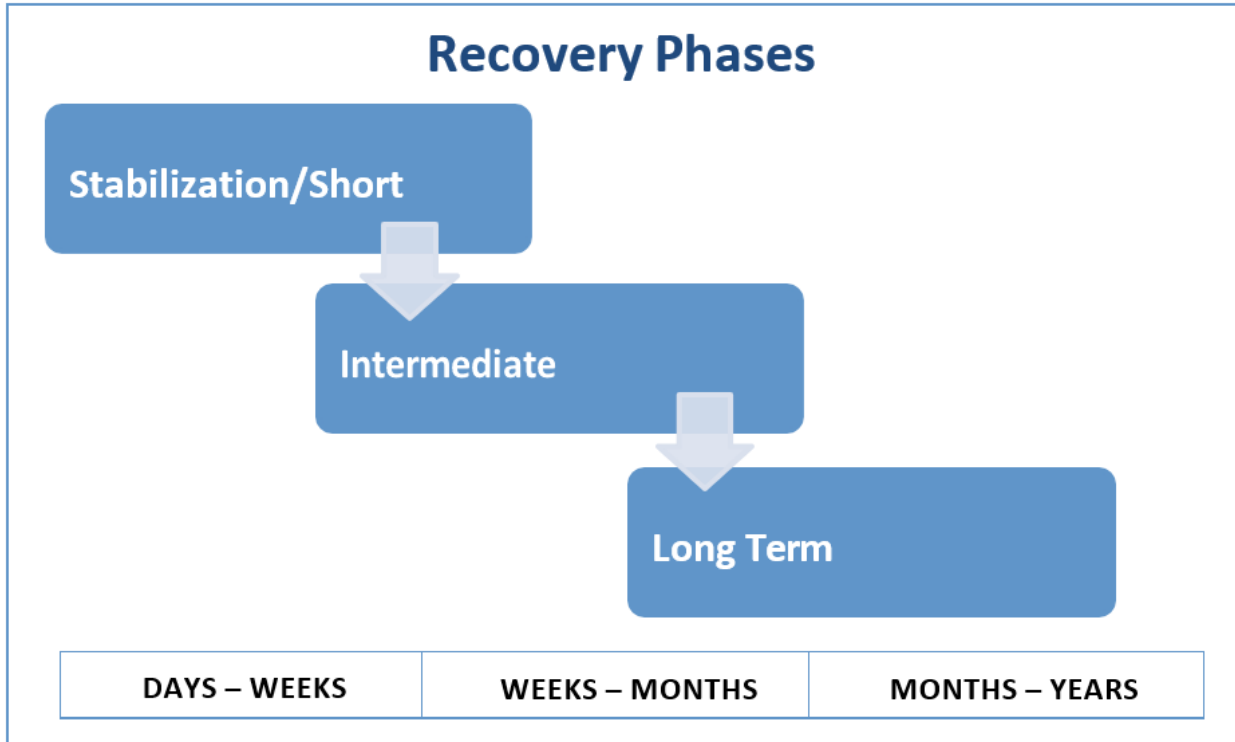
- Non-profit organizations, from local to national levels, provide crucial support in disaster recovery, addressing gaps where government resources may be limited. Their diverse services include providing essential aid, counseling, coordinating volunteers, and advocating for vulnerable populations. With their expertise and networks, they serve as crucial partners in disaster response, fostering community resilience and aiding in recovery efforts.

4.0 RECOVERY PHASES

4.1 Recovery begins before disaster strikes with preparedness activities such as planning,

capability building, exercising, and establishing tools and metrics to evaluate progress and success, mitigation planning and actions, economic development planning, and vital partnership building, all of which contribute to the County's resilience. Post-disaster recovery activities begin in the early stages of the response operations and may last for years. (See the table of Recovery Phases/Tasks below.)

- 4.2 The County's response to disaster impacts follows a "phased approach" with three general phases: short-term, intermediate, and long-term.
- The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward a successful recovery.
- 4.3 **Stabilization and short-term (days-weeks)** recovery actions: short-term stabilization activities are primary as response actions wind down. Stabilization is the process in which the immediate impacts of an event on community systems are managed and contained, thereby creating an environment where recovery activities can begin. The various elements of a community system will stabilize in different time frames, leading to a situation in which response, stabilization, and restoration activities can occur concurrently.
- 4.4 **Intermediate (weeks-months)** recovery activities involve returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not a pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.
- 4.5 **Long-term (months-years)** recovery is the phase that follows intermediate recovery and may continue for months to years. Examples include the complete redevelopment and revitalization of the damaged area. It is rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to conditions set in a long-term recovery plan. The goal underlying long-term redevelopment is the impacted community moving toward self-sufficiency, sustainability, and resilience. Activities may continue for years depending on the severity and extent of the disaster damages and the availability of resources. See Section 16.0 for summary information on the County's PDRP.



RECOVERY PHASES AND LIKELY TASKS

Stabilization/Short-Term (Days)	Intermediate (Weeks-Months)	Long-Term (Months-Years)
<ul style="list-style-type: none"> • Providing essential health and safety services • Providing congregate sheltering or other temporary sheltering solutions • Providing food, water, and other essential commodities for those displaced by the incident. • Providing disability-related assistance/functional needs support services. • Developing impact assessments on critical infrastructure, essential services, and key resources. • Conducting initial damage assessments. • Conducting community-wide debris removal, including clearing primary transportation routes of debris and obstructions. • Restarting major transportation systems and restoring interrupted utilities, communication systems, and other essential services such as education and medical care. • Establishing temporary or interim infrastructure systems. Supporting family reunification. • Supporting the return of medical patients to appropriate facilities in the area. • Providing essential psychological support and emergency crisis counseling. • Providing initial individual case management assessments. 	<ul style="list-style-type: none"> • Continuing to provide individual, family-centered, and culturally appropriate case management. • Provide accessible interim housing (in or outside the affected area, depending on suitability) and plan long-term housing solutions. • Returning of displaced populations and businesses if appropriate. • Reconnecting displaced persons with essential health and social services. • Provide supportive behavioral health education and intervention, including crisis, grief, and group counseling and support. • Providing access to functional needs assistance to preserve independence and health. • Updating hazard and risk analyses to inform recovery activities. • Establishing a post-disaster recovery and long-term reconstruction prioritization and planning process. • Developing an initial hazard mitigation strategy responsive to needs created by the disaster. • Ensuring that national and local critical infrastructure priorities are identified and incorporated into recovery planning. • Developing culturally and linguistically appropriate public education campaigns to 	<ul style="list-style-type: none"> • Identifying risks that affect long-term community sustainment and vitality. • Developing and implementing disaster recovery processes and plans, such as a long-term recovery plan and/or reflecting recovery planning and mitigation measures in the community's land use planning and management, comprehensive plans, master plans, and zoning regulations. • Rebuilding to appropriate resilience standards in recognition of hazards and threats. • Addressing recovery needs across all sectors of the economy and community and addressing individual and family recovery activities and unmet needs. • Rebuilding educational, social, and other human services and facilities according to standards for accessible design. • Reestablishing medical, public health, behavioral health, and human services systems. • Reconfiguring community elements, considering changed needs and opportunities for "smart planning" to increase energy efficiency, enhance business and job diversity, and promote preserving natural resources. • Implementing mitigation strategies, plans, and projects. • Implementing permanent housing strategies. • Reconstructing and/or relocating, consolidating permanent facilities. • Implementing economic and business revitalization strategies. • Implementing recovery strategies that integrate holistic community needs. • Implementing plans to address long-

<ul style="list-style-type: none"> • Providing security and reestablishing law enforcement functions. • Increase awareness of the potential for fraud, waste, and abuse and ways to deter such activity, such as developing public service announcements and publicizing ways to report allegations of waste, fraud, and abuse. • Begin assessment of natural and cultural resources. 	<p>promote rebuilding, increase resilience, and reduce disaster losses.</p> <ul style="list-style-type: none"> • Complete assessments of natural and cultural resources and develop plans for long-term environmental and cultural resource recovery 	<p>term environmental and cultural resource recovery.</p> <ul style="list-style-type: none"> • Ensuring an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud, and abuse. • Identifying milestones for the conclusion of recovery for some or all non-local entities.
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5.0 DAMAGE ASSESSMENT

See ESF 19 (Damage Assessment) for details.

5.1 Developing an effective County Recovery Action Plan (RAP) will rely heavily on rapid impact, needs assessments, and accurate private and public losses assessments. Damage assessment documentation is required to request state and federal assistance. The County and municipalities will undertake the initial phases of damage assessment. Depending on the nature and extent of the disaster, state and federal damage assessment personnel may supplement County efforts.

5.2 Damage Assessment Phases.

a. Rapid Impact and Needs Assessment: First Phase.

- Field responders and Rapid Needs Assessment teams provide a general overview of the impacted areas, life safety needs, and issues. This information will prioritize life safety response objectives and identify areas with the most damage. This assessment provides a rough estimate of the magnitude and severity of damage.

b. Initial Damage Assessment: Second Phase.

- Initial damage assessment teams are dispatched to impacted areas on a priority basis. This assessment aims to quantify the magnitude and severity of damages and, if not already done, determine if a County “local State of Emergency Declaration” is warranted.

Note: A local State of Emergency must be declared before formally requesting assistance from the state. The state will not actively participate in the damage assessment process nor seek

- a Presidential Declaration until the County has made this declaration. Once a State of Emergency is declared, the EOC may request state assistance in the damage assessment process.
- c. Preliminary Damage Assessment (PDA): Third Phase.
- The PDA is a joint local/state/federal assessment to verify and further quantify the damages' magnitude and rate the damage level to each structure. The state uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and County resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention.
 - PDA reports are the basis for the Governor's decisions to declare a State of Emergency and request a presidential disaster declaration. Additionally, these reports form the basis for determining specific types and extent of state/federal assistance needed in the disaster area.
- d. Mitigation Assessment: Possible Fourth Phase.
- Should the County be impacted by a natural disaster deemed 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, other structures, and infrastructure. The assessment would intend to determine the causes of structural failures (or successes), ascertain the extent of damage to structures, and evaluate the adequacy of local building codes, practices, and construction materials to improve future performance. They may use the opportunity to review the effectiveness of previous mitigation projects.

6.0 TRANSITION FROM RESPONSE TO RECOVERY: ACTIVATION OF THE COUNTY RECOVERY PLAN

- 6.1** The transition from response to recovery is not based on a decisive point in time but will occur gradually: As response activities diminish, recovery activities will increase. The exact timeline for this process will depend on the scope of the disaster.
- 6.2** HCOEM will activate the County's Disaster Recovery Plan to the appropriate level based on the scale of the disaster. The transition from response to recovery will occur within the Emergency Operations Center (EOC). Probable Recovery Plan activation actions include:
- a. Appointment of a Disaster Recovery Manager (DRM)
 - b. Activation of the Recovery Task Force (RTF)

- c. Development of the recovery organization
- d. Establishment of a Recovery Operations Center (ROC)
- e. Development of a Recovery Action Plan (RAP) and activation of needed Recovery Support Functions (RSFs)
- f. Continuation of PDA
- g. Needs assessments

Transitioning from Response to Recovery Command and Coordination				
	Response	Stabilization/Short Term Recovery	Intermediate Recovery	Long Term Recovery
Location of Command and Coordination	<ul style="list-style-type: none"> • Incident Command Post (ICP) • EOC 	<ul style="list-style-type: none"> • EOC may continue operations and will deactivate once life safety objectives are met • ROC is activated and coordinated with EOC (given EOC is still activated) 	<ul style="list-style-type: none"> • ROC and/or decentralized RSFs 	<ul style="list-style-type: none"> • ROC and/or decentralized Technical Assistance Committees (TACs)
Command and Coordination	<ul style="list-style-type: none"> • Incident Commander • EOC Command 	<ul style="list-style-type: none"> • Incident Command and EOC Management is deactivated • DRM appointed • RTF activated 	<ul style="list-style-type: none"> • DRM and RTF • PDRP RTF activated 	<ul style="list-style-type: none"> • PDRP RTF
ESFs, RSFs, TACs	<ul style="list-style-type: none"> • ESFs activated as needed for response 	<ul style="list-style-type: none"> • ESFs deactivated or transitioned to RSFs • RSFs activated on an as-needed basis 	<ul style="list-style-type: none"> • RSFs deactivated or transitioned to TACs • TACs activated on an as-needed basis 	<ul style="list-style-type: none"> • TACs continue until each TAC's goals are satisfied
Recovery Action Planning	<ul style="list-style-type: none"> • EOC Recovery Planning Unit begins an initial RAP based on initial impact and damage assessments 	<ul style="list-style-type: none"> • DRM and RTF begin RAP planning cycles • RAP objectives determined by PDA and needs assessments 	<ul style="list-style-type: none"> • RAP planning cycles continue • RAP objectives refined 	<ul style="list-style-type: none"> • RAP planning cycles continue • RAP objectives refined

7.0 INTERACTION WITH OTHER COUNTY PLANS

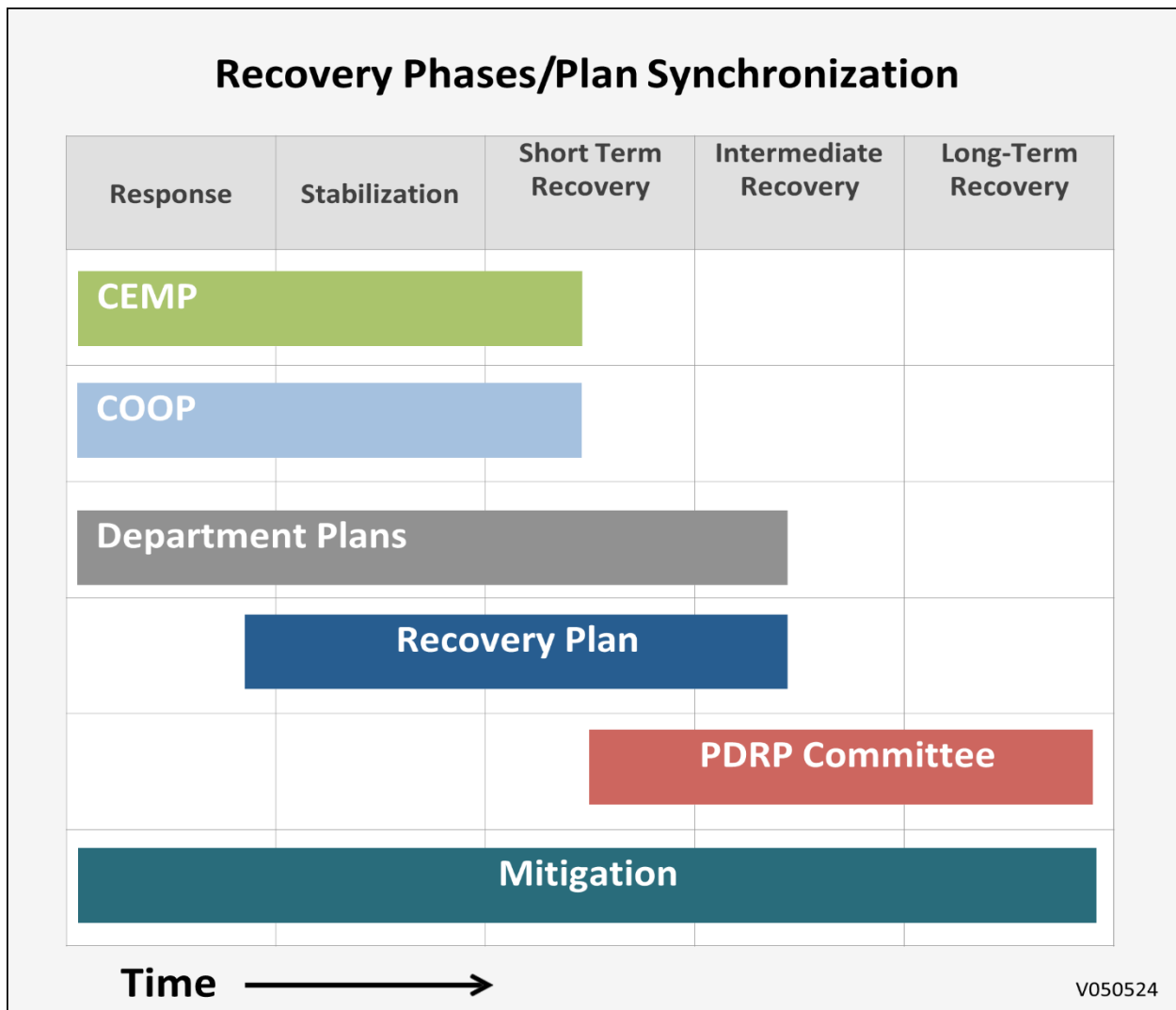
7.1 Comprehensive Emergency Management Plan (CEMP): The County CEMP addresses roles and responsibilities, organizational structures, and concept of operations during the

emergency response phase. Elements of the CEMP and its emergency support functions may be utilized in the stabilization and short-term recovery phase.

- 7.2** Continuity of Operations Plan (COOP): It is anticipated that if a disaster impacts the County government operations and services, all or part of the County departmental COOP plans will be activated. The COOP plans to focus on maintaining essential government services. The Recovery Plan addresses public and private recovery and does not replace the COOP plans. See Section 15.0 for further discussion.

Departmental Plans: Many County departments have plans or Standard Operating Procedures (SOPs) that may be enacted during response or recovery. These are expected to be implemented concurrently with and/or in support of the County's Recovery Plan.

- 7.3** Post Disaster Redevelopment Plan (PDRP): When activated, the PDRP addresses long-term recovery and redevelopment through a countywide committee. Implementation of some long-term recovery activities may begin during the short-term and intermediate RSFs. The Recovery Plan and PDRP are mutually supportive and may co-exist during the intermediate recovery phase. See Section 16.0 for further discussion.
- 7.4** Mitigation: The County's Local Mitigation Strategy (LMS) establishes and maintains an ongoing process that assesses potential disasters, vulnerabilities, and consequences, develops corresponding mitigation techniques, and incorporates preparedness and response activities. The LMS identifies potential post-disaster mitigation opportunities throughout the response and recovery phases.
- 7.5** Other County Plans: The County has various strategic capital projects, land use, neighborhood, and other plans that identify adopted visions, goals, and objectives for residential and commercial development, land use and zoning, infrastructure investments, etc. These plans are invaluable resources in developing post-disaster recovery action plans because they provide pre-vetted strategies and projects and can serve as the foundation for future visions of the County in the long term. The County's Comprehensive Plan contains valuable information for recovery planning.



8.0 DISASTER RECOVERY MANAGER

8.1 When needed, the County Administrator will appoint a Disaster Recovery Manager (DRM) to lead the Recovery Task Force to manage County recovery activities and work closely with the state and federal disaster recovery coordinators.

8.2 Key responsibilities for the DRM may include, but are not limited to:

- a. Leading and coordinating the establishment and activities of local recovery-dedicated organizations and initiatives.
- b. Working with recovery coordinators/leads at the state and federal levels to facilitate the development of a unified communication strategy.
- c. Determining and communicating recovery priorities to state, federal, and other recovery stakeholders and supporters.

- d. Organizing recovery planning processes to fully engage constituents' input and lead the development of the County's recovery visions, priorities, resources, capability, and capacity.
- e. Leading the development of the County's recovery plans and ensuring they are publicly supported, actionable, and feasible based on available funding and capacity.
- f. Coordinate the development of longer-term recovery and reconstruction plans with the PDRP Recovery Task Force.
- g. Incorporating critical mitigation, resilience, and accessibility-building measures into the County's recovery plans and efforts.
- h. Ensuring inclusiveness in the community recovery process, including protected classes (e.g., persons with disabilities, limited English proficiency, etc.).
- i. Collaborating with federal and other stakeholders and supporters, such as the business and non-profit communities, to raise financial support (including long-term capital investment in local businesses) for the County's recovery and to resolve potential duplication of assistance.
- j. Coordinating federal and other funding streams for recovery efforts and communicating issues and solutions to recovery assistance gaps and overlaps.
- k. Developing and implementing relevant recovery progress measures and communicating needed adjustments and improvements to applicable stakeholders and authorities.
- l. Working closely with recovery leadership at all levels to ensure a well-coordinated and well-executed recovery.

9.0 RECOVERY TASK FORCE

- 9.1** As the emergency response life safety phase stabilizes, the coordination of disaster recovery activities begins. The County Administrator may activate the Recovery Task Force (RTF) to:
- a. Oversee the recovery and reconstruction process and serve as an advisory committee to the County Administrator, Disaster Recovery Manager, and HCOEM Director.
 - b. Assist with the development of recovery action plans.
 - c. Establish uniform policies for effective coordination to accomplish County recovery tasks.
 - d. Recommend efforts to restore normalcy to areas adversely impacted by the disaster.
 - e. Identify mitigation opportunities and resources.
 - f. Ensure direction and control of the recovery process.
- 9.2** The RTF may consist of, but not be limited to, County administration, elected officials, department heads, recovery support function leads and key support agencies, representatives from the private sector, non-governmental agencies, municipalities, and the public.
- 9.3** The RTF's membership will vary depending upon the nature of the disaster or the need for coordination with other partners not typically involved in recovery activities. The RTF may

include members from both the public and private sectors. Additionally, the task force may have members with relevant professional experience and expertise, including members who geographically represent areas impacted by the disaster.

Recovery Task Force Membership Can Include:

County Administrator
 Deputy County Administrator
 Chairman of the BOCC
 Chief Communications Administrator
 Chief Financial Administrator
 Chief Human Services Administrator
 County Planning Commission
 Chief Information and Innovation Officer
 Director of Emergency Management
 Medical Director, Mass Casualty Planning Hillsborough County Attorney
 Assistant County Administrators
 State Legislative Delegation
 Hillsborough County School Board
 Hillsborough County Sherriff’s Office
 American Red Cross, Tampa Bay Chapter
 Municipalities
 Other designated representatives as needed to include homeowner’s, business leaders, civic groups leaders, faith-based leaders, housing officials

10.0 RECOVERY OPERATIONS CENTER (ROC)

10.1 In the event of a disaster reaching a significant scale that necessitates the implementation of the County Recovery Plan and, ultimately, the PDRP, the County Administrator can initiate the Recovery Operations Center (ROC) independently from the EOC. HCOEM will play a role in identifying appropriate facilities for this purpose.

10.2 Activation of an ROC enables the EOC to maintain operational readiness for future disasters. The ROC facilitates continuous, collaborative planning and prolonged coordination of resources and personnel for recovery organizations, all while retaining centralized control over post-disaster redevelopment operations. The ROC aims to enhance efficiency and reduce the personnel needed to support recovery operations. In the case of a catastrophic-level disaster, coordination with all local, state, and federal stakeholders is imperative. In contrast, a less severe disaster may necessitate only specific recovery components to address community recovery needs.

10.3 The Disaster Recovery Manager and the Recovery Task Force manage the ROC. The disaster recovery manager sets ROC staffing and schedules based on the need for ongoing coordination. ROC staff may be activated 24 hours or convene daily, depending on the

need.

- 10.4** It is important to note that specific PDRP Technical Assistance Committees (TACs) may be activated to begin to address long-term recovery objectives and may be integrated into the ROC organization.
- 10.5** During the short-term and intermediate recovery phases, if not already being initiated by the EOC, the ROC will seek to deactivate recovery stabilization tasks and programs that may no longer be essential, such as shelters, mobile feeding sites, comfort stations, and mutual aid support crews. The ROC and the Recovery Action Plan (RAP) will then focus on short-term and intermediate priorities and objectives that may include restoring government service, repairing public facilities and infrastructure, providing short-term assistance to individuals and families, helping residents resume basic, routine activities, restoration of essential goods and services, providing emergency housing, and identifying recovery programs and funding for individuals, businesses, and the government.
- 10.6** The ROC will remain active if the recovery processes, systems, and decision-making structures are needed. Should recovery continue into a long-term phase, the Recovery Task Force will transition to the PDRP Task Force and implement the policies detailed in the PDRP.
- 10.7** Depending on the size and complexity of the disaster, the ROC will operate virtually or as a fixed facility. The ROC allows 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 RSFs will utilize WebEOC to share information and resources among the relevant partners to support situation awareness.

11.0 RECOVERY SUPPORT FUNCTIONS

- 11.1** Like Emergency Support Functions (ESFs), Recovery Support Functions (RSFs) represent groupings of recovery activities and programs that the County and its citizens are likely to need following a disaster. A “lead” department for each RSF will coordinate the implementation of the recovery activity or programs. The lead department will identify the resources (support departments and organizations) within the RSF to accomplish the post-disaster activities. The lead department is also responsible for coordinating the resource delivery. Agencies responsible for RSFs may be activated before the response phase is finished.
- 11.2** The County's schedule of RSFs is below. The table on page V-31 illustrates the evolution of ESFs to RSFs.
- 11.3** The County's Recovery Plan (TBD) details the responsibilities of each RSF lead and support agency. Additionally, each ESF's recovery section lists the agencies' recovery responsibilities involved with each function.

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTIONS (RSFs)	PURPOSE
RSF 1 Community Planning and Capacity Building	<ol style="list-style-type: none"> 1. To determine the disaster's impact on the County, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, identify structures unsafe for occupation, and determine structures that must comply with the County's build-back policy. 2. To determine the nature/extent of impact on infrastructure damage for proper prioritization. 3. To provide information after an emergency or disaster detailing the situation, location, extent, and nature of damage. 4. To provide information to determine priorities and requirements for restoration and reconstruction.
RSF 2 Economic Recovery	To ensure the continuing critical functions and services of government while responding to and recovering from disaster.
RSF 3 Health and Social Services	To effectively manage debris generated by the disaster.
RSF 4 Housing	To inform disaster victims about federal individual assistance programs and how to apply.
RSF 5 Infrastructure Systems	To provide a means of identifying and resolving disaster recovery needs in cases where government or voluntary agency assistance programs are unavailable or government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims. See Attachment 5: Unmet Needs Coordination.
RSF 6 Natural and Cultural Resources	To identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations.

12.0 RECOVERY MANAGEMENT ORGANIZATION

12.1 The County's recovery management organization follows the National Incident Management System (NIMS) concepts. See the Recovery Management Organization chart below.

12.2 Depending upon the severity and magnitude of the disaster, full activation of the County's recovery management organization may not be necessary, only partially required, or full

activation. The characteristics of the disaster would dictate partial activation and involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.

- 12.3** The County administrator’s decision to activate the county’s recovery management organization partially or fully activates the organization. The organizational structure is intended to be flexible and should be tailored by the County Administrator and the Disaster Recovery Manager (DRM) to meet the County’s recovery needs. See Section 8.0 for details on the DRM’s responsibilities.
- 12.4** Elements of the County’s Post Disaster Redevelopment Plan (PDRP) may also be activated and integrated into the recovery management organization. PDRP Technical Assistance Committees (TACs) may begin coordinating and working with certain RSFs. The TACs focus on long-term recovery and redevelopment objectives, while RSFs focus on short and intermediate recovery objectives. RSFs and TACs need to coordinate in the early stages of recovery to maximize recovery success. See Section 16.0 Post Disaster Redevelopment Plan (PDRP) for additional information.
- 12.5** Once the County Administrator determines that the RSF recovery organization is no longer needed, recovery management will be transferred to the PDRP Task Force. The DRM, with the assistance of the Planning Section Chief and in coordination with the PDRP Task Force leadership, will determine the exact demobilization process of the RSF recovery organization. The PDRP Task Force will continue the longer-term reconstruction and redevelopment committee process as applicable.
- 12.6** Recovery management roles and responsibilities include:

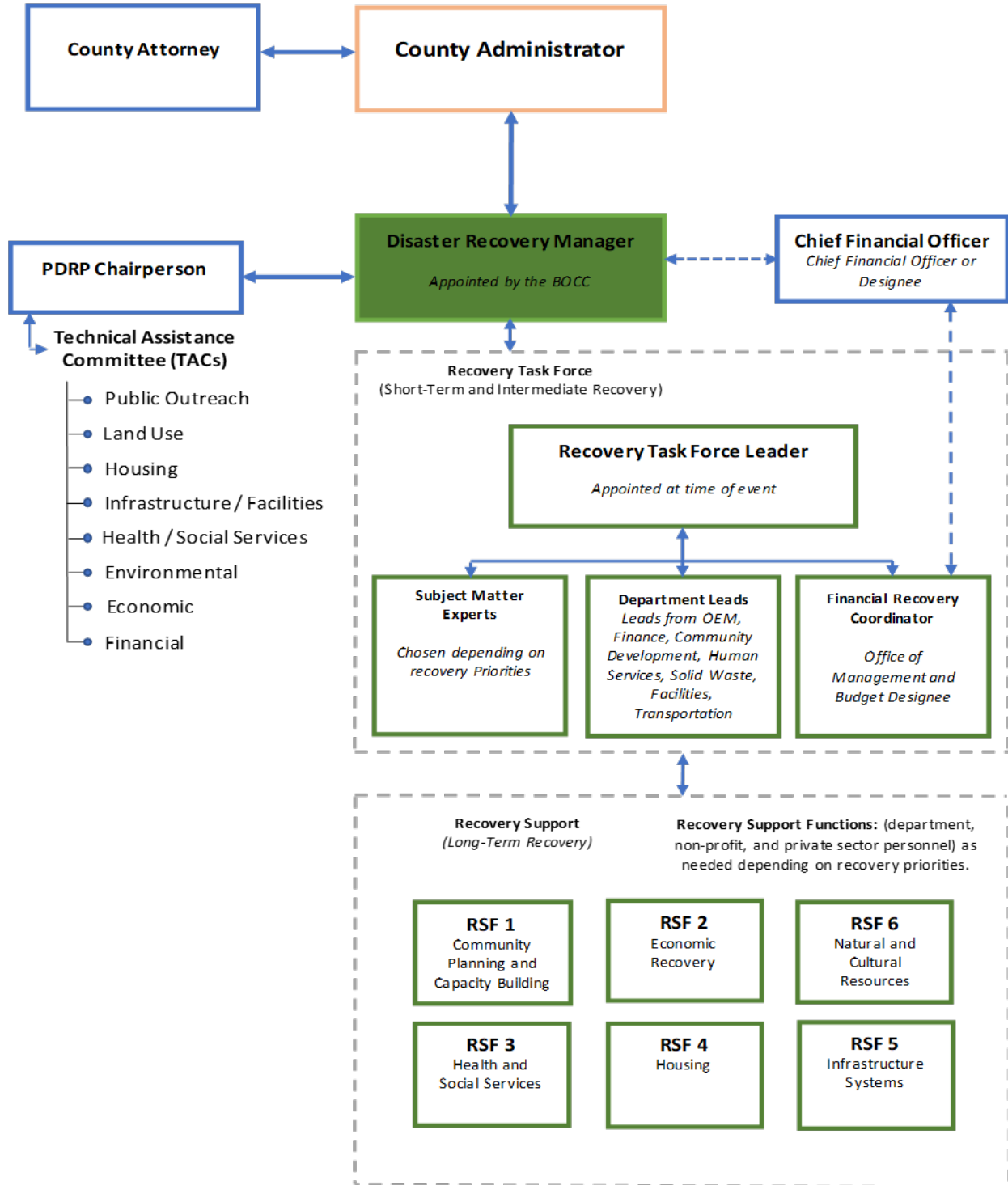
RECOVERY MANAGEMENT POSITION	RESPONSIBILITIES
County Administrator	<ol style="list-style-type: none"> 1. Develop policy and strategy. 2. Provides leadership and authorization. 3. Appoints and directs the Disaster Recovery Manager to ensure the implementation of recovery policy directives and strategic decisions. 4. Provides interface to the media and public.
Office of Emergency Management	<ol style="list-style-type: none"> 5. Provides liaison with state and federal officials as required. 6. Considers and acts on recommendations for needed short and long-term legislation (post-disaster recovery ordinance). 7. Encourages community participation in all recovery and reconstruction decisions.
	<ol style="list-style-type: none"> 1. Provide advice to the County Administrator and the Disaster Recovery Manager. 2. Maintains the County Recovery Plan and the schedule of RSFs. 3. Ensures the EOC Recovery Planning Unit is staffed during EOC activations. Note: The EOC Recovery Planning Unit is responsible for all initial recovery operations planning and preparing the EOC organization for transition to a recovery operations organization. 4. Recommends facilities that will best support a Recovery Operations Center. 5. Attends Recovery Action Team meetings. 6. Ensures the “Continuation of Government” function (RSF 2 Economic Recovery).
Disaster Recovery Manager	<ol style="list-style-type: none"> 1. Reports to the County Administrator. 2. Convenes and chairs the Recovery Task Force and has overall management responsibility for recovery activities. 3. Implements policy directives. 4. Ensures appropriate RSFs are identified and activated and proper issues and tasks are identified, prioritized, and assigned. 5. Provides leadership and direction. 6. Makes recommendations to the Board of County Commissioners for short and long-term recovery legislation (post-disaster recovery ordinance). 7. Coordinates with the Federal Disaster Recovery Coordinator (FDRC) and State Disaster Recovery Coordinator (SDRC). 8. Directs establishment of a Recovery Operations Center. Ensures set up. 9. Coordinates efforts with municipalities and state/federal agencies

	as appropriate.
Recovery Action Team	<ol style="list-style-type: none"> 1. Reports to the Disaster Recovery Manager. 2. Receives policy guidance from the Board of County Commissioners through the Recovery Manager. 3. Provides a coordination mechanism to oversee the recovery process and to serve as an advisory committee to County officials responsible for recovery activities. The composition of the Recovery Task Force will vary depending on the disaster's nature, the staff's size, and available resources. 4. The chief elected official advises the Board of County Commissioners through the Recovery Manager. 5. Coordinates efforts with municipal jurisdictions and state/federal agencies as appropriate.
PDRP Chairperson	<ol style="list-style-type: none"> 1. The PDRP identifies a committee that provides recommendations for policies, operational strategies, and roles and responsibilities that will guide decisions for long-term recovery and redevelopment of the County after a disaster. 2. PDRP TACs may convene during short-term and immediate-term recovery phases and be integrated into the ROC organization and the RAP.
County Attorney	<ol style="list-style-type: none"> 1. Provides legal analysis of the recovery program. 2. Review recovery plans and procedures. 3. Advises on recovery resolutions and/or ordinances. 4. Provides legal advice.
Liaison Officer	<ol style="list-style-type: none"> 1. Point of contact with other recovery agencies. 2. Coordinates agency representatives assigned to the ROC and requests from other agencies for sending liaison personnel to other recovery centers and facilities. 3. This function will serve as a central location for incoming agency representatives, providing workspace and arranging for support as necessary.
Municipalities	<ol style="list-style-type: none"> 1. Assign discipline-specific, municipal-level personnel to coordinate recovery and long-term redevelopment issues with the ROC. 2. When appropriate and needed, Provide documentation to the County to ensure financial support from state and federal agencies.
Safety Officer	<ol style="list-style-type: none"> 1. Advises the Disaster Recovery Manager on recovery safety issues and is responsible for monitoring and assessing safety hazards or unsafe conditions for recovery personnel and developing measures for assuring personnel safety.

<p>Public Information Officer/Public Affairs</p>	<ol style="list-style-type: none"> 1. Serves as the central point for distributing recovery information to media and the public. 2. Coordinates, prepares and disseminates vital recovery messaging via various communications tools as appropriate to the event. 3. Assists in coordinating and supporting community forums and workshops.
<p>Recovery Operations Section</p>	<ol style="list-style-type: none"> 1. Responsible for all coordination of recovery response assets. 2. Implements assignments designed to assist those affected by the disaster incident and to repair, replace, or restore damaged facilities. 3. Activities carried out will be based upon tactical objectives drafted by the Disaster Recovery Manager to achieve strategic goals.
<p>Recovery Planning Section</p>	<ol style="list-style-type: none"> 1. Collects, evaluates, disseminates, and documents information about the disaster impacts and status of resources; compiles damage/impact assessments and develops the Recovery Action Plan (RAP). 2. Maintains awareness of and shares information regarding the progress of all activities and projects undertaken during the recovery period. 3. In conjunction with the Recovery Logistics Section, maintain records of all resources utilized in recovery activities. 4. Recovery planning efforts will focus on activities that restore the community's economic base and reduce its future disaster potential. These activities aim to get the community back to a stable, functioning, and dynamic state and coordinate with state and federal officials to comply with post-disaster hazard mitigation planning requirements. The RAP will: <ol style="list-style-type: none"> a. developed close working relationships with the Recovery Action Team, the County Administrator, and the Disaster Recovery Manager. b. Identify what will be done; Identify who will do it; Identify where it will be done; Identify how it will be done.
<p>Recovery Logistics Section</p>	<ol style="list-style-type: none"> 1. Provide all support needs to recovery incident sites, order all resources, and provide facilities, supplies, and services. 2. This includes services, materials, and facilities that sustain the disaster victim to a defined level of care and maintain emergency response and recovery requirements. <ol style="list-style-type: none"> a. Attains resources necessary for the County to implement recovery. b. Receives, tracks, assigns, and deploys assets to individual projects as defined by the Operations Section. c. Works with the recovery liaison to issue credentials to all mobilized personnel, if needed.

<p>Recovery Finance & Administration Section</p>	<ol style="list-style-type: none"> 1. Responsible for monetary, financial, and related administrative functions. 2. Assures that accurate records of personnel and equipment costs incurred by county or mutual aid forces are kept in response to or recovery from the disaster incident. 3. Oversees the County’s effort in applying for, receiving, and documenting federal disaster recovery assistance. 4. Administers vendor contracts and injury claims. 5. The extent to which this section is activated will vary by disaster setting. <ol style="list-style-type: none"> a. Tracks and coordinates payment for recovery supplies and services. b. Maintains expenditure records for recovery programs. c. Collect recovery staff time sheets. d. Coordinates the pursuit and management of funding from various federal grant and loan programs. e. Collects and coordinates relevant reporting on recovery activities, focusing on recovery financial concerns. f. Manages undesignated, unsolicited financial donations. g. Works to resume competitive bidding and streamline or fast-track routine procurement procedures that may be indicated, including pre-approval for specific measures or activities.
<p>Recovery Support Functions (RSFs)</p>	<p>Each RSF within its functional area:</p> <ol style="list-style-type: none"> 1. Assesses impacts to determine the resource needs and requirements. 2. Supports development of the County’s recovery action plans. 3. Coordinates recovery activities and resources. 4. Monitors progress made towards achieving recovery objectives and assists with updating the recovery action plan accordingly.

Hillsborough County Recovery Organization Structure

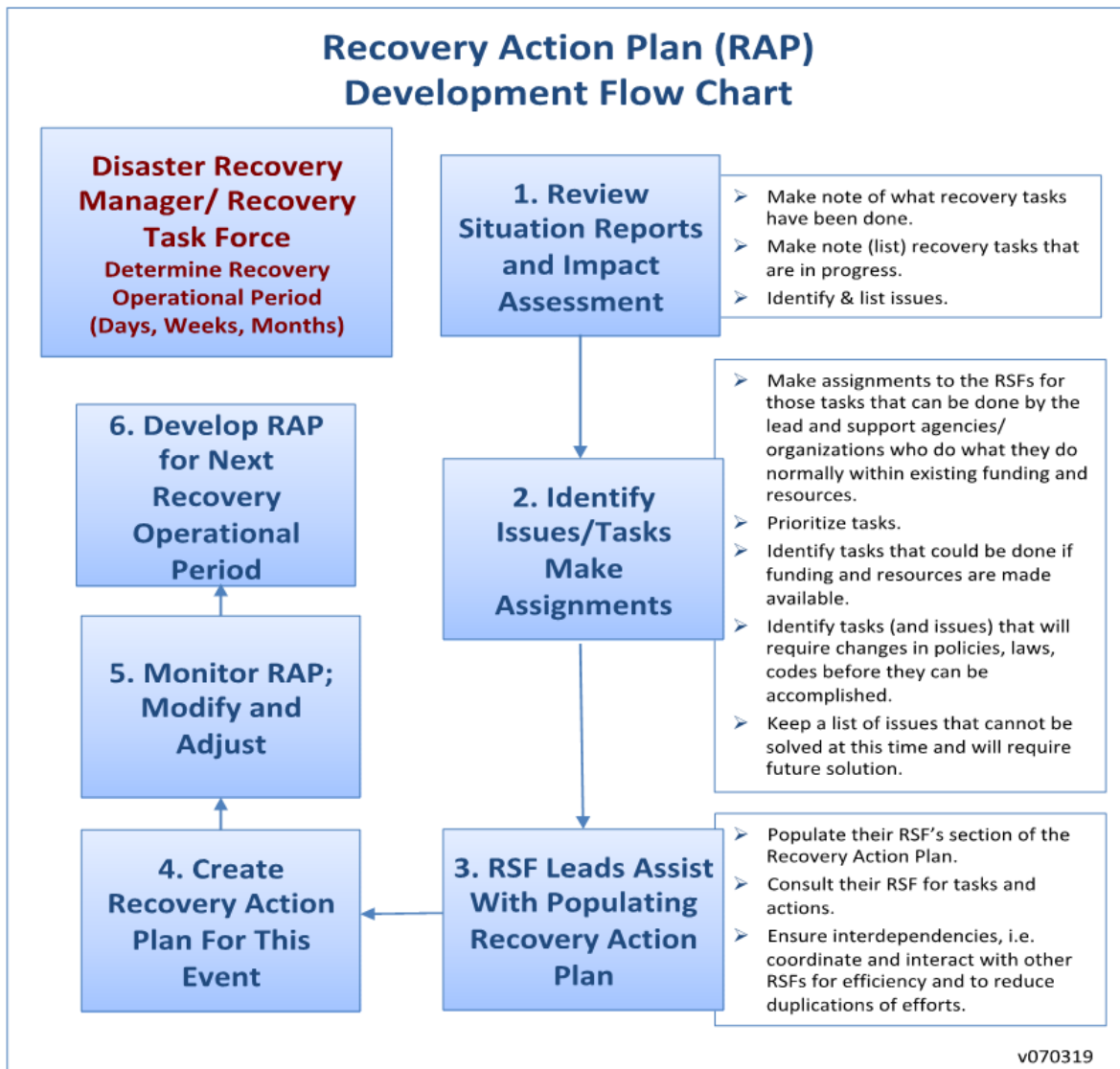


13.0 RECOVERY ACTION PLAN

13.1 As recovery is incident-specific, the development and use of a ‘time and circumstance’ Recovery Action Plan (RAP) is required to meet the recovery needs of the incident.

13.2 Recovery action planning begins when the EOC is activated. The EOC Recovery Planning Unit assesses the disaster impacts, determines stabilization/short-term recovery objectives, and develops an initial recovery action plan that includes the RSFs to be activated to meet the County’s recovery needs.

13.3 The process for the development of an RAP is illustrated below.



14.0 RECOVERY OPERATIONS COORDINATION WITH MUNICIPALITIES

- 14.1** The County’s Disaster Recovery Manager and/or HCOEM Director provides County liaison activities with the municipalities, the Joint Field Office, and state recovery staff.
- 14.2** While the County’s municipalities are responsible for managing and implementing their recovery after a disaster, the County is likely to provide support and technical assistance and ensure ongoing communication and coordination with state and federal partners. The County Recovery Operations Center (ROC), working through the municipal liaisons assigned to the County ROC, will maintain ongoing communication with the municipalities to facilitate inter-jurisdictional coordination on all recovery and redevelopment issues. The challenge lies in the diversity of functions and disciplines that must be engaged during the recovery and long-term recovery phase. Each municipality will designate an appropriate contact person to ensure the municipality's interests are represented at the County ROC.
- 14.3** Municipalities may set up their own municipal ROC. The County’s ROC will establish a municipal recovery ‘incident board’ in WebEOC, which the municipalities will populate to foster countywide recovery coordination.
- 14.4** Municipal recovery responsibilities include:
- a. Assign discipline-specific, municipal-level personnel to coordinate recovery and long-term redevelopment issues with the ROC.
 - b. Request additional resources, technical expertise, and information through the ROC process.
 - c. Coordinate with the ROC on public information dissemination regarding all recovery issues, such as the individual assistance program eligibility and registration, health and safety messages, mitigation opportunities, and other recovery-related issues.
 - d. Provide documentation to the County, when appropriate and needed, to ensure financial support from state and federal agencies.
 - e. Update the county’s disaster recovery manager and/or HCOEM director on the progress of strategic municipal recovery.

15.0 COUNTY CONTINUITY OF OPERATIONS (COOP) DURING RECOVERY

- 15.1** A potential large-scale disaster could significantly disrupt vital functions and services provided by the County. The County and its departments have formulated a Continuity of Operations Plan (COOP) to mitigate such risks. Each department within the County has its COOP, which collectively forms the framework for County-wide continuity efforts. The

County's COOP aims to guarantee the continuous availability of essential functions, facilities, and services to benefit County residents and businesses.

- 15.2** In times of emergency, County departments and divisions will implement their Continuity of Operations Plans (COOP) if their normal operations are significantly affected by the event. The Emergency Operations Center (EOC) will offer the necessary guidance and assistance to identify degraded essential functions promptly within 2 hours, restore them within 12 hours, and sustain operations for up to 30 days as needed.
- 15.3** During a significant event, as the Emergency Operations Center (EOC) transitions from life safety tasks, the Recovery Operations Center (ROC) assumes responsibility for stabilization and recovery efforts. County departments will remain in Continuity of Operations (COOP) mode, upholding essential functions while providing recovery services to the public. To ensure the ongoing provision of essential functions and services of the County incorporates RSF 2 (Economic Recovery) function. Operating within the framework of the County's recovery management organization, RSF 2 (Economic Recovery) will engage in activities to ensure the uninterrupted delivery of essential County services to the public and coordination among County departments.

16.0 POST DISASTER REDEVELOPMENT PLAN (PDRP)

- 16.1** The County PDRP is a comprehensive plan spanning jurisdictions to facilitate coordinated long-term recovery and redevelopment efforts regardless of administrative boundaries. Each jurisdiction within the County is tasked with implementing the PDRP within its boundaries while collaborating on initiatives beyond these boundaries.
- a. Within the PDRP framework, a dedicated committee is tasked with formulating recommendations about policies, operational strategies, and the delineation of roles and responsibilities. These recommendations are pivotal guidelines for planning long-term recovery and redevelopment following a disaster.
 - b. The central focus of the PDRP is to facilitate long-term recovery efforts, emphasizing adopting sustainable solutions. This involves reconstructing the community's physical infrastructure, which may have been damaged or destroyed. Furthermore, the PDRP seeks to revitalize social, economic, and political processes, institutions, and relationships that may have been adversely affected by the disaster. The PDRP strives to provide opportunities for rebuilding to bolster resilience and strength, ultimately creating a more resilient and robust community.
- 16.3** Per County Ordinances Part A, Chapter 22, Article III, titled "Reconstruction Following Emergencies," the PDRP Task Force is mandated to cover all regions within the County and falls under the jurisdiction of the Board of County Commissioners (BOCC). This task force will consist of individuals or their designees chosen to represent a diverse range of community interests. The Board of County Commissioners (BOCC) will make appointments

to the task force annually.

16.4 Technical Advisory Committees (TAC) are the working bodies of the PDRP Task Force. The TACs will meet on an ongoing, regular basis as determined by the County Recovery Manager. Because each TAC focuses on a particular topic of concern, progress can be made simultaneously toward multiple PDRP goals for recovery of the entire County in a shorter amount of time.

Stakeholder Organization into Technical Advisory Committees (TACs)



V. RECOVERY

- 16.5** The PDRP is implemented in both the pre-disaster and post-disaster phases. However, all PDRP activities intend to improve the community’s long-term recovery and redevelopment ability.
- 16.6** The PDRP is active during the blue pre-disaster phase of the cycle, the orange phase, which is short-term recovery or the transition between response and post-disaster redevelopment, and the yellow phase, which represents long-term post-disaster recovery and redevelopment.

Phases of Implementation for a Disaster

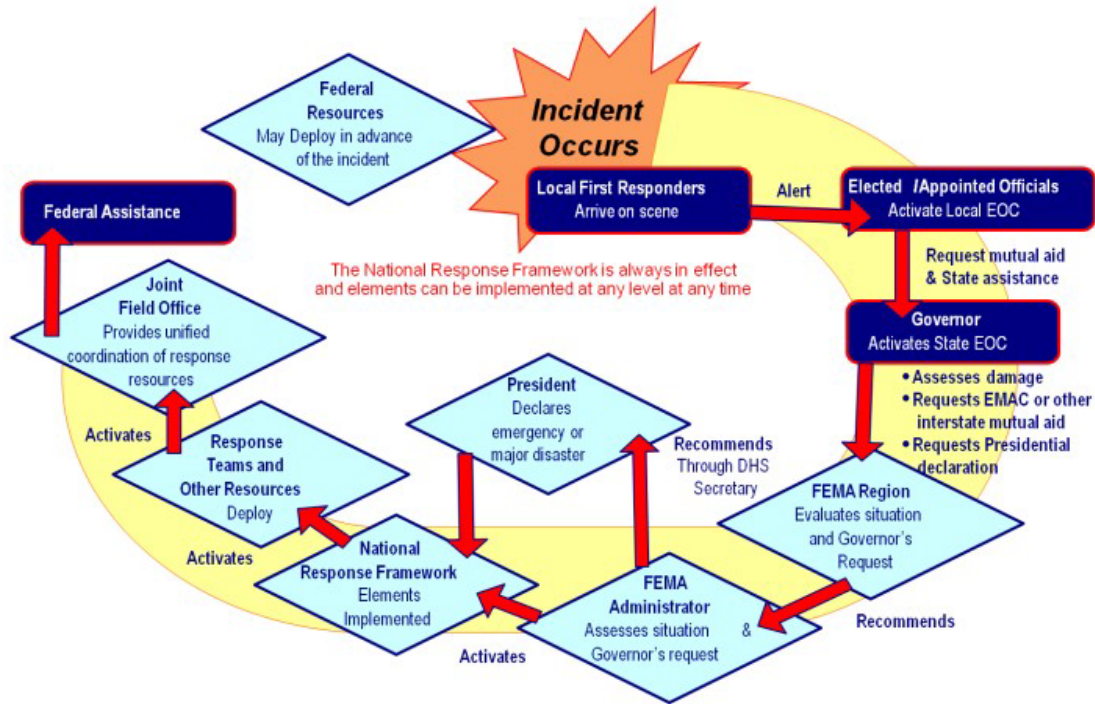


- 16.7** The PDRP and Redevelopment Task Force automatically deactivates after 60 days if the Board of County Commissioners (BOCC) does not grant an extension. The time for which a plan activation is needed will depend on the level of disaster.

17.0 REQUEST FOR STATE/FEDERAL ASSISTANCE PROCESS

- 17.1** Initial Damage Assessment. A Situation Report (SITREP) immediately transmits the initial assessment to FDEM.
- 17.2** Local Declaration of Emergency. This declaration must be issued before requesting a response or recovery assistance from the state.
- 17.3** State of Emergency Proclamation by the Governor. The Governor can issue an executive order or emergency proclamation in support of the County's request for assistance. The Governor's Declaration will activate state emergency response resources to assist the County's efforts.
- 17.4** Preliminary Damage Assessment (PDA). The State Emergency Response Team (SERT) participates in a joint FEMA, state, and local jurisdiction Preliminary Damage Assessment that assists in determining the state's eligibility for a Presidential Declaration.
- 17.5** Governor's Request for a Presidential Disaster Declaration. Based on a preliminary damage assessment (PDA), the ability to recover is beyond local and state capability. The governor will send the president a letter of request for federal assistance directed by the Regional Director of FEMA Region IV. The request made to the President for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration. The President then decides whether to declare a major disaster or emergency. The response is transmitted to the Governor through FEMA Region IV.
- 17.6** Presidential Disaster Declaration. After a presidential declaration has been approved, FEMA will designate the area eligible for assistance and announce the available help types.

REQUEST FOR STATE/FEDERAL ASSISTANCE PROCESS



18.0 NEEDS ASSESSMENT TEAM

18.1 During a declared disaster, the state will deploy a team(s) of functional experts into disaster-stricken areas to assist in assessing the scope of damage and the needs of survivors. These teams will assist the County in determining needs in critical areas that will help form the basis for bringing in necessary state and federal assistance. Note: During a non-declared disaster, the county will perform a needs assessment to determine citizens' needs.

18.2 If time and resources allow, the County will initiate a needs assessment before the arrival of the state team. See Attachment 1: County Needs Assessment Team.

19.0 TYPES OF STATE AND FEDERAL ASSISTANCE

See Attachment 2: Recovery Assistance Programs for additional details.

19.1 Undeclared Disaster Assistance.

1. If the Property Damage Assessment (PDA) results do not meet the criteria for a Presidential Disaster Declaration, the County may request state aid available according to Florida Statute 252.37, Chapter 93-128.

2. The County can request federal assistance under the Small Business Administration (SBA) and the Farmer's Home Administration (FHA).
3. Local disaster assistance efforts, including municipalities and community-based organizations, would be made available to disaster victims throughout the county.

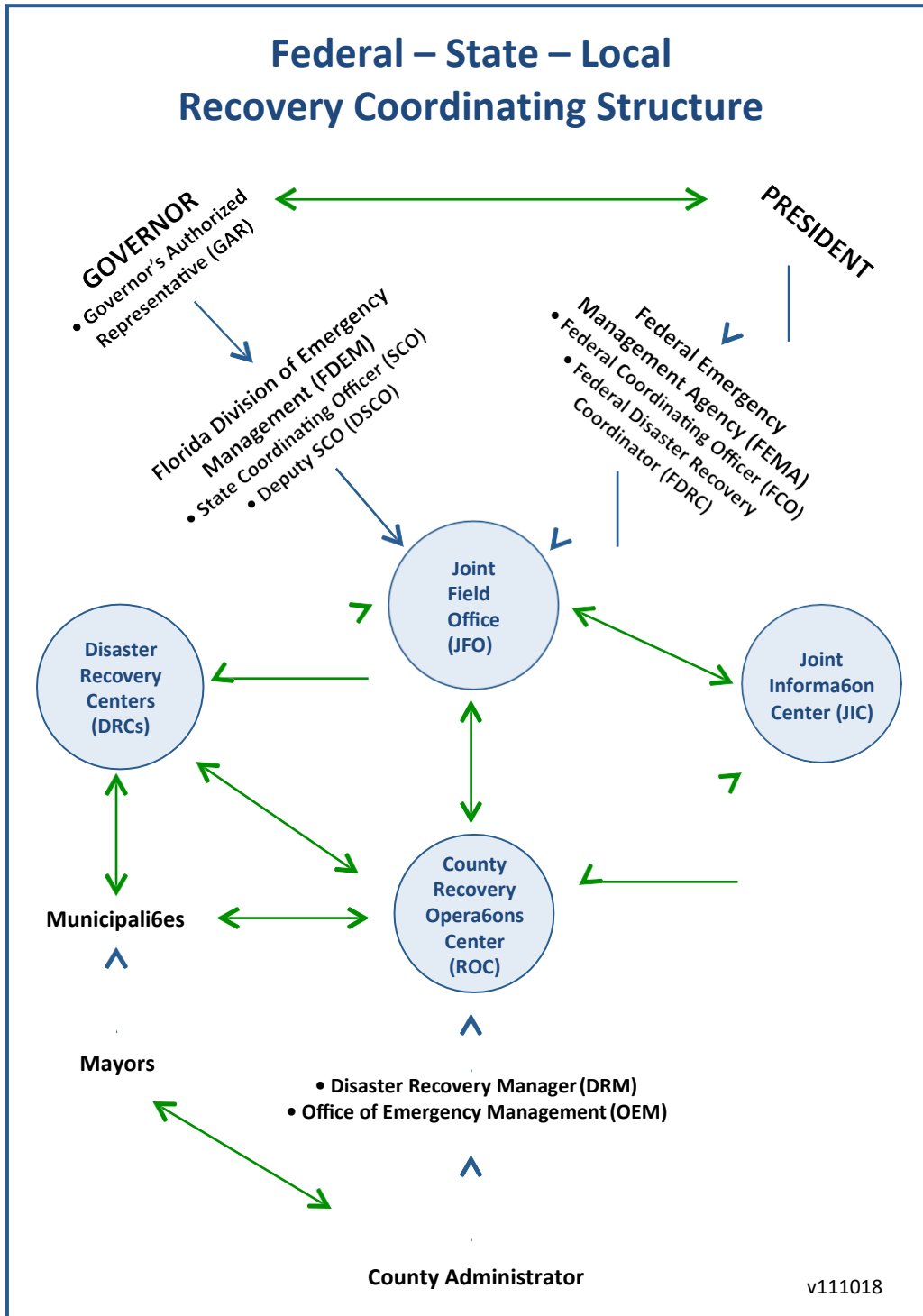
19.2 Declared Disaster Assistance.

1. The Stafford Act provides for two types of disaster declarations: Emergency Declarations and Major Disaster Declarations. Both declaration types authorize the President to provide supplemental federal disaster assistance. However, the event related to the disaster declaration and the type and amount of assistance differ.
 - a. Emergency Declaration: An Emergency Declaration can be declared for any occasion or instance when the President determines federal assistance is needed. Emergency Declarations supplement State and local efforts in providing emergency services, such as protecting lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The total assistance provided for a single emergency may not exceed \$5 million. If this amount is exceeded, the President shall report to Congress. Examples of emergency services:
 - i. Emergency mass care, sheltering, provision of food, water, medicine, and medical care.
 - ii. Clearance of debris to save lives, protect property, and protect public health and safety.
 - iii. Emergency protective measures, including search and rescue, demolition of unsafe structures, warning of further risks and hazards, public information on health and safety measures, and other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or private property when in the public interest.
 - iv. Emergency communications.
 - v. Emergency transportation.
 - vi. Emergency repairs to essential utilities and facilities.
 - b. Major Disaster Declaration: The President can declare a Major Disaster Declaration for any natural event, 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, fire, flood, or explosion, that the President believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including emergency and permanent work funds.
 - c. Disaster assistance is available; however, not all programs are activated for every disaster.
 - d. Determining which programs are authorized is based on the types of assistance specified

in the governor's request and on the needs identified during joint Preliminary Damage Assessment (PDA) and any subsequent PDAs.

- e. FEMA disaster assistance programs include:
 - i. Individual Assistance (IA) to individuals and households.
 - ii. Public Assistance (PA) to state and local governments and specific private nonprofit organizations for emergency work and the repair or replacement of disaster-damaged facilities; and
 - iii. Hazard Mitigation Assistance – Assistance to state and local governments and specific private nonprofit organizations for actions taken to prevent or reduce long-term risk to life and property from natural hazards.
- f. There are 76 additional federal disaster relief programs, including Disaster Unemployment Assistance (DUA), Disaster Supplemental Nutrition Assistance Program (D-SNAP), Disaster Legal Services (DLS), Disaster Recovery Center (DRC)/and DRC Locator (fema.gov).
- g. Additional assistance information can be found at Find Assistance | disasterassistance.gov or the FEMA Helpline at 1-800-621-3362.
- h. Information on the Individual Assistance (IA) or Public Assistance (PA) programs can be found at [FEMA PUBLIC ASSISTANCE | FEMA.gov](https://www.fema.gov/public-assistance) or [Assistance for Governments and Private Non-Profits After a Disaster | FEMA.gov](https://www.fema.gov/assistance-for-governments-and-private-non-profits-after-a-disaster).

20.0 JOINT FEDERAL-STATE-LOCAL RECOVERY OPERATIONS AND FACILITIES



20.1 Federal Coordinating Officer (FCO) and Federal Disaster Recovery Coordinator (FDRC).

- a. On behalf of the President, the director of the FEMA appoints a Federal Coordinating Officer (FCO) to manage the federal response, recovery, and mitigation operations for

each presidentially declared disaster or emergency. The FCO is responsible for the following activities:

- Establish a federal presence as the President’s representative at the disaster site.
 - Coordinate the relationships among federal, state, and local personnel in concert with the State Coordinating Officer (SCO).
 - Advise the Governor on the status of the federal response.
 - Establish response and recovery operations with the SCO.
 - Alert, coordinate, and direct other federal agencies to support the state in identifying and meeting disaster needs.
 - Establish an effective communications network with state and local agencies.
 - Assess damage and identify and prioritize needs in collaboration with the SCO.
 - Identify the full range of programs and resources required for immediate response and long-term recovery.
- b. A Federal Disaster Recovery Coordinator (FDRC) is appointed by FEMA and is responsible for the following activities:
- Works as a deputy to the FCO.
 - Managing Stafford Act recovery programs.
 - Facilitating disaster recovery coordination.
 - Executing the FEMA State Agreement.

20.2 Governor’s Authorized Representative (GAR) and State Coordinating Officer (SCO).

- a. A Governor’s Authorized Representative (GAR) is designated in the FEMA/State Agreement after the President declares a major disaster under the provisions of the Stafford Act. The GAR provides executive oversight and direction of the disaster or emergency response and recovery on behalf of the Governor. The GAR executes all the necessary documents on behalf of the state and responds to the directions issued by the Governor. The GAR is responsible for the following activities:
- Executing the Governor’s emergency decisions.
 - Interfacing with the FDRC.
 - Implementing the state’s comprehensive emergency management plan.
 - Activating state departments and agencies.
 - Executing the Governor’s emergency decisions.
 - Directing the activities of the SCO.
 - Establishing strategic response and recovery strategies.
- b. A SCO is identified in the Governor’s request for an emergency or a major disaster declaration. The SCO provides operational oversight and direction of the disaster or emergency on behalf of the GAR for Joint Field Office (JFO) operations. The SCO converts the GAR’s strategic guidance into tactical plans, executes them on behalf of

the state, and responds to the directions issued by the Governor. The SCO is responsible for the following activities:

- Interfacing with the FCO.
 - Directing activities for state departments and agencies.
 - Integrating state, federal, local, and voluntary agencies' actions.
 - Coordinating response and recovery operations.
 - Establishing priorities.
- c. The GAR and the SCO may be the same or different people. The designation may be permanent or may occur during an emergency.

20.3 When a federal disaster declaration is issued in response to an incident, key federal and state recovery officials will establish and co-locate at a Joint Field Office (JFO). In choosing the JFO location, officials attempt to select a site that is as close to the affected areas as possible but is removed from the immediate disaster zone. This is done to avoid burdening the area's already strained infrastructure and social system. The JFO serves as the hub for coordinating federal and state disaster assistance and a focal point for associated recovery and reconstruction issues. Many critical post-disaster concerns, particularly in a catastrophic event, cannot be directly resolved by applying traditional federal disaster relief. Resolution of these issues requires a coordinated local, state, and federal effort and often involves the application of non-disaster community assistance programs.

20.4 A Joint Information Center (JIC) may be established during the response and recovery phases. Local, state, and federal public information professionals from agencies involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for coordinating and disseminating information to the public and media. It may also include a Call Center responsible for receiving and responding to public inquiries regarding the disaster.

20.5 During a recovery operation, the SCO usually appoints a Deputy SCO (DSCO) who represents them at the JFO. The DSCO is responsible for establishing and managing state operations in the JFO and coordinating between state and federal programs.

20.6 On behalf of the County Administrator, the County Recovery Operations Center (ROC) and Office of Emergency Management (HCOEM) will coordinate all activities with state and federal recovery personnel. The Director of HCOEM will serve as the liaison to the state recovery staff and will provide for local liaison at the JFO if necessary. The ROC, the HCOEM Director, and designated HCOEM staff will coordinate recovery activities with the municipalities.

20.7 A federal, state, and local Community Response Team (CRT) may be deployed to collect data and disseminate information to aid disaster-affected communities and individuals in

receiving assistance. The primary function of this team is to inform disaster survivors of the assistance programs available and the registration process they will experience. The CRT also acts to identify and report survivors' unmet needs. The Director of HCOEM is the point of contact and is responsible for coordinating with the state's community response team coordinator. The Director of HCOEM will ensure that County CRT procedures are maintained. The lead and support agencies for ESFs 6, 8, 11, and 15 will provide the CRT and the County's ROC with information regarding unmet needs.

20.8 Essential Services Center(s) (ESC) may be established to provide information and assistance on available resources and basic essential needs to disaster-affected individuals. ESCs are temporary facilities in or near the impacted area that provide limited essential services and distribute disaster-related information within 24-96 hours following an event. ESCs are staffed by state, local, volunteer, and faith-based organizations and support the siting of potential, future Disaster Recovery Centers.

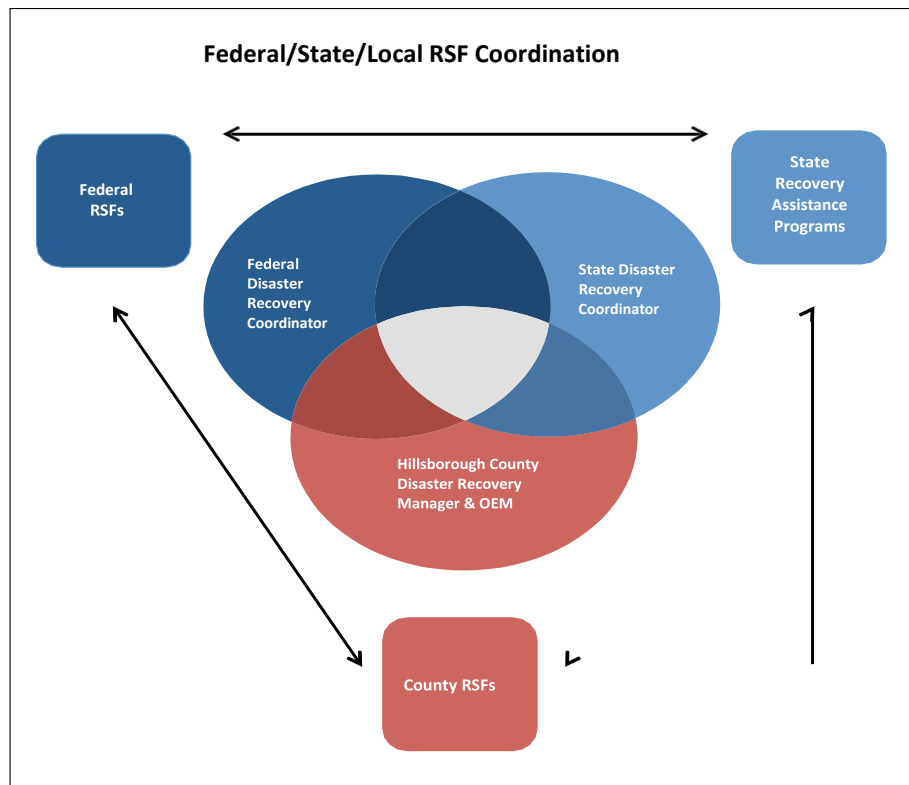
21.0 DISASTER RECOVERY CENTERS (DRC)

21.1 See Attachment 3: Disaster Recovery Centers for details.

21.2 Disaster Recovery Centers (DRCs) may be established to manage the cooperative effort between the local, state, and federal governments to benefit disaster victims (individuals, families, and small businesses). Agencies and organizations helping provide representatives to the DRC where disaster victims, through an "entrance/exit interview" process, may receive information and referral to the specific agencies/organizations that can best meet their needs. FEMA, state, and local emergency management will jointly determine the locations, dates, and times for the operation of DRCs.

- a. Application for assistance should be made through the national tele-registration hotline (1-800-621-3362 or TDD 1-800-462-7585) or online at <https://www.fema.gov/individual-disaster-assistance>.
- b. Information on Disaster Recovery Centers can be found at: <https://www.fema.gov/disaster-recovery-centers>.

22.0 FEDERAL RECOVERY SUPPORT FUNCTIONS (RSFs)



- 22.1** Six federal Recovery Support Functions (RSFs) comprise the National Disaster Recovery Framework’s (NDRF’s) coordinating structure for key functional areas of assistance. They aim to support local governments by facilitating problem-solving, improving access to resources, and fostering coordination among state and federal agencies, non-governmental partners, and stakeholders.
- 22.2** The federal RSFs bring together the core recovery capabilities of federal departments, agencies, and other supporting organizations — including those not active in emergency response — to focus on community recovery needs.
- 22.3** The objective of the RSFs is to facilitate the identification, coordination, and delivery of federal assistance needed to supplement recovery resources and efforts by local, state, and tribal governments, as well as private and non-profit sectors. Another objective is to encourage and complement investments and contributions by the business community, individuals, and voluntary, faith-based, and community organizations. These RSF activities assist communities with accelerating the process of recovery, redevelopment, and revitalization.
- 22.4** As response activity levels decline and recovery activities accelerate, the Federal Disaster

Recovery Coordinator (FDRC) will engage with the RSF agencies to organize and coordinate federal recovery assistance. During this early recovery phase, the FDRC and the RSF coordinators will work closely with the State Disaster Recovery Coordinator, the County’s Disaster Recovery Manager, and HCOEM to share information about impacts, determine assistance needed, and establish working relationships at all levels. Federal RSFs will augment and support the County’s RSFs and the state’s recovery programs.

Federal Recovery Support Functions
Community Planning and Capacity Building (RSF 1)
<p>The Community Planning and Capacity Building RSF 1 unifies and coordinates expertise and assistance programs from across the federal government and non-government partners to aid local and tribal governments in building their local capabilities to effectively plan for and manage recovery and engage the whole community in the recovery planning process.</p>
<p>Coordinating Agency: Department of Homeland Security/FEMA</p>
<p>Primary Agencies: FEMA; Department of Housing and Urban Development</p>
<p>Supporting Organizations: American Red Cross; Corporation for National and Community Service; Delta Regional Authority; Department of Agriculture; Department of Commerce; Department of Education; Department of Health and Human Services; Department of Homeland Security; Department of Housing and Urban Development; Department of the Interior; Department of Justice; Department of Transportation; Environmental Protection Agency; General Services Administration; National Voluntary Organizations Active in Disaster; Small Business Administration; U.S. Access Board; U.S. Army Corps of Engineers</p>
Economic Recovery (RSF 2)
<p>Economic Recovery is the ability to return economic and business activities (including agriculture) to a state of health and develop new economic opportunities that result in a sustainable and economically viable community. The Economic Recovery RSF integrates the expertise of the federal government to help local, regional/metropolitan, state, tribal, territorial, and insular area governments and the private sector sustain and/or rebuild businesses and employment and develop economic opportunities that result in sustainable and economically resilient communities after an incident.</p>
<p>Coordinating Agency: Department of Commerce</p>
<p>Primary Agencies: Department of Agriculture; Department of Commerce; Department of Homeland Security; Department of Labor; Department of the Treasury; Federal Emergency Management Agency; Small Business Administration</p>
<p>Supporting Organizations: Corporation for National and Community Service; Delta Regional</p>

Authority; Department of Health and Human Services; Department of Housing and Urban Development; Department of the Interior; Environmental Protection Agency; General Services Administration; Department of State

Health and Social Services (RSF 3)

Health care is an economic driver in many communities, making this sector critical to most communities' disaster recovery if damaged. Social Services have a significant impact on the ability of a community to recover. The support of social services programs for at-risk and vulnerable children, individuals, and families affected by a disaster can promote a more effective and rapid recovery. The RSF 3 (Health and Social Services) position outlines the federal framework to support locally-led recovery efforts to address public health, healthcare facilities and coalitions, and essential social service needs. Displaced individuals needing housing will also need health and social services support.

Coordinating Agency: Department of Health and Human Services

Primary Agencies: Corporation for National and Community Service; Department of Agriculture; Department of Commerce; Department of Homeland Security/National Protection and Programs Directorate; Department of Homeland Security/Office for Civil Rights and Civil Liberties; Department of Housing and Urban Development; Department of the Interior; Department of Justice; Department of Labor; Environmental Protection Agency; Federal Emergency Management Agency

Supporting Organizations: American Red Cross; Department of Education; Department of Transportation; Department of the Treasury; Department of Veterans Affairs; National Voluntary Organizations Active in Disaster; Small Business Administration

Housing (RSF 4)

The RSF 4 (Housing) coordinates and facilitates the delivery of federal resources to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Housing is a critical and often challenging component of disaster recovery, but it must be adequate, affordable, and accessible to make a difference for the whole community.

Coordinating Agency: Department of Housing and Urban Development

Primary Agencies: Department of Agriculture; Department of Justice; Department of Housing and Urban Development; Federal Emergency Management Agency

Supporting Organizations: American Red Cross; Corporation for National and Community Service; Department of Commerce; Department of Energy; Department of Health and Human Services; Department of Veterans Affairs; Environmental Protection Agency; General Services Administration; National Voluntary Organizations Active in Disaster; Small Business Administration; U.S. Access Board

Infrastructure Systems (RSF 5)

The Infrastructure Systems RSF works to efficiently facilitate the restoration of infrastructure systems and services to support a viable, sustainable community and improve resilience to and protection from future hazards.

Coordinating Agency: U.S. Army Corps of Engineers

Primary Agencies: Department of Energy; Department of Homeland Security; Department of Transportation; Federal Emergency Management Agency; U.S. Army Corps of Engineers

Supporting Organizations: Delta Regional Authority; Department of Agriculture; Department of Commerce; Department of Defense; Department of Education; Department of Health and Human Services; Department of Homeland Security; Department of Housing and Urban Development; Department of the Interior; Department of the Treasury; Environmental Protection Agency; Federal Communications Commission; General Services Administration; Nuclear Regulatory Commission; Tennessee Valley Authority

Natural and Cultural Resources (RSF 6)

The NCR RSF facilitates the integration of the federal government's capabilities to support the protection of natural and cultural resources and historic properties through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with applicable environmental and historic preservation laws and Executive orders.

Coordinating Agency: Department of the Interior

Primary Agencies: Department of the Interior; Environmental Protection Agency; Federal Emergency Management Agency

Supporting Organizations: Advisory Council on Historic Preservation; Corporation for National and Community Service; Council on Environmental Quality; Delta Regional Authority; Department of Agriculture; Department of Commerce; Department of Homeland Security/National Protection and Programs Directorate; General Services Administration; Heritage Emergency National Task Force; Institute of Museum and Library Services; Library of Congress; National Archives and Records Administration; National Endowment for the Arts; National Endowment for the Humanities; U.S. Army Corps of Engineers

23.0 RECOVERY ACTIVITIES FOR AN UNDECLARED DISASTER (NON-STAFFORDACT)

23.1 Though an emergency event may not qualify for a presidential disaster declaration (Stafford Act), the County and its municipalities must address the impacts and the community's recovery needs. The County's recovery process will remain the same as previously described. The County's recovery management organization provides a scalable structure for organizing undeclared disaster recovery operations, whether declared or undeclared, through the Recovery Support Functions (RSFs). Likely actions and tasks may include:

- Impact and needs assessments.
- Assignment of a County Disaster Manager.
- Establishing a recovery organization.
- Partially or fully activating the recovery operations center.
- Convening all or part of the Recovery Task Force.
- Activation of recovery support functions necessary to meet needs.
- Development of a recovery action plan.
- Determine and apply for non-Stafford Act programmatic assistance (financial and in-kind) that may be available and as applicable.

23.2 For an undeclared event, state and federal assistance will be limited. State agencies may be able to provide technical assistance and/or may have programs or grants that can be re-prioritized to meet identified recovery needs. Federal aid is typically limited to technical

assistance following non-Stafford Act events; however, a limited number of federal agencies, such as the Small Business Administration (SBA) and the United States Department of Agriculture (USDA), do maintain programs or authorities that can directly support the needs of impacted communities outside of a Stafford Act declaration.

23.3 Undeclared disaster recovery assistance will primarily come from within the County. It will require coordination with County and municipal departments, local faith and community-based organizations, the private sector, educational institutions, and regular service providers that support children, elders, people with disabilities, and people with other functional and access needs.

24.0 POST DISASTER HAZARD MITIGATION GRANT PROGRAM (HMGP)

24.1 A Presidential Major Disaster Declaration provides for the availability of Hazard Mitigation Grant Program (HMGP) funds at the request of a state's Governor in eligible communities within a state, tribe, or territory. The amount of HMGP funding available to the applicant is based on the estimated total federal assistance, subject to the sliding scale formula outlined in Title 44 of the Code of Federal Regulations (CFR) Section 206.432(b).

- a. HMGP was created to reduce the loss of life and property due to natural disasters. The program enables mitigation measures to be implemented during the immediate recovery from a disaster. For communities without FEMA-approved hazard mitigation plans, the program also provides funding to help develop plans.
- b. Regulations require the state, tribe, or territory to provide a Letter of Intent within 30 days after a disaster declaration that notifies FEMA whether the state will participate in HMGP.

24.2 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 human-caused hazards. Section 404, the HMGP, allows for funding of pre-designed mitigation projects. In contrast, section 406, the Public Assistance Program (PA), addresses mitigation projects identified and approved by the Local Mitigation Strategy (LMS) working group.

- While the County is performing repair or restorative work, it should consider mitigation methods to prevent similar damage in a future event, thereby reducing damage costs.

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

24.4 Mitigation planning is provided through the Hillsborough County Local Mitigation Strategy (LMS), which contains County mitigation activities and recommended mitigation

projects.

25.0 REFERENCES

25.1 Federal Response Framework.

25.2 Florida Division of Emergency Management (FDEM) Recovery Plan.

25.3 Florida Division of Emergency Management (FDEM) Recovery Programs:
<https://www.floridadisaster.org/dem/recovery/>

25.4 Hillsborough County Recovery Plan.

25.5 FEMA Public Assistance (PA) Program and Policy Guide, FP 104-009-2, June 2020.

26.0 ATTACHMENTS

1. County Needs Assessment Team.
2. Recovery Assistance Programs.
3. Disaster Recovery Centers (DRC).
4. Public Assistance (PA) Program Process.
5. Unmet Needs Coordination.
6. Temporary Housing.

Attachment 1

COUNTY NEEDS ASSESSMENT TEAM

- A. In a major disaster, the extent of damage to infrastructure (especially roads and communications) greatly hampered assessments of devastated areas. It is difficult to precisely define the boundaries of destroyed areas and survivors' immediate needs. Without a complete understanding of the scope of the problem, government agencies at all levels are hindered in providing sufficient assistance to the impacted areas.
- B. In a major disaster, the state will deploy a team of functional experts into disaster-stricken areas to help assess the scope of damage and the needs of survivors. These teams will assist the County in determining needs in critical areas that will help form the basis for bringing in necessary state and federal assistance. Teams will concentrate on medical, mass care, security, transportation, communications, fire, search and rescue, water and wastewater, hazardous materials, and electric power.
- C. If time and resources allow, the County will initiate a needs assessment before the arrival of the state team. Members of the County Needs Assessment Team (NAT) include the following:

Team Leader:	Office of Emergency Management or Designee
Health and Medical:	FDOH Hillsborough County Medical Director for Mass Casualty Planning
Communications:	Information Technology Department
Water and Wastewater:	Soil & Water Conservation District Solid Waste Services
Law Enforcement:	HCSO
Transportation (Roads & Bridges):	Public Works
Mass Care:	American Red Cross County Social Services Department
Fire/Hazardous Materials/Search and Rescue:	Fire Rescue
Electric Utility:	Tampa Electric Company & Peoples Gas (TECO)

- D. The County NAT will gather as much data as possible before the state team arrives. Upon the team's arrival, the County NAT will join counterpart representatives from the state to accomplish the needs assessment.

- E.** The HCSO will assist with coordinating the safe entry and movement of NAT personnel to disaster areas and will ensure the team's resources are adequate. If available, HCSO Aviation assets will assist in performing aerial needs assessments. The HCSO will also coordinate communications for NAT activities. Each agency involved in the needs assessment will provide ground transportation assets.

- F.** Each participating agency involved in NAT activities will ensure sufficient resources are available for their personnel to accomplish team tasks. Each agency will maintain inventories of personnel, data, equipment, and vehicles to be available to the team. If necessary, resources cannot be acquired through local sources; requests for these items will be made to the EOC.

- G.** The staging area for needs assessment will be co-located with County damage assessment teams.

- H.** Any aerial element of the state teams will arrive at landing zones as follows:
 - a.** Primary: Woodland Terrace Park (Gwen Miller Recreation Center), 6410 N 32nd St. Tampa, FL 33610.

 - b.** Secondary: Florida State Fairgrounds, 4800 US Highway 301, Tampa, FL 33610.

Attachment 2

RECOVERY ASSISTANCE PROGRAMS

After a Presidential Declaration has been made, FEMA will designate the area eligible for assistance and announce the available help types.

The following are the primary categories of disaster aid available under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

A. INDIVIDUAL ASSISTANCE (IA)

FEMA's Individual and Households Program (IHP) provides financial help or direct services to those with necessary expenses and serious needs if they cannot meet them through other means. FEMA initiates financial help or services through specific programs aimed at housing assistance and other needs assistance. Depending on the event's severity, FEMA will activate particular programs to assist individual disaster survivors. Examples of these programs include:

- Temporary Sheltering Assistance
- Other Needs Assistance (ONA)
- Unemployment Assistance
- Food Coupons and Distribution of food commodities
- Relocation Assistance\
- Legal Services
- Crisis Counseling Assistance and Training
- Community Disaster Loans

Immediately after a disaster declaration, a toll-free telephone number is established for use by affected residents and business owners when registering for Individual Assistance. Disaster Recovery Centers (DRCs) are also open, where disaster survivors can meet with program representatives and obtain information about available aid and recovery processes. Disaster aid to individuals generally falls into the following categories:

- Disaster Housing may be available for displaced persons whose residences were heavily damaged or destroyed. Funding can also be provided for housing repairs and replacing damaged items to make homes habitable.
- Disaster Grants are available to help meet other disaster-related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.
- Low-interest disaster Loans are available after a disaster for homeowners and renters

from the U.S. Small Business Administration (SBA) to cover uninsured property losses. SBA loans offer low-interest, fixed-rate loans to disaster survivors. The loans may be for repairing or replacing homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury. The SBA also offers such loans to affected small businesses to help them recover from economic injury caused by the disaster. The state must meet eligibility requirements to qualify for SBA assistance. The President need not declare a Stafford Act disaster or emergency for a state to receive SBA loan assistance.

B. PUBLIC ASSISTANCE (PA)

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private non-profit (PNP) organizations following a Presidential disaster declaration. PA offers grants to state, tribal, territorial, and local governments and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and repair, replacement, or restoration of disaster-damaged publicly owned facilities and the facilities of specific PNP organizations. The PA program also encourages the protection of these damaged facilities from future events by assisting with hazard mitigation measures during recovery.

FEMA established seven categories of work to differentiate between the aid provided in the immediate aftermath of a disaster to save lives and property and the longer-term assistance provided to help communities rebuild. The categories are as follows:

- 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, and other

To receive Public Assistance, an eligible applicant must submit a Request for Public Assistance to the State. Under 44 C.F.R. 206.207(b)(1)(iii)(B), the Division will conduct briefings for all potential applicants as soon as possible following a disaster. The applicant briefing will discuss high-level topics such as application procedures, recordkeeping, procurement requirements, and other substantive information.

Once FEMA has approved an applicant's request for Public Assistance (PA), FEMA will write Project Worksheets (PW) to capture the costs for eligible work to replace or restore damaged facilities.

The federal share for eligible reimbursement under a federal declaration shall be no less than seventy-five (75%) percent. By Section 252.37(5), Florida Statutes, the State shall provide all required matching funds for state agencies and one-half of the non-federal share. The affected local government shall provide the other one-half. A waiver provision is offered to the local governments in counties designated as “fiscally constrained” through the Office of the Governor.

Before receiving federal funds, eligible applicants must fully provide any matching funds required under the Federal Hazard Mitigation Assistance Grant Program (HMGP).

The State serves as the Recipient, while eligible applicants become subrecipients once Federal funds are obligated to a project under the Public Assistance Program. Contractual agreements with the FDEM must be executed with sub-recipients, with all reimbursements passing through the Division.

The FDEM oversees documentation, record keeping, inspections, and final closeouts. Documentation remains the responsibility of the sub-recipient at all points of the Public Assistance grant life cycle and up to 5 years after the end of the grant cycle.

For additional details, see Attachment 4: Public Assistance (PA) Program process.

C. HAZARD MITIGATION ASSISTANCE

FEMA also provides hazard mitigation assistance through the HMGP and Section 406 of the Public Assistance Program, which assists survivors and public entities in mitigating potential impacts of future hazards. Examples include elevating or relocating repetitive loss flood-damaged homes away from flood hazard areas, retrofitting buildings to make them resistant to strong winds, and adopting and enforcing adequate codes and standards by local, state, and federal governments. Section 406 helps fund mitigation measures under the Public Assistance Program when repairing damaged structures.

D. U.S. SMALL BUSINESS ADMINISTRATION (SBA)

When the President declares a major disaster declaration for Individual Assistance, SBA’s disaster assistance programs are automatically activated. The SBA Administrator may issue a “SBA-only” declaration for more minor disasters that do not receive an IA declaration. Such declarations are based on at least the minimum amount of uninsured physical damage to buildings, machinery, inventory, homes, and other property. Typically, this would mean at least 25 homes, 25 businesses, or some combination have sustained uninsured losses of 40% or more. With an agency declaration, SBA disaster assistance programs are available to homeowners, renters, and businesses within designated areas. Further information about SBA disaster loans can be found at www.sba.gov.

Suppose a state does not receive a presidential emergency or major disaster declaration. In that case, the SBA may still be able to make federally subsidized loans to repair or replace

homes, personal property, or businesses that sustained damages not covered by insurance. The SBA can provide three types of disaster loans to qualified homeowners and businesses:

- Home Disaster Loans to homeowners and renters to repair or replace disaster-related damages to their home or personal property;
- Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, including inventory and supplies; and
- Economic Injury Disaster Loans (EIDL) provide capital to small businesses and small agricultural cooperatives to assist them through disaster recovery.

SBA disaster loans are a critical source of economic stimulation for communities hit by a disaster, spurring job retention and creation, revitalizing business health, and stabilizing tax bases. Four types of disaster declarations result in meeting the SBA eligibility criteria:

- Presidential Declarations for IA (includes SBA automatically)
- Agency Declarations
- Gubernatorial Declarations
- Secretary of Agriculture or Commerce Declarations

E. FIRE MANAGEMENT ASSISTANCE GRANT (FMAG).

The FEMA Fire Management Assistance Grant (FMAG) is a disaster assistance grant program available to states, local governments, and Indian tribal governments. Its purpose is to aid states and their communities in mitigating, managing, and controlling fires burning publicly or privately owned forests or grasslands.

For eligible grant applicants to receive assistance under FMAG, the Governor or the Governor's Authorized Representative (GAR) must request a Fire Management Assistance Declaration while the fire is burning out of control and threatens to become a major disaster. FEMA's Recovery Division Director makes declarations on a 24-hour, real-time basis. Declaration eligibility determinations are based on the following criteria:

1. Threat to lives and improved property, including threats to critical infrastructure and critical watershed areas;
2. Availability of State and local firefighting resources, high fire danger conditions, and
3. Potential for significant economic impact.

F. OTHER RECOVERY ASSISTANCE.

Other forms of emergency assistance may be provided through state programs such as Small Cities Community Development Block Grant, Community Services Block Grant, Low-Income Home Energy Assistance Program, Low-Income Emergency Home Repair Program, Home Investment Partnership Program, and the State Housing Initiative Partnership Program.

The State of Florida Recovery Plan Recovery | Florida Disaster provides a more thorough explanation of recovery operations and procedures, including needs and damage assessments.

Attachment 3

DISASTER RECOVERY CENTERS (DRC)

- A.** In the aftermath of a disaster, the state may establish one or more Disaster Recovery Centers (DRC) to provide information on available disaster assistance. Under a Presidential Disaster Declaration, federal agencies with disaster assistance programs coordinated by FEMA will be involved in DRC operations. DRCs will serve as a referral and information office for the community regarding the available state and federal disaster assistance programs.
- B.** state and federal Individual Assistance Officers (IAO) will typically coordinate with the Director of Emergency Management to establish DRCs in the County. If deemed necessary, the Director will provide a request to the State IAO that DRC(s) be established. The County Real Estate and Facilities Services Department will assist FEMA/state in acquiring spaces for DRC(s) within the County. Federal/state coordinators will continuously coordinate with the Director or his designated representative during DRC operations. A list of potential DRC sites is maintained under separate cover. During events, site locations will be provided to the SEOC via WebEOC utilizing the SERT emergency sites board.
- C.** FEMA is legally obligated to provide accessible emergency management to the deaf and hard of hearing. A specific toll-free number, 800-462-7585, is for disaster survivors who are deaf, have a hearing loss, or have a speech disability and use a Text Telephone (TTY). They may also dial 711 from any US telephone to be automatically connected to a Telecommunications Relay Service (TRS) telephone number for people who are hard of hearing. If desired, DRC officials will assist survivors through the process.
- D.** The county will establish a Redevelopment Task Force to oversee the reconstruction process and serve as an advisory committee to the Board of County Commissioners (BOCC) on recovery and redevelopment issues. This body will also identify opportunities to mitigate future damages by managing recovery and redevelopment resources per the Hillsborough County Ordinance 93-20, Section 22-49 Purpose and intent of the article.
- E.** A DRC is a facility established in, or near, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:
- Discuss their disaster-related needs.
 - Obtain information about disaster assistance programs.
 - TTY or 711 registrations for the deaf or hearing-impaired assistance.
 - Update prior registration information.
 - Receive mitigation loan and grant information to eliminate or reduce the risk of future loss.
 - Learn how to complete the Small Business Association (SBA) loan application.

Request the status of their application for the FEMA Individual Assistance Program.

- F.** The following are guidelines for determining suitable locations for a DRC:
- Minimum of 5,000 square feet of floor space.
 - Waiting area capable of accommodating 100 people.
 - Access for persons with physical handicaps, hearing impairment, or visual disabilities.
 - Separate areas for childcare, crisis counseling, and first aid.
 - Adequate and accessible parking.
 - Locations near public transportation systems.
 - Adequate utilities and communications; and
 - Adequate restrooms and janitorial services.
- G.** The state and federal IAOs will ensure that each DRC has adequate communications capabilities, electricity, and other utilities, sufficient supplies and materials to conduct its operations, and proper security arrangements. The EOC Operations Group or the HCOEM will assist the state and federal personnel in setting up the centers, including obtaining necessary equipment and supplies.
- H.** Once sites and locations have been confirmed, state and federal PIOs will prepare coordinated press releases to advise disaster survivors of the centers' locations and the assistance available.
- I.** The hours of operation and duration will depend on the severity of the disaster and the needs of the disaster survivors. During catastrophic events, centers may operate for several weeks, at least 12 hours per day, seven days per week. In general, the County, the DRC Coordinator, and the IA Officer will jointly decide the hours of operations.
- J.** DRCs will be staffed with representatives from appropriate federal, state, and local agencies, private relief organizations, and other organizations capable of providing disaster-related assistance to individuals. The assignment of County representatives in the center will be coordinated between the Director of Emergency Management and the Director of Aging Services, Health Care Services, and Social Services. Staff will be identified as needed from the departments listed, and the County's Know Your Role Program is updated annually. In addition, the following volunteer and non-profit agencies will provide staff to support the DRCs, American Red Cross, Salvation Army, and Crisis Center of Tampa Bay. ESF 18 (Business and Industry) will assist with the SBA, and ESF 14 (Public Information) will help provide public information about the services available.
- K.** In some cases, mobile DRCs consisting of recreational vehicles may be in the County for limited periods. The advantage of mobile DRCs is that they can be located near impacted areas. These DRCs do not have the full range of services as fixed DRCs but can provide many of the services offered by FEMA and SBA representatives. Note: Mobile DRCs must meet the same access and functional needs requirements as a fixed DRC facility.

- L** As the number of disaster survivors seeking assistance declines, FEMA and state representatives will coordinate with the EOC regarding the closure of the DRC. Press releases from FEMA, the state, and the county will provide notice of closure.

Attachment 4**PUBLIC ASSISTANCE (PA) PROGRAM PROCESS**

Reference: Public Assistance (PA) Program and Policy Guide, FP 104-009-2, April 2018

- A.** The Director of HCOEM will serve as the County public assistance coordinator and provide the interface between local agencies and state/federal representatives administering disaster assistance and hazard mitigation programs. HCOEM will coordinate activities relating to the BOCC departments. Depending on other jurisdictions (e.g., municipalities, certain constitutional authorities, and other potential applicants), HCOEM will notify them of disaster assistance based on damage assessment results and coordinate initial meetings. (Note: Potential applicants are as pre-identified in the EOC Directory and potential government applicant list. These items are updated as changes occur by the HCOEM staff.) Once the request for Public Assistance is signed, applicants will deal directly with state/federal teams.

- B.** The County Management and Budget Department will be responsible for financial management regarding state/federal assistance. They will develop and administer administrative procedures to ensure accurate financial transactions, accounting, grants management, document tracking, and payroll processing. The Accounting Division of the Clerk of Circuit Court will assist the Management and Budget Department in grants management and ensure appropriate financial accountability is maintained. The Management and Budget Department maintains a procedures manual that contains guidance on documentation and reimbursement procedures for federal disaster assistance. Each department and agency will ensure their fiscal personnel are trained on these procedures.

- C.** The HCOEM and the Management and Budget Department staff will prepare the appropriate correspondence required by state and federal directives.

The Management and Budget Department and the Clerk's Accounting Division will maintain appropriate summary-level payroll and financial records. All departments, agencies, and municipalities must keep all appropriate logs and formal records and file copies of all expenditures (including personnel timesheets) to provide clear and reasonable accountability and justification for future reimbursements. The HCOEM will maintain appropriate documentation such as summary information, funding agreements, Requests for Public Assistance, quarterly reports, etc.

- D.** During a major disaster, temporary employees and consultants may be necessary to help manage the federal disaster assistance program. In such cases, HCOEM and the Management and Budget Department will pursue hiring additional personnel following County procedures with the Human Resources Department.

- E. HCOEM and the Management and Budget Department will ensure appropriate local representatives are assigned to collect information for developing Project Worksheets. Representatives will be assigned with expertise in the area to be inspected (e.g., Public Works for roads and bridges, Parks, Recreation & Conservation Department for their facilities, Real Estate & Facilities Services for County buildings, etc.).
- F. A Presidential Disaster Declaration will provide for reimbursement of a portion of the costs for debris clearance, emergency measures, and repairing or replacing eligible damage to public facilities as follows:

Category A: Debris Clearance – clearance, removal, and or disposal of approved debris including, but not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, and vehicle and vessel wreckage. (Private property requires prior FEMA approval.)

Category B: Protective Measures – actions taken by the community (almost always government agencies) before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property.

Category C: Road System – repair or replace existing public roads, streets, and bridges.

Category D: Water Control Facilities—assist with permanent repairs for other water control facilities, such as those built for channel alignment, recreation, navigation, land reclamation, maintenance of fish and wildlife habitat, interior drainage, irrigation, and erosion prevention.

Category E: Public Buildings and Equipment – repair or replacement of existing buildings, structural components, interior systems, building contents, vehicles, and equipment. (except for those which are inactive or abandoned).

Category F: Public Utilities System – repair, restoration, or replacement of water, power, and sewage facilities.

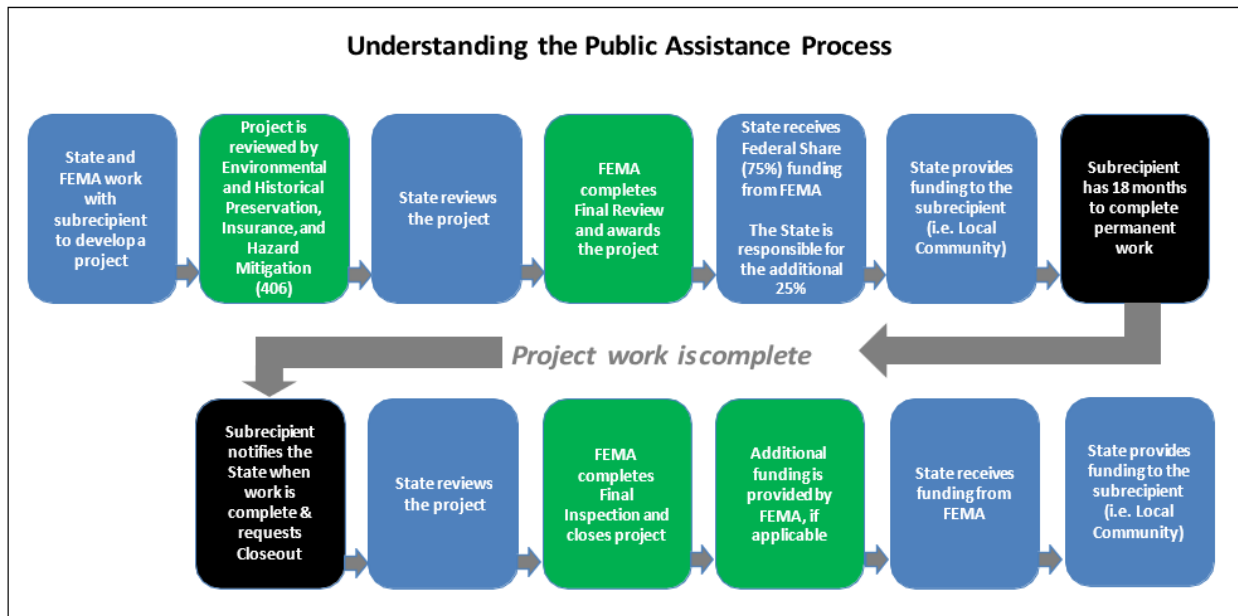
Category G: Other – repair, restoration, or replacement of parks and other recreation facilities, district roads, access facilities, costs associated with temporary facilities, and other costs approved by the Federal Coordinating Officer (FCO).

- G. The federal share of assistance will not be less than 75 percent of the eligible cost for emergency measures and permanent restoration. The recipient determines how the non-federal share of 25 percent will be dispersed to its applicants. FEMA may reimburse up to 90 percent of the eligible damages incurred in a catastrophic emergency. Costs not covered by FEMA must be borne by the state and local government. This cost-share ratio will be detailed in the federal/state agreement.

H. Public Assistance Responsibilities.

Understanding the Public Assistance Responsibilities		
FEMA	Recipient (State)	Subrecipient (Applicant)
<ul style="list-style-type: none"> Coordinates with all federal, state, and local agencies Establishes Joint Field Office Collects project and cost data Approves grants and obligates funds Provide technical assistance 	<ul style="list-style-type: none"> Educates sub-recipients Work with FEMA to manage the Public Assistance Program Collects project and cost data Disburse grants to applicants (Ex: community, county, local public entity) Monitors and manages use of grants by sub-recipients 	<ul style="list-style-type: none"> Requests assistance Identifies damaged facilities Provides information to support request Maintains accurate documentation

I. Federal Disaster Assistance Grant Process.



1. Applicant’s Briefing.

- a. Following the president’s declaration, an applicant Briefing will be scheduled. During the briefing, the state will present the incident period and a description of the declared event. The applicant, work, and cost eligibility will be reviewed, and the project formulation process will be introduced. The state will also discuss funding options,

record-keeping and documentation requirements, and special considerations issues.

- b. Potential applicants within the County include County BOCC departments, municipalities, constitutional officers, tribal governments, and certain private non-profit agencies. Applicants should send key representatives who will work with state and FEMA representatives (e.g., emergency management, public works, finance, risk management). The County HCOEM will notify all potential applicants of the Applicant's Briefing. After this briefing, all applicants will deal directly with state/FEMA representatives on public assistance matters.
- c. Applicants will be asked to complete a Request for Public Assistance (RPA). The RPA is the applicant's official notification to FEMA of the intent to apply for public assistance. In some cases, the RPA is submitted at the Applicant's Briefing. Alternatively, it may be filed electronically to the state. The applicant must submit the form within 30 days of the date of designation of the County for public assistance. Once an RPA has been submitted, the project formulation process can begin.

2. Kickoff Meeting.

- a. FEMA or the recipient's Public Assistance Representative should work with the HCOEM and the applicant to schedule the Kickoff Meeting within ten (10) days of receiving notice of the Request for Public Assistance (RPA) approval. This meeting will be conducted by the FEMA Public Assistance Coordinator (PAC). While the Applicant Briefing is designed to address high-level information for all potential applicants, the Kickoff Meeting is intended to address the specific needs of each eligible applicant. Within the County, potential applicants include Hillsborough County BOCC departments, municipalities, constitutional officers, tribal governments, and certain private non-profit agencies.
- b. At this meeting, a state applicant liaison provides details on state-specific documentation and reporting requirements. The applicant should ensure that staff knowledgeable about the incident-related damage, emergency activities performed, and related costs attend the meeting.

3. Project Formulation.

- a. Eligible applicants must identify damages by category and sites and provide estimates or actual documentation for completed work. The Project Worksheet (PW) is the primary form used to document the scope of work and project cost estimates. Projects are categorized as large or small according to a threshold adjusted each fiscal year to account for inflation. The applicant is responsible for preparing PWs for small projects. State or FEMA assistance is available if needed, to complete these PWs. PWs for small projects should be submitted within 60 days of the Kickoff Meeting. However, applicants are strongly encouraged to submit PWs as soon as possible to expedite assistance. State/FEMA representatives will work with the applicant to prepare PWs for large

- projects.
- b. State/FEMA review teams will validate small projects completed by applicants. Typically, a sample of about 20% of an applicant's small projects is assessed in the validation process. However, if significant discrepancies are found in the sample, a second sample of 20% is assessed. If differences are again found in that sample, the applicant will receive technical assistance to review all small projects. (Note: The 20% sample only applies to projects submitted within 30 days of the Kickoff Meeting. Small PWs submitted after 30 days are subject to 100% validation).
 - c. Large projects will not be validated. State/FEMA representatives working with the applicant are responsible for developing the scopes of work and cost estimates for large projects and submitting the PWs to FEMA for review and processing.
4. Municipal Coordination.
- a. According to FEMA regulations, each municipality and special district within Hillsborough County must prepare its own Project Worksheet (PW) documents to request federal financial reimbursement. After a federal disaster declaration for public assistance is issued, each jurisdiction (eligible applicant) must designate a Municipal Coordinating Officer who serves as the Applicant's Agent, the Public Assistance Coordinator, or the Designated Agent by internal procedures. Each jurisdiction may independently determine which person has the prerequisite skills and capabilities to perform the task of municipal coordinating officer (and preferred title) best.
 - b. The position requires understanding the federal Public Assistance (PA) program and requirements, local purchasing and contracting processes, tracking and documenting disaster-related expenses, and negotiating with the state and federal representatives supplying federal disaster assistance. This individual will attend the applicants' briefing and manage the application procedures and all administrative requirements associated with the federal public assistance program by establishing guidelines and checklists. At the applicants' briefing, each jurisdiction will be asked to complete a request for public assistance form and schedule a kickoff meeting.
 - c. The Applicant's Agent for the municipal jurisdiction should maintain ongoing communication with the County's Applicant Agent and coordinate with all municipal agencies and organizations engaged in the response and recovery effort. The Applicant's Agent will be custodial for disaster-related records or oversee records management by local policies and procedures.
5. Grant Processing.
- a. FEMA and the state share responsibility for making Public Assistance (PA) Program funds available to applicants. FEMA is responsible for approving projects and creating the

- federal share of the agreed amount available to the state through a process known as obligation. The state is responsible for providing the state's share of the grant amount and notifying the applicant that funds are available.
- b. Small Projects. Payment for small projects is based on the estimate prepared during project approval. The state must pay the federal share to the applicant as soon as practicable after FEMA has obligated the funds. Once all small projects are complete, the state must certify that work has been completed by the approved scope of work on the PW, in compliance with FEMA standards and policies, and that all payments due have been made. This certification does not specify the amount spent on the projects; it only states that they were completed. If the County pays less than the amount approved by FEMA, the federal share will not be reduced to match actual costs. However, if the County incurs costs significantly more than the total amount authorized for all small projects, the County may apply for additional funding.
 - c. Large Projects. Large projects are funded on documented actual costs. Because of the nature of most prominent projects, work typically is not complete at the time of project approval; therefore, FEMA will obligate grants based on an estimated cost. The state may not immediately draw down such monies. Instead, progress payments are made to the applicant as actual costs are documented. Upon completing a large project, the County must submit documentation for all incurred costs. The state is responsible for ensuring that all incurred costs are associated with the approved scope of work and certifying that FEMA standards and policies have completed work. The state then submits documentation of project costs to FEMA for review. FEMA may conduct a final inspection as part of this review. Once the review is complete, FEMA determines whether funds should be obligated or de-obligated for the project.
6. Appeals.
- a. The appeals process allows applicants to request reconsideration of decisions regarding the provision of assistance. There are two levels of appeal: the first is to the FEMA Region 6 Director (RD), and the second is to the Assistant Director at FEMA Headquarters.
 - b. Applicants must file an appeal with the state within 60 days of receipt of a notice of the action being appealed. Applicants must provide documentation to support the appeal. This documentation should explain why the applicant believes the original determination and the requested adjustment amount are wrong. The state will review the appeal documentation and request additional information if necessary. The state will then prepare a written recommendation on the merits of the appeal and forward that recommendation to FEMA within 60 days of receiving the appeal letter or additional information requested.
 - c. The RD will review the first appeal and, within 90 days, will take one of two actions:

- (1) Render a decision on the appeal and inform the state of the decision; or
- (2) Request additional information.

- d. Normally, the applicant has 60 days to provide additional information, and the RD will decide on the appeal within 90 days of receiving the information. If the appeal is granted, the RD will take appropriate action, such as approving additional funding or sending a Project Officer to meet with the applicant to determine additional eligible financing.
- e. If the RD denies an appeal, the applicant may submit a second appeal to the Assistant Director of FEMA. The applicant must submit the second appeal to the state within 60 days of receiving the RD’s denial.

7. Project Management.

- a. It is critical to establish and maintain accurate records of events and expenditures related to disaster recovery work. The information required for documentation describes the “who, what, when, where, why, and how much” for each item of disaster recovery work. The County must maintain a financial and record-keeping system that can be used to track these elements. Maintaining a complete and accurate set of records for each project cannot be over-emphasized. Good documentation facilitates the project formulation, validation, approval, and funding processes.
- b. All documentation about a project should be filed with the corresponding PW and maintained by the department as the permanent record. These records become the basis for verifying the accuracy of project cost estimates during validation of small projects, reconciliation of costs for large projects, and audits.
- c. The Federal Office of Management and Budget requires grant recipients to maintain financial and program records on file for three years following final payment. Grant recipients' records may be subject to the provisions of the Single Audit Act.
- d. Time limits have been established for the completion of eligible work. These are set by regulation and are measured from the declaration date of the major disaster or emergency. The initial deadlines are established according to the type of work, as shown in the following table:

Completion Deadlines	
Type of Work	Months
Debris Clearance	6
Emergency Work	6
Permanent Work	18

The state may grant extensions of the above deadlines in extenuating circumstances. An additional six months may be granted for debris clearance and emergency protective measures and a further 30 months for permanent restoration work. Extension justification should be based

on extenuating circumstances or unusual project requirements beyond the applicant's control. FEMA may periodically review the state's actions on time extensions to ensure compliance with the regulations.

e. Changes in Scope of Work and Costs.

- (1) During project work, hidden damage, additional work necessary to complete the project correctly, or certain costs higher than those used to make the original estimate for the PW may be discovered. Delays in the work schedule may also increase costs.
- (2) For large projects, when a change in scope or a need for additional funding is discovered, the County should notify the state as soon as possible. The assumption should not be made that such costs can be reported at the end of the project and that the additional funds will be approved automatically. The request should justify the eligibility for extra work or costs. If further damage to the facility is involved, it may be necessary to show how that damage is disaster-related. The state will forward the request to FEMA with a written recommendation. To determine eligibility, FEMA and the state may conduct a site visit in cooperation with the local representatives. FEMA will render a decision and notify the state with an amended PW for additional funding or a written denial of the request.
- (3) Small projects are handled differently. Cost overruns are not handled on a project-by-project basis; instead, the applicant may request supplemental funding for a net cost overrun on all small projects by submitting an appeal through the state to FEMA. An appeal should be submitted only when the total costs for all small projects significantly exceed the total cost approved for all small projects. The appeal must be submitted within 60 days of completing all the applicant's small projects. The appeal must include documentation of all the projects' actual costs, including those with under-runs and those with overruns.
- (4) Except when an appeal is to be submitted, cost documentation for small projects does not need to be submitted to FEMA but should be retained for three years after completion. The state must only certify that the approved PWs have completed all the work.

f. Progress reports on all projects must be submitted to FDEM every quarter. The report will include information on the amount of money provided to the County, the amount still due to the County, time extensions, appeals, percent completion, and remarks.

8. Final Inspections.

- After completing all projects, the sub-grantee must submit a summary to the SCO. State/federal inspectors will then conduct a final inspection of a large project to verify its completion within the scope of work. Final inspection documents will be prepared

and forwarded to the FCO to prepare any closing supplements. A small project will only require a certification of completion form stating that the work has been completed. Some small projects may be inspected at random for completion.

9. Audits.

- Public assistance grant recipients must comply with the provisions set forth under the Single Audit Act of 1984 (Public Law 98-502), as amended in 1996. The act requires grant recipients expending \$500,000 or more in federal funds in a fiscal year ending after December 31, 2008, to perform a single audit. Even though a single audit must be performed, grant recipients are subject to additional audits by the FEMA Office of the Inspector General and state auditors for items not covered by the single audit. Specific documentation and procedures are based on the Federal Office of Management and Budget requirements, whereby grant recipients must maintain financial and program records for three years following final payment.

Attachment 5

UNMET NEEDS COORDINATION

- A.** The private sector is a significant component of any disaster recovery. Federal, state, and local governments provide whatever resources are available within budgetary and legal constraints.
- B. Housing Assistance:**
- a. **Unmet Needs Coordination:** Establishing a centralized system to assess and coordinate unmet housing needs, ensuring that resources are allocated efficiently and equitably based on individual circumstances.
 - b. **Repair and Reconstruction:** Coordinating with local contractors and construction firms to expedite repairing and reconstructing homes damaged or destroyed by the disaster, prioritizing vulnerable populations and underserved communities.
 - c. **Temporary Shelter:** Collaborating with local shelters, hotels, and rental agencies to provide temporary housing solutions tailored to the needs of displaced individuals and families, focusing on accessibility, safety, and proximity to essential services.
 - d. **Accessibility Modifications:** Assistance with making homes accessible for individuals with disabilities, including ramps, handrails, and other modifications.
- C. Personal Property:**
- a. **Unmet Needs Assessment:** Conduct comprehensive assessments to identify and prioritize unmet needs related to personal property, including the replacement of essential items, specialized equipment, and tools necessary for employment or livelihoods.
 - b. **Resource Coordination:** Partnering with nonprofit organizations, community groups, and businesses to coordinate the donation and distribution of essential items, ensuring that individuals receive adequate support based on their specific needs and circumstances.
- D. Medical and Dental Expenses:**
- a. **Needs Verification:** Collaborating with healthcare providers, insurers, and medical professionals to verify and validate unmet medical and dental expenses incurred by disaster survivors, ensuring that assistance is provided to those most in need.
 - **Medical Treatment:** Coverage for medical expenses incurred due to injuries sustained during the disaster, including hospitalization, surgeries, doctor visits, and rehabilitation services.
 - **Prescription Medications:** Assistance with the cost of prescription medications for managing injuries, illnesses, or chronic conditions exacerbated by the disaster.
 - **Dental Care:** Financial support for emergency dental treatments, including extractions, fillings, and denture replacements, resulting from disaster-related injuries or conditions.

- b. **Financial Assistance Programs:** Implementing financial assistance programs to cover medical and dental expenses not covered by insurance or other sources, focusing on addressing disparities in access to healthcare services and mitigating the financial burden on vulnerable populations.

E. Transportation:

- a. **Transportation Coordination:** Creating transportation coordination networks to ease access to vehicle repair or replacement services, public transportation alternatives, and other mobility solutions for those with limited transportation resources or mobility. Providing financial assistance for transportation expenses for individuals depending on public transportation for accessing employment, healthcare facilities, and essential destinations.
- b. **Accessibility Considerations:** Ensuring that transportation assistance programs accommodate the diverse needs of disaster survivors, including individuals with disabilities, elderly populations, and those residing in rural or isolated areas.

F. Childcare and Dependent Care:

- a. **Needs Assessment:** Assess deficiencies in childcare and dependent care services, focusing on households comprising children, elderly relatives, or individuals with disabilities necessitating specialized care and providing aid for childcare expenses incurred because of disruptions stemming from the disaster, empowering parents and caregivers to resume work or participate in recovery endeavors and offering assistance for costs associated with caring for elderly family members or dependents with disabilities, encompassing in-home care, adult day care, and respite services.
- b. **Support Services:** Collaborating with childcare providers, eldercare facilities, and community organizations to expand access to affordable and quality childcare and dependent care services, addressing barriers such as affordability, availability, and accessibility.

G. Funeral Expenses:

- a. **Bereavement Support:** Providing bereavement support services to individuals and families who have lost loved ones because of the disaster, including counseling, support groups, and assistance with funeral planning and arrangements.
- b. **Financial Assistance Programs:** Implementing financial assistance programs to alleviate the economic burden of funeral and burial expenses for bereaved families, ensuring dignified and respectful final arrangements for deceased loved ones.

H. Other Essential Needs:

- a. **Coordination Mechanisms:** Establishing collaborative frameworks with local agencies, non-profit organizations, and community stakeholders to address additional critical needs such as food and water aid, temporary storage, and access to essential services.
- **Food and Water Aid:** Providing emergency food supplies, grocery vouchers, or support for purchasing clean water for individuals experiencing food insecurity or lacking access

to safe drinking water.

- **Temporary Storage:** We offer assistance with temporary storage options for personal belongings salvaged from damaged or uninhabitable residences, ensuring the safety and protection of possessions throughout the recovery phase.
- **Access to Essential Services:** Supporting individuals in accessing crucial services like utilities, communication, and internet connectivity to facilitate communication, information dissemination, and coordination of recovery initiatives.
- b. **Resource Allocation:** Prioritizing resources based on the severity of need and the unique challenges different communities face, focusing on equity, inclusivity, and cultural sensitivity in service delivery. However, much of the human services response comes from voluntary sources from private and humanitarian organizations and business contributions. Emergency Support Function 15 (Volunteers & Donations) embodies the County's framework for managing volunteers within the community. Functioning as a supporting entity within ESF 15 (Volunteers & Donations), it serves as the primary agency for the Volunteer Reception Center, which orchestrates volunteer resources during times of disaster. As part of this function, the Volunteer Reception Center will also have lead responsibility for coordinating volunteer agencies that deal with the unmet needs of disaster survivors. As unmet needs become apparent through requests to the EOC, assessment teams, elements of government agencies, etc., requests will be made to the appropriate humanitarian or other private non-profit organizations working in the County.

I. In this role, the Volunteer Reception Center will:

- a. Coordinate with volunteer organizations and match the resources that these organizations possess to the area of need within the community.
- b. Coordinate with municipalities to direct volunteer agencies to assist with unmet needs within their jurisdictions.
- c. Coordinate with state and federal representatives regarding unmet needs activities.
- d. Ensure appropriate information about unmet needs activities is provided to ESF 14 (Public Information).

J. Many humanitarian agencies will participate in meeting unmet needs following a disaster. Participating agencies will also come from businesses, trade unions, trade organizations, civic organizations, etc.

Many volunteer agencies specialize in specific recovery areas, such as emergency home repair, crisis counseling, debris removal, food and water distribution, etc. These organizations ensure their personnel are trained in their specialties and are coordinated by ESF 15 (Volunteers & Donations). Volunteers stationed at the VRC with skills can be assigned to relevant agencies that require their expertise.

Attachment 6**TEMPORARY HOUSING**

See County Disaster Temporary Housing Plan for additional information.

- A.** Following a disaster, temporary housing may be needed beyond the period of emergency shelter to accommodate those displaced by the disaster. County government, municipalities, and non-governmental relief agencies must first respond to housing needs within the limits of their capabilities. Depending on the magnitude of the disaster, additional resources may be required from state and federal sources.
- B.** Once a Presidential Disaster Declaration has been granted, the FEMA is responsible for providing large-scale temporary housing. Federal assistance may be available in two forms: (1) financial assistance to survivors to rent existing rental units, manufactured housing, recreational vehicles, or other readily fabricated dwellings, and (2) actual housing units acquired by purchase or lease by FEMA (i.e., manufactured homes, RVs, etc.) to be occupied by homeless survivors. Any temporary housing provided by the federal government typically lasts no longer than 18 months, after which the federal government may charge fair market rent for housing units offered.
- C.** In most cases, FEMA will delegate responsibility to the State of Florida to manage and coordinate the temporary housing program within impacted counties. The state will also provide whatever resources they can bring to bear and serve as a liaison between the County and FEMA. In coordination with the cities, the county will identify potential sources of temporary housing, including existing housing stock, if any; sites to accommodate tents, manufactured homes, or RVs, provided through federal resources; and any other available local resources. Private non-profit organizations and private housing organizations will be major participants in working on the disaster temporary housing issue.
- D.** Following a significant hurricane, damage assessment and needs assessment teams will compile estimates of homeless disaster survivors. Homeless survivors will be located at various locations, including public shelters, hotels/motels, the homes of friends or relatives, or out of the area. For the short term, some homeless survivors may stay where they are. Others may go to designated public shelters operated by the American Red Cross.
- E.** American Red Cross public shelters will house homeless disaster survivors for the short term until a temporary housing program has been established. American Red Cross shelter resources will be available for planning for a few weeks. American Red Cross shelters may include public schools, churches, and other facilities with agreements with the American Red Cross. (Note: Schools, if in session, will be vacated as shelters as soon as possible so they can be reopened for business).
- F.** Once it has been determined that a temporary housing program must be established for

homeless survivors, the Disaster Temporary Housing Committee will be convened. County Affordable Housing Services will chair this committee. The membership of this committee shall include, but not be limited to, the following:

Disaster Temporary Housing Committee Members
<ul style="list-style-type: none"> • Bay Area Apartment Association, Government Affairs Director • Bright House Networks, Senior Construction Manager • Catholic Charities, CEO • City of Plant City, Fire Chief • City of Tampa, Fire Chief • City of Temple Terrace, Fire Chief • County Affordable Housing Services (Chairman/Coordinator), Director • County Code Enforcement Department (Co-chairman), Director • County Building and Construction, Building Official • HCFR • Office of Emergency Management, Director • County Aging Services Department • County Health Care Department, Director • County Parks, Recreation & Conservation Department, Director • County Public Utilities Department, Director • County Real Estate and Facilities Services Department, Director • County School Board, General Director of Student Placement and Support • County Development Services, Director • County Social Services Department, Director • FDOH, Director of Public Health Preparedness • Florida Manufactured Housing Association, Executive Director • Greater Tampa Association of Realtors, Governmental Affairs Counsel • President of Housing & Urban Development (HUD), Director • American Red Cross, Disaster Program Manager • Salvation Army, Major - Area Commander • Metropolitan Ministries, CEO • HCSO, Special Incident Management Section Corporal • Tampa Bay Builders Association, Executive Vice President • Tampa Housing Authority, President • TECO, Emergency Management Director • United Way, Program Manager • Verizon, Senior Engineer

- G.** To assist the State and FEMA, the County will activate the Disaster Temporary Housing Committee, which will identify the number of damaged properties and displaced citizens, identify suitable land for possible sites, allow for an expedited permitting process, and take any other measures needed to assist in the restoration of housing in the impacted area of

theCounty.

- H.** Among other things, the Disaster Temporary Housing Committee will ascertain the following:
 1. The number of survivors needing temporary housing.
 2. The estimated number of homes that might be made habitable with minimal repairs.
 3. Available government-owned or government-subsidized housing units.
 4. Privately owned rental properties which could be used for temporary housing.
 5. Available manufactured homes or other fabricated dwellings which could be used for temporary housing.
 6. Number of sites that meet Land Development Code Section 6.11.115, Disaster Relief Communities.
- I.** The Disaster Housing Chairman/Coordinator is responsible for identifying plots of land that have been platted and other slabs and/or infrastructure already in place that could be used for housing strategies. The Housing Coordinator will grade/prioritize the types of properties and provide an update annually before each hurricane season. If an incident occurs, a damage assessment of these properties will be completed to assess which properties from the list were not affected and would be available to use. Based on the needs assessment, housing strategies will be outlined.
- J.** After comparing the damage and needs assessments to determine an accurate estimate of those who require temporary housing against any availability of existing housing stock, the Disaster Temporary Housing Committee will be able to decide on a reasonable estimate of the number of people that need to be provided federal disaster housing assistance. FEMA and the state will set up Disaster Recovery Centers (DRC) where applicants for disaster temporary assistance will be assisted in applying for temporary housing. Based on the number of affected properties, Hillsborough County will work with the State and FEMA to develop a viable temporary housing solution for the County.
- K.** In some cases, special attention must be given to people with special needs (i.e., elderly and disabled). Some individuals may have to be housed in nursing homes, assisted living facilities (ALF), or other specialized housing. The FDOH and the County Aging Services Department will be the primary agencies in developing viable housing resources for homeless disaster victims with special needs.
- L.** Numerous options for temporary housing can be employed. Among these are the following:

1. For homeowners with repairs not considered major (i.e., \$10,000 or less and can be fixed within three months), place travel trailers on their lots. To be eligible, homes must be out of the 100-year flood plain and have utilities.
 2. Available public or private rental units. FEMA will pay the HUD Fair Market Rental Value for the maximum rent.
 3. Public Property (state, county, municipal) where manufactured housing acquired by FEMA can be placed.
 4. Private property where FEMA-acquired manufactured housing can be placed.
 5. Disaster relief dwellings as defined in Land Development Code Section 6.11.112, Disaster Relief Dwellings.
- M.** General guidelines from FEMA regarding sites for the installation of manufactured housing include the following:
1. Attempts should be made to establish temporary sites as close as possible to disaster survivors' neighborhoods. (Note: If homeless survivors must be in areas at a distance from their neighborhoods, extensive transportation service will probably have to be implemented).
 2. Site selection should consider environmental, zoning, flood plain, wetlands, rules, and restrictions. Certain waivers may be needed. Do not use sites in the Coastal High Hazard Area or FEMA Flood Zone.
 3. FEMA has no preference regarding the size of the sites. The sites can hold as few as 3-4 units; however, approximately 300 units is considered the maximum.
 4. Utilities should be available or easily installed at the sites.
 5. Conservatively, plan on six units per acre. However, this number could be extended to ten units per acre.
 6. Generally, homeless survivors may be in temporary housing for up to 18 months. The County's Land Development Code stipulates disaster relief dwellings and communities shall exist for 12 months, with provisions to extend the duration in exceptional circumstances.
 7. The FEMA-preferred manufactured home size is 14' X 60'.