



CITY OF GAINESVILLE COMPREHENSIVE EMERGENCY OPERATIONS PLAN

2022



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Promulgation

It is the responsibility of elected and appointed officials to provide those living, working and visiting the City of Gainesville with necessary emergency services. Florida Statute 252.38(3)(a)(1), requires the development of an Emergency Operations Plan to coordinate life safety actions and the protection of property in the event of a disaster.

This planning includes mitigation elements to reduce the probability of occurrence and minimize the effects of incidents, preparation to respond to a disaster situation, response during a disaster and recovery that will ensure the orderly and fast return to normal or improved levels following a disaster.

The City of Gainesville's Emergency Operations Plan has been developed to establish the special policies, guidelines and procedures that will provide City personnel with the information and equipment required to function quickly and effectively in a disaster situation.

The Emergency Operations Plan lays the groundwork for each department within the City to develop and maintain department specific procedures and guidelines to compliment the Emergency Operations Plan. Each department is responsible for carrying out training, exercises and plan maintenance needed to support a citywide comprehensive emergency management program.

As City Manager of the City of Gainesville, I direct all personnel involved to assume any assigned roles and responsibilities and take appropriate actions as outlined herein.


Cynthia Curry (Jul 14, 2022 16:41 EDT)

Cynthia Curry
Interim City Manager

Jul 14, 2022

Date

Supersession

This City of Gainesville Emergency Operations Plan (herein referred to as the EOP) supersedes the 2020 edition of the EOP. Future modifications to the EOP will be promulgated after updates of the Florida's State Emergency Response Plan (SERP), State of Florida Comprehensive Emergency Management Plan (reviewed and adopted every even-numbered year) and the Alachua County Comprehensive Emergency Management Plan (reviewed annually and following a disaster).

Disclaimer

The EOP is a plan that defines the scope of preparedness and emergency management activities necessary for the City of Gainesville. The EOP is consistent with the FCEMP and ACCEMP. Every effort has been made to make the EOP an accurate and reliable foundation for the necessary stakeholders to follow. However, the EOP is intended as a non-inclusive planning guide to be used prior to disasters and not for normal day-to-day activities. The EOP is not designed to be used as a checklist during a disaster nor is it designed to take the place of any departmental operating procedures or guidelines.

Accessible To All

The City of Gainesville disaster preparedness and response programs are made accessible to all, including people with disabilities.

The following is a non-inclusive list of items included in the EOP and Emergency Support Function Annexes of the EOP that address special needs during and after a disaster:

- Notification
- Evacuation
- Emergency Transportation
- Sheltering
- Access to medications, refrigeration and back-up power
- Access to mobility devices or service animals while in transit or at shelters
- Access to information
- Special Needs Registries

The EOP is compliant with the requirements of Title VI of the Civil Rights Act of 1964, Executive Order 13166, the American Disabilities Act, Section 504 of the Rehabilitation Act and other Federal, State and anti-discrimination laws.

For questions pertaining to accessibility, please contact the Emergency Management Division of the Gainesville Fire Rescue Department at (352) 393-8465.

ATTENTION:

This document contains information that meets the exemption of Sections 119.071 and 119.072, Florida Statutes. No portion of this document should be duplicated without express written consent of the City of Gainesville.

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Record of Distribution

The following is a non-inclusive list of stakeholders identified in this Emergency Operations Plan. Hard copies, digital copies and/or digital document links are part of the distribution process.

Date	Point of Distribution
09/2018	City of Gainesville Intranet
07/29/2020	City of Gainesville Intranet and Emergency Management Coordination Team
05/12/2021	City of Gainesville Intranet and Emergency Management Coordination Team (Email).

Record of Changes

Date	Change Made To Document	By Whom
June 3, 2019	Added the COG Public Works logo to cover page.	David McIntire
July 2, 2019	Updated City of Gainesville Organizational Chart and added EOC Level of Activation color coding.	David McIntire
	Update and revision of entire document for 2020 edition	David McIntire
July 29, 2020	Total review and updating including the Executive and City Manager Policy Groups, added references to succession of elected and non-elected leadership positions.	David McIntire Lee Feldman
May 11, 2021	Review and update of plan. Updates included: City of Gainesville Organizational Chart (2021), formatting, and update to Hazard Vulnerability Analysis.	Sean Withers
February 1, 2022	Review and update plan: Organizational Chart (2022), formatting.	Sean Withers

A summary of changes to the EOP after the initial promulgation date will be listed here.

Basic Plan

Introduction

Overview

This EOP is an all-hazards plan that focuses on addressing natural, man-made and technological hazards that could adversely affect the City of Gainesville. This plan describes the fundamental policies, strategies and general concept of operations to be used in control of the emergency from its onset through the post-disaster phase and only applicable to City of Gainesville General Government departments tasked to provide assistance in an emergency or disaster situation. This plan does not direct or control Gainesville Regional Utilities' emergency response actions. GRU's emergency plans is documented within the GRU Energy Delivery Storm Preparedness & Response Guide and individual department operational guidelines, policies, and procedures.

The City, in conjunction with the State of Florida and Alachua County, has adopted the National Incident Management System (NIMS). The NIMS is the Nation's first standardized management approach that unifies Federal, State and Local lines of government for incident response.

The NIMS establishes standardized incident management processes, protocols and procedures that all responders—Federal, State, Tribal and Local—will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a disaster strikes. In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the Nation's emergency teams and authorities are using a common language and set of procedures.

The EOP can be implemented to the extent needed (based on the threat or impact of a significant event or disaster) by selectively activating one or more of the system's components which is consistent with the model provided in the NIMS.

The EOP describes basic strategies and assumptions through which the City will mobilize its resources and conduct activities to guide and support emergency management efforts through mitigation, preparedness, response and recovery. The EOP explains the fifteen emergency support functions (ESFs) that group the types of assistance that can provided, which mirrors the National Response Framework, the State of Florida CEMP and the Alachua County CEMP.

The Basic Plan provides an overview of emergency organization and policies. It describes the overall approach to emergency/disaster response and recovery operations.

Purpose

The EOP has been developed to establish the special policies, guidelines and procedures that will provide City personnel with the information and equipment required to function quickly and effectively in an emergency/disaster situation that occurs in the City.

There are generally four phases that describe emergency management activities: mitigation, preparedness, response and recovery. The EOP, using the NIMS, establishes a framework for an effective system of comprehensive emergency management that expands on the four phases. The purpose of comprehensive emergency management is to:

- Reduce the vulnerability of our whole community to loss of life, injury or damage and loss of property resulting from the various events that can occur.
- Prepare for prompt and efficient response and recovery activities to protect lives and property.
- Recover from emergencies/disasters by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by the emergency/disaster.
- Assist in the recognition and mitigation of emergencies that may be caused or aggravated by inadequate planning for and regulation of public and private facilities and land use.
- Improve coordination and integration of federal, state, local, private-sector and nongovernmental organization partners.
- Maximize efficient use of resources needed for effective incident management.
- Improve incident management communications.
- Facilitate emergency mutual aid.

Scope and Applicability

This planning includes prevention and mitigation to reduce the probability of occurrence and minimize the effects of incidents, preparation to respond to a disaster situation, response during a disaster and recovery that will insure the orderly and fast return to normal or improved levels following a disaster.

The EOP establishes basic policies, program strategies and assumptions for a citywide comprehensive emergency management program. A method of operation is established that spans the directions and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation. The EOP also defines mechanisms to aid delivery of immediate assistance as well as assigns specific functions to appropriate departments and organizations. This includes methods to coordinate with the private sector and voluntary organizations active in disasters.

This plan addresses various types of emergencies/disasters that are likely to occur and the actions the City will initiate, in coordination with the County, the State and Federal governments as appropriate.

This EOP is applicable to all City departments, agencies, private sector and volunteer organizations that may be requested to provide assistance whether in an actual incident or an imminent threat to the community that may be needed to coordinate an effective response.

Incident Management Activities

The EOP addresses the full spectrum of activities related to incident management. These activities include mitigation (prevention), preparedness, response and recovery. The EOP focuses on those activities that are directly related to an imminent threat to the community or an evolving incident rather than the preparedness activities that are conducted on a day-to-day basis in the absence of a specific threat or hazard.

Policies and Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities regarding domestic incident management. Nothing in the EOP alters the existing authorities of City departments or cooperating agencies. The EOP establishes the coordinating structures to integrate the specific regulatory authorities of the spectrum of participating agencies in a collective framework for action to include mitigation, preparedness, response and recovery.

City of Gainesville

- City of Gainesville Code of Ordinances, Chapter Two, Article II, Section 2-67
- Chapter 252, Florida Statutes

Alachua County

- Ordinance 08-20, June 24, 2008
- Alachua County Code Chapter 27
- Chapter 252, Florida Statutes

State of Florida

- Chapter 252, Florida Statutes, State Emergency Management Act
- Chapter 23, Florida Statutes, Mutual Aid
- Executive Order 80-29, Disaster Preparedness

Federal

- National Response Framework (NRF). The NRF presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disaster and emergencies—from the smallest incident to the largest catastrophe. The NRF establishes a comprehensive, national, all-hazards approach to domestic incident response.
- Homeland Security Presidential Directive—5: Management of domestic incidents. This directive established the National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State and local governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents regardless of size or complexity.
- Homeland Security Presidential Directive 8—National Preparedness: This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters or other emergencies by requiring a national domestic all-hazards preparedness goal.
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters and other emergencies.
- Robert T. Stafford Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisions of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.
- Emergency Management and Assistance 44 CFR Chapter 1 (October 1, 1992). This portion of the U.S. Code implements the Stafford Act and delineates the organization, policies and procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies and further defines the role of state and local governments in the Emergency Management structure.
- Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorizations Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November, 2010. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans.

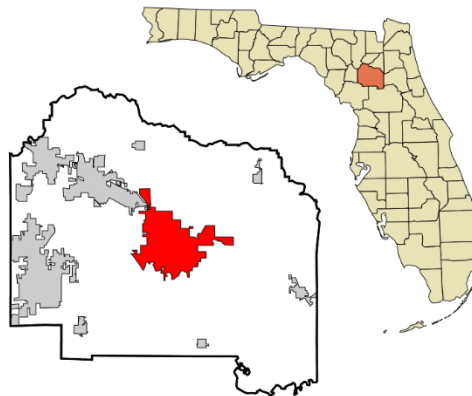
Key Concepts

This section is a summary of key concepts that are reflected throughout the EOP, which includes:

- Systematic and coordinated incident management.
- Proactive notification and deployment of resources in anticipation of or in response to a disaster event.
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions (if feasible), and/or implement programs to mitigate vulnerability to future events.
- Coordinating incident communications and other activities that are common to the majority of incidents.
- Providing mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents. These mechanisms assist coordination between City, County, Regional, State, Federal agencies and private organizations.
- Facilitating local support to departments and agencies acting under the requesting departments or an agency's own authority.
- Providing the basis for coordination of the interagency and intergovernmental planning, training, exercising, assessment and coordination and information exchange.

Situation

Geographic Characteristics



The City of Gainesville was founded on September 6, 1853 on over sixty acres of land purchased from Major James B. Bailey. Named after Edmond P Gaines, a U.S. Army General during the Seminole Indian War, Gainesville initially covered approximately eight city blocks surrounding

a courthouse square. In 1854 Gainesville became the county seat after the railway connecting Fernandina and Cedar Key passed to the South of Newnansville (the earliest town in Alachua County). On April 17, 1969, Gainesville was incorporated.

Today, Gainesville is the 14th most populous city in the State of Florida. Gainesville is the home of the University of Florida which was founded in 1905 and lies at the heart of the city as well as Santa Fe College. Several major roadways run through the City of Gainesville. Interstate 75 runs north and south along the western boundary of the city and with several state roads transecting the city, including SR 20, SR 24, SR 26, SR 121, SR 222, SR 331, and US 441. Gainesville is also home to several small bodies of water such as ponds, springs and many creek beds that run throughout the city, with the Hogtowne Creek Watershed making up the largest portion of these water features.

The City of Gainesville has received multiple awards and honors. For example, Gainesville was ranked the No. 1 place to live in North America in the 2007 edition of *Cities Ranked and Rated*. Also, in 2007, Gainesville was ranked as one of the “best places to live and play” in the United States National Geographic Adventure.

Government

Gainesville is administered by a 7-member city commission that are selected either by district or citywide for the at-large seats, in non-partisan elections. The city commission is made up of:

- Mayor (elected at-large)
- 2 at-large commissioners
- 4 district commissioners

As the policy makers, the City Commission passes resolutions and ordinances, approves the budget, appoints citizens to advisory boards and hires the City Manager who serves at the pleasure of the Commission. The City Manager is responsible for administering the affairs of the City’s general government.

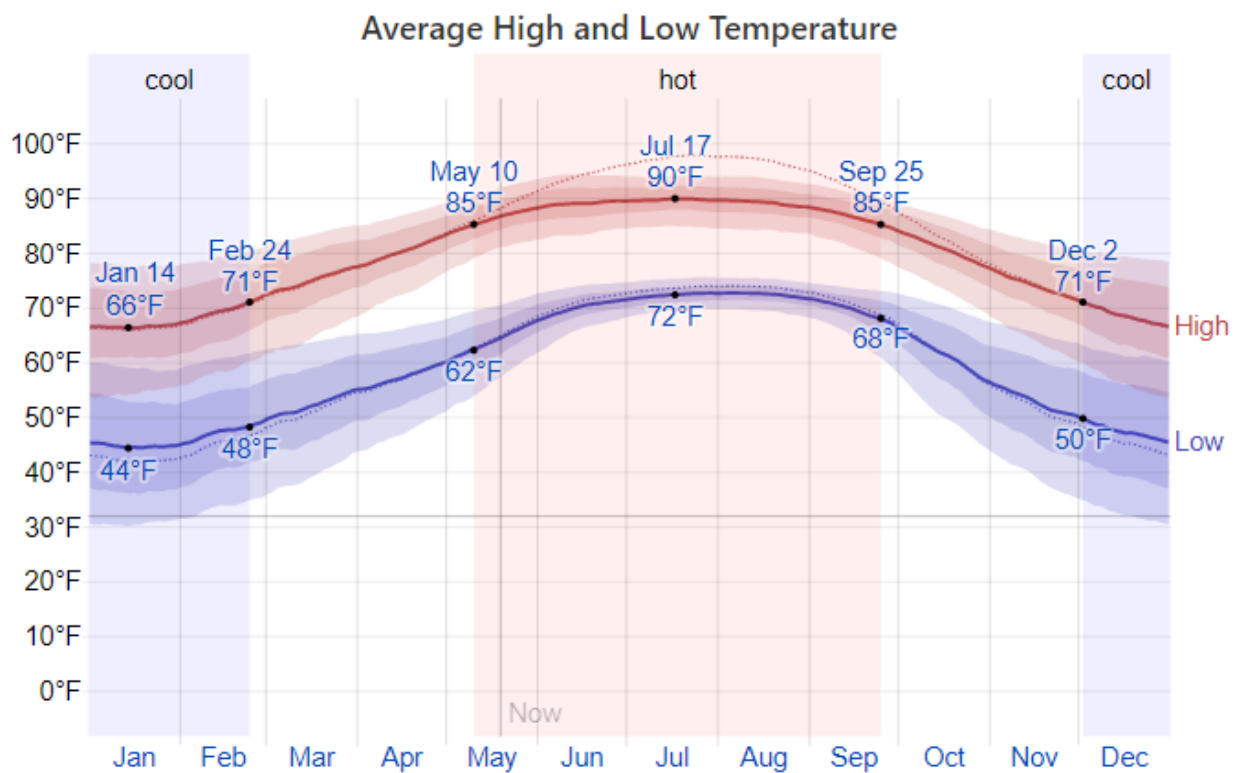
Population

The population for the City of Gainesville is approximately 134,993 which continues to grow year to year. The daytime population within the city can grow by 50,000 due to the Gainesville area businesses making up the majority of the job market. This growth is also experienced over the fall season due to large amounts of people attending major sporting events on the University of Florida campus. As the largest populated city within Alachua County Gainesville’s population makes up approximately 50% of the total population within Alachua County.

Climate

In Gainesville, the summers are hot and mostly cloudy; the winters are short, cool, and partly cloudy; and rain falls throughout the year. Over the course of the year, the temperature typically varies from 44°F to 90°F and is rarely below 30°F or above 94°F.

The hot season lasts for 4.5 months, from May 10th to September 25th, with an average daily high temperature above 85°F. The hottest day of the year is July 17th, with an average high of 90°F and low of 71°F. The cool season lasts for 2.8 months, from December 2nd to February 24th, with an average daily high temperature below 71°F. The coldest day of the year is January 14th, with an average low of 44°F and high of 66°F.



The daily average high (red line) and low (blue line) temperature, with 25th to 75th and 10th to 90th percentile bands. The thin dotted lines are the corresponding average perceived temperatures.

In Gainesville, the average percentage of the sky covered by clouds experiences significant seasonal variation over the course of the year.

Gainesville experiences extreme seasonal variation in monthly rainfall. Rain falls throughout the year in Gainesville. The most rain falls during the 31 days centered on June 29th, with an average total accumulation of 6.0 inches. The least rain falls around November 10th, with an average total

accumulation of 1.8 inches. The area received an average of 56 inches of rain over the past 6 years.

Gainesville experiences extreme seasonal variation in the perceived humidity. The amount of humidity increases during the wetter times of the year and directly affects the temperatures that are felt. The average humidity is 80% for the Gainesville area.

Land Use

The City of Gainesville adopted a Comprehensive Plan that serves as a blueprint for future commercial and residential land uses, housing, and conservation, as well as cultural and recreational amenities. An important component of the comprehensive plan is identifying the new infrastructure and growth demands needed to support the future physical and economic development of the community. Strategic investments made now in infrastructure, housing, recreational amenities, and education will create communities where families will want to live, where companies will want to do business, where jobs will be available, and where people will come to work and play.

The City of Gainesville Land Development Code (Chapter 30 of the City’s Code of Ordinances) contains development-related regulatory information. Included are definitions of zoning districts, permitted uses in zoning districts, requirements for specially regulated uses, development plan review process, environmental management, and special area plans. The latest update was September 2017. Both the Comprehensive Plan and the Gainesville Land Development Code can be found at www.cityofgainesville.org/.

National Register of Historic Places

The City of Gainesville has four National Historic districts and 34 buildings listed on the National Register of Historic Places.

Gainesville (Local) Register of Historic Places

The City of Gainesville has five local historic districts, protecting more than 1,500 historic structures and 10 buildings listed on the Local Register of historic Places. The historic districts include:

- Pleasant Street Historic District
- Northeast Residential Historic District
- Southeast Residential historic District
- University Heights Historic District-North
- University Heights Historic District-South

Critical Infrastructure

Government and privately owned infrastructure exist within the City limits that are deemed critical. Critical infrastructure will not be discussed in detail in the EOP for public safety and security reasons.

Risk Assessment

The City of Gainesville and Alachua County are vulnerable- to varying degrees- to a wide array of hazards and the impact from incidents that affect the community, businesses, and environment. The following hazard analysis is used to determine the hazards that pose threats to Alachua County (including the City of Gainesville) and is developed from historical data. The hazards that have historically and that are likely to continue to pose the greatest threats to the City of Gainesville are inland flooding and wind damage associated with severe storm events, and wildfire.

In the following summary, numerical values were assigned for the following factors: A) Frequency of Occurrence (i.e. (1) annual event; (2) next 2 years; (3) next 10 years; and (4) next 100 years); B) Vulnerability Factors (i.e. (1) Low; (2) Moderate; (3) High; (4) Extensive; and (5) Catastrophic); C) Vulnerability Impact Areas (Population, Property, Environment, and County Government Operations). See the 2015 Alachua County LMS for a detailed Hazard Analysis of the most likely hazards to face Alachua County: wind, wildfire, and flooding.

Hazard Vulnerability Analysis

The following hazard analysis is used to determine the hazards that pose threats to both Alachua County and the City of Gainesville. The information is based on historical data. The Likely Frequency of Occurrence is defined as, increasing frequency: < (less than) 100 years, < 10 years, < 2 years, and Annual. The Vulnerability Impacts are defined as, in increasing severity: Low, Moderate, High, Extensive, and Catastrophic.

HAZARD VULNERABILITY CATEGORY	LIKELY FREQUENCY OF OCCURRENCE	VULNERABILITY IMPACTS			
		Population	Property	Environment	Government Operations
Wind from Tropical Cyclones	Annual	High	Moderate	Moderate	Moderate
Flooding	< 2 Years	High	Extensive	Moderate	High
Hazardous Materials	< 2 Years	Extensive	Extensive	High	High

Commercial Nuclear Power Plant Incidents	< 100 Years	Extensive	Extensive	High	High
Civil Disturbance	< 2 Years	Moderate	Low	Low	Moderate
Mass Migration	< 100 Years	Moderate	Low	Low	Moderate
Extreme Temperatures (Heat/Cold Waves)	Annual	High	Moderate	High	Moderate
Wildland Fires (Brush, Forest and Wildfires)	< 2 Years	High	High	Extensive	High
Severe Weather (Thunderstorms , Tornadoes)	Annual	High	Moderate	Moderate	Moderate
Drought	< 100 Years	High	Moderate	Extensive	Moderate
Land Subsidence and Sinkholes	< 2 Years	Extensive	High	High	Moderate
Terrorism	<10 Years	High	High	Moderate	High
Exotic Pests and Disease	< 2 Years	Low	Moderate	High	Low
Disease and Pandemic Outbreak	< 2 Years	High	Low	High	High
Critical Infrastructure Disruption	< 10 Years	Moderate	High	Moderate	Moderate
Special Events	Annual	Extensive	Moderate	Moderate	Moderate
Major Transportation Incidents	Annual	High	Moderate	High	Moderate

Planning Assumptions

Emergencies and disasters can happen with little to no warning, causing significant loss of life, property damage, environmental and economic impact.

As a part of their commitment to this plan, primary and supporting departments and agencies will engage in systematic assessments of procedures, resources and training to ensure their continued ability to carry out their responsibilities as outlined in the plan.

City resources available through departments, volunteer organizations or commercial means will be utilized first. County, State and Federal support will be requested for ongoing disaster operations when local resources are overwhelmed. This would include the use of regional capabilities in the Gainesville area when available.

Incident management activities will be initiated and conducted using the principles contained in the NIMS.

Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will complement the policies established in this plan.

Many resources needed are available locally. However, where shortfalls are determined, coordination with various levels of government and the private sector will be facilitated by the Gainesville Office of Emergency Management. The principles and policies of the NIMS have been adopted by the City of Gainesville and will be demonstrated through plan exercise activities.

The City of Gainesville and associated organizations will document and seek reimbursement, as appropriate, for expenses related to disaster operations.

The top priorities for incident management are:

- Life safety
- Incident stabilization
- Protection of property and the environment
- Social Restoration

Supporting activities to these priorities include but are not limited to:

- Security
- Prevention of imminent incidents, such as acts of terrorism
- Protecting and restoration of critical infrastructure and key assets
- Conducting law enforcement investigations
- Facilitate recovery for individuals, families, businesses, City government and the environment

Roles and Responsibilities

City of Gainesville

General City Emergency Responsibilities:

Responsibilities for the City of Gainesville include:

- Maintain an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulation, and that involve all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the City.
- Maintain a disaster plan, which supports and outlines the laws, authorities and functions of each organization involved in the City's emergency management structure, and that is consistent with the Alachua County CEMP.
- Maintain adequate staffing levels to prepare, train, and exercise the City's staff to meet the needs of emergency prevention/preparedness, response, recovery, and mitigation efforts.
- Maintain and operate a dedicated functional EOC to encompass the all-hazards operations necessary for highly populated municipalities. Ensure a constant state of readiness and 24-hour operation of the City's EOC.
- Establish one or more secondary EOC sites to provide continuity of government and control of emergency operations.
- Ensure effective consolidation of emergency management and homeland security operations to facilitate increased inter-agency information sharing, proper appropriation of resources, and accurate understanding of all threats confronting the City of Gainesville.
- Facilitate departmental emergency plans synchronization with target capabilities outlined within the national standards for emergency management.
- Ensure that municipal response agencies provide an effective response to disasters/emergencies within the geographical boundaries of the City of Gainesville.
- Coordinate municipal emergency response and recovery activities with the Alachua County EOC and applicable County departments or agencies.
- Provide representatives to the Alachua County EOC during actual disasters and exercises. Representatives will represent the City of Gainesville and will be assigned from the area(s) of law enforcement, fire and public works.
- Ensure municipal employees are appropriately trained for disaster operations.
- Ensure adequate alert and warning systems are in place to warn the general public and municipal employees of impending disaster situations.
- Issue State of Local Emergency and evacuation orders where necessary in localized emergencies.

- Develop evacuation and traffic control plans which coincide with overall countywide plans. Control traffic within City limits during evacuations.
- Notify residents of evacuation zones and mobile homes of evacuation orders and if necessary, assist residents who need help in evacuating.
- Provide security and law enforcement at public shelters located within the City of Gainesville’s jurisdiction.
- Control re-entry into evacuated areas within the jurisdiction of the City of Gainesville.
- Plan for and conduct emergency operations to maintain/restore all water and wastewater capabilities within the City of Gainesville’s jurisdiction during disaster/emergencies.
- Assist the Alachua County Health Department in determining supply of potable water.
- Ensure plans, procedures and training for damage assessments are established so that accurate and timely damage assessment surveys will be conducted after a disaster. Ensure damage assessment reports are submitted to the Alachua County Emergency Management in a timely manner.
- Plan for and conduct debris removal and disposal operations after a disaster.
- Ensure that detailed records are kept for disaster response and recovery operations for Federal and State reimbursements.
- 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.
- Provide support, as available, during mass casualty operations and exercises within Alachua County to include personnel and resources in the law enforcement, fire and emergency medical service areas.
- Provide for the safeguarding of vital records and survival of government through coordinated continuity of operations planning.
- Through respective building departments, coordinate necessary demolition or stabilization of structurally damaged public facilities, and, 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.
- Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.
- Ensure that all meetings are in compliance with the Florida Government-in-the-Sunshine Law where applicable (Chapter 286 Florida State Statute).
- Ensure that all records are maintained and managed according to the “Public Records Law”. (Chapter 119 Florida State Statute)

Mayor

The Mayor will participate in emergency executive level policy decision-making and issue appropriate emergency proclamations, resolutions and executive orders, as provided by the City

of Gainesville Code of Ordinances, and as related to in-progress emergency operations. In addition, the Mayor:

- Serve as the “Face of the Gainesville” and work with the Office of Communications and Engagement to communicate with neighbors.
- Promulgates this plan for safeguarding the lives and property of the neighbors of Gainesville.
- Provides for the continuance of effective and orderly governmental control required for emergency and recovery operations in the event of an actual disaster.
- Meets, upon request, with the City Manager and Emergency Manager to address and resolve disaster related issues.
- Execute and/or delegate authority to execute necessary mutual aid and/or other agreements with County, State and Federal disaster relief agencies/departments to preserve the health, safety and welfare of Gainesville’s neighbors.
- Work within the structure and guidelines set forth within the National Response Framework (NRF) and the National Incident Management System (NIMS) as per Homeland Security Presidential Directive-5.

City Commission

The City Commission’s actions influence community members and directly impact the City’s ability to protect lives and property. The City Commission works closely with the Mayor in a similar capacity as they work with the Mayor during normal operations.

The City Commission shall:

- Receive regular updates and briefings from the City Manager.
- Serve as the liaison with public or community organizations.
- Review requirements for special legislation and development of policy.
- Establish policies, adopt resolutions, and pass ordinances for the management of all emergency situations.
- Support an all-hazards, multi-agency disaster response.
- Visit impacted areas, shelters, and other temporary facilities.
- Work within the structure and guidelines set forth within the National Response Framework (NRF) and the National Incident Management System (NIMS) as per Homeland Security Presidential Directive 5.

City Manager

The City Manager is the primary authority for all Gainesville General Government activities and actions.

The City Manager shall:

- Establish Executive Orders for the City of Gainesville under a Declaration of a Local State of Emergency.

- Be well acquainted with the City of Gainesville’s EOP.
- Promulgate policy and procedures for safeguarding the lives and property of the neighbors within the City of Gainesville.
- Meet upon request with the Mayor to address and resolve disaster-related issues.
- Serve as a member of the Executive Policy Group.
- Serve as the Chairperson of the Manager’s Policy Group
- Provide executive direction and guidance to the City EOC during activation.
- Participate in Emergency Management Coordination Team meetings.
- Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.
- Assign Assistant City Manager(s) or delegates to serve as the City’s liaison to the Alachua County Emergency Operations Center.
- Work within the structure and guidelines set forth within the National Response Framework (NRF) and the National Incident Management System (NIMS) as per Homeland Security Presidential Directive 5.

Executive Policy Group (EPG)

The EPG will evaluate current actions and conditions to determine the needs of the City and provide executive level guidance and decision making on appropriate future actions including, but not limited to the following:

- Curbing price gouging
- Declaring a Local State of Emergency for the City of Gainesville
- Establishing a curfew
- Entering into contracts

Members of the EPG include:

- The Mayor
- City Manager
- City Attorney
- Equal Opportunity Director
- Gainesville Regional Utilities General Manager
- City of Gainesville Emergency Manager
- Other Officials as deemed necessary.

Emergency Manager

The Emergency Manager shall:

- Provide direction and control over City of Gainesville disaster response and recovery operations.
- Direct City of Gainesville hazard mitigation and post-disaster redevelopment efforts.
- Issue emergency decisions as necessary under a declared State of Local Emergency.

- Execute agreements with County, State, and Federal disaster relief agencies.
- Provide public information support by issuing emergency/disaster advisories to the media.
- Ensure participation of all departments identified within the Responsibilities of this Plan, as required.
- Represent the City of Gainesville at the Alachua County EOC.
- Activate the City of Gainesville CEOP, or portions thereof, whenever the situation warrants.
- Preside over the EM Coordination Team, providing disaster condition and response status information that assists the group in the establishment of a citywide prioritization of response activities, determination of the need for additional resources and the identification of information that should be provided to the public.
- Work within the structure of NIMS per Federal mandate. Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.
- Provide situation reports to the City Manager Policy Group and the Executive Policy Group during periods of disasters, threats, occurrences and recovery, as deemed appropriate.
- Coordinate disaster preparedness, response, mitigation, and recovery issues with all facets of the community and with the County, State and Federal Emergency Management Agency before, during and after disaster.
- Assess the situation, develop an overall strategy and establish emergency objectives and priorities.
- Based on the type of the incident and the information available, recommend and conduct partial or full activation of the EOC. Obtain a briefing on the extent of the emergency and recommended initial objectives from EOC staff.
- Manage EOC operations during activations.
- Serve as the official Authorized Signatory, as necessary, and receive briefing from FEMA on disaster threshold & reimbursement issues.
- Maintain Emergency Management professional certifications and ensure continuing education standards for the field are achieved annually.
- Coordinate support for dignitaries who may visit the City of Gainesville during disaster response and recovery operations.

City Attorney

Responsibilities of the City Attorney include:

- General awareness of the City of Gainesville CEOP.
- Provide advice and guidance to the Mayor and City Commission on emergency powers that may be exercised to effectively respond to disaster.
- Provide advice and guidance to the Mayor, Commission, City Manager and Department Directors during any periods of partial or full EOC activation.

- Assist in drafting any proclamations, resolutions, ordinances, or other formal documents needed to provide for protection of life and property and general public safety.
- Be prepared to assume EOC positions, when activated.
- Work within the structure and guidelines set forth within the National Response Framework (NRF) and the National Incident Management System (NIMS) as per Homeland Security Presidential Directive 5.

Gainesville Regional Utilities (GRU)

Under the direction of the General Manager, GRU serves as the primary utility provider for the City of Gainesville. GRU provides: Energy Generation and Delivery, Water/Wastewater, Natural Gas Transmission, and Telecommunication Services. In the provision of these services GRU manages emergencies through the utility’s emergency operations center and emergency operations plan.

Responsibilities for GRU include:

- Establish, maintain, and execute preparedness comprehensive plans to protect critical infrastructure.
- Prepare for, respond to and recover from all storm damage.
- Participate within the City of Gainesville EOC through the assignment of two liaisons per operational period to provide information and coordinate between the two groups.
- Work within the structure and guidelines set forth within the National Response Framework (NRF) and the National Incident Management System (NIMS) as per Homeland Security Presidential Directive 5.

Alachua County Government

Responsibilities of the Alachua County Government during an emergency or disaster include:

- Establish and maintaining an emergency management program in accordance to Chapter 252, Florida Statutes to include all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the County, and that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Coordinating the emergency management needs of all municipalities within the County and working to establish intra-county mutual aid agreements to render emergency assistance.
- Implementing a broad-based public awareness, education, and information program designated to reach all citizens of the County, including those needing special media formats, who are non-English speaking, and those with hearing impairment or loss.
- Executing mutual aid agreements within the State for reciprocal emergency aid and assistance in the event that a situation is beyond the County’s capability.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.

- Developing and maintaining procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State.
- Ensuring the County’s ability to maintain and operate a 24-hour warning point with the capability of warning the public.

The County disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. Coordinating agencies and support agencies have been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

State of Florida

Florida Division of Emergency Management (FDEM)

Responsibilities of the FDEM include:

- Maintaining an emergency management program at the State level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within Florida.
- Maintaining a broad-based public awareness, education and information program designated to reach a majority of the citizens of Florida, including citizens needing special media formats, such as non-English speaking individuals.
- Supporting the emergency needs of all counties by developing reciprocal intra- and inter-state mutual aid agreements, in addition to coordinating assistance from the FEMA.
- Maintaining direction and control of a State response and recovery organization, based on ESFs, involving broad participation from State, private and voluntary relief organizations, that are compatible with the NRF.
- Developing and implementing programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- Coordinating State activations with Florida Volunteer Organizations Active in Disasters (VOAD). Ensuring that these organizations are identified and organized under ESF 15 of the State Emergency Response Team (SERT).
- Coordinate State activities with Florida’s business community and its organizations to ensure broad and comprehensive coverage of assistance and relief during a disaster.
- Promote mitigation efforts in the business community with emphases on the State’s infrastructure.
- Identify critical industry and infrastructure that may be impacted by disaster or are required for emergency response efforts.
- Review and analyze the State CEMP against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.

- Work within the structure of the NIMS per Federal mandate.

Governor of Florida

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the State and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the State. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

- Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
- Activate the response, recovery and mitigation components of existing State and local emergency plans.
- Serve as Commander in Chief of the organized and voluntary militia and of all other forces available for emergency duty.
- Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
- Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
- Utilize all available resources of the State and local governments, as reasonably necessary to cope with the emergency.
- Transfer the direction, personnel and functions of State agencies to assist in emergency operations.
- Commandeer or utilize any private property necessary to cope with the emergency.
- Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
- Prescribe routes, modes of transportation, and destinations for evacuees.
- Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
- Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles, if necessary.
- Make provisions for the availability of temporary emergency housing.

Governor's Authorized Representative (GAR)

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor may appoint his Chief of Staff and/or the State Director of Emergency Management as his GAR, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

Federal Government

The federal government is responsible to:

- Provide emergency response on federally-owned or controlled property, such as military installations and federal prisons.
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans.
- Identify and coordinate provision of assistance and other federal statutory authorities.
- Provide assistance to state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and National Response Framework (NRF).
- Manage and resolve all issues pertaining to a mass influx of displaced persons.
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

Non-governmental and Volunteer Organizations

Non-governmental organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical or emotional distress and promote recovery of disaster victims when assistance is not available for other sources. For example, the American Red Cross is a NGO that provides relief at the local level and also coordinated Mass Care element of ESF #6 at the local, state and federal level. Community-based organizations receive government funding to provide essential public health services.

School Districts

The School Board of Alachua County and all private schools are responsible for developing and maintaining emergency plans for disasters that could impact their schools and students. Emergency Management staff and other City departments are available to work with the school districts for planning and response coordination purposes.

Private Sector

Primary and support departments/agencies coordinate with the private sector to effectively share information, develop courses of action and utilize available resources to prevent, prepare for, respond to and recover from emergencies or disasters.

The roles, responsibilities and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident. Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of the cause.

Unless the response role is inherently governmental (e.g. law enforcement, etc.), private sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

Neighbors

The City of Gainesville will work to build and maintain strong partnerships with citizen groups and organizations that provide support for incident management mitigation, preparedness, response and recovery.

Preparedness

Plan Development, Maintenance and Execution

The Emergency Management Division of the Gainesville Fire Rescue will provide technical assistance to the appropriate Emergency Management Coordination Team members about their roles in emergency management and their roles in the EOP.

All tasked City departments will be responsible for assisting Emergency Management in the development and maintenance of their respective responsibilities of the plan. Tasked departments are responsible for developing and maintaining their department Emergency Operation Plans and Standard Operating procedures, and resource data to ensure prompt and effective response to an incident or significance. Copies of resource data from each department will be provided to the Emergency Management Office to be included in the EOCs resource database.

Plan development and maintenance is a primary functional responsibility of the City of Gainesville Emergency Manager. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan execution. This process involves a team of participants from all sectors of the community, and at all levels of authorities in those sectors, in a set of interrelated and reiterative activities as described in the following:

- In consultation with the EOC team, the Emergency Manager drafts the Basic Plan and revisions thereto, defining the Plan Purpose and Scope, providing analysis of hazards and financial and resource management issues as well as the other elements of the Basic Plan.
- The EOC team meets on an annual basis after the end of the Atlantic hurricane season to review the Basic Plan, ESFs, and supporting Annexes to determine if changes need to be made based on new planning requirements, identified gaps, or identified areas of improvement.
- Changes are subsequently made in order to keep the plan current and functional.

- The EOC Team may also discuss needed changes to the CEOP following Citywide, Countywide, and Statewide exercises.
- The draft Basic Plan with Annexes is reviewed by the City Manager, City Attorney, Equal Opportunity Director, and department heads for concurrence preliminary to presentation by the City Commission for adoption.
- Recognizing that the planning process is ongoing, the plan adoption may be undertaken even though some elements may be incomplete.
- It is important to note that this CEOP remains a living document and changes will be made to the plan as deemed necessary.

Future official published modifications to the EOP will be promulgated after updates of the Florida's State Emergency Response Plan (SERP), State of Florida Comprehensive Emergency Management Plan (reviewed and adopted every even-numbered year) and the Alachua County Comprehensive Emergency Management Plan (reviewed annually and following a disaster).

Public Awareness and Education

City officials must strive to keep residents informed about disaster preparedness and emergency operations. Public information in the disaster preparedness/emergency management area is divided into three phases; continuing education, pre-disaster preparation, and post-disaster recovery. Continuing education is intended to increase awareness of disaster preparedness information, educate on ways to protect life and property, and inform the public on the availability of further assistance and information. Pre-disaster preparation informs the public of the imminent danger and provides details about evacuation procedures and sheltering. During the post-disaster period, the public is informed about disaster assistance, health precautions, long term sheltering, etc.

It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations, and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear, and confusion. A continuous flow of official information is also necessary to provide full knowledge of disaster conditions and relief services.

As the highest elected City official, the Mayor has the responsibility for maintaining the public's confidence and performing in the public's best interest. As needed, the Mayor's Office and Mayor will work with the City's Communications Department to provide disaster preparedness, response, and recovery information to the citizens of Gainesville.

The EOC Public Information Officers (PIO), under direction from the Communications Office, will ensure that public service announcements are prepared to keep the citizens of Gainesville informed on disaster preparedness, response, and recovery. They will work with the Alachua County PIO and Communications Department, as necessary.

The broadcast media provides an excellent resource for the City's public information program. The Communications Office and PIO representatives interface with radio and television

reporters, news personnel and weather personnel on a regular basis. Local broadcast stations regularly provide public service announcements provided by the city, county or the state.

The City of Gainesville utilizes AlertGNV to provide emergency information through phone and email communication. Emergency Notifications include:

- Mandatory Evacuations and Re-Entry Orders
- Hurricane and Tropical Storms
- Flooding
- Gas Leaks
- Hostage Situations
- Critical Threats
- Precautionary Boil Water Notices
- Informational Alerts
- Street Closures for Planned Events

Alachua County has two Emergency Alert Systems (EAS) stations. Under the EAS system, radio and television stations, as well as cable companies, in the county will provide emergency announcements when the EAS system is activated.

The print media also provides an excellent method of providing disaster preparedness to the public. There are several local newspapers in the Gainesville area that produce preparedness information for their subscribers. The City of Gainesville provides substantial data to these newspapers and professional expertise regarding information contained in their publication.

The City of Gainesville and Alachua County coordinate with Gainesville Regional Utilities (GRU) to ensure appropriate disaster planning information is included in the information flyers in their monthly bills and in their annual disaster preparedness brochure.

Special efforts are dedicated to reaching those citizens with special needs. The City works with county and state social services agencies and home health care agencies to ensure disaster preparedness information is disseminated to the handicapped and elderly. They also provide information to the various public and private human services organizations for their clients. Those citizens who need assistance during an evacuation are encouraged in the disaster pamphlet and in personal contacts to register with Alachua County Health Department. Their telephone number is prominently displayed in the pamphlet for those who need assistance in an emergency. Individuals on the list are contacted each year to update databases.

The Communications Office is responsible for developing and managing the emergency management and public awareness program for Gainesville. Upon activation of the Gainesville EOC, the Communications Office will direct the Joint Information Center for the Gainesville EOC. The PIO, operating through the City's JIC, will serve as the representative to all media and as the focal point for all public information, in conjunction with Alachua County EOC.

The Gainesville EOC has an area dedicated as the media area for emergency operations. Interviews with city officials and emergency staff may be conducted in this area. A wide variety

of hurricane preparedness activities are undertaken utilizing Gainesville’s media outlets during the May-November timeframe. This includes local network television segments, radio segments, town hall meetings, mail outs to the public, and various speaking engagements.

In addition to the City’s public outreach efforts, the county conducts a comprehensive public information program throughout the year. The public information program includes news features on television and radio and speaking engagements to a vast range of audiences. All requests for emergency preparedness talks are accepted to include civic groups, church groups, mobile home parks, business and industry, public schools and universities, hospitals, nursing homes, etc.

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The City of Gainesville’s preparedness website, www.safeGNV.org provides an abundance of information to assist the community in preparing for a potential disaster. Additional information is available through City of Gainesville Emergency Management (1025 NE 13th Street or 352-334-5075).

The City’s public awareness and education program focuses on how to better communicate emergency information to the public before, during and after a disaster. Social media will play a vital role in communicating with the public prior to, during, and after a disaster. Follow the City on Twitter (@GainesvilleGov; @GFR1181; @GainesvillePD) or “Like Us” on Facebook (City of Gainesville; Gainesville Fire Rescue; Gainesville Police Department; Gainesville Public Works).

Training and Exercise

This chapter addresses general and specific training of CEOP participants and the exercising of plans, procedures, and response actions. Emergency Management will make EOC Team Members aware of training opportunities as they arise.

Training

Training to develop disciplinary preparedness for mission operations is the individual responsibility of the Department and Office Managers. Gainesville Emergency Management will conduct annual and other requested in-service training to assist in integration of discipline-specific training with specifics in emergency management. The Emergency Management Coordination Team meets to discuss training and exercise needs and opportunities. Training includes emergency management exercises and post-event reviews.

The training program shall also include:

- Incident management organizations and personnel participating in realistic exercises, including multidisciplinary and multi-jurisdictional events and private-sector and nongovernmental organization interaction.
- Standard courses on Incident Command & Control and the incident management system.
- Standard courses on operational coordination processes and systems.

- Courses focused on discipline-specific subject matter expertise.
- Courses focused on agency-specific subject matter expertise.
- All City of Gainesville (GG) personnel shall be trained in accordance to the 2020 City of Gainesville NIMS Training Plan.
- City personnel assigned to the EOC will be required to obtain position specific training based on their assignment.

The training requirements are located within the City of Gainesville Emergency Management Training Plan. This plan can be found on the City’s intranet site under the Emergency Management page.

Training and Exercise Plan

The City’s Emergency Management will conduct disaster exercises/drills as an opportunity to test and evaluate the ability to manage events that are not experienced on a daily basis. As permitted, the City of Gainesville will participate in other all-hazards exercises to test and evaluate current plans and procedures.

City Emergency Management will provide disaster exercise assistance to government and non-governmental agencies as requested. As resources allow, Emergency Management personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.

Detailed planning will be accomplished on an interagency basis in preparation for Gainesville EOC sponsored exercises. Representatives of each participating agency will develop action items for their Gainesville EOC participants to resolve during the actual exercise.

All exercises will be planned, conducted and documented using the guidelines set forth in the Homeland Security Exercise Evaluation Program (HSEEP).

An After Action Review will be conducted within thirty days of the cessation of an emergency operation or exercise to identify improvements needed in training, planning and operations, and resource management. Information will be provided to all participants in an After Action Report (AAR). The AAR will be consistent with HSEEP. Emergency Management will follow-up on identified actions to be taken to ensure their completion.

The City of Gainesville will conduct, at a minimum, one City-wide exercise each year in accordance with the Department of Homeland Security’s National Planning Scenarios. The National Planning Scenarios depict a diverse set of high-consequence threat scenarios of both potential terrorist attacks and natural disasters. Collectively, the 15 scenarios are designed to focus contingency planning for homeland security preparedness work at all levels of government and with the private sector. The scenarios form the basis for coordinated planning, training, exercises, and grant investments needed to prepare for emergencies of all types.

The exercise will be conducted in conjunction with other departments, each having a minimum of three objectives to test. Exercise types include drills, tabletop, functional, and full-scale. Exercises will increase in complexity each year. Documentation in the form of Player

Handbooks, Controller, Evaluator and Exercise Plans, Master Scenario Events Lists (MSEL) and AARs will be produced and one copy of each will be submitted to OEM. Following conduct of the exercise, a Hot Wash Debriefing and an After Action Conference will be performed.

The City of Gainesville will also:

- Participate with Alachua County, the University of Florida, UF Health, and North Florida Regional Hospital in a large-scale mass casualty exercise to include pre-exercise planning meetings and a post-exercise critique.
- Participate with Alachua County in an annual hurricane exercise. The exercise may be held in conjunction with a State sponsored hurricane exercise.
- Participate with the North Central Florida Local Emergency Planning Committee and Alachua County in one or more emergency responder exercises involving mass casualties under various scenarios (e.g. Hazmat, transportation accident, natural disaster, terrorist act, etc.).
- Brief elected and key appointed officials on emergency management activities and overall preparedness.
- Conduct hurricane and emergency management seminars as requested.
- Attend FEMA and State emergency management courses as subject matter and availability dictate.

City Response

The City shall be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or imminent threat is first detected, the department operations centers (DOCs) or the EOC will be activated to a level appropriate to the magnitude of the threat. As the event unfolds, the response effort is then initiated through the ICS system with the emergency response departments, agencies and volunteer organizations. Emergency representatives must be authorized to use the resources of their respective departments/agencies/organizations to carry out response and recovery missions that are assigned.

All City department, agency and volunteer organizations are grouped to carry out assigned missions. Within each group one department or agency will serve as lead and the others within the group will provide support.

Concept of Operations

This section of the CEOP describes the methods for the management of emergency activities during the response, recovery, and mitigation phases of an emergency or disaster. The major elements of this section include levels of emergencies or disasters, structure of organization, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts.

This CEOP establishes a core set of functional processes to facilitate the City of Gainesville during emergency response and recovery management. Each emergency situation may have

unique issues and priorities therefore the Office of Emergency Management (OEM) has adopted a multi-hazard approach encompassing key City departments and external agencies involved in emergency response and recovery.

The City of Gainesville Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary inter-department coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire, and emergency medical service agencies.

The EOC staff, under the guidance of the City's Emergency Manager will manage the City's response to emergencies or disasters.

Levels of Emergencies and Disasters

Chapter 252, Florida Statutes 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 United States. Chapter 252, Florida Statutes also identifies disasters by the severity of resulting damage, as follows:

Catastrophic Disaster

A catastrophic disaster is any emergency that will require massive State and Federal assistance, including immediate military involvement. Alachua County will be notified and potential Federal assistance will involve response as well as recovery needs.

Major Disaster

A major disaster is any emergency that will likely exceed local capabilities and require a broad range of County, State, and Federal assistance. Alachua County will be notified. State and potentially Federal assistance will be required.

Minor Emergency

A minor emergency is any emergency that is likely to be within the response capabilities of local government and results in only a minimal or no need for County, State, or Federal assistance.

Normal Operations

In natural disasters, the magnitude of the impact and the depletion of resources at each level of government trigger the need for outside assistance. City emergency responders carry out the initial response to most emergencies. Only as local resources become exhausted is support requested from the County and State. However, threats such as the use of biological agents will trigger state and deferral response measures from the earliest possible phase in order to control dissemination and take appropriate eradication measures.

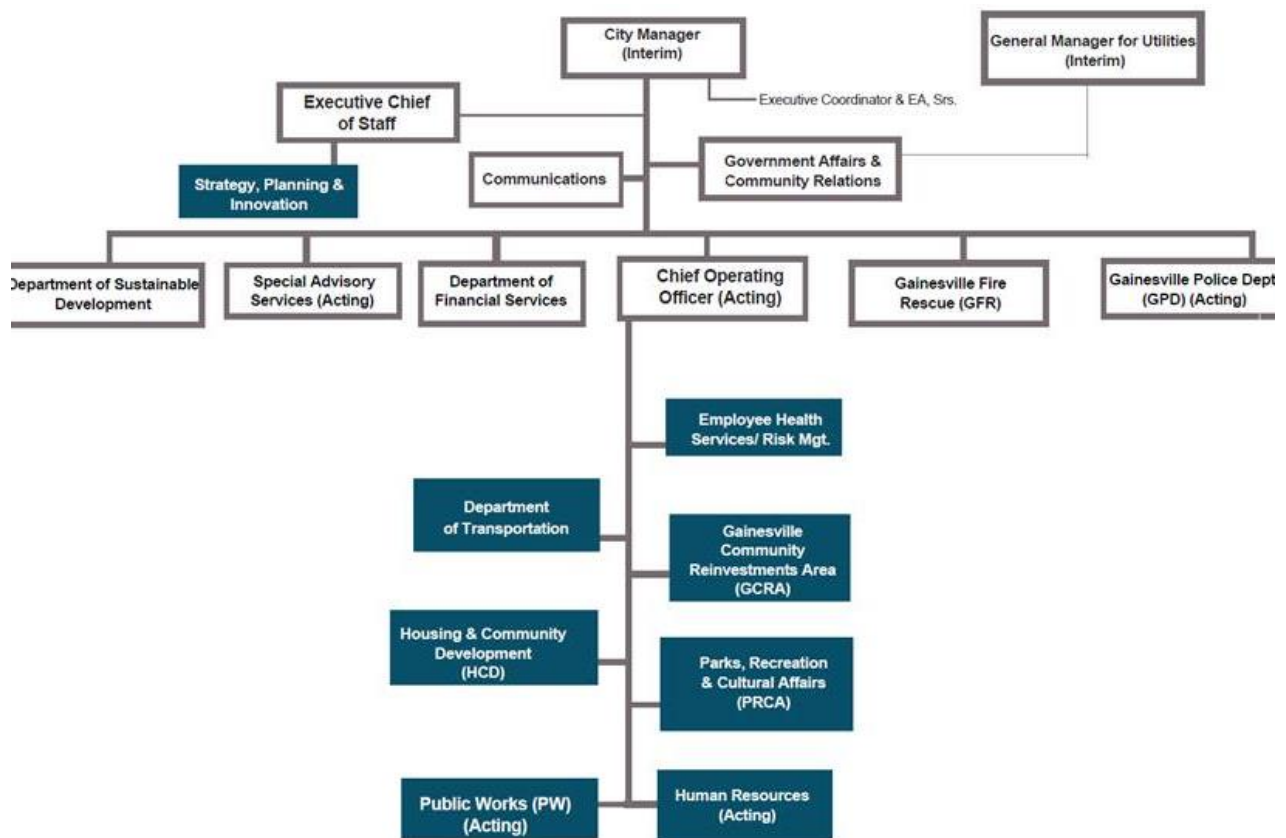
Emergency functions of the department, agencies or organizations tasked in this plan generally parallel their day-to-day functions. To the greatest extent possible, the same personnel and

material resources will be employed in both cases. Those day-to-day functions of a department that do not contribute directly to emergency operations will be suspended, as necessary, for the duration of the emergency, to redirect efforts to meet the emergency/disaster needs.

In most situations, the City will be the first and primary responder and will be required to exceed its ability or deplete its resources before requesting state assistance. Under certain circumstances, such as a terrorist threat, public health emergencies or mass migration events, County, State or Federal agencies may have primary jurisdiction for the overall response effort. However, City resources will likely provide the first response for all incidents impacting its jurisdiction.

When the resources of the City are exhausted or when a needed capability does not exist, the City will request assistance from the County and/or the State. All assistance requests must be coordinated and routed through Alachua County Emergency Management.

City of Gainesville Organizational Chart



Emergency Operations

The organizational structure for response to an emergency/disaster is under the leadership of the City Manager. Under the direction of the City Manager, the City of Gainesville Emergency Manager is responsible for coordinating the activities of all departments' assigned emergency responsibilities in the Emergency Operations Plan.

Based on the severity and magnitude of the situation, the Mayor may issue a Local Emergency Declaration.

Declaration of Emergency

The Mayor, as the governing entity of the City of Gainesville, is vested with certain authority in regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a Local State of Emergency, to order an evacuation, re-entry, and terminate of the State of Emergency.

The duration of each State of Emergency declared locally is limited to seven (7) days; and may be extended, as necessary, in seven (7) day increments

Plan Activation

When a major or catastrophic emergency has occurred or is imminent, the Mayor may issue a declaration of a local state of Emergency. Such action will immediately activate all portions of this plan. In the absence of a local State of Emergency, the Emergency Manager, under direction and authority of the City Manager may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

Emergency Conditions

The City Manager may call together the Manager's Policy Group (MPG) comprised of the following officials:

- City Manager
- Chief Operating Officer
- Executive Chief of Staff
- Emergency Manager
- Fire Chief
- Police Chief
- Public Works Director
- Special Adviser to the CM
- Other Officials as deemed necessary by the City Manager

**** The members of the Manager's Policy Group are subject to change based on the specific nature of the event or incident. ****

All Gainesville MPG meetings will be documented for any procedures and decisions.

In pursuit of emergency duties, the City Manager shall utilize all available resources of City government as reasonably necessary to cope with the situation. This authorization includes:

- Performing public work and taking prudent action to ensure the health, safety, and welfare of the community.
- Making immediate expenditures to cope with the emergency.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

The Emergency Manager will be responsible for full activation of this plan and for directing preparedness, response, recovery, and mitigation operations. The Emergency Manager is responsible for maintaining the City EOC operational readiness and will ensure that appropriate standard operating guidelines and checklists are developed and available to support this plan and oversee the mutual aid process for disaster operations. The City of Gainesville EOC Team is comprised of the City Department Directors and/or representatives necessary to ensure complete, functional operations to support the Emergency Manager. The Emergency Manager also provides appropriate Standard Operating Procedures (SOP) and makes them available to guide respective activities during disaster response and recovery operations. The Gainesville EOC Team will provide expert advice and services to the Gainesville MPG and EPG, as required.

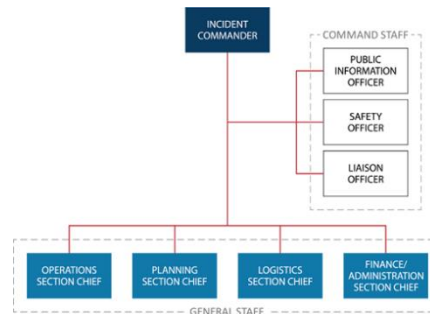
Internal EOC Operations

The City of Gainesville EOC Team represents City departments that have varied responsibilities in response and recovery operations. City of Gainesville EOC Organization representatives can commit resources of their respective organizations and act as a conduit for tasks passed from the EOC to their departments. Accordingly, EOC Organization representatives are directly responsible only to their organization and to the Emergency Manager.

The department(s) designated as the lead is responsible for coordinating resources and supporting departments will assist, as necessary.

The City of Gainesville EOC has adopted Incident Command System ICS as its management structure. All personnel operating within the EOC will be managed under one of the eight (8) management categories: Command

- Operations
- Planning
- Finance/Administration
- Logistics
- Liaison
- Safety
- Public Information



The Emergency Manager or their designee will provide assistance to the areas in these groupings and facilitate transmission of requests and information to the EOC Operations Desk.

The ICS structure has the ability to expand and contract, as necessary. Organizationally, the City EOC will operate similarly for both response and recovery operations. As additional departments are needed in the EOC, they will be phased-into the ICS structure. As ICS positions are no longer needed, they will be phased-out of the ICS organization.

On a day-to-day basis, the City of Gainesville coordinates mitigation activities through its various departments and citywide programs. Disaster related mitigation activities would be carried out through the same emergency management system as structured for response and recovery.

Message and Information

Actions that must be worked in the City EOC will originate from various sources including the general public, response agencies in the field, and other City, County or State agencies, etc. Actions that originate from the public will be routed to the EOC Call Center, where the EOC Call Center phone operators will answer and handle calls for general information. EOC Call Center phone operators will submit, for response, all valid incoming messages by entering them into Monday.com or onto General Message Forms (Form 213).

Call Center Managers will evaluate incoming calls/messages for validity. Calls for service will then be routed to the appropriate department via Monday.com or General Message Forms for information management and resolution.

Each agency representative will enter any actions taken as a result of incoming information on Monday.com or the EOC General Message Form. Periodically, the EOC Supervisor will review the General Message Forms to ensure actions have been completed satisfactorily.

Copies of messages directing the commitment of resources or personnel in the field, or other command centers will be made available to the Section Chief and the information passed on to the EOC Supervisor by the agency directing the action.

Communications Systems

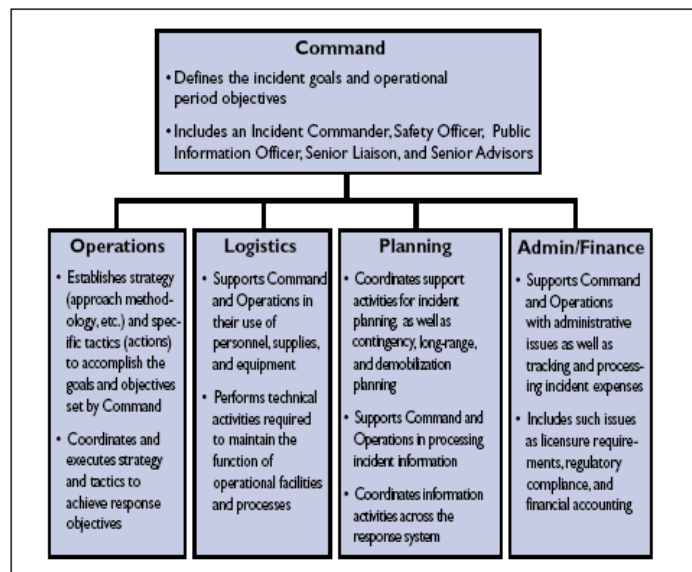
Communications systems used during emergency operations include landline and cellular telephone and radio systems. AlertGNV, a notification system used by the City of Gainesville is capable of sending alerts to the public via text messages, e-mail, cell phone, and land line calls.

Coordination between City and County EOCs

The City of Gainesville (Including GG and GRU) will provide 1-5 representatives/liaisons to serve in the Alachua County EOC, to coordinate activities between County and City response and recovery elements. These representatives will come from City Manager’s Office, Gainesville Fire Rescue, Regional Transit Service, and Gainesville Regional Utilities.

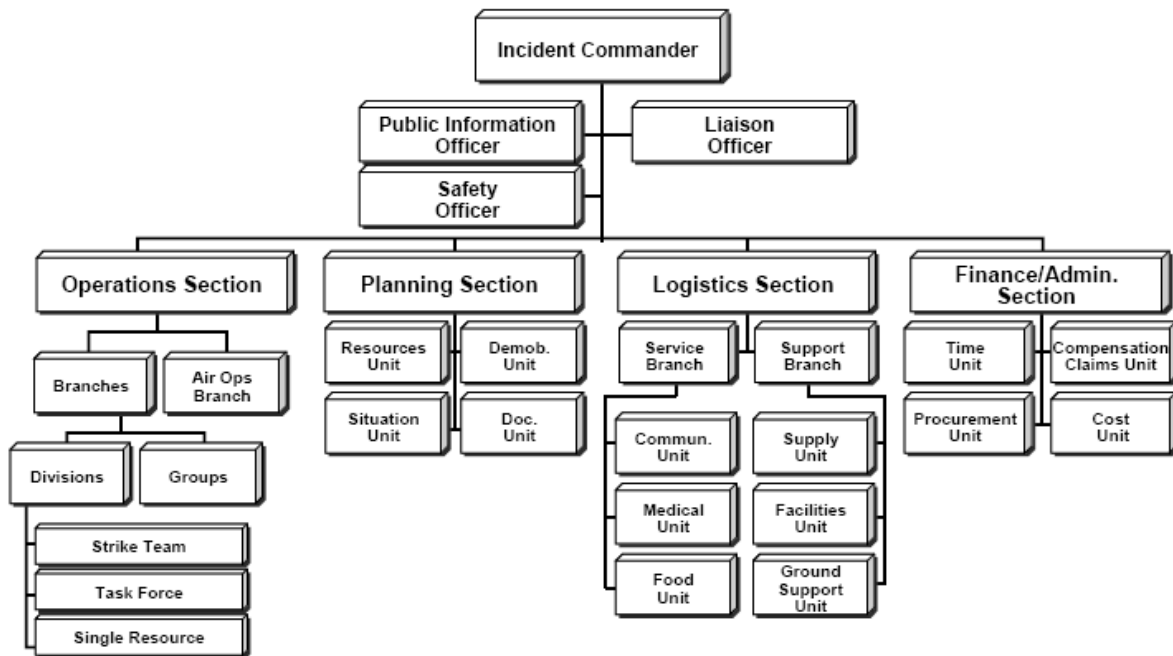
National Incident Management System (NIMS)

The City of Gainesville will use the concepts outlined and detailed within NIMS for the management of its responses to emergencies and disasters. City agencies and organizations have been trained and will continue to be trained in the implementation of NIMS/ICS. While many organizations have differing levels of training in NIMS, all agencies will be required to integrate their management system into the overall City of Gainesville NIMS/ICS system to prevent fragmentation and duplicating the use of NIMS/ ICS Structure resources during an emergency or disaster.



The following is a description of each of the NIMS Sections and a summary of the responsibilities of each section. Some positions may or may not be needed, depending on the size and complexity of the incident. The ICS/Unified Command (UC) is designed to expand and contract depending on the incident needs. The Span of Control for any Commander, Director, or Unit Leader should only be 3–5 people. If the number of direct reports is higher, Branch Leaders shall be assigned to consolidate reporting for similar operational groups. The IC/UC is responsible for assigning personnel to each position as warranted.

Incident Command System (ICS)/Unified Command (UC)



Command Section

Incident Commander (IC)

The IC is responsible for the overall management of all incident activities, including:

- Development and implementation of resource allocation
- Order approval and release of resources
- Developing incident objectives
- Manage incident operations

In multi-jurisdictional incidents, the duties of the IC may be carried out by a UC established jointly by the agencies that have direct jurisdictional or functional responsibility for the incident. In those single-jurisdiction incidents where assisting agencies have significant resources committed, the responsible agency may establish a UC at the IC level, or place assisting agency personnel in key positions within the organizational structure. The IC may have a deputy. The deputy's responsibilities will be as delegated by the IC.

Command Staff

Public Information Officer (PIO)

The PIO, a member of the command staff, is responsible for:

- Collection and release of information about the incident to the news media and other appropriate agencies and organizations
- PIO reports to the IC

Safety Officer

The Safety Officer, a member of the command staff, is responsible for:

- Monitoring and assessing hazardous, unsafe situations
- Developing measures for assuring personnel safety
- Correcting unsafe acts or conditions through the regular line of authority
- Maintain awareness of active and developing situations
- Medical plan approval
- Provide safety messages in each IAP
- The Safety Officer reports to the IC

Liaison Officer

The Liaison Officer, a member of the command staff, is responsible for:

- Interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, etc.
- When agencies assign representatives to the incident, the Liaison Officer will coordinate their activities
- The Liaison Officer reports to the IC

Agency Representative

An Agency Representative is assigned to an incident from an assisting or cooperating agency with full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the IC. There will be only one Agency Representative from each agency assigned to the incident. In larger incidents, agency representatives will answer to their respective Section Chiefs, who will in turn answer to the IC.

Planning Section

Planning Section Planning Section Chief

The Planning Section Chief, a member of the IC's general staff, is responsible for:

- Collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources

Information is needed to:

- Understand the current situation

- Predict the probable course of incident events
- Identification of future resource requirements
- Prepare alternative strategies and control operations for the incident
- The Planning Section Chief reports directly to the IC.

The Planning Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Planning Section Chief. Unit functions may be combined if workload permits.

Situation Unit Leader

The Situation Unit is primarily responsible for:

- Collection and organization of incident status and situation information
- Evaluation, analysis, and display of that information for use by ICS personnel
- Report to the Planning Section Chief

Resource Unit Leader

The Resources Unit is primarily responsible for:

- Properly checking in incident resources
- Resource status change information
- Displays, charts, and lists which reflect the current status and location of operational resources
- Transportation, support vehicles, and maintaining a file or check-in list of resources assigned to the incident
- Answer directly to the Planning Section Chief

Documentation Unit Leader

The Documentation Unit is responsible for:

- Maintaining accurate and complete incident files
- Providing duplication service to incident personnel
- Packing and storing incident files for legal, analytical, and historical purposes
- Answers directly to the Planning Section Chief

Demobilization Unit Leader

The demobilization of resources and personnel from a major incident is a team effort involving all elements of the incident command organization. The Demobilization Unit:

- Develops the demobilization plan
- Coordinates and supports plan implementation
- Incident command organization

Several units of the incident command organization—primarily in logistics—are responsible for assisting in the demobilization effort. These units participate in the preparation of the plan.

The Demobilization Unit Leader is responsible for:

- Preparation of the demobilization plan
- Assist units in orderly, safe, and cost-effective movement of personnel and equipment
- Answer directly to the Planning Section Chief

Operations Section

Operations Section Chief

The Operations Section Chief, a member of the general staff, is responsible for:

- Management of all operations directly applicable to the primary mission
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- Assists in the formulation of the IAP and directs its execution
- Directs the formulation and execution of subordinate unit operational plans
- Requests or releases resources and recommendations to the IC
- Makes expedient changes to the IAP (as necessary)
- Reports to the IC

The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period. The Operations Section Chief reports directly to the IC.

Staging Area Manager

The Staging Area Manager is responsible for overseeing the staging area(s). The Staging Area Manager reports to the Operations Section Chief.

Branch Director

The Operations Branch Director is responsible for:

- Implementation of the IAP within the branch
- Direction and execution of branch planning for the assignment of resources within the branch

Branch directors will be activated only when needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Operations Section Chief. The deputy, if activated, must serve in the same operational period as the director. The Operations Branch Director reports to the Operations Section Chief.

Division/Group Supervisor (Operations)

Divisions divide an incident into natural separations where resources can be effectively managed under span-of-control guidelines. Examples of divisions are floors of a building or segments of a line. Examples of groups are ventilation, salvage, or secondary line construction.

The Division or Group Supervisor is responsible for:

- Implementation of the assigned portion of the IAP
- Assignment of resources within the division or group
- Reporting on the progress of control operations and the status of resources within the division or group
- Reporting to the Branch Director or, in the event that Branch Directors are not activated, to the Operations Section Chief.

Strike Team/Task Force Leader

The Strike Team or Task Force Leader is responsible for:

- Performing operations assigned to a strike team or task force
- Reporting work progress, resource status, and other important information to a division supervisor
- Maintaining work records on assigned personnel
- Report to a Division/Group Supervisor

Logistics Section

Logistics Section Chief

The Logistics Section Chief, a member of the general staff, is responsible for:

- Providing facilities, services, and materials in support of the incident
- Participating in the development of the IAP
- Activating and supervising the branches and units within the Logistics Section
- Reports to the IC

Logistics Support Branch Director

The Support Branch Director's position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Logistics Section Chief.

The Support Branch Director is responsible for:

- Management of all support activities at the incident
- Reports to the Logistics Section Chief

Ground Support Unit Leader

The Ground Support Unit Leader is primarily responsible for:

- Providing transportation of personnel, supplies, food, and equipment
- Providing fueling, service, maintenance, and repair of vehicles and other ground support equipment

- Collecting and recording information about the use of rental equipment and services initiated and requested
- Implementing the traffic plan for the incident
- Reports to the Support Branch Director (if activated) or the Logistics Section Chief

Facilities Unit Leader

The Facilities Unit Leader is primarily responsible for:

- Activation of incident facilities (i.e., the base, camp(s), and Incident Command Post, etc.)
- Providing sleeping and sanitation facilities for incident personnel
- Management of base and camp operations
- Reports to the Support Branch Director (if activated) or the Logistics Section Chief

Supply Unit Leader

The Supply Unit Leader is primarily responsible for:

- Requesting personnel
- Ordering, receiving, and storing all supplies for the incident
- Maintaining an inventory of supplies
- Servicing non-expendable supplies and equipment
- Receiving and/or distribution of equipment
- Reports to the Support Branch Director (if activated) or the Logistics Chief

Logistics Service Branch Director

The Service Branch Director's position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Logistics Section Chief.

The Service Branch Director is responsible for:

- Management of all service activities at the incident
- Reports to the Logistics Section Chief

Food Unit Leader

The Food Unit Leader is responsible for determining feeding and cooking facility requirements at all incident facilities including:

- Menu planning
- Food preparation
- Serving
- Providing potable water
- General maintenance of the food service areas
- Report to the Service Branch Director (if activated) or the Logistics Section Chief

Communications Unit Leader

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities. These include:

- Installation and testing communications equipment
- Supervision of the incident communications center
- Distribution of communications equipment to incident personnel
- Maintenance and repair of communications equipment Incident communications for notification and warning will be dictated by and through the IAP.
- Reports to the Service Branch Director (if activated) or the Logistics Section Chief

Medical Unit Leader

The Medical Unit Leader is primarily responsible for:

- Developing the medical emergency plan
- Obtaining medical aid and transportation for injured and ill incident personnel
- Preparation of reports and records
- Assisting operations in supplying medical care and assistance to civilian casualties at the incident
- May require the services of a Welfare Officer to assist in resolving personal matters or to support the general well-being of personnel assigned to the incident
- Reports to the Service Branch Director (if activated) or the Logistics Section Chief

Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance. Communication must be maintained with the Food Unit Leader, who is responsible for providing food for all incident facilities.

Administration/Finance Section

Administration/Finance Section Chief

The Administration/Finance Section Chief, a member of the general staff, is responsible for:

- Organizing and operating the Administration/Finance Section within the guidelines, policy, and constraints established by the IC and the responsible agency
- Participating in the development of the IAP
- Activating and supervising the units within the section
- Reports directly to the IC

The Administration/Finance function within the ICS is heavily tied to agency-specific policies and procedures. The Administration/Finance Section Chief will normally be assigned from the

agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms.

Time Unit Leader

The Time Unit is responsible for:

- Establishing files
- Collecting employee time reports
- Providing a commissary operation to meet incident needs
- Reports to the Administration/Finance Section Chief

Cost Unit Leader

The Cost Unit Leader is responsible for:

- Actual and estimated incident costs summary
- Prepares resources cost reports
- Provides cost effectiveness recommendations
- Reports to the Administration/Finance Section Chief

Compensation/Claims Unit Leader

Compensation for injury and claims are handled together within one unit in NIMS/ICS. The Compensation/Claims Unit is responsible for:

- Prompt preparation and processing of all forms required in the event of injury or death to any person
- Gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the agency
- Knowledge of all required agency procedures on claims handling
- Working in close coordination with the Medical Unit, Safety Officer, and Agency Representatives
- Reports to the Finance/Administration Section Chief

Procurement Unit Leader

The Procurement Unit Leader is responsible for:

- Developing a procurement plan for the incident
- Performing equipment time recording
- Ensuring goods and services are procured to meet the needs of the incident
- Working closely with the Supply Unit, which will implement the procurement plan and perform all incident ordering
- Reports to the Administration/Finance Section Chief

Unified Command (UC) and Area Command

For incidents that require a multi-agency/multi-jurisdictional response, it may be necessary to initiate a UC Structure. Incoming agencies or units who are not already part of the City of Gainesville NIMS/EOC interface will be assigned to work with their counterparts in the already-existing structure. This will ensure consistency of information, efficiency in use of resources, and an overall consistent response and recovery.

It may be necessary to initiate an Area Command, which may integrate the ICS/NIMS Structures of multiple jurisdictions. This would be required if identical resources (personnel or equipment) were being sought after for multiple incidents within the same area or region.

Priorities

The Unified/Area Command shall work with the Planning Section to ensure that overall incident-related priorities are set. Priorities in order of importance include: protection of life, protection of health and welfare, and protection of property. This is consistent with overall incident priorities whether in Area Command or in a single agency response.

Critical Resources

The Unified/Area Command works with the Administration Section/Procurement Unit to ensure that critical resources are allocated according to the established Unified/Area Command priorities.

Incident Management

The IC also works through the Unified/Area Command to ensure that incident management objectives do not conflict with each other or policies set forth by the response/recovery agencies.

Short Term Emergency Recovery

The overall IC shall work with the Planning Section to ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operation.

Coordination, Direction and Control

The City of Gainesville EOC serves as the centralized direction and control point for all major disasters within the City. The Emergency Manager manages emergency operations with the assistance of the EOC Organization. Members of the EOC Organization maintain continual contact with their departments to ensure proper coordination of all disaster response and recovery operations.

The Emergency Manager will coordinate any required operational, logistical, and administrative support needs of EOC Organization personnel. EOC Organization personnel will coordinate support needs for their personnel in the field with assistance from the Emergency Manager, if necessary.

The City EOC is activated and managed by the Emergency Manager or their representative. When activated, designated members of the City EOC Organization will provide representation at the City EOC. Under activation status, departments will ensure designated City EOC Organization positions are staffed on a 24-hour basis. Twelve-hour shifts, with shift changes at 7:00 a.m. and 7:00 p.m. will be followed for major events. Alternate shift hours may be utilized based on the needs of the City. Deviations to this schedule must be communicated with the Emergency Manager or their representative.

Local Disasters

During an actual or imminent major disaster, the Mayor will initiate an emergency meeting of the Gainesville EPG and makes recommendations. All executive orders or proclamations issued by the Gainesville EPG shall indicate the nature of the disaster, the area or areas threatened, and the conditions creating the disaster or threat. The contents of such orders shall be promptly disseminated to the general public.

As a result of a localized disaster such as a tornado, flooding, fire or hazardous materials incident, the Emergency Manager or their representative, will activate portions of this plan as required to meet the emergency situation. 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 City of Gainesville. Additional resources can be brought to bear by the City EOC if the situation warrants.

Major Disaster

While a local disaster may occur in a specific section of the City, a major disaster like a hurricane can affect the entire Gainesville area. The destructive nature of the disaster will require a coordinated response between each level of government and other response agencies in the City. The Emergency Manager may activate portions of this plan in preparation for a major disaster.

Continuous communication and coordination between the cities and counties of the Gainesville area are imperative to ensure an efficient, effective evacuation of the vulnerable areas. Of primary importance is the exchange of information between City and County decision-makers, through their EOC concerning scenario identification and timing for issuance of evacuation orders.

Emergency transportation will be provided to assist during evacuation. Buses and vans will transport evacuees unable to drive or without transportation. Buses, ambulances and special vehicles will be needed to evacuate hospitals in vulnerable areas. Plans include procedures to assist the elderly and disabled during any mass evacuation.

Re-entry into damaged areas will be strictly controlled. Response and recovery operations will be coordinated by the City of Gainesville EOC. As the recovery process continues, the various response departments at their normal operating locations may assume coordination of longer-term recovery activities.

The City will coordinate the emergency response effort within the boundaries of the City of Gainesville. When outside assistance is needed, the City's Emergency Management will request assistance and coordinate activities with the ACEM. Additionally, when more jurisdictions in Alachua County other than the City of Gainesville are affected by a disaster, the City will coordinate with ACEM to ensure the prioritization and use of local resources to optimize support to the ESFs in any activated plans.

When the City of Gainesville has initiated a Local Emergency Declaration, the documentation will be forwarded to ACEM for the purpose of supporting or requesting a County declaration. It is from the County declaration that requests could be made through ACEM for State resources and support to local government.

Primary and Support Agencies

The nature of the function and a department's area of expertise designate the primary department(s) or agency(s) for each phase of an emergency. Each department or agency has an Emergency Management Coordination Team representative (Coordinator) appointed by the head of the department (this position can be held by the department head).

The department Coordinator has ongoing responsibilities through mitigation, prevention, preparedness, response, and recovery phases of an incident. The Coordination is carried out through a unified command approach as agreed upon collectively by the designated primary departments.

Responsibilities for this include:

- Pre-incident planning and coordination.
- Maintaining ongoing contact with primary and support departments/agencies.
- Conducting regularly scheduled meetings (currently bi-monthly but can be scheduled as often as needed).
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating activities relating incident planning and critical infrastructure preparedness.

A department designated as a primary department is responsible for the following:

- Providing staff for the operations function.
- Notifying and requesting assistance from support department/agencies.
- Managing mission assignments and coordinating with support department/agencies.
- Working with private sector organizations to maximize use of all available resources.
- Supporting and keeping others informed of operational priorities and activities.
- Planning for short-term and long-term incident management and recovery operations.
- Establishing and maintaining procedures for department personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and providing information to the Emergency Management Division.

- Maintaining a current inventory of key department personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC.
- Establishing procedures for assessing damage to department facilities and injury to personnel.
- Maintaining trained personnel to support inter-department emergency response and support teams.

Support departments/agencies are responsible for the following:

- Conducting operations, when requested using their own authorities, subject-matter experts, capabilities or resources.
- Participating in planning for short-term and long-term incident management and recovery operations.
- Assisting in the conduct of situational assessments.
- Providing staff, equipment or other resource support as requested.
- Providing input to periodic readiness assessments.
- Participating in training and exercises.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards.
- Providing information or intelligence regarding their department's area of expertise.

Mutual Aid Agreements (MAAs)

Mutual Aid Agreements (MAAs) and Memoranda of Understanding (MOU) dealing with emergency operations will be entered into as the need arises. The primary agency for the type of agreement involved will develop, coordinate and monitor their agreement. In most cases, MAAs involving resources of the City of Gainesville departments will be approved and signed by the Mayor or their designee.

The Florida Division of Emergency Management, under F.S. 252 (Emergency Management Act), is tasked with the creation and management of Florida Statewide Mutual Aid Plan (SMAA). The City of Gainesville is a signatory to this agreement for catastrophic disaster response and recovery. This ties all signatories, which includes most jurisdictions within the State, together in a compact to facilitate rapid assistance to those, which are impacted by a major disaster. This document also provides the City of Gainesville the authority to develop and enter into mutual aid agreement within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

The State of Florida is a member of the Emergency Management Assistance Compact (EMAC). EMAC offers assistance during governor-declared states of emergency through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to help disaster relief efforts in other states. Through EMAC, states can also transfer services. EMAC establishes a firm legal foundation. Once the conditions for providing assistance to a requesting

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state have been set, the terms constitute a legally binding contractual agreement that makes affected states responsible for reimbursement. The EMAC legislation solves the problems of liability and responsibilities of cost and allows for credentials, licenses, and certifications to be honored across state lines. The authority to utilize the EMAC lies within Florida Statute Chapter 252 part III (ss. 252.921-252.9335)

State Level

When a disaster is beyond the capabilities of City of Gainesville and Alachua County resources, the Alachua County EOC will request assistance from the State. The State EOC will coordinate assistance provided to the County.

Federal Level

If a disaster is of such magnitude and severity that the resources within the State are inadequate to successfully respond, the Governor will request Federal assistance through FEMA to the President of the United States. Once authorized by the President, the Federal government provides assistance through the NRF.

Communications

The Alachua County Communications Center (CCC) is a 24-hour emergency communications center for numerous public safety jurisdictions in the County, including the City of Gainesville. Both the Combined Communications Center and Alachua County Emergency Management reside in this building. CCC is the Primary Public Safety Answering Point (PSAP) for the City and County and handles all public safety communications. The exceptions to this is the University of Florida's Police Department manages their law enforcement communications from within their facilities and Gainesville Regional Utilities dispatches their resources out of their facilities within the Eastside Operations Center. The Alachua County Combined Dispatch Center (CDC) resides in the basement of the Alachua County Administration Building. The CDC is a secondary PSAP and handles countywide communications for fire and emergency medical services when situations arise that do not allow for normal operations within CCC. The CCC provides the single point to disseminate information and warnings to governmental officials that an emergency/disaster situation could threaten the general welfare, health, safety and/or property of the City and County population.

The City EOC also is equipped with the capability to facilitate communications between City and County emergency responders, the CCC and an interface provided by the local amateur radio community.

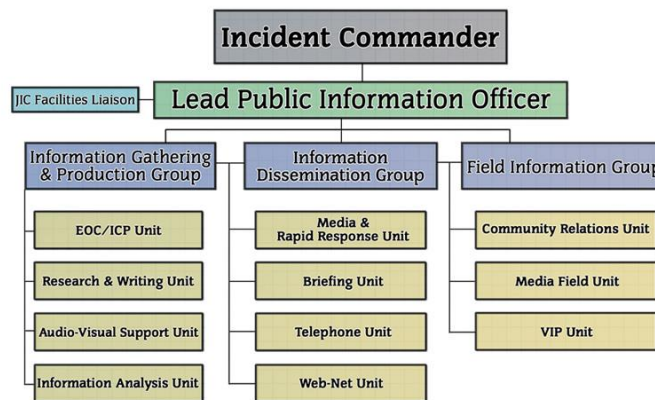
Countywide warnings for severe weather are disseminated via CCC with County redundancies at the CDC. The City of Gainesville will utilize their emergency notification system if there is a failure of the County system or the City needs to communicate specifically with their residents.

Developing or existing emergency conditions which should be reported to the EOC include those that have or may result in multiple loss of life, environmental or property damage and/or evacuation of a populated area.

Joint Information Center (JIC)

In the event of a disaster, one or more JICs will be set up. The JIC will be staffed with communications and public affairs representatives from local, State and Federal response agencies. The purpose of the JIC is to ensure the coordinated, timely and accurate release of information to the news media and to the public regarding disaster related activities. The City of Gainesville Communications Plan provides further information on the communications process.

JIC Organization and Functions



Incident Management Activities

This section describes the incident management activities ranging from the initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the Incident Command Structure (ICS) and/or ESF structure, to deployment of state resources in support of incident response and recovery operations.

These actions do not necessarily occur in sequential order—many may be undertaken concurrently in response to single or multiple threats or incidents.

Notification and Warning

Warning for an emergency requires action on two (2) levels: warning officials and organizations and warning the general public. The Emergency Manager will determine the extent and method of warnings. The scope of a warning can range from citywide for an event like a hurricane, to a limited area of the City for a hazardous materials incident.

Alachua County Emergency Management has the responsibility for maintaining the county warning points. There are two designated warning points for Alachua County:

1. Primary – The Primary Warning Point is located at the Alachua County Combined Communications Center (CCC), which is also responsible for dispatch of fire services, emergency medical services, and law enforcement within the county. This location serves as the County’s 24-hour warning point.
2. Secondary - Alachua County Emergency Management Director activates the County’s EOC under emergency conditions, which then assumes County Warning Point responsibilities.

Declaration of a State of Local Disaster

The Mayor may declare a local state of emergency pursuant to City of Gainesville Code of Ordinances, Chapter Two, Article II, Section 2-67 and will be in accordance to Section 252.38(3)(a)5., Florida Statutes, and is limited to seven (7) consecutive days; it may be extended as necessary in up to 7-day increments. The declaration may request the Governor to proclaim a state of emergency and may contain orders and regulations to protect life, property, and may include curfews or other actions and include designated boundaries.

The Mayor may declare a State of Local Emergency (LSE) when an emergency or possible disaster is of such a magnitude that it seriously threatens the safety of persons and property within the City of Gainesville. Causes include, but not limited to, the following:

- Civil Disorders
- Cyber Related Incidents
- Droughts
- Flooding and storms
- Hurricanes
- Nuclear Power Plant Emergency
- Pipeline Emergencies
- Sinkholes
- Transportation and Hazardous Materials Incidents
- Telecommunications disruptions
- Terrorism
- Urban fires
- Utility outages/shortages
- Pandemics

In compliance with City of Gainesville Administrative Procedure 35, the initiation of a Declaration of Local State of Emergency begins with the recommendation from the Fire Chief, Police Chief, or Public Works Director, and is submitted to the City Manager by the Emergency Manager. GRU also has the authority to initiate a local state of emergency process on its own. If approved by the City Manager, the City Attorney’s Office will prepare the Declaration of a Local State of Emergency.

The City Manager will communicate and submit the LSE document to the Mayor for signature. The Emergency Manager will be responsible for assuring dissemination within General Government, GRU, and communication to the public.

The LSE formally activates response and recovery assistance from Alachua County, and establishes the legal framework for possible state and federal assistance. Alachua County may declare a state of emergency within the county territorial limits and direct emergency response, sheltering and recovery operations from the County Emergency Operations Center.

Should the event affect more than the jurisdiction of Gainesville in Alachua County, the City will designate a liaison to ACEM to assist in coordinating County, State and/or DHS/FEMA assistance.

Regardless of the level of assistance provided by outside entities, overall direction and control of incidents within the City remains the responsibility of the City.

City Department Responsibilities during a Disaster

Budget and Finance

- Responsible for the administration and coordination of all financial services internal to the City.
- Ensures measures are in place to coordinate emergency procurements during a disaster.
- Ensures appropriate accounting procedures are in place to effectively and efficiently identify costs associated with the response and recovery from disaster events.
- Provides a Finance representative to the EOC and serves as the Finance/Admin Section Chief.
- Monitors the budgetary impact of an emergency/disaster event on the City.

City Commission

- Mayor declares a state of emergency upon recommendation of the City Manager.
- Mayor Pro-tem declares a state of emergency in Mayor's absence.
- Imposes required emergency powers.
- Works with Office of Communication and Engagement to communicate with neighbors providing accurate and up to date information.

City Manager's Office

- Serves as the liaison between the City's EOC and the City Commission.
- Facilitates Disaster Declaration with the Mayor's Office.
- Serves as the lead of the Manager's Policy Group.
- Serves on the Executive Policy Group
- Serves as the lead City of Gainesville representative on the ACEM Multi-Agency Coordination (MAC) Group.

Communication and Engagement Office

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- Acts as primary point of contact with the news media where appropriate.
- Supervises the operation of the City Joint Information Center (JIC).
- Coordinates public information with Alachua County JIC during emergencies to ensure common messaging efforts.
- Provides assistance in the development of the Public Information Annex.
- Facilitates the use of the Community 12 cable channel.
- Oversees the mass notification system and coordinates the update of personnel information annually.
- Provides Facilities and EOC with damage assessment size-up of their City facilities.

Facilities

- Advises the City’s EOC regarding the status of City facilities during emergencies and/or disasters.
- Assists with the coordination of the relocation of City functions if required under continuity of government plans.
- Supplies initial damage assessment of all City facilities to the City’s EOC.

Fire Department—Emergency Management Division

- Maintains the EOC facilities and the update of the EOP and COOP.
- Assists with coordination of the EOC when activated.
- Facilitates the maintenance of the Hazard Mitigation Plan.
- Acts as the point of contact with the County, State and Federal government during an emergency/disaster situation.
- Coordinates Continuity of Government planning activities.
- Coordinates Incident Action Plan (IAP) development for event planning.
- Maintains contact with ACEM by providing the necessary reports and requests for assistance as needed during an emergency/disaster.
- Coordinate with area emergency management officials to gain complete situational awareness.

Fire Department—Operations/ Risk Reduction/ Training Bureau

- Maintains adequate staffing to ensure response capabilities for fire and medical response in the City to protect life and property.
- Maintains Special Operation Groups within the Department to ensure the capabilities for special operations.
- Provides representation to the City’s EOC.
- Provides Unified Command and Unified Operations lead for non-criminal events.
- Coordinate with and assist the City’s Building Department to conduct initial damage assessment city wide.
- Provides Facilities and EOC with damage assessment size-up of their City facilities.

- Assists the Police where needed in effecting an evacuation in an emergency and/or disaster.
- Support the City Building Department in assembling, briefing and fielding damage assessment teams.
- Provides assistance in the development and maintenance of the Hazard Mitigation Plan for the City.

Human Resources

- Provides employee assistance during times of emergencies and/or disasters.
- Coordinates city-wide family care program during emergencies and/or disasters.
- Work with the Logistics Section to support resource management specific to personnel to include assignment of personnel to teams for support of EOC functions.
- Coordinates volunteers.
- Coordinate personnel requests.
- Provide representation to the City's EOC
- If a Local State of Emergency declaration has not been made monitor for compliance of all labor agreements.

Information Technology

- Provides computer and telephone support to the City's EOC and alternate EOC locations.
- Provides records management assistance at the City's EOC.
- Provides GIS support to the EOC Planning Section and Damage Assessment Teams with mapping capabilities.
- Provides Facilities and EOC with damage assessment size-up of their City facilities.
- Coordinate with GRU to ensure IT functions are maintained at sufficient levels to meet the needs of emergency operations.

City Attorney

- Provides legal advice and representation to City Commission and City Manager's Office.
- Reviews City policies and procedures to ensure compliance with County, State and Federal laws.
- Provides the documentation for a declaration of disaster for the City in an emergency/disaster event.
- Provides representation to the City's EOC when requested.

Parks and Recreation

- Provides assistance to Public Works with debris removal and disposal activities, as required.
- Provides technical assistance in identifying any endangered species that might be adversely affected by the emergency/disaster.
- Provides shelter use coordination with ACEM for the MLK Center upon their request.

- Provides Facilities and EOC with damage assessment size-up of their City facilities and parks.

Sustainable Development Department

- The City Sustainable Development Department helps Gainesville to identify and achieve its desired future. This work includes both a future-oriented, long-range planning component and a current planning component that reviews specific proposals for development.
- Provides planning support to the City's EOC as needed.
- Provides assistance in the development and maintenance of the Hazard Mitigation Plan for the City.
- Coordinate and perform the initial damage assessment throughout the City of Gainesville and provide damage assessment information to the City's EOC.

Police

- Maintain adequate staffing to ensure capabilities for law enforcement and security in the City to protect life and property.
- Provides representation to the City's EOC and the Alachua County EOC (If requested).
- Coordinate with Emergency Manager for readiness of Police Department Building to be used as the City's EOC.
- Provides unified command and unified operations lead for all criminal events.
- Serve as the lead on Intelligence and provide information for situation report and awareness.
- Coordinates scene control, security and traffic control to the EOC, Mass Care Shelter(s) during an emergency/disaster and/or dispensing sites during an emergency/disaster.
- Provides control and guidance for any needed evacuation in an emergency/disaster.
- Provides information to any operational groups with respect to special considerations necessary for preserving evidence at any possible crime scene.
- Provides tactical operations support to any criminal event as necessary.
- Provides assistance in the development of the law enforcement piece of the EOP and IAP.
- Provides Facilities and EOC with damage assessment size-up of their City facilities

Public Works

- Provides representation to the City's EOC.
- Coordinate with Emergency Manager for readiness of Public Works Administration Building to be used as the City's EOC.
- Provide EOC Public Works representative with damage assessment size-up of their City facilities and infrastructure.
- Maintains, preserves, and repairs the City's critical infrastructure under the oversight of Public Works.

- Focuses on the design, construction, inspection and major rehabilitation of facilities and infrastructure while ensuring they are functional, durable and cost effective.
- Ensures compliance with current engineering standards occurs in a manner that is consistent with current City Commission policy.
- Provide oversight in development and maintenance of damage assessment and debris management plans.
- Collect damage assessment information to make a determination to activate the Debris Management Plan and establish the designated debris management contractor.
- Coordinate with appropriate agencies to ensure timely waste management.

Department of Transportation and Mobility

- RTS will serve as the Essential Support Function (ESF) 1- Transportation lead within the Alachua County EOC during activations.
- RTS will provide mass transportation to the community during an evacuation.
- RTS will provide representation to the City’s EOC upon request.
- Mobility will maintain and operate the Traffic Management System in coordination with FDOT.
- Mobility will maintain traffic control equipment.
- Fleet will ensure that continuity of operations will also include customer service and vehicle maintenance to City vehicle needs during an emergency/disaster.
- Fleet will ensure appropriate levels of fuel are stored and monitored throughout all emergencies and disasters.
- Fleet will provide a multi-passenger vehicle(s) to be used by the EOC for dignitary transport.
- Provide status reports of fleet activities to City’s EOC
- Provides Facilities and the City EOC with damage assessment size-up of their City facilities.

Gainesville Regional Utilities (GRU)

- Provide the delivery, maintenance, and repair of all utilities within the City of Gainesville including: electric, natural gas, water, waste water, and telecommunications.
- Complete information can be found within GRU’s Emergency Operations Plan.

**** All City Departments are responsible for maintaining a state of readiness for their personnel and equipment in the event that the City of Gainesville is impacted by disaster or spontaneous incident ****

Personnel Reporting During a Disaster

Department Directors, or their designees, and other EOC representatives will assemble upon request at the primary EOC for an initial briefing. The initial briefing will be conducted by the Emergency Manager and the City Manager.

All other personnel shall be classified within two groups: Assigned Personnel (Direct Service) and Non-Assigned Personnel. Direct Service personnel will continue to fulfill their primary roles and duties in support of their mission as identified in normal operations with respect to the unique factors brought about by the specific emergency or event. Non-assigned personnel will refer to the direction provided within their respective department's emergency operation plan or through supervision to aid in support roles to overall emergency management operations. Non-assigned responsibilities may include activities related to needs associated with the various emergency support functions (ESFs) identified within the Annexes of this plan.

All personnel receiving an emergency alert/call back notification shall report to their respective Department Operations Center as outlined in individual department Emergency Operations Plans and await further instructions from the City EOC.

Department Operations

During emergency and/or disaster operations department directors may be required to take the following steps (may require declaration of a local state of emergency):

- Cancel scheduled employee leave.
- Require all personnel to work beyond normal shift hours for an extended period.
- Call back department personnel with no refusals allowed.
- Alter normal organizational structure to complete required tasks.

Emergency Procurement

The City of Gainesville City Commission passed Resolution No. 170116, Procurement Policy of the City of Gainesville, on July 6, 2017. The procurement policy defines "Emergency Purchase" as:

"A purchase which is necessary due to unforeseen circumstances and that can negatively impact the operation of the City, or a purchase needed for a public safety emergency or where delay of a purchase subjects the City to additional costs or hardship."

In the case that a Declaration of a Local State of Emergency is made by the Mayor the said policy is suspended for the duration of which the declaration is in place. Even though the normal procurement procedures are suspended it is recommended that the approved vendors for the City be used. If the approved vendors cannot supply the needed resource may be purchased from outside this list.

Emergency Operations Center (CEOC)

The purpose of this section is to establish procedures to be followed when an incident occurs within the City of Gainesville that dictates the activation of the City's EOC. The organization of the CEOC and the degree of involvement by City personnel will depend upon the severity and nature of the disaster, and anticipated requirements for support.

CEOC Command and Field Command

The CEOC is responsible for the overall operation of the city's response to the disaster, which includes declaring the emergency of a disaster and requesting local, state and federal aid to mitigate the disaster. The primary function of the EOC is to develop, monitor and evaluate overall strategy employed toward the goal of preserving life and property and restoring the community. Accomplishment of the strategy will generally be through the following means:

- Execution of the developed incident action plan (IAP).
- Coordination of multiple agencies and resources required to accomplish identified goals.
- Proactive media relations.
- Technical assistance to assist the EOC Unified Command in strategic decision making.
- Provision of financial and administrative resources to accomplish the goals of the developed strategy.

The CEOC Command structure follows the Unified Command structure. Unified Command is generally made up of the Fire Chief, Police Chief, Public Works Director and the City Manager. Unified Command manages the CEOC operations and will assist in all major policy decisions and advise the Mayor and City Commission regarding priorities for distribution of effort to various stricken areas. The Emergency Manager will assist the Unified Command. All department directors will consult with the City Manager before reaching policy decisions or recommending major actions.

If appropriate, the Unified Command within the CEOC will establish Area Command and identify an Incident Commander for each Area Command. Until this time the EOC Unified Command will support operations in the field.

Location of Primary and Alternate EOC

The location used as the primary and secondary CEOCs is directly dependent on the type of emergency or disaster. In the case that the incident or disaster is directly related to a law enforcement issue the CEOC will be located at the Public Works Administration Building for security and safety purposes.

The two locations that have been identified for use as CEOCs are:

- Location of the City's primary CEOC is in the Gainesville Police Department's Hall of Heroes, 545 NW 8th Ave, Gainesville, FL.
- Location of the first alternate CEOC is the Public Works Administration Building, 405 NW 39th Ave, Gainesville, FL.

Refer to Appendix IV: City of Gainesville EOC Layouts for details of facilities.

Maintenance of CEOC's

The Emergency Manager, with the assistance of GPD and PW personnel, are responsible for coordinating and maintaining the operational readiness of both the primary and alternate CEOCs.

Authority to Activate CEOC Activation

The CEOC may be activated by the following persons or their designees:

- City Manager
- Chief Operating Officer
- Special Adviser to the CM
- Fire Chief
- Police Chief
- Public Works Director
- Emergency Manager

If the EOC is to be activated by personnel other than the Emergency Manager, the Emergency Manager (or his/her designee) shall be notified immediately.

Authority to Request CEOC Activation

Personnel not authorized to activate the CEOC may *request* activation through the chain of command.

Procedure to Activate the CEOC

To activate the CEOC, the Emergency Manager (or his/her designee) shall make the following notifications:

- Notify the City’s Emergency Management Coordination Team.
- Communicate which City EOC location will be utilized during the activation.
- Establish and communicate EOC report time for personnel
- Notify the Alachua County Combined Communications Center (CCC).
- Notify Alachua County Emergency Management (ACEM)
- Any other means necessary to disseminate the EOC activation message.

The Emergency Manager (or his/her designee) shall indicate the level of activation and required response based on the threat/hazard. Notifications will be made through alertGNV (EverBridge) or by direct communications utilizing telephone and will include text messaging.

Levels of CEOC Activation

Level 4 Activation-Normal Operations (Greater than 120 hours from incident)

Level 4 – Normal Operations

This is the normal day-to-day operational level for the City of Gainesville. City Emergency Management continuously monitors for local, regional, national, and international events, evaluating potential threats, and analyzing their potential impact on the City of Gainesville. Emergency Management staff and support organizations communicate through a variety of methods to maintain situational awareness.

Level 3 Activation-Enhanced Monitoring (72-120 hours from incident)

Level 3 – Enhanced Monitoring

City of Gainesville Emergency Management transitions to this level for incidents or special events that have the potential for escalation. The City Emergency Management staff and other emergency response personnel are actively monitoring the incident/event. Notifications are made to appropriate City personnel and support organizations/agencies that may be required to meet the operational needs of the incident.

*Activation Criteria: This should be considered an increased readiness phase of operations such as weather related events where close monitoring by City Department Operations Centers (DOCs) and/or Emergency Management Division staff is needed. The CEOC does not need to be staffed as monitoring can be accomplished remotely.

The preparation for a Declaration of a Local State of Emergency shall occur during this level of activation to ensure that Declaration is signed and distributed 72 hours prior to an incident.

Level 2 Activation-Partial Activation (12-24 Hours from incident)

Level 2 – Partial Activation

City of Gainesville Emergency Management transitions to this level either for an incident that does not require full activation of the Emergency Operations Center (EOC) or if the City of Gainesville is within 12-24 hours of a full activation of the EOC. The EOC is staffed by emergency management personnel, appropriate Sections, their staff, and outside agencies as required to meet the operational needs of the incident.

*Activation Criteria: Any incident or impending incident, requiring the presence of emergency service personnel and others to be in close contact with each other to manage the incident.

Selected individuals/departments/sections may be requested, based on need, to respond at this level in lieu of a full Level 1 activation.

*Staffing: Upon a Level 2 activation of the CEOC, the positions/sections being activated shall be notified to report to the designated CEOC (actual notifications will be by radio, pager, telephone, text message and/or email). It is up to each individual contacted to respond or delegate staffing to the CEOC. If delegation or altering of personnel assigned to the CEOC occurs notification to the City’s Emergency Manager and Planning Section shall be made and documented.

Level 1 Full Activation (Less than 12 hours from incident)

Level 1 – Full Activation

All lead and support agencies and departments are notified. The Emergency Operations Center (EOC) is staffed by Emergency Management personnel, all Sections, Branches, and Units, as well as any liaisons from other agencies that are required to meet the operational needs of the incident.

*Activation Criteria: A major disaster or event requiring coordination of the efforts of elected officials and top-level management in conjunction with the emergency services and support agencies.

*Staffing: All positions within the EOC, including IC/UC, Command Staff, and General Staff will be filled. It is up to each individual contacted to respond or delegate staffing to the EOC. If delegation or altering of personnel assigned to the EOC occurs notification to the City’s Emergency Manager and Planning Section shall be made and documented.

Upon activation of the City’s EOC, the battle rhythm as identified within the “Planning P” will sequentially achieve the following benchmarks:

- The Initial Briefing
- The Initial Unified Command Meeting
 - Declaration of Incident Priorities and establishment of the global objectives
- The Command and General Staff Briefing
- The Initial Tactics Meeting
- The Planning Meeting
- Incident Action Plan Assembly, Approval and Publication
- Operations Personnel Briefing
- Begin of Operational Period
- Execution of IAP and evaluation of actions and benchmarks accomplished
- The next Unified Command Meeting
 - Adjustment of global objectives if needed

The Planning Cycle continues throughout the course of the incident or event.

Procedure to Deactivate the CEOC

The Emergency Manager, with consensus of Incident/ Unified Command, will deactivate the EOC when threats diminish or at the conclusion of the incident or event. All personnel and resources will be demobilized through the Planning Section’s Demobilization Unit. The EOC status when deactivated will be referred to as “Level 4”.

Recovery

Presidential Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Relief and Assistance Act (Public Law 93-288). After the City conducts a rapid disaster assessment and reports to the CEOC, the City will forward the information to the Alachua County EOC.

A preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA program criteria.

Joint Field Office (JFO)

The Joint Field Office is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate as well as other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

Recovery Field Operations

Following a disaster, with or without a Presidential Declaration, the City/County/State may deploy several specialized recovery teams (personnel) and centers (facilities) into a disaster area.

Recovery Personnel

- Damage Assessment Team (DAT)–Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information and perform an assessment of all structures and property in the disaster area. Teams of administrative personnel will compile the gathered information to facilitate the application process for local, state and federal disaster assistance programs.

- Community Relations (CR) Team—A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee—A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies. This group may work in coordination with the Community Relations Team.
- Human Needs Assessment Team—A team that is deployed immediately after a disaster and before the establishment of a JFO to help communities assess and report the immediate needs of disaster victims.

Recovery Facilities

- Incident Command Post (ICP)—The field location at which the primary tactical-level on scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities.
- Area Command/Unified Area Command (UAC)s—An organization established (1) to oversee the management of multiple incidents that are each being handled by ICS organization, or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than the command post.
- Disaster Recovery Center (DRC)—Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the state, FEMA and the county where the center is located.
- Donations Management Warehouse & Distribution Center—A Donations Management Warehouse is a large facility equipped to receive unsolicited goods, which have not been directed to a specific location.
- A local distribution center is a site in or near the disaster area where goods are dispersed directly to disaster victims.
- Joint Field Office (JFO)—The JFO is a temporary Federal facility established locally to coordinate operational Federal assistance activities to the affected jurisdiction(s) during Incidents of National Significance. The JFO is a multi-agency center that provides a central point of coordination for Federal, State, local, tribal, non-governmental and private-sector organizations with primary responsibility for threat response and incident support and coordination. The JFO enables the effective and efficient coordination of

Federal incident-related prevention, preparedness, response, and recovery actions. The JFO replaces the Disaster Field Office and accommodated all entities (or their designated representatives) essential to incident management, information-sharing and the delivery of disaster assistance and other support.

Public Assistance Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H.

- Project worksheets are prepared for eligible emergency costs and eligible cost for restoration of damaged facilities.
- The federal share for reimbursement under most federal declaration is currently 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Office of the Governor and the Florida Legislature.
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with Florida Division of Emergency Management (FDEM) are executed with applicants with all reimbursements coming through the Division.
- Documentation, record keeping, inspections and final closeouts are overseen and approved by the FDEM.

Individual Assistance Activities

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E and F.

- The primary means of applying for IA will be made through a National Tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

Restoration of City and Public Services

The restoration of essential services is vital to the timely recovery of the community. Efforts to restore city and public services to a basic functioning level shall be generally prioritized as follows:

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Priority I

- Vehicle access to major roadways and emergency medical facilities
- Emergency services
- Electrical Service
- Water production and distribution
- Wastewater collection and treatment

Priority II

- Telephone Service
- Natural Gas Service
- Vehicle access on arterial and collector roadways

Priority III

- All other city and public services will be restored as soon as possible at the direction of the City Manager and GRU's General Manager.

Mitigation

State Mitigation Programs (pre-disaster)

The National Flood Insurance Program (NFIP)—The Department of Agriculture Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community’s Special Flood Hazard Areas (SFHAs).

The Community Rating System (CRS) is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.

The Flood Mitigation Assistance Program (FMAP)—FDEM administers the FMAP. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMAP is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through reduction of the number of repetitively or substantially damaged structures.

State Hazard Mitigation Planning—The State Hazard Mitigation Plan is updated annually or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

State Hazard Mitigation Activities (post-disaster)

Post-disaster mitigation activities at the Joint Field Office (JFO) require a well-orchestrated and coordinated effort among the various levels of governments.

This PA program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets. The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

For additional information about local mitigation activities and planning see Annex 2: Mitigation

Continuity of Government

City Commission Meeting Location

In the event that the City Commission Chamber at City Hall is uninhabitable or inaccessible, the City Commission may meet at any location within the City limits on the call of the Mayor and/or Clerk of the Commission. Pre-identified locations include:

- City Hall Room 16
- Gainesville Police Department Hall of Heroes-not available if room being used as EOC.
- Ironwood Golf Course Conference Room
- Gainesville Regional Utilities Multi-Purpose Room

In the event that a special meeting of the Gainesville City Commission is called, the Clerk of the Commission is responsible for coordinating the notification of each City Commission member and the set-up of the meeting place. The Communications Director shall work with the City Clerk to notify the media and distribute notices as required by law.

Emergency/Interim Successors for Elected and Non-Elected Officials

In the event the nature of the emergency prevents some personnel from fulfilling their duties, the succession plan should be listed within each individual department's Continuity of Operations Plan (COOP) but if not the City Manager shall designate an emergency interim successor for such positions.

In accordance with 2.08 of the City Charter if the Mayor is not available or is incapacitated during an emergency the Mayor pro-tem shall perform the functions and duties of the Mayor.

In accordance to Rules 2 and 3 of the current Commission Rules (Resolution 180943 and Resolution 191188 (virtual meetings) of the City Code), if both the Mayor and Mayor pro-tem are not available to fill their functions and duties the Clerk of Commission or other charter officer may call a special or emergency meeting of the remaining city commissioners to select a presiding officer for that meeting. If a Commission seats become vacant those positions will be filled according to 2.04(4) of the City Charter.

If the City Manager is not available or is incapacitated during an emergency, the line of succession is:

1. Assistant City Manager(s)
 - a. Based on seniority in position.

Emergency Actions

The EOP assigns primary and support responsibilities to City departments and outside agencies and organizations. Specific emergency delegations are contained in this plan. The Department

Directors will delegate who from the Emergency Management Coordination Team (EMCT) representatives will act as coordinating officer in the EOC.

Preservation of Records

It is the responsibility of tasked departments to ensure that important documents are safeguarded in accordance with their department's Standard Operations Procedures and City records management policies.

Administration and Support

Requests for County, State or Federal assistance will be made through ACEM. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment, facilities, and services will be in accordance with provisions of state law, local law and procedures. The declaration of a local emergency, issued by the mayor, may suspend selected rules and regulations that impede emergency response and recovery operations.

Reports and Records

In addition to individual intra-agency recording and reporting requirements, all primary and support member departments will provide emergency management report in accordance with this plan and procedures. Based on situational requirements, operational reports will be submitted to the Emergency Manager for review and consolidation.

All documentation from the usage of Monday.com will also be retained as incident documentation.

Expenditures and Record Keeping

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential Disaster Declaration.

Each department is responsible for establishing administrative controls necessary to manage the expenditures of funds. In addition, each department is to provide reasonable accountability and justification for federal reimbursement in accordance with the established federal program guidelines, or standard cost accounting procedures, if acceptable by the reimbursing federal agency.

During disaster operations, all departments will:

- Maintain records of all expenditures to provide clear and reasonable justification for budgeted requests for reimbursement.

- Develop procedures to ensure financial records clear and unambiguously identify disaster related expenditures.
- Use available resources and personnel, as reasonable, to cope with the emergency situation.
- Maintain sight of the mission identified in the EOP when taking actions and incurring costs.

After-Action Reports

In consultation with appropriate supporting departments, agencies or non-governmental organizations, the department having primary lead responsibility will develop a written After-Action Report (AAR) following the conclusion of a significant event, incident or exercise, which will be provided to Gainesville Emergency Management.

The AAR will entail both written and verbal input from all appropriate participants, including field personnel.

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Glossary

Advisory:	Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
Airborne Release:	Release of any chemical into the air.
Disaster:	A disaster is a non-routine event that exceeds the capacity of the affected area to respond to it in such a way as to save lives, to preserve property, and to maintain the social, ecological, economic, and political stability of the affected region.
Emergency:	A situation created by an accidental release or spill of hazardous chemicals which poses a threat to the safety of workers, residents, the environment or property.
Emergency Operations Centers (EOCs):	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal) or some combination thereof.
Emergency Public Information:	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Emergency Support Function (ESF):	The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.
Essential Personnel:	Employees responsible for services that cannot be deferred to another time or place.
Evacuation:	Organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Freezing Rain Advisory -	Freezing precipitation will likely make roads slick at times. The ice coating is not forecast to be substantial. Note about Advisories: Advisories may also be issued for Dense Fog, Severe Wind Chill, Blowing Snow or any other weather condition that may hamper travel or be unusually dangerous.

Hazardous Material:	Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosives, and other miscellaneous materials.
Hurricane:	A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.
Hurricane Warning:	An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are expected somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.
Hurricane Watch:	An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are possible within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds
Incident Action Plan (IAP):	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command Post (ICP):	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
Incident Command System (ICS):	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC):	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident:	An occurrence or event, natural or man-made, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.
Level of Concern (LOC):	The concentration of an extremely hazardous substance in the air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.
Major Disaster:	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.
Major Hurricane:	A hurricane that is classified as Category 3 or higher.
Plume:	Effluent cloud resulting from a continuous source release of hazardous material.
Preparedness:	The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols and standards for planning, training and exercises, personnel qualification and certification, equipment certification and publication management.
Prevention:	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the

threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Information Officer (PIO):

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Recovery:

The development, coordination and execution of service-and site restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Release:

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discarding of barrels, containers and other closed receptacles) of a chemical.

Response:

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Severe Thunderstorm Warning:

When weather radar indicates large hail or winds in excess of 58 miles an hour are likely, or when damaging winds and large hail are reported. Usually issued for counties or parts of counties, for a period of 30 minutes to an hour. Advises of an actual threat and the need to take protective action.

Severe Thunderstorm Watch:

Issued when atmospheric conditions indicate severe thunderstorms are possible, but the development of tornadoes is not considered likely.

	Usually issued for an area about 150 miles wide by 200 miles long, for a period of 6 to 8 hours. The Severe Thunderstorm Watch does not rule out tornadoes, but strong winds and large hail are the more probable threat.
Shelter-In-Place (SIP):	The purposeful act of staying inside of a building in a predetermined designated area.
Terrorism:	Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs. It is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Tropical Depression:	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.
Tropical Storm:	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).
Tropical Storm Warning:	An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are expected somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone
Tropical Storm Watch:	An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are possible within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.
Tornado:	A violently rotating column of air in physical contact with the ground, or causing damage to the ground (ground-based debris).
Tornado Warning:	When a tornado has been sighted or when weather radar indicates a tornado is likely forming. Usually issued for counties or parts of counties, for a period of 30 minutes to an hour. Advises of the need to get to shelter immediately.
Tornado Watch:	Issued when atmospheric conditions indicate severe thunderstorms and tornadoes may develop. Usually issued for an area about 150 miles wide by 200 miles long for a period of 6 to 8 hours. The Watch is advance notice of the possibility of tornadoes.
Toxic Cloud:	Airborne mass of gases, vapors, fumes or aerosols of toxic materials.
Toxicity:	The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness or death when ingested, inhaled or absorbed by the skin.
Transport Mode:	Method of transportation: Highway, rail (trains), water (ship/barges), pipelines, and air (planes).

Vapor Dispersion:	The movement of vapor clouds or plumes in the air due to wind, gravity spreading and mixing.
Volunteer:	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
Vulnerable Zone:	An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern (LOC).

Acronyms/Initialisms

ALS	Advanced Life Support
APG	Administrative Policy Guide
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ATF	Alcohol, Tobacco & Firearms
CBRNE	Chemical, Biological, Radiological, Nuclear & Explosive
CCC	Combined Communications Center
CEOP	County Emergency Operations Plan
CEMP	Comprehensive Emergency management Plan
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
CMO	City Manager's Office
CONOPS	Concept of Operations
CPG	Community Preparedness Guide
CR	Community Relations
CRS	Community Rating System
DEST	Domestic Emergency Support Team
DFO	Direction of Field Operations
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DOT	Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Inquiry
DWR	Department of Agriculture Department of Water Resources
EAS	Emergency Alert System
ECC	Emergency Communications Center
ECS	Emergency Communications Services
EF0/EF5	Enhanced Fujita Scale (tornado strength rating)
EMAC	Emergency Management Assistance Compact
EMCT	Emergency Management Coordination Team
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FAD	Foreign Animal Disease
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FD	Fire Department
FEMA	Federal Emergency Management Agency
FMAP	Flood Mitigation Assistance Program
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMPG	Hazard Mitigation Grant Program
HSOC	Homeland Security Operations Center

HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JTTF	Joint Terrorism Task Force
LEOP	Local Emergency Operations Plan
LEPC	Local Emergency Planning Committee
MCI	Mass Casualty Incident
MOU	Memorandum of Understanding
NAWAS	National Warning Alert System
NFIP	National Flood Insurance Program
NGO	Non-governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanographic and Atmospheric Association
NHC	National Hurricane Center
NRF	National Response Framework
NWS	National Weather Service
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RAMBIS	Regional Area Multi Band Integrated System
SAC	Special Agent in Charge
SBA	Small Business Administration
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SFHA	Special Flood Hazard Areas
SHMO	State Hazard Mitigation Officer
SOG	Standard Operating Guideline
SPC	Storm Prediction Center
TAG	The Adjutant General
UAC	Unified Area Command
UASI	Urban Area Security Initiative
UC	Unified Command
US&R	Urban Search and Rescue
VMAT	Veterinarian Medical Assistance Team
VRC	Volunteer Reception Center
WMD	Weapons of Mass Destruction

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Appendix I: Emergency Support Functions (ESF)

The purpose of this appendix is to show Alachua County Emergency Management’s EOC operational structure and emergency support function assignments.

The Alachua County Emergency Response Team is organized into eighteen Emergency Support Functions (ESF). The ESFs are comprised of local agencies and volunteer organizations that are grouped together by activity in the response to and recovery from an emergency or disaster incident. The primary task of these functions is to coordinate the resources used in the response to and recovery from an emergency or disaster incident. In keeping with the plain text philosophy of NIMS, all functions are referred to by name and not the typical ESF number. The following list provides a description of the functions utilized by the Alachua County Emergency Response Team.

Transportation (Emergency Support Function 1)

Primary Agency: Gainesville Regional Transit System (RTS)

Support Agencies: Alachua County Public Works (ACPW), Alachua County Public Schools (ACPS), the Gainesville Regional Airport (GNV), and the City of Gainesville Department of Public Works

I. Introduction

The purpose of Transportation is to provide coordination of transportation assets to support county emergency operations. This support includes:

- Performance of and assisting with evacuation and re-entry.
- Process all transportation assistance requests and tasks received in the EOC.
- Prioritize transportation resources for the movement of people, materials and services.
- Perform necessary actions to assist with recovery operation.

II. Concept of Operations

A. General

During an emergency or disaster, the Gainesville Regional Transit System will assign personnel to the County Emergency Operations Center (EOC).

Transportation will:

1. Ensure that personnel will be available to assess and respond to transportation resource requests received by the EOC.

2. Proactively assess and develop strategies to meet the short and long-term transportation needs of the threatened and/or impacted area. Transportation information will be submitted to Information and Planning to coordinate response requests and response activities.
3. Meet transportation resources requests through available or obtainable resources of support agencies, including assets that are available through mutual aid agreements, compacts, or the Florida Division of Emergency Management.

B. Organization

The Regional Transit System is the primary agency for Transportation support. Supporting RTS will be representatives from the Alachua County Department of Public Works, Alachua County Public Schools, the Gainesville Regional Airport, and the City of Gainesville Department of Public Works. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Transportation will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for Regional Transit System will notify all other Emergency Support Function members.
2. All support agency contact persons for Transportation will alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Each support agency involved with Transportation will enter updated inventories of vehicles and supplies into WebEOC, with notice to the primary agency (RTS), on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc.]. A compiled Transportation inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - b. All agencies will maintain a detailed inventory of transportation resources and personnel.

- c. All agencies are responsible for providing adequate staffing and other resources to ensure continuous 24-hour operations. Staffing patterns shall be drawn from employee rosters and callout lists.
- d. Each agency will participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.

2. Response

- a. Inventory of available resources including fuel and mechanical status. Reimbursement documentation will commence at this time. Information and Planning will be advised of Transportation resource status.
- b. Coordinate with support agencies the prioritization and development of strategies for initial response.
- c. Using current traffic intelligence, determine routing of traffic and transportation around, thru, or out of hazard areas.
- d. Ensure County and Municipal Fleet Services are operational and can provide for the staging of local government fueling vehicles.
- e. Ensure contract fueling vendors are available and responding.
- f. Complete transportation tasks from other ESFs.
- g. Maintain all appropriate records and documentation.
- h. Monitor and maintain transportation tasks and status.
- i. Keep Information and Planning apprised of activities and status.

3. Recovery

- a. Provide resources to assist recovery activities to include 4 X 4 vehicles, emergency response vehicles, utility restoration vehicles, and debris and waste haulers.
- b. Develop and implement recovery strategies and activities including debris management, road clearance, and restoration of essential services.
- c. Complete transportation tasks from other ESFs as assigned by Information and Planning.
- d. Maintain all appropriate records and documentation.

- e. Monitor the status of transportation tasks.
- f. Keep Information and Planning apprised of activities and status.

III. Responsibilities

A. Primary Agency – Regional Transit System (RTS)

The City of Gainesville’s Regional Transit System shall coordinate, with the assistance of the support agencies, transportation resources and response activities. The primary agency must assign an emergency contact person.

1. Coordination shall include establishing and maintaining communication, deployment of resources and assets to include vehicle operators, mechanics, vehicles and support personnel and equipment.
2. Continually assess the status of the transportation system throughout the county and immediately begin determining potential needs and resources.
3. Coordinate with Public Works to replace and/or post traffic control signs and/or signals at locations where needed to allow vehicle movement through and around disaster area(s).
4. Coordinate with Resource Support and Volunteers and Donations for information pertaining to contract vendors, potential volunteer resources and other agencies that may supplement local and state resources.

B. Support Agencies

1. Alachua County Public Works (ACPW)

Provide trucks, vans, resources, personnel, equipment, other vehicles and fuel to assist with transportation needs.
2. Alachua County Public Schools, Inc (ACPS)

Provide school buses and vans, resources, personnel, equipment, other vehicles and fuel to assist with transportation needs.
3. Gainesville Regional Airport (GNV)

Provide current information regarding airport status as well as available resources.
4. Gainesville Public Works (GPW)

Provide signal light control throughout the disaster area and traffic control signs and/or signals where needed.

IV. Resource Management

All supporting agencies that provide assistance to Transportation are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Regional Transit System on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to RTS within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used in a disaster response, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 1 Annex
- B. State of Florida Emergency Support Function 1 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)

Communications (Emergency Support Function 2)

Primary Agency: Alachua County Combined Communications Center (CCC)

Support Agencies: Alachua County Fire Rescue (ACFR), Alachua County Information and Telecommunications Services (ITS), Gainesville Regional Utilities Communications (GRUCom), Alachua County Office of Enhanced 911, and amateur radio volunteer groups

I. Introduction

The purpose of Communications is to provide coordination of necessary communications support to local disaster response personnel. Restoration of essential communication

systems is coordinated by Communications. Additionally, Communications plans, coordinates and assists in communications support to County disaster response elements. Communications will coordinate communications assets (equipment and services) locally, plus State, voluntary and other resources including military and private sector.

II. Concept of Operations

A. General

At the request of the primary agency, representatives of each support agency will provide staffing to the County Emergency Operations Center (EOC). The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts. Communications will:

1. Ensure that personnel will be available to assess and respond to communications resource requests received by the EOC.
2. Proactively assess and develop strategies to meet the short and long-term communications needs of the threatened and/or impacted area.
3. Routinely prepare and file reports with Information and Planning.
4. Meet communications resources requests through available or obtainable resources of support agencies, including assets that are available through mutual aid agreements, compacts, or the Florida Division of Emergency Management.

B. Organization

Alachua County Sheriff's Office - Technical Service Division is the primary agency for Communications. Supporting the Technical Service Division will be representatives Alachua County Information and Telecommunications Services, GRUCom, and amateur radio volunteer groups. Representatives from the primary and support agencies will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Communications will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by County Emergency Management of a potential or actual event requiring response, the emergency contact person for Communications (County Public Safety) will notify all other Emergency Support Function members.

2. All support agency contact persons for Communications will alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. All agencies will maintain a detailed inventory of communications resources and personnel. Each support agency involved with Communications will enter updated inventories of equipment and supplies into Monday.com, with notice to the primary agency (ASO Technical Services Division), on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc.]. A compiled Communications inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - b. All agencies are responsible for supporting continuous 24-hour operations. Staffing patterns shall be drawn from employee rosters and callout lists.
 - c. Communications will participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
 - d. Communications will address communications issues identified in After Action Reports of exercises, events or incidents.
2. Response
 - a. Coordinate the various types of communications within the County, including landline and cellular telephones, radio (UHF, VHF, 800 MHz), amateur radio, computer networks and local government response agencies.
 - b. Pre-deploy radio communication resources prior to the onset of a dangerous condition, i.e. tropical storm force winds. The CCO, Communications and Information and Planning will determine pre-deployment locations.
 - c. Acquire, organize, coordinate and deploy communications equipment, personnel and resources to re-establish and/or restore communication capabilities following a disaster impact. Critical facilities shall be given priority service.

- d. Identify communications facilities, equipment and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.
 - e. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required.
 - f. Identify actual and planned actions of local telecommunications companies and providers to restore services.
 - g. Determine needs for rapid deployment of communications resources to the affected area(s).
 - h. The CCO will prioritize emergency requests when operational concerns dictate such activity.
 - i. Coordinate requests and tasks for State communication resources and assistance with Information and Planning.
3. Recovery
- a. Provide resources to assist recovery activities.
 - b. Complete communications tasking from other ESFs.
 - c. Maintain all appropriate records and documentation.
 - d. Monitor and maintain communications tasking and status.
 - e. Monitor and update status of restoration of communications services.
 - f. Keep Information and Planning apprised of activities and status.

III. Responsibilities

A. Primary Agency – Alachua County Sheriff’s Office - Technical Services Division

Alachua County Sheriff’s Office - Technical Services Division shall coordinate communication resources and response activities with the assistance of the support agencies. The primary agency must assign an emergency contact person.

B. Support Agencies

- 1. Combined Communications Center (CCC)

- a. Identify the organizational capability to provide personnel, resources, and transportation immediately following an incident.
 - b. Provide availability and operational status to the primary agency.
 - c. Coordinate with municipal and University dispatch centers.
- 2. Alachua County Information and Telecommunications Services
 - a. Identify organizational capability to provide personnel and resources immediately after an event.
 - b. Provide availability and operational status reports to the primary agency.
 - c. Provide staff for Information Services support to the EOC.
 - d. Restore County Government computer and telecommunications networks.
- 3. GRUCom
 - a. Maintain and support County Public Safety Radio systems, including voice and data.
 - b. Maintain and support County Public Service Radio systems, including voice and data.
- 4. Amateur Radio Volunteers
 - a. Provide communication assets to emergency shelters in coordination with Mass Care and Health and Medical.
 - b. Provide communicators to the EOC to staff communications room.
 - a. Provide other communications support as needed.

IV. Resource Management

All supporting agencies that provide assistance when requested by Communications are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to Alachua County Fire Rescue (ACFR) upon request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to ACFR within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 2 Annex
- B. State of Florida Emergency Support Function 2 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)

Public Works (Emergency Support Function 3)

Primary Agency: Alachua County Public Works (ACPW)

Support Agencies: Alachua County Codes Enforcement, Municipal Public Works Departments, and the Gainesville Regional Utilities (GRU) Water and Wastewater Division

I. Introduction

The purpose of Public Works is to provide and coordinate resources, (personnel, equipment, facilities, materials and supplies) of member agencies to support public works and infrastructure needs during an emergency or disaster.

Public Works may obtain resources through agency contractors, vendors and suppliers, as well as local and State government. Public Works resources under the authority of Public Works will be used to perform or assist with the following:

- Debris clearance and providing emergency ingress/egress to affected area(s).
- Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment and supplies.
- Emergency restoration of critical public services and facilities.

- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.

II. Concept of Operations

A. General

Public Works manages and coordinates public works support to local emergency and recovery operations. Public Works primary and support agencies will provide personnel, engineers, construction workers and equipment operators, with appropriate materials and supplies in response to infrastructure requests to the County EOC.

B. Organization

The Alachua County Department of Public Works is the primary agency for Public Works. Supporting County Public Works will be representatives from Alachua County Codes Enforcement, Municipal Public Works Departments, and the Gainesville Regional Utilities (GRU) Water and Wastewater Division. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I or level II activation. The primary agency will determine the need for support agency representatives to staff the EOC. Public Works will respond directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Public Works Department will notify all other Emergency Support Function members.
2. All support agency contact persons for Public Works will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Each support agency involved with Public Works will enter updated inventories of equipment, vehicles, materials and supplies into

WebEOC, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc.]. A compiled Public Works resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.

- b. All agencies will maintain a detailed inventory of public works resources and personnel.
- c. All agencies are responsible for providing adequate staffing and other resources to ensure continuous 24-hour operations. Staffing patterns shall be drawn from employee rosters and callout lists.
- d. All agencies will participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements

2. Response

- a. Inventories of available vehicles, personnel and materials located at the County Public Works compound will be verified, updated and provided to Information and Planning.
- b. Each Public Works agency will establish communications with their appropriate field personnel to ensure readiness for a timely response.
- c. Coordinate with support agencies to establish priorities and develop strategies for initial response.
- d. Identify additional resources available through support agencies. Personnel and equipment shall be made available based on established priorities.
- e. Assist with damage assessment, particular to critical and public facilities and/or infrastructure.
- f. Coordinate EOC requests for available personnel, equipment and materials with Information and Planning.
- g. Assist with the activation and implementation of the debris clearance plan.
- h. Determine availability of potable and non-potable water sources including reclaimed water for firefighting purposes.

- i. Reassess priorities/strategies concerning the most critical infrastructure needs.
- j. Track and deploy resources to specific missions, and re-deploy assets that have completed assignments. Provide updated status to Information and Planning.
- k. Evaluate the need to request outside resources via American Public Works Association (APWA) and/or the Statewide Mutual Aid Agreement via the Public Works representative at the State EOC.

3. Recovery

- a. Continue assistance with debris clearance and disposal.
- b. Public Works will provide engineers, construction workers, skilled personnel, etc. with appropriate equipment, supplies and materials to assist with recovery operations.
- c. Public Works will determine resource needs for each temporary landfill in accordance with the Debris Management Plan.
- d. Public Works will supply Information and Planning and Public Information with information for dissemination to the public pertinent to debris clearance and disposal for public use.
- e. Maintain and update appropriate documentation, to include reimbursement forms related to the event.

III. Responsibilities

A. Primary Agency – Alachua County Public Works Department

The Alachua County Public Works shall coordinate public works resources for response and recovery activities with the assistance of the support agencies. Public Works will contribute personnel, vehicles and facilities essential for emergency operations to include pre-positioning of resources. The primary agency must assign an emergency contact person. Public Works will provide an updated copy of its emergency operations plan to the Emergency Management Section annually.

B. Support Agencies

- 1. Municipal Public Works

- a. Conduct operations within jurisdiction to maximum extent possible, to include debris clearance, damage assessment and restoration of critical facilities.
 - b. Coordinate with Public Works in evaluating and identifying priorities and areas of responsibilities to ensure no area is overlooked.
 - c. Notify Public Works of requests for assistance.
2. Gainesville Regional Utilities (GRU) Water and Wastewater Division
- a. Coordinate the evaluation and identification of damage to infrastructure and utility systems with Public Works.
 - b. Expedite restoration of critical systems.
 - c. Provide utility assistance as requested by Public Works.

IV. Resource Management

All supporting agencies that provide assistance when requested by Public Works are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Department of Public Works on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Department of Public Works within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 3 Annex
- B. State of Florida Emergency Support Function 3 Appendix
- C. Alachua County Code Chapter 27

D. Alachua County Comprehensive Emergency Management Plan (CEMP)

E. Alachua County/City of Gainesville Debris Management Plan

Firefighting (Emergency Support Function 4)

Primary Agency: Alachua County Fire Rescue (ACFR)

Support Agencies: Cross Creek Fire Rescue, Gainesville Fire Rescue, High Springs Fire Rescue, LaCrosse Fire Rescue, Micanopy Fire Rescue, Melrose VFD, Newberry Fire Rescue, and Windsor VFD

I. Introduction

The purpose of Firefighting is to provide coordination of support services to Firefighting activities as part of disaster response. Areas of activity include urban, suburban, rural, wildland and the interface between each environment. Firefighting activities consist of:

- Managing Firefighting assets.
- Detection and suppression of fires.
- Mobilization and coordination of personnel, equipment and supplies.
- Interfacing with Health and Medical, Search and Rescue and Hazardous Materials.
- Interface with Florida Fire Chiefs Association (FFCA) and the State Firefighting representative.

II. Concept of Operations

A. General

Firefighting involves managing and coordinating fire suppression apparatus and personnel to combat fires - structural or wildland. Firefighting will coordinate local fire suppression response, personnel, equipment and materials. The Firefighting representative will plan, coordinate and assign requested mutual aid units.

The Incident Command System (ICS) for is utilized for Firefighting responses. The Incident Commander (IC) may request additional assistance, via mutual aid or the EOC, as conditions warrant.

Firefighting will staff the EOC as part of an activation when requested to do so by the County Coordinating Officer (CCO).

B. Organization

Alachua County Fire Rescue is the primary agency for Firefighting. Supporting ACFR will be Cross Creek Fire Rescue, Gainesville Fire Rescue, High Springs Fire Rescue, LaCrosse Fire Rescue, Micanopy Fire Rescue, Newberry Fire Rescue, and Windsor Fire Rescue. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Firefighting will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the Alachua County Warning Point or Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for ACFR will notify all other Emergency Support Function members.
2. All support agency contact persons for Firefighting will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Each support agency involved with Firefighting will enter updated inventories of equipment, vehicles, materials and supplies into Monday.com, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc.]. A compiled Firefighting resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - b. Utilizing departmental Standard Operating Guidelines (SOGs), plan, coordinate and prepare resources from fire service organizations for disaster response.
 - c. Participate in and utilize the FFCA State Emergency Response Plan (SERP).

- d. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements

2. Response

- a. Coordinate local fire rescue resources.
- b. Coordinate with other ESFs for resource support as needed.
- c. Monitor, evaluate and determine if additional resources are required. Coordinate those requests through Information and Planning.
- d. Initiate, document and maintain all records, tasking and reports related to the Firefighting response.
- e. Coordinate the re-assignment of fire rescue assets as necessitated by events.
- f. Demobilization of fire rescue assets.
- g. Work with and support Health and Medical in providing needed medical assistance to disaster victims.
- h. Work with and support Search and Rescue in search and rescue operations.
- i. Work with and support Hazardous Materials with hazardous materials incidents.

3. Recovery

- a. Provide assistance to recovery operations as requested by County CCO.

III. Responsibilities

A. Primary Agency – Alachua County Fire Rescue

Alachua County Fire Rescue shall coordinate, with the assistance of the support agencies, in directing Firefighting resources and response activities. The primary agency will assign an emergency contact person.

B. Support Agencies- Municipal and Volunteer Fire Rescue Departments

Will request necessary fire service support or provide support as requested by the Firefighting representative.

IV. Resource Management

All supporting agencies that provide assistance when requested by Firefighting are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to Alachua County Fire Rescue upon request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to Alachua County Fire Rescue within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 4 Annex
- B. State of Florida Emergency Support Function 4 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)
- E. Alachua County Fire Rescue Departmental Standard Operating Guidelines (SOGs)

Information and Planning (Emergency Support Function 5)

Primary Agency: Alachua County Emergency Management (ACEM).

Support Agencies: Alachua County Codes Enforcement, Alachua County Information and Telecommunications Services, Alachua County Property Appraiser’s Office, Alachua County Growth Management, and Alachua County Office of Enhanced 911

I. Introduction

The purpose of Information and Planning is to compile, analyze and coordinate the overall information and planning activities in the County Emergency Operations Center (EOC) in support of disaster response and recovery operations.

II. Concept of Operations

A. General

The primary function of Information and Planning is to act as a clearinghouse for incident information, facilitate the development of response strategies and future response operations and to coordinate resource requests. Intelligence may be collected from sources such as the Emergency Support Functions (ESFs) and the impacted cities and sectors. This information is forwarded to the appropriate agencies and the County Emergency Response Team (ERT) in their Emergency Support Function roles. Information and Planning facilitates the formulation of protective action recommendations, coordination and support plans, and specialized operational plans.

B. Organization

Alachua County Emergency Management (ACEM) is the primary agency for Information and Planning. Supporting ACEM will be representatives from Alachua County Codes Enforcement, Alachua County Information Services, the Alachua County Property Appraiser's Office, Alachua County Growth Management and the Alachua County Office of Enhanced 911. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Information and Planning will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Warning Point or State Watch Office of a potential or actual event requiring response, the emergency contact person for the County Emergency Management will notify all other Emergency Support Function members.
2. All support agency contact persons for Information and Planning will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness

- a. Maintain a trained staff to fulfill tasks associated with Information and Planning.
- b. Maintain and update computer data and programs, visual displays, critical facility information, County ERT contact information and the County Comprehensive Emergency Management Plan (CEMP) and supporting documents.
- c. Manage resource inventory database compiled by ESFs
- d. Conduct training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
- e. Orient other County ERT staff as to the support that is provided by Information and Planning.

2. Response

- a. Upon notification, staff Emergency Operations Center (EOC) and contact appropriate ESFs.
- b. Establish staffing roster and phone lists; initiate incident reports in WebEOC and other visual displays.
- c. Collect, process and disseminate information to public officials, County ERT and Community Partners via briefings, visual displays, email and/or website.
- d. Direct and track WebEOC message flow and mission/task assignments, to include requests to the State.
- e. Maintain and update visual displays.
- f. Provide technical information to ESFs.
- g. Work with Public Information to disseminate information for public consumption.
- h. Activate 3-1-1 Call Center to communicate to the public and gather information regarding damage, outages, blocked roads and other hazards.
- i. Track, update and provide incident information.

- j. Consolidate intelligence into Situation Reports, Flash Reports, records and documents; forward to State EOC. SITREPs should be filed, a minimum of every 12 hours during an event.
- k. Develop EOC Coordination and Support Plan (CSP) for the next operational period.
- l. Maintain documentation and other files for event tracking and reconstruction.
- m. Contact support agencies as needed.
- n. Contact State Liaison as appropriate.
- o. Update the Alachua County Emergency Management website and other web tools such as Face Book and Twitter, with current information.

3. Recovery

- a. Collect and process intelligence concerning recovery activities.
- b. Identify resource requirements.
- c. Establish a staffing roster, phone lists, message flow and tracking.
- d. Assist in the location of Emergency Service Centers (ESCs), Disaster Field Offices (DFOs) and Disaster Recovery Centers (DRCs)
- e. Coordinate and interface with State and Federal personnel.
- f. Provide information support of recovery activities.
- g. Develop CSP for all active operational periods.
- h. Complete intelligence gathering from Initial Assessments, Damage Assessments and Human Needs Assessments.
- i. Coordinate with Local Mitigation Strategy Team to identify and/or implement mitigation projects.
- j. Begin implementation of the Post-Disaster Redevelopment Plan.

III. Responsibilities

A. Primary Agency – Alachua County Emergency Management

Alachua County Emergency Management shall coordinate information and planning resources and response activities, with the assistance of the support agencies. ACEM will staff Information and Planning and oversee the operations of the EOC. The primary agency will assign an emergency contact person.

B. Support Agencies

1. Alachua County Growth Management - Codes Enforcement
 - a. Identify damaged facilities that may pose an immediate hazard to public health and safety. Notify the public of hazards and any intent to demolish hazardous structures.
 - b. Provide staff to act as Damage Assessment Manager in accordance with the County Damage Assessment Standard Operating Procedures.
 - c. Provide staff to work in Damage Assessment Unit and teams in accordance with Damage Assessment Procedures.
 - d. Provide intelligence related to the necessary demolition or stabilization of damaged structures.
3. Alachua County Information/ Telecommunication Services
Provide staffing to EOC for Information Services support.
4. Alachua County Property Appraiser’s Office
 - a. Provide parcel information and property values to determine monetary costs of disasters.
 - b. Provide maps of impacted area(s) as requested.
 - c. Assist Codes with damage assessment.
5. Alachua County Growth Management
Provide technical information to support Information and Planning.
6. Alachua County Enhanced 911 Communication Branch
Provide staff for the Geographic Information System (GIS) Unit in the EOC.

IV. Resource Management

All supporting agencies that provide assistance when requested by Information and Planning are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Emergency Management Section on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to Emergency Management within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 5 Annex
- B. State of Florida Emergency Support Function 5 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)
- E. Alachua County Information and Planning Standard Operating Guidelines (ESF 5 SOG)
- F. Alachua County Emergency Operations Center (EOC) Activation Standard Operating Procedures
- G. Alachua County Warning and Notification Standard Operating Procedures
- H. Alachua County Multiyear Training and Exercise Plan
- I. Alachua County Damage Assessment Standard Operating Procedures
- J. Alachua County Local Mitigation Strategy
- K. Alachua County Post-Disaster Redevelopment Plan

Mass Care (Emergency Support Function 6)

Primary Agency: Alachua County Department of Community Support Services

Support Agencies: Alachua County Public Schools (ACPS), the American Red Cross – North Central Florida Chapter, the Salvation Army

I. Introduction

The purpose of Mass Care is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies for disaster victims and workers.

II. Concept of Operations

A. General

Mass Care involves managing and coordinating with the support agencies for the provision of mass care resources to disaster victims and workers. Additionally, Mass Care will provide to the County Emergency Response Team (ERT) reports and status of mass care activities Countywide.

B. Organization

The Alachua County Department of Community Support Services (CSS) is the primary agency for Mass Care. Supporting County Community Support Services will be representatives from the American Red Cross – North Central Florida Chapter (ARC), and the School Board of Alachua County. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Mass Care will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Community Support Services will notify all other Emergency Support Function members.
2. All support agency contact persons for Mass Care will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness

- a. The support agencies will identify and train volunteers to staff mass care operations.
- b. Maintain a roster of trained Mass Care personnel.
- c. Incorporate lessons learned into mass care procedures.
- d. Coordinate with Information and Planning for current shelter information.
- e. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.

2. Response

- a. Inform Information and Planning of all mass care activities and issues.
- b. Determine staffing levels and schedule personnel accordingly.
- c. Coordinate with Red Cross and Salvation Army to determine their current activities and future actions.
- d. During evacuation and sheltering, monitor shelter capacities and update reports to Information and Planning for submission to the State EOC.
- e. Respond to mass care requests.
- f. In cooperation with the Red Cross, gather and consolidate all information on mass care operations. Provide this information to Information and Planning.
- g. Regularly produce and update a list of fixed feeding sites, to include resources positioned at the sites.
- h. Produce and distribute a daily report on mass care meals fed, broken down by site or impacted area.
- i. Coordinate with Utilities to expedite restoration of service to mass care sites and acquire supplemental power sources as required.
- j. Coordinate with Law Enforcement for security at shelters and feeding sites.

3. Recovery

- a. Monitor and update Information and Planning on mass care activities and issues.
- b. Determine further staffing levels for mass care sites.
- c. Gather and consolidate all information on mass care activities.
- d. Continue daily reports on mass care meals fed.
- e. Continue updates on fixed feeding sites and resources.
- f. Determine the need for the issuance of emergency food stamps

III. Responsibilities

A. Primary Agency – Alachua County Community Support Services

The Alachua County Community Support Services shall coordinate mass care resources and response activities, with the assistance of the support agencies. The primary agency will assign an emergency contact person.

B. Support Agencies

1. Alachua County Public Schools (ACPS)

Support Mass Care with personnel and facilities, specifically through contractual agreements with Alachua County and the Red Cross.

2. American Red Cross – North Central Florida Chapter

Augment shelter staffing and provide food and supplies in conjunction with Alachua County Public Schools and Salvation Army Mobile Feeding Unit.

IV. Resource Management

All supporting agencies that provide assistance when requested by Mass Care are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Department of Community Support Services on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to Community Support Services within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 6 Annex
- B. State of Florida Emergency Support Function 6 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)
- E. County Emergency Support Function 6 Standard Operating Procedures (ESF 6 SOP) [under development]
- F. Applicable American Red Cross Guidelines
- G. Applicable Salvation Army Guidelines
- H. Applicable School Board Policies

Resource Support (Support Emergency Support Function 7)

Primary Agency: Alachua County Department of Administrative Services

Support Agencies: Alachua County Office of Management and Budget (OMB), Alachua County Facilities Management, and the Alachua County Purchasing Office.

I. Introduction

The purpose of Resource Support is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts. Resource Support is responsible for providing direct and active support to emergency response and recovery efforts during the initial response and recovery phase after a disaster. This support includes locating, procuring and delivering resources, personnel, heavy

equipment, generators and the transportation of these resources in coordination with Information and Planning.

II. Concept of Operations

A. General

Resource Support is responsible for planning, coordinating and managing logistical support during response to and initial recovery from a disaster. Resource requests should be filled from local inventories first. As local resources are depleted, out-of-county assets will be required through mutual aid agreements and through the State EOC.

B. Organization

The Alachua County Department of Administrative Services is the primary agency for Resource Support. Supporting Administrative Services will be representatives from the Alachua County Office of Management and Budget (OMB), Alachua County Facilities Management, and Purchasing Offices. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Resource Support will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Administrative Services will notify all other Resource Support members.
2. All support agency contact persons for Resource Support will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Resource Support members will be placed on standby or directed to staff certain facilities for immediate response.
 - b. Resources may be pre-staged near the potential impact area(s) if feasible.

- c. The available resources and facilities that are necessary to respond to an emergency will be identified and assessed for possible deployment.
- d. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.

2. Response

- a. Support agencies may be alerted as circumstances dictate.
- b. Support agencies may be directed to deploy personnel and other resources
- c. In coordination with Information and Planning, complete resource tasking from other ESFs.
- d. Conduct assessment of resource availability.
- e. Direct incoming resources to pre-determined staging areas as needed. Be able to procure buildings and parking areas for use as alternate staging areas and warehouses if needed.
- f. Coordinate with Emergency Support Functions to secure necessary resources.
- g. Establish a property-tracking system and maintain records for all properties deployed in support of response activities from the State or Federal government.
- h. Coordinate contractual services between county and commercial sources.

3. Recovery

- a. Maintain all appropriate records and documentation.
- b. Monitor and maintain resource tasking and status.
- c. Keep Information and Planning apprised of activities and status.

III. Responsibilities

A. Primary Agency – Alachua County Administrative Services

Alachua County Administrative Services shall coordinate resources for response and recovery activities, with the assistance of the identified support agencies. The primary agency will assign an emergency contact person.

B. Support Agencies

1. County Office of Management and Budget (OMB)
Provide fiscal support, tracking and documenting of costs and expenses, grant management/consultant staff.
2. County Facilities Management
Provide personnel and support equipment
3. County Purchasing Division
 - a. Provide purchasing function to include agents, staff, computers and associated supplies and equipment.
 - b. Issue purchase orders as necessary.

IV. Resource Management

All supporting agencies that provide assistance when requested by Resource Support are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Department of Administrative Services on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to Administrative Services within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 7 Annex

- B. State of Florida Emergency Support Function 7 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)
- E. Alachua County Resource Support Emergency Support Function 7 Standard Operating Procedures (ESF 7 SOP)

Health and Medical (Emergency Support Function 8)

Primary Agency: Alachua County Public Health Department

Support Agencies: Alachua County Fire Rescue, Shands at the University of Florida, Shands at Vista, North Florida Regional Medical Center, the Veterans Administration Medical Center, Children’s Medical Service, Select Specialty Care, and Municipal and Volunteer Fire Rescue Departments

I. Introduction

The purpose of Health and Medical is to coordinate health and medical resources required to respond to public health and medical needs prior to and following a significant event. Health and Medical provides the means for a public health response, triage, treatment and transportation of victims of emergency/disasters; assistance in the evacuation of victims out of impacted area(s); immediate support to hospitals and other health care facilities; provision of emergency mental health counseling for individuals and the community and the re-establishment of all health and medical systems.

II. Concept of Operations

A. General

Health and Medical will be responsible for the coordination of services, supplies and personnel to meet the health and medical needs resultant from a disaster.

B. Organization

The Alachua County Public Health Department is the primary agency for Health and Medical. Supporting the Public Health Department will be representatives from Alachua County Fire Rescue, Shands at the University of Florida, Shands at Vista, North Florida Regional Medical Center, the Veterans’ Administration Medical Center, Select Specialty Hospital Gainesville, Children’s Medical Service, MV Transport, and Municipal and Volunteer Fire Rescue Departments.

Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation Health and Medical will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Public Health Department will notify all other Emergency Support Function members.
2. All support agency contact persons for Health and Medical will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Maintain inventories of supplies and materials required for a response to a public health or mass casualty incident. Each support agency involved with Health and Medical will enter updated inventories of mass casualty equipment, vehicles, materials and supplies into WebEOC, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc]. A compiled Health and Medical resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - b. Maintain appropriate personnel contact lists.
 - c. Participate in training and exercises in accordance with The Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
2. Response
 - a. Coordinate requests to the State EOC with Information and Planning for additional health/medical care personnel, equipment and supplies.
 - b. Monitor food and drug safety; potential radiological, chemical and biological hazards.

- c. Monitor potable water sources, wastewater and solid waste disposal, and pathogen vector control.
- d. Coordinate victim identification/mortuary services with the medical examiner.
- e. Monitor residential and medical facility status.
- f. Release of public health related information in coordination with Public Information.
- g. Assist with the pre-impact evacuation of Special Needs and other medical dependent clients to include emergency medical calls.
- h. Coordinate public and private field response.
- i. Coordinate with Disaster Medical Assistance Teams (DMATs).
- j. Coordinate mental health counseling for disaster victims in shelter and impacted area.
- k. Coordinate notification and transportation of Special Needs Clients and other medical sensitive clients.
- l. Provide staff to designated special needs shelters.
- m. Procure any materials and goods to support Special Needs sheltering.

3. Recovery

- a. Support overall recovery efforts with medical resources.
- b. Continue medical assistance to disaster victims and workers.
- c. Assist with the return of Special Needs Clients to homes.

III. Responsibilities

A. Primary Agency – Alachua County Public Health Department

The Alachua County Public Health Department shall coordinate resources and response activities related to public health, with the assistance of the support agencies. These activities can include, but are not limited to:

1. Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the impacted area(s).
2. Conduct initial assessment of health and medical needs.
3. Coordinate resource requests in the County EOC.
4. Coordinate and direct the activation of volunteer medical resources.
5. Monitor situation and update status to Information and Planning.
6. Monitor status of health care facilities.

B. Support Agencies

1. Alachua County Fire Rescue
 - a. Coordinate evacuation of patients from a disaster area as appropriate.
 - b. Coordinate transportation of patients to out of county facilities.
 - c. Coordinate transportation needs with Transportation.
 - d. Coordinate transportation needs of People with Special Needs (PSN)
 - e. Ensure safety and care of emergency responders.
 - f. Provide resources for Critical Incident Stress Management for emergency personnel.
2. Area Hospitals
 - a. Provide status to Health and Medical lead agency.
 - b. Provide any requests for assistance or availability of resources to Health and Medical.
3. Municipal and Volunteer Fire Rescue Departments
Assist Alachua County Fire Rescue with Emergency Medical Services.

IV. Resource Management

All supporting agencies that provide assistance when requested by Health and Medical are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County

Public Health Department on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Public Health Department within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 8 Annex
- B. State of Florida Emergency Support Function 8 Appendix
- C. Alachua County Code Chapter 27
- D. Applicable Department Standard Operating Guidelines

Search and Rescue (Emergency Support Function 9)

Primary Agency: Alachua County Fire Rescue, Alachua County Sheriff’s Office (ASO)

Support Agencies: Municipal Police Departments, Municipal and Volunteer Fire Rescue Departments and the Civil Air Patrol (CAP)

I. Introduction

The purpose of Search and Rescue is to search and locate missing persons in rural or urban areas after a disaster. Wildland search and rescue may involve locating missing persons, boaters or passengers on downed aircraft. Urban search and rescue may involve locating missing persons in structures damaged during a disaster.

II. Concept of Operations

A. General

Search and Rescue coordinates search and rescue resources to locate and extricate missing persons in a post-disaster environment.

B. Organization

Primary agency responsibilities for Search and Rescue (SAR) are shared by Alachua County Fire Rescue for structural SAR and missing persons caused by a disaster; and the Alachua County Sheriff's Office for wildland or missing persons searches. Supporting these agencies will be Municipal Police Departments, Municipal and Volunteer Fire Rescue Departments, qualified SAR organizations and the Civil Air Patrol (CAP). Representatives from the primary agencies will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Search and Rescue will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the appropriate primary agency will notify all other Emergency Support Function members.
2. All support agency contact persons for Search and Rescue will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Maintain a list of qualified responders for search and rescue.
 - b. Each support agency involved with Search and Rescue will enter updated inventories of equipment, vehicles, materials and supplies into WebEOC, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc]. A compiled Search and Rescue resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - c. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State, and Federal requirements.

2. Response

- a. Collect and process information, determine status and needs and deploy appropriate resources.
- b. Coordinate with Information and Planning to secure resources from agencies outside the impacted area.
- c. County ERT will render assistance as requested by Search and Rescue.
- d. Coordinate with Information and Planning to secure State and Federal agencies for additional SAR resources.
- e. Re-assign resources as required by event(s).

3. Recovery

- a. Provide additional SAR resources to assist recovery efforts upon request.
- b. Demobilize SAR resources as needed.

III. Responsibilities

A. Primary Agency – Alachua County Fire Rescue/Sheriff’s Office

Alachua County Fire Rescue and Alachua County Sheriff’s Office shall coordinate search and rescue resources for response and recovery activities, with the assistance of the support agencies. Dependent on the type of SAR mission, the appropriate agency will have the lead role. The primary agencies must assign an emergency contact person.

B. Support Agencies

1. Municipal Police Departments

- a) Assist lead agencies upon request.

2. Municipal and Volunteer Fire Rescue Departments

- a) Assist lead agencies upon request.

3. Civil Air Patrol (CAP)

Provide aircraft and ground search personnel when requested via the State EOC.

IV. Resource Management

All supporting agencies that provide assistance when requested by Search and Rescue are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the appropriate lead agency on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the appropriate lead agency within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 9 Annex
- B. State of Florida Emergency Support Function 9 Appendix
- C. Alachua County Code Chapter 27
- D. Appropriate Departmental Standard Operating Guidelines.
- E. Applicable Civil Air Patrol Regulations and Procedures.

Hazardous Materials and Environment (Emergency Support Function 10)

Primary Agency: Alachua County Department of Environmental Protection

Support Agencies: Gainesville Fire Rescue (GFR) Hazardous Materials Team, and the Alachua County Public Health Department.

I. Introduction

The purpose of Hazardous Materials and Environment is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

II. Concept of Operations

City of Gainesville
Comprehensive Emergency Operations Plan, 2022

A. General

Hazardous Materials and Environment provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by committing human, financial and material resources into action in the impacted area(s).

B. Organization

The Alachua County Department of Environmental Protection is the primary agency for Hazardous Materials and Environment. Supporting Environmental Protection will be representatives from Gainesville Fire Rescue (GFR) Hazardous Materials Team, the ACFR Hazardous Materials Team and the Alachua County Public Health Unit. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Hazardous Materials and Environment will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Department of Environmental Protection will notify all other Emergency Support Function members.
2. All support agency contact persons for Hazardous Materials and Environment will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - d. Maintain inventory of equipment, personnel and materials. Each support agency involved with Hazardous Materials and Environment will enter updated inventories of equipment, vehicles, materials and supplies into WebEOC, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc]. A compiled Hazardous Materials and Environment resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.

- a. Conduct and participate in hazardous materials exercises.
- b. Participate and maintain appropriate level of qualifications.
- c. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements

2. Response

- a. Collect and process information, determine status and needs, deploy appropriate resources.
- b. Assess and prioritize actions to mitigate hazardous materials releases, including stabilizing, staging, categorizing and disposal.
- c. Procure radiological monitoring equipment if responding to a suspected or actual radiological incident.
- d. Coordinate additional resource requests with Information and Planning.
- e. Advise of evacuation shelter in place as dictated by the incident.
- f. Coordination with local facilities on status and protective actions.

3. Recovery

- a. Coordinate with responsible parties in conducting clean up.
- b. Supervise and ensure the removal and disposal of hazardous materials in disaster area(s). Responsible parties, contractors and third parties may be used as necessary.
- c. Utilize cost recovery policies in recovery from a hazardous materials incident.

III. Responsibilities

A. Primary Agency – Alachua County Department of Environmental Protection

Alachua County Environmental Protection shall coordinate hazardous materials resources and response activities, with the assistance of the support agencies. The primary agency will assign an emergency contact person.

B. Support Agencies

1. GFR Hazardous Materials Team

Provide technician level response to hazardous materials incidents.
Mitigate hazardous materials spills and releases.

2. Alachua County Public Health Unit

Provide health support to potential hazardous materials events.

IV. Resource Management

All supporting agencies that provide assistance when requested by Hazardous Materials and Environment are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Department of Environmental Protection on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Department of Environmental Protection within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 10 Annex
- B. State of Florida Emergency Support Function 10 Appendix
- C. Alachua County Code Chapter 27
- D. Gainesville Fire Rescue Hazardous Materials Team Standard Operating Guidelines

Food and Water (Emergency Support Function 11)

Primary Agency: Alachua County Fire Rescue

Support Agencies: The American Red Cross – North Central Florida Chapter, the Salvation Army, Alachua County Community Support Services, and Alachua County Cooperative Extension

I. Introduction

The purpose of Food and Water is to identify, procure and arrange for the transport and distribution of food and water to affected area(s). Food and Water will determine food and water needs following a disaster, obtain and/or arrange for appropriate resources to meet the shortfalls.

II. Concept of Operations

A. General

This emergency support function will operate under existing United States Department of Agriculture (USDA) authorities and regulations as well as Public Law 93-288, as amended, and the Alachua County Comprehensive Emergency Management Plan (CEMP), to provide disaster food supplies to designated staging areas and mass feeding sites.

B. Organization

The Alachua County Fire Rescue is the primary agency for Food and Water. Supporting County Fire Rescue will be representatives from The American Red Cross – North Central Florida Chapter, and Alachua County Community Support Services. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Food and Water will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by County Emergency Management of a potential or actual event requiring response, the emergency contact person for Alachua County Fire Rescue will notify all other Emergency Support Function members.
2. All support agency contact persons for Food and Water will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Maintain contact lists of food sources, i.e. food banks, vendors, etc.
 - b. Maintain roster of Food and Water personnel.

- c. Maintain lists of County Staging Areas (CSA) and Points of Distribution (PODs).
- d. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.

2. Response

- a. Fill resource requests from local inventories initially.
- b. Through Information and Planning coordinate with State EOC for additional resources that may come from outside of Alachua County.
- c. Coordinate with Mass Care to identify number of people requiring food and water.
- d. Coordinate with Mass Care to identify mass feeding sites and distribution sites.
- e. Coordinate with Utilities for any potential energy needs.
- f. Coordinate with Public Works and Health and Medical to monitor water contamination in the impacted area(s) and estimate potable water needs.
- g. Coordinate with Resource Support for additional equipment.
- h. Identify warehouse, storage needs and staging areas in and near impacted area(s). Coordinate with County ERT as needed.
- i. Coordinate with Volunteers and Donations for distribution of donated supplies.
- j. Coordinate with Law Enforcement for security and PODs.
- k. In coordination with Information and Planning, monitor and coordinate flow of resources into affected sector(s).

3. Recovery

- a. Continue monitoring food and water needs.
- b. Coordinate with Mass Care and Health and Medical for special food and nutritional concerns for cultural or dietary restrictions.
- c. Coordinate with Mass Care and Volunteers and Donations for long term congregate meal services.
- d. Assist Mass Care with determining the need for the issuance of emergency food stamps.

III. Responsibilities

A. Primary Agency – Alachua County Fire Rescue

The Alachua County Fire Rescue shall coordinate Food and Water resources and response activities, with the assistance of the support agencies. The primary agency will assign an emergency contact person.

B. Support Agencies

1. The American Red Cross – North Central Florida Chapter
 - a. Activate agreements with the School Board and private vendors and secure supplemental USDA food stocks.
 - b. Coordinate with Volunteers and Donations for donated food and water.
2. Alachua County Community Support Services
 - a. Coordinate issuance of emergency food stamps.
 - b. Identify low-income eligible assistance programs in the impacted area(s).
3. The Salvation Army
 - a. Provide volunteer resources, i.e. transportation, shipping, cooking, etc.
 - b. Coordinate with Volunteers and Donations for donated foodstuffs.
 - c. Provide Mobile Feeding Unit as needed.

IV. Resource Management

All supporting agencies that provide assistance when requested by Food and Water are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to Alachua County Fire Rescue upon request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to Alachua County Fire Rescue within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 11 Annex
- B. State of Florida Emergency Support Function 11 Appendix

- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP).
- E. County Emergency Support Function 11 Standard Operating Procedures (ESF 11 SOP)

Utilities (Emergency Support Function 12)

Primary Agency: Alachua County Public Works

Support Agencies: Central Florida Electric Cooperative, Clay Electric Cooperative, Florida Power and Light, Gainesville Regional Utilities (GRU), Progress Energy Florida, Alachua County Facilities, Municipal Public Works, and Municipal Facilities Departments

I. Introduction

The purpose of Utilities is to support emergency response and recovery operations so as to normalize community functions. These response and recovery operations can affect electric power generation, transmission and distribution systems along with gas, water, and wastewater systems.

Utilities coordinates the immediate response efforts as well as the restoration of the normal supply of power and other utilities. Utilities will work closely with local, state and federal agencies including energy offices, as well as suppliers and distributors of electrical equipment and supplies.

II. Concept of Operations

A. General

When electric utility operating reserves are nearly exhausted and there is an imminent possibility of curtailment or loss of firm load, threat of distribution service disruptions due to storm or accidents, or when other energy supplies such as natural gas or petroleum fuels are disrupted, an appraisal of the situation is made by designated authorities and personnel, and action is taken in accordance with this function. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate agencies and to restore normal service when the emergency is over. These response actions are carried out to maintain the energy system integrity and to minimize the impact on Alachua County’s citizens.

B. Organization

The Alachua County Department of Public Works is the primary agency for Utilities. Supporting County Public Works will be representatives from Gainesville Regional Utilities (GRU), Clay Electric Cooperative, Central Florida Electric Cooperative, Progress Energy Florida, Florida Power and Light, Alachua

County Facilities and Municipal Public Works and Facilities Departments. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Utilities will respond directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Public Works Department will notify all other Emergency Support Function members.
2. All support agency contact persons for Utilities will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Each support agency involved with Utilities will enter updated inventories of equipment, vehicles, materials and supplies into WebEOC, with notice to the primary agency on an annual basis. The inventories should include resource capability by type [Type 1, Type 2, etc]. A compiled Utilities resource inventory will be submitted to Alachua County Emergency Management no later than May 15th of each calendar year by the primary agency.
 - b. All agencies will maintain a detailed inventory of utility resources and personnel.
 - c. All agencies are responsible for providing adequate staffing and other resources to ensure continuous 24-hour operations. Staffing patterns shall be drawn from employee rosters and callout lists.
 - d. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
2. Response
 - a. Inventories of available resources and stocks will be reviewed.
 - b. Contact electric, gas, water and other utilities serving the affected area to obtain information about damage and/or assistance required.
 - c. Coordinate with County ERT to establish priorities and develop strategies for initial response.

- d. Monitor the procedures followed by utility companies during energy generating capacity shortages to ensure consistent action and communication.
- e. Assign initial and/or damage assessment teams to the impacted area(s) to determine affected residences, businesses and the resources necessary to restore service.
- f. Monitor local generating capacity, expected peak loads, expected duration of emergency, and inform Information and Planning of expected actions and recommendations for restoring service.
- g. Coordinate with Public Information about distributing information to the public.
- h. Communicate with and monitor local utility response actions.
- i. Coordinate resource requests from local agencies, energy suppliers and distributors.
- j. Through Information and Planning, coordinate with the State EOC for further resource requests.
- k. Establish priorities to repair damage to energy systems and sub-systems.
- l. Document and maintain records of emergency responses.

3. Recovery

- a. Coordinate the provision of resources to assist local agencies in restoring emergency power and fuel needs.
- b. Review recovery actions and develop strategies for meeting local energy needs.
- c. Continue to monitor local, state and utility actions.
- d. Provide information and support regarding energy concerns.

III. Responsibilities

A. Primary Agency – Alachua County Public Works Department

Alachua County Public Works shall coordinate Utility resources. This activity may include, but is not limited to:

- 1. Assigning of emergency staff personnel.
- 2. Communicate with other public works and utilities to obtain information about damage and needed assistance.

3. Monitor the activities of local utilities during a generating capacity decline including the procedures followed to ensure coordination among utility companies.
4. Coordinate and communicate with local, state and federal agencies and update Information and Planning on area(s) impacted, current generating capacity, status of major unit outages and actions being taken to restore service.
5. Develop and implement energy priorities for critical facilities.
6. Coordinate with petroleum vendors during shortages to determine needs and obtain additional supplies.

B. Support Agencies

1. Utility Companies
 - a. Communicate status of systems to lead agency.
 - b. Communicate with appropriate organizations to expedite restoration of service.
2. Alachua County Facilities
 - a. Communicate status of systems to lead agency.
 - b. Communicate with appropriate organizations to expedite restoration of service.
3. Municipal Public Works/Facilities Departments
 - a. Communicate status of systems to lead agency.
 - b. Communicate with appropriate organizations to expedite restoration of service.

IV. Resource Management

All supporting agencies that provide assistance when requested by Utilities are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Department of Public Works on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Department of Public Works within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.

- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. Federal Emergency Support Function 12 Annex
- B. State of Florida Emergency Support Function 12 Appendix
- C. Alachua County Code Chapter 27
- D. Alachua County Comprehensive Emergency Management Plan (CEMP)

Military Support (Emergency Support Function 13)

Primary Agency: Alachua County Emergency Management

Support Agencies: Florida National Guard

I. Introduction

Florida’s Comprehensive Emergency Management Plan (CEMP) outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the State CEMP for general guidance, policies and authorities.

Military Support supports the Alachua County CEMP by identifying the resources that can be provided to a county during disaster operations. The military forces of Florida consist of the Florida National Guard (FLNG) and possibly active duty forces. These forces may be used during disaster operations for missions within Alachua County. Alachua County may host military forces in support of missions in adjacent counties.

II. Concept of Operations

A. General

The Florida National Guard Joint Forces Headquarters (JFHQ) is responsible for planning and executing military support operations for Alachua County. Alachua County is located in the North Area Command, 164th Air Defense Artillery area of responsibility, which is headquartered in Orlando. Before an event, as permissible, the State EOC and the Adjutant General will decide if Alachua County is to receive a National Guard Liaison or a State Emergency Response Team Liaison (SERT LNO).

B. Organization

The Alachua County Emergency Management Section (ACEM) is the primary agency for Military Support. Supporting County Emergency Management will be representatives from the Florida National Guard. Representatives from the primary agency will be present at the County Emergency Operations Center

(EOC) on a 24-hour basis during a level I activation. The National Guard Liaison (LNO) will coordinate activities with the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Warning Point or State Warning Point of a potential or actual event requiring response, the emergency contact person for the County Emergency Management will notify all other Emergency Support Function members.
2. Requests for National Guard assets will be forwarded by Information and Planning to the State EOC via EM Constellation.

D. Actions

1. Preparedness

a. Military Support conducts regional Liaison Officer Training Courses for members of each task force. Liaison Officers will be utilized to assist Alachua County in the event of a disaster. The Liaison Officer will assist the County in the EOC and advise the CCO on what resources the National Guard can provide. Rapid Impact Assessment Team training is conducted annually. Additionally, the Florida National Guard trains throughout the year on its wartime mission, which increases the readiness of the National Guard.

2. Response

a. All Florida National Guard units are potentially available to support civil authorities during times of emergency or disaster. The Florida National Guard is tasked to support minor, major or catastrophic disasters. Organizational integrity will be retained when operational requirements permit. However, any Florida National Guard element may be modified to create special task forces and be attached to other units to enhance the capability to provide support during disasters. Response operations focus on the protection of life and property. Examples of Florida National Guard missions include:

- Evacuation
- Impact Assessment
- Search and Rescue
- Transportation of supplies and services
- Provide and operate generators
- Mass feeding
- Communications
- Law enforcement and security
- Logistical Staging Areas, base camps for emergency workers

- Terrorism response resources
3. Recovery
 - a. Provide further military support to lead agencies during recovery until services can be contracted with the civilian sector and local agencies regain control of the situation. Any deployed Guard assets will re-deploy or demobilize as the situation dictates.

III. Responsibilities

A. Primary Agency – Alachua County Emergency Management Section

Alachua County Emergency Management shall coordinate military resources and response activities with the assistance of the support agencies. Information and Planning will provide the following:

1. Any necessary communications to the FLNG Liaison for local operations.
2. Collection and posting of operational information collected by the Liaison.
3. Coordination of County ERT requests for National Guard resources

B. Support Agencies

1. Florida National Guard
 - a. Provide liaison officer as requested by County.
 - b. Provide Defense Support to Civil Authorities (DSCA) on a mission request basis, within the Florida National Guard capability and within the limitation of existing State law, military regulations and the applicable Governor’s Executive order.
 - c. Coordinate deployment of RIAT to impacted County.
 - d. Provide Civil Support Team (CST) assets if requested by County

IV. Resource Management

The State Quartermasters Office of the Florida National Guard will deploy personnel from its office to the affected area(s) with a Staff Coordination and Assistance Team. These personnel track all State Active Duty expenses incurred by the National Guard during State Active Duty. An estimated cost projection is kept and the accrued balance is reported to the Florida Division of Emergency Management.

Any expenses incurred by Alachua County Emergency Management related to Military Support will be submitted with the financial documentation for protective actions under the Public Assistance Program.

V. References and Authorities:

- A. Department of Defense Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., Its Territories and Possessions.

- B. National Guard Regulation 500-1 Military Support to Civil Authorities.
- C. Headquarters, Florida National Guard Operation Plan for Military Support to Civil Authorities.
- D. Headquarters, Florida National Guard and State of Florida Operation Plan for Rapid Impact Assessments.
- E. Florida State Area Command, Emergency Operation Center Standard Operating Procedures.
- F. Chapter 23, Florida Statute, Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Air Act.
- G. Governor’s Executive Order
- H. Chapter 250, Florida Statutes, Military Code
- I. Chapter 252, Florida Statutes, Emergency Management
- J. State of Florida Emergency Support Function 13 Appendix
- K. Alachua County Code Chapter 27
- L. Alachua County Comprehensive Emergency Management Plan (CEMP).

Public Information (Emergency Support Function 14)

Primary Agency: Alachua County Communications Coordinator’s Office

Support Agencies: Alachua County Public Works, Alachua County Sheriff’s Office, Alachua County Crisis Center, City of Gainesville, and other Government Public Information Officers

I. Introduction

The purpose of Public Information is to disseminate information on emergencies and protective actions to the public through the news media and other mechanisms. Public Information is concerned with coordinating, preparing and disseminating all disaster-related information to the public via the media. Additionally, Public Information coordinates, prepares and disseminates information to the public through the Emergency Information Line (3-1-1) and the Alachua County Rumor Control Line.

II. Concept of Operations

A. General

Public Information involves managing and coordinating resources to collect, prepare and disseminate disaster information to the public. This is accomplished through several means:

- A Joint Information Center (JIC) will be established at the EOC and will act as the central coordinating facility for receiving and issuing public information.
- Information will be disseminated through media briefings, media releases and situation reports. All impacted jurisdictions will coordinate information for dissemination.
- Coordinate direct media access to the EOC by developing a pool of representatives from each media type.

B. Organization

The Alachua County Communications Coordinator’s Office is the primary agency for Public Information. Supporting the County Communications Coordinator’s Office will be representatives from the Alachua County Public Works, Alachua County Sheriff’s Office, Alachua County Enhanced 911 Communication Branch, Alachua County Crisis Center, City of Gainesville, other government public information officers and the local media. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Public Information will respond directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by County Emergency Management of a potential or actual event requiring response, the emergency contact person for the County Communications Coordinator’s Office will notify all other Emergency Support Function members.
2. All support agency contact persons for Public Information will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Maintain contact lists for local Public Information Officers and media representatives.
 - b. Participate in training and exercises in accordance with The Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
2. Response
 - a. Upon activation, local public information officers will report to the County EOC.

- b. Release pre-incident information including protective actions, shelter locations, maps and roadway status.
- c. Establish a Joint Information Center in the EOC media room to provide media briefings.
- d. Establish an initial press briefing and develop a schedule of press briefings and releases.
- e. Distribute and update event information to 311 and Rumor Control for public inquiries.
- f. Ensure information collaboration with all involved jurisdictions and specific interest groups.
- g. Monitor media for correct and consistent information.
- h. Maintain event file of media releases.
- i. Provide updates to news media concerning disaster incident conditions and to the public concerning future actions to take.
- j. Regularly disseminate information from summary reports to the news media.
- k. Ensure evacuees in shelters receive information via Mass Care.
- l. Send information releases to the State EOC.
- m. Coordinate with Volunteers and Donations information related to specific items needed from volunteers and donations.
- n. Maintain appropriate documents for historical reference and financial reimbursement.
- o. Refer any disaster welfare inquiries to Mass Care.

3. Recovery

- a. Continue actions from response phase.
- b. Coordinate with public information staff from Disaster Field Office (DFO).
- c. Update the 3-1-1 Call Center and Rumor Control and record any unanswered inquiries.
- d. Conduct scheduled media briefings as the situation warrants.
- e. Solicit damage reports or other information from Rumor Control and update Information and Planning.

III. Responsibilities

A. Primary Agency – Alachua County Communications Coordinator’s Office

The Alachua County Communications Coordinator shall coordinate Public Information resources and response activities, with the assistance of the support agencies. The Coordinator will:

1. Perform PIO functions as required.
2. Establish a Joint Information Center as needed.
3. Request staffing from other government agencies.
4. Schedule and conduct media briefings in conjunction with Information and Planning.
5. Ensure updated information is relayed to Mass Care for shelters.
6. Coordinate all Public Information functions.
7. Attend operational briefings and assist with the preparation of Situation Reports.

B. Support Agencies

1. Alachua County Public Works, Alachua County Sheriff’s Office, and City of Gainesville:
Provide Public Information Officer(s) as requested.
2. Alachua County Enhanced 911 Communication Branch:
Establish and staff 3-1-1 Call Center
3. Alachua County Crisis Center:
Activate and operate Rumor Control telephone line until demobilized.
Provide information or specific citizen concerns to the County EOC.
4. Other Government Public Information Officers:
Provide Public Information Officer(s) as requested.

IV. Resource Management

All supporting agencies that provide assistance when requested by Public Information are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Communications Coordinator’s Office on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Communications Coordinator’s Office within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.

- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. State of Florida Emergency Support Function 14 Appendix
- B. Alachua County Code Chapter 27
- C. Alachua County Comprehensive Emergency Management Plan (CEMP)
- D. County Emergency Support Function 14 Standard Operating Procedure (ESF 14 SOP)

Volunteers and Donations (Emergency Support Function 15)

Primary Agency: Alachua County Community Support Services

Support Agencies: American Red Cross – North Central Florida Chapter

I. Introduction

The purpose of Volunteers and Donations is to provide a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods.

II. Concept of Operations

A. General

The primary function of Volunteers and Donations is to coordinate the distribution of donated resources to meet the needs of the impacted area(s). Community Support Services, working closely with support agencies, will be activated to facilitate the provision of volunteers and donations based on assessed needs.

B. Organization

Alachua County Community Support Services is the primary agency for Volunteers and Donations. Representatives from the primary agency will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Volunteers and Donations will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Emergency Management of a potential or actual event requiring response, the emergency contact person for the

Community Support Services will notify all other Emergency Support Function members.

2. All support agency contact persons for Volunteers and Donations will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness

- a. Develop and maintain contact and vendor lists.
- b. Maintain appropriate databases of cadres of volunteers for deployment.
- c. Participate in training and exercises in accordance with the Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.

2. Response

- a. Develop and maintain appropriate Standard Operating Procedures for Donations Management.
- b. Determine area(s) of greatest needs and prioritize delivery of essential goods. Essential goods include, but are not limited to:
 - water
 - food
 - medical care
 - shelter
- c. Coordinate requests for needed goods with Public Information.
- d. Maintain database of donated goods, services and personnel to assure prompt allocation of resources.
- e. Log and document resource requests and activities. Update Information and Planning on status.
- f. Publish telephone number(s) for donations.
- g. Coordinate with support agencies in opening a Volunteer Reception Center (VRC).
- h. Coordinate with Information and Planning and Resource Support regarding the warehousing of donated goods.

- i. Provide information and direction to groups and individuals that are donating time, money or goods.
- j. Coordinate local resource tasking and submit unmet needs requests to the State EOC in coordination with Information and Planning.

3. Recovery

- a. Assist Disaster Recovery Center(s) as requested.
- b. Assist local staging area(s) with the distribution of goods and materials.
- c. Determine unmet needs in impacted sector(s) and route requests to appropriate agencies in coordination with Information and Planning.
- d. Continue operating Volunteer Reception Center(s) and warehouses until demobilization.
- e. Provide general support to overall recovery operations.

III. Responsibilities

A. Primary Agency – Alachua County Community Support Services

Alachua County Community Support Services shall coordinate Volunteer and Donations resources and response activities, with the assistance of the support agencies. The primary agency will assign an emergency contact person.

B. Support Agencies

American Red Cross – North Central Florida Chapter

Assist in the coordination of volunteers and donated resources.

IV. Resource Management

All supporting agencies that provide assistance when requested by Volunteers and Donations are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Community Support Services on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Community Support Services within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.

- C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. State of Florida Emergency Support Function 15 Appendix
B. Florida Statute Chapter 252
C. Alachua County Code Chapter 27
D. Alachua County Comprehensive Emergency Management Plan (CEMP)
E. County Emergency Support Function 15 Standard Operating Procedures (ESF 15 SOP)

Law Enforcement (Emergency Support Function 16)

Primary Agency: Alachua County Sheriff’s Office (ASO)

Support Agencies: City of Alachua Police, Gainesville Police Department (GPD), City of High Springs Police, Santa Fe College Police, University of Florida Police Department (UPD), and Florida Department of Law Enforcement (FDLE)

I. Introduction

The purpose of Law Enforcement is to provide for the coordination of county, municipal and other law enforcement agencies to support disaster response operations. These procedures will support the implementation of actions as outlined in the Florida Mutual Aid Plan for Law Enforcement Act and the Florida Sheriff’s Association Plan. This ESF is established to:

- Coordinate the use of local, state law enforcement and Florida National Guard personnel and equipment.
- Provide for the dissemination of information, data and directives pertaining to law enforcement agencies engaged in disaster response and recovery activities.

II. Concept of Operations

A. General

Law Enforcement manages and coordinates law enforcement support for local disaster response.

B. Organization

The Alachua County Sheriff’s Office is the primary agency for Law Enforcement. Supporting the Sheriff’s Office will be City of Alachua Police, Gainesville Police Department, City of High Springs Police, Santa Fe Community College Police, University of Florida Police Department, and the Florida Department of Law Enforcement. Representatives from the primary agency will be present at the

County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Law Enforcement will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by the County Emergency Management of a potential or actual event requiring response, the emergency contact person for the Sheriff's Office will notify all other Emergency Support Function members.
2. All support agency contact persons for Law Enforcement will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Maintain contact lists for support agencies.
 - b. Pre-position personnel and equipment, as practicable.
 - c. Participate in training and exercises in accordance with The Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
2. Response
 - a. Notify support agencies to begin mobilization of personnel and resources.
 - b. Secure the personnel needed from each support agency and field force equipment.
 - c. Establish communications with the support agencies from the Emergency Operations Center (EOC) and obtain status reports.
 - d. Coordinate local security efforts, to include security at shelters, impact area(s), mass feeding sites and staging area(s).
 - e. Provide security at County EOC and other incident response facilities.
 - f. Coordinate local resource requests and requests to the State EOC with Information and Planning.
 - g. Develop staffing patterns for field sites and EOC.
 - h. Auxiliaries will be utilized at the discretion of the Law Enforcement representatives.
 - i. Provide traffic flow assistance during evacuations.
 - j. Coordinate out-of-county resources with local personnel.

- k. Coordinate with Transportation for law enforcement vehicle support.
- l. Coordinate with Transportation, Public Works, and the Debris Management Task Force to prioritize opening of routes and traffic control.
- m. Establish perimeter control at impacted location(s) as necessary.
- n. Establish control entry points for ingress/egress to affected area(s).
- o. Coordinate with Information and Planning, to establish re-entry procedures into impacted area(s).

3. Recovery

- a. Coordinate and conduct search and rescue activities in conjunction with Search and Rescue.
- b. Coordinate with Health and Medical, and Search and Rescue for security at triage, treatment and other medical area(s).
- c. Continue traffic flow assistance as needed.
- d. Continue perimeter control activities at impacted area(s).
- e. Provide overall support to County Emergency Response Team (ERT).
- f. Monitor and update status of law enforcement operations with Information and Planning.

III. Responsibilities

A. Primary Agency – Alachua County Sheriff’s Office (ASO)

The Alachua County Sheriff’s Office shall coordinate law enforcement resources and response activities, with the assistance of the support agencies. Additionally, the primary agency will assign an emergency contact person.

B. Support Agencies

- 1. Municipal Police Departments
 - a. Provide situation reports and needs assessment.
 - b. Advise of additional resource requirements. Report activation of all Mutual-aid agreements.
 - c. Report available personnel and resources.
 - d. If impacted, provide location and contact numbers for staging area(s), command post and ingress routes.
- 2. Santa Fe College Police
 - a. Provide situation reports and needs assessment.

- b. Advise of additional resource requirements. Report activation of all mutual aid agreements.
 - c. Report available personnel and resources.
 - d. If impacted, provide location and contact numbers for staging area(s), command post and ingress routes.
3. University of Florida Police Department
- a. Provide situation reports and needs assessment.
 - b. Advise of additional resource requirements. Report activation of all mutual aid agreements.
 - c. Report available personnel and resources.
 - d. If impacted, provide location and contact numbers for staging area(s), command post and ingress routes.

IV. Resource Management

All supporting agencies that provide assistance when requested by Law Enforcement are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the Alachua County Sheriff's Office on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the Alachua County Sheriff's Office within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. State of Florida Emergency Support Function 16 Appendix
- B. Alachua County Code Chapter 27
- C. Alachua County Comprehensive Emergency Management Plan (CEMP).
- D. Public Law 93-288
- E. Florida State Statutes Chapter 252
- F. Florida State Statutes Chapter 879
- G. Executive Order 80-29, Disaster Preparedness

- H. Applicable Alachua County Sheriff's Office Standard Operating Procedures (SOPs)

Animal Protection and Agriculture (Emergency Support Function 17)

Primary Agency: Alachua County Animal Services

Alachua County Cooperative Extension

Support Agencies: Alachua County Sheriff's Office Rural Services Deputy,
NorthSTAR Chapter of Disaster Animal Response Team (DART)

I. Introduction

The purpose of Animal Protection and Agriculture is to coordinate of the response of agencies charged with managing animals affected by a disaster. Animal management activities may include emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and identification for return to owners. Response activities may also involve diagnosis, prevention and control of diseases of public health significance.

II. Concept of Operations

A. General

Animal Protection and Agriculture involves managing and coordinating animal/agricultural resources support to:

1. Provide emergency shelter for pets.
2. Provide emergency medical care for affected animals.
3. Coordinate volunteers and donations for animal disaster relief.
4. Coordinate with Public Information to ensure information related to animal issues is provided to the public.
5. Coordinate public education efforts.
6. Coordinate rescue efforts and capture of animals for relocation before and/or after disaster.
7. Coordinate with Health and Medical for identification, prevention and control of animal borne diseases that have a public health impact.

B. Organization

Primary agency responsibilities for Animal Protection and Agriculture are split between Alachua County Animal Services and Alachua County Cooperative Extension. Animal Services will be responsible for companion, exotic and small animal issues. Cooperative Extension will be responsible for coordinating

activities involving livestock, large animals and agriculture. Supporting these agencies will be Alachua County Sheriff's Office Rural Services Deputy. Representatives from the primary agencies will be present at the County Emergency Operations Center (EOC) on a 24-hour basis during a level I activation. Animal Protection and Agriculture will respond directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for Animal Services will notify all other Emergency Support Function members.
2. All support agency contact persons for Animal Protection and Agriculture will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. Promote and conduct public education events on disaster preparedness for animals in cooperation with Alachua County Emergency Management.
 - b. Participate in training and exercises in accordance with The Alachua County Multiyear Training and Exercise Plan (MTEP), State and Federal requirements.
 - c. Provide information on animal and facility preparedness.
 - d. Maintain contact lists for associated agencies, volunteer groups and vendors.
 - e. Maintain and review lists of major livestock and exotic animal owners.
2. Response
 - a. Assess needs and resources to meet conditions brought on by a disaster.
 - b. Provide Information and Planning status reports of any shelters, reports of uncontrolled animals and any additional needs.
 - c. Provide personnel to general and special needs shelters to handle and care for any companion animals brought in with evacuees.
 - d. Provide sheltering for animals at the County Animal Shelter and other locations as needed.

- e. Coordinate food and water; medical and other supplies for animals to shelter areas.
- f. With Information and Planning coordinate local resource and mutual aid requests and requests to the State EOC.
- g. Establish and maintain additional animal service sites for lodging, foodstuffs and medical care.
- h. Coordinate with Communications for the provision of communications at animal service sites.
- i. Coordinate the protection and/or evacuation of livestock as dictated by the event.
- j. Coordinate with state and federal agencies on animal disease issues.

3. Recovery

- a. Continue to assess situation and update Information and Planning.
- b. Determine need for additional resources.
- c. Expedite the return of animals to owners.
- d. Support related Public Information functions.
- e. Provide additional support to on-going recovery operations.
- f. Prepare to demobilize and restore shelters and other facilities to pre-incident condition.

III. Responsibilities

A. Primary Agency – Alachua County Animal Services

Alachua County Animal Services will coordinate response activities relating to companion animals in designated shelters and affected areas, with the assistance of support agencies. Animal Services will handle small, companion and exotic animals.

B. Primary Agency – Alachua County Cooperative Extension

Alachua County Cooperative Extension shall coordinate response activities relating to livestock, large animals and agricultural resources, with the assistance of the support agencies. Cooperative Extension will address livestock, exotic and foreign animal disease issues.

The primary agencies will assign an emergency contact person.

C. Support Agencies

1. Alachua County Sheriff's Office – Rural Services Deputy

Alachua County Sheriff's Rural Services will provide assistance with the response activities for livestock and large exotic animals.

2. NorthSTAR chapter of Disaster Animal Response Team (DART)

DART will provide assistance with the response activities for livestock and large exotic animals

IV. Resource Management

All supporting agencies that provide assistance when requested by Animal Protection and Agriculture are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the appropriate lead agency on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the appropriate lead agency within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
- B. Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
- C. Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.

V. References and Authorities

- A. State of Florida Emergency Support Function 17 Appendix
- B. Alachua County Code Chapter 27
- C. Alachua County Comprehensive Emergency Management Plan (CEMP)
- D. County Emergency Support Function 17 Standard Operating Procedures (ESF 17 SOP)

Business, Industry and Economic Stabilization (Emergency Support Function 18)

Primary Agency: Alachua County Economic Development

Support Agencies: Alachua County Emergency Management, Alachua County Visitors & Convention Bureau, Gainesville Council for Economic Outreach, City of Gainesville Economic Development Office, Municipal Chambers of Commerce, Local business associations, Florida Works, and the Technology Enterprise Center of Gainesville/Alachua County (GTEC)

I. Introduction

The purpose of Business, Industry and Economic Stabilization is to coordinate County and business resources so that the community can effectively recover from the impacts of disasters. Operations in Business, Industry and Economic Stabilization include, but are not limited to, the following:

- Gathering information regarding the impact of the incident upon business and industry, including employment.
- Provide assistance, services, and information to businesses and industries during the recovery process to minimize the economic impact of the disaster.
- Facilitate the provision of available business assets to the County to assist in the response to and recovery from a disaster.
- Develop and implement programs to restore tourism and related industries after an incident.
- Facilitate the involvement of the business community in the overall response and recovery efforts of the County.
- Expedite access of affected businesses and industries to County, State and Federal assistance programs.

II. Concept of Operations

A. General

The coordination of County and local agencies involved in assisting local economic development, workforce, tourism and other business support agencies includes performing tasks related to preparedness, response, recovery and mitigation where local resources are not sufficient and local government would need to request State and Federal assistance. Included among Business, Industry and Economic Stabilization tasks are the following:

1. Provide information and training to the business community concerning disaster preparedness, mitigation, response, and recovery.
2. Provide economic damage assessments and recovery assistance to businesses of all sizes in all sectors through the network of local, regional and State partners.
3. Coordinate with local and regional economic workforce development and business organizations to refer volunteer personnel to Volunteers and Donations.
4. Coordinate efforts to provide immediate operational assistance to employers and employees.
5. Coordinate with Planning and Information to ensure information is provided on business preparedness, response and recovery matters, before, during and after the disaster.

6. Coordinate with Planning and Information to provide an assessment of the overall physical and economic damage to the businesses community.
7. Facilitate communication of business and industry status or ability to return to normal operations post event.
8. Coordinate with Public Information to support business outreach efforts to include press releases, media interviews and distribution of printed materials that describe available resources and assistance.
9. Coordinate with all Emergency Support Functions as deemed appropriate based on the type of incident.
10. Coordinate with local economic development organizations and other sources of business damage assessment information to determine the need to request activation of the Florida Small Business Emergency Bridge Loan Program.
11. Coordinate with the State on establishing an Emergency Bridge Loan committee if a Bridge Loan is approved.

B. Organization

The Gainesville Area Chamber of Commerce will act as the Lead Agency during an EOC activation for Business, Industry and Economic Stabilization. They will provide sufficient staff to the EOC to coordinate Business, Industry and Economic Stabilization resources and needs with the other Emergency Support Functions.

The Emergency Coordinating Officer (ECO) for Business, Industry and Economic Stabilization will report directly to the County Coordinating Officer (CCO).

C. Notification

1. Upon notification by Alachua County Emergency Management of a potential or actual event requiring response, the emergency contact person for the Chamber will notify all other Emergency Support Function members.
2. All support agency contact persons for Business, Industry and Economic Stabilization will be instructed to alert their contacts to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness
 - a. In conjunction with Alachua County Emergency Management, facilitate disaster planning and training for businesses i.e. Business Continuity Planning.
 - b. Coordinate support agencies and resources during exercises.
 - c. Develop and maintain a database of agency/business contacts.

- d. Identify local resources or funding for immediate and long term business recovery.
- 2. Response
 - a. Track response activities of business community and support agencies
 - b. Maintain roster of agency/business contacts
 - c. Coordinate with Information and Planning and Public Information to disseminate recovery information
 - d. Coordinate utilization of local resources with Resource Support
- 3. Recovery
 - a. Track recovery activities.
 - b. Coordinate initial impact assessment of general business impact i.e. job loss, dollar loss, etc.
 - c. Coordinate with Federal and State agencies to support delivery of disaster recovery assistance programs such as Small Business Administration (SBA) Loans and Florida Small Business Emergency Bridge Loans.
 - d. Coordinate with Visitor and Convention Bureau to determine lodging availability for out of county responders and recovery resources.
 - e. Fulfill designated roles in the implementation of the Post-Disaster Redevelopment Plan.
- 4. Mitigation
 - a. Participate on the Local Mitigation Strategy (LMS) Work Group.

III. Responsibilities

C. Primary Agency – Gainesville Area Chamber of Commerce

The general activities that Business, Industry and Economic Stabilization performs are as follows:

- a. Coordinated shutdown/evacuation of businesses and industries.
- b. Provide access to affected areas for damage assessment teams.
- c. Coordination with all Emergency Support Functions during, and after an incident.
- d. Assist in the coordination of business community response and recovery efforts.
- e. Coordinate the transportation of materials, personnel and supplies for the purpose of recovery and the restoration of small business activities.

- f. Serve as the focal point for all business related communications before during and after an incident.
- g. Development, implementation and/or management of emergency assistance programs for small businesses.
- h. Identification of Business and Industry resources available for community-wide relief/recovery efforts.
- i. Coordinate the Corporate Emergency Access program for pre-registered businesses (Note: No registration will be handled during events).
- j. Damage assessments for inclusion in Preliminary and Final Damage Assessment Reports.
- k. Participation in Alachua County Emergency Management disaster exercise programs.

D. Support Agencies

- a. Alachua County Emergency Management

Under Development

- b. Municipal Chambers of Commerce

Provide reports upon the status of local businesses, unmet needs, and available resources.

- c. Gainesville Council for Economic Outreach

Under Development

- d. **Technology Enterprise Center of Gainesville/Alachua County**

Under Development

- e. **City of Gainesville Economic Development Office**

Under Development

- f. Local business associations

Provide reports upon the status of local businesses, unmet needs, and available resources.

IV. Resource Management

All supporting agencies that provide assistance when requested by Business, Industry and Economic Stabilization are responsible for documenting their costs beginning at the time of their tasking. All supporting agencies must submit their preliminary cost estimates to the appropriate lead agency on request, and their cumulative cost estimates on a weekly basis. Final cost estimates must be submitted to the appropriate lead agency within 15 business days of stand down orders. All cost estimates submitted must include the following:

- A. **Salaries** – Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime.
 - B. **Travel** – Provide copies of the paid travel vouchers due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures.
 - C. **Equipment** – Provide a detailed description of equipment used to assist, detailing the type and size, where the equipment was used, number of hours per piece, per day and type of work each piece performed.
- V. References and Authorities**
- A. State of Florida Emergency Support Function 18 Appendix
 - B. Alachua County Code Chapter 27
 - C. Alachua County Comprehensive Emergency Management Plan (CEMP)
 - D. County Emergency Support Function 18 Standard Operating Procedures (ESF 18 SOP)
DRAFT

Appendix II: Resource Staging

Alachua County

Alachua County will utilize the following locations for outside resources:

Material Storage:

- Alachua County Fairgrounds
- Phoenix Industrial Park (Hwy 441)
- Sysco Warehouse (City of Alachua)

Vehicle Storage:

- Santa Fe College
- Gainesville Regional Airport
- Oaks Mall
- Florida Farm Bureau

Local Resources

Gainesville Fire Rescue

GFR will utilize the existing fire stations to stage outside resources.

Gainesville Police Department

GPD will utilize multiple locations within the City to stage outside resources, these locations include:

- Gainesville High School
- Howard Middle School
- Martin Luther King/Northeast Pool (Open field North of location)
- Citizen's Field

Public Works

Public Works will utilize the following locations:

- 39th Avenue Compound
- Regional Transit System Compound
- Fleet Management
- Old police driving range in Northeast Industrial Park behind airport
- Oaks Mall (South side of complex)

Gainesville Regional Utilities

GRU will utilize the following locations:

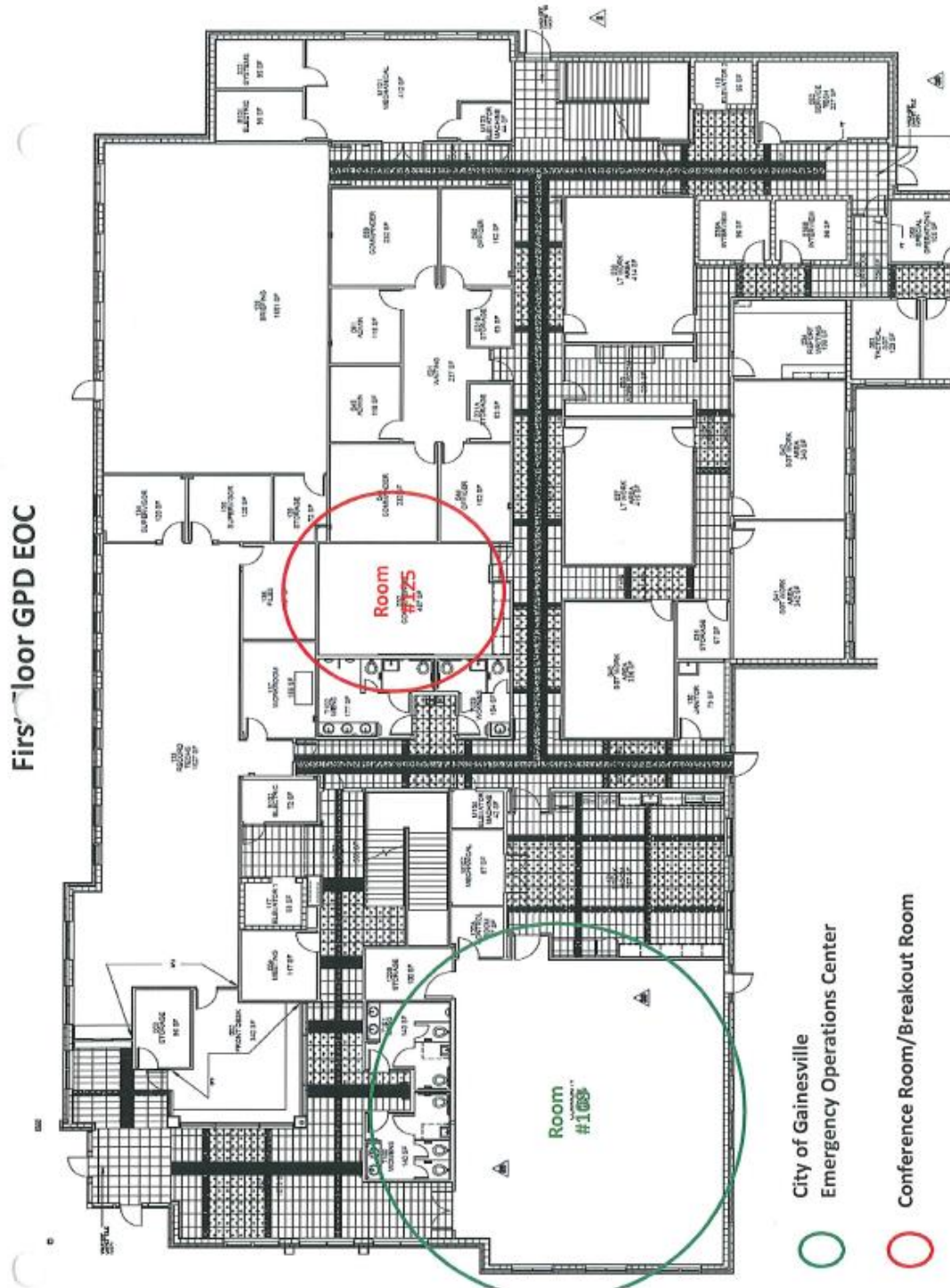
- Eastside Operations Complex
- Old training field located at NW 43rd Street and 53rd Avenue
- Fleet Management
- Springhill Facility

Additional locations may be identified and utilized based on the need for space.

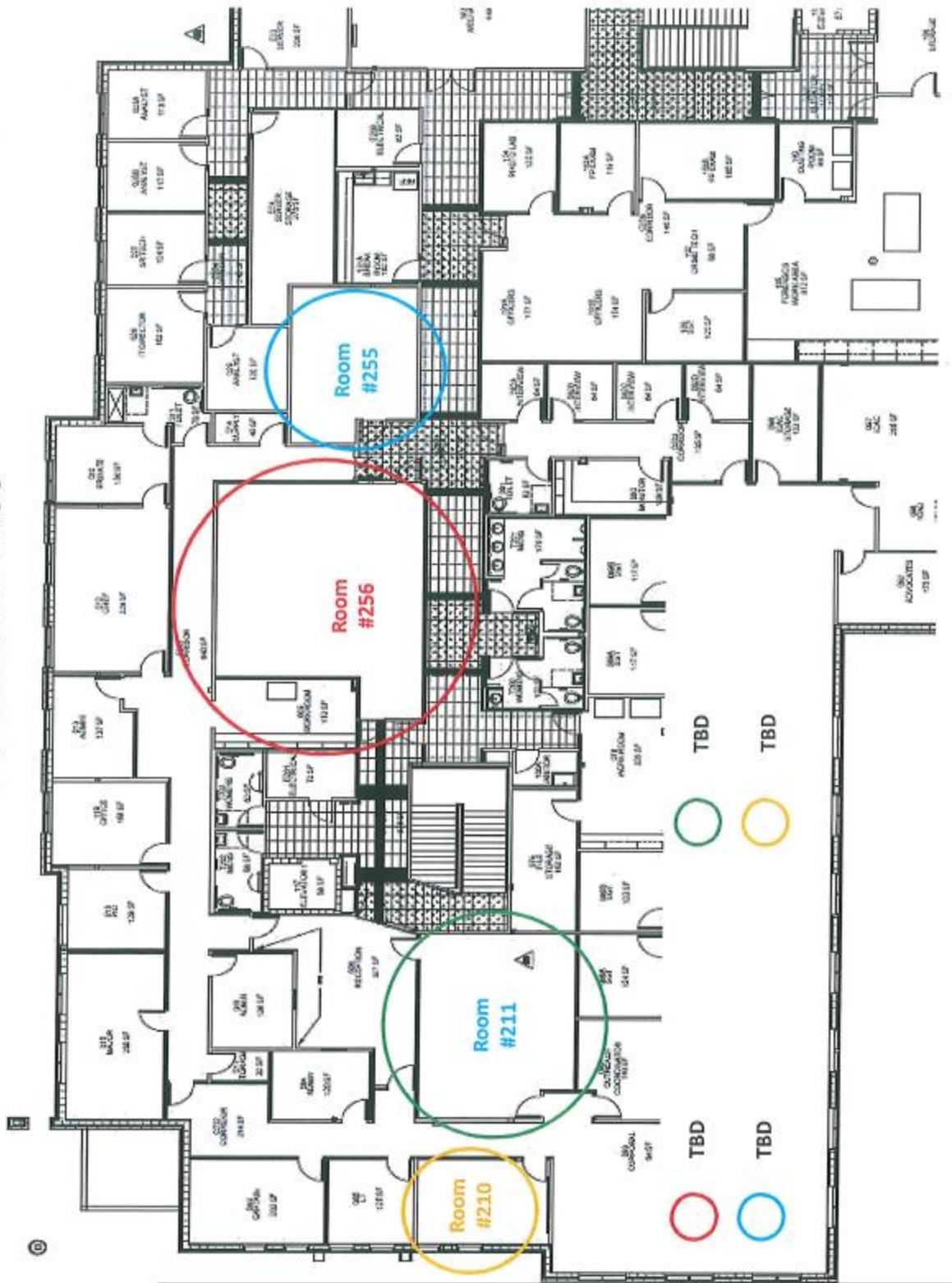
Appendix III: Task Force Operations

Reference to City of Gainesville Task Force Operations Plan (2021)

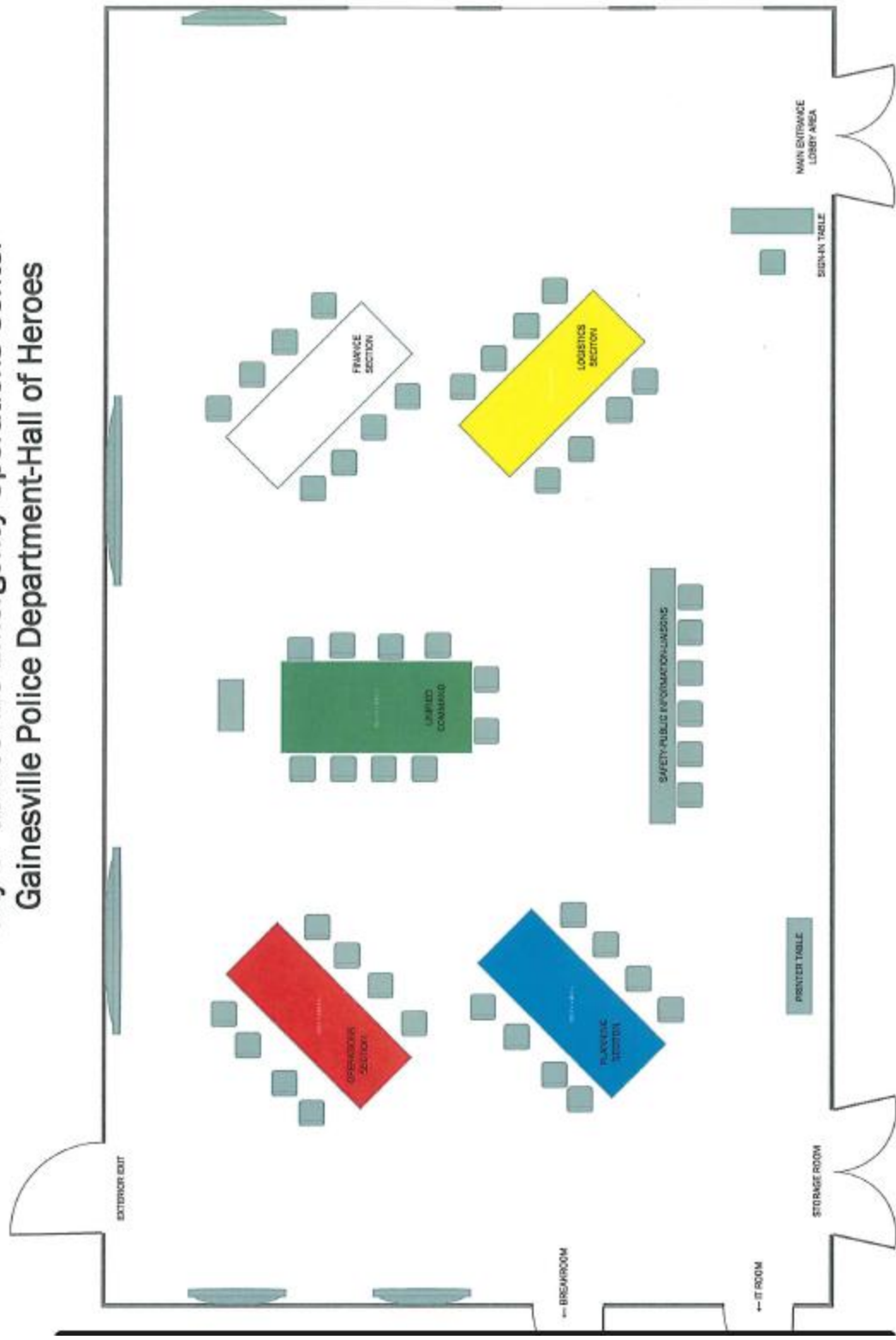
Appendix IV: City of Gainesville EOC Layouts



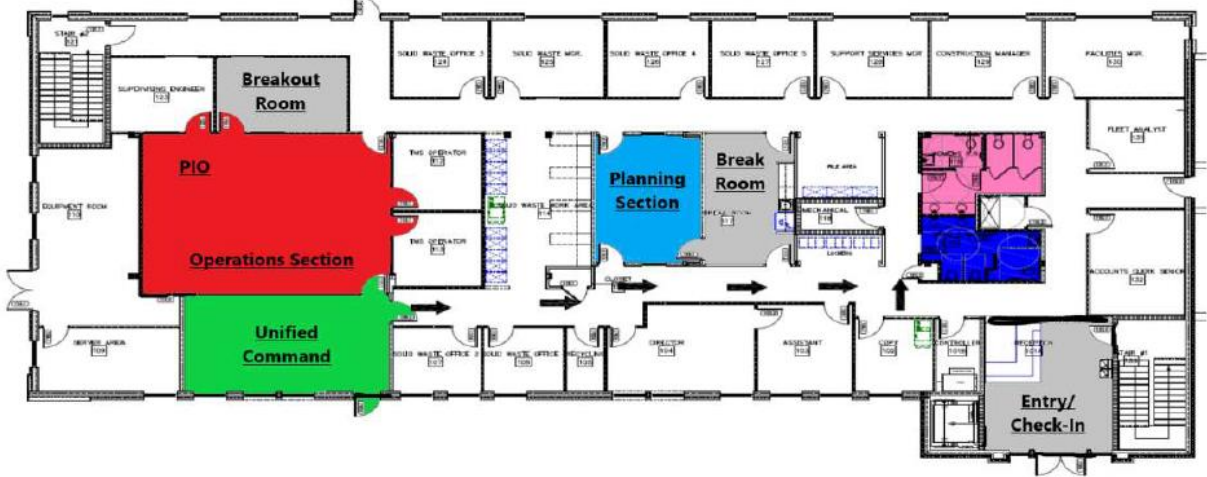
Second Floor GPD EOC



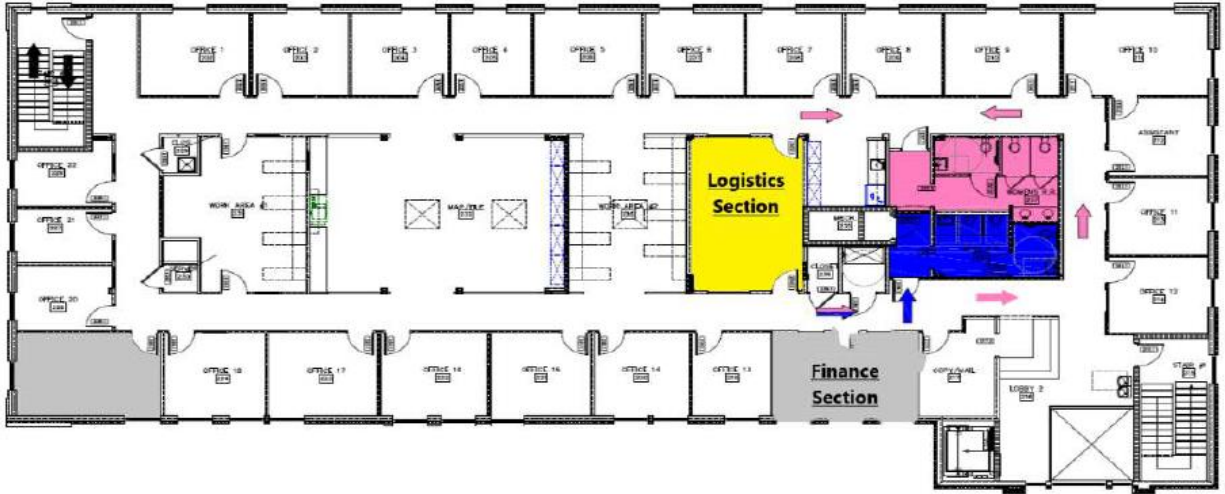
City of Gainesville Emergency Operations Center Gainesville Police Department-Hall of Heroes



City of Gainesville EOC - Public Works First Floor



City of Gainesville - EOC - Public Works Second Floor



Annex 1: Terrorism

Under Development

Annex 2: Mitigation

Under development

Annex 3: Active Shooter

Under development

Annex 4: Debris Management Plan

Reference City of Gainesville Debris Management Plan

2022 City of Gainesville Comprehensive Emergency Operations Plan - Part 1

Final Audit Report

2022-07-14

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