

Concept of Operations	Standard Operating Procedures Emergency Housing
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Lead Agency	Franklin County Planning and Building Department (FCPBD)
Support Agencies	Capital Area Chapter of the American Red Cross (CACARC) Franklin County Emergency Management Department (FCEMD) Franklin County School District (FCSD) Franklin County Affordable Housing Board (FCAHB)

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1.0 – Introduction

1.1 – Purpose

The purpose of this document is to provide guidance on meeting the temporary housing needs of county residents whose permanent residences have been damaged or destroyed by a disaster.

1.2 – Scope

Given the resource constraints that exist in the county, the scope of this disaster housing is limited to the provision of temporary housing in the form of emergency shelters, hotels and / or motels, short-term apartment rentals, and the identification of



areas suitable for temporary placement of manufactured homes on a temporary basis by state and federal agencies.

Resources do not exist for the local provision of long-term temporary housing in the county.

1.3 – Assumptions

In the aftermath of a major disaster, such as a hurricane or flood, it is likely that a significant number of county residents will find themselves in need of temporary housing.

2.0 – Concept of Operations

2.1 – General

Coordinate with the FCEMD and CRO¹ to determine the extent of the need for temporary housing following a disaster.

Interface with various for-profit real estate companies and government agencies to determine the availability of temporary housing within the county.

2.2 – Organization

This activity is part of the Operations Section of the county's EOC². The county's EOC utilizes the ICS³ structure during all activations.

2.3 – Primary Activities

2.3.1 – Emergency Housing Officer (EHO)

The FCEMD Director or designee will appoint a EHO⁴ that will work with a variety of individuals, for-profit real estate companies, governmental agencies and organizations to assist in determining the need for and the availability of emergency housing within the county.

The EHO should be a staff member from the FCPBD.

2.3.2 – Emergency Housing Officer (EHO) – Roles and Responsibilities

¹ Community Relations Officer

² Emergency Operations Center

³ Incident Command System

⁴ Emergency Housing Officer



The EHO will coordinate with the FCEMD and CRO to ascertain the extent of emergency housing needs for county residents.

The EHO will coordinate with various for-profit real estate companies and government agencies to identify available housing as well as sites to locate manufactured homes on a temporary basis.

The EHO is responsible for serving as the liaison with the FDEM⁵ and FEMA⁶ regarding emergency housing issues.

The EHO will coordinate with the CRO to provide information to affected individuals and families regarding FEMA's Disaster Housing Program.

2.3.3 – Temporary Housing Options

Several options exist to address short-term emergency housing needs in the county.

Emergency Shelter

The CACARC can provide emergency sheltering of individuals and families on a temporary basis.

FEMA Disaster Housing Program

In the event of a presidentially declared disaster, FEMA can provide temporary housing assistance to help meet the housing needs of victims. Assistance can take several forms including:

- Minimal Repair Program – Provides money for homeowners to repair owner occupied primary structures that have sustained minor damage.
- Rental Assistance – Grants for rent when the residence has been made unlivable due to the disaster. Rental assistance generally covers 30 to 90 days of rent.
- Mortgage Rental Assistance – Applies to victims who have received written notice of eviction or foreclosure due to financial hardship resulting from the disaster.

2.3.4 – Multi-Agency Coordination

The EHO will coordinate with the cities of Apalachicola and Carrabelle to ensure that they are kept informed regarding the availability of temporary housing options in their communities.

⁵ Florida Division of Emergency Management

⁶ Federal Emergency Management Agency



The EHO will confer as appropriate with all organizations and governmental agencies that have a role in providing temporary emergency housing in the county.

2.3.5 – Temporary Placement of Emergency Housing (Manufactured Homes)

Given that the county is not able to provide long-term temporary housing to displaced residents, the county will look to the FDEM and to FEMA for assistance.

The county has very few options for staging areas for long-term temporary housing. Nearly the entire interior portion of the county is in the floodprone Tate's Hell State Forest. Should long-term temporary housing assistance be available from these agencies, the FCEMD recommends placing temporary housing units on available public properties available in the cities of Apalachicola and / or Carrabelle.

3.0 – Responsibilities

3.1 – Lead Agency

Franklin County Planning and Building Department – Will be responsible for coordinating with all appropriate agencies to provide emergency housing to disaster victims.

3.2 – Support Agencies

Capital Area Chapter of the American Red Cross – Will manage and staff emergency shelters during the initial recovery phase of a disaster.

Franklin County Emergency Management Department – Will serve as the coordinating organization for overall recovery operations.

Franklin County School District – Will provide facilities to support emergency shelters.

Franklin County Affordable Housing Board – Will work in conjunction with the EHO to identify available housing resources within the county.

