



**Franklin County Florida
Emergency Management
Department**

CONFIDENTIAL INFORMATION - DISTRIBUTION LIMITED

Information contained in this plan is confidential pursuant to Florida Statutes 119.07(3)(33) & 281.311



HURRICANE



TORNADO



WILDFIRE



FLOOD

Disaster Resistant Communities Group

6224 Wake Robin Lane
Tallahassee Florida 32309

850.241.3565

www.DRC-Group.com

The 2010 Franklin County Comprehensive Emergency Management Plan was prepared by the Franklin County Emergency Response Team with support from the Disaster Resistant Communities Group.



Table of Contents

1.0 – Introduction

1.0 – Introduction	3
1.1 – Purpose	7
1.2 – Scope	7
1.3 – Methodology	7
2.0 – Situation	8
2.1 – Hazard Analysis Summary	8
2.1.1 – High Risk Hazards	8
2.1.2 – Medium Risk Hazards	8
2.1.3 – Low Risk Hazards	9
2.1.4 – Very Low Risk Hazards	9
2.2 – Geographic Information	9
2.2.1 – Geographic Description	9
2.2.2 – Topography	10
2.2.3 – Future Land Use	11
2.3 – Demographics	11
2.3.1 – Population	11
2.3.2 – Population Hazard Vulnerability	12
2.4 – Economic Profile	14
2.4.1 – Local Employment by Major Sector	14
2.4.2 – Unemployment	14
2.4.3 – Income	15
2.4.4 – Average Poverty Value	15
2.4.5 – Potential Economic Impact of Hazards	15
2.5 – Emergency Management Support Facilities	16
2.5.1 – Critical Facilities	16
2.5.2 – Staging Areas	16
2.5.3 – Landing Zones	16
2.5.4 – Fire Departments	17
3.0 – Concept of Operations	17
3.1 – Emergency Management Operating Levels	17
3.1.1 – Level # 1 – Full Scale Activation	17
3.1.2 – Level # 2 – Partial Activation	17
3.1.3 – Level # 3 – Monitoring	17
3.2 – General	18
3.2.1 – Description	18
3.2.2 – Relationship between Local, State and Federal Government	18
3.2.3 – Plan Activation	18
3.2.4 – Emergency Operations Center	19
3.2.5 – Requests for Assistance from Municipalities	19
3.3 – Organization	19
3.3.1 – Emergency Management Structure – Non Emergency	19



Board of County Commissioners.....	20
3.3.2 – Emergency Management Structure – During Emergencies.....	21
3.3.3 – Response Activities.....	22
Board of County Commissioners.....	23
3.3.4 – Operations Section.....	24
3.3.5 – Logistics Section.....	24
3.3.6 – Infrastructure Section.....	25
3.3.7 – Finance Section.....	25
3.4 – Lead and Support Response, Recovery and Mitigation Roles.....	25
3.4.1-A – Response.....	25
3.4.1-B – Recovery.....	26
3.4.1-C – Mitigation.....	26
3.4.2 – Agency Representatives in the County EOC.....	34
3.4.3 – Information.....	35
3.4.4 – Requests for Assistance.....	35
3.4.5 – Overall Responsibility.....	35
3.4.7 – Preservation of Vital Records.....	35
3.4.8 – Direction and Control.....	35
3.4.8-A – Line of Succession.....	35
3.4.8-B – Preparation of Local State of Emergency Proclamation.....	36
3.4.8-C – Operational Readiness of the County EOC.....	36
3.4.8-D – County EOC 24 Hour Staffing Pattern.....	37
3.4.9 – Development and Maintenance of SOPs.....	37
3.4.10 – Information Flow.....	37
3.4.10-A – Requesting Assistance.....	37
3.4.10-B – Message Tracking.....	38
3.4.10-C – Information Dissemination.....	38
3.4.10-D – Rumor Control.....	38
3.4.11 – Mutual Aid.....	39
3.4.11-A – Requesting Assistance.....	39
3.4.11-B – Providing Assistance.....	39
3.5 – Notification and Warning.....	39
3.5.1 – County Warning Point (CWP).....	39
3.5.2 – Sources of Hazard Information.....	39
3.5.3 – Public Notification.....	40
3.5.4 – Special Notification Zone.....	40
3.5.5 – Local Official and Agency Notification.....	40
3.5.6 – State Watch Office (SWO) Notification.....	40
3.5.7 – Special Needs and Non-English Speaking Population Notification.....	40
3.6 – Preparedness Activities.....	41
3.6.1 – Training.....	41
3.6.1-A – Response Training.....	41
3.6.1-B – Recovery Training.....	41
3.6.1-C – Mitigation Training.....	41
3.6.1-D – Exercises.....	42
3.6.2 – Public Awareness and Education.....	42



3.6.2-A – Special Needs Registration.....	42
3.6.2-B – Public Service Announcements (PSA).....	42
3.6.2-C – Public Information Dissemination.....	42
3.6.2-D – Public Address and Direct Citizen Contact.....	43
3.6.2-E – Distribution of Evacuation Maps and Shelter Locations.....	43
3.7 – Response Activities.....	43
3.7.1 – Local State of Emergency Proclamation.....	43
3.7.2 – Local State of Emergency Duration.....	43
3.7.3 – School Closings.....	44
3.7.4 – Business Closings.....	44
3.7.5 – Requesting State Assistance.....	44
3.7.6 – State Incident Management Team Coordination.....	44
3.7.7 – Evacuation.....	44
3.7.8 – Re-Entry.....	44
3.7.9 – Sheltering.....	44
4.0 – Financial Management.....	45
4.1 – Clerk of the Court’s Office.....	45
4.1.1 – Responsibilities.....	45
4.1.2 – Accounting Procedures.....	45
4.1.3 - Financial Management Training.....	45
4.1.4 – Tracking Costs During Emergencies.....	45
4.1.5 – Mutual Aid Costs.....	46
4.1.6 – Purchases.....	46
4.1.7 – Maintenance of Financial Records.....	46
4.1.8 – Emergency Management Funding Sources.....	46
4.1.9 – Current Emergency Management Funding Agreements.....	46
4.1.10 – County / City Financial Relationships.....	47
5.0 – References and Authorities.....	47
5.1 – Florida Statutes – Chapter 252 – County Responsibilities.....	47
5.2 – Florida Statutes – Additional – County Responsibilities.....	47
5.3 – Florida Administrative Code.....	48
5.4 – Plans and Procedures Related to the CEMP.....	48
5.5 – County Procedures Governing Emergencies.....	50





1.1 – Purpose

Florida Statutes, Chapter 252 requires every county in the state to develop a CEMP¹. The purpose of the CEMP is to establish a uniform all hazards approach and process for preparedness, response, recovery and mitigation of natural and technological disasters. The CEMP is operations oriented and provides for a coordinated local response to all disasters. The CEMP was developed in accordance with the guidelines established by the FDEM² and is consistent with the state CEMP.

The purpose of the CEMP is to:

- Preserve life, protect property, and minimize disruptions in service that would adversely impact the quality of life for residents and visitors to the county.
- Respond to emergencies using all available resources necessary to preserve the health, safety and welfare of persons affected by the emergency situation.
- Provide emergency relief and coordinate immediate and long-term recovery operations in areas affected by disasters.
- Develop a systematic program to mitigate the effects of various natural and technological hazards.

1.2 – Scope

The CEMP:

- Identifies the types of emergencies that are likely to occur in the county including minor, major and catastrophic disasters.
- Provides a concept of operations guiding the response, recovery and mitigation activities for all emergencies from the monitoring phase through recovery.
- Defines the roles and responsibilities of primary and support agencies in the county to enhance their ability to effectively respond to emergency situations.
- Provides for interagency coordination among local, state, federal and volunteer organizations to facilitate response and recovery activities.

1.3 – Methodology

The FCEMD³ with guidance, assistance and input from the CERT⁴ has prepared this document:

The CEMP was developed using widely accepted planning principles and practices in the field of emergency management to include compliance criteria developed by FDEM, the NRF⁵ and federal guidance concerning NIMS⁶.

1 Comprehensive Emergency Management Plan

2 Florida Division of Emergency Management

3 Franklin County Emergency Management Department

4 County Emergency Response Team



The plan incorporates information from many sources, which are noted throughout the document. SOPs⁷ supporting this plan were developed in conjunction with primary and support agencies.

Letters of support from primary and support agencies are on file and available for review from the FCEMD.

A draft CEMP was made available via the internet to all CERT members. Maintaining the CEMP is an on-going process in which changes are periodically made to the plan by FCEMD and are made available to CERT members utilizing the internet. Annually, or more frequently if necessary, agencies tasked with primary and support response roles will review their SOPs to ensure that they accurately reflect response procedures during an emergency situation.

A copy of the CERT membership is incorporated in the Notification Directory maintained by FCDEM as part of the county's CEMP.

2.0 – Situation

The following section provides a comprehensive review of threats, vulnerabilities, potential hazards, geographic characteristics, land use patterns and demographics of the county. This section will outline the county's exposure to probable disasters and the planning assumptions necessary for an effective response and recovery.

2.1 – Hazard Analysis Summary

Listed below are the various hazards that threaten the county ranked from High Risk Hazards to Low Risk Hazards.

A thorough assessment of hazards faced by the county can be found the Hazard Analysis Annex to the CEMP.

2.1.1 – High Risk Hazards

- Flooding
- High Wind (Tornadoes / Thunderstorms)
- Storm Surge / Tsunami
- Tropical Storms / Hurricanes

2.1.2 – Medium Risk Hazards

5 National Response Framework
6 National Incident Management System
7 Standard Operating Procedures



- Droughts / Extreme Heat
- Erosion
- Hail
- Hazardous Materials Incidents
- Lightning
- Power Failures
- Urban Fires
- Wildfires
- Winter Storms

2.1.3 – Low Risk Hazards

- Civil Disturbances
- Coastal Oil Spill
- Dam Failure
- Infestation / Disease
- Sinkholes
- Terrorism

2.1.4 – Very Low Risk Hazards

- Critical Infrastructure Disruption
- Disease and Pandemic Outbreaks
- Earthquake
- Major Transportation Incidents
- Mass Immigration
- Radiological Incident
- Special Events
- Terrorism
- Volcanic Activity

2.2 – Geographic Information

2.2.1 – Geographic Description

The county is a rural; coastal county located in northwest Florida.

The county is bordered by Gulf County to the west, Liberty County to the north and Wakulla County to the northeastern. The Gulf of Mexico forms the county's southern border.



The Apalachicola River forms the western boundary of the county while the Ochlockonee River creates a portion of the eastern boundary.

The county is comprised of 545 square miles or 348,800 acres, excluding 492.5 square miles of water.

The northern majority of the county is known as Tate's Hell Swamp, a low-lying marshland that covers approximately 70 percent of the county.

The county has a series of four barrier islands that enclose the Apalachicola Bay drainage basin.

The influx of freshwater from the Apalachicola River forms an estuary that is considered to be one of the most resource rich ecological systems in the United States. The Apalachicola Bay estuarine system constitutes the most environmentally sensitive area within the county.

2.2.2 – Topography

The terrain in the county is generally level, poorly drained and swampy with many areas having an elevation of less than 10 feet NGVD⁸. Almost the entire interior of the county is wilderness.

The Apalachicola National Forest is located in the northwest section of the county.

Tate's Hell Swamp, which was acquired by the state with funds from Preservation 2000, is located in the center of the county north of US Hwy 98 between Carrabelle and East point. This 212,000 acre nutrient-poor floodplain for the Apalachicola River is characterized by clay soils with dense, low vegetation.

The northern areas of the county have elevations ranging from 20 to 30 feet NGVD that slope gently to poorly drained areas of elevations less than 10 feet NGVD.

There is also a dune ridge along the coast that has elevations exceeding 20 feet NGVD.

A barrier island system is positioned nearly parallel to the mainland and is composed of four barrier islands: Dog Island, St George Island, Cape St George Island, and St Vincent Island. This barrier system acts as a first line of defense against storm surge from hurricanes and tropical storms. Although the coastal barriers provide some protection to coastal mainland development, a severe storm will overtop the barriers.

Most development has occurred on coastal ridges that are above the level of the 100 year flood in Apalachicola, Carrabelle, St George Island and among various locations along the coast.

⁸ National Geodetic Vertical Datum



As a result of the differing topographical characteristics of the county, the impacts from a natural disaster (such as a hurricane) are likely to differ throughout the county.

Whereas areas in the southern part of the county may have greater flooding, areas at higher elevations may receive more wind-related damage.

2.2.3 – Future Land Use

Land Use Categories	Percent of Jurisdiction Included
Agricultural	76.0%
Commercial	0.2%
Developed Mixed Uses	0.2%
Industrial	0.4%
Institutional (education, health care, etc.)	0.1%
Parks / Restricted Wild Land / Wildlife Refuge	12.3%
Residential	4.7%
Transportation or Utility Right-of-Way	0.2%
Vacant / Unused - Government Ownership	0%
Vacant / Unused – Private Ownership	0%
Waterway / Lake / Wetland	5.9%
Other Land Use	0%

Source: Franklin County LMS

The most common land use throughout the county is forest agriculture, accounting for 75.5% of the county’s landmass. Significant portions of these forest lands are managed by large timber companies. The next most common land use is preservation accounting for over 11% of the county’s land area. Less than 6 percent of the county is included in residential, commercial and industrial land uses. Most development is located along the coast in Apalachicola, Alligator Point, Carrabelle, Eastpoint, Lanark Village and St George Island.

2.3 – Demographics

2.3.1 – Population

The following table contains population estimates for 2008 as reported by the US Census Bureau. The rate of growth in the county is relatively slow. 61 percent of the county’s population lives in rural unincorporated county.



Population Estimates - 2008					
Total Population	11,202				
Density	20.9 persons per square mile				
Distribution by Age	0 - 17	18 - 24	25 - 44	45 - 64	> 64
	2,016	851	3,450	3,114	1,771
Special Needs Population	Mobility Impaired			> 5	
	60			2,278	
Farm Workers	< 100				
Tourist Population	Summer – 10,000 per day average Holiday Weekend – 17,500 per day average				
Non-English Speaking Population	571				
Transient Populations	< 50				
Manufactured Home Residents	3,308				
Inmate Populations	1,300				

2.3.2 – Population Hazard Vulnerability

The following table depicts the population vulnerable to the natural and technological hazards that could affect the county. In most instances, the population vulnerable to these hazards is the entire population of the county. While it is unlikely that all of the county's residents will be affected by any one event, the possibility does exist that any of the county's residents could be affected by one of these hazards.



Population Hazard Vulnerability												
Population	Tropical Winds	Floods	Hazardous Materials	Nuclear Power Plant	Civil Disturbance	Extreme Temperature	Wildfires	Tornadoes	Drought	Terrorism	Power Outage	Dam Failure
Total Population	11,202	11,202	11,202	N/A	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202
0 – 17	2,016	2,016	2,016	N/A	2,016	2,016	2,016	2,016	2,016	2,016	2,016	2,016
18 - 24	851	851	851	N/A	851	851	851	851	851	851	851	851
25 - 44	3,450	3,450	3,450	N/A	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450
45 - 64	3,114	3,114	3,114	N/A	3,114	3,114	3,114	3,114	3,114	3,114	3,114	3,114
> 64	1,771	1,771	1,771	N/A	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771
Special Needs	2,278	2,278	2,278	N/A	2,278	2,278	2,278	2,278	2,278	2,278	2,278	2,278
Farm Workers	100	100	100	N/A	100	100	100	100	100	100	100	1000
Tourist	20,000	20,000	20,000	N/A	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Non-English Speaking	5,71	571	571	N/A	571	571	571	571	571	571	571	571
Transient	< 50	< 50	< 50	N/A	< 50	< 50	< 50	< 50	< 50	< 50	< 50	< 50
Mobile Home	3,308	3,308	3,308	N/A	3,308	3,308	3,308	3,308	3,308	3,308	3,308	3,308
Inmate	1,300	1,300	1,300	N/A	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300



2.4 – Economic Profile

2.4.1 – Local Employment by Major Sector

Tourism and seafood are the two largest segments of the county’s economy. The following table displays employment numbers for industry covered by Unemployment Compensation Law. Since fishermen, forestry and other independent workers are not tracked under the Unemployment Compensation Law, the table does not accurately represent these industries. Therefore, a direct impact on fishing and or forestry would have a significant impact on local employment. The impact on tourism would be significant for the county as 24.7% of the county’s workforce is in retail while 19.2% is in service.

Average Monthly Private Employment		
Industry	Number of Employees	Percent of Labor Force
Agriculture, Forestry & Fishing	26	0.9
Mining	17	0.6
Construction	108	3.7
Government	824	28.4
Manufacturing	155	5.3
Transportation, Communications & Public Utilities	111	3.8
Wholesale	180	6.2
Retail	715	24.7
Finance, Insurance & Real Estate	188	6.4
Services	556	19.2
Other	16	0.6
Total	2,896	99.8

2.4.2 – Unemployment

The unemployment rate in the county has fluctuated over the last several years from 5.3% in 2003 to 4.4% in 2008.

Year	Unemployment Rate
2008	4.4%
2007	3.3%



2006	3.5%
2005	3.7%
2004	3.8%
2003	4.0%
2002	5.3%

Source: US Census Bureau

2.4.3 – Income

Median household income in the county was \$ 35,182 in 2007 the last year for which complete data is available.

Year	Median Household Income
2007	\$35,182
2006	\$33,000
2005	\$30,960
2004	\$30,678
2003	\$28,969
2002	\$27,862

Source: US Census Bureau

2.4.4 – Average Poverty Value

According to the FCPAO⁹, the average value in the county for improved properties varies from \$40,000 to \$3,500,000 (Gulf Front) in 2008.

2.4.5 – Potential Economic Impact of Hazards

The affects of a direct impact caused by a disaster of any magnitude is difficult to quantify. Clearly, there will be adverse consequences in terms of damage to public and private infrastructure, damage to businesses from closures, potential job losses across all sectors of the local economy, possible loss of personal income, potential disruption in the local tax base, and possible decline in property values in affected areas. However, losses will vary greatly for every event according to many variables. These include the type of event, duration of the event, magnitude of the event, and area impacted.

The county LMS describes damages from past disasters in the county and includes worst case damage estimates for various categories of hurricanes striking the county.

⁹ Franklin County Property Appraiser's Office



2.5 – Emergency Management Support Facilities

2.5.1 – Critical Facilities

Critical facilities in the county include public buildings, water and wastewater treatment facilities, airfields, fire stations and critical private sector resources such as a radio station, hardware stores, gas stations and commercial businesses with industrial ice machines. The FCEMD maintains CFI¹⁰ for the county.

2.5.2 – Staging Areas

There are five staging areas available in the county. These staging areas are listed below.

- Apalachicola Municipal Airport – Apalachicola FI
- Apalachicola Bay Charter School – 155 Ave E – Apalachicola FI
- Carrabelle City Complex – 1001 Gray Ave – Carrabelle FI
- Bay City Work Camp – 1001 US Hwy 98 W – Apalachicola FI
- Eastpoint Volunteer Fire Department – 24 6th St – Eastpoint FI

Each location has been mapped utilizing Google Earth and can be found on each of the computers located in the county EOC¹¹.

2.5.3 – Landing Zones

There are nine established landing zones in the county. These landing zones are listed below.

- Apalachicola Municipal Airport – Apalachicola FI
- George W Weems Memorial Hospital (Heliport) – 135 Ave G – Apalachicola FI
- Franklin County Jail (Heliport) – 270 St Rd 65 – Eastpoint FI
- Bay City Work Camp (Heliport) – 1001 US Hwy 98 2 – Apalachicola FI
- Carrabelle Flight Strip – Carrabelle FI
- Carrabelle City Complex – 1001 Gray Ave – Carrabelle FI
- St George Island Airport – St George Island FI
- Dog Island Flight Strip – Dog Island FI
- Lanark Village Golf Course (Heliport) – Lanark Village

Each location has been mapped utilizing Google Earth and can be found on each of the computers located in the county EOC.

¹⁰ Critical Facilities Inventory
¹¹ Emergency Operations Center



2.5.4 – Fire Departments

There are seven VFDs¹² found at the following locations:

- Alligator Point VFD – 1057 Gulf Shore Blvd – Alligator Point FI
- Carrabelle VFD – 105 Tallahassee St – Carrabelle FI
- Dog Island VFD – 537 Gulf Shore Dr – Dog Island FI
- Eastpoint VFD – 24 6th St – Eastpoint FI
- St George Island VFD – 324 E Pine St – St George Island FI
- St James Lanark VFD – 2367 Oak St – Lanark Village FI

Each location has been mapped utilizing Google Earth and can be found on each of the computers located in the county EOC.

3.0 – Concept of Operations

This section of the plan provides an overview of the operation of the FCEMD. This section describes the methods for emergency management during preparedness, response, recovery and mitigation.

3.1 – Emergency Management Operating Levels

The FCEMD has three operating levels. These operating levels are:

3.1.1 – Level # 1 – Full Scale Activation

In a Level 1 activation, all lead and support agencies are notified of a disaster. The county EOC is activated on a 24 hour basis and staffed by all necessary personnel. Outside assistance is requested from state and federal agencies as needed.

3.1.2 – Level # 2 – Partial Activation

Level 2 activation is limited in its scope but may require 24 hour staffing of the county EOC. This level of activation may exceed local capabilities and require a broad range of state assistance.

3.1.3 – Level # 3 – Monitoring

This is a monitoring phase. Notification will be made to agencies that need to take action as part of their everyday responsibilities. The county EOC is not activated and FCEMD staff maintains normal business hours.

¹² Volunteer Fire Departments



3.2 – General

3.2.1 – Description

The county is very rural in nature, located on the Gulf of Mexico and bordered by Gulf, Liberty and Wakulla counties.

Within the county there are two municipalities, the City of Apalachicola and the City of Carrabelle. Each municipality maintains a police department while the county maintains the FCSO¹³ with jurisdiction countywide.

George E Weems Memorial Hospital, located in Apalachicola, is the only hospital in the county. The hospital has 29 beds, an emergency room and doctors on staff 24 hours a day. The hospital maintains two ALS¹⁴ and two BLS¹⁵ ambulances stationed throughout the county.

There are seven VFDs found throughout the county.

Both municipalities operate water and sewer departments and road and street departments. The FCRD¹⁶ serves the unincorporated area of the county.

The FCBPD¹⁷ oversees issuing building permits and conducting inspections throughout the county.

The FCHD¹⁸ is located in Apalachicola.

3.2.2 – Relationship between Local, State and Federal Government

Historically the cities of Apalachicola, Carrabelle and the county's constitutional government have jointly cooperated when disasters have had an impact on the county.

The two municipalities and the county have approved the SMAA¹⁹ and will lend whatever support they can to assist other communities in need.

The local governments strive to maintain a high level of cooperation and coordination with the state and federal government agencies in terms of dealing with all aspects of emergency operations.

3.2.3 – Plan Activation

13 Franklin County Sheriff's Office

14 Advanced Life Support

15 Basic Life Support

16 Franklin County Road Department

17 Franklin County Building and Planning Department

18 Franklin County Health Department

19 Statewide Mutual Aid Agreement



The FCEMD Director or designee is responsible for activating the CEMP and the county EOC. County EOC activation includes partial or full-scale activation of the ICS²⁰.

3.2.4 – Emergency Operations Center

The county EOC serves as the central clearinghouse for information collection and coordination of response and recovery resources within the county.

The county EOC is located at the Apalachicola Municipal Airport. The EOC is located in a category 4 hurricane surge zone and is wind-rated at 150 MPH.

The alternate county EOC is located at the FCSO²¹ located on St Rd 65, two miles north of Eastpoint. This facility is located in a category five hurricane storm surge zone. The wind rating of the roof has not been determined, but is believed to be approximately 110 MPH.

Each location has been mapped utilizing Google Earth and can be found on each of the computers located in the county EOC.

3.2.5 – Requests for Assistance from Municipalities

When a disaster strikes, both municipalities may request outside assistance through FCEMD. FCEMD will then request assistance from the SEOC²² during events that deplete local resource and response capabilities.

3.3 – Organization

3.3.1 – Emergency Management Structure – Non Emergency

The BOCC²³ provides decision making regarding the governance of the county. Each county agency, including the FCEMD, reports to the BOCC.

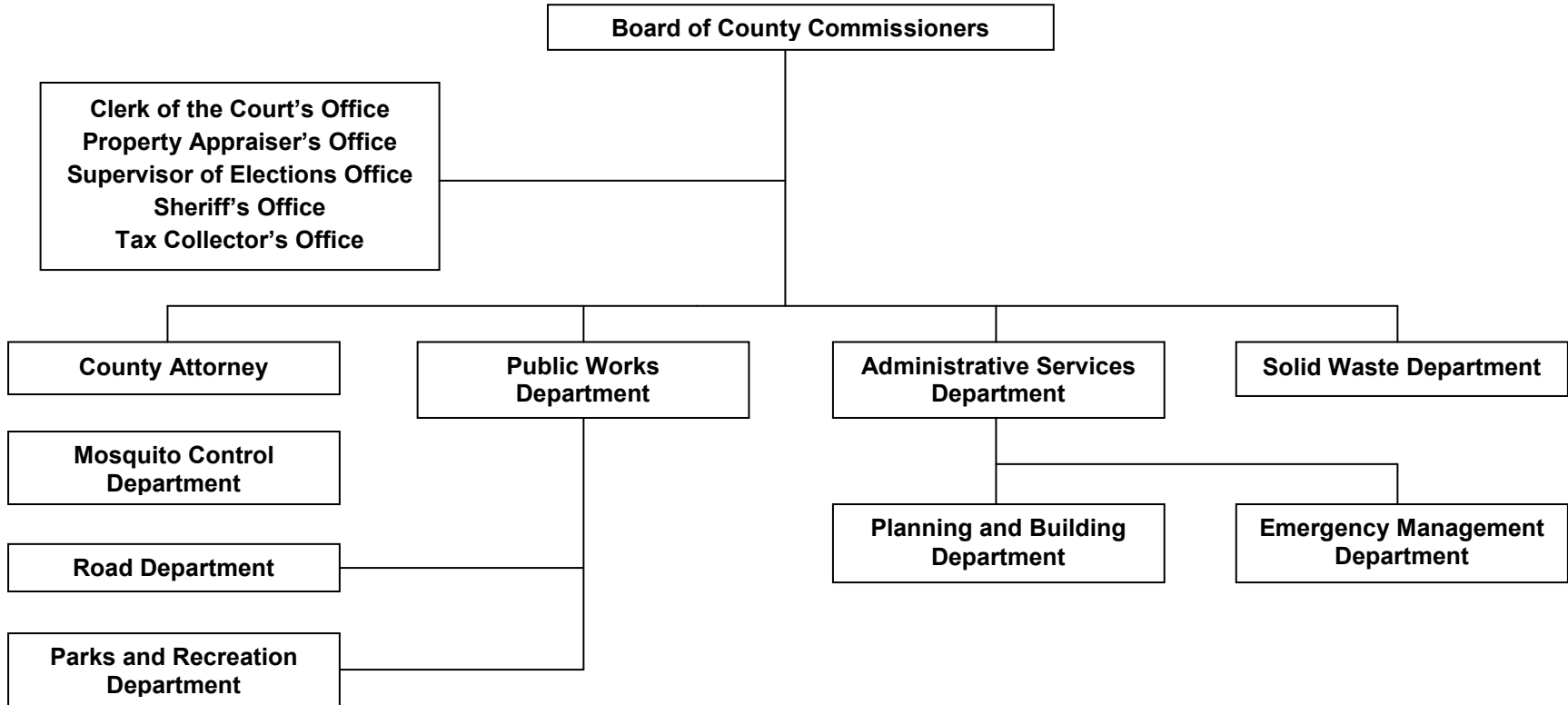
Within this structure, the FCEMD has overall responsibility for emergency preparedness, response, and mitigation.

The county's day-to-day management structure can be found in the following table.

20 Incident Command System
21 Franklin County Sheriff's Office
22 State Emergency Operations Center
23 Board of County Commission



County Management Structure



3.3.2 – Emergency Management Structure – During Emergencies

The county currently utilizes the ICS during emergency management response and recovery operations. The ICS allows for the expansion or contraction of the command structure according to the demands of the incident. This management system can be used to manage incidents ranging in scope from a vehicular accident to a major hurricane.

The county has also incorporated NIMS throughout its planning, response and recovery activities.

The ICS is the emergency management organizational system used in county during emergency situations.

In the ICS, the IC²⁴ has overall responsibility for the incident. Agencies involved in responding to the incident are organized into four sections:

- Operations
- Logistics
- Infrastructure
- Finance

Each of these sections can have a Section Chief, who in a major event, would coordinate the actions of the units within that section and serve as liaison with the IC.

Section Chiefs will be appointed at the discretion of the IC based upon the scope of the incident and their individual skills and knowledge.

The FCEMD Director or designee will serve as the IC for the county EOC.

Each section within the ICS contains functional responsibilities that can be matched with corresponding ESFs²⁵ in the state CEMP.

In the ICS used by the county, depending on the scope of the disaster, one agency may be responsible for several tasks. For example, the FCSO is responsible for maintaining communications, conducting SAR²⁶ operations, assisting in evacuation and re-entry activities and conducting law enforcement and security operations. The FCSO also provides support for several other agencies during emergency operations.

From an operational standpoint the county depends on the support of the ESFs.

24 Incident Commander
25 Emergency Support Function
26 Search and Rescue



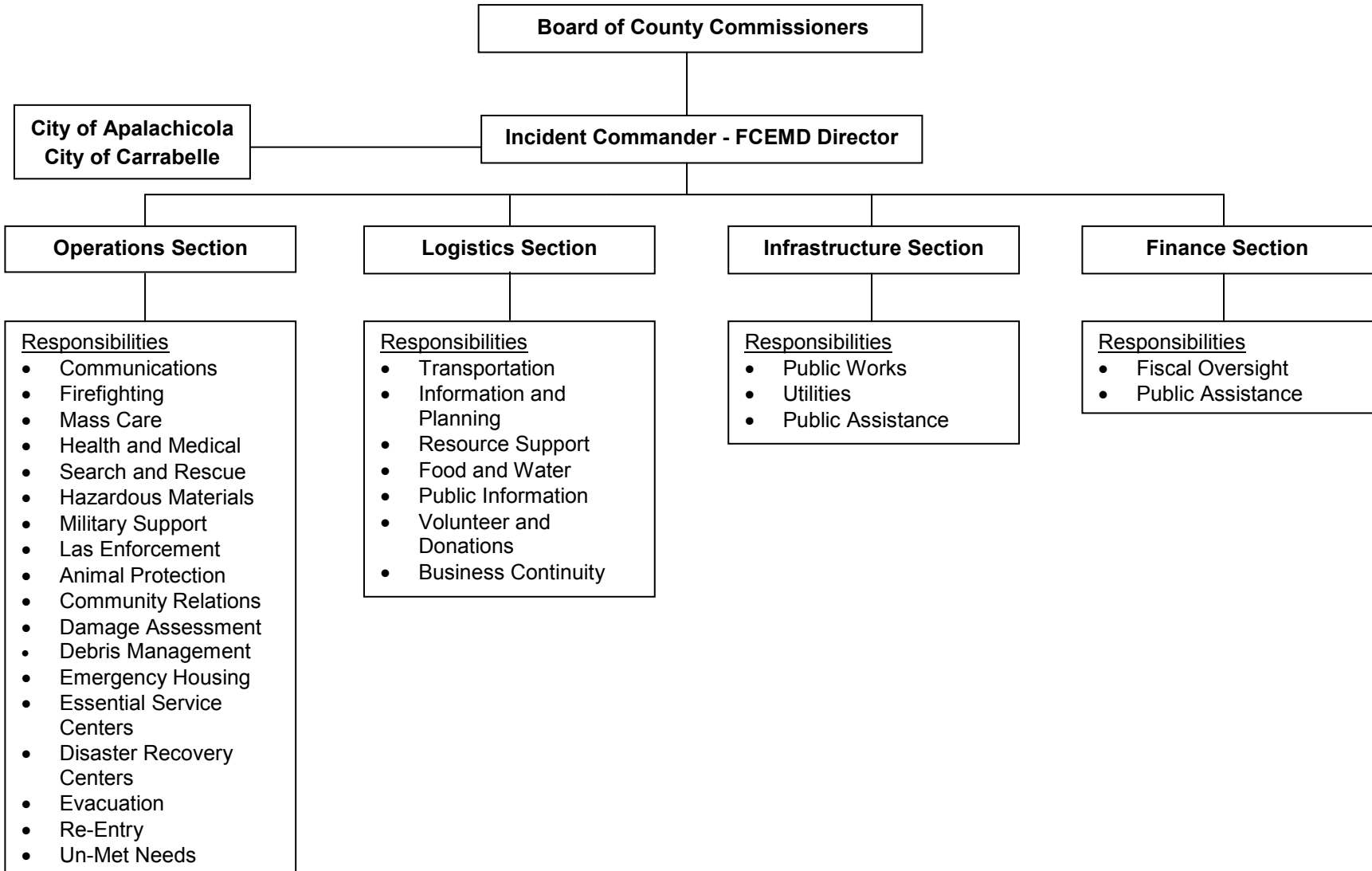
Concept of Operations documents have been prepared for each of the ESFs outlining roles and responsibilities of the specific ESF and each the ESF's lead and support agencies.

3.3.3 – Response Activities

The FCEMD Director or designee has the primary responsibility for coordinating disaster response operations within the county. The following table depicts the ICS used during emergency response operations.



ICS Chart



3.3.4 – Operations Section

This section plays a major role during the response phase of an emergency. The Operations Section is responsible for the following types of activities:

- ESF # 2 – Communications
 - ESF # 4 – Firefighting
 - ESF # 6 – Mass Care
 - ESF # 8 – Health and Medical
 - ESF # 9 – Search and Rescue
 - ESF # 10 – Hazardous Materials
 - ESF # 13 – Military Support
 - ESF # 16 – Law Enforcement
 - ESF # 17 – Animal Protection
-
- Community Relations
 - Damage Assessment
 - Debris Management
 - Emergency Housing
 - Emergency Operations Center
 - Essential Services Centers / Disaster Recovery Centers
 - Evacuation
 - Host Shelter
 - Re-Entry
 - Un-Met Needs

Additional guidance on each of the above activities can be found in the various Concept of Operation and / or Standard Operating Procedures documents associated with this CEMP.

3.3.5 – Logistics Section

This section is responsible for obtaining logistical support during all phases of disaster operations. This includes obtaining the equipment and personnel resources required to address local needs from government agencies, community and faith based organizations along with private companies involved in response and recovery activities.

This section is responsible for the following types of activities:

- ESF # 1 – Transportation
- ESF # 5 – Information and Planning
- ESF # 7 – Resource Support
- ESF # 11 – Food and Water



- ESF # 14 – Public Information
- ESF # 15 – Volunteers and Donations
- ESF # 18 – Business and Industry

Additional guidance on each of the above activities can be found in the various Concept of Operation and / or Standard Operating Procedures documents associated with this CEMP.

3.3.6 – Infrastructure Section

This section is responsible for maintaining infrastructure critical for supporting rapid response and recovery operations. This section is responsible for the following types of activities:

- ESF # 3 – Public Works
- ESF # 12 – Utilities
- Public Assistance

Additional guidance on each of the above activities can be found in the various Concept of Operation and / or Standard Operating Procedures documents associated with this CEMP.

3.3.7 – Finance Section

This section is responsible for maintaining critical records in regards to all costs associated with the county’s response and recovery activities.

This section is responsible for the following types of activities:

- Public Assistance

Additional guidance on each of the above activities can be found in the various Concept of Operation and / or Standard Operating Procedures documents associated with this CEMP.

3.4 – Lead and Support Response, Recovery and Mitigation Roles

3.4.1-A – Response

The Agency Responsibilities – Response Phase – Matrix identifies lead and support agencies for the various disaster response activities.



Given the rural nature of the county, it is common for one agency to be responsible for several functions. For example, the FCSO has primary responsibility for coordinating law enforcement and security activities, maintaining communications systems and conducting SAR operations. The FCSO Office also plays a supporting role for several agencies during response and recovery operations.

Additional information describing agency responsibilities is provided in the various FCEMD COOs²⁷ and SOPs²⁸.

3.4.1-B – Recovery

The Agency Responsibilities – Recovery Phase – Matrix identifies lead and support agencies for the various disaster recovery activities.

As with agencies assigned response functions many of the lead and support agencies assigned recovery functions have multiple tasks assigned to them.

Additional information describing agency responsibilities is provided in the various FCEMD COOs and SOPs.

3.4.1-C – Mitigation

The Agency Responsibilities – Mitigation Phase – Matrix identifies lead and support agencies for the various disaster mitigation activities.

As with agencies assigned response functions many of the lead and support agencies assigned mitigation functions have multiple tasks assigned to them.

Additional information describing agency responsibilities is provided in the various FCEMD COOs and SOPs.

²⁷ Concept of Operations
²⁸ Standard Operating Procedures



Agency Responsibilities – Response Phase – Matrix

Lead Agency	
Support Agency	

Agency / Department / Organization	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
2-1-1 Big Bend (211)																		
Alligator Point Water Resource District (APWRD)																		
Amateur Radio Emergency Services (ARES)																		
Apalachicola Bay Chamber of Commerce (ABCC)																		
Apalachicola Police Department (APD)																		
Apalachicola Streets Department (ASD)																		
Apalachicola Water and Sewer Department (AWSD)																		
Big Bend Community Organizations Active in Disaster (BBCOAD)																		
Big Bend Disaster Animal Response Team (BBDART)																		
Capital Area Chapter of the American Red Cross (CACARC)																		
Carrabelle Chamber of Commerce (CCC)																		
Carrabelle Food Pantry (CFP)																		
Carrabelle Police Department (CPD)																		
Carrabelle Streets and Roads Department (CSRD)																		
Carrabelle Water and Sewer Department (CWSD)																		



Agency / Department / Organization	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
Croom's Transportation Inc (Croom's)	Yellow																	
Eastpoint Water and Sewer System Inc (EWSS)			Yellow									Yellow						
Elder Care Services (ECS)						Yellow					Yellow							
FairPoint Communications Inc (FairPoint)		Yellow																
Florida National Guard (FNG)													Yellow					
Franklin County Administrative Services Department (FCASD)					Yellow													
Franklin County Affordable Housing Board (FCAHB)																		
Franklin County Animal Control Department (FCACD)																	Green	
Franklin County Clerk of the Court's Office (FCCCO)																		
Franklin County Emergency Management Department (FCEMD)	Yellow	Yellow	Yellow	Yellow	Green	Yellow	Green	Yellow	Yellow	Yellow	Green	Green	Green	Green	Yellow	Yellow	Yellow	Yellow
Franklin County Extension Service (FCES)																		
Franklin County Faith Based Organizations (FCFBO)	Yellow					Yellow					Yellow					Yellow		
Franklin County Health Department (FCHD)	Yellow							Green		Yellow								
Franklin County Humane Society (FCHS)																		Yellow
Franklin County Mosquito Control Department (FCMCD)								Yellow										
Franklin County Planning and Building Department (FCPBD)														Yellow				
Franklin County Property Appraiser's Office (FCPAO)																		
Franklin County Road Department (FCRD)			Green	Yellow							Yellow							
Franklin County School District (FCSD)	Green					Yellow					Yellow							
Franklin County Sheriff's Office (FCSO)		Green		Yellow	Yellow	Yellow	Yellow		Green	Yellow							Green	



Agency / Department / Organization	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
Franklin County Solid Waste Department (FCSWD)			■														■	
Franklin County Supervisor of Elections Office (FCSEO)																		
Franklin County Tax Collector's Office (FCTCO)																		
Franklin County Tourist Development Council (FCTDC)																		■
Franklin County United Firefighters Association (FCUFA)			■	■					■	■								
Franklin's Promise (FP)						■					■					■		
George E Weems Memorial Hospital (Weems)								■		■								
George E Weems Memorial Hospital EMS (Weems – EMS)	■							■										
Liberty Communications Inc (Liberty)		■																
MediaCom Cable Inc (MediaCom)		■																
North Florida Medical Center (NFMC)								■										
Progress Energy (PE)												■						
Salvation Army (SA)						■					■							
St George Island Water Management Services Inc (SGIWMS)			■									■						
Williams Communications Inc (Williams)		■																



Agency Responsibilities – Recovery Phase – Matrix

Lead Agency	
Support Agency	

Agency / Department / Organization	Community Relations	Damage Assessment	Debris Management	DRC	Emergency Housing	Emergency Notification	EOC	Evacuation	Host Shelter	Public Assistance	Re-Entry	Unmet Needs
2-1-1 Big Bend (211)												
Alligator Point Water Resource District (APWRD)												
Amateur Radio Emergency Services (ARES)												
Apalachicola Bay Chamber of Commerce (ABCC)												
Apalachicola Police Department (APD)												
Apalachicola Streets Department (ASD)												
Apalachicola Water and Sewer Department (AWSD)												
Big Bend Community Organizations Active in Disaster (BBCOA)												
Big Bend Disaster Animal Response Team (BBDART)												
Capital Area Chapter of the American Red Cross (CACARC)												
Carrabelle Chamber of Commerce (CCC)												
Carrabelle Food Pantry (CFP)												
Carrabelle Police Department (CPD)												
Carrabelle Streets and Roads Department (CSRD)												
Carrabelle Water and Sewer Department (CWSD)												
Croom’s Transportation Inc (Croom’s)												



Agency / Department / Organization	Community Relations	Damage Assessment	Debris Management	DRC	Emergency Housing	Emergency Notification	EOC	Evacuation	Host Shelter	Public Assistance	Re-Entry	Unmet Needs
Eastpoint Water and Sewer System Inc (EWSS)												
Elder Care Services (ECS)												
FairPoint Communications Inc (FairPoint)												
Florida National Guard (FNG)												
Franklin County Administrative Services Department (FCASD)												
Franklin County Affordable Housing Board (FCAHB)												
Franklin County Animal Control Department (FCACD)												
Franklin County Clerk of the Court's Office (FCCCO)												
Franklin County Emergency Management Department (FCEMD)												
Franklin County Engineering Department (FCED)												
Franklin County Extension Service (FCES)												
Franklin County Faith Based Organizations (FCFBO)												
Franklin County Health Department (FCHD)												
Franklin County Humane Society (FCHS)												
Franklin County Mosquito Control Department (FCMCD)												
Franklin County Planning and Building Department (FCPBD)												
Franklin County Property Appraiser's Office (FCPAO)												
Franklin County Road Department (FCRD)												
Franklin County School District (FCSD)												
Franklin County Sheriff's Office (FCSO)												
Franklin County Solid Waste Department (FCSWD)												
Franklin County Supervisor of Elections Office (FCSEO)												



Agency / Department / Organization	Community Relations	Damage Assessment	Debris Management	DRC	Emergency Housing	Emergency Notification	EOC	Evacuation	Host Shelter	Public Assistance	Re-Entry	Unmet Needs
Franklin County Tax Collector's Office (FCTCO)												
Franklin County Tourist Development Council (FCTDC)												
Franklin County United Firefighters Association (FCUFA)												
Franklin's Promise (FP)												
George E Weems Memorial Hospital (Weems)												
George E Weems Memorial Hospital EMS (Weems – EMS)												
Liberty Communications Inc (Liberty)												
MediaCom Cable Inc (MediaCom)												
North Florida Medical Center (NFMC)												
Progress Energy (PE)												
Salvation Army (SA)												
St George Island Water Management Services Inc (SGIWMS)												
Verizon Communications Inc (Verizon)												
Williams Communications Inc (Williams)												



Agency Responsibility – Hazard Mitigation Phase – Matrix

Lead Agency	
Support Agency	

Agency / Department / Organization	Pre-Disaster Mitigation	Pre-Disaster Mitigation
2-1-1 Big Bend (211)		
Alligator Point Water Resource District (APWRD)		
Amateur Radio Emergency Services (ARES)		
Apalachicola Bay Chamber of Commerce (ABCC)		
Apalachicola Police Department (APD)		
Apalachicola Streets Department (ASD)		
Apalachicola Water and Sewer Department (AWSD)		
Big Bend Community Organizations Active in Disaster (BBCOARD)		
Big Bend Disaster Animal Response Team (BBDART)		
Capital Area Chapter of the American Red Cross (CACARC)		
Carrabelle Chamber of Commerce (CCC)		
Carrabelle Food Pantry (CFP)		
Carrabelle Police Department (CPD)		
Carrabelle Streets and Roads Department (CSRD)		
Carrabelle Water and Sewer Department (CWSD)		
Croom’s Transportation Inc (Croom’s)		
Eastpoint Water and Sewer System Inc (EWSS)		
Elder Care Services (ECS)		
FairPoint Communications Inc (FairPoint)		
Florida National Guard (FNG)		
Franklin County Administrative Services Department (FCASD)		
Franklin County Affordable Housing Board (FCAHB)		
Franklin County Animal Control Department (FCACD)		
Franklin County Clerk of the Court’s Office (FCCCO)		
Franklin County Emergency Management Department (FCEMD)		
Franklin County Extension Service (FCES)		
Franklin County Faith Based Organizations (FCFBO)		



Agency / Department / Organization	Mitigation	Pre-Disaster Mitigation
Franklin County Health Department (FCHD)		
Franklin County Humane Society (FCHS)		
Franklin County Mosquito Control Department (FCMCD)		
Franklin County Planning and Building Department (FCPBD)		
Franklin County Property Appraiser's Office (FCPAO)		
Franklin County Road Department (FCRD)		
Franklin County School District (FCSD)		
Franklin County Sheriff's Office (FCSO)		
Franklin County Solid Waste Department (FCSWD)		
Franklin County Supervisor of Elections Office (FCSEO)		
Franklin County Tax Collector's Office (FCTCO)		
Franklin County Tourist Development Council (FCTDC)		
Franklin County United Firefighters Association (FCUFA)		
Franklin's Promise (FP)		
George E Weems Memorial Hospital (Weems)		
George E Weems Memorial Hospital EMS (Weems – EMS)		
Liberty Communications Inc (Liberty)		
MediaCom Cable Inc (MediaCom)		
North Florida Medical Center (NFMC)		
Progress Energy (PE)		
Salvation Army (SA)		
St George Island Water Management Services Inc (SGIWMS)		
Verizon Communications Inc (Verizon)		
Williams Communications Inc (Williams)		

3.4.2 – Agency Representatives in the County EOC

When the county EOC is activated FCEMD will request appropriate lead agencies to send a representative to the county EOC based on the level of activation to coordinate response activities associated with the incident.

The lead agencies will determine how many, if any, support agencies they will require to support response and recovery operations. The attendance of support agencies should be closely coordinated with the FCEMD Director or designee.



For major incidents, the FCEMD Director or designee may appoint a Section Chief to coordinate the activities within an ICS section (Operations, Logistics, Infrastructure and Finance) and serve as a liaison to the FCEMD Director or designee.

3.4.3 – Information

Each activated lead or support agency will be responsible for obtaining all information necessary to adequately respond to a disaster. This may require going outside the boundaries of given agency operations.

3.4.4 – Requests for Assistance

The FCEMD is responsible for obtaining logistical support for all agencies / organizations during all phases of disaster operations. This includes obtaining the equipment and personnel resources required to address local needs from public, private and not for profit organizations.

See ESF # 7 – Resource Support SOP for additional guidance.

3.4.5 – Overall Responsibility

Overall responsibility for all emergency management operations in the county regardless of the type of incident is the direct responsibility of the FCEMD Director or designee.

Commitment authority for local assets is retained by the FCEMD Director or designee. It is important to note however, that on-scene IC responsibilities will be handled by the senior field responder or a qualified responder for forward command responsibilities. In most cases, this will be a representative from law enforcement, VFD or EMS²⁹.

3.4.7 – Preservation of Vital Records

The chief officer / department head / manager of each individual agency is responsible for the preservation of vital records essential for ensuring the COG³⁰.

3.4.8 – Direction and Control

3.4.8-A – Line of Succession

The county has established a line of succession to ensure COG in time of disaster. The line of succession is as follows:

²⁹ Emergency Medical Services
³⁰ Continuity of Government



- Chairman of the BOCC.
- Vice Chairman of the BOCC.
- Remaining members of the BOCC.
- Any further succession to the BOCC shall be provided by appointment by the Governor.

Contact information for these individuals is available in the FCEMD Notification Directory.

3.4.8-B – Preparation of Local State of Emergency Proclamation

The local State of Emergency proclamation will be developed by the county attorney and must be approved by a simple majority vote of the BOCC. Given the need to proceed quickly during the early phase of an incident and the considerable distance BOCC members may have to travel to convene a meeting the county administrator or designee may typically poll the members of the BOCC via telephone or other communication devices.

The Local State of Emergency proclamation provides authority for local governments to engage in a variety of necessary activities. These activities may include:

- Performing public work and taking whatever action is necessary to ensure the health, safety and welfare of residents and visitors to the county.
- Entering into contractual agreements.
- Employing permanent and temporary workers to fulfill needs of the community in time of disaster.
- Utilizing volunteer workers.
- Renting equipment.
- Acquiring and distributing, with or without immediate compensation, of supplies, materials and facilities.
- Appropriating and expending public funds.

3.4.8-C – Operational Readiness of the County EOC

The FCEMD Director or designee will maintain the state of readiness of the county EOC and assuring interoperability.

The county EOC can be fully operational and staffed in one hour.

The county EOC has access to the internet, satellite TV, and has 10 dedicated phone lines.



The county EOC serves as the alternate CWP³¹ and as such, has the capability to directly communicate with emergency responders in the field.

See Emergency Operations Center SOP for additional guidance.

3.4.8-D – County EOC 24 Hour Staffing Pattern

Personnel will be activated only as needed to staff the county EOC.

Should it be necessary to open the county EOC on a 24-hour basis, the FCEMD Director or designee can coordinate three full-time staff members to ensure 24-hour operational capability.

See Emergency Operations Center SOP for additional guidance.

3.4.9 – Development and Maintenance of SOPs

Each lead and support agency will be responsible for maintaining their SOPs.

The FCEMD will develop SOPs to provide guidance in reference to roles and responsibilities within the county EOC.

3.4.10 – Information Flow

3.4.10-A – Requesting Assistance

The FCEMD will be responsible for requesting assistance from agencies / organizations within the county to address information and planning needs during a disaster.

Requests for assistance will be recorded on ICS Form # 308 (Resource Request Form) and reviewed by the FCEMD Director or designee.

If the FCEMD Director or designee approves the request for assistance and it can be met with local resources the task will be assigned to the appropriate local agency / organization.

The FCEMD's Notification and Resource Directories provide a comprehensive listing of agencies and organizations and the resources available within the county. These should be the first resources consulted to determine if a need can be addressed locally.

If the request cannot be met within the county and requires outside assistance, then it will be forwarded to the appropriate ESF at the SEOC. The original message requesting assistance will be placed in the appropriate disaster operations file.

³¹ County Warning Point



3.4.10-B – Message Tracking

Incoming messages to the county's EOC will be captured in writing utilizing ICS Form # 213 (General Messages). Upon completion of this form it will be forwarded to the FCEMD Director or designee for appropriate action and dissemination.

Incoming messages will be saved in the appropriate disaster operations file.

The FCEMD Director or designee will review and approve all outgoing messages prior to being sent.

After outgoing messages have been sent, they will be saved in the appropriate disaster operations file.

3.4.10-C – Information Dissemination

A daily county EOC briefing will be held to update agencies / organizations on the status of emergency operations. Additional daily briefings will be scheduled as necessary.

A daily Situation Report will be prepared utilizing ICS Form # 201 (Incident Briefing) and posted in EM Constellation or forwarded to the SEOC. Additional Situation Reports will be provided and disseminated as warranted.

Information will be disseminated to the public through the county's PIO³². Information will be disseminated through available media outlets. Contact information for the media is available in the FCEMD Notification Directory.

Additional means of disseminating information to the public include:

- Wireless Emergency Notification System (WENS)
- Direct phone calls to Special Needs clients.
- E-Mails to various businesses, agencies and organizations.
- Broadcast sirens from law enforcement and fire department vehicles.
- Door to door notification using law enforcement officers, local government employees and / or VFDs.

3.4.10-D – Rumor Control

Rumor control will be handled through press releases, situation reports, 211³³ and the county EOC citizen information phone lines.

³² Public Information Officer
³³ 2-1-1 Big Bend



3.4.11 – Mutual Aid

3.4.11-A – Requesting Assistance

Should local government resources become overwhelmed during an emergency the FCEMD Director or designee will request assistance from other local jurisdictions, higher levels of government and other agencies in accordance with existing mutual aid agreements and understandings.

3.4.11-B – Providing Assistance

The county will respond to mutual aid requests on a case by case basis.

Generally, if the county has a resource that is needed by another community in an emergency situation and that resource can be provided, then the county will make that resource available to the requester. All requests for mutual aid assistance will go through the FCEMD and must be approved by the FCEMD Director or designee and the BOCC.

3.5 – Notification and Warning

3.5.1 – County Warning Point (CWP)

The 24 hour CWP³⁴ is located at the FCSO. The back-up CWP is located at the FCEMD.

Both locations have auxiliary electrical power supplied via generators.

3.5.2 – Sources of Hazard Information

FCEMD may receive information from a number of sources. These include:

- Telephone.
- Satellite Phone.
- ESATCOM³⁵.
- Tallahassee Forecast Office – National Weather Office.
- Various web sites.
- SEOC.
- County Warning Point.
- Local response agencies / organizations.

³⁴ County Warning Point

³⁵ Emergency Satellite Communications System



3.5.3 – Public Notification

The county's residents and visitors may receive disaster preparedness, response, recovery or mitigation information from a variety of sources including:

- Radio.
- Television.
- Telephone.
- Telephone Referral Service.
- Blast Fax.
- E-Mail List Serve.
- Internet.
- Wireless Emergency Notification System (WENS).
- Broadcast sirens from law enforcement and fire department vehicles.
- Loudspeakers or public address systems.
- Door to door notification using law enforcement officers and volunteer fire fighters.

3.5.4 – Special Notification Zone

Due to the county's barrier islands, hazardous materials and senior population FCEMD has established the following special notification zones.

- Dog Island (no bridge).
- Lanark Village (large senior citizen population).
- Alligator Point and St George Island (first areas to evacuate).
- Vulnerable zones associated with hazardous materials storage facilities.

3.5.5 – Local Official and Agency Notification

To ensure that the BOCC are alerted to a potential emergency, they are contacted by FCEMD via telephone.

All other lead and support agencies can be notified via phone call or e-mail.

3.5.6 – State Watch Office (SWO) Notification

When the county EOC is activated, situation reports will be forwarded to the SWO at least twice each day and more frequently if warranted.

3.5.7 – Special Needs and Non-English Speaking Population Notification



Using county's Special Needs Registry and the Transportation Disadvantaged Registry the FCHD will contact each pre-registered individual prior to an evacuation to determine if the individual still needs assistance.

In addition, the same systems utilized in notifying the general public will be utilized to reach this segment of the county's residents.

3.6 – Preparedness Activities

3.6.1 – Training

Disaster planning and preparedness, response, recovery and mitigation training is the responsibility of the FCEMD Director or designee.

On-going training for response agencies is the responsibility of each individual agency.

3.6.1-A – Response Training

FCEMD actively supports and encourages training for all personnel involved in any disaster response role.

FDEM, NFRDSTF³⁶ and LEPC³⁷ District II offer disaster training within the county on a recurring basis. In addition, FCEMD encourages participation in FEMA's EMI³⁸ – Independent Study Program courses that can be facilitated via the internet.

3.6.1-B – Recovery Training

FCEMD actively supports and encourages training for all personnel involved in any disaster recovery role.

FDEM, NFRDSTF and LEPC District II offer disaster training within the county on a recurring basis. In addition, FCEMD encourages participation in FEMA's EMI – Independent Study Program courses that can be facilitated via the internet.

3.6.1-C – Mitigation Training

FCEMD actively supports and encourages training for all personnel involved in any disaster mitigation role.

³⁶ North Florida Regional Domestic Security Task Force

³⁷ Local Emergency Planning Committee

³⁸ Emergency Management Institute



FDEM, and LEPC District II offer disaster training within the county on a recurring basis. In addition, FCEMD encourages participation in FEMA's EMI – Independent Study Program courses that can be facilitated via the internet.

3.6.1-D – Exercises

FCEMD holds multi-agency, multi-jurisdictional exercises annually to ensure that various agencies are familiar with their roles and responsibilities in an emergency.

FCEMD will utilize the HSEEP guidelines for design, development, facilitation and evaluation of all exercises conducted in the county.

All ESF lead and support agencies are strongly encouraged to participate in all exercises facilitated in the county.

3.6.2 – Public Awareness and Education

3.6.2-A – Special Needs Registration

The FCEMD is responsible for maintaining a current registry of individuals in the county who will need special assistance in the event of an emergency or disaster. This registry includes individuals who have special medical or health needs, have limited ability to speak English and / or are transportation disadvantaged.

Efforts are continuously underway by the FCEMD to interface with stakeholder agencies and organizations in an effort to ensure everyone who needs assistance has participated in the registration process.

3.6.2-B – Public Service Announcements (PSA)

PSA on how to prepare for various hazards are produced by the FCEMD and are distributed to local media on an intermittent basis throughout the year. These PSAs are kept on file in the office of the FCEMD.

In addition, emergency preparedness information is provided to the public through numerous meetings with a variety of local community and faith based organizations as well as government agencies and private companies.

3.6.2-C – Public Information Dissemination

Before, during and after a disaster, the FCEMD employs a variety of means to provide information to the public.

Daily radio updates provide information describing hazardous conditions such as:



- Hazardous weather conditions.
- School closings.
- Road closings.
- Business closings.
- Designated evacuation routes.
- Shelter locations.
- Re-Entry Checkpoints.
- Essential Service Center locations.
- Disaster Recovery Center locations.

3.6.2-D – Public Address and Direct Citizen Contact

Law enforcement and the VFD public address systems and door-to-door notifications are also employed to notify individuals residing in at-risk areas.

3.6.2-E – Distribution of Evacuation Maps and Shelter Locations

Annually FCEMD participates in the development, production and distribution of the Capital Area Hurricane Survival Guide at the beginning of hurricane season. Over 5,000 of the guides are distributed within the county.

This guide contains important evacuation and shelter information along with general hurricane preparedness guidance.

3.7 – Response Activities

3.7.1 – Local State of Emergency Proclamation

The Local State of Emergency proclamation will be developed by the FCEMD and must be approved by a simple majority vote of the BOCC. Given the importance of proceeding quickly during the early phase of an incident and the considerable distance County Commissioners would have to travel to convene a meeting, the FCEMD Coordinator may use a conference call or other electronic means to contact the members of the BOCC.

3.7.2 – Local State of Emergency Duration

A Local State of Emergency proclamation shall be limited to no more than seven days in duration.

The Local State of Emergency may be extended in seven day increments if the need arises.



3.7.3 – School Closings

The FCEMD Director or designee will provide the FCSD³⁹ Superintendent with information about the potential hazard.

The decision to close the schools will be made by the FCSD Superintendent.

3.7.4 – Business Closings

Businesses may be asked to close voluntarily, but absent a local, state or federal state of emergency, they will not be forced to close.

3.7.5 – Requesting State Assistance

FCEMD will make requests for state assistance through the SWO or SEOC.

3.7.6 – State Incident Management Team Coordination

The FCEMD and all necessary local lead and support agencies will coordinate and cooperate with State Incident Management Team if they are deployed to the county.

3.7.7 – Evacuation

A separate SOP has been prepared regarding evacuation operations outlining roles and responsibilities of the specific lead and support agencies.

- Evacuation SOP

3.7.8 – Re-Entry

A separate SOP has been prepared regarding re-entry operations outlining roles and responsibilities of the specific lead and support agencies.

- Re-Entry SOP

3.7.9 – Sheltering

A separate SOP and COO have been prepared regarding shelter operations outlining roles and responsibilities of the specific lead and support agencies.

- ESF # 1 – Transportation COO

³⁹ Franklin County School District



- ESF # 6 – Mass Care COO
- ESF # 8 – Health and Medical COO
- Host Shelter SOP

4.0 – Financial Management

4.1 – Clerk of the Court’s Office

4.1.1 – Responsibilities

The FCCCO⁴⁰ will provide tracking for all county finances incurred during disasters.

The FCCCO will follow established common accounting procedures, as described by current local, state and federal laws, rules and regulations.

4.1.2 – Accounting Procedures

The FCEMD will work with the FCCCO to ensure that proper procedures are followed regarding record collection for all expenditures for manpower and equipment associated with a disaster.

4.1.3 - Financial Management Training

The FCCCO will determine financial management training needs and will coordinate all necessary training.

4.1.4 – Tracking Costs During Emergencies

When it becomes necessary to activate due to an emergency, the FCCCO will track all associated costs for county agencies for manpower, equipment, supplies, etc.

Reimbursement may be made to those agencies that supply proper documentation.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain accurate logs, records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests.

The cities of Apalachicola and Carrabelle are each responsible for tracking their own costs during emergencies.

⁴⁰ Franklin County Clerk of the Circuit Court



4.1.5 – Mutual Aid Costs

The process of record keeping, noted in the above sections, also applies to any mutual aid rendered by the City of Apalachicola, City of Carrabelle and / or the county, under the SMAA⁴¹ and / or the EMAC⁴².

Accurate and complete records for all expenses (including personnel time sheets and detailed description of equipment provided and duration used) will be required in order to seek reimbursement for eligible expenses.

4.1.6 – Purchases

Any purchases made during a disaster must be pre-approved by the FCEMD Director or designee.

The FCEMD has established accounts with many vendors that will be utilized during disasters.

Goods and services required by the FCEMD may be direct billed to the county or may be paid for with a credit card issued to the FCEMD Director.

The FCEMD Director or designee can approve purchases of up to \$5,000. Purchases in excess of that amount must be approved by the BOCC.

4.1.7 – Maintenance of Financial Records

Maintenance of financial records will be the joint responsibility of the FCCCO and the FCEMD.

4.1.8 – Emergency Management Funding Sources

There are a number of funding sources available to provide financial assistance to the county for all phases of emergency management.

4.1.9 – Current Emergency Management Funding Agreements

The county has a variety of emergency management funding agreements in place. Many of these are related to recovery and mitigation activities.

The county has participated in several CDBG⁴³ and the HMGP⁴⁴ grants to retrofit public buildings, elevate and acquire flood zone properties and reduce erosion along the roads.

41 Statewide Mutual Aid Agreement

42 Emergency Management Assistance Compact

43 Community Development Block Grant



These projects are funded by federal and state funds and include strict administration and oversight requirements to ensure funds are spent on the activities for which they are intended.

Additional funding sources include emergency management base grant funds and biennial funding for the update of hazard analyses of facilities storing large quantities of hazardous materials.

4.1.10 – County / City Financial Relationships

The county and the cities of Apalachicola and Carrabelle all retain responsibility for managing their own finances.

Each local government has the responsibility to maintain accurate records of expenditures incurred during the response to and recovery from a disaster.

5.0 – References and Authorities

5.1 – Florida Statutes – Chapter 252 – County Responsibilities

# 1	Safeguarding the life and property of all citizens.
# 2	Maintaining the Emergency Management Department.
# 3	Appointing an emergency management director, who shall coordinate the activities, services and programs for emergency management and maintain liaison with the FDEM and other local emergency management agencies.
# 4	Performing emergency management functions within the county as well as outside the county as needed.
# 5	Appropriating and expending funds as necessary to fulfill responsibilities.
# 6	Establishing one or more EOCs.
# 7	Making available all county resources for emergency operations.
# 8	Declaring a local state of emergency for up to seven (7) days, extendible in seven (7) day increments.
# 9	Invoking mutual aid agreements using FDEM as liaison.

5.2 – Florida Statutes – Additional – County Responsibilities

# 1	Florida Statutes, Chapter 110, State Government, Part IV, Volunteers.
# 2	Florida Statutes, Chapter 125, County Government, Part VI, Volunteers.



# 3	Florida Statutes, Chapter 163, Intergovernmental Programs, Part II County and Municipal Planning and Land Development Regulation.
# 4	Florida Statutes, Chapter 215.555, Florida Hurricane Catastrophe Fund.
# 5	Florida Statutes, Chapter 252, Emergency Management, Part I – General Provisions.
# 6	Florida Statutes, Chapter 252, Emergency Management, Part II – Florida Hazards Materials. <ul style="list-style-type: none"> • Emergency Response and Community Right-To-Know Act
# 7	Florida Statutes, Chapter 376, Pollutant Discharge and Prevention and Removal.
# 8	Florida Statutes, Chapter 380, Land and Water Management.
# 9	Florida Statutes, Chapter 501.160, Rental or Sale of Essential Commodities During a Declared State of Emergency.
# 10	Florida Statutes, Chapter 768.13, Good Samaritan Act.

5.3 – Florida Administrative Code

# 1	Rule 9G-2, State of Florida CEMP Criteria.
# 2	Rule 9G-6, Review of Local Emergency Management Plans.
# 3	Rule 9G-11, Funding Formula for Emergency Management Assistance Funds.
# 4	Rule 9G-12, Contract Procedures for Funding of Radiological Emergency Response Plans.
# 5	Rule 9G-14, Hazardous Materials.
# 6	Rule 9G-19, Base Funding for County Emergency Management Agencies.

5.4 – Plans and Procedures Related to the CEMP

# 1	Franklin County Local Mitigation Strategy.
# 2	Franklin County Critical Facility Inventory.
# 3	Standard Operating Procedures <ul style="list-style-type: none"> • Community Relations • Damage Assessment • Debris Management • Emergency Housing • Emergency Notification and Warning • Emergency Operations Center



	<ul style="list-style-type: none"> • Essential Services Centers / Disaster Recovery Centers • Evacuation • Host and Non-Tropical Event Sheltering • Public Assistance • Re-Entry • Un-Met Needs
# 4	<p>Concept of Operations</p> <ul style="list-style-type: none"> • ESF # 1 – Transportation • ESF # 2 – Communications • ESF # 3 – Public Works • ESF # 4 – Firefighting • ESF # 5 – Information and Planning • ESF # 6 – Mass Care • 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 – Utilities • ESF # 13 – Military Support • ESF # 14 – Public Information • ESF # 15 – Volunteers and Donations • ESF # 16 – Law Enforcement • ESF # 17 – Animal Protection • ESF # 18 – Business and Industry
# 5	<p>Annexes</p> <ul style="list-style-type: none"> • Acronyms and Terms Clarification • Animal Response • Hazard Analysis • Mitigation • Recovery
# 6	Resource and Financial Management Policies and Procedures for Emergency Management.
# 7	State of Florida CEMP.
# 8	State of Florida Hazard Mitigation Plan.
# 9	Statewide Mutual Aid Reimbursement Documentation Information.
# 10	Franklin County Hazardous Materials Facility Analyses.
# 11	Summercamp Beach Hurricane Preparedness Plan.
# 12	St George Plantation Owner's Association Hurricane Preparedness Plan.



5.5 – County Procedures Governing Emergencies

# 1	The standard administrative rules, policies, and procedures promulgated by the BOCC apply to emergency management activities. No other local codes are applicable.
# 2	Other Supporting Documents <ul style="list-style-type: none">• FCEMD Critical Facilities Map Directory (Google Earth)• FCEMD Notification Directory• FCEMD Resource Directory• FCEMD Self Assessment
# 3	State Wide Mutual Aid Agreement

