



Comprehensive Emergency Management
Plan
&
Disaster Preparedness Guide

June 2011

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INTRODUCTION

The City of St. Pete Beach is vulnerable to a number of natural and man-made disasters, which could cause substantial property damage, personal injury, and death. Some disasters lend themselves to preparation in advance of their occurrence; others happen with little or no warning. Therefore, all disasters require advance planning to minimize the overall effects to property and persons. The mayor and commission of the City of St. Pete Beach are committed to ensuring city management and personnel are prepared to respond to and mitigate the consequences of a disaster on city residents. To achieve that end, this Emergency Operations Plan has been established. This Emergency Operations Plan is intended for advance planning to prepare for and/or react to nature or man-made, non-routine, emergency situations with potential for disastrous consequences.

Purpose

The Emergency Operations Plan establishes a framework through which the City of St. Pete Beach may prepare for, respond to, recover from, and mitigate the impacts of a wide range of disasters that may adversely affect the health, safety or general welfare of the residents of the City of St. Pete Beach. Emergency operations have been coordinated with Pinellas County's Department of Emergency Management to ensure a cooperative effort in the response to all aspects of potential disasters. This plan identifies the concept of operations, flexibility of direction, method of warnings and recovery operations that will accomplish the following purposes:

1. Minimize suffering, loss of life, personal injury, and damage to property resulting from emergency and disaster conditions
2. Minimize disaster related material shortages and service system disruptions, which would adversely affect the residents and economy of the city
3. Provide immediate relief and enhance short and long-range recovery following a disaster
4. Provide training to enable city personnel to respond adequately to disaster situations

Scope

The City of St. Pete Beach Emergency Operations Plan is designed to meet the occurrence of any natural or man-made disaster except those because of war. The plan includes the following:

1. Describe the various types of emergencies and disasters that are likely to occur. It also provides procedures for disseminating warnings and for determining, assessing, and reporting the severity and magnitude of such disasters.

2. Prescribe ongoing public education and efforts to be undertaken by the city to inform the public about evacuation and preparation procedures to be followed prior to and in the event of a disaster.

Establishes the concepts under which the City of St. Pete Beach government will operate in response to disasters by:

1. Defining responsibilities of elected and appointed city officials, department and division heads.
2. Defining the emergency roles and functions of city departments and agencies.
3. Defining the role and function of the director of emergency management, coordinator of emergency services and the emergency management coordinating committee.
4. Establishing a framework for expeditious, effective, and coordinated deployment of city resources in response to disaster.
5. Outlining procedures for requesting state and federal assistance when the magnitude of the disaster has exhausted city and county resources.
6. Describing recovery operations to include types of assistance available to individuals and businesses. Describing required action necessary to ensure eligibility.
7. Assigning priorities to specific tasks for restoration of all municipal services disrupted by a disaster.

Organization

The Emergency Operations Plan is organized into five general sections: Introduction, Authority, Hazard Analysis, Concept of Operations, and Assignment of Responsibilities. The Plan then contains several functional appendixes addressing those functions common to disasters.

Publication

The coordinator of emergency services (fire chief) publishes this emergency operations plan by authority from the city manager. The coordinator of emergency services will issue updates, revisions or additions to this plan as the need arises. The Emergency Management Planning Committee, made up of the department/division managers, will review the plan annually. Departmental requests for changes to the plan may be submitted in writing to the coordinator of emergency services. The coordinator of emergency services will publish and distribute all changes to the plan.

Distribution

Distribution of this Plan is shown below.

| Area | CD | Manual |
|------------------------------|-----------|---------------|
| City Clerk | 1 | 1 |
| City Hall | 2 | |
| City Manager | 1 | 1 |
| Community Development | 1 | |
| Department of Administration | 2 | |
| Emergency Operations Center | 1 | 1 |
| Fire Department | 4 | 1 |
| Legal | 1 | |
| Library | 1 | |
| Mayor & Commission | 5 | |
| Public Works | 1 | |
| Recreation | 1 | |

Reproduction

Departments may reproduce this plan, in whole or in part, for internal use.

AUTHORITY

Florida State Statute, Chapter 252, Emergency Management grants legally constituted municipalities certain emergency management powers and authorizes municipalities to create emergency management programs and emergency management plans.

Emergency Management Powers

Emergency Management Powers conferred by State Statute include the power and authority:

1. To appropriate and expend funds, ... provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs.
2. To appoint, employ, remove ... coordinate, rescue teams, fire and police personnel, and other emergency management workers.
3. To establish ... emergency operating centers to provide continuity of Government and direction and control of emergency operations.
4. To assign and make available for duty the offices and agencies of the political subdivision, including employees, property, or equipment hereof ... as the primary emergency management forces of the political subdivisions.
5. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7 day increments. Further, the City of St. Pete Beach has the power and authority to waive the procedures and formalities otherwise required by city ordinance, administrative policy or law pertaining to: Performance of public work and taking whatever prudent act necessary to ensure the health, safety and welfare of the community.
6. Entering into emergency contracts to obtain goods or services to perform emergency operations.
 - Incurring obligations
 - Employment of permanent and temporary workers
 - Utilization of volunteer workers
 - Rental of equipment
 - Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
 - Appropriation and expenditure of public funds

State Of Local Emergency

St. Pete Beach Code of Ordinance, Chapter 34, Civil Emergencies, Article II: Emergency Management authorizes the mayor to declare a state of local emergency when conditions exist which adversely affect the health, safety or welfare of citizens, visitors or property within the City of St. Pete Beach. Upon consultation with the city manager, the Mayor may declare the state of local emergency by proclamation. Upon the absence or unavailability of the mayor, the vice mayor, the members of the city commission in order of their seniority on the commission and after every effort has been made to contact same, the city manager, the coordinator of emergency services, in the order named may issue such a declaration. A declaration of a state of local emergency and all emergency regulations activated under the provisions of the emergency management ordinance shall be confirmed by the city commission by resolution within five (5) working days of such declaration, or at the next regularly scheduled meeting of the city commission, whichever occurs first, unless the nature of the local emergency renders a meeting of the city commission impractical.

The proclamation and resolution to declare a state of local emergency are contained in appendix 2-2 and 2-3 respectively.

Evacuation Order

Florida State Statute 252.38 and the Governor's Executive Order 80-29, Disaster Preparedness, provides the authority for the City of St. Pete Beach to order an evacuation. The mayor has the authority to issue evacuation orders for the City of St. Pete Beach, appendix 2-9.

For hurricane evacuation, the authority to issue the evacuation order is not exercised at the municipal level. The chairman of the Pinellas County Board of County Commissioners will issue an evacuation order in response to an approaching hurricane. Deferring the hurricane evacuation authority to the county is employed to provide for a coordinated and orderly evacuation flow from the twenty-four municipalities and unincorporated areas of the county. The mayor is expected to endorse a countywide hurricane evacuation order, appendix 2-10.

Emergency Operations Centers

The authority to establish county and municipal emergency operations centers is contained in Chapter 252.38 of the Florida Statutes, stating that each political subdivision shall have the power and authority to: "... establish a primary and one or more secondary, as necessary, emergency operations centers to provide continuity of government and direction and control for emergency operations."

The relationship between the county and city emergency operations centers is not set forth in the State Statute; however, the State of Florida Peacetime Emergency Plan, establishes a disaster response system which states in its concept of operations, that: "This plan is based on the principle that local authorities bear the initial responsibility for disaster relief. As a corollary to this principle, each level of government will accomplish

the functions for which it is responsible, requesting relief from the next higher level of government only after resources at that level are clearly inadequate to cope with the effects of the disaster."

In accordance with the State Peacetime Emergency Plan, the Pinellas County emergency operations center will act as the coordinating agency for all internal county resources and provide assistance needed by the city. It will also act as the focal point for information, coordination, and requests for assistance from the state or federal government.

See the city's EOC plan document for EOC details.

Emergency Pay Classification Plan

When the Governor of the State of Florida, Mayor of St. Pete Beach, or representative of another local jurisdiction officially declares an emergency as defined in the city code of ordinance, Chapter 34, Civil Emergencies, Article II: Emergency Management, employees performing essentials services may be required to work as deemed necessary by the city manager or designee.

Under declared emergency conditions where certain employees are unable or not required to report to work due to an emergency, the city manager or designee may declare an excused absence period and the city will excuse the employee, with or without pay, for their regularly scheduled hours.

Pay for time worked during officially declared emergency conditions will be as follows:

- All exempt employees will be paid at their regular hourly rate of pay for hours in excess of forty (40) hours per week.
- Represented employees will be paid time-and-a-half in accordance with their bargaining unit agreement for all hours worked in excess of their normal workweek. The normal workweek will include hours of excused absences during emergency conditions.
- All non-exempt employees will be paid time-and-a-half in accordance with the Policies and Procedures for all hours in excess of their normal workweek.
- All employees who are on official paid or unpaid leave at the time of the emergency, e.g., vacation, sick leave, family or medical leave, etc., will not be eligible for the excused absence or emergency pay during the official leave.

ARTICLE II. - EMERGENCY MANAGEMENT

Section 34-31 - Definition

Section 34-32 - Intent

Section 34-33 - Legislative authority

Section 34-34 - Applicability of Article

Section 34-35 - Director of Emergency Management

Section 34-36 - Coordinator of Emergency Services

Section 34-37 - Emergency Management Coordinating Committee

Section 34-38 - Declaration of State of Emergency

Section 34-39 - Certification of Emergency Conditions

Section 34-40 - Suspension of Local Building Regulations

Section 34-41 - Termination of State of Emergency

Section 34-42 - Commission Authority Limitations

Section 34-43 - Penalties

Section 34-44 - Conflicts

Section 34-45 - Authority in Evacuation Zones

Section 34-31 - Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Emergency means a condition which threatens or adversely affects the public health, safety or security and which threatens to be beyond the control of those public

and private agencies normally responsible for the management of such a condition, resulting from an act or threatened act of war, riot, terrorism, mob or other act of violence; from a weather event such as lightning, flood, hurricane, cyclone, tornado or waterspout; from a disruption in the city's utility system; hazardous waste spill; or from any other cause.

Emergency interim successor means a person designated pursuant to this article for possible temporary succession to the powers and duties but not the office of an officer if such officer or a duly authorized deputy is unavailable to exercise the powers and discharge the duties of the office.

Normal average retail price means the price at retail for merchandise; goods or services at which similar merchandise, goods or services were being sold during the 90 days immediately preceding a declaration of public emergency.

(Code 1983, § 8.5-3; Ord. No. 94-56, § 1, 12-20-94)

Cross reference— Definitions generally, § 1-2

Section 34-32 - Intent

(a) It is the intent of this article to designate a city official to declare a local state of emergency to enable the timely and effective use of all available city resources to prepare for, respond to and recover in a natural or man made disaster or emergency or the imminent threat thereof likely to affect the security, safety or health of the city and its residents, whether such events occur within or without the corporate limits of the city.

(b) Nothing in this article shall be intended to relieve city departments of their normally assigned duties, responsibilities and functions.

(c) Nothing in this article shall be construed as a delegation of authority to abridge or diminish the legislative or administrative powers of the city commission.

(Code 1983, § 8.5-1; Ord. No. 94-56, § 1, 12-20-94)

Section 34-33 - Legislative Authority

This article is enacted pursuant to the authority granted by F.S. § 252.38.

(Code 1983, § 8.5-2; Ord. No. 94-56, § 1, 12-20-94)

Section 34-34 - Applicability of Article

All officers, employees, contractors, vendors, boards, commissions, authorities and other agencies of the city are subject to this article.

(Code 1983, § 8.5-4; Ord. No. 94-56, § 1, 12-20-94)

Section 34-35 - Director of Emergency Management

(a) The City Manager shall perform the function of director of emergency management and shall implement, manage and report on all actions authorized and taken under this article.

(b) The City Manager, when acting as the director of emergency management, shall have the power, duty and responsibility to:

(1) Direct the creation, revision, and exercise of emergency response plans conforming to state and county emergency plans for the mitigation of, preparation for, response to and recovery from emergencies.

(2) Direct the efforts of the emergency management coordinating committee in the preparation for, response to and recovery from emergency conditions.

(3) Recommend a budget for the creation and maintenance of an emergency response capability as provided in this article.

(4) Promulgate emergency regulations necessary to the protection of life and property, establishment of public order, and control of adverse conditions affecting public welfare resulting from an emergency.

(Code 1983, § 8.5-5; Ord. No. 94-56, § 1, 12-20-94)

Section 34-36 - Coordinator of Emergency Services

(a) The City Manager shall appoint a coordinator of emergency services whose duties shall include the ongoing planning for a coordination of those actions necessary to the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions.

(b) The coordinator of emergency services shall have the responsibility and duty to:

(1) Supervise the development and maintenance of city emergency plans, including annual updates.

(2) Chair the emergency management coordinating committee.

(3) Plan for and develop an emergency operations control center to include equipping, staffing, and establishing operational procedures necessary for the management and control of emergency conditions.

(4) Develop and manage the city's emergency awareness public information program.

(Code 1983, § 8.5-6; Ord. No. 94-56, § 1, 12-20-94)

Section 34-37 - Emergency Management Coordinating Committee

(a) There shall be an emergency management coordinating committee composed of the department directors which shall be chaired by the coordinator of emergency services.

(b) The emergency management coordinating committee shall have the responsibility and duty to:

(1) Function as the emergency management agency during a declared emergency.

(2) Assist in the creation, revision and exercise of emergency plans.

(3) Advise the director of emergency management of requirements for resources necessary to the creation, maintenance, and exercise of a capable, efficient emergency response capability.

(Code 1983, § 8.5-7; Ord. No. 94-56, § 1, 12-20-94)

Section 34-38 - Declaration of State of Emergency

(a) In the following order, the mayor, vice-mayor, commissioner or city manager shall have the authority to declare a state of emergency by proclamation. Upon the absence or unavailability of the mayor, the vice-mayor may issue such a declaration, and upon the absence or unavailability of the mayor and the vice-mayor, a city commissioner or the city manager or, upon the absence or unavailability of the city manager, an acting city manager may issue such a declaration.

(b) Any declaration of a state of emergency and all emergency regulations activated under this article shall be confirmed by the city commission by resolution within five working days of such declaration or at the next regularly scheduled meeting of the city commission, whichever occurs first, unless the nature of the emergency renders a meeting of the city commission extremely impractical. Confirmation of the emergency declaration shall disclose the reasons for, anticipated impacts of, actions proposed and taken to manage the emergency and other pertinent data relating to the declaration of emergency.

(c) The state of emergency shall continue until there is a finding by the official declaring the emergency that the emergency no longer exists or until a meeting of a quorum of the board of city commissioners can take place and terminate the state of emergency by proclamation.

(d) Upon the determination of an emergency, the mayor, vice-mayor or City Manager shall have the power to issue and rescind executive orders, proclamations and rules. Such executive orders, proclamations and rules shall have the force and effect of law and may deal with the following matters:

(1) Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles.

(2) Establish curfews, including but not limited to the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated, essential services, such as fire, police, emergency medical services and hospital services, including the transportation of patients, utility emergency repairs and emergency calls by physicians.

(3) Utilize all available resources of the city government as reasonably necessary to cope with the emergency, including emergency expenditures, not to exceed \$50,000.00.

(4) Declare certain areas off limits.

(5) Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials.

(6) Establish emergency operating centers and shelters, in addition to or in place of those provided for in the city's emergency plan.

(7) Declare that during an emergency, it shall be unlawful and an offense against the city for any person to use the fresh water supplied by the city or the county, for any purpose other than cooking, drinking or bathing.

(8) Declare that during an emergency, it shall be unlawful and an offense against the city for any person operating within the city to charge more than the normal average retail price for any merchandise, goods or services sold during the emergency. The average retail price, as used in this subsection is defined to be that price at which similar merchandise, goods, or services were being sold during the 90 days immediately preceding the emergency or a markup which is a larger percentage over wholesale cost than was being added to wholesale cost prior to the emergency.

(9) Confiscate merchandise, equipment, vehicles or property needed to alleviate the emergency. Reimbursement shall be within 60 days and at customary value charged for the items during 90 days previous to the emergency.

(10) Make provisions for rationing of fuel, ice and other essentials.

(11) Evacuation planning.

(e) A state of emergency, when declared as provided in this section, shall continue in effect from day to day until declared to be terminated.

(f) Upon the declaration of a state of emergency, the city manager shall as promptly as practicable, file the declaration in the office of the municipal clerk who shall deliver it to appropriate news media for publication and radio and television broadcast thereof. If practicable, such state of emergency declaration or emergency measure shall be published by other means such as by posting and loudspeakers.

(Code 1983, § 8.5-8; Ord. No. 94-56, § 1, 12-20-94)

Section 34-39 - Certification of Emergency Conditions

A certification of emergency conditions to the city manager may be verbal, but each verbal certification shall be confirmed in writing within 24 hours following an emergency declaration.

(Code 1983, § 8.5-9; Ord. No. 94-56, § 1, 12-20-94)

Section 34-40 - Suspension of Local Building Regulations

The city manager may authorize the suspension of local building regulations during and following a declared state of emergency when the building official certifies that such action is necessary to the expeditious restoration of property damaged by the emergency event. Such suspension of building regulations may be applied on a case-by-case basis as required to remedy specific conditions and to facilitate the provision of emergency housing to disaster victims. The building official shall specify the provisions of the building code to be suspended and the reasons, therefore, when certifying the necessity of such suspension to the city manager. (Code 1983, § 8.5-10; Ord. No. 94-56, § 1, 12-20-94)

Section 34-41 - Termination of State of Emergency

A state of emergency shall be terminated upon the certification of the officer or agency requesting the declaration of the state of emergency that the conditions leading to or causing the emergency conditions no longer exist and that the city's agencies and departments are able to manage the situation without extraordinary assistance. Notice of such termination shall be made to the public by the city manager by the same means as the notices of the declaration of the state of emergency.

(Code 1983, § 8.5-11; Ord. No. 94-56, § 1, 12-20-94)

Section 34-42 - Commission Authority Limitations

Notice in this article shall not be construed to limit the authority of the board of city commissioners to declare or terminate a state of emergency and take any action by law when sitting in a regular or special session.

(Code 1983, § 8.5-12; Ord. No. 94-56, § 1, 12-20-94)

Section 34-43 - Penalties

(a) Any person who refuses to comply with or who violates any section of this article or the emergency measures which may be made effective pursuant to this article shall be punished according to law and, upon conviction for such offenses, shall be punished as provided in section 1-14. Each day of continued noncompliance or violation shall constitute a separate offense.

(b) In addition to subsection (a) of this section, any licensee of the city found guilty of violating any provision of this article or the emergency measures which may be made

effective pursuant to this article may have his license suspended or revoked by the board of city commissioners.

(c) Nothing contained in this section shall prevent the city from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy any refusal to comply with or violation of this article or the emergency measures which may be effective pursuant to this article. Such other lawful action shall include but shall not be limited to an equitable action for injunctive relief or any action at law for damages. (Code 1983, § 8.5-13; Ord. No. 94-56, § 1, 12-20-94)

Section 34-44 - Conflicts

(a) If this article conflicts with any other ordinance or this Code or other applicable law, the more restrictive shall apply.

(b) Any portion of this article found to be in conflict with the Pinellas County Emergency Management Plan shall not be enforceable.

(Code 1983, § 8.5-14(a), (c); Ord. No. 94-56, § 1, 12-20-94)

Section 34-45 - Authority in Evacuation Zones

(a) Preemption. The emergency management coordinating committee shall have the authority to delegate, to the chief of police, sole and exclusive authority to regulate the ingress and egress of persons and vehicles in those zones which are required to be evacuated in a declaration of a state of local emergency, and to designate the terms and conditions of reentry into such areas upon official declaration that the evacuated zones are safe and secure for reentry. In the exercise of such authority, the police chief shall consult with the emergency management coordinating committee, the executive group of the Pinellas County Emergency Operations Center and all affected local governments.

(b) Prohibition. The police chief is authorized to delegate to any local law enforcement agency the authorities granted in this section relative to their respective jurisdictions, upon his determination that such delegation of authority is necessary and proper.

(c) Jurisdiction. All territory within the legal boundaries of the city, including all incorporated and unincorporated areas, shall be embraced by this article.

**PROCLAMATION
CITY OF ST. PETE BEACH**

WHEREAS, _____ has the potential for causing extensive damage to public utilities, public buildings, public communication systems, public streets and roads, public drainage systems, commercial and residential buildings and areas; and

WHEREAS, Chapter 252.38, Florida Statutes, provides authority for a political subdivision, such as the City of St. Pete Beach, to declare a State of Local Emergency and to waive the procedures and formalities otherwise required of political subdivisions by law pertaining to:

1. Performing of public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community;
2. Entering into contracts;
3. Incurring obligations;
4. Employing permanent and temporary workers;
5. Utilizing volunteer workers;
6. Renting of equipment;
7. Acquiring and distributing with or without compensation of supplies, materials, and facilities;
8. Appropriating and expending of public funds; and

WHEREAS, _____ negatively affects the health, safety, and welfare of citizens and visitors of the community.

NOW, THEREFORE, I, _____, **MAYOR OR OTHER AUTHORIZED CITY OFFICIAL OF THE CITY OF ST. PETE BEACH FLORIDA,** do hereby proclaim that _____ poses a serious threat to the lives and property of residents of the City of St. Pete Beach and that a State of Local Emergency shall be declared, effective immediately, for all territory within the corporate boundaries of the City of St. Pete Beach.

IT IS FURTHER PROCLAIMED THAT the City of St. Pete Beach hereby exercises its authority and waives the procedures and formalities required by law of a political subdivision as provided in Chapter 252.38, Florida Statutes.

IT IS FURTHER PROCLAIMED THAT the enforcement of the provisions of the following emergency ordinances, pursuant to the City Code of Ordinance, Article II, Emergency Management, shall be in effect until the termination of the State of Local Emergency for: _____.

IN WITNESS WHEREOF, I have here unto set my hand and caused the great Seal of The City of St. Pete Beach, Florida to be affixed this ____ day of ____, 20 ____.

MAYOR OR OTHER AUTHORIZED
CITY OFFICIAL

ATTEST: _____
CITY CLERK

**A PROPOSED RESOLUTION OF THE
CITY OF ST. PETE BEACH**

**A RESOLUTION OF THE CITY OF ST. PETE BEACH, FLORIDA,
DECLARING A STATE OF EMERGENCY IN ORDER TO PROTECT
THE HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY;
AND PROPERTY, BOTH PUBLIC AND PRIVATE, FROM THE
HAZARDS OF _____.**

WHEREAS, _____ has the potential for causing extensive damage to public utilities, public buildings, public communication systems, public streets and roads, public drainage systems, commercial and residential buildings and areas, and

WHEREAS, Chapter 252.38, Florida Statutes, provides authority for a political subdivision, such as the City of St. Pete Beach, to declare a State of Local Emergency and to waive the procedures and formalities otherwise required of political subdivisions by law pertaining to:

1. Performing of public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community;
2. Entering into contracts;
3. Incurring obligations;
4. Employing permanent and temporary workers;
5. Utilizing volunteer workers;
6. Renting of equipment;
7. Acquiring and distributing with or without compensation of supplies, materials, and facilities;
8. Appropriating and expending of public funds; and

WHEREAS, _____ negatively affects the health, safety, and welfare of citizens and visitors of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. PETE BEACH THAT:

_____ poses a serious threat to the lives and property of residents of the City of St. Pete Beach and that a State of Local Emergency shall be declared, effective immediately, for all territory within the corporate boundaries of the City of St. Pete Beach.

BE IT FURTHER RESOLVED THAT the City of St. Pete Beach hereby exercises its authority and waives the procedures and formalities required by law of a political subdivision as provided in Chapter 252.38, Florida Statutes.

BE IT FURTHER RESOLVED THAT the enforcement of the provisions of the following emergency ordinances, pursuant to the City Code of Ordinance, Article II, Emergency Management. _____ shall be in effect until the termination of the State of Local Emergency: _____.

PASSED AND ADOPTED THIS _____ DAY
OF _____, 20_____.

CITY OF ST. PETE BEACH, FLORIDA

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

**A PROPOSED RESOLUTION OF THE
CITY OF ST. PETE BEACH**

**A RESOLUTION OF THE CITY OF ST. PETE BEACH, FLORIDA,
TERMINATING THE STATE OF LOCAL EMERGENCY.**

WHEREAS, the conditions causing the State of Local Emergency to be declared are no longer present; and

WHEREAS, the City’s departments are able to manage the situation without extraordinary assistance or powers;
and

WHEREAS, there is no longer a danger to the health, safety, and welfare of the citizens and visitors of the
community,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. PETE BEACH THAT:

The State of Local Emergency is hereby terminated.

BE IT FURTHER RESOLVED THAT the enforcement of the provisions of the emergency ordinances put
into effect under the State of Local Emergency is hereby rescinded pursuant to the City Code of Ordinance, Article II,
Emergency Management. _____.

PASSED AND ADOPTED THIS _____ DAY
OF _____, 20_____.

CITY OF ST. PETE BEACH, FLORIDA

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF ST. PETE BEACH EVACUATION ORDER

Whereas, a State of Local Emergency has been declared because of the serious threat to the lives and property of residents of the City of St. Pete Beach. Now, therefore, pursuant to Chapter 252.38 of the Florida Statutes and Governor's Executive Order 80-29, as the Chief elected official of the City of St. Pete Beach, I hereby order an Evacuation to be implemented in order to protect the citizens of the City of St. Pete Beach from the effects of _____.

All persons residing in the area bounded by _____ must evacuate their homes immediately and go to safe areas or shelters as directed by police and fire rescue personnel. Any person not abiding by this Order is guilty of, a misdemeanor of the second degree and subject to penalties established under Chapter 252.50 of the Florida Statutes.

Done this _____ day of _____, 20_____

Mayor, City of St. Pete Beach

Issued at _____ a.m./p.m., 20_____

CITY OF ST. PETE BEACH EVACUATION ORDER ENDORSEMENT

Whereas, a State of Local Emergency has been declared for Pinellas County because of the serious threat to the lives and property of residents from Hurricane _____; Now, therefore, pursuant to chapter 252.38 of the Florida Statutes and Governor's Executive Order 80-29, as Mayor of the City of St. Pete Beach. I hereby endorse the Order issued on _____, by the Pinellas County Board of Commission to implement Evacuation Level _____ of the Pinellas County Hurricane Evacuation Plan and direct compliance by the citizens of the City of, in order to protect them from the effects of Hurricane _____,

Done this _____ day of _____, 20_____

Mayor, City of St. Pete Beach

Issued at _____ a.m./p.m., 20_____

Authority Check List

Incident Description:

Date: _____

State of Emergency ordered by the Governor Order #

State of Local Emergency ordered by Pinellas County Order #

State of Emergency ordered by the Mayor (Proclamation) Order #

(Appendix 2-2)

State of Emergency ordered by the Mayor (Resolution) Order #

(Appendix 2-3)

Evacuation Order by Pinellas County Order #

Evacuation Order Endorsement by Mayor Order #

(Appendix 2-10)

Termination of the State of Emergency by Mayor Order #

(Appendix 2-8)

ST. PETE BEACH HAZARD ANALYSIS

This section identifies the potential dangers and hazards facing the City of St. Pete Beach so that plans can be developed and implemented to address such hazards if they occur. There are two basic types of hazards: those that lend themselves to planning (hurricanes) and those that happen without forewarning (tornadoes). Hazards can be further classified as those that have local (airplane crash) or regional (severe weather event) affects. These hazards can vary in degree, but nevertheless, each must be anticipated so that the contingency plans can be formulated.

Setting

1. St. Pete Beach is a barrier island city located in southern Pinellas County and has approximately 10,000 residents. The median age of the residents is 54 with the housing divided between single-family, multi-family and hotel/motel dwellings.
2. The city is located between the Gulf of Mexico and the intercostals waterway which present a potential for significant flood and storm surge damage. All areas of the city are located in a Level "A" Evacuation Zone. The city's geographic location complicates the disaster response due to the evacuation difficulties created by the potential closing of bridges that constitute main evacuation routes.

Hazard Vulnerability Analysis

In 1999, a study was conducted to identify the major weather related and hazardous materials disaster potentials for Pinellas County. The results of this study are reported in the Pinellas County Peacetime Emergency Plan. The following table provides a summary of the vulnerability of the weather-related and hazardous materials disasters.

| HAZARD | VULNERABILITY | IMPACT | FREQUENCY |
|---|----------------------|---------------|-----------------------|
| Flooding (rainfall) | Moderate | Minor | Once every 5-10 years |
| Hazardous Materials (Fixed Facility) | High | Major | 5-10 Years |
| Hazardous Materials (Transportation) | High | Moderate | 50-100 times per year |
| Major Transportation Incident | High | Major | Several a Year |
| Tornado | High | Major | 2-3 per year |
| Hurricane/Tropical Storm (Minor Impact) | High | Minor | 2 years |

| | | | |
|-----------------|------|-------|------------------|
| (Major Impact) | High | Major | 1 every 50 years |
| Coastal Erosion | High | Major | Several a Year |

(Source: Pinellas County Peacetime Emergency Plan. August 2006)

Planned Hazards

Hurricane – Regional

- Historically, hurricanes are the natural disasters that pose the greatest threat to Florida, Pinellas County and the City of St. Pete Beach. They have caused the greatest amount of property damage and as more people move to the area and more development takes place, the potential for hurricane related deaths and damages increases each year. Statistical data can be found in the Pinellas County CEMP on storms that have affected Pinellas County in the past.
- Based on the history of hurricanes affecting the Tampa Bay area, Pinellas County can expect a hurricane to affect us at least once every 2.6 years. It is considered that the occurrence of a hurricane in the Tampa Bay area on an annual basis is high.

Hurricane Types

The following three types of hurricanes are differentiated by the orientation to the Pinellas County land mass upon approach to the storm.

- Landfalling: A hurricane characterized by the tracks of its eye crossing from water to land and continuing inland, as in a storm striking the west coast of Florida from the Gulf of Mexico.
- Paralleling: A hurricane characterized by the track of its eye approaching but not crossing the coastline often moving parallel along the shore, yet producing significant hurricane hazards, as in a storm moving northwest along the west coast of the Florida peninsula.
- Exiting: A hurricane that is characterized by its return to open water after traveling a significant land mass, as in a storm entering the east coast of the Florida peninsula and exiting via the west coast.

Hurricane Hazards

The three major hazards produced by a hurricane are storm surge, high winds, and rainfall.

- Storm Surge: The storm surge is by far the most dangerous of the three hazards, historically causing nine out of ten hurricane-related deaths. The storm surge is a great dome of water that crosses the coastline near where the eye of the hurricane makes landfall. With a landfall storm on the west coast of Florida, the maximum storm surge will be experienced south of where the eye of the

hurricane makes landfall. This surge, when coupled with the breaking waves, will cause great destruction. The more intense the hurricane and the closer to perpendicular its track is in relation to the coastline, the higher the storm surge and resulting destruction. Also affecting the storm surge height is the water depth along a threatened coastline. Because of the high shoaling factor (shallow water and gradual slope of the Gulf bottom) off the West Central Florida coast, Pinellas County will receive higher surge heights than those indicated in the generalized Saffir/Simpson Hurricane Scale.

- High Winds: High winds will also render segments of the population vulnerable to a passing hurricane. The hazard applies to residents of structures unable to withstand the stress of hurricane-force winds, which are defined as winds with a maximum sustained velocity exceeding 74 miles per hour. Because of their construction characteristics, the National Weather Service recommends that all residents of mobile homes evacuate to a more sound structure when threatened by a hurricane. High winds also impact the timing of the Evacuation Order, since they arrive at the coastline several hours before the arrival of the eye of the hurricane. All evacuation activities must be completed prior to the arrival of sustained gale force winds (40 mph), which often accompany a hurricane storm event. Unlike the arrival of hurricane force winds, tornados will develop fast, inflict tremendous damage, and vanish quickly. It is impossible to predict these tornadoes and where they will strike.
- Rainfall: Since the structure of every hurricane is unique, there is no way to determine the rate and distribution of the expected six to twelve inches of rainfall generally accompanying the storm. However, rainfall has only minor influence on the storm surge water levels. Rainfall in itself will not normally require the evacuation of a large number of residents during the passage of a hurricane as does the storm surge, but it may cause the slowing of traffic or the severing of evacuation routes, adding critical hours to overall evacuation time.

Hurricane Categories and Damage Potential

The Saffir/Simpson Hurricane Scale is used by the National Weather Service to give local officials a continuing assessment of the potential wind and storm surge damage from a hurricane in progress. As the hurricane approaches, the Scale assessments are revised regularly as new observations are made.

There are five categories of a hurricane and the resulting hazard potential, including the storm surge heights.

- Category 1 - winds of 74 to 95 miles per hour: Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Storm surge 5-7 feet

above normal. Flooding at barrier and low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage from torn moorings.

- Category 2 - winds of 96 to 110 miles per hour: Considerable wind damage to shrubbery, trees and foliage, some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings, and some window and door damage. No major damage to inland buildings. Considerable damage to piers, marinas and small craft in unprotected anchorage. Storm surge 7-12 feet above normal; damage and flooding as described in Category I.
- Category 3 - winds of 111 to 130 miles per hour: Foliage torn from trees, large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing materials of buildings, some windows and door damage. Some structural damage to small buildings. Mobile homes destroyed. Storm surge 12 to 15 feet above normal. Serious flooding along barrier islands and coast, with larger structures being damaged and small structures destroyed by waves and floating debris.
- Category 4 - winds of 131 to 155 miles per hour: Shrubs, trees and signs blown down. Extensive damage to roofing materials, windows and doors. Complete destruction of mobile homes. Storm surge 15 to 20 feet above normal. Major damage to lower floors of structures near the coast or on barrier islands due to flooding, waves and floating debris.
- Category 5 - winds greater than 155 miles per hour. Shrubs, trees and signs blown down; considerable damage to roofs of buildings; all signs down. Some complete building failure. Complete destruction of mobile homes. Storm surge greater than 20 feet above normal. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.

Readiness Conditions

To ensure coordinated preparation activities by County and City government personnel and other disaster organizations operating in Pinellas County, the following increased readiness conditions will be issued by the Pinellas County Department of Emergency Management:

Hurricane Condition 5 Hurricane Season (June 1- November 30)

Hurricane Condition 4 Alert - Hurricane Advisory indicating potential threat (within 72 hours)

Hurricane Condition 3 Hurricane Watch or approximately 48 hours to forecasted landfall

Hurricane Condition 2 Hurricane Warning or approximately 36 hours to forecasted landfall

Hurricane Condition 1 Estimated 12 hours or less to projected landfall

Landfall/Recovery Threat removed or Damage Assessment and Recovery

These conditions will be established by the County based on information received from the National Hurricane Center.

Mass Demonstration - Regional or Local

Normally mass demonstrations are planned events. Lawful demonstrations must be protected as a Constitutional Right and can serve to reduce community tensions. Nearby communities of Largo and St. Petersburg have experienced demonstrations and the St. Pete Beach area could likewise be faced with similar demonstrations. Mass demonstrations have the potential for large crowds and incidents of civil disturbances.

Unplanned Hazards

Tornados - Regional or Local

- Tornados develop during strong thunderstorms and possess winds up to 300 mph. The Greater St. Pete Beach area is especially vulnerably to tornados due to the numerous thunderstorms experienced in the region. Tornados have the potential to cause great property damage, personal injury, and death due to powerful winds, flying debris, and the lack of warning.
- Flooding potentials during heavy and long-term rains are significant due to the topographical characteristics of the low-lying areas and streets.

Hazardous Materials Accidents - Regional or Local

- Hazardous materials accidents may occur at fixed sites or during transportation. The Greater St. Pete Beach area has minimal industrial and manufacturing firms that use, create and dispose of hazardous materials. However, the potential for waterway spills are significant. Hazardous material spills pose short or long-term effects that may cause damage to property, personal injury, or death and damage to the environment.

Plane Crashes - Regional or Local

- Due to St. Pete Beach's close proximity to the Tampa International, Clearwater-St. Petersburg, Albert Whitted Municipal, Clearwater Executive Airports and MacDill Air Force Base, the potential of a plane crash in the City is substantial. The injury and death that could occur to both plane passengers and persons on the ground are also substantial. In addition, the devastation could involve several square miles and numerous fires.

Civil Disturbances - Regional or Local

- Civil disturbances may arise out of mass demonstrations or may occur spontaneously usually in response to a controversial high profile media event. Civil disturbances are lawless elements that possess a mob mentality and are intent on damaging property, inflicting injury or death, and interfering with normal business traffic.

Transportation Incident – Local

- A major north-south state roadway runs directly through the center of St. Pete Beach and the intercoastal waterway borders the east boundary of the city. The roadways and waterways present the possibility for a major vehicle or marine accident to occur. A major accident would cause severe disruption of traffic flow and could cause extensive injury and/or death.

Major Fire or Explosion – Local

- The City of St. Pete Beach and the surrounding areas are densely populated. This density presents the situation where a major fire or explosion could impact a large number of residents, homes, and businesses. Fires and explosions occur without warning and have the ability to cause large-scale damage, injury, or death.

Hazardous Materials Incidents

General

- A major hazardous materials incident is any incident involving toxic, flammable, corrosive, or other materials which pose a threat to persons or property that overwhelms the resource capability of the fire department.

Direction and Control

- The overall command and control of a major hazardous materials incident will be the responsibility of the on-duty shift commander unless relieved by a command staff officer of the fire department.

Operations

- All operational procedures will be adhered to as outlined in “Pinellas County Fire Department Standard Operating Procedure 600-20.”

Command

- The hazardous materials team will establish a specialty sector with a team command officer in charge. The fire department’s command will be responsible for providing the appropriate support companies on-scene until the situation is under control.

CONCEPT OF OPERATIONS

This Emergency Operations Plan recognizes the concept that emergency operations should parallel normal day-to-day departmental operations. To the extent possible, the same personnel and resources will be employed in both cases. However, in a disaster situation the usual way of functioning may no longer suffice. Day-to-day functions that do not contribute directly to emergency operations may be suspended. Personnel and resources may be redirected to fulfill emergency operational needs.

Emergency Structure

The first response agencies are organized using the National Incident Management System (NIMS) when an emergency is within the capabilities of the jurisdiction (along with automatic aid companies) such as a structure or vehicle crash. The incident commander controls the emergency and is supported by four sector chiefs (operations, logistics, planning, finance) if needed. The incident commander provides direction and control at an incident command post. The organizational structure grows as the incident grows. A unified incident command may be used in the event there is more than one jurisdiction involved.

If the emergency is beyond the capabilities of the first response agency (utilizing automatic aid companies) the city may activate (at the direction of the city manager) the Emergency Operations Center (EOC) and request the activation and/or assistance from the Pinellas County EOC. City of St. Pete Beach EOC positions/assignments are described in section five "Assignment of Responsibilities" and graphically depicted on the EOC Organizational Chart. EOC positions will be filled to take action according to the emergency and its consequences. Additional local, state and federal resources will be added using the modular concept of NIMS as the situation dictates.

Phases of Emergency Management

The City's emergency organization addresses the four phases of emergency management which include Preparedness, Response, Recovery and Mitigation. Disaster activities can occur within each of the management phases but may overlap because the management phases are borderless.

- **Preparedness:** Preparedness activities are those that exist prior to a disaster and are used to support and enhance the emergency response. Planning, training, and disaster exercises are preparedness activities.
- **Response:** Response activities are designed to address the immediate and short-term effects of a disaster. Response activities help to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, and evacuation.

- **Recovery:** Recovery activities involve restoring systems to normal. Short-end or short-range recovery actions assess damage and return vital life-supporting systems to minimum operating standards. Long-range recovery involves restoring the quality of life to pre-disaster conditions or better.
- **Mitigation:** Notification activities are those that either prevent the occurrence of a disaster or reduce the community's vulnerability in ways that minimize the adverse impact.

Concept for Recovery Operations

The concept for recovery operations includes the commitment to provide relief from injuries, damages, and suffering resulting from a disaster and restoring daily life to pre-disaster conditions. Recovery operations include three phases:

- Immediate Emergency Period begins as soon as the initial disaster passes and may extend for several days depending on the size of the incident. Immediate emergency operations include:
 - State of Local Emergency declaration
 - Search and Rescue
 - Medical care of injured
 - Security and Traffic Control
 - Preliminary damage assessment
 - Emergency debris clearance
 - Priority restoration of services
 - Emergency transportation
 - Sheltering and mass feeding
- Short-range Restoration Period: The short-range restoration period may last from days to several weeks depending on the size of the incident. Operations during this period include:
 - Re-entry
 - Detailed damage assessment
 - Debris clearance and removal
 - Disaster declaration
 - Federal assistance programs
 - Non-emergency restoration of services
 - Resource distribution
 - Temporary housing
 - Emergency repairs
 - Mass feeding
 - Mass transportation

- Long-range Restoration Period: The long-range restoration periods may continue for several months and possibly years. Long-range restoration includes:
 - Disposal of debris
 - Decisions on new construction codes and densities
 - Economic impacts
 - Public disaster assistance
 - Mitigation

ASSIGNMENT OF RESPONSIBILITIES

The mayor and city commission are elected to ensure the needs of the community are addressed which includes disaster operations. The mayor and commission are responsible for ensuring that city personnel, equipment, facilities and operations are prepared to respond to a disaster that affects the citizens of St. Pete Beach. This responsibility has been met by the promulgation of this plan and the assignment of duties and responsibilities to the city manager and the city's management staff.

Department Plans

All Departments of the City of St. Pete Beach must prepare, maintain, and update an emergency operations plan for their departmental operations during a disaster. All department plans must include:

- Overview of department responsibilities during emergency operations.
- Departmental direction and control.
- Protection of city facilities, equipment, personnel, and records.
- Designation of all personnel as primary, secondary, or reserve responders.
- Method of employee callback.
- Identification of available and needed equipment and resources.
- Method of documenting disaster operations including personnel, equipment, and supplies.

Duties and Responsibilities

Mayor and City Commission

Promulgate this plan as a means to ensure the needs of the citizens of St. Pete Beach are met during emergency operations.

- Provide for the continuity of effective and orderly government control of emergency operations.
- Render public policy decisions to deal with disaster-related issues.
- Issue resolutions, proclamations, and/or executive orders related to the emergency operations.
- Declare a State of Local Emergency.
- Order evacuation of areas within the City to protect the lives of citizens.
- Authorize the return of citizens to evacuated areas after the possibility of danger has passed.
- Issue endorsement of Countywide Evacuation Order.

City Manager – Director of Emergency Management

- Serve as the director of emergency management, pursuant to the city code of ordinance, Article II, Emergency Management
- Serve as the incident commander when the EOC is activated.
- Provide general direction and guidance to the coordinator of emergency services (fire chief)
- Direct the activation of the city's EOC
- Ensure the evacuation order is issued at the appropriate time and make other emergency policy decisions.
- Facilitate EOC staff briefings/status reports for effective emergency operations
- Execute agreements with federal and state disaster relief agencies
- Fulfills contractual obligations with Pinellas County EMS Authority
- Direct the return of population to evacuated zones
- Serves as litigation coordinator for the city
- Legal issues and ordinances

City Attorney

Provide legal advice to mayor, commission and city manager on declaring an emergency, establishing curfews and securing intergovernmental assistance.

City Clerk

- Provide support to the mayor, city commission, city manager and the city attorney
- Provide situation reports to the mayor and city commission on the emergency operations
- Maintain and file copies of all EOC messages
- File, maintain, and store documents relative to the emergency
- Maintain the official documentation file of the emergency
- Assure that all resolutions, proclamations, and other official actions are considered, adopted and disseminated in a timely fashion
- Issue an endorsement of a countywide evacuation order

Fire Department - Fire Chief

- Serve as coordinator of emergency services for the city under the direction of the city manager
- Serve as the operations section chief in the EOC
- Fulfills contractual obligations of the EMS Authority
- Act on behalf of the city manager in his absence
- Provide necessary direction and guidance to implement the provisions of this plan

- Direct and coordinate public information and the city's disaster information center
- Direct the development and maintenance of the city's emergency plans, including annual revisions
- Coordinate activation and setup of the city's EOC
- Direct emergency-related operations of the fire department
- Coordinate emergency transportation assistance
- Provide automatic aid in accordance with standing agreements
- Provide search and rescue efforts during and immediately after the emergency as safety allows
- Assist in recovery planning, including mitigation strategies

Police Department - Police Chief

- Serve as coordinator of emergency services in the absence of the fire chief
- Oversees the flow of traffic during evacuations
- Coordinates security for the EOC and other city facilities
- Provides security for the citizens of the city
- Restricts access to the city while the city is under an evacuation order
- Manages the reentry/access process to the city by residents and business owners/operators
- Direct emergency related operations of the police department
- Provide automatic aid in accordance with standing agreements
- Assist in recovery planning, including mitigation strategies

Community Development Department– Director of Community Development

- Serve as the planning section chief in the EOC
- Direct emergency operations related community development
- Assign the senior planner as the EOC liaison officer
- Coordinate the damage assessment and damage survey reporting
- Assure that recovery planning supports the objectives and policies of the City's comprehensive plan
- Provide transportation analysis and information to assist in evacuation, search and rescue, debris removal and relocation and re-entry
- Assist in recovery planning, including mitigation strategies

Public Services Department – Director of Public Services

- Functionally operates under the operations section chief
- Direct emergency operations related to public works
- Provide staffing and equipment, to perform debris removal and clearance of all city streets
- Provide requested information regarding water mains and sewer systems

- Assist in restoration of essential sanitary services during recovery
- Coordinate with public health officials in safeguarding the public health against possible water contamination
- Assist in recovery planning, including mitigation strategies

Library Division

- Close and secure library in conjunction with facilities personnel
- Staff the citizen information center (CIC) hotline (housed at the EOC) for the dissemination of information relating to City services, actions and programs affected by the disaster
- Work with logistics section chief to staff functions as needed
- During recovery, staff fire stations (if any personnel are available) during daylight hours to direct citizen inquires to the proper facility
- Department and division managers are responsible to develop employee check off sheets as part of their department/division's emergency plan

Recreation Coordinator

- Serve as the logistics section chief in the EOC
- Direct emergency operations in reference to recreation facilities
- Assist in recovery planning, including mitigation strategies
- Prepare meals and comfort accommodations for staff members who are working and/or resting between shifts

Finance – Finance Director

- Serve as the finance section chief in the EOC
- Direct and coordinate the city's request for Federal and state public assistance funds
- Provide guidance on emergency purchasing procedures
- Assure accounting and disaster record-keeping procedures are in place
- Identify acceptable vendors, outside the city, in the event of local devastation and secure agreements or contracts on an emergency basis
- Develop and maintain pre-disaster contracts
- Manage cash flow and arrange financing
- Track expenditures of equipment and supplies used for disasters so that reimbursement can be secured in accordance with the Stafford Act and other laws, dealing with recovery of funds
- Assist in recovery planning, including mitigation strategies
- Compile and maintain a file for all employee time records

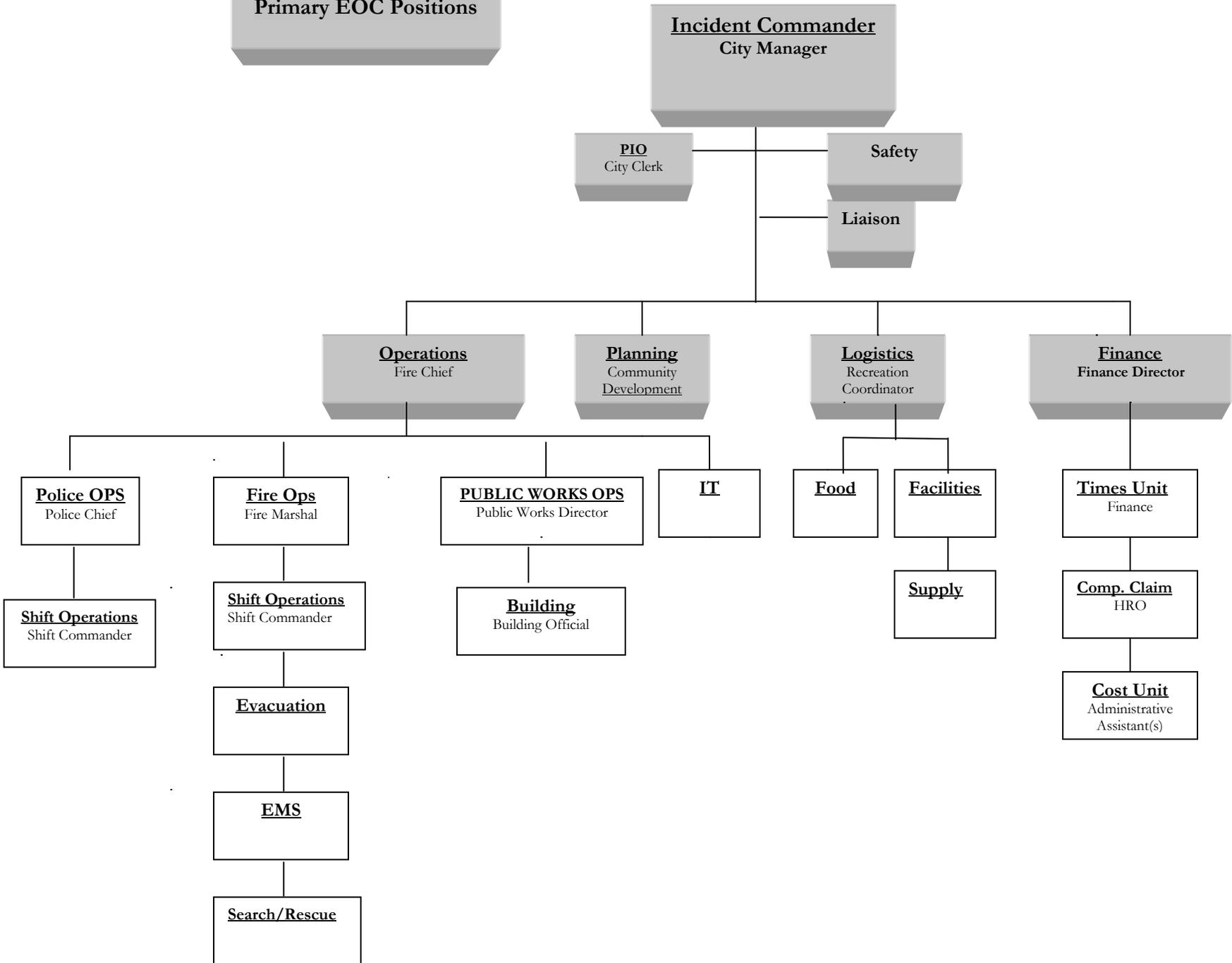
Human Resource Section

- Maintain documentation on all persons and volunteers committed to the Emergency
- Prepare a record of assignments to indicate deployment of personnel
- Risk Management
 - Ensure that appropriate insurance coverage is in place
 - Participate in the cost recovery process by ensuring that appropriate claims are filed in a timely manner
 - Track and facilitate Workers Compensation Claims

Information Technologies

- Maintain and protect the city's computer hardware and software
- Functionally operates under the operations section chief

Primary EOC Positions



DIRECTION AND CONTROL

- Primary Department
 - City Administration
 - EOC
- Support Department
 - Department/Division Heads
- Mission Assignment:
 - Direct & Coordinate the Emergency Operations.
- Support Tasks
 - Plan Emergency Operations strategy
 - Prioritize Emergency Operations
 - Coordinate department-to-department requests
 - Coordinate department to county/other agencies requests

Effective and efficient Direction and Control of a disaster is the key to a successful response. Direction and control will be established at the lowest level that can effectively manage the incident. The incident management system (IMS) and the EOC form the basis for direction and control during emergency/disaster incidents. The EOC provides policy and coordination during an inter-agency, citywide or severe disaster. In less severe incidents, incidents occurring in a confined area, in all hazardous materials incidents, and other incidents requiring extensive on scene coordination of personnel, the IMS is used. The IMS and the EOC are not exclusive systems. The two systems work together to form a basis for direction and control of emergency operations.

Functions

The EOC is a central location for direction, control, and coordination of the disaster response. The EOC has five primary functions; coordination, policymaking, operations management, information gathering and record keeping, and public information. Although all of these functions are critical, coordination is often viewed as central. Coordination involves both inter-city and inter-agency functions. The EOC coordinates the operations of all department operations centers. All requests for outside resources must be coordinated through the city's EOC when activated.

Groups

The EOC is comprised of different groups that facilitate the EOC's functioning. These groups are: Legislative (mayor, vice-mayor or most senior city commissioner), the administrative group, and the coordination group. The EOC organizational chart designates primary and secondary EOC members, by position.

- **The Legislative Group** is comprised of the mayor and city commissioners. The city clerk provides support to the legislative group. The city attorney provides legal advice and counsel. The elected official's role is to ensure the best needs of the community are met. This role continues during disaster operations. During emergency operations one representative of the legislative group shall meet regularly with the EOC incident commander for a briefing on operations and needs. The mayor, vice-Mayor or the most senior member of the city commission shall represent the legislative group during emergency operations. Elected officials may also be requested to participate in news conferences concerning the city's emergency response. It is the responsibility of the mayor or the mayor's representative to order an evacuation, endorse a countywide evacuation, to declare and cancel a state of local emergency by issuing the necessary proclamations and resolutions. During planned hazards such as hurricanes, the legislative group shall evacuate with the citizenry and return when it is deemed safe by the director of emergency management.
- **The Administrative Group** The administrative group members are the city manager, department managers, building official, and fire marshal. The administrative group prioritizes the overall emergency operation. The administrative group prioritizes and directs the use of city resources. In addition, this group prioritizes and requests additional resources from other cities, the county, state or federal agencies. An important distinctive role of the administrative group is to formally meet to establish mid and long range strategy for the emergency operations while others are focused on the immediate operations. A wider view of the mid and long range operations is essential.
- **The Coordination Group** is comprised of operational management personnel who are the assistants to the department/division managers. The coordination group relays the directions of the administrative group to department operations centers. In addition, this group receives requests and information from the field operations. The coordination group focuses on the immediate emergency operations, therefore freeing the administrative group to plan mid and long range strategies.

Resource Centers

Department operations centers coordinate department level operations based upon requests received from the field and the direction of the EOC. Department operations centers are staffed by operational level managers. Each department emergency plan identifies if there is a departmental operations center and indicates a list of the members, by position. The department operations centers also provide information to the EOC. The information supplied may include:

- What emergency operations are doing in the field.
- What needs to be done to complete a specific assignment or task.
- What resources are available or needed to accomplish an assignment.
- When the assignment will be completed.
- The in-service status of essential facilities, personnel and equipment.

Levels of Activation

Disaster operations do not always require the full activation of the city's EOC. Activation is required only to the extent necessary to respond to the specific event. Therefore, three levels of EOC activation have been defined. Note: department activation levels do not directly correspond to City EOC activation levels, but the concept remains the same.

- **Level One** - Examples: Small tornadoes, localized flooding, and large fires. The disaster incident is within a limited area of the city. Generally, there is no advance warning, the incident is serious, but isolated and not expected to expand. The incident has caused minimal property damage, minimal personal injury and none or few deaths. The city manager and the fire chief will determine the EOC members that are required. Department operations centers may be activated as needed.
- **Level Two** - Examples: Major tornadoes, major fires, and hazardous materials spills, wide spread flooding, water shortage, civil unrest or riots. The disaster incident is within a limited area of the city. Generally, there is no advance warning. The incident is isolated, but threatens to expand in scope and severity. The incident has caused moderate property damage and personal injury and/or death and threatens to cause additional damage, injury and/or death. The city manager and the fire chief will determine the EOC members that are required. The Fire Operations Center (FOC) must be activated. Other department operations centers may be activated as needed. The incident may require the activation of administrative group members to meet and formulate a response strategy.
- **Level Three** - Examples: Significant tropical storms, hurricanes, terrorist attacks. The disaster incident threatens to be widespread. Generally, warning time is available to plan and mobilize resources. A high potential for extreme property damage, personal injury and death exists. All EOC members and all department operations centers are activated. The EOC administrative group meets and formulates mid and long range strategy. The EOC legislative group may be requested to assemble.

Incident Management System

The Incident Management System (IMS) is a command and control system designed to manage an incident from onset to completion. Incident Commander is a title which can be applied to anyone assigned as the manager of an incident regardless of their normal title or position. The following management concepts form the basis of the incident management system:

- Common Terminology
- Modular Organization Unified Command Structure
- Consolidated Action Plans
- Manageable Span-of-control
- Pre-designated Incident facilities
- Comprehensive Resource Management
- Integrated Communications uses a modular functional unit management structure that is easily expanded or collapsed to meet the needs of the emergency, and it facilitates the coordinated application of multiple agency resources in major incidents.

Organizational Structure

The IMS organizational structure develops in a modular fashion based upon the type and size of the incident. As the need exists, five separate sections may be developed. Each section performs an emergency operations function. Each section may have several units established to carry out its function. The specific organizational structure established for any given incident will be based on the management needs of the incident. The IMS organizational sections are; Command, Operations, Planning, Logistics, and Finance. Sections are implemented as required.

- Emergency Operations Center And The Incident Management System
 - Incident Command Section
Incident Commander: The city manager is the incident commander in the EOC. The incident commander has overall command of any incident within the city while the EOC is in operation.
- Operations Section
 - Operations Manager: The operations manager in the EOC is the fire chief. The operations manager provides direction to the department operations centers.
- Planning Section
 - Planning Section Manager: The Community Development Director is the Planning Section Manager. The Planning Section is responsible for the collection, evaluation, dissemination and use of the information about the development of the incident and the status of resources. Information is developed to:
 - understand the current situation
 - predict probable course of incident events
 - prepare alternative strategies and control operations

- This information is then provided to the administrative group for consideration and decision-making. Planning section is staffed by personnel from the community development department.
- Logistics Section
 - Logistics Section Manager: The recreation coordinator is the logistics section manager. The logistics section is responsible for the functions of personnel, supply, and stations. The logistics section is staffed with personnel from the library and recreation divisions.
- Finance Section
 - Finance Section Manager: The finance director is the finance section manager. The finance section provides for purchasing and accounting processes required to sustain the operation, keeps records of direct costs and time, prepares reports on the financial impact of the emergency and completes required reports to request reimbursement and disaster relief funds. Personnel from the finance division will staff the finance section.

Pinellas County Disaster Related Agencies

Department of Emergency Management

The Pinellas County Department of Emergency Management is responsible for ensuring coordinated countywide emergency operations. The department of emergency management also provides support and liaison roles for city governments. The City of St. Pete Beach may request assistance; e.g., public warnings, sheltering and emergency transportation, through the department of emergency management. The Pinellas County Peacetime Emergency Plan identifies the responsibilities of the department of emergency management as the following (*Note: executive committee):

- Act as the Executive Coordinator to the Board of County Commissioners for all peacetime emergency operations.
- In coordination with county departments, municipalities and other state and local disaster agencies, update the Pinellas County Peacetime Emergency Plan, as required.
- In coordination with the Department of Public Service and Information, develop a year-round Hurricane Awareness Program.
- Maintain and operate the Pinellas County Emergency Warning and Communications Systems.
- Provide for the operation and internal procedures of the Pinellas County EOC.
- Activate the Pinellas County Peacetime Emergency Plan or portions thereof, whenever the situation warrants.
- Maintain coordination with municipal and adjacent County Directors/Coordinators and State Division of Emergency Management prior to and during any peacetime emergency.

Disaster Advisory Committee

The Pinellas County Disaster Advisory Committee (DAC) is a representative committee comprised of personnel from key disaster preparedness, response and recovery agencies from county and city governments. The city's coordinator of emergency services (fire chief) and the police chief are the primary and alternative members on this committee for the city. The committee meets once in June, July and October or at the request of any member from June through November each year. The DAC also convenes in the event a hurricane threatens Pinellas County. The DAC membership is outlined as follows (* denotes executive DAC members):

- American Red Cross: Upper Pinellas*, St. Pete Offices/Suncoast Chapter*
- Pinellas County Administrator*
- Pinellas County Sheriffs Office*
- Pinellas County Emergency Management*
- Pinellas County School Board*
- National Weather Service*
- City's Representative (Emergency Management Coordinator) from Each Municipality (One Rep. for Barrier Island Municipalities, and one from St. Petersburg and Clearwater on Executive Committee)*
- Military Liaison: Florida National Guard, U.S. Coast Guard
- The Salvation Army - North (One Rep) - South (One Rep)
- Tampa Bay Hospital Association (One Representative)*
- Fire Districts (one representative from each district in Pinellas County - 12)
- Major Private Industry (one Representative)
- Tampa Bay Regional Planning Commission (one Representative)
- District V Florida Health Care Association Disaster Preparedness Committee (one Representative)*
- Florida Highway Patrol
- Florida Department of Law Enforcement
- Sunstar (Ambulance Contractor)*
- Pinellas Suncoast Transit Authority
- Home Health Agencies
- Private Utilities (A Progress Energy Company, GTE, Peoples Gas, Clearwater Gas our Representatives)
- Medical Examiner

Emergency Operations Center Members by Position

- **ADMINISTRATION**
 - Primary City Manager
 - Secondary Fire Chief (Coordinator of Emergency Services)

- **FIRE**
 - Primary Fire Chief (Coordinator of Emergency Services)
 - Secondary Police Chief

- **POLICE**
 - Primary Police Chief
 - Secondary Police Department Captain

- **COMMUNITY DEVELOPMENT**
 - Primary Community Development Director
 - Secondary Building Official

- **PUBLIC WORKS**
 - Primary Public Works Director
 - Secondary Public Works Foreman

- **RECREATION DIVISION**
 - Primary Recreation Coordinator
 - Secondary Recreation Supervisor

- **LIBRARY**
 - Primary Library Director
 - Secondary

PUBLIC WARNINGS

- Primary Department
Fire
- Support Department
Fire
Police Department
- Mission Assignment
Warn, prepare and instruct the public of an impending or existing disaster
- Support Tasks
Broadcast warnings by appropriate method
Broadcast evacuation order
Broadcast immediate safety precautions
Broadcast information and instructions

Emergency Evacuation Warning Message Local Evacuation

THIS IS TO BE READ VERBATIM

Sound "Yelp" Siren (8 to 10 seconds)

**"This is an emergency warning!
The local authorities have ordered all persons living in this area
evacuated!"**

Pause (2 to 3 seconds)

**"Please evacuate to (name)* at (location)* and wait there for
further shelter instructions."**

"Please, evacuate immediately, this area is in danger!"

***(Name) and (Location) will be designated by the County Emergency Operations Center.**

Public Warning Message

THIS IS TO BE READ VERBATIM

Sound "Yelp" Siren (8 to 10 seconds)

"This is an emergency warning!"

Sound "Yelp" Siren (8 to 10 seconds)

"This is an emergency warning!

**A hurricane warning is now in effect for Pinellas County.
The Pinellas County Department of Emergency Management has ordered
all persons living in Level "A" areas to evacuate to a safe shelter.**

Pause (2 to 3 seconds)

"Early evacuation is strongly recommended!"

Pause (2 to 3 seconds)

**"Electric and telephone service may be disrupted in the early phase of the
storm.**

High winds and water may prevent your escape."

Pause (2 to 3 seconds)

"Early evacuation is strongly recommended!"

Pause (2 to 3 seconds)

**"Tune your radio to local stations for more instructions and for the
locations of public shelters."**

PUBLIC INFORMATION & CITIZEN INFORMATION CENTER

- Primary Department/Administration
 - Coordinator of Emergency Services
- Support Department
 - Police Department - Public Information Officer (City Clerk)
 - City Clerk
 - Library Division
- Mission Assignment:
 - Inform the public of the disaster, emergency operations, safety precautions and assistance resources.
- Support Tasks
 - Identify, train and staff the Citizen Information Center Hotline
 - Prepare and Issue Press Releases
 - Prepare and issue information flyers
 - Prepare statements for elected officials
 - Respond to media requests
 - Coordinate media/public official escort requests
 - Provide updated website information

During emergency and disaster operations, the public has a right to be informed of the events occurring. In the case of a local incident, where the EOC is not activated, the Public Information function will be handled by the fire chief and the public information officer.

Emergency Operations Center Activation

The city manager, fire chief, police chief, director of information technologies and the public information officer (city clerk) shall report to the EOC. Press releases shall be prepared by the city clerk about the disaster to warn, advise, prepare and inform the public. The fire chief shall approve press releases prior to distribution. Sample news releases are contained in Appendix C-1. Prepared statements shall be written and provided to the elected officials in the event of a television news conference. The city clerk shall also prepare information flyers on where to obtain necessary supplies and assistance after a major storm if there is a large scale loss of electricity.

Citizen Information Center

The public information officer shall ensure the Citizen Information Center (CIC) is staffed with knowledgeable personnel. Bilingual personnel should also be available if possible. The CIC is provided as a point where citizens can call to receive information on evacuating, shelters, home preparation, supplies to prepare, electrical safety and food and water safety. A CIC reference guide is available in the EOC for use during activations.

Escorts

The fire chief or PIO shall arrange the necessary staff and security to escort the media into damaged areas.

Checklist

An action checklist has been prepared to assist the Public Information Officers in performing their functions. The checklist is contained in Appendix C-2.

City of St. Pete Beach - NEWS RELEASE

Issue Date: _____

Time: _____

The National Hurricane Center now predicts that Hurricane _____ will most likely strike the Tampa Bay Area in the next _____ hours, with sustained winds of _____.

Residents should be alert to storm information by tuning to radio and television, and should begin preparing for the storm. These preparations should include:

- Cover small and large windows with boards, storm shutters, or heavy tape.
- Secure outdoor objects by bringing them indoors.
- Fuel your car. After the storm, service stations may be closed for several days. Also, remember that many ATM machines may not work for several days after a large storm. Plan accordingly.
- Ready a "family emergency kit" containing first aid items, special medication, important papers, blankets, cooking equipment, flashlights, a portable radio and extra batteries.
- Prepare for the care and shelter of family pets.
- Secure several days' supply of water, food and clothing for every member of the family. Water is especially important because after the storm, water systems may be damaged or contaminated. Fill the bathtub with water to ensure a supply of safe water.

The Pinellas County Department of Emergency Management will be opening emergency shelters as needed. For information about the shelter nearest you, call Disaster Services at 464-4333,

The City of St. Pete Beach Citizen Information Hotline is 727-363-9200

City of St. Pete Beach - NEWS RELEASE

Issue Date: _____

Time: _____

It is predicted that Hurricane _____ will strike the Tampa Bay Area in the next _____ hours. Its winds are estimated at _____ mph.

Because of projected flooding, a **MANDATORY EVACUATION** of the following areas has been ordered.

Those evacuating their homes are urged to take the following precautions:

- Gather food, clothing, medicines, bedding materials, and other emergency supplies and take them with you to the shelter.
- Close and lock doors and windows.
- If there is time, unplug appliances; turn off natural gas, propane, water and electricity.
- Let others know where you are going. Use a relative or friend outside the hurricane area as a checkpoint where all in the family can call to say they are safe.
- Follow recommended evacuation routes. Don't take shortcuts. They may be blocked!

City of St. Pete Beach - NEWS RELEASE

Issue Date:

Time:

The Tampa Bay area is now being lashed by heavy rains and winds of up to _____ mph due to Hurricane _____.

Because of the intensity of the storm the Fire Chief and the Police Chief have ordered the police and firefighters of the City of St. Pete Beach to go to safe shelter and not to respond to emergency calls until the storm subsides.

The County's 911-telephone system is still receiving calls and both the police and fire communications centers are still operational. Emergency calls will continue to be received and prioritized for response after the storm passes.

Residents are urged to use the 911 system only for true emergencies. St. Pete Beach residents can call the Citizen Information Center at 727-363-9200 to seek information of a non-emergency nature. People who need to use TDD lines may call Pinellas County's Emergency Management at 464-3075.

Public Information Officer's Checklist

GENERAL DUTIES

- Prepare and disseminate emergency public information
- Keep the public informed on a timely basis during a threatened or actual emergency through the use of the media or other available means
- Maintain a relationship with the media representatives and hold periodic press conferences
- Provide rumor control
- Provide information to the incident commander and members of the command staff

ACTION CHECKLIST

- Identify yourself as the PIO
- Read the entire action checklist
- Obtain a briefing from the command staff and fire/police department
- Prepare an initial information summary as soon as possible. (Include exact location of disaster area; what streets are currently closed to traffic, if any; what outside emergency services are involved, i.e.: Red Cross; status of evacuation level, if any; known available transportation; area shelters that are open; and phone numbers to call for information where applicable)
- Observe constraints and obtain approval for the release of all information from the administrative and/or incident commander
- Establish contacts with the media (newspapers, radio and television) and provide necessary assistance to meet deadline times
- Establish an information center for the News Media to use in the designated area and arrange for necessary workspace and staffing for the news media
- Gather and disseminate instructions, warnings and announcements
- Establish a bulletin board located outside of the EOC for notices to employees on duty, the press, and general disaster information updates
- Arrange for necessary workspace and staffing for the news media
- Provide approved information for release to the news media
- Release news and information to the news media and post the information in the EOC, news media room, command staff conference room, and the EOC bulletin board
- Issue news bulletins
- Arrange escorts and meetings between the media and the emergency personnel and/or members of the city commission as appropriate with the emergency situation or status of the emergency
- Monitor television and radio transmissions
- Issue warnings about unsafe areas, structures and/or facilities

- Coordinate with the Emergency Broadcast System (EBS) or other communications systems to issue warnings
- Respond to special requests, from the public, for information regarding, transportation routes, road closures, shelter sites and assistance centers
- Establish and assign staff to operate a rumor control hotline if necessary
- Ensure that announcements and information are, translated for special populations
- Using the bound journal at the incident commander workstation, maintain all required records and documentation to support the history of the emergency. Document messages received. Action taken. Requests filled. EOC personnel and time on duty (Precise information is essential to meet requirements by the state and federal government)

EMPLOYEE SUPPORT

- Primary Department
Recreation
- Support Department
Fire
Police Department
- Management Services
Personnel
- Mission Assignment
Prepare, staff, equipment and manage the Employee Support effort
- Support Tasks
Plan for emergency needs of City employees
Provide staff to meet emergency needs
Provide staff to meet sustenance needs of emergency workers

When employees are evacuated from their homes, they must find adequate shelter. The destination should be a safe destination outside the region, a local friend or relative outside evacuated zones, a hotel or motel, or a public shelter.

The Employee Support Center is designed to provide working City employees **(not City employee's families)** with basic sustenance needs. The employee support center will facilitate employees acquiring basic supplies after performing 12-hour shift emergency responsibilities.

Employee Support & Orientation

City employees are an important part of the City of St. Pete Beach Emergency Plan. The city will distribute employee needs surveys in April to assist in planning for the number of city employees who need shelter and those that may have special needs. Copies of the hurricane guide will be available to employees to assist in assessing if their private residence is in an evacuation zone.

Each department director is responsible for ensuring that their employees understand their responsibilities during an emergency including:

- Understanding hurricane preparedness
- City's responsibilities to support primary employees and families
- Employee's responsibilities to support their families
- Securing your residence
- Securing boats and recreation vehicles
- Providing for pets
- Responsibility for medication
- Personal papers, insurance, important document storage
- Money needs before, during and after the storm

Employee Emergency Handbook

The employee emergency management handbook will be distributed to each city employee. Employees will be provided new handbooks when updated versions are produced. The handbook will include:

- Objectives of the Emergency Operations
- Your role as a City employee in a disaster
- Where to report
- What to bring with you
- What you should expect
- Preparing your home and family

Annual Contracts

The finance director and the public works director will establish annual contracts for food, supplies and port-o-lets by June.

Staffing

The employee support area will have staff, emergency equipment, communications and food service. The recreation coordinator performs a coordinating role to help on duty city employees with sustenance and comfort needs throughout the disaster.

TRANSPORTATION & SHELTERING

- Primary Department
Fire Rescue
- Support Department
Police Department
Recreation
- Mission Assignment
Provide emergency transportation resources to citizens during emergency operations
- Support Tasks
Coordinate emergency transportation resources.
Identify and maintain a list of special needs residents who require emergency transportation

Emergency transportation and sheltering is required both before and after a disaster strikes. In the case of an evacuation prior to an incident, emergency transportation and sheltering is provided to the handicapped/ disabled, elderly, and residents who do not have access to private vehicles or who cannot operate their vehicles. During post-disaster recovery operations, the injured will be transported by ambulance or helicopter. Citizens discovered during search and rescue operations who have had their homes destroyed, may be transported to a shelter. Lastly, persons may be transported home from shelters.

Local Evacuations and Sheltering

In the event of a localized city evacuation, the coordinator of emergency services will request the required shelters open. This request shall be made through the County Department of Emergency Management. In addition, the police shall provide needed security personnel and the fire department shall provide EMS support for special needs shelters.

Countywide Evacuation and Public Shelters

A Countywide evacuation will most likely occur in advance of an approaching hurricane. Specific buildings throughout the county have been designated as public shelters; selected sites are designated as primary or secondary. All public shelters in schools are operated and staffed by school employees, in coordination with the Pinellas County School Board and other organizations and agencies providing facilities. The Red Cross will provide staff to assist with shelters in other facilities.

Shelters

The opening of public shelters will be coordinated with the Pinellas County Disaster Advisory Committee and will coincide with the issuance of the evacuation order by the Pinellas County Board of County Commissioners. Primary shelters will be opened based upon the selected evacuation level. Secondary shelters will only be opened to accommodate overflow of evacuees from primary shelters. The decision to open secondary shelters will be made by the appropriate Red Cross chapter, in coordination with the county EOC.

Staffing

Each of the primary public shelters will have assigned Pinellas County school staff and the Red Cross will staff secondary shelters.

Security

The policing agency having jurisdiction will assign officers, as possible to the public shelters.

Special Care Units

Special Care Units have been established in selected public shelters to meet the needs of those evacuees with minor injuries/illnesses, and providing intermediate care to those requiring special care or observation, but not skilled medical care or hospitalization. All special care units are located in Pinellas County Schools. Such shelters have been selected based on physical structure, location in the county and other criteria. Special care units are not identified as such to the public. Public information only refers to the fact that they have oxygen capability. Emergency planners and health care agencies are knowledgeable of special care units to direct citizens in need of the facility. Citizens requiring a special care unit who were not directed in advance will be triaged by American Red Cross health personnel.

Emergency Medical Services Support

The fire department will coordinate the assignment of medical personnel and equipment to provide medical support to primary shelters as outlined in the Pinellas County EMS Staffing Guidelines and Protocols for Emergency Shelters (see appendix E-1). Upon arrival of assigned medical support, the Pinellas County school staff nurse will become the shelter medical coordinator, under the instruction of the medical director. Evacuees who develop conditions that cannot be treated in a shelter will be triaged to the closest non-evacuating medical facility. If the medical facility refuses to admit the individuals, the medical director will order their admittance under his/her emergency authority.

Emergency Transportation Categories

Emergency transportation resource requirements will vary with the severity of the incident and the extent of the evacuation. For planning purposes, emergency transportation requirements are categorized as follows:

- Local disaster evacuation
- Hurricane evacuation
- Disaster recovery operations

Resources

Emergency transportation vehicles are available from a number of sources and a variety of vehicle types may be needed. Required vehicles may include buses, vans, wheelchair-lift vehicles, ambulances, and helicopters. Buses, vans, and wheelchair-lift vehicles can be obtained from the Pinellas Suncoast Transit Authority and the Pinellas County School Board.

Local Evacuation

In the event of a local incident where a limited area evacuation is required, the coordinator of emergency management will make arrangements to obtain emergency transportation vehicles through the Pinellas County Department of Emergency Management or the county EOC, if activated. Types and quantities of transportation assets will be determined as the situation dictates. The on-scene incident commander will determine the overall need for vehicles. The special needs assistance roster maintained by the fire department will be checked to ensure these persons are assisted.

Hurricane Evacuation

Resources

In the event of a hurricane evacuation, pre-designated emergency transportation vehicles are dispatched to designated staging areas when the evacuation order is issued by the Pinellas County Board of County Commissioners. Emergency transportation resources will not be dispatched out of the County. The St. Pete Beach Fire Department is slated to receive the following vehicles:

Evacuation Vehicle Requirements

| <u>All Levels</u> | <u>Regular Bus</u> | <u>Wheelchair Lift</u> |
|-------------------|--------------------|------------------------|
| Buses <u>2</u> | <u>3</u> | |

These emergency transportation vehicles will be dispatched to and staged at:
FIRE STATION 23 AT 7301 GULF BLVD

The capacity of the buses is as follows:

PSTA Regular = 45 each vehicle; Lift = 35 with 2 wheelchair positions

PCSB Regular = 30 each vehicle; Lift = 22 with 5 wheelchair positions

Emergency transportation vehicles will be employed as directed by the EOC.

Evacuation of Medical Facilities

School buses and ambulances may be used to assist hospitals, nursing homes and Assisted Living Facilities (ALF) that must evacuate from vulnerable areas. Hospitals, nursing homes and ALF are required by law to maintain a current evacuation plan including a method of moving residents from their facilities to a safe place. However, the fire department must make contact with each facility during an evacuation to ensure all residents have been safely relocated.

Where possible, buses with wheelchair lifts will be provided to assist in the evacuation of wheelchair-bound patients. The emergency medical coordinator will organize the assignment of ambulances to support evacuations of special needs patients. Advanced life support transportation criteria are listed below:

Patient is on oxygen at a flow rate greater than four liters per minute (equipment exists which will allow for transport of patients on lower flow oxygen by non-advanced life support vehicles).

Patient has an IV in place, which is required to be maintained for constant blood or medication infusion. (An IV maintained for purposes of intermittent medication administration, hydration, or feeding should be converted to a heparin lock or some other type of lock for transport by a non-advanced life support unit.)

Patient is on a respirator.

Patient is unconscious or must be on a monitor at all times, or is declared a critical patient by their physician.

Evacuation of Elderly, Disabled and Handicapped

Specialized transportation is allocated to assist the elderly, disabled and handicapped. During an evacuation, emergency transportation vehicles will have an assigned paramedic or emergency medical technician with radio communications to the city EOC or the FOC. Fire personnel assigned to transport vehicles will maintain a roster of passengers that will also list the location of the shelter where passengers are transported in appendix E-2. The criteria for transporting citizens by Sunstar advanced life support ambulance are the same as that for medical facilities.

Disaster Recovery Operations

Emergency transportation is as critical during disaster recovery as during the evacuation period. Injured persons located during search and rescue operations must be transported to medical facilities and persons rendered homeless by the storm must be transported to shelters. Large numbers of evacuees could also be stranded in shelters due to damaged vehicles.

The allocation of emergency transportation vehicles during the disaster recovery is not dictated as in the evacuation. Significantly fewer transportation resources are required during this time period since support can be provided on a selective, as needed basis. For this reason, emergency transportation vehicles for disaster recovery operations are not pre-designated or reallocated. Arrangements for emergency transportation vehicles will be coordinated through the city and county EOCs.

Injured and Homeless

Injured persons discovered by search and rescue teams, who require hospital treatment, will be transported by Sunstar ambulance. Search and rescue teams should not discontinue emergency operations to transport the injured, unless it is a life or death emergency. Emergency air evacuation will be used if available and necessary with all requests coordinated through the county EOC. If required, victims who have had their homes destroyed will be transported to shelters. Buses may be staged by the county in central locations to transport homeless victims to shelters.

Evacuees

The county EOC will coordinate with the Pinellas Suncoast Transit Authority and the Pinellas County School Board to provide buses to transport evacuees' home from shelters. Transportation will not be provided until the order has been given by the police that evacuees may return home.

Roadway Hazards

Roadways located within surge vulnerable areas are expected to receive substantial damage from upheaval and/or erosion of the road bed from a major hurricane. The repair of these roadway facilities will be coordinated through the City, Pinellas County and the Florida Department of Transportation.

If roadway or transportation facility damage is great enough that repair is beyond the capability of existing county and state resources, a Presidential Disaster Declaration will provide local governments, such as the City of St. Pete Beach, eligibility for a federal disaster assistance program for repair or restoration of public facilities. Hurricane damage to public vehicles, as well as roads and bridges, may substantially cripple transportation necessary for recovery. Upon a Presidential Disaster Declaration federal assistance for emergency public transportation may be provided for persons in disaster-affected areas who, as a result of a major disaster, have lost ready access to governmental offices, supply centers, stores, post offices, schools and major employment centers. Transportation that is provided is intended to

supplement, but not replace, normal transportation facilities. Emergency transportation assistance will be discontinued when the immediate needs of the community have been met.

EMS STAFFING GUIDELINES AND PROTOCOLS FOR EMERGENCY SHELTERS

Effective: September 15, 2006

PURPOSE:

To provide general guidance to the Pinellas County EMS System's provider agencies comprised of Municipal Fire Departments, Fire Districts, and Sunstar Paramedics, regarding each agency's role in providing Emergency Medical Services (EMS) coverage to General Public Shelters and Special Needs Shelters during hurricanes or other natural or man-made disaster.

EVACUATION PHASE:

During the evacuation phase any request for EMS services will be handled by the EMS System through the standard 9-1-1 system procedures. It is important for shelter managers to understand that during the evacuation phase, Fire/Rescue and Sunstar field crews are utilized to evacuate citizens from their homes, nursing homes and hospitals using buses, wheelchair vans, Ambulances, and fire department vehicles. Redundant crews to "standby" at shelters before the storm are not possible.

STORM PHASE:

During the Storm Phase, prior to the arrival of tropical storm force winds, through the height of the storm until the cessation of tropical storm force winds, Fire/Rescue and Sunstar crews will be assigned to provide EMS coverage following these guidelines:

GENERAL SHELTER (26) STAFFING GUIDANCE:

- Advanced Life Support (ALS) units/crews are preferred for shelter staffing. Basic Life Support (BLS) units/crews can be substituted, or be used to provide additional EMS shelter staff, if necessary.
- During Storm Phase there must be a minimum of one (1) two (2) person Fire/Rescue crew at each General Public Shelter.
- The agency responsible for the EMS coverage at each General Public Shelter will ensure continuous operations by providing necessary ALS or BLS equipment, supplies and rotate crews to provide relief or augment service levels as needed.

- EMS will deliver some disposable medical supplies and any additional equipment for shelter operations during Evacuation Phase to each Shelter that is opened.
- Each Fire/Rescue agency will handle the human comfort needs of their personnel including nourishment and personal hygiene needs, sleeping needs such as bedding, air mattresses and providing adequate rest periods.
- Fire/Rescue crews at the General Shelters will determine if additional resources are necessary and request them as needed through their agency. Agencies have the latitude to rotate crews, reassign units, etc. to meet their operational needs.
- Sunstar's plan is to shelter as many units in garages at EMS and in safe areas in north and South County (i.e. parking garages, hospitals, fire stations, etc) as possible. The remaining units will be assigned to shelter operations and may use a General Shelter as a "shelter of last resort".
- Fire Department units will move all ALS/BLS life support equipment into the shelter and establish an operations post. If a transport vehicle will remain at the shelter the stretcher should also be moved in doors. Agencies will work with the school's Head The plant Operator will pre-determine the safest/most protected available location to park apparatus or vehicles.
- If a patient requires transport, Sunstar will respond an ALS Ambulance to the shelter. If Ambulances are unable to respond due to weather conditions, the patient will be treated at the shelter until weather conditions allow safe transport to a Hospital.

SPECIAL NEEDS SHELTER (3) STAFFING GUIDANCE:

- Sunstar will provide one (1) dedicated standby ALS Ambulance at each operational Special Needs Shelter at the time it opens to set up equipment and be available for special needs evacuees as they arrive and continue to provide such coverage until the Special Needs Shelter is closed.
- A second Sunstar ALS crew/unit will post to each Special Needs Shelter during Storm Phase. The second crew/unit shall be maintained until such coverage is deemed to be unnecessary by the primary ALS Ambulance crew or EMS Supervisor.
- Sunstar units will move ALS equipment and their stretcher into the shelter and establish an operations post. EMS Supervisors will work with the school's Head The plant Operator will pre-determine the safest/most protected available location to park ALS units or vehicles.
- If a patient requires transport, Sunstar will respond an ALS Ambulance to the shelter. If Ambulances are unable to respond, the standby Ambulance may be utilized for transport. If weather conditions don't allow transport the patient will be treated at the shelter until weather conditions allow safe transport to a Hospital.

- If standby Ambulance must transport a critical patient, Sunstar will backfill an ALS Ambulance/coverage to the shelter as quickly as possible.
- Sunstar will handle the human comfort needs of their personnel including nourishment and personal hygiene needs, sleeping needs such as bedding, air mattresses and providing adequate rest periods.
- The Sunstar Paramedic on the primary ALS Ambulance or the EMS Supervisor will determine if additional resources are necessary and request them as needed.

MEDICAL OPERATIONS MANUAL PROTOCOLS:

- EMS personnel will provide emergency assistance using standard Medical Operations Manual or any emergency orders or protocols under the direction of the EMS Medical Director.
- If needed, EMS personnel will assist Department of Health Nurses upon request within their normal “scope of practice.”

RECOVERY PHASE:

- After Storm Phase, Fire/Rescue units may be released to handle higher priority assignments (i.e. Fire Suppression, Search and Rescue, etc.) if shelters have reliable communications (landline, cellular, 800 MHz Portable, Auxiliary Communication Service (ACS) Operators, etc) and can request assistance if needed.
- Emergency Management is responsible for ensuring continuous communications with each Shelter. If shelter communications are not operational some form of communication must be maintained at the shelter by the assigned Fire/Rescue agency until communication capabilities can be restored. Re-establishing communications is a high priority for Emergency Management understanding Fire/Rescue units must return to service.
- Shelter population and conditions in each shelter must be considered before Fire/Rescue crews/units are released. Agencies will coordinate with the County EOC before ceasing operations.
- Sunstar will maintain one standby ALS unit at each Special Needs Shelter until released by the County EOC. At the request of the Sunstar Supervisor, and after approval by the County EOC, a non-dedicated Ambulance may be “priority posted” to provide coverage; such Ambulance will be available to respond to calls.

NOTE:

- In a large recovery operation shelter populations will expand and contract while people leave during daylight hours and return for the evenings, new evacuees arrive, and residents from surrounding areas seek assistance at the shelter – most likely during daylight hours.
- This type of operation will require coordination between the shelter staff, the County EOC and Fire Rescue agencies and Sunstar Paramedics to determine staffing requirements for long-term operations.

- The option to use non-dedicated Ambulances “priority posted” at each shelter, but still available to respond to calls in the area, may prove to be the most flexible and feasible solution during short term recovery operations until mutual aid assistance arrives.

LOCAL DISASTER RESPONSE

- Primary Department
 - Fire
 - Police Department
- Support Department
 - Public Works Department
 - Administration
- Mission Assignment
 - Prepare, respond, recover, mitigate and document the effects of a local disaster.
- Support Tasks
 - Maintain emergency communications system
 - Establish an Incident Command System
 - Provide the emergency response

The cities emergency operations plan identifies and describes natural and man-made hazards that could affect the city. The hazards identified are categorized as regional or local based on their potential impact on the City should the hazard erupt into a disastrous event.

Local disasters include the following:

- Flooding
- Hazardous Materials (either fixed facility or transportation related)
- Major Transportation Incidents
- Tornadoes
- Plane Crashes
- Mass Demonstrations
- Civil Disturbances

These local disasters are so categorized because, in most instances, their effect is limited in geographic area and severity of impact on the general population. Even though these disasters are local in nature, the necessary emergency response to effectively deal with the situation may require an extraordinary level of effort and a significant commitment of city resources to stabilize the situation and restore normalcy to the affected area. Local disasters will most likely occur with little or no warning; hence, preparation time may be minimal or non-existent.

Concept of Operations

The concept of operations for response to local disasters is the Incident Management System (IMS). The IMS is a graduated response system in that the commitment of personnel and material resources is consistent with the magnitude, severity, and progression of the disaster event. This concept is more fully defined and explained in Appendix A - Direction and Control.

Responsibilities

Authority and responsibility for the commitment of city resources for disaster response are vested in the city manager.

The authority of the city manager may be delegated to the fire chief, as required, to non-routine emergencies and disaster situations. Other city departments and offices become supporting agencies to provide assistance for disaster operations, as directed. Public utilities, private and volunteer organizations may also render support, when requested.

Emergency Response for Local Disasters

Local disasters inherently assume their own unique character and order of magnitude. A specific response to every disaster cannot be formulated. A general operating procedure can be established to serve as a guideline for the commitment of personnel and resources to cope with a given situation. Outlined below is the typical chain of events in the response to local disasters:

- Fire and/or police units provide the initial response to the disaster.
- The incident commander establishes a command post; appropriate communication links, and coordinates on-scene activities.
- The incident commander assesses the situation and provides reports through radio and telephone communications. The incident commander may request the activation of the city's EOC and/or individual department's emergency operations center.
- Fire and police units secure the area, perform rescue operations and remove the injured.
- If evacuation is required, the on-scene police officer or fire personnel will determine the extent of evacuation. Police and fire units will notify citizens when the evacuation order is issued.
- The city manager, fire chief or police chief may order the activation of the EOC to the level necessary to support the specific disaster event. Selected department operations centers may also be activated.
- The coordinator of emergency services (fire chief) will activate the EOC and recall necessary personnel.
- The coordinator of emergency services will arrange for evacuation shelters and transportation, if required.
- City departments and offices are prepared to assist, as directed.

- Emergency operations will continue until the disaster is stabilized, recovery operations are concluded, and routine activity can be resumed.

Fire Rescue/Police Initial Response Organizations

The initial response force will generally be emergency personnel dispatched through normal communication channels - specifically, 911 Emergency Communications Center (Fire, Emergency Medical Services and Ambulance Dispatch). Initial response forces will generally employ pre-established standard operating procedures. The initial response force will assess the situation to determine the need for additional response forces and/or auxiliary assistance. Requests for assistance will be through normal communications channels.

The response unit at the scene of the emergency may establish the following functional response elements, as needed, to cope with the situation:

- Command Post - A command post will be staffed by a qualified officer. The officer will remain at the command post to direct the overall operation. The officer in charge will employ the recognized incident command system.
- Communication Element - Primary communications will be established through the incident commander over normal operational frequencies. The incident commander's vehicle will be the incident command post. The Pinellas County 911 Communications Center will provide fire, emergency medical services, and ambulance support to the incident. The fire department and a police officer will be requested to come to the incident command post to coordinate communications between organizations.
- Security Element - The police department may establish on-scene area security, to include: protection for the response forces, traffic control, crowd control or other restrictive efforts to avoid interruption of the response effort and to maintain personal safety in the area as requested by the Incident Commander.
- Search Element (if required) - This element will be established as needed to coordinate the search for disaster victims. Fire and/or police department response forces may be included in this function.
- Rescue Element (if required) - This element may be established by fire personnel to coordinate and conduct rescue efforts. Rescue forces will employ standard departmental operating procedures.
- Staging/Staffing Element (if required) - This element may be established to direct response vehicles either to the proper operational area or to an assembly area for future employment, if needed. Response forces not immediately involved in the response effort will assemble in this area, remote from the emergency site. The staging element will assure that standby vehicles do not interfere with operational emergency vehicles.
- Logistics Element (if required) - if the disaster is sufficiently large enough to cause the need for a secondary command post or triage areas, then a logistics element may be established at the primary command post. The function of this element is to manage the activity for all the preceding elements, and any other element, which may be established.

- Triage Element (if required) - This element may be established to stabilize injured persons prior to movement to medical facilities. A fire department officer will be in charge of this area and control the activity. The triage area will be cordoned off and only triage personnel allowed. Fatally injured persons will be removed to the morgue area and prepared for further removal, as directed.

Support Services

While fire and police units will generally constitute the initial disaster response force, other city departments may be needed to provide support services in emergency operations. Additionally, public utilities, private and volunteer organizations may be requested to provide emergency support. Some examples of assistance may include:

- Pinellas County School: Identify and open evacuation shelters, provide mass feeding and alternative housing, as required.
- Library: Assist city departments as needed – Staff the citizen information center.
- Pinellas Suncoast Transit Authority: Provide buses and wheelchair-lift vehicles for evacuation.
- Public Works Department: Street clearance, debris removal, emergency water/sewer repairs, heavy equipment applications.
- Progress Energy Company: Electrical power isolation, repair, and restoration.
- Traffic Engineering: Assist in traffic control and evacuation flow.
- Building Inspection/Code Enforcement Division: Coordinate damage assessment program.

Incident Responsibilities

Incident Commander

- Incident Assessment
- Coordination of Response
- Request Resources
- Assign Officers to Manage Function, such as:
 - Public Information
 - Short-range Planning
 - Safety
 - Operations

Fire/Rescue

- Suppression
- Search & Rescue
- Hazardous Materials
- Staging Area
- Investigations
- Evacuation Assistance
- Rehabilitation

Emergency Management/EOC

- Coordination of Resources
- Inter-Agency Coordination
- Long-range Planning
- Transportation Support
- Shelter Support
- Reporting

Emergency Medical Services

- Triage
- Ambulance Transport
- Hospital Notification and Coordination
- Ambulance Staging
- EMS Supply Logistics

Law Enforcement

- Evacuation
- Traffic Control
- Crowd Control
- Investigations
- Search
- Security
- Coordination w/Medical Examiner
- SWAT
- Notification of Next of Kin

EVACUATION

- Primary Department
Fire
- Support Department
Police Department
Library
Public Works Department
- Mission Assignment
Evacuate citizens from identified hazardous areas or from disaster affected areas to prevent injury and save lives.
- Support Tasks
Issue evacuation order
Broadcast the evacuation order through media, loudspeakers and door-to-door
Provide emergency transportation
Identify and maintain list of special needs residents who require transportation
Provide shelters
Provide traffic control

Evacuation is a critical component in the event a major incident threatens or strikes the City of St. Pete Beach. The concept of evacuation is to mitigate personal injury or death by relocating citizens in vulnerable areas or from dangerous affected areas. Normally evacuation occurs in advance of planned hazards such as hurricanes or tropical storm. Evacuations may also occur in response to an unplanned disaster, such as, flooding, hazardous material spills, civil disturbances, plane crashes, or large fires.

Local Evacuation - Authority

The Mayor of the City of St. Pete Beach is authorized by Florida State Statute to order an evacuation of city residents in the event of an emergency. The mayor shall receive a recommendation from the city manager on an evacuation order. The city manager shall be briefed by the coordinator of emergency services regarding the need for an evacuation.

Dissemination of Local Evacuation Order

Emergency Broadcast System and Cable Over-ride Systems: To warn the public of a disaster, the coordinator of emergency services may request the emergency broadcasting system and cable over-ride systems activated through the Pinellas County Department of Emergency Management. Consideration should be whether the immediacy and size of the disaster warrants rapid widespread notification to save persons from injury or death.

Television and Radio

If the emergency broadcasting system & cable over-ride systems are not required, the applicable public information officer, i.e., Police or fire may be required to contact local television and radio stations and request they broadcast the evacuation order and alert others to stay out of the affected area.

Public Address Systems and Door-to-Door Contact: When the area to be evacuated and/or isolated is small, police and fire personnel will disseminate the evacuation order by public address systems and/or door-to-door contact.

Transportation and Shelters - Local

Emergency transportation assistance may be obtained through the Pinellas County Department of Emergency Management. When the need for emergency transportation is identified by field personnel, the coordinator of emergency services shall make the request to the County. The special needs roster maintained by the fire department shall be checked to ensure citizens requiring emergency transportation are assisted.

Emergency shelters may also be requested through the Pinellas County Department of Emergency Management. The majority of emergency shelters are opened, coordinated and staffed by Pinellas County Schools. Secondary emergency shelters are opened, coordinated and staffed by the American Red Cross. Fire personnel will be assigned to shelters, as indicated in the shelter staffing plan.

Hurricanes

Hurricanes present the largest need for evacuating citizens, but even the worst-case storm will not require an evacuation of the entire county. Evacuation, in response to an approaching hurricane, is accomplished by:

- Identification of five levels of evacuation
- Identification of persons requiring assistance
- Determination of evacuation time, based on the specific threat
- Designation of evacuation routes
- Establishment of traffic control systems
- Designation of shelters and medical facilities
- Assignment of transportation resources, including those to meet special needs

Hurricane - Authority

In the event of a countywide evacuation due to an approaching hurricane or tropical storm, the evacuation order is issued by the Pinellas County Board of Commissioners. The mayor of the City of St. Pete Beach is expected to issue an endorsement (Appendix 2-10 Evacuation Endorsement Order) to this order.

Hurricane Evacuation Order

The National Hurricane Center establishes Hurricane Watches and Warnings for identifiable areas. The National Hurricane Center also issues storm threat probabilities, expressed in percentages, that a storm will strike a particular area. The National Hurricane Center provides available information on a storm to the Pinellas County Department of Emergency Management. Based upon the information received from the National Hurricane Center, The Pinellas County Department of Emergency Management will convene the Pinellas County Disaster Advisory Committee.

The Pinellas County Disaster Advisory Committee (DAC) members are notified to convene by telephone, pager or fax. The director of emergency management and the coordinator of emergency services receive these notifications. The coordinator of emergency services (fire chief) and the city's police chief are the city representative on the DAC.

When the Pinellas County Board of Commissioners issues the evacuation order, the coordinator of emergency services (fire chief) will notify the director of emergency management (city manager) and activate the City's EOC.

Dissemination of Hurricane Evacuation Order

The evacuation order will be disseminated and coordinated first by the Disaster Advisory Committee (DAC) then through the county EOC, upon activation. The DAC and county EOC are responsible for disseminating the evacuation order to the public through the emergency broadcast and cable over-ride.

Evacuation Levels and Zones

There are five levels of hurricane evacuation, Levels A through E. As the evacuation level increases from Level A to Level E, the population that must be evacuated also increases. The five levels roughly correlate to the five storm categories, but not completely, due to the different types of strike potentials; i.e., landfall, paralleling exiting.

Pinellas County Evacuation Levels

For each evaluation level a complete evacuation of all residents in the identified zone is required. Evacuation of all mobile home and travel trailer residents is required for all Evacuation Levels.

- **LEVEL A** Evacuation Zones I through 17 Storm surge of five to seven feet (*all of St. Pete Beach is in this category*)
- **LEVEL B** Evacuation Zones 1 through 46 Storm surge of seven to twelve feet
- **LEVEL C** Evacuation Zones 1 through 87 Storm surge of twelve to fifteen feet
- **LEVEL D** Evacuation Zones 1 through 114 Storm surge of fifteen to twenty feet
- **LEVEL E** Evacuation Zones I through 136 Storm surge of twenty to twenty-four feet.

Evacuation Assistance for Elderly, Disabled, and Handicapped Residents

The large population of elderly, handicapped and disabled residing in Pinellas County presents special problems in safely evacuating all of the vulnerable population during a hurricane threat. Due to varying types of physical limitations, many elderly and disabled residents are not able to evacuate without some type of assistance. The special needs persons can be assisted by friends or relatives, however, there are some who will require assistance from government resources. The identification of these citizens is of vital importance during an evacuation.

The fire department maintains a special needs roster of city residents who have registered for evacuation assistance. This roster will be available in the EOC/FOC, when activated and when evacuation is ordered.

Evacuation Time

The timing of the issuance of an evacuation order is critical. Not all of the time between issuance of the order and landfall of the hurricane is available for evacuation due to the arrival of tropical storm force winds or the inundation of low-lying evacuation routes. Early evacuation is encouraged, especially for evacuees seeking shelter outside Pinellas County.

Evacuation Routes

Essential to the effectiveness of any large-scale hurricane evacuation is the pre-designation of routes leading from vulnerable zones to safe shelter destinations. The optimum evacuation route for a particular zone is, first, that route which offers the shortest and most direct access away from the hazards of the approaching hurricane. Evacuation routes are conveyed to the residents of Pinellas County through public information Hurricane Guide. The hurricane guide is distributed annually to county residents in the St. Petersburg Times and Tampa Tribune. In addition, evacuation routes will be displayed by local television stations during the approach of the storm.

Traffic Control

The mass movement of vehicles during a hurricane evacuation requires the establishment of traffic control procedures to expedite safe escape along designated evacuation routes from the hazards of the approaching hurricane. To ensure the maintenance of a continuous flow of traffic, both internally and along evacuation routes leading out of Pinellas County, a traffic control plan has been established. The Plan was developed through coordination between various municipal, Pinellas County, surrounding counties and state law enforcement agencies, along with the appropriate traffic engineers. The police department will maintain traffic flow within the city in accordance with the county traffic control plan. The public works department may assist in this effort, as required. The county traffic control plan includes:

- Sheltering - Public sheltering is coordinated and operated by Pinellas County School System and secondary shelters are operated by the American Red Cross. Public shelters will be opened prior to the evacuation order being issued to the public. Shelters are discussed in appendix E.
- Emergency Transportation - Transportation will be provided for evacuation of handicapped/disabled, elderly, and residents who do not have access to private vehicles or are unable to drive. Emergency transportation operations are contained in appendix E.

Relocation of City Assets

Because all of the City of St. Pete Beach is in a level "A" evacuation zone, all city owned vehicles and applicable portable equipment should be relocated to the secondary EOC located at the Pasadena Community Church Life Enrichment Services Center. See EOC plan document.

SEARCH AND RESCUE OPERATIONS

- Primary Department
 - Fire department
- Support Department
 - Police Department
 - Public Works/Building Inspection/Code Enforcement Division
- Mission Assignment
 - To search, locate, rescue and medically treat injured victims
- Support Tasks
 - Search damaged areas for victims
 - Free victims from entrapment
 - Triage injured victims
 - Treat injured victims
 - Transport victims to medical facilities

Search and rescue operations are the most important priority after a disaster and during the immediate recovery period. Search and rescue operations involve locating victims affected by the disaster and removing them from further harm. Injured victims must be provided medical treatment and transportation to appropriate medical facilities. Deceased victims must be removed and transported to the Medical Examiner's Office. Additionally, uninjured persons who have been rendered homeless may require transportation to an evacuation shelter.

Special Hazards

Search and rescue operations will take place as soon as conditions permit safe exit from shelter and entry into damaged areas. After a hurricane strike, conditions may not be safe for five to ten hours after the hurricane eye landfall. Search and rescue operations will be complicated by the amount of debris obstructing roadways and the possibility that low lying roads may be destroyed. Damaged buildings and homes may be unstable and dangerous to rescuers and victims. The slightest movement or wind change could cause debris or structural parts to fall. Search and rescue teams must also be aware of downed power lines or hazardous materials spills or leaks. Known hazardous material storage areas will be surveyed for damage that could result in further injury or contamination.

Operations

Search and Rescue Districts

Depending on the size of the disaster or damaged areas, the fire department is prepared to divide the city into four sub-districts, illustrated in appendix O. All four districts will report to and be coordinated by the EOC. The districts are numbered and divided as follows:

- City District #1 – 72 Ave north to the City boundary
- City District #2 – 72 Ave south to approximately the 5700 block
- City District #3 – from the 5700 block to and including the Don Cesar
- City District #4 – South of the Don Cesar including Vina Del Mar

Search and Rescue Teams

The size of the disaster will determine the number of search and rescue teams that will be required, although the team composition will remain the same. Search and rescue teams must have the ability to: move into debris covered areas, search, rescue and treat victims, identify and remove the deceased, and protect team members from angry, fearful or criminal persons. To achieve these functions search and rescue teams will consist of the following personnel:

- Search, rescue, treat and arrange transportation of the injured - fire officer, fire fighter paramedic, fire fighter
- Identify deceased and arrange transportation, protect team, discourage/ arrest looting - police officers
- Clear debris - public works

In the event of an approaching hurricane, the search and rescue teams will be assigned and staged at an appropriate location in advance. Pre-staging the teams will enable search and rescue operations to begin as soon as conditions permit.

Search and Rescue Procedures

It is anticipated that alarm loads and response problems will preclude initial search and rescue operations due to an overtaxing of resources.

Primary emphasis will be placed on answering reported alarms with initial search and rescue efforts being confined to those persons that may be seen or heard during a response. Areas that appear to require further search will be noted and the information forwarded to the fire operations position in the EOC to assist in the development of a search and rescue plan.

Reconnaissance (recon) efforts will begin as soon as possible after the storm. The majority of recon information will be received from air support and from field units. The deployment of operational units will be dependent upon call loads and unit availability. All recon information will be forwarded to fire operations for the establishment of priority search areas. Search areas will be divided into sectors by grid number and prioritized as follows:

- Shelters – This may be accomplished by radio contact with fire personnel assigned to shelter duty if the 800 MHz radio system is functioning.
- Potential high damage areas identified prior to the storm.
- Areas identified by ground units during response or reconnaissance missions.
- Areas identified by air recon.

Fire operations will initiate search and rescue operations and will appoint a search and rescue officer to direct and control field search and rescue activities. The search and rescue officer will coordinate with fire operations to determine priority search areas and will request personnel and resources through the logistics sector. The search and rescue officer will control search and rescue functions until the search of all designated areas is complete.

It is preferable for search and rescue to be carried out by mutual aid personnel. However, where additional personnel are required, the search and rescue officer may request units from field operations. Efforts may be augmented by federal and state response teams conducting emergency support functions.

The search and rescue officer will assign search sectors by grid map assignments and will use the USAR tracking system to identify completed search areas. A team leader will be appointed for each sector who will log all patient information from the sector. Team leaders will see that an incident report worksheet is completed for each sector searched. The search and rescue officer will issue maps and radios to team leaders and will coordinate with the EMS coordinator to arrange for the treatment and transport of patients as necessary.

Except for situations where persons are known to be trapped, search and rescue efforts will be conducted only during daylight hours. Personnel assigned will be rotated to provide down time.

Transportation

Injured Persons

Injured persons located during search and rescue operations requiring further medical treatment will be transported by Sunstar ambulance. Search and rescue teams should not stop or postpone operations to provide transportation unless it is a life or death emergency. Severely injured persons may be transported by helicopter, if available. An assessment of the damaged area and conditions, including potential for flying debris will determine the location for a helicopter landing. Transportation requests will be made through the EOC.

Deceased Persons

Police department personnel shall attempt to identify deceased persons. Upon identification, the information shall be recorded and securely tied to the remains. The Pinellas County Medical Examiner's Office shall be notified and requested to transport. Transportation requests shall be made through the Pinellas County Sheriff Command Center.

Vehicles and Equipment

The following list of vehicles and equipment is required for each search and rescue team:

- Vehicles
 - Fire Vehicle – engine or ladder truck
 - Public Works Vehicle - Utility vehicle
 - Police Vehicle - marked cruiser, motorcycle

- Equipment and Supplies
 - Chain saw
 - Spot lights
 - Flashlights
 - Lifeline and utility rope
 - First Aid kit
 - Extrication - hand tools
 - Compass Map packet - grids, City map
 - Hand tools
 - Marking kit - spray paint, marking pens
 - Rain gear
 - Food - ½ day supply
 - Water - 1 gal. per person

DAMAGE ASSESSMENT

- Primary Department
 - Building Inspection/Code Enforcement Division
 - Fire Rescue
- Support Department
 - Public Services Department
- Mission Assignment
 - Conduct damage assessment operations to document disaster imposed damage and receive federal assistance and funds
- Support Tasks
 - Identify, train and equip damage assessment teams
 - Locate damaged areas
 - Conduct & record damage assessments
 - Summarize and submit damage assessment reports
 - Assist state and federal damage assessment team
 - Compile cost of damage

Damage assessment is one of the final functions of the short term recovery phase. The timing of the preliminary damage assessment is critical for several reasons.

- It is essential that city officials understand the extent of damage in the city so that the needs of the affected areas can be addressed.
- Within 24 hours the preliminary damage reports must be submitted to county authorities to determine if requests for assistance are needed.
- It is essential that the proper documentation is obtained to facilitate financial assistance from state and federal agencies to replace or repair damaged property.

Preliminary Damage Assessment

The response to damage assessment is progressive in nature. The first actions will be taken at the local level, followed by those actions taken by Pinellas County, with state and federal assistance, as necessary. The Board of County Commissioners and the Governor must have information concerning property damage as soon as possible after the emergency occurs. This information will be provided through the use of preliminary damage surveys conducted by local and county damage assessment teams. The preliminary damage survey may be conducted based on a windshield survey of the area, aerial photographs, and aircraft over flight, or by videotapes. It is this survey that indicates the necessity for outside assistance, including the possibility of a Presidential Disaster Declaration. Based upon the situation, the Pinellas County Department of Emergency Management, or when activated, the Pinellas County EOC may request joint city, county, and state damage assessment. The damage assessment survey will be forwarded to the State Division of Emergency Management along with the follow-up of the more detailed damage assessment report by fastest means of communication.

Damage Assessment Assistance

Organizations

The degree of damage severity will determine the level of damage assessment assistance required. If there is sufficient time, requests can be made prior to the event so that the organizations can prepare to send assistance. A list of organizations will be maintained in the EOC contact manual located in the EOC.

Property Appraiser

The Pinellas County Property Appraiser will assist in conducting the preliminary damage survey by providing available personnel. Assistance will be oriented towards surveying damage to buildings and homes. The damage assessment teams will collect preliminary data at a specific damage site; a section of road, an apartment complex or a block of houses. Estimated damage to the property will be based on the damage scale standards developed for Pinellas County. The percent of damage information will be compared to the Property Appraiser's value for the property. Property value information may be obtained by computer or the county tax rolls.

Report Requirement Schedule

Damage assessment operations can begin immediately and extend to one week after the event. Assessment operations follow the general schedule below:

- Initial Report - Produced not later than 12 hours after the event. This report is phoned or radioed into the county EOC.
- Initial Damage Assessment - Produced not later than 24 hours after the event. This report includes all forms and maps.

- Detailed Damage Assessment - If required produced not later than 3 to 5 days after the event. Usually conducted with state and federal damage assessment Teams.

Responsibility

St. Pete Beach Damage Assessment Response:

The response will be organized around teams composed of staff from the community development department (code enforcement & building divisions), the police department and the fire department. After the initial evaluation is completed by the fire department, the director of community development department will be in charge of damage assessment operations. The primary task of the damage assessment teams will be to identify structures, which have been damaged as a result of a disaster. The damage assessment teams will report the condition of structures to the building official. The damage will be classified into three categories indicating the buildings have:

- Been destroyed
- Received "major" damage
- Received "minor" damage

Team Assignments

The assessment process will initially consist of two groups of inspectors and support staff having distinct assessment functions. One group will be responsible for the assessment of private, commercial, industrial, and residential property. The second group will be responsible for assessing all public structures and facilities owned by the City.

Team Organization

Each team will consist of a driver and a damage assessment inspector. Each team vehicle will be equipped with the necessary supplies including all necessary forms, writing equipment, cameras, grid maps, communications, flashlight, helmet, gloves, and medical supplies.

Damage Assessment Operations

Field personnel from fire and police departments initially identify damage areas during their preliminary search and rescue operations. Damage assessment team personnel (including personnel from other jurisdictions) will assemble as directed by the incident commander to receive supplies and assignments from the department managers or designee. Damage assessment teams will respond to affected areas as damage reports are submitted to the EOC. When inspectors are relieved of duty at the end of a shift, they will respond to the assembly area to submit completed damage assessment forms. The information on the forms will be compiled by community development department personnel on the residential, nonresidential and public property summary forms.

Damaged areas are also highlighted on a map. The information is then entered into a computer database.

Private Property

Community development department staff will carry out damage assessment of private property including commercial, industrial, office, and residential structures. Geographic coordination of damage assessment operations will take place using fire department grid maps, which correspond to the section/township/range information located in this section. When field search and rescue operations report damaged areas, the community development department manager will use the grid maps to assign assessment teams and record their locations. Upon completion of assessments in each grid, assessment teams will report in by radio to report their current status and receive new grid assignments.

The Pinellas County Property Appraiser's damage assessment computer program will be used by assessment staff for each residential structure. All questions on the form will be asked of available on-site people. It is extremely important to write the information on the form so that a true understanding of the damage can be gathered, assessment requirements are met, and revisits to damaged sites are kept to a minimum. The form is constructed in such a way that when completed, residential and nonresidential property can be easily separated.

To receive a Presidential Disaster Declaration at least 25 structures that are damaged forty percent (**40%**) or greater, and are not insured must be documented.

All damage assessment forms and worksheets will be maintained by the community development director to be forwarded to the county property appraiser.

Public Property

Damage assessment will include the cost of protective measures and debris removal. To record damage assessment of public property, the Federal Emergency Management Agency Form titled Public Assistance Preliminary Damage Assessment Site Estimate must be used. This form must be completed for each damaged facility, structure, or property site. These forms are then summarized on the Federal Emergency Management Agency form titled Public Property Preliminary Damage Assessment Estimate. This form summarized all the estimated expenditures/losses for the City of St. Pete Beach.

To receive public assistance from the federal emergency management agency, a twenty - thirty percent (20-30%), or greater impact on the city's budget must be documented. A copy of the budget must be submitted with the request for public assistance. Copies of expenditure records should also be included with the request.

Assessment Assets

In order to carry out damage assessment functions, city assets in the form of personnel, materials, and vehicles will have to be devoted to the effort.

Emergency Situations Not Requiring State or Outside Assistance

All preliminary damage surveys will be consolidated by the Pinellas County Department of Emergency Management. The property appraiser will consolidate data relating to the damage of buildings and homes, and a dollar value will be assigned based upon property values. With the addition of other damages such as roads, drainage ditches, bridges, and other public infrastructure, a consolidated preliminary damage survey, based on accurate information, can be developed in a short period of time. If no outside assistance is required based on this data, the Pinellas County Department of Emergency Management will prepare a consolidated final report of localized peacetime emergency for submission to the state division of emergency management.

Emergency Situation / Disaster Requiring State or Federal, Assistance or a Disaster Declaration

If the emergency situation or disaster is of such a magnitude that it is beyond the capability of local and county resources, then the consolidated preliminary damage survey is used to advise the Governor of the extent of the damage. This information is used by the governor to determine State assistance or a possible request for Federal assistance and a presidential disaster declaration. If outside assistance is required, then damage assessment teams will continue operations toward the development of a damage assessment report. This report requires more detailed information and should be considered as a follow-up to the preliminary damage survey. Maps showing the damaged sites that were developed under the preliminary damage survey will be used as part of a damage site response, which will be keyed to specific line items in the damage assessment report. The damage site report will assist in showing state and federal damage inspectors' specific areas of damage. Local damage assessment reports will be consolidated into countywide damage assessment report for submission to the state division of emergency management. An expenditure/obligation report detailing the costs of recovery will also be forwarded at the same time and included as a consolidated report for the entire county.

DEBRIS CLEARANCE AND REMOVAL

- Primary Department
Public Works
- Support Department
Fire
- Mission Assignment
Clear, remove and dispose of disaster related debris that threatens public safety and from City property and roadway
- Support Tasks
Support search and rescue operations
Open access to critical facilities
Eliminate debris related threats to public safety
Clear debris from roadways
Clear debris from City properties
Provide for temporary holding areas
Provide for contingency dump and/or burn sites
Dispose of debris
Document debris clearance, removal and disposal to obtain Federal Assistance and Funds

Debris Clearance

Removal and disposal spans all phases of the recovery period. Disasters create debris, which must be removed to restore streets, drainage systems, utility systems and other public and private structures and systems to full capacity. Streets and thoroughfares are essential to the priority movement of police, fire and utility repair vehicles and damage assessment teams.

Locating and disposing of debris blocking the city's thoroughfares is a high priority task for post disaster operations. As soon as conditions permit, debris clearance must be initiated in order to protect the public health and safety. Public works equipment and personnel are limited; resources allocated for debris clearance must be committed based on the following priorities:

Priority #1 - Search and Rescue Operations

Debris clearance in support of search and rescue operations is the first priority. Public works department equipment and personnel are designated to participate as a component of search and rescue teams. This effort will be oriented toward the clearing of paths wide enough for the search and rescue teams to access heavily damaged areas. Due to the large number of power lines that may be down, these operations must also be coordinated closely with the A Progress Energy Company representative in the County or City EOC. Debris must also be cleared to provide access to hospitals, police and fire stations.

Priority #2 - Access to Essential Public Facilities

Debris clearance efforts must also be dedicated to opening access to other critical community facilities, such as wastewater treatment facilities, solid waste facilities, city buildings and electrical facilities. Roadways will then be cleared by the priority listed herein.

Priority #3 - Threats to Public Health and Safety

These debris clearance activities would take place at the end of the immediate emergency period. Damaged utility systems, structurally unstable buildings and other heavily damaged public access facilities must be immediately repaired, deactivated, barricaded, or torn down. This action must be closely coordinated with owners and/or operators. The demolition of unsafe structures, which constitute a public health and safety hazard, can be delayed if access to the area can be controlled.

Responsibility

The public works department will initially clear (or make cause to clear through contracts) debris from all streets and thoroughfares within the city limits. Initial clearance is to open the roadways for emergency access. The public works department will remove debris from city property and city roadways. The City of St. Pete Beach will not clear or remove debris from private property unless, the debris creates a threat to public health and safety.

Assistance - Other Cities, County, and State

In the event of a local disaster, mutual aid assistance may be requested from other local cities or the county. When debris removal is beyond local mutual-aid resources and the resources of the county, a request for state assistance may be made through the Pinellas County Department of Emergency Management, if activated. The state Division of emergency management will coordinate with the department of transportation to assist in debris removal.

Assistance - Federal

If the debris clearance and removal task is beyond the resources of the city, county and state, the federal government may provide assistance in the form of direct assistance or grants, for local governments or contractual debris removal services, following a presidential declaration of a disaster. Federal Assistance for debris removal will become available when the federal emergency management agency regional director determines the assistance is in the public interest because it is:

- Necessary to eliminate threats to life or property
- Necessary to eliminate a hazard that threatens substantial destruction of undamaged public or private property
- Essential to the economic recovery of the affected community
- Beneficial to the community at large

Contracts

Debris removal may be contracted by the city to private companies. The cost of debris removal contracts is a reimbursable cost covered by the federal emergency management agency. The city's finance division and the public works department will identify potential contractors in advance. The competitive bid process is required to be used and contracts shall be in place prior to an actual emergency. The public works department will provide the finance division a complete set of contract specifications that are required to perform the debris clearance operation. The city is also required to have a contract with a debris removal monitoring contract in order to receive federal funds for debris removal.

To receive reimbursement from the federal emergency management agency for debris contract services, debarred and ineligible contractors can not be used. The state public assistance officer can advise whether a contractor has been debarred or is ineligible. In addition, contracts may not contain a cost plus percentage of provision or a provision making payment, contingent upon federal emergency management agency reimbursement.

Operations

Equipment

In order for the debris clearance to proceed in a timely manner, critical equipment must be available in sufficient numbers and must be kept in operational condition including critical commodities such as chain saws and spare parts. The public works director will contract (in conjunction with the finance department) for such equipment and renew these contracts as necessary. In addition, the public works director will maintain a resource list of available debris clearance equipment. The list will be updated yearly or as necessary.

Organization, Assignment and Direction

- **Team Organization**
Personnel from the public works department have been designated as primary debris clearance personnel and are assigned to teams
- **Team Assignment:**
In the event of a disaster that allows pre-planning, debris clearance teams will be assigned to search and rescue teams and staged at public works. Contracted debris clearing equipment and personnel will be staged as appropriate, prior to the incident. In the case of a sudden disaster, crews will be dispatched from the Public works department based upon damage reports received from the field
- **Team Direction**
The public works director or designee will coordinate the debris clearance team operations
- **Reporting**
Accurate accounting of the resources required for debris clearance and removal is necessary to receive federal reimbursement in the event of a presidential disaster declaration. Daily activity reports must be completed by each debris clearance team. Daily activity reports are needed to justify federal emergency management agency reimbursement requests. All required debris clearing forms and records shall be maintained by the public works director

Search and Rescue

Initial debris clearance efforts will be directed at making passable all major streets and thoroughfares necessary to the search and rescue, security, damage survey, utility repair and related top priority disaster activities. City public works department debris clearance teams will assist the fire department during search and rescue operations if the contractor is not available to assist. After all priority streets in a recovery zone are cleared, blockages in residential roads will be cleared to a width of 20 feet. EOC approval of secondary roads will be necessary prior to such action. Roads will be cleared regardless of category on a priority basis in all cases where immediate risk of injury or death exists.

Public Thoroughfares and Right of Ways

A systematic process is employed in clearing public thoroughfares. First, thoroughfares will be opened for at least one travel lane. This will be accomplished by cutting and pushing debris off the thoroughfares onto the shoulders or adjacent rights-of-way in such a way as to not hinder utility company recovery operations. Once the thoroughfares are opened to a minimal level of operation, the task of opening thoroughfares to all available travel will occur. This will be accomplished by cutting and pushing debris totally out of the roadway. The final task will be to collect the debris and haul it to designated disposal sites. Clearing roadways for all travel will follow the same priority as listed in the first push.

Disposal Sites

A temporary debris disposal sites list will be maintained by the public works director. All reasonable debris disposal options will be considered (i.e., burning, landfill, incineration, use of burn boxes, etc.). In addition to debris generated from roadways, a major hurricane will cause large quantities of debris from damaged homes and businesses. Because the total amount of debris may exceed the capacity of existing disposal sites, the public works department may seek open emergency sites for burning of debris. In this event, the following criteria will be used for selecting emergency burn sites:

Provide adequate space for temporary storage of debris while drying or waiting to be burned;

- Provide adequate space for controlled burning in trenches;
- Provide a mechanism for security, fire suppression (including a water supply), and lighting for possible 24 hours use;
- Minimize acquisition or right-of-use cost;
- Minimize difficulty of restoring the property afterwards; and
- Comply with the state department of environmental protection and Pinellas County regulation, such as setbacks from residences and roadways;
- In order to operate these burn sites efficiently, forced air incinerators should be used. These incinerators cause the fire to burn very hot and this reduces the amount of smoke generated and released into the atmosphere. In the event that forced air incinerators cannot be procured, the city will use open burning to dispose of debris.
- A list of debris sites shall be designated and maintained by the public works department

Personnel Safety

Personnel safety is a primary concern during debris clearance operations. A safety briefing covering the following subject areas will be given to all teams by the assigned supervisor prior to leaving the shelter to start clearance operations:

- Debris clearance teams must consist of two or more persons, no one shall work alone;
- No debris clearance team goes out without a working communications;
- Personnel will wear all available protective equipment; head gear, shoes, work gloves, goggles and city identification when removing debris;
- Have full fuel tanks;
- No rings or jewelry to be worn during clearance operations;
- First Aid kits must be on hand for each team;
- Extreme caution is to be exercised near downed power lines, the EOC must be informed if a power line is downed and/or if it is blocking clearing operations;
- All personnel must be alert to wildlife and pets (poisonous snakes, dogs) and other hazards can be present in the debris;
- Broken utility lines - particularly gas, water and sewer lines must be reported to the EOC;
- Personnel under special medication or doctor's care must assure that they can work safely and have access to medicine on site if needed;
- ALL crews shall carry potable water with them sufficient for one day's ration - one gallon per person; and
- All personnel shall use safety precautions when operating chainsaws. In addition, volunteers may be required to operate chainsaws; they will be given training in the safe, proper use of chainsaw operations.

PRIORITY THOROUGHFARES FOR FIRST PUSH DEBRIS CLEARANCE

Major Arterials

- GULF BLVD
- BLIND PASS ROAD
- COREY CAUSEWAY
- PINELLAS BAYWAY
- PASS-A-GRILL WAY

Minor Arterial

- GULF BLVD NORTH OF 76 AVENUE
- BOCA CIEGA AVENUE

Significant Collectors

- 21ST AVENUE TO VINA DELMAR
- 47 AVENUE
- 59 AVENUE
- 64 AVENUE
- BELLE VISTA DRIVE

SECURITY, TRAFFIC CONTROL AND RE-ENTRY

- Primary Department
Police Department
- Support Department
Public Works
Pinellas County Traffic Engineering
Fire Rescue
- Mission Assignment
Provide traffic control, security operations and re-entry control during emergency operations
- Support Tasks
Provide security for search and rescue teams
Maintain traffic flow control re-entry into disaster-affected areas
Provide security for shelters, distribution sites, EOC and damaged areas

Security and Traffic Control are important components of the disaster operations. Under the stressful conditions of a disaster, human emotions run high and situations often require police presence and information. In addition, disaster affected areas require security to prevent and/or arrest looting. Traffic control is of primary importance during evacuation. Disaster imposed time limitations require the safe rapid movement of vehicles along evacuation routes. Security, traffic control and re-entry functions are generic to emergency operations that a specific section for the Hurricane Response is not required.

Security

The police department is responsible for providing security for persons and property during all phases of disaster operations. Security requirements may include:

- Emergency Operations Center
- Search & Rescue
- Damaged Areas
- Recovery Sites
- Distribution Caravans
- Point of Distribution Sites (PODS)

Emergency Operations Center

When the city's EOC is activated, police officers shall be requested to provide security until the EOC is closed. All doors to the EOC building shall be locked and admittance shall be made only through the main entrance. All personnel shall identify themselves and purpose prior to admittance. City employees shall have a valid city issued identification card.

Search and Rescue

- Police officers shall be assigned to assist fire department personnel with search and rescue operations. Their primary functions are to protect the team from potentially hostile or distraught persons, report security problems in damaged areas, and identify, tag and arrange or removal of the deceased. Officers assigned to search and rescue teams shall notify and make requests for security patrols through the city EOC.
- Located deceased victims shall be identified and tagged by police personnel. Requests for removal shall be coordinated with the medical examiner's office through the city EOC.

Damaged Areas

- Security patrols shall be prioritized by the police command center in consultation with the police branch at the city EOC.
- Security patrols are responsible for protecting persons and/or property in damaged areas.
- Unauthorized persons or looters found in restricted areas shall be apprehended and handled as prescribed by the police. Mass arrest situations will be coordinated through the county EOC.

Recovery Sites/Distribution Caravans/Distribution Sites

Security teams shall be requested for recovery and distribution sites and distribution caravans due to the hazards of looting, hijacking, and large crowds. Security teams shall request necessary personnel through the city EOC based upon present need and circumstances.

Traffic Control

Traffic control is of primary importance during the evacuation period. The police department is responsible for managing traffic control during all phases of operations.

In the case of a localized evacuation, traffic control and traffic control points will be established based upon the circumstances dictated by the incident. Priority should be given to major roadways

Traffic Control Points

Each traffic control post shall be equipped with sufficient flashlights and flares to ensure necessary lighting and safety. Officers on traffic control points shall be prepared to direct citizens to shelter locations if conditions become too hazardous before evacuation from the county can be accomplished.

Accident/Disabled Vehicles

Arrangements shall be made through the police command center for tow trucks to remove accident/disabled vehicles from the roadway. These requests shall be granted on a priority basis that ensures the critical corridors remain open and traffic flowing.

Barricades

Requests for barricades from public works must be made through the EOC.

Re-Entry

The police chief or his designee is the sole authority to authorize re-entry into evacuated areas of the city. The chief, in consultation with the EOC, will coordinate the timing of re-entry authorization with neighboring municipal police departments and the Pinellas County Sheriff's Department. Re-entry will not be attempted during hours of darkness, and may be limited to daylight hours only.

Local Security Checkpoints

- Local Security checkpoints cannot be pre-selected (with the exception of the main arteries into the city). Checkpoints will be established based upon the location of damaged areas, but may include major access roads or subdivisions.
- Local security checkpoints shall check all persons entering for proper authorization. In the case of smaller operations that do not involve countywide re-entry control, law enforcement at checkpoints shall screen all personnel entering. Entry shall be granted to: emergency personnel, media, officials, and residents, based upon overall safety assessments.

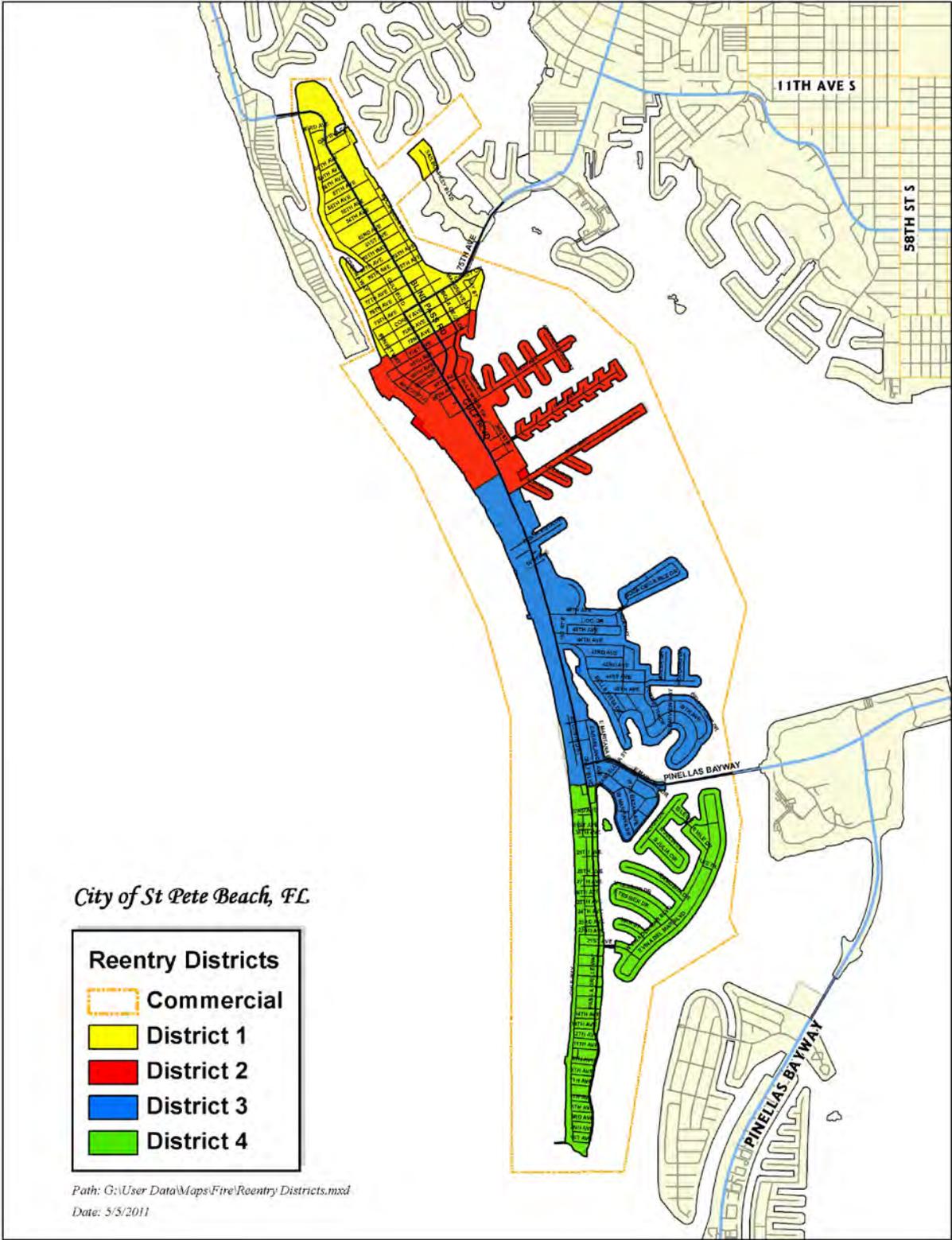
Traffic Control Points

- Traffic control points shall be established after a major incident based upon re-entry traffic conditions, damaged areas and traffic control devices that are damaged, inoperable or missing.
- Priority shall be given to intersections and roadways as identified previously. Requests for barricades and replacement signs shall be submitted to the EOC.

Re-entry Control Process

- The re-entry control process will be managed using four residential districts and one commercial district (commercial encompasses the entire City). Residents may acquire a numbered re-entry vehicle placard from the police or fire department administration offices.
- When a district is deemed reasonably safe, residents will be allowed into their district to mitigate property damage.
- Each resident and business owner/operator must also have valid government issued identification.
- See Appendix I -1 Re-entry Control Process Map
- See Appendix I-2 Re-entry Placards

Re-entry Map



Re-entry Placards

CAUTION
REMOVE PLACARD WHILE VEHICLE IS IN MOTION
DO NOT PLACE PLACARD ON HOT SURFACES, MAY CAUSE CURLING



HURRICANE RE-ENTRY PERMIT

008603

To be valid, this permit must be displayed with this side clearly legible through vehicle windshield.



EVACUATION

- Listen for weather updates on local stations and on NOAA Weather Radio. Don't trust rumors, and stay tuned to the latest information.
- Check your Disaster Supplies Kit. Obtain any needed items.
- Refill prescriptions. Maintain at least a two week supply during hurricane season.
- Clear your yard of potential flying debris, e.g. lawn furniture, potted plants, bicycles and trash cans.
- Protect your windows and glass doors! Brace double entry and garage doors at the top and bottom.
- Fill your car's gas tank and check oil, water and tires. Gas pumps don't operate without electricity.
- Secure your boat early. Drawbridges will be closed to boat traffic after an evacuation order is issued.
- Leave the swimming pool filled and super-chlorinated. (Cover the filtration system.)
- Get cash. Banks and ATM's won't be in operation without electricity and few stores will be able to accept credit cards or personal checks.
- Do not get on congested evacuation routes and try to outrun the storm.

RE-ENTRY

- **BE PATIENT.** Access to affected areas will be controlled. You won't be able to return to your home until search and rescue operations are complete and safety hazards, such as downed trees and power lines, are cleared. It may take 2-4 weeks before utilities are restored.
- Stay tuned to your local radio or TV station for advice and instructions about emergency medical aid, food and other forms of assistance.
- Have valid ID. Security operations will include check points. Valid identification with your current local address will be required.
- Avoid driving. Roads will have debris which will puncture your tires! Don't add to the congestion of relief workers, supply trucks, law enforcement, etc.
- Don't sight see, especially at night.

MFG. By PRIDE Enterprises

CAUTION
REMOVE PLACARD WHILE VEHICLE IS IN MOTION
DO NOT PLACE PLACARD ON HOT SURFACES, MAY CAUSE CURLING



HURRICANE RE-ENTRY PERMIT

004116

To be valid, this permit must be displayed with this side clearly legible through vehicle windshield.



FINANCIAL MANAGEMENT

- Primary Department
Finance Department
- Support Department
Finance Division
- Mission Assignment
Apply and maintain documentation and oversee project completion for requests for Federal and State Assistance Funds.
- Support Tasks
Complete required forms for Federal and State reimbursement
Oversee project completion within time and cost constraints

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended, in order to support emergency operations in a timely manner. The City of St. Pete Beach may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. Additionally, the city may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance the city and its citizens will receive.

Generally, the federal and state governments do not reimburse expenditures that are not properly documented. It is also crucial that city establish sound fiscal policies and expenditure tracking mechanisms to facilitate reimbursement processes.

The Finance Department is responsible for financial management during disaster operations. All departments that have incurred losses must maintain complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs. The finance department establishes procedures for processing and maintaining records of expenditures and obligations for manpower, equipment and materials. All appropriate logs, formal records and file copies of all expenditures (including personnel timesheets) must be kept by all departments in order to provide clear and reasonable accountability and justification for future reimbursement.

The Florida Division of Emergency Management will provide periodic training sessions concerning guidelines and processes involving state and federal disaster assistance. Emergency management will coordinate this training for all concerned departments, on relevant information concerning the various funding programs under FDEM.

Pre-Disaster

The finance department is responsible for assuring that funds will be available during a disaster through the emergency management disaster fund, per established lines of credit and the process and procedures for obtaining cash prior to the onset of a disaster.

Post disaster financial management training is a major pre-disaster activity. The department of emergency management maintains a detailed program that includes step-by-step instructions and samples.

Recovery

The first step in post disaster financial management actually occurs during the disaster. All workgroups must capture the documentation of costs incurred because of the disaster. All levels of supervision must carefully control these costs. When mutual aid is requested, the receiving party must ensure that the assisting party is also properly documenting their costs and that they are in accordance with the statewide mutual aid agreement. Incomplete documentation will result in delays or partial reimbursement. Conversely, when providing mutual aid, detailed documentation of our expenses are essential for the receiving party to claim reimbursement.

After the disaster, damages must be assessed and documented. State and federal officials will require good estimates very early in the recovery process. If the damages are considered significant enough to warrant federal assistance, the President will issue a declaration. Reimbursement of eligible costs is normally 75% federal and 12.5% state (determined by the President and governor at the time of the disaster). The remaining costs (if any) must be absorbed by the city. These figures are not absolutes and may be adjusted based upon existing conditions or funding mechanisms.

During an emergency or disaster, administrative procedures may be suspended, relaxed, or made optional in the interest of protecting life or property. Departments may need to take necessary and prudent actions in response to disaster incidents. Normal procedures, which do not interfere with the timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures that depart from "business-as-usual" will be the responsibility of the finance department and the city manager. In disasters and emergencies, responding agencies will begin a log of activities and set up a file for receipts, time sheets, logs, and other important papers. Agencies performing recovery activities will use the State of Florida's financial and reimbursement procedures. The finance department is responsible for providing all paperwork and documentation instructions required for crews to properly document expenses, hours worked, equipment used and other expenditures that may occur.

Logistics

Departments responding to emergencies and disasters must first use their available resources. When this plan is implemented, the EOC logistics section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The logistics section will also provide services and equipment maintenance beyond the internal capabilities of the city through the Pinellas County EOC. Scarce resources will be allocated according to established priorities and objectives of the incident commander(s). All departments are expected to maintain an inventory of all equipment, to include their disposition after the conclusion of the emergency. Items that are not accounted for, or that are not placed in the city inventory as an asset, will not be eligible for reimbursement.