

BOARD OF COUNTY COMMISSIONERS

REGULAR MEETING

SCHOOL BOARD ADMINISTRATIVE COMPLEX

372 WEST DUVAL STREET

May 02, 2024 at 9:30 AM

AGENDA

Opportunity for public comment shall be in accordance with Rule 4.704. Each person who wishes to address the Commission regarding the Consent Agenda or any Discussion and Action Agenda Item shall complete one comment card for each item and submit the card or cards to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order.

Rules of decorum and rules for public participation are attached to the agenda handouts.

Invocation (Commissioner Robby Hollingsworth)

Pledge to U.S. Flag

Additions or Deletions

Approval of Agenda

Proclamations

Tim Murphy, District 5

- (1) Proclamation No. 2024P-11 - Economic Development Week (p.1)

Presentation of the Board Not Requiring Board Vote or Action

- (1) Update from the American Red Cross on Activities serving Columbia County (p.3)
- (2) County Manager Performance Review (p.4)

Approval of Consent Agenda

Adoption of Consent Agenda

Discussion and Action Items

Joel Foreman, County Attorney

- (1) EMS Contract Update (p.50)

Discussion and Action Items (Continued...)

Kevin Kirby, Assistant County Manager

- (2) Nuisance Wildlife Services - TW Trapping Services - \$50,000 (p.51)

David Kraus, County Manager

- (3) BA 24-41 - Animal Enforcement Funding - \$17,000 (p.61)
- (4) North Florida Mega Industrial Park WWTP - Change order No. 2 - \$(1,209,499) (p.62)
- (5) RFP 2024-D - Debris Monitoring Services - Synergy Disaster Recovery (p.66)
- (6) Approval of the 5 Year Update of the Columbia County Comprehensive Emergency Management Plan (CEMP) (p.78)
- (7) Revision of "Sports Marketing Director" position description to "Sports and Group Sales Specialist" (p.379)
- (8) Affordable Housing Update (p.382)
- (9) Resolution No. 2024P-09 - Rescheduling the First Meeting in July (p.383)
- (10) BA 24-42 - State Emergency Communications Board Rural Grant for 911 CPE system maintenance - \$125,508 (p.385)

Open Public Comments to the Board – 3 Minute Limit

Staff Comments

Updates from the County Manager

Commissioner Comments

Adjournment



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: Economic Development

1. Nature and purpose of agenda item:

A PROCLAMATION BY THE COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS DESIGNATING MAY 5 – 11, 2024 AS NATIONAL ECONOMIC DEVELOPMENT WEEK IN COLUMBIA COUNTY

2. Recommended Motion/Action:

Approve Proclamation No. 2024P-11

3. Fiscal impact on current budget.

This item has no effect on the current budget.

PROCLAMATION NO. 2024P-11

A PROCLAMATION BY THE COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS DESIGNATING MAY 5 – 11, 2024 AS NATIONAL ECONOMIC DEVELOPMENT WEEK IN COLUMBIA COUNTY

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, the International Economic Development Council provides leadership and excellence in economic development for communities and members; and

WHEREAS, the Columbia County Board of County Commissioners recognizes that economic development is a collaborative effort between local, state, and federal governments, public- private partnerships, chamber of commerce’s, colleges, and a variety of other intuitions; and

WHEREAS, Columbia County strives every day to attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

NOW, THEREFORE, BE IT RESOLVED that the Columbia County Board of County Commissioners hereby recognizes May 5 – 11, 2024 as “National Economic Development Week” in Columbia County and reminds individuals of the importance of this important work. Proclaimed this 2nd day of May, 2024.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

By: _____

James M. Swisher, JR., Clerk of Court

By: _____

Ronald Williams, Chairman



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/24/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

Sandi Poreda from the Capital Area Chapter of the American Red Cross would like to update the Commissioners of the Red Cross' activities in Columbia County.

2. Recommended Motion/Action:

Discussion Only

3. Fiscal impact on current budget.

This item has no effect on the current budget.



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/11/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

In accordance with Section 2.8 (7) of the County Charter the County Manager reviews are presented at the first regular meeting of May:

"On or before the first day of April of each calendar year, each Commissioner shall subject the County Manager to a performance review for the preceding calendar year.... At the Board's first regular meeting in the month of May of each calendar year the results of the Commissioners' review of the County Manager shall be presented to the public." [As amended November 3, 2020, Ord. 2020-15]

2. Recommended Motion/Action:

Presentation Only

3. Fiscal impact on current budget.

This item has no effect on the current budget.


District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Board of County Commissioners

FROM: Lisa K.B. Roberts  HR/Community/Administrative Services Director

DATE: March 13, 2024

RE: County Manager Performance Review

In accordance with the Home Rule Charter, on or before the first day of April of each calendar year, each Commissioners shall subject the County Manager to a performance review for the preceding calendar year. Performance grading shall be on a scale from 1 to 5 with 1 being unsatisfactory and 5 being exceptional. The County Manager's performance shall be reviewed as to each of the duties imposed by this Charter, as well as the County Manager's demonstrated interpersonal skills with citizens, employees, and Commissioners. At the Board's first regular meeting in the month of May of each calendar year the results of the Commissioners' review of the County Manager shall be presented to the public.

As stipulated above, attached you will find the County Manager Performance Review document to be completed in full. Upon completion, please sign and return the performance review to Lisa Roberts, Administrative Services Director no later than April 5, 2024. The performance reviews will be added to the regular scheduled meeting of the Board on May 2, 2024.

If I may be of further assistance in this matter, please contact me at (386) 758-1006.

Columbia County Board of County Commissioners

COUNTY MANAGER PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the County Manager has a clear understanding of the mission and strategy of the Board of County Commissioners and plays a key role in translating that mission into realistic action?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

2. Achievement of Results:

How satisfied are you that the County Manager has accomplished the objectives and priorities set by the Board for the performance period?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

3. People Management:

How satisfied are you that the County Manager has selected and developed qualified staff and built morale among staff and volunteers?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

4. Program Management:

How satisfied are you that the County Manger has appropriate knowledge of the Board's programs and services and provides suitable oversight for the provision of high quality programs and services?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

5. Fiscal Management:

How satisfied are you that the County Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

6. Operations Management:

How satisfied are you that the County Manager has assured that the organization has suitable systems, policies and processes for: accounting and fund management, personnel management, office space, information technology and risk management?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

7. The Board / Staff Relationship:

How satisfied are you that the County Manager works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

8. External Liaisons and Public Image:

How satisfied are you that the County Manager maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents and other relevant community organizations?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

9. Other Expectations:

How satisfied are you that the County Manager has responded appropriately to unanticipated or difficult situations and to those specific challenges associated with the unique mission of this organization?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the County Manager as a leader?

Please Comment:

work very hard

2. What are the areas in which the County Manager would most benefit from additional development of skills or knowledge?

Please Comment:

Hard worker

3. In what way does the County Manager make a unique contribution to the organization because of the person he/she is?

Please Comment:

work very hard

PART C: OVERALL ASSESSMENT

Narrative Summary of Performance:

went hard

Affirmation of Strengths and Achievements:

"have never take care of all"

Discussion of Gaps:

Suggestions for Professional Development:

Part D: Comments

Use an additional sheet and attach if more space is required.

Employee
Signature:



Date:

4/11/24

County
Commissioner
Signature:



Date:

4-10-24

Columbia County Board of County Commissioners

COUNTY MANAGER PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the County Manager has a clear understanding of the mission and strategy of the Board of County Commissioners and plays a key role in translating that mission into realistic action?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

2. Achievement of Results:

How satisfied are you that the County Manager has accomplished the objectives and priorities set by the Board for the performance period?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

3. People Management:

How satisfied are you that the County Manager has selected and developed qualified staff and built morale among staff and volunteers?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

4. Program Management:

How satisfied are you that the County Manger has appropriate knowledge of the Board's programs and services and provides suitable oversight for the provision of high quality programs and services?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

5. Fiscal Management:

How satisfied are you that the County Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

6. Operations Management:

How satisfied are you that the County Manager has assured that the organization has suitable systems, policies and processes for: accounting and fund management, personnel management, office space, information technology and risk management?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

7. The Board / Staff Relationship:

How satisfied are you that the County Manager works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

8. External Liaisons and Public Image:

How satisfied are you that the County Manager maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents and other relevant community organizations?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

9. Other Expectations:

How satisfied are you that the County Manager has responded appropriately to unanticipated or difficult situations and to those specific challenges associated with the unique mission of this organization?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the County Manager as a leader?

Please Comment:

Understanding Procedures of Gov.
Using the strength of his in employees
Finding solutions to ~~and~~ unforeseen problems

2. What are the areas in which the County Manager would most benefit from additional development of skills or knowledge?

Please Comment:

3. In what way does the County Manager make a unique contribution to the organization because of the person he/she is?

Please Comment:

stays cool under Pressure maintains
control of situations

PART C: OVERALL ASSESSMENT

Narrative Summary of Performance:

Affirmation of Strengths and Achievements:

Discussion of Gaps:

Suggestions for Professional Development:

Part D: Comments

Use an additional sheet and attach if more space is required.

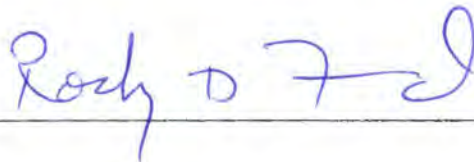
Employee
Signature:



Date:

7/11/24

County
Commissioner
Signature:



Date:

4-5-24

Columbia County Board of County Commissioners

COUNTY MANAGER PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the County Manager has a clear understanding of the mission and strategy of the Board of County Commissioners and plays a key role in translating that mission into realistic action?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

~~He is~~

He is organized
and thoughtful of the future.

2. Achievement of Results:

How satisfied are you that the County Manager has accomplished the objectives and priorities set by the Board for the performance period?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

3. People Management:

How satisfied are you that the County Manager has selected and developed qualified staff and built morale among staff and volunteers?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

He knows good people
and how to see qualities

4. Program Management:

How satisfied are you that the County Manger has appropriate knowledge of the Board's programs and services and provides suitable oversight for the provision of high quality programs and services?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

5. Fiscal Management:

How satisfied are you that the County Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptional (5) **Superior (4)** **Satisfactory (3)** **Fair (2)** **Unsatisfactory (1)**

Please Comment:

6. Operations Management:

How satisfied are you that the County Manager has assured that the organization has suitable systems, policies and processes for: accounting and fund management, personnel management, office space, information technology and risk management?

Exceptional (5) **Superior (4)** **Satisfactory (3)** **Fair (2)** **Unsatisfactory (1)**

Please Comment:

He knows office space is important and does well.

7. The Board / Staff Relationship:

How satisfied are you that the County Manager works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptional (5) **Superior (4)** Satisfactory (3) Fair (2) Unsatisfactory (1)

Please Comment:

8. External Liaisons and Public Image:

How satisfied are you that the County Manager maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents and other relevant community organizations?

Exceptional (5) **Superior (4)** Satisfactory (3) Fair (2) Unsatisfactory (1)

Please Comment:

He needs to realize he can say no, to anyone for the right reasons

9. Other Expectations:

How satisfied are you that the County Manager has responded appropriately to unanticipated or difficult situations and to those specific challenges associated with the unique mission of this organization?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the County Manager as a leader?

Please Comment:

work ethic
organized
thoughtful

2. What are the areas in which the County Manager would most benefit from additional development of skills or knowledge?

Please Comment:

How to manage disappointing
someone

3. In what way does the County Manager make a unique contribution to the organization because of the person he/she is?

Please Comment:

work
ethic

PART C: OVERALL ASSESSMENT

Narrative Summary of Performance:

Great Job,

Affirmation of Strengths and Achievements:

Discussion of Gaps:

learn to be firm in
some situations

Suggestions for Professional Development:

Part D: Comments

Use an additional sheet and attach if more space is required.

Employee
Signature:



Date:

4/11/24

County
Commissioner
Signature:



Date:

4/8/24

Columbia County Board of County Commissioners

COUNTY MANAGER PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the County Manager has a clear understanding of the mission and strategy of the Board of County Commissioners and plays a key role in translating that mission into realistic action?

Exceptional
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Superior
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Fair
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Unsatisfactory
(1)

Please Comment:

2. Achievement of Results:

How satisfied are you that the County Manager has accomplished the objectives and priorities set by the Board for the performance period?

Exceptional
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Superior
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(1)

Please Comment:

5. Fiscal Management:

How satisfied are you that the County Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

6. Operations Management:

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Please Comment:

7. The Board / Staff Relationship:

How satisfied are you that the County Manager works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

8. External Liaisons and Public Image:

How satisfied are you that the County Manager maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents and other relevant community organizations?

Exceptional (5)	Superior (4)	Satisfactory (3)	Fair (2)	Unsatisfactory (1)
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Please Comment:

3. People Management:

How satisfied are you that the County Manager has selected and developed qualified staff and built morale among staff and volunteers?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

4. Program Management:

How satisfied are you that the County Manger has appropriate knowledge of the Board's programs and services and provides suitable oversight for the provision of high quality programs and services?

Exceptional
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Unsatisfactory
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Please Comment:

9. Other Expectations:

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Satisfactory
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Fair
(2)

Unsatisfactory
(1)

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the County Manager as a leader?

Please Comment:

2. What are the areas in which the County Manager would most benefit from additional development of skills or knowledge?

Please Comment:

3. In what way does the County Manager make a unique contribution to the organization because of the person he/she is?

Please Comment:

Being able to do
Grants

PART C: OVERALL ASSESSMENT

Narrative Summary of Performance:

Affirmation of Strengths and Achievements:

Discussion of Gaps:

Suggestions for Professional Development:

Part D: Comments

Use an additional sheet and attach if more space is required.

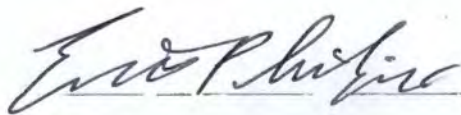
Employee
Signature:



Date:

4/11/24

County
Commissioner
Signature:



Date:

4-11-24

Columbia County Board of County Commissioners

COUNTY MANAGER PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the County Manager has a clear understanding of the mission and strategy of the Board of County Commissioners and plays a key role in translating that mission into realistic action?

Exceptional (5) **Superior (4)** **Satisfactory (3)** **Fair (2)** **Unsatisfactory (1)**

Please Comment:

2. Achievement of Results:

How satisfied are you that the County Manager has accomplished the objectives and priorities set by the Board for the performance period?

Exceptional (5) **Superior (4)** **Satisfactory (3)** **Fair (2)** **Unsatisfactory (1)**

Please Comment:

3. People Management:

How satisfied are you that the County Manager has selected and developed qualified staff and built morale among staff and volunteers?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

*fill needs Admin
Asst County Mgr.*

4. Program Management:

How satisfied are you that the County Manager has appropriate knowledge of the Board's programs and services and provides suitable oversight for the provision of high quality programs and services?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

5. Fiscal Management:

How satisfied are you that the County Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

6. Operations Management:

How satisfied are you that the County Manager has assured that the organization has suitable systems, policies and processes for: accounting and fund management, personnel management, office space, information technology and risk management?

Exceptional **Superior** **Satisfactory** **Fair** **Unsatisfactory**
(5) **(4)** **(3)** **(2)** **(1)**

Please Comment:

7. The Board / Staff Relationship:

How satisfied are you that the County Manager works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

8. External Liaisons and Public Image:

How satisfied are you that the County Manager maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents and other relevant community organizations?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
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Unsatisfactory
(1)

Please Comment:

9. Other Expectations:

How satisfied are you that the County Manager has responded appropriately to unanticipated or difficult situations and to those specific challenges associated with the unique mission of this organization?

Exceptional
(5)

Superior
(4)

Satisfactory
(3)

Fair
(2)

Unsatisfactory
(1)

Please Comment:

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the County Manager as a leader?

Please Comment:

*Grants
Inter office memos*

2. What are the areas in which the County Manager would most benefit from additional development of skills or knowledge?

Please Comment:

3. In what way does the County Manager make a unique contribution to the organization because of the person he/she is?

Please Comment:

*Knowledge of the
Grant system*

PART C: OVERALL ASSESSMENT

Narrative Summary of Performance:

Very much Improved
Skill Needs Admin Assist
County Mgr

Affirmation of Strengths and Achievements:

Has come a long way
Facing many challenges

Discussion of Gaps:


Suggestions for Professional Development:

Advanced training or grant
opportunities which are even
changing daily

Part D: Comments

Use an additional sheet and attach if more space is required.

Employee
Signature:



Date:

4/11/24

County
Commissioner
Signature:



Date:

4-9-24



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

The County is finalizing the proposed contracts for EMS Service.

2. Recommended Motion/Action:

Discussion and Approval

3. Fiscal impact on current budget.

This item has no effect on the current budget.



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: Purchasing

1. Nature and purpose of agenda item:

On April 4, 2023, the Board approved the ranking of firms to provide Nuisance Wildlife Services (RFQ 2024-C). The Board also approved negotiating with the top 2 ranked firms. Based on the negotiations, staff is recommending the approval of a contract with TW Trapping Services.

2. Recommended Motion/Action:

Staff recommends Board to award contract to TW Trapping Services.

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 10142705413131

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

M E M O R A N D U M

DATE: April 26, 2024
TO: Board of County Commissioners
FROM: Erica Jones, Purchasing Officer
RE: Agenda item for May 2, 2024
RFQ 2024-C Nuisance Wildlife Services

Columbia County is seeking qualifications from qualified licensed contractors to provide an annual contract for the trapping and removing of live nuisance wildlife throughout Columbia County. Work locations are for County facilities and County properties only (to include public Right of Way). The nuisance wildlife animals will be alive at the time of trapping.

RFQ 2024-C was issued on 1/17/2024. Three (3) responses were timely received:

- Trav's Trapping
- Loomacres
- TW Trapping Services

On April 4th, 2024, Board authorized staff to negotiate with the highest two ranked firms **Trav's Trapping** and **TW Trapping Services**. Staff is recommending the Board to approve Service Contract with **TW Trapping Services**.

ATCH:
Service Contract
Recommendation Letter

BOARD MEETS FIRST THURSDAY AT 9:30 A.M. AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Kevin Kirby
FR: Erica Jones, Purchasing Officer
DATE: April 15, 2024
RE: RFQ 2024-C Nuisance Wildlife Services

Thank you for your assistance during the negotiations for RFQ 2024-C Nuisance Wildlife Services.

After the Evaluation Committee convened and ranked the proposals, it was recommended and approved by the Board of County Commissioners on April 4th, 2024 to negotiate with the top two (2) ranked firms. During negotiations, two questions were asked to both firms requesting availability and fee expectancy. Both firms provided approx. identical availabilities. The first firm requested \$65,000.00 and the second firm requested \$50,000.00 annually. The second firm provided further information relative to the additional services and equipment that would be utilized during the life of the contract. The second firm stated the annual fee structure would not encounter any price escalations and guarantees the rate of \$50,000 annually for the duration of the initial five (5) year contract.

It is my professional recommendation to award RFQ 2024-C Nuisance Wildlife Services contract to **TW Trapping Services** for the reasons:

Additional information that was provided
Fee expectancy
Locked in rate guarantee

SERVICE AGREEMENT

THIS AGREEMENT (“Agreement” or “Contract”) made this 2nd day of May, 2024 by and between TW Trapping Services with its principle address at 922 SW Baya Dr, Lake City, FL 32025, hereinafter called “Contractor”, and **COLUMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida, with its mailing address at Post Office Box 1529 Lake City, Florida 32056-1529, hereinafter called “County”.

WITNESSETH:

WHEREAS, the County solicited bids for the provision of certain services to the County with accompanying instructions under RFQ 2024-C “Nuisance Wildlife Damage Control”; and

WHEREAS, the Contractor was selected by the County as the most qualified responsive bidder to that solicitation for qualifications on April 15th, 2024; and

WHEREAS, the County and the Contractor desire to enter into an agreement for the provision of services by the Contractor to the County and the terms of payment by the County to the Contractor with other terms and conditions that shall govern the subject matter of this Contract.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the parties agree as follows:

I. RECITALS INCORPORATED

The above recitals are true and correct and are incorporated here by reference.

II. ULV APPROVED ADULTICIDE

The Contractor shall provide the necessary technical and operational assistance in identifying and controlling nuisance wildlife damage in Columbia County. This service shall be provided as set forth in the bid documents for RFQ 2024-C which are attached hereto and made a part hereof as is fully set forth herein.

III. FEES FOR PRODUCTS

The Contractor shall be compensated annually \$50,000.00 as agreed upon during negotiations for the term of this five (5) year agreement.

IV. COST ADJUSTMENTS

Annual Price Adjustments will be considered for approval by the Board of County Commissioners after the first term of this contract if renewed and annually thereafter. All requests for adjustment must be documented with written verification of manufacturer price increases. The Contractor’s written request for adjustment shall be made 15 calendar days in advance of the contract anniversary date and will be given effect only upon Board approval.

V. PERMITS AND INSURANCE

Prior to commencement pursuant to this Agreement, the Contractor shall provide the County copies of all current and applicable licenses and permits together with all insurance documents set forth in the bid documents.

VI. INVOICING AND PAYMENT

The County shall make payment of all approved invoices to the Contractor in accordance with the Local Government Prompt Payment Act, Fla. Stat. section 218.70 et seq.

VII. TERM

The term of this agreement shall be for five (5) years from the date of this Agreement. In connection with the operation of the Agreement, County reserves the right to extend the term with written agreement by County and Contractor. Up to ninety (90) days but not fewer than thirty (30) days prior to the end of the initial term of this Agreement, Contractor may notify the County of Contractor's desire not to renew this Agreement, such that on the last day of that term this Agreement shall terminate and no renewal shall occur. This provision shall not be construed in any manner to require either party to renew this Agreement.

VIII. INDEMNITY

Contractor (as indemnitor) shall indemnify, save and hold County, its officers and employees, agents, successors, and assign (as indemnitee) harmless from and against and in respect of any act, judgement, claim, domain, suit, proceeding, expenses, orders, action, loss, damage, cost, charge, interest, fine, penalty, liability, reasonable attorney and expert fees, and related obligations (collectively, the "claims") arising from or related to any action, neglect or omission of Contractor in its performance under the Agreement, whether direct or indirect including but not limited to, liabilities, obligations, responsibilities, remedial actions, losses, damages, punitive damages, consequential damages to third parties, treble damages, costs and expenses, fines, penalties, sanctions, interest levied and other charges levied by other federal, state and local government agencies on County by reasons of Contractor's direct or indirect actions. This indemnity will survive and remain in force after the expiration or termination of the Agreement and is unlimited; provided, however that the indemnity is not intended to cover claims against County arising out of County's own negligence or intentional misconduct. Nothing herein shall be interpreted by the parties or any third party that County waives its sovereign immunity otherwise provided by law. For purposes of this section, the term County shall include County, officers, and its employees.

IX. INTEGRATION

This written instrument and the attachments to which reference is made constitute the entire Agreement between the County and the Contractor. All prior and contemporaneous agreements and understandings, whether oral or written, are without effect in the construction of any provision if they alter or otherwise vary any term or condition set forth in this instrument.

X. RIGHT TO REQUIRE PERFORMANCE

The failure of the County at any time to require performance by the Contractor of any provision of this Agreement shall in no way affect the right of the County thereafter to enforce such provision. Nor shall waiver by the County of any material breach of any terms of this Agreement be taken or held to be a waiver of any subsequent material breach of such term or as a waiver of any provision of this Agreement.

XI. AMENDMENT

This Agreement may be altered, amended, or repealed only by a written instrument signed by authorized representatives of the parties.

XII. LAW TO GOVERN AND VENUE

The laws of the State of Florida shall govern the validity, construction, interpretation, and effect of this Agreement. The state courts situated within Columbia County, Florida, shall be the exclusive venue for any legal proceeding concerning this Agreement.

XIII. ASSIGNMENT

The Contractor shall not assign any portion of the agreement for services to be rendered hereunder without written consent first obtained from the County and any assignment made contrary to the provisions of this section may be deemed a default of the Agreement and shall not convey any rights to the assignee. Any change in Contractor's ownership shall, for purposes of the Agreement, be considered a form of assignment. The County shall not unreasonably withhold its approval of a requested change in ownership, so long as the transferee is of known financial and business integrity for the undertaking and can conclusively demonstrate the ability to perform all terms and conditions and obligations of this agreement.

XIV. PRODUCT ENDORSEMENT/ADVERTISING

Contractor shall not use the name of the County for the endorsement of any commercial products or services or Contractor's logo or brand name without the expressed written permission of the County. This shall not prevent Contractor from informing third parties of Contractor's contract with County and naming County as a business reference for Contractor.

XV. WARRANTY REGARDING CONSIDERATION AND PROCUREMENT

Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to procure or solicit any agreement under this procurement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or other consideration contingent upon or resulting from this procurement. Further, Contractor represents that its pricing has been independently arrived at without collusion. It has not knowingly influenced and promises that it will not knowingly influence a County employee or former County employee to breach any ethical standards. It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks. Violation of this warranty shall constitute default of this Agreement.

XVI. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor. Nothing in the Agreement shall be construed to create a relationship of employer and employee or principal and agent, partnership, joint venture, or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Nothing in the Agreement shall create any right or remedies in any third party, it being solely for the benefit of the County and the Contractor.

XVII. AGREEMENT TO PAY ATTORNEY’S FEES AND EXPENSES

In the event either party should default under any of the provisions of this agreement and the other party should employ attorneys or incur other expenses for the collection of amounts due or the enforcement of performance or observance of any obligation or agreement on the part of either party, the prevailing party shall recover from the other party the reasonable fee for such attorneys and such other reasonable expenses and costs so incurred.

XVIII. BINDING EFFECT

This agreement shall inure to the benefit of and shall be binding upon the parties and their respective successors and permitted assigns.

XIX. SEVERABILITY

In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this agreement or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein, and the other provisions of this agreement shall as so amended, modified, supplemented, or otherwise affected by such action, remain in full force and effect.

XX. PUBLIC RECORDS

The parties acknowledge County is a political subdivision of the State of Florida and is required to comply with the Public Record Act of the State of Florida, Chapter 119, Florida Statutes, and all other public entity provisions required of the County as a political subdivision of the State of Florida as provided by the Constitution and laws of the State of Florida. Contractor will maintain originals or copies of its records regarding or arising out of this agreement for a minimum of five (5) years after the termination of this agreement, and shall make such records reasonably available to the County upon request.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY’S CUSTODIAN OF PUBLIC RECORDS: P.O. Box 1529, Lake City, Florida 32056-1529, (386) 752-1326, bccadmin@columbiacountyfla.com.

XXI. ADDITIONAL CONVENANTS

Contractor hereby agrees that it will not bring an action in any court or other forum seeking to void, nullify, terminate or set aside this Agreement on the grounds that the Agreement does not comply with the laws of Florida, including the Constitution of the State of Florida as revised in 1968 and subsequently amended (the "Constitution"). For clarification, the parties agree that the foregoing is not an acknowledgement by either party that this agreement does not comply with the laws of the State of Florida, including the Constitution, and that the foregoing statement does not amend, modify or limit the parties' respective representations herein. Notwithstanding anything in this Agreement to the contrary, neither party will be liable to the other party for any indirect, incidental, loss of profits, punitive, exemplary, special or consequential damages of any kind whatsoever arising out of or relating to this Agreement to the extent and in the event a court of competent jurisdiction should declare all or any material portion of this Agreement contrary to law or otherwise invalid.

XXII. SURVIVAL OF REPRESENTATIONS AND WARRANTIES

All representations, warranties and indemnities, and the covenants and agreements to be performed subsequent to the execution hereof by the parties contained in this Agreement, or in any document delivered in contemplation hereof shall survive the execution of this agreement and the termination, either voluntarily or involuntarily, of this Agreement.

XXIII. BID DOCUMENTS INCORPORATED

This Agreement, to the extent applicable, shall include the terms, conditions, scope of work, and specifications of County's Bid No. 2021-J. However, the foregoing agreement shall govern and take precedence in the event of any conflict between the foregoing agreement and the bid documents.

XXIV. PERFORMANCE IN CASE OF SUBSEQUENT AWARD TO THIRD PARTY

Should Contractor fail to prevail in a future procurement cycle, Contractor shall provide all services required in and under this Agreement until the ending date of this Agreement or any agreed extension of this Agreement. To ensure continued performance fully consistent with the requirements of this Agreement through any such period, the Contractor shall continue all operations and support services at the same level of effort and performance as were in effect prior to the award of the subsequent agreement to a competing organization, and shall fully cooperate with the County in providing non-proprietary data and information which will assist in an orderly transition of the service to the new contractor. Contractor shall make no changes in methods of operation which could reasonably be considered to be aimed at cutting Contractor's service and operating cost to maximize profits during the final stages of the Agreement. However, County recognizes that if a competing organization should prevail in a future procurement cycle, Contractor may reasonably begin to prepare for transition of service to the new Contractor. County shall not unreasonably withhold its approval of Contractor's request to begin an orderly transition process, including reasonable plans to relocate staff, scale down certain inventory items, etc., as long as such transition activity does not impair Contractor's performance during this period.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first above written.

Signed, sealed and delivered in the presence of:

Contractor:

Witness

By:

Print or type name

Witness

Print or type name

State of Florida
County of Columbia

The foregoing instrument was acknowledged before me this ___ day of _____, _____ by _____ who is personally known to me or who provided _____ as identification.

(NOTARIAL SEAL)

Notary Public, State of Florida

(Print or Type Name)
My Commission Expires:

Signed, sealed and delivered in the presence of:

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

Witness

By: Ron Williams, Chairman

Print or type name

ATTEST: _____
James M. Swisher, Clerk of Court

Witness

(Seal)

Print or type name

Approved as to form:

Joel F. Foreman, County Attorney



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/11/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

BA 24-41 reallocates funds from Capital Projects Fund (Animal Enforcement Construction Project) to General Fund for Animal Enforcement operating startup costs.

2. Recommended Motion/Action:

Approve BA 24-41

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.

The budget amendment number is BA 24-41 using fund(s) 001-GENERAL FUND and 302-GENERAL CAPITAL PROJECTS.

FROM:	TO:	AMOUNT:
001-0000-381.91-32 INTERFUND TRANSFERS IN/FROM GENERAL CAP PROJECTS	001-6210-562.30-43 OPERATING EXPENDITURES/UTILITIES	\$7,000.00
001-0000-381.91-32 INTERFUND TRANSFERS IN/FROM GENERAL CAP PROJECTS	001-6210-562.30-46 OPERATING EXPENDITURES/REPAIR & MAINTENANCE	\$2,000.00
001-0000-381.91-32 INTERFUND TRANSFERS IN/FROM GENERAL CAP PROJECTS	001-6210-562.30-52 OPERATING EXPENDITURES/OPERATING SUPPLIES	\$8,000.00
302-6202-562.60-62 CAPITAL OUTLAY/BUILDINGS	302-8100-581.90-01 INTERFUND TRANSFERS OUT/TO GENERAL FUND	\$17,000.00



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/16/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

Direct Purchase Orders (ODPs) at the North Florida Mega Industrial Park WWTP has generated \$1,209,498.80 in savings to the County (Change Order #2). Warton Smith will also update the Commissioners on the progress of the project.

2. Recommended Motion/Action:

Approve Change Order #2

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 405-3501-535.60-63



FIXED PRICE CHANGE PROPOSAL

04/10/2024

Steve Roberts
Columbia County, Florida
135 NE Hernando Ave, Ste 203
Lake City, FL 32055

Re: Our Change Proposal 22-114-03 for **ODP Deduct Package 2**

Project: North Florida Mega Industrial Park WWTP

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

ODP Packages and ODP Change Orders - Deduct #02

Price: \$ (1,209,498.80) *Negative One Million Two Hundred Nine Thousand Four Hundred Ninety Eight Dollars and Eighty Cents*

Time: The duration of the Work to achieve Substantial Completion will be **UNCHANGED**.

Clarification(s): - The purpose of this deductive change order is to remove the value of the Owner Direct Purchase Orders (ODPs) and ODP Change Orders from the contract.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Additional Attachments
Schedule Of Values

Please contact me at (407)321-8410 or via e-mail tcassella@whartonsmith.com if you have any questions or require additional information.

Regards,
Wharton-Smith, Inc.
Travis Cassella
Project Manager

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature: _____ Date: _____

Columbia County, Florida

ADDITIONAL DOCUMENTS



Project: 22-114 - ODP Deduct Package 2

Date: 04/10/2024

Document: 22-114-03

Name

1 Brevard Constructors - 027177 Revised ODP

<https://redteam.link/t5eoufu>

2 Harrington ODP_026858 (CO)

<https://redteam.link/dyg1f4t>

3 RC Beach ODP_027279

<https://redteam.link/wyn5rn5>

4 Xylem Mixer ODP_ 027321

<https://redteam.link/nst4qa8>

5 Xylem Pump ODP_027280

<https://redteam.link/kwtunf0>

6 CUR#03 - Electrical Gear Additional Costs

<https://redteam.link/nqfipv6>

7 CUR#04 - Dual Wall Poly Tank

<https://redteam.link/b01js6m>

8 CUR#06 - Metal Building Modifications

<https://redteam.link/ycsj9t3>

9 ODP# 026974 - Carter and VerPlanck

<https://redteam.link/oluq1k1>

10 ODP# 027019 - Trillium

<https://redteam.link/b7rx5u9>

11 ODP# 027052 - Saveco

<https://redteam.link/m3si4y3>

Wharton-Smith, Inc.: _____

Customer: _____



Wharton-Smith, Inc.

SCHEDULE OF VALUES

Project: 22-114 - ODP Deduct Package 2

Date: 04/10/2024

Document: 22-114-03

	Description of Work	Scheduled Value (\$)
1	ODP#02752 - 222114-002 - Saveco - Deduct	-360,757.00
2	ODP#027019 - 222114-010 - Trillium - Deduct	-156,190.00
3	ODP#026974 - 222114-011 - CVP	-131,530.00
4	ODP#026858_CO#01 - 222114-007 - Harrington Change Order #01 Deduct	-13,161.80
5	ODP#026918_CO#01 - 422114-009 Brevard Constructors - Change Order #01 Deduct	-2,700.00
6	ODP#027279 - 222114-029 - RC Beach	-386,825.00
7	ODP#027280 - 222114-028 - Xylem (Submersible Pump)	-288,781.00
8	ODP#027321 - 222114-030 - Xylem (Mixer)	-34,244.00
9	ODP#026830 - 222114-014 - Hydra Service, Inc. - Scope Change	164,690.00
	Total (\$)	-1,209,498.80



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: Purchasing

1. Nature and purpose of agenda item:

The County received three responses to RFP 2024-D for Debris Monitoring Services. Staff requests to approve the ranking and authorize negotiations with Synergy Disaster Recovery.

2. Recommended Motion/Action:

Approve the ranking and authorize negotiations with Synergy Disaster Recovery.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

M E M O R A N D U M

DATE: April 15, 2024
TO: Board of County Commissioners
FROM: Erica Jones, Purchasing Officer
RE: Agenda item for April 18, 2024
RFP 2024-D Debris Monitoring Services

Columbia County, Florida, Board of County Commissioners is seeking Proposals from interested and qualified individuals or firms to provide Debris Monitoring Services to the Board of County Commissioners.

RFP 2024-D was issued on 2/26/2024. Three (3) responses were timely received:

- Synergy Disaster Recovery
- Thompson Consulting Services
- Tetra Tech, Inc.

The Evaluation Committee consisted of Shayne Morgan, Pam Davis, and Chad Williams to evaluate the responses. The Evaluation Team completed individual Evaluation Sheets then the Final Ranking Sheet (see attached).

Based upon the results of the scoring, staff is recommending the Board to approve the **ranking** as follows:

First --- Synergy Disaster Recovery
Second --- Tetra Tech, Inc.
Third --- Thompson Consulting Services

Staff further recommends the Board to authorize staff to **negotiate** with the highest ranked firm **Synergy Disaster Recovery**.

BOARD MEETS FIRST THURSDAY AT 9:30 A.M. AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100

**FINAL RANKING
RFP 2024-D
DEBRIS MONITORING SERVICES**

Columbia County, Florida
Board of County Commissioners

COMPANY/FIRM	SHAYNE MORGAN	PAMELA DAVIS	CHAD WILLIAMS	FINAL RANKING
SYNERGY	1	3	1	1
THOMPSON CONSULTING SERVICES	3	1	3	3
TETRA TECH	2	2	2	2

Signature of Rater/Recorder *Erica Jones* Print Name Erica Jones

Date: 4/15/2024

Name of Evaluator: Shayne MorganSCORE SHEET – TO BE USED BY THE SELECTION
COMMITTEE**RFP 2024-D RATING CRITERIA**

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>20</u>
3. Resources/Project Personnel	<u>20</u>	<u>20</u>
4. Project Approach	<u>30</u>	<u>28</u>
5. Cost/Fee	<u>15</u>	<u>13</u>
Total	<u>100</u>	<u>96</u>

Name of Consultant Being Scored: Synergy

Name of Evaluator: Shayne Morgan

SCORE SHEET – TO BE USED BY THE SELECTION
COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>20</u>
3. Resources/Project Personnel	<u>20</u>	<u>18</u>
4. Project Approach	<u>30</u>	<u>20</u>
5. Cost/Fee	<u>15</u>	<u>15</u>
Total	<u>100</u>	<u>88</u>

Name of Consultant Being Scored: Thompson Consulting Services

Name of Evaluator: Shayne MorganSCORE SHEET – TO BE USED BY THE SELECTION
COMMITTEE**RFP 2024-D RATING CRITERIA**

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>20</u>
3. Resources/Project Personnel	<u>20</u>	<u>19</u>
4. Project Approach	<u>30</u>	<u>24</u>
5. Cost/Fee	<u>15</u>	<u>14</u>
Total	<u>100</u>	<u>92</u>

Name of Consultant Being Scored: Tetra Tech

Name of Evaluator: Pam Davis

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>14</u>
3. Resources/Project Personnel	<u>20</u>	<u>15</u>
4. Project Approach	<u>30</u>	<u>25</u>
5. Cost/Fee	<u>15</u>	<u>10</u>
Total	<u>100</u>	<u>79</u>

Name of Consultant Being Scored: Synergy Disaster Recovery

Name of Evaluator: Pam Davis

SCORE SHEET – TO BE USED BY THE SELECTION
COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>18</u>
3. Resources/Project Personnel	<u>20</u>	<u>18</u>
4. Project Approach	<u>30</u>	<u>25</u>
5. Cost/Fee	<u>15</u>	<u>13</u>
Total	<u>100</u>	<u>89</u>

Name of Consultant Being Scored: Thompson Consulting Services

Name of Evaluator: Pam Davis

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>18</u>
3. Resources/Project Personnel	<u>20</u>	<u>18</u>
4. Project Approach	<u>30</u>	<u>25</u>
5. Cost/Fee	<u>15</u>	<u>12</u>
Total	<u>100</u>	<u>88</u>

Name of Consultant Being Scored: Tetra Tech

Name of Evaluator: CHAD WILLIAMS

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>15</u>
2. Business Experience	<u>20</u>	<u>15</u>
3. Resources/Project Personnel	<u>20</u>	<u>20</u>
4. Project Approach	<u>30</u>	<u>20</u>
5. Cost/Fee	<u>15</u>	<u>10</u>
Total	<u>100</u>	<u>80</u>

Name of Consultant Being Scored: Synergy

Name of Evaluator: Chad Williams

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>10</u>
2. Business Experience	<u>20</u>	<u>10</u>
3. Resources/Project Personnel	<u>20</u>	<u>10</u>
4. Project Approach	<u>30</u>	<u>20</u>
5. Cost/Fee	<u>15</u>	<u>15</u>
Total	<u>100</u>	<u>65</u>

Name of Consultant Being Scored: Thompson

Name of Evaluator: CHAD WILLIAMS

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP 2024-D RATING CRITERIA

All submittals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	Max Score	Rating
1. Corporate Background Executive Summary	<u>15</u>	<u>5</u>
2. Business Experience	<u>20</u>	<u>20</u>
3. Resources/Project Personnel	<u>20</u>	<u>15</u>
4. Project Approach	<u>30</u>	<u>30</u>
5. Cost/Fee	<u>15</u>	<u>5</u>
Total	<u>100</u>	<u>75</u>

Name of Consultant Being Scored: Tetra Tech



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/25/2024 Meeting Date: 5/2/2024

Department: Emergency Management

1. Nature and purpose of agenda item:

To approve the 5 Year Update of the Columbia County Comprehensive Emergency Management Plan (CEMP)

2. Recommended Motion/Action:

Staff Recommends Approval of the Columbia County Comprehensive Emergency Management Plan (CEMP)

3. Fiscal impact on current budget.

This item has no effect on the current budget.




COLUMBIA COUNTY EMERGENCY MANAGEMENT

P.O. Box 1787, Lake City, FL 32056-1787
263 NW Lake City Avenue, Lake City, FL 32055
Telephone (386) 758-1383 • EOC Hotline Number (386) 719-7530
www.columbiacountyem.com

April 25, 2024

MEMORANDUM

To: David Kraus, County Manager
Fr: Shayne Morgan, F.P.E.M., F.M.I., Emergency Management Director 
Re: Approval of the 5 Year Update of the Columbia County CEMP

Every five (5) years, Emergency Management is required to submit the County's Comprehensive Emergency Management Plan (CEMP) to the Florida Division of Emergency Management (FDEM) for their comments and review. On April 23, 2024, I received the approval letter from FDEM and the final step is to get Board of County Commissioners adoption via Resolution per Rule 27P-6.006(11) of Florida Administrative Code (FAC).

Once we have the Letter of Promulgation signed along with the Signed Resolution they will be submitted to FDEM and this approved version will be in effect until the next review cycle.

If you have any questions please feel free to let me know.



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

April 23, 2024

Shayne Morgan, Director
Columbia County Emergency Management
263 NW Lake City Avenue
Lake City, FL 32056

Dear Director Morgan:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Columbia County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.

Dir. Morgan
April 23, 2024
Page Two

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Austin Delgado, at (850) 524-8189 or by email: Local.CEMP@em.myflorida.com.

Sincerely,

**Andrew
Sussman**

Digitally signed by
Andrew Sussman
Date: 2024.04.23
10:43:38 -04'00'

Andrew Sussman,
All-Hazards Unit Manager

LM/AS/ad/

RELEVANT STAKEHOLDERS:

Ron Williams, Chair, Columbia County BOCC
Glen Hammers, DEM Regional Coordinator
Sandra Joseph, RPC Representative
Melissa Shirah, DEM - Recovery
Laura Dhuwe, DEM - Mitigation
Austin Delgado, DEM – CEMP Planner

LETTER OF PROMULGATION

Approval Date: May 2, 2024

To: Officials, Employees, and Citizens of Columbia County

The preservation of life, property and the environment is an inherent responsibility of local, state and federal government. Columbia County, in cooperation with the county's constitutional officers, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan establishes the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the *State Comprehensive Emergency Management Plan*. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The Columbia County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the *Columbia County Comprehensive Emergency Management Plan*, constitutes the adoption of the plan, and the adoption of the Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

Ron Williams, Chairperson, Columbia County Board of County Commissioners

Columbia County Board of County Commissioners

Resolution No. 2024 R-08

A RESOLUTION OF THE COLUMBIA COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS, ADOPTING THE FINAL REVISED 2024 COLUMBIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

WHEREAS, The Florida Division of Emergency Management (FDEM) requires the Columbia County Comprehensive Emergency Management Plan (CEMP) must be reviewed and updated, as appropriate, and resubmitted to FDEM for review and approval every five (5) years; and

WHEREAS, Florida Administrative Code, Rule 27P-6.0023 describes FDEM’s authority where it relates to content and format of the local CEMP document. In addition, this Rule requires the governing body of Columbia County to adopt by resolution, the Columbia County CEMP; and

WHEREAS, this is an updated version of the plan, that was last updated via Resolution 2019R-31; and

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners the responsibility for disaster preparedness, protection, response, recovery and mitigation; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with the responsibility of protecting the public’s health and safety from natural, man-made and technological disaster; and

WHEREAS, local services may be overburdened or inadequate, and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural, man-made and technological disasters in Columbia County.

NOW, THEREFORE, BE IT RESOLVED BY THE COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AS FOLLOWS:

The Columbia County Comprehensive Emergency Management Plan (CEMP) is hereby adopted.

Adopted in Regular Session This 2 day of May 2024.

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

Ronald Williams, Chairman

Approved as to form:

ATTEST: _____
James M. Swisher, Jr.
Clerk of Court

Joel Foreman, County Attorney

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BASIC PLAN

I INTRODUCTION:

Columbia County Emergency Management developed this Columbia County Comprehensive Emergency Management Plan to provide a planned response and recovery to all levels of emergencies and/or disasters that may occur within Columbia County. This plan is flexible and adaptive to emergencies and places an emphasis on preparedness and mitigation actions in order to reduce the impact of any disaster within Columbia County. It is based on guidance provided by the Department of Homeland Security, Federal Emergency Management Agency, Florida Division of Emergency Management, Columbia County Board of County Commissioners and requirements of Chapter 252, Florida Statutes (State Emergency Management Act). Additionally, this plan coordinates response and recovery activities with community and voluntary organizations active in disasters and the business community and unifies the efforts of these groups for a comprehensive approach to reducing the effects of any emergency and/or disaster.

To facilitate local operations, the Columbia County Comprehensive Emergency Management Plan adopts a functional approach grouping the types of assistance provided under an Emergency Support Function. Each Emergency Support Function is headed by a primary agency selected on its authorities, resources, and capabilities in each functional area.

This plan establishes an organizational structure and operational capabilities with guidance necessary to ensure effective management and utilization of resources to respond to and recover from various emergencies. Additionally, the Columbia County Comprehensive Emergency Plan establishes annual training and exercise requirements to determine Columbia County's ability to respond to emergencies and clearly defines the responsibilities of local agencies and organizations through a modified Incident Management System/Emergency Support Function approach to planning and operations.

The Columbia County Comprehensive Emergency Plan is written based upon certain assumptions and the existence of specific resources and capabilities that may be subject to change. Because of this, Columbia County must plan to adapt to emergency demands caused by a disaster.

The Columbia County Comprehensive Emergency Plan describes basic strategies and mechanisms through which Columbia County will mobilize available resources and conduct activities in an emergency. This plan addresses disasters through the four phases of emergency management – Mitigation, Preparedness, Response and Recovery (Fig. BP-1).

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- **Mitigation:** is the centerpiece of emergency management. *Mitigation refers to activities that actually eliminate or reduce the chance of occurrence or the effects of a disaster.* Recent research has shown much can be done to either prevent major emergencies or disasters from ever happening. For example, requiring protective construction to reinforce a roof will reduce damage from the high winds of a hurricane. Preventing the use of hazardous areas like floodplains or adjusting such areas by elevating structures to reduce the chance of flooding.
- **Preparedness:** *is planning how to respond in case an emergency or disaster occurs and working to increase resources available to respond effectively.* Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Those activities, programs and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercises are among the activities conducted during the “blue skies” phase.
- **Response:** *activities occur during and immediately following a disaster. They are designed to provide emergency assistance to victims of the event and reduce the likelihood of secondary damage.* Response includes activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster reducing casualties, damage and to speed recovery. Other activities include direction and control, warning, evacuation and similar operations.
- **Recovery:** *is the final phase of the emergency management cycle. Recovery continues until all systems return to normal, or near normal. Short-term recovery returns vital life support systems to minimum operating standards. Long-term recovery from a disaster area is completely redeveloped; either as it was in the past or for entirely new purposes that are less disaster prone.* For example, portions of a flood-prone town can be relocated and the area turned into open space or parkland. This illustrates during recovery, opportunities to mitigate future disasters.



Figure BP-1

BP - 2

“Failure to Prepare is Preparing to Fail.” – Benjamin Franklin

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Columbia County Emergency Management serves as the agency charged with the development and implementation of Columbia County’s emergency management program and this plan. This emergency management program, is under the direction of the Columbia County Emergency Management Director, who works to:

- Develop effective mitigation practices for the community;
- Assist families, businesses, and industry in developing emergency plans;
- Provide training and conduct exercises for the emergency response forces of the community;
- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies;
- Work with local government and community agencies to develop plans and procedures to recover from a disaster; and
- Coordinate the community’s response to disasters.

A. **Purpose:** The Columbia County Comprehensive Emergency Plan establishes a framework for an effective system of comprehensive emergency management, the purpose of which is to:

- (1) Maintain the continuity of Columbia County Government;
- (2) Identify support agency and organizational responsibilities in an emergency when the capability exceeds the routine responsibilities of any one first responder agency, e.g., Columbia County Fire Department;
- (3) Identify the “Chain-of-Command” from the Federal Level to State, County and Local Responders and identifies how State and Federal Assistance is requested and coordinated;
- (4) Provide directions regarding the priorities in determining response and recovery actions by describing how people and property will be protected in community emergencies and disasters;
- (5) Provide a plan with annexes and appendices describing mitigation, preparedness, response and recovery activities required for and effective emergency management organization allowing Columbia County to cope with any type of emergency disaster;

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- (6) Provide a plan to use all internal or external resources required during emergencies and/or disasters by providing direction and control helping minimize resource utilization and minimize duplication and inefficient resource utilization by identifying personnel, equipment, facilities, supplies and other resources available – within the community or by agreement with other jurisdictions – for use during response and recovery operations;
 - (7) When executed, provide a plan to decrease the vulnerability of Columbia County residents to loss of life, reduce casualties, minimize suffering, lessen damage to the environment and reduce property damage as a result of impending or existing hazardous or emergency situations, natural, technological or man-made emergencies, catastrophes or terrorist events;
 - (8) Avoid or reduce future losses of life and property damage resulting from emergencies by planning for the mitigation of or implementing preventative measures by describing how people and property will be protected on community emergencies and disasters,
 - (9) Recover from emergencies by providing rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies; and;
 - (10) Assist in anticipation, recognition, appraisal, prevention, and mitigation of emergencies caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.
- B. **Scope:** The Columbia County Comprehensive Emergency Plan is applicable to all County and Municipal agencies, local community organizations, businesses and residents of Columbia County and identifies the responsibilities for those individuals and agencies having an emergency management assignment.
- (1) Provides an organizational structure for emergency management.
 - (2) Defines the emergency management mission.
 - (3) Describes the various types of emergencies likely to occur, from local emergencies, to minor, major or catastrophic disasters within Columbia County outlining necessary actions for short-term and long-term recovery and mitigation efforts following such disasters.

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- (4) Establishes fundamental policies, program strategies and assumptions.
- (5) Establishes a concept of operations spanning the direction, command and control of an emergency from initial monitoring through post-disaster response, recovery and mitigation.
- (6) Defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance by identifying selected tasks for response, establishing direction and control, and necessary coordination between local, state and federal agencies.
- (7) Establishes the Columbia County Emergency Response Team through Emergency Support Function by assigning specific functional and support responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
- (8) Identifies actions local response and recovery organizations take, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster.
- (9) Defines coordination mechanisms to facilitate delivery of immediate assistance; including direction and control of response and recovery assistance.

C. Methodology:

- (1) Columbia County developed the capability to execute its emergency plans and provide for the safety and welfare of its citizens in times of emergency. Organizations, local agencies, departments, boards and associations have performed an active part in producing these documents are identified below. The success of the plan depends on these same people to unite in a bond of cooperation, coordination and unity when the next emergency or disaster strikes.
 - (a) American Red Cross
 - (b) Chamber of Commerce and Industrial Development Authority
 - (c) City of Lake City
 - (d) Columbia County Emergency Management
 - (e) Columbia County Animal Shelter

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- (f) Columbia County Fire Department
- (g) Columbia County Board of County Commissioners
- (h) Century Ambulance Service
- (i) Columbia County Landfill
- (j) Columbia County Clerk of the Courts
- (k) Columbia County Property Appraiser
- (l) Columbia County Health Department
- (m) Columbia County School Board
- (n) Columbia County Sheriff's Office
- (o) Columbia County Public Works
- (p) Columbia County Tourist Development Council
- (q) Columbia County Senior Services
- (r) Amateur Radio Emergency Services (ARES)
- (s) Florida Division of Forestry
- (t) Lake City Fire Department
- (u) Lake City Police Department
- (v) Lake City Public Utilities
- (w) National Weather Service– Jacksonville
- (x) Salvation Army
- (y) Town of Fort White
- (z) United Way of Suwannee Valley

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- (2) The Columbia County Comprehensive Emergency Management Plan is a community-based plan incorporating lessons learned through exercises and actual events. (Local governments, volunteer organizations, businesses and general public participated in many community exercises and provided valuable feedback on response issues.)
- (3) Participation is encouraged via public and private outreach activities. These activities include public safety announcements, speaking engagements and public presentations, distribution of flyers, pamphlets and newspaper articles and advertisements and expositions. Exercise and event critiques are publicly advertised.
- (4) The Columbia County Emergency Management Director is responsible for ensuring revisions to this plan are prepared, coordinated, published and distributed. Revisions and updates are forwarded to organizations listed on the Distribution List and other interested parties. Changes occur in two ways, write-in changes or page replacements. Each organization is responsible for updating the Columbia County Comprehensive Emergency Plan within 10 workdays upon receipt of Columbia County Emergency Management generated changes. Columbia County Emergency Management will change the plan when significant changes are warranted. It is anticipated the Columbia County Comprehensive Emergency Plan will be rewritten every three years.

NOTE: A complete distribution list can be found in the Columbia County Comprehensive Emergency Plan Reference Documents.

- (5) Specific methods utilized to establish the planning process and promote participation in the emergency management program are as follows:
 - (a) Establishment of the Community Emergency Response Team and supporting staff.
 - (b) Orientation seminars and/or tabletop exercises conducted on a regular basis (as identified, scheduled in the 5-year plan and approved by Florida Department of Emergency Management to familiarize each member of the emergency management team with the Columbia County Comprehensive Emergency Plan and test the associated procedures.
 - (c) *Departmental letters from various agencies and departments supporting the planning principles and acknowledging and accepting plan responsibilities.

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- (d) Development and approval by the Columbia County Board of County Commissioners to include a *Promulgation Letter signed by the Chief Executive Officer (Chairman, Board of County Commissioners is filed in the Emergency Management Office).

* **NOTE:** These documents can be found in the Columbia County Comprehensive Emergency Plan Reference Documents.

II **SITUATION:** Based on the unpredictable nature of emergencies, this plan is *flexible* in response and scope. Not all emergencies will require the full response of the emergency forces described in this plan. Therefore, this plan is based on an escalating scale of emergencies and responses. The basic assumptions of this plan are directed to meeting the needs of disaster victims and the community in an emergency. These assumptions are summarized as follows:

A. **Planning Assumptions:**

- (1) Columbia County Emergency Management will coordinate all emergency response and recovery operations during a county declared “State of Emergency”. When the situation warrants, the County Manger or Columbia County Emergency Management Director will request the declaration of a “**State of Emergency**” from the Columbia County Board of County Commissioners. Additionally, A local “State of Emergency” can be declared by:
 - (a) The Chairman of the Board, in the absence of a quorum can declare a “State of Emergency.”
 - (b) The County Manager, in the absence of the Chairman and absence of the quorum, may declare a “State of Emergency.” See Resolution #96R-18. An emergency shall mean any occurrence or threat thereof, whether accidental, natural, technological or manmade, in war or peace, which results or may result in substantial injury or harm to the population, or substantial damage to or loss of property {Section 252.32(32) Florida Statutes.}

“State of Emergency”: *Any occurrence or threat thereof, whether accidental, natural, technological or manmade, in war or peace, which results or may result in substantial injury or harm to the population, or substantial damage to or loss of property (Section 252.32(32), Florida Statutes.*

- (2) The Columbia County Board of County Commissioners will execute applicable portions of this plan upon declaration of a “State of Emergency”.

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- (3) The various agencies of Columbia County and its municipalities have certain expertise and resources available that would be utilized in emergencies.
- (4) Columbia County is a small rural county with limited resources and personnel. Subsequently, Columbia County's response to emergencies and disasters will directly correlate to the resources and personnel available within Columbia County. While there are mutual aid agreements in place with neighboring counties for emergencies occurring on a daily basis, the majority of this assistance will not be available when faced with a regional disaster. Should county resources be inadequate to cope with an emergency, the Columbia County Board of County Commissioners will request State assistance under a declaration of a “State of Emergency” after all inter-local mutual aid agreements are exhausted.
- (5) Emergency response and recovery will be based at 263 NW Lake City Avenue, Lake City, FL 32055, Alternate Columbia County Emergency Operations Center (Columbia County Board of County Commissioners Administrative Offices), or from an on-scene mobile command post.
- (6) Upon activation, the Columbia County Emergency Operations Center will be staffed by county department heads (or designees) and supporting agency personnel. Representatives of emergency functions not organic to Columbia County (i.e. Emergency Support Function-13 – Military Support) will be requested through the State Watch Office via “Constellation” or other approved electronic media.
- (7) Statewide Mutual Aid Agreements have been negotiated with other local governments (including other counties and the State), private industry and voluntary organizations, to provide resources upon request from the Columbia County Emergency Operations Center.
- (8) All requests for mutual aid and state/federal assistance will be coordinated through the Columbia County Emergency Operations Center and forwarded to the State Emergency Operations Center Florida Department of Emergency Management. The methodology for requesting state assistance is outlined in the Columbia County Emergency Operations Center Operations Guide. Columbia County is a participant in the Statewide Catastrophic Mutual Aid Agreement.
- (9) Columbia County will initiate actions toward saving lives, protecting property, providing relief efforts including damage assessment, and required recovery/mitigation functions while working to maintain direction and control through the Columbia County Emergency Operations Center.

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- (10) Columbia County Emergency Management conducts annual exercises and training for emergency management forces of the community. Identified deficiencies will be addressed as required by exercise corrective action plan updates and training.
- (11) Columbia County Emergency Management maintains a registry of Persons with Special Needs and local residents requiring assistance in evacuating or sheltering.
- (12) Columbia County Emergency Management conducts an annual review of shelter capacities with the Emergency Coordinating Officer of Emergency Support Function – 6, *Mass Care* and the facility providers (Columbia County School Board.) Strategies to increase host and impact shelter capacities will be addressed through retrofitting current facilities and identifying new shelter spaces.
- (13) Columbia County Emergency Management maintains a County Critical Facilities Inventory that includes facility function, emergency power needs and priority of utility restoration. The Critical Facilities Inventory database will be updated annually. The information will be forwarded to the Florida Department of Emergency Management as it is updated.
- (14) Designating and opening refuges of last resort if conditions warrant and the situation permits. These refuges are not hardened shelters; rather buildings and structures considered safer than an automobile or other unprotected conveyance. Designations and openings will occur as needed and the situation permits.
- (15) During a local state of emergency, the emergency management forces of Columbia County will coordinate their response/recovery activities through the Columbia County Emergency Operations Center.
- (16) Designated emergency management forces will conduct a needs/damage assessment as soon as possible after the event and report observations/findings to the Columbia County Emergency Operations Center. The information will be forwarded to the Florida Department of Emergency Management as it is updated through the State Watch Office.
- (17) The priorities of response will focus on life safety; then basic survival issues (water, food, basic medical care, shelter); restoration of the community’s vital infrastructures (water / waste water systems, electric, phones, roads); clean up and emergency repairs; and then recovery.

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- (18) Should Columbia County require shelter facilities, Emergency Support Function - 6 (Mass Care) will notify and coordinate with the Columbia County School Board for the use of schools for sheltering operations. A verbal announcement to school officials followed by a written notification referencing Chapter 252 will serve as official notification to prepare school(s), arrange bus transportation, notify parents, etc. Alternate sheltering may be employed through local church facilities and county community centers.
- (19) Columbia County Public Information Officer will notify the general public, business community and other parties of developments and activities through local media.
- (20) During statewide evacuations, the State Emergency Operations Center will coordinate evacuations and shelter operations with potential host communities. Should the State request Columbia County to host evacuees from other parts of the State, Columbia County will request to be included in the Governor’s emergency declaration and assigned a mission number by the State Columbia County Emergency Operations Center.
- (21) During emergencies where mutual aid may be requested to support other communities or states, Columbia County Columbia County Emergency Operations Center will go to a Level 1 activation to support the State Watch Office for mutual aid request. At that point, all requests for mutual aid from Columbia County and local government will be coordinated through the Columbia County Columbia County Emergency Operations Center.
- (22) Columbia County primary ingress and egress evacuation routes include Interstate 75 North-South, Interstate 10 East-West, State Highways 27, 441/41, 100, 47 and U.S. Highway 90. These routes are expected to remain open. If one of the primary evacuation routes should become impassable, an alternate route will be determined between Emergency Support Functions -1, *Transportation*, - 3 *Public Works*, and - 16 *Law Enforcement and Security*.

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B. Hazard Analysis:

(1) The people, infrastructure and environment of Columbia county are vulnerable to a host of hazards may have an adverse impact upon life, property, and local economic well being. These hazards may vary in intensity, degree of threat, speed of onset, and scope. These factors all have a bearing on the response capabilities of Columbia County.

COLUMBIA COUNTY HAZARDOUS ANALYSIS MATRIX		
Hazard	Columbia County Comprehensive Emergency Plan Location	Hazard Specific Annex Location
Wind from Tropical Cyclone Events (Hurricanes)	Paragraph - IIB(3)(a) Page - 13	Tab 5, Section 1
Floods	Paragraph - IIB(3)(b) Page - 14	Tab 5, Section 2
Hazardous Materials Spills/Incidents	Paragraph - IIB(3)(c) Page - 15	Tab 5, Section 3
Civil Disturbance	Paragraph - IIB(3)(d) Page - 16	Tab 5, Section 4
Extreme Temperatures	Paragraph - IIB(3)(e) Page - 16	N/A
Brush, Wildfires and Forest Fires	Paragraph - IIB(3)(f) Page - 17	Tab 5, Section 5
Thunder Storms, Tornadoes and Severe Weather	Paragraph - IIB(3)(g) Page - 18	Tab 5, Section 6
Drought	Paragraph - IIB(3)(h) Page - 19	Tab 5, Section 7
Sinkholes and Subsidence	Paragraph - IIB(3)(i) Page - 19	Tab 5, Section 8
Terrorism	Paragraph - IIB(3)(j) Page - 19	Tab 5, Section 4
Disease and Pandemic Outbreak	Paragraph - IIB(3)(k) Page - 20	Tab 5, Section 9
Epidemics	Paragraph - IIB(3)(l) Page - 20	N/A
Critical Infrastructure Disruption	Paragraph - IIB(3)(m) Page - 20	Tab 5, Section 10

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COLUMBIA COUNTY HAZARDOUS ANALYSIS MATRIX		
Hazard	Columbia County Comprehensive Emergency Plan Location	Hazard Specific Annex Location
Special Events	Paragraph - IIB(3)(n) Page - 21	N/A
Major Transportation Incidents	Paragraph - IIB(3)(o) Page - 21	Tab 5, Section 11
Winter Storms/Freeze	Paragraph - IIB(3)(p) Page - 22	Tab 5, Section 12

- (2) A narrative of each hazard including probability and severity of occurrence, vulnerable population, damage information and other specific data related to the hazard can be found in this section and in the Hazard Specific Annexes of this document. Columbia County Local Mitigation Strategy provides additional information on specific hazards.
- (3) Columbia County must be prepared to respond to any and all types of disasters. The following is a list of hazards considered in our planning:
- (a) **Wind From Tropical Cyclone Events (Hurricanes):** Hurricane season runs from June through November. In June and October, the regions of major hurricane activity are the Gulf of Mexico and the Western Caribbean.
1. Columbia County is located approximately 70 miles West of the Atlantic Ocean and approximately 50 miles Northeast of Gulf of Mexico and according to the Natural Hazards Assessment is not subject to storm surge. Although coastal areas are more susceptible to hurricanes, wind and water damage could extend inland to Columbia County. Susceptibility was demonstrated during the March 1993 Winter Storm. Extreme traffic congestion can occur during the evacuation phase of a hurricane.
 2. Sixteen hurricanes/tropical storms have tracked through Columbia County between 1851 and 2000. Therefore, it is concluded the probability of a hurricane occurring within the unincorporated areas and municipalities located within the County are moderate. The last major impact to Columbia County was Hurricanes Frances and Jeanne in August and September of 2004 with millions of dollars in damages caused by major flooding. There is no record of Columbia County being affected by sustained hurricane force winds.

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3. Columbia County’s vulnerability to hurricane force winds and heavy rains is compounded by the high concentration of mobile home residents. Due to the number of mobile homes (9,273(39.3%)¹), older homes and agribusiness structures property damage would be extensive. Approximately 23,730² mobile home residents could require evacuation prior to any strike in this area. A hurricane could effect the entire population of 67,966³ residents. Due to the lack of occurrence of a major hurricane in the area, evacuation orders *would not* be complied with.

NOTE: During tropical storms Columbia County by its location, I-75 and I-10, is vulnerable to refugees of mass evacuation.

(b) **Floods:**

1. Columbia County is bordered on the east, west and south by rivers and has river tributaries throughout the county. The extreme Southern portion of Columbia County along the Ichetucknee and Santa Fe Rivers and the Northwest portion along the Suwannee River are flood prone and vulnerable areas subject to flooding from rising water. Other potential flood hazard areas are located in the northern part of the County impacted from run off occurring from the Okefenokee Swamp in South Georgia. Lack of homeowners and businesses carrying flood insurance can result in large uninsured losses due to rising waters.
2. The primary cause of flooding in Columbia County is from significant rainfall in the drainage basins in Georgia. Flash flooding can occur in the county as a result of significant amounts of rainfall in low-lying areas. The White Springs area that lies along the Suwannee River is the most prone to flooding. The segment of impacted population could include the tourist population, transient visitors, mobile home, and limited year-round residents. As a result of Hurricanes Frances and Jeanne, the last major flooding event occurred in 2004 impacting nearly 40,000 residents.

¹ U.S. Census Bureau DP-4, *Profile of Selected Housing Characteristics: 2000* (Mobile Homes)

² Number based upon U.S. Census Bureau DP-4, *Profile of Selected Housing Characteristics:2000* (Mobile Homes) multiplied by data found on DP-1, *Profile of General Demographic Characteristics:2000* (Average household size by owner-occupied unit (2.56).

³ U.S. Census Bureau DP-1, *Profile of General Demographics Characteristics: 2012 (Total Population)*

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3. Flooding occurs in all seasons, but maximum annual stages occur most frequently from February through April as a result of a series of frontal-type rainfall event in the basin. The area is also subject to summer and fall tropical disturbances, occasionally of hurricane intensity. Thunderstorms caused by summer air mass activity produce intense rainfall, but the duration is usually short and aerial distribution is relatively small.
4. The County Natural Hazards Assessment classified areas of Columbia County subject to flooding as a result of the 100-year storm events as: None, Rare, Occasional, and Frequent. It concluded unincorporated areas of the County and the Town of White Springs are at moderate risk to flooding, whereas the City of Lake City and the Town of Fort White are at low risk of flooding.

(c) **Hazardous Materials (HAZMAT) Spills/Incidents:**

1. Due to the extensive road network, rail system and agribusiness in Columbia County, there is a high probability a hazardous material accident could occur. Through certain mitigation efforts such as: Department of Transportation Regulations and enforcement, awareness training requirements to public employees, efforts for public awareness and protection the cause and effects of an incident involving hazardous materials are lessened.
2. All areas next to transportation corridors and fixed facilities that routinely transport or store hazardous materials would be considered vulnerable. An accident involving transported hazardous materials would generally affect those who live and/or work along the major transportation corridors such as Interstate 75 North-South, Interstate 10 East-West, State Highways 27, 441/41, 100, 47 and U.S. Highway 90. Impacts to people along these routes could range from very few to as many as 1,000. This could include the special needs, farm workers, tourist population, non-English speaking/hearing impaired, transient, inmates, and mobile home populations.
3. Columbia County/Lake City has a designated hazardous materials response team and fire agencies are available to perform defensive operations. Regionally, HAZMAT support is provided through the Tallahassee Fire department however due to Columbia County's location within the region support will be requested from the Gainesville Fire Department.
4. The worst case would be railroad incident releasing a large amount of toxic vapors during business hours and schools open. Several minor HAZMAT incidents occur in Columbia County each year. The populations at risk would vary depending on the incident.

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(d) **Civil Disturbance:**

1. The possibility for civil disturbance in Columbia County is relatively small given the density of its rural population. However, given the increasing occurrence of violence in schools and work places, Columbia County could have an incident that could affect its residents. The number of those impacted could be as high as 1,000 if one of the county's schools was the target of such an act.
2. Economic disparities, changes in political structure and racial tension create a potential for civil disturbances. While often preceded by periods of increased tension, violence can occur at any time. Columbia County must be prepared to protect the population and property from the effects of such events. Civil disturbances, riots and/or looters could require outside resources. The Columbia County Sheriff has the responsibility for coordinating the response to such incidents. It is anticipated civil disturbances/riots would effect only a small segment of the population. Very few incidents have occurred in recent history.

- (e) **Extreme Temperatures:** Florida has high temperatures and humidity throughout the summer, Columbia County included. The number of people impacted by this condition could range from a very few to hundreds with residents having limited or no capability to cool their homes feeling the greatest impact causing an increased risk to existing health problems complicated by age. Additionally, at risk segments of the population could include persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, mobile home, and transient visitors. This condition also increases the chance for wildfires and sinkholes. No historical data on damage cost is available, as most emergency responses are medical in nature.

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(f) **Brush, Wildfires, and Forest Fires:**

1. Wild land fires cause significant annual loss of timber, agriculture and wildlife. Due to the concentration of residents in rural wooded areas of Columbia County, additional threats to life and property exist, therefore, requiring increased mitigation efforts. Columbia County has 228,867 acres of forest or private timber company land. Any type of drought condition would enhance the possibility of a major forest fire thereby significantly impacting the county. The potential of impact to residents who live near/around forest or private timber company land is the greatest due to interface issues. The greatest threat is in the Town of Fort White were a wildfire could impact as many as 1,500 people and force the evacuation of as many as 833 homes. This segment of the population could include persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, mobile home, and transient visitors.
2. Columbia County is subject to numerous wild land and forest like fires as a large percentage of the county is planted pinelands and open rural areas. Although Columbia County Fire Department responds to many wild land (brush) fire calls annually property losses are kept to a minimum. The last large wild land fire occurred during the Bugaboo Fire in May 2007 where several thousands of acres of planted pines were destroyed causing an estimated two hundred thousand dollars damage. Last year wild land fires caused approximately thirty thousand dollars in property damage with ninety-five percent covered by insurance.
3. In 1993, approximately 78 percent of all reported wildfires were of a man-caused nature and approximately 22 percent were lightning strikes. Florida’s typical “Fire Season” is the dry period from January through May but can occur at any time. The largest number of lightning-caused fires occurs during July, which coincides with the height of the thunderstorm season.
4. Other sources of fire are man-made, ranging from arson; carelessness by smokers, an individual burning debris or operating equipment that throws sparks, to children playing with matches. Florida ranked first, above California, in highest amount of acres burned between 1986-1989.

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5. **Urban Fires:** Local fire prevention efforts, safety education and building inspections have significantly reduced the risk of urban fires. However, arson and large institutional fires could require major commitment of local resources leaving Columbia County overly vulnerable to other emergencies. Large-scale urban fires will require response of the Columbia County Fire Department as well as mutual aid from adjacent jurisdictions. Urban fires could affect 3,000 to 4,000 residents of the county.

(g) Thunderstorms, Tornadoes and Severe Weather:

1. Tornadoes are characterized by violent destructive winds as well as hail, flooding and lightning, which accompany them. The most common, least destructive tornadoes are warm weather tornadoes which occur between May and August. Cool season tornadoes are the most destructive, occurring between December and April.
2. Columbia County is extremely vulnerable to these wind disasters due to a high concentration of the population residing in manufactured and/or mobile homes. A tornado or a series of tornadoes could effect as many as 5,000 people if they should occur in a highly populated area of the county. Minor damage has occurred within the past three- (3) years from tornadoes/down burst winds in the county.
3. Columbia County reported two tornadoes in 2007 and 2008 with one death attributed to their activity. Because of their speed of onset and unpredictability, immediate warning must be disseminated to inform residents to seek protective sheltering. Approximately 23,730⁴ mobile home residents in Columbia County are particularly susceptible to tornado and straight-line wind damage. The greatest area of vulnerability lies in rural areas of Columbia County because of the difficulty in warning the residents. This segment of the population could include the persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, and transient visitors.

⁴ Number based upon U.S. Census Bureau DP-4, *Profile of Selected Housing Characteristics:2000* (Mobile Homes) multiplied by data found on DP-1, *Profile of General Demographic Characteristics:2000* (Average household size by owner-occupied unit (2.56)).

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(h) **Drought:**

1. Such occurrences can be particularly damaging to the important agricultural (Columbia County has a farming/cattle industry which is the 3rd leading economic producer countywide.) and timber industry of Columbia County as well as result in an increased number of wildfires and sinkholes. Long-term concerns include reduced supplies of potable water due to water table level drops impacting livestock watering ponds and residents with wells as their primary water source.
2. The entire population of 56,513 residents could be effected by a drought or water shortage. Historically, Columbia County can expect a major drought (running from one year into the next) every thirty years with a lesser drought every ten years. Three major droughts occurred in 1927 – 1928, 1931 – 1932 and 1954 – 1956. A lesser drought occurred in 1998 resulting in no significant water shortage throughout the county however several individual private wells were effected.

- (i) **Sinkholes and Subsidence:** Sinkholes occur naturally in North Florida and are difficult to detect and therefore difficult to predict when or where they would occur. When they strike densely populated areas or at critical facilities, they can be disastrous. Sinkholes can become disruptive to the point of creating a state of emergency. Several large sinkholes have occurred in Columbia County within the past several years causing major property damage all of which was covered by individual homeowners insurance. The most vulnerable areas are located in the Southwest quadrant of the county, West of State Road 47 and South of County Road 240. The greatest probability for sinkholes is during periods of extended drought and flooding. It is estimated a very small population of Columbia County will be effected by a sinkhole.

(j) **Terrorism:**

1. The threat of nuclear attack by a radiological dispersal device or terrorism incidents can occur at any time, in any area. Although a lesser concern during the Cold War Era, the threat of nuclear attack (radiological dispersal device) exists, particularly by a terrorist group. Terrorist attacks take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's target. With acts of terrorism ranging from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares, school or government building shootings, cyber-attacks (computer based), to the use of chemical, biological, incendiary, explosive and nuclear weapons.

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2. Terrorism is a growing concern in Florida with most terrorist actions usually coming in the form of bomb threats, bombings and/or hostage situations. Columbia County’s vulnerability in this area is considered low since terrorist activity would most likely be targeted toward political sensitive or high-density population areas. Parts or all residents could be effected by nuclear attack. Terrorism would most likely effect a smaller segment of Columbia County’s population.
- (k) **Disease and Pandemic Outbreak:** Due to the potential of complex health and medical conditions that could threaten the general population, a naturally occurring disease outbreak could impact the county's residents, especially in a confined setting such as a school. It is also recognized that this hazard could be the result of a terrorist action. The most recent incident involved the COVID-19 pandemic in 2020. The Columbia County Health Department was the lead agency on this event, with emergency management providing a supporting role. This was a county wide issue, that impacted various populations. Due to business shut downs and various methods to try to stop the spread of the virus, supply chain issues were created. In other types of similar events the populations at risk would vary depending on the incident. Based on historical data, COVID-19 was the first disease pandemic/epidemic outbreak to significantly impact our community. Estimated damage cost is difficult to determine since this event would most likely affect livestock and/or agricultural products covered by insurance or other government subsidy/public agricultural assistance programs.
- (l) **Epidemics:** while rare in occurrence, could impair emergency response agencies ability to carry out normal activities due to personnel illness as well as stressing medical treatment facilities due to number of patients being treated. The entire population if 56,513 residents could be effected by an epidemic.
- (m) **Critical Infrastructure Disruption:**
1. Critical infrastructure failure or disruption could occur in any jurisdiction within Columbia County. Impacts to water, power, gas, or communications systems would negatively affect the residents/businesses within the county. Based on historical data, Columbia County has experienced limited critical infrastructure disruption caused by specific weather phenomenon such as tropical storms, tornadoes etc... Estimated cost of damage is incident specific and based upon the hardship it causes to the public.
 2. Temporary or long-term outages/shortages can cause massive disruptions in the operations of essential services. Many critical facilities have emergency standby power supplies; however, they are designed for short-term events and

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susceptible to failure. The entire population of 71,908 (2022) residents in the county could be effected by utility outages/shortages.

- (n) **Special Events:** Columbia County hosts many civic events throughout the year. For example: Columbia County Fair, Rodeos, Civic Parades and sporting events. Additionally, Columbia County hosts throughout the year such events as the Olustee Battle Festival and Re-enactment” and “Alligator Fest” and assorted music concerts all of which are subject to one or more of the hazards identified above. The number of people impacted by this condition could range from several hundred to 5,000. This segment of the population could include persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, mobile home, and transient visitors.
- (o) **Major Transportation Incident:**
1. Major railway and/or highway accidents pose continuous threats to Columbia County. There are two (2) major railway corridors in the county, one entering Columbia County from Union County running beside State Road 100 into Lake City and joining the east-west line entering Columbia County from Baker County. One of the lines continues north to Hamilton County running alongside U.S. Highway 41 to White Springs. The east-west line exits into Suwannee County between U.S. Highway 90 and County Road 250.
 2. Columbia County has numerous highways, Interstate 75 North-South, and Interstate 10 East-West. U.S. Highway 41/441 runs North/South through the County. We have a major crossroad for interstate commerce and tourism with varied types of transportation passing through Columbia County. The possibility of a critical casualty, or hazardous material occurrence and/or disruption of major routes pose a constant threat to Columbia County.
 3. Columbia County has one municipal airport with no commercial arrival or departure flights. An accident involving roadway or railway transportation would have the greatest impact to county residents affecting very few to as many as 1,000. Estimated damage cost to Columbia County is low as most damage is covered by carrier insurance. The affected population could include persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, inmate populations, mobile home populations and transient visitors.
 - a. Multi-Casualty Incidents: Train derailment, bus accidents, air crashes, building collapses, fire and numerous other incidents could occur within

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the county an overwhelming effect on local emergency agencies as well as emergency medical facilities.

- b. Air Crashes: Although Columbia County has one municipal airport with no commercial arrival or departure flights many commercial and military aircraft use the airspace over Columbia County, and therefore, the potential does exist for a large air-crash. For example;
 1. HAECO, a major area employer, operates a repair facility for commercial airline and cargo aircraft;
 2. U.S. Navy multi-engine aircraft use the airport for touch and go operations; in addition,
 3. Trauma-One has a helicopter based at the airport, for use when a patient needs to be airlifted to a hospital in either Gainesville or Jacksonville.
 4. In the event of such an incident, most likely, additional resources would be required. Only a small segment of the population would normally be effected from an air-crash. No air-crashes have occurred in Columbia County in recent years

(p) **Winter Storms/Freeze:**

1. Winter Storms: Columbia County is vulnerable to winter storms in several ways. There is no specialized equipment available locally for snow or ice problems on roadways. Power outages can effect numerous residents as most are dependent on private wells for water and electrical heat. The last winter storm to occur in Columbia County was the “no name” storm of March 1993. Significant wind damage was caused by this storm. Based upon historical data, Columbia County can expect a winter storm every ten years and a hard freeze every year. Estimated damage cost is difficult to determine since this event would most likely affect livestock and/or agricultural products covered by insurance or other government subsidy/public agricultural assistance programs.

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2. Freeze: Severe winter weather-freezing rain, sleet, snow and below freezing temperature are taxing to the resources of citizens, business, timber and agriculture. Extreme freezing conditions can render the roads impassable thereby having a dramatic effect on local emergency response agencies. For example: the freeze of December 1989 rendered the closure of Interstates 75 and 10. Below freezing temperature could cause electrical power outages, thereby leaving many homes without heat or water. In such cases, the requirement to open emergency shelters could exist. Hard freezes can be especially damaging when crops are planted and trees are in blossom early. Columbia County can expect several hard freezes during the winter season.
 3. The number of people impacted by these conditions could range from a very few to hundreds. This segment of the population could include persons with special needs, farm workers, tourist population, non-English speaking/hearing impaired, mobile home, and transient visitors.
- (4) Hazardous Analysis Response Matrix: It is anticipated Columbia County Emergency Response Team members will normally be impacted or activated by the particular hazard as indicated in the following matrix:

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Columbia County Hazardous Analysis Response Matrix	
HAZARD	CERT/Emergency Support Function Impacted and/or Activated
Hurricanes	Emergency Support Functions - 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17 and 18.
Flooding	Emergency Support Functions - 1, 2, 3, 5, 6, 7, 8, 9, 11, 13, 14, 15, 16, 17 and 18.
Hazardous Materials (HAZMAT) Incidents	Emergency Support Functions - 1, 2, 3, 5, 6, 7, 8, 9, 11, 13, 14, 15, and 16.
Civil Disturbance	Emergency Support Functions - 2, 4, 7, 8, 13, 14 and 16.
Extreme Temperatures	Emergency Support Functions - 3, 6, 7, 8, 11, 14 and 15.
Brush, Wildfires and Forest Fires	Emergency Support Functions - 1, 2, 3, 4, 7, 8, 9, 14, 16, 17 and 18.
Thunderstorms, Tornadoes and Severe Weather	Emergency Support Functions - 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, and 18.
Drought	Emergency Support Functions - 3, 6, 7, 8, 11, 14 and 15.
Sinkholes and Subsidence	Emergency Support Functions - 3, 4, 7, 8, 9, 14, 16 and 17.
Terrorism	Emergency Support Functions-1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17 and 18.
Disease and Pandemic Outbreak	Emergency Support Functions - 5, 6, 7, 8 and 14.
Epidemics	Emergency Support Functions - 5, 6, 7, 8 and 14.
Critical Infrastructure Disruption	Emergency Support Functions - 3, 5, 6, 7, 8, 11, 12, 14 and 15.
Major Transportation Incident	Emergency Support Functions - 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 16 and 17.
Special Events	Emergency Support Functions - 2, 4, 7, 8, 13, 14 and 16.
Winter Storms/Freeze	Emergency Support Functions - 1, 2, 3, 6, 7, 8, 11, 12, 14, 15, 16 and 17

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COLUMBIA COUNTY HAZARD ANALYSIS TABLE				
HAZARD	*Frequency	Warning Lead Times	*Consequences (Worst Case)	Population/Area at Risk (Maximum)
Air Crash	Low	Minutes - occurrence	Low	Site
Civil Disorder/Riots	Low	Days - hours	High	Area of Disturbance
Energy Shortages	Low	Months - weeks	Medium	Countywide
Epidemics/ Disease Outbreaks	Low	Weeks - occurrence	High	Countywide
Freezes	High	36 - 24 hours	Low	Countywide
Flooding	Medium	24 hours - occurrence	High	Flooding Area
HAZMAT	Medium	Occurrence	High	Location of Accident
Heat Emergencies	High	24 - 12 hours	Low	Countywide
Hurricanes	High	72 - 36 hours	Catastrophic	Countywide
Lightning	High	Occurrence	Low	Site
Mass Causality Incidents	High	Occurrence	Medium	Site
Nuclear Attack	HNO	Days to hours	Catastrophic	Countywide
Radiological Incidents	Low	Occurrence	Medium	Site
Severe Thunderstorms	High	12 hours - occurrence	Medium	Countywide
Sink Hole(s)	Medium	Occurrence	Low	Location of Sink Hole
Transportation Accidents	High	Occurrence	High	Location of Accident
Terrorist Attacks	HNO	Occurrence	Catastrophic	Unknown
Tornadoes	Medium	36 hours - occurrence	High	Area of Touchdown Countywide
Urban Fires	High	Occurrence	Medium	Urban Area(s)
Utility Outages	High	Occurrence	Medium	Countywide
Wildland Fires	High	24 - 12 hours/ occurrence	Medium	Areas of Fire
Winter Storms	Medium	36 to 24 hours	Medium	Countywide

*See Legend of Hazard Analysis Table (Page BP – 24)

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Legend of Hazard Analysis Table	
Frequency	Consequences
HNO - Has Not Occurred Low – Occurrence less frequent than every 25years Medium – Occurrence frequency between 1 and 25 years High - Annual Event	Low - some community wide impact possible. Usually handled with available community resources. Medium - localized damage may be severe, community wide impact minimal to moderate. Handled with community resources and some mutual aid. High - moderate to high community wide impact. May require state or federal assistance. Catastrophic - major community impact requiring state and federal assistance

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- C. **Geographic Information:** The following County characteristics and information have been considered in our all hazard analysis and planning:



Figure BP – 2, Map of Columbia County

Source: <http://www.floridacountiesmap.com>

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- (1) Location: Columbia County is located in the north central plains of the state and consists of 802 square miles and two municipalities with a mean elevation of approximately 165 feet above sea level. Columbia County also has 4 square miles of water located in its boundaries. The County Seat for Columbia County is located in Lake City. Lake City lies equidistant from Jacksonville to the east, Gainesville to the south, and Tallahassee to the west.
- (2) Topography of the Land: Columbia County is bordered on the east by Baker and Union Counties; on the north by Echols County, Georgia; on the west by Suwannee and Hamilton Counties; and on the south by Alachua and Gilchrist Counties. Lake City is the largest population center in Columbia County lying in the center of the County. (The remaining land area of the county is rural in nature with small municipalities surrounding the Lake City area. (Topographic map is available in the Columbia County Emergency Management Office.)
- (3) Land Use Pattern: The primary land uses in these areas are agricultural and forest which are subject to disaster caused by weather phenomena or wildfire and water management areas which are ecologically sensitive.
- (4) Hydrology:
 - (a) Columbia County is astride the Cody Scarp, a physiographic feature that divides the Coastal Lowlands from the Northern Highlands. The River Valley Lowlands, extend up the Suwannee and Santa Fe Rivers. The transition zone between the lowlands and the highlands is a significant hydrologic feature of the county. Except for the Suwannee River, all surface streams that cross the divide disappear underground. These stream-to-sink watersheds include Cannon, Clay Hole, Rose and Falling Creeks. The Santa Fe River goes underground at O’leno State Park, in southern Columbia County, and re-emerges three (3) miles downstream. Alligator Lake occasionally drains through several sinkholes in the north lobe of the lake.
 - (b) Columbia County has extensive limestone formations, which are exposed in many sinkholes and riverbeds. The limestone is part of the Ocala Limestone Group and the aerially discontinuous Suwannee Limestone Formation, which form the upper extent of the Floridian Aquifer. Dissolution of the limestone resulted in the formation of depressions. In southern Columbia County, the Floridian Aquifer is unconfined, under a relatively thin mantle of sands. The Floridian Aquifer is semi-confined in the southwest part of the county and confined in the eastern and northern areas. Overlaying clays of the Hawthorne Formation have become thick enough to resist sinkhole formation north and east of Lake City. In these confined areas, a surficial and an intermediate aquifer overlay the Floridian Aquifer.

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Although the surficial and intermediate aquifers are used to a limited extent for domestic purposes, almost all water used is from the Floridian Aquifer.

- (c) Surface-water features in Columbia County include the Suwannee, Santa Fe, and Ichetucknee Rivers. Olustee, Clay Hole, Cannon and Rose Creeks. Alligator Lake, Watertown Lake, and many smaller lakes in the Lake City area. The Suwannee and Santa Fe Rivers flood periodically, most often as a result of late winter and early spring frontal activity. High river stages on the Suwannee can cause flooding on the Santa Fe and Ichetucknee Rivers by backing up water and reducing outflow. Rainfall averages between 52 and 54 inches per year, with about half falling in winter and half in summer. Dry periods are typically experienced in early summer and early fall. Low flows and low lake levels are typically experienced in the fall.
- (5) Environment: Columbia County has several wetland areas, which are environmentally sensitive. These are primarily the low land areas near the lakes and rivers. According to information from the Florida Department of Environmental Protection (DEP) all state owned lands within the County are environmentally sensitive. Records in the Property Appraisers Office reflect that state owned lands within Columbia County totals 24,700 acres.
- (6) Meteorology:
 - (a) Columbia County’s subtropical climate is typified by mild winters and hot and humid summers. Temperatures range from an average annual maximum of 96 degrees F in July and August to a mean low of 40 degrees F in January and February. Rainfall averages 54.6 inches per year. Relative humidity ranges from early morning averages near 90 percent in all seasons to afternoon averages of 40 to 50 percent.
 - (b) Columbia County is an inland county and does not suffer from the coastal effects of tropical disturbances. However, these storms can cause inland flooding and severe wind damage, particularly to mobile homes. Thunderstorms frequent the area with numerous storms and tornado watches/warnings. Flood plains have been identified and mapped by the National Flood Insurance Program. Flood plain maps published by FEMA are maintained in the County Office of Emergency Management.
- (7) The two population centers (Fig. BP-2) of Columbia County are:
 - (a) Lake City (1.9 square miles, at 30° 11’29.60” N latitude and 82° 38’24.38” W longitude), the county seat; and

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- (b) Fort White (1.7 square miles, at 29° 55’27.10” N latitude and 82° 42’57.49” W longitude) to the Northwest.

D. Demographics:

- (1) Based upon data compiled from the 2000 U. S. Census Bureau, the following table outlines the demographic analysis for Columbia County:

Population Elements	Numerical Data
Total Population	71, 908 (2022)
Population Density and Distribution	87.4 per sq. mile (2020)
Housing Density and Distribution	29.6 per sq. mile
Distribution by Age	20.4% 65 and older 57.8% (32,667) between 20-64 21.8% (15,937) under age 18
Special Needs Population	25-30 persons currently registered
Farm Workers: Agriculture, forestry, fishing and hunting and mining	Below 3 % (623)
Tourist Population	Seasonal up to 6,000
Non-English Speaking	Below 6 % (2,683)
Transient Population	Minimal
Mobile Homes/Population	9,273 units/28,000+ residents

- (2) The population centers include the City of Lake City with a population of 10,280 and serves and the county seat, Fort White; population 409 and Greater Lake City: Population 32,500. Unincorporated Columbia County has a population of 15,183.
- (3) Columbia County experiences little seasonal deviation in population. During the tourist season only a transient population is noted. The County has thirty-three (33) hotels/motels with approximately 2,000 rooms allowing adequate service to these persons. The migrant or non-English speaking population has little or no affect on the County.
- (4) The number of incarcerated residents in Columbia County breaks down as follows: 1,913 – Total; 386 – in Lake City; 1,527 – in unincorporated areas of Columbia County.

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E. Economic Profile

(1) Based on 2000 labor estimates Columbia County has a workforce of ⁵44,067 with 1,464 employed creating an unemployment rate of 3.3%. The chart below indicates major sector private employers for Columbia County.

⁶Major Private Sector Employer for Columbia County	# Employed
Columbia County School System	1,373
VA Medical Center	1,230
HAECO Aviation Services	630
Potash Corp of White Springs (PCS)	500
Wal-Mart Supercenter	440
Lake City Medical Center	418
Sitel	354
Shands at Lake Shore	350
Columbia County	289
CCA -- Lake City Correctional Facility	247
City of Lake City	235
Rountree Moore Auto Group	219
S & S Food Stores	213
Florida Gateway College	200
Publix Supermarkets	168
Anderson-Columbia Company	150
New Millenium	150
First Federal Bank of Florida	148
Champion Home Builders	115
Baya Pointe Nursing and Rehab Center	103
The Health Center of Lake City	98
Corbitt Manufacturing Company	80
Town Homes LLC	75

⁵ U.S. Census Bureau, DP-3, Profile of Selected Economic Characteristics, Employment Status

⁶ Source: Lake City Columbia County Chamber of Commerce

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(2) The following table illustrates pertinent county numerical data (averaged):

Description	Numerical Data
Median Property Value	\$151,400
Per Capita Income	\$25,912
Unemployment Rate	3.6 %

(3) Because of the rural nature of Columbia County, certain hazards could cause serious economic impacts to the county, while others may not be as devastating. Those of greatest concern are illustrated in the table below

Hazard	Unemployment	Property Loss*	Income Loss*
Hurricane	30%	\$10,000,000.00	\$ 1,000,000.00
Tornadoes and Severe Weather	Below 10%	\$ 500,000.00	\$ 100,000.00
Drought and Forest Fires	10%	\$ 500,000.00	\$ 1,000,000.00
Flooding	Below 10%	\$ 750,000.00	\$ 75,000.00

* Estimated countywide monetary values

The remaining hazards outlined in the Hazards Analysis could cause negative economic impacts to the county, but these have been minimal based on the history of such events.

F. Emergency Management Support Facilities: See listings on pages BP-33 – 35.

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COLUMBIA COUNTY CRITICAL FACILITIES LISTING			
(Current as of July 08)			
FACILITY: Columbia County Courthouse ADDRESS: 173 NE Hernando Avenue CITY: Lake City LAT: 30-11-23.2 LONG: 82-38-10.3	FACILITY: Columbia County Courthouse Annex ADDRESS: 135 NE Hernando Street CITY: Lake City LAT: 30-11-25.1 LONG: 82-38-10.3	FACILITY: Columbia County Sheriff’s Communications and Dispatch Center ADDRESS: 263 NW Lake City Avenue CITY: Lake City LAT: 30-19-27.8 LONG: 82-35-42.6	FACILITY: Columbia County Emergency Management/Columbia County Emergency Operations Center ADDRESS: 263 NW Lake City Avenue CITY: Lake City LAT: 30-19-27.8 LONG: 82-35-42.6
FACILITY: Columbia County Emergency Medical Services ADDRESS: 508 SW SR 247 CITY: Lake City LAT: 30-10-31.2 LONG: 82-40-22.6	FACILITY: Columbia County 9-1-1 Emergency Services Building ADDRESS: 263 NW Lake City Avenue CITY: Lake City LAT: 30-19-27.8 LONG: 82-35-42.6		

COLUMBIA COUNTY LOGISTICAL STAGING AREA(s)		
(Current as of July 08)		
LOCATION	LATITUDE	LONGITUDE
State Farmers Market I-75 & CR 136, White Springs	30.319788	-82.800266

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COLUMBIA COUNTY LANDING ZONES

(Current as of July 08)

LOCATION	OBSTRUCTION	LATITUDE	LONGITUDE
SHANDS at Lake Shore Hospital Pad	None	- 30.1163	- 82.3790
S & S Convenience Store at U.S. 441 North & I-10 Parking Lot	None	- 30.1447	- 82.3831
Deep Creek County Fire Department	Power lines on the East side of the landing zone	- 30.216	- 82.371
Memorial Stadium – Football Field	None	- 30.1164	- 82.3873
HRS Parking Lot – North of Florida Highway Patrol Station	300’ communications tower 1500’ South of landing zone	- 30.1115	- 82.3943
Columbia County Fire- Station 51	None	- 30.1115	- 82.3943
Five Points School	300’ communications tower 3000’ North of landing zone	- 30.1313	- 82.3863
Highway 90 West	Power lines border Highway 90 and East side of landing zone	- 30.1093	- 82.4075
Suwannee Valley Fire Department	Power lines parallel U.S. 41 on Fire Station side of the field	- 30.1680	- 82.4196
Lake City Municipal Airport	None	- 30.1092	- 82.3863
Mormon Church Parking Lot	150’ unmarked antenna approx. 800’ East of landing zone. Light posts border parking lot	- 30.1072	- 82.3653
Little Bit Country Florist – Front Field	None – Large enough for two (2) helicopters	- 30.0736	- 82.3640
Columbia Correctional Institute	Power lines of the Northwest side	- 30.1178	- 82.3023
Circle R Ranch (Highway 41 South) Field at North Gate	Power lines border Highway 41 – Large enough for multiple helicopters	- 30.0527	- 82.3545
L & G Truck Stop – Ellisville	None – Cashier inside can get all trucks moved	- 30.5979	- 82.3580
Lulu Community Center – Field behind white house	Power lines running East-West along the North side of the field	- 30.0666	- 82.2984
South Town Plaza	None	- 30.1036	-82.3844

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COLUMBIA COUNTY LANDING ZONES			
(Current as of July 08)			
LOCATION	OBSTRUCTION	LATITUDE	LONGITUDE
Southside Baseball Complex	None	– 30.1035	– 82.3911
Cannon Creek Private Airpark	None	– 30.0915	– 82.4009
Columbia County Emergency Medical Services Station One	None	– 30.1060	– 82.4080
Cypress Lake Resort (Highway 90 West)	Power lines border Highway 90	– 30.1123	– 82.4075
Joy Explosion (Highway 252 West)	Power lines border Highway 252	– 30.1123	– 82.4486
Cannon Creek Center (Ring Power) – Large Field near entrance	None	– 30.0982	– 82.3943
Butzer Road Cemetary (Highway 240)	Power lines border Highway 240 side of landing zone	– 30.0417	– 82.4178
Lake City Airpark (Private Airpark)	None 2600’ Grass runway	– 30.0289	– 82.3609
Columbia Motorsports Park	None	– 29.5982	– 82.3687
West end of the fairgrounds, SW quadrant of Lake City		– 30.1132	– 82.4056

NOTE: Due to the abundance of open fields throughout the county most “first responders” have the capability to direct rotary wing aircraft to alternate landing zones.

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III **CONCEPT OF OPERATIONS:**

A. **Organization:**

(1) General Overview:

- (a) Columbia County is located in the north central plains of the state and consists of 797 square miles and two municipalities with a mean elevation of approximately 165 feet above sea level. The County Seat for Columbia County is located in Lake City. Lake City lies equidistant from Jacksonville to the East, Gainesville to the South, and Tallahassee to the West. Law enforcement is the responsibility of the Columbia County Sheriff's Office and Lake City Police Department within the county. Fire protection is the responsibility Lake City Fire Department and Columbia County Fire Department within the county. Emergency Medical Services is the responsibility of Century Ambulance with a fleet of six (6) emergency medical units for county response. Columbia County supports one (1) regional medical facilities in Lake City. Columbia County Building Department and the Land Use Administrator oversee building and land use permitting for the entire county. The Columbia County Road Department provides road and associated structure (drainage structures, etc) maintenance. There is also a local Health Department located within the county.
 - (b) Given the size of the county and its limited resources, Columbia County has built a cohesive partnership with County, State and Federal Agencies. This relationship transcends all four phases of emergency management: preparedness, response, recover, and mitigation.
- (2) The following organizational charts depict the daily operational structure of Columbia County as a whole (Figure BP – 3) and the county's emergency management office (Figure BP – 4). Figure BP –5 depicts the six (6) elected officials who on a daily basis, do not fall under the direct control of the Columbia County Board of County Commissioners, but work side by side providing required constitutional services.

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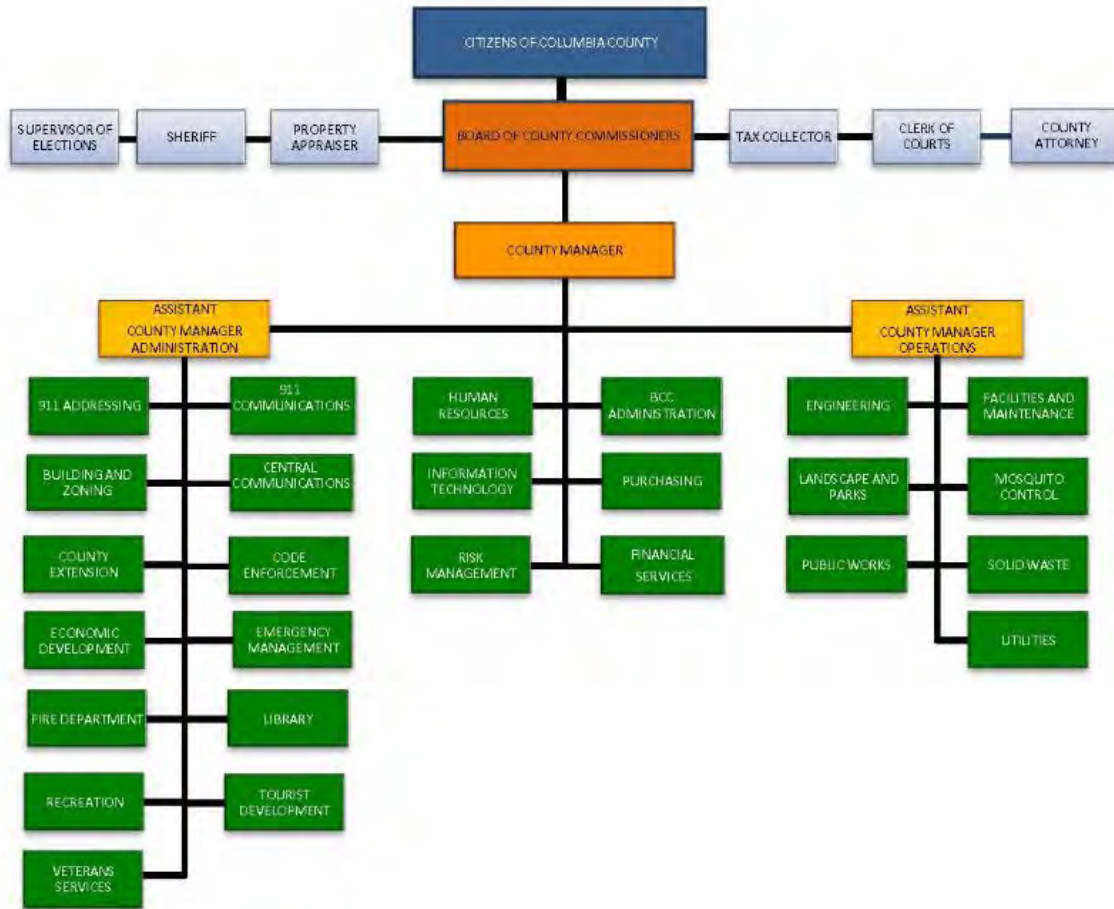


Figure BP –3, Columbia County Day-to day Operational Structure

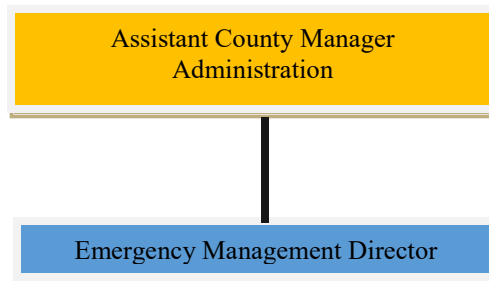


Figure BP – 4, Columbia County Emergency Management Operational Structure

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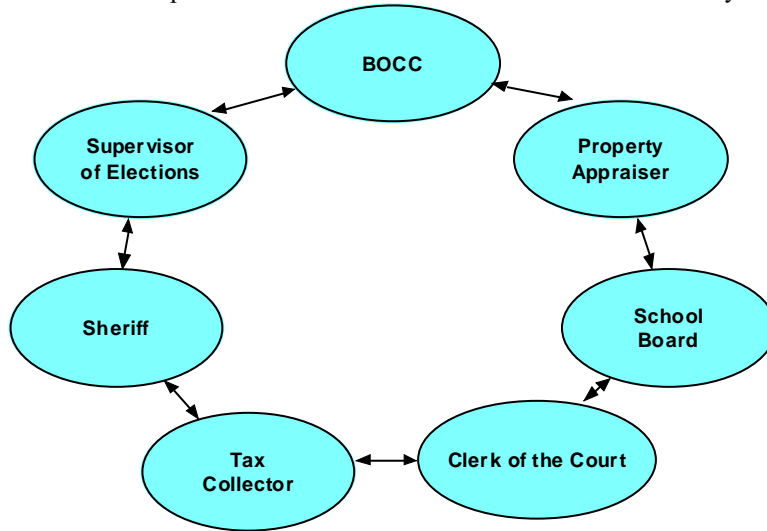


Figure BP – 5, Columbia County Elected Officials Organizational Structure

- (a) Columbia County utilizes a bottom-up approach in all phases of Columbia County Emergency Management (Fig. BP - 6), with emergency activities being resolved at the lowest possible level of response. Thus, the resources of local response agencies, state, and federal agencies are utilized in this sequential order to ensure a rapid and efficient response.

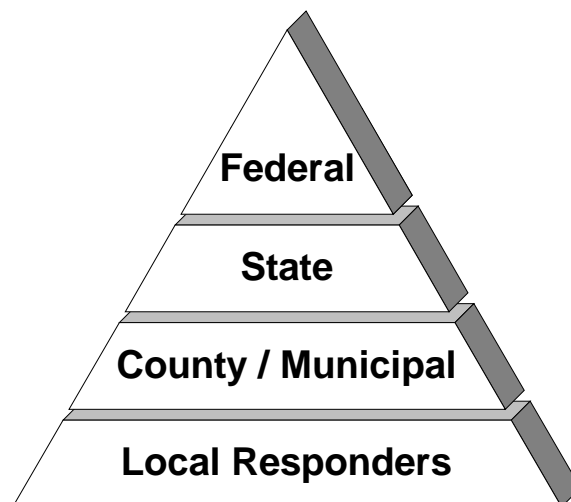


Figure BP – 6, Columbia County Emergency Response Structure

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- (b) In the absence of a declared disaster or state of emergency, “first responder” forces (Columbia County Emergency Medical Services, Fire, Law Enforcement) will respond to emergencies within their jurisdictions with the authorities vested to them by law and local policy. Mutual Aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them.
- (c) Columbia County will maintain an Executive Policy Group (EPG) for Columbia County Emergency Operations. The EPG will consist of at a minimum: County Manager; City of Lake City manager; Columbia County Superintendent of Schools and Columbia County Sheriff. Depending on the incident other departments/agencies/organizations may be added to the EPG. Examples may be: City of Lake City Police Chief; Columbia County Health Department Administrator; Columbia County Fire Chief and/or City of Lake City Fire Chief. The EPG will provide strategic direction for emergency operations along with resolving operational and resource conflicts. The County Manager will serve as the County Coordinating Officer. The County Coordinating Officer will perform administrative/operational oversight as the intermediary between the EPC and the EOC.
- (d) Columbia County Emergency Management monitors local emergencies and provides assistance as required/requested and make notifications of reportable events to the appropriate support agencies and warning points. Severe Weather Watches and Warnings are relayed to agencies when issued by the National Weather Service -Jacksonville. The Columbia County Emergency Operations Center may be activated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.
- (3) Line of Succession: By the very nature of emergencies and disasters, the need for rapid response cannot be overstated. This includes the ability to activate the Columbia County Comprehensive Emergency Plan, make local disaster declarations, etc. To ensure continuous leadership and continuity during disaster operations, the line of succession is as follows:
- Chairman of the Board of County Commissioners
 - Vice-Chairman of the Board of County Commissioners
 - Remaining County Commissioners (first available)
 - Columbia County Sheriff
- (4) Direction and Control: When an incident becomes larger than on scene coordination can manage, the Columbia County Emergency Management Director may elect to activate the Columbia County Emergency Operations Center to better coordinate the response. The level to which the Columbia County Emergency Operations Center

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will be activated will be based on what the incident requires. Columbia County recognizes three (3) levels of Columbia County Emergency Operations Center activation which are as follows:

- (a) **Level III: Monitoring** – This is a *continuous monitoring* of the incident(s) occurring within Columbia County and can usually be handled with county resources and coordination. Level III Monitoring is also the day-to-day operational level for the Columbia County EOC.
- (b) **Level II: Partial Activation** – *Staffed by only those* departments and/or agencies *needed* to respond to and recover from the emergency or disaster. This level of activation may include State agency or department personnel requested through the State Watch Office.
- (c) **Level I: Full Activation** - *Staffed by all* departments and/or agencies with responsibilities established in the Columbia County Comprehensive Emergency Management Plan. This level of activation may include State agency or department personnel requested through the State Watch Office.
- (5) Given the size and limited resources available within Columbia County, the organizational structure would not change based on the hazard. However, technical assistance will be requested from the appropriate agency needed to handle the response (i.e. hazardous materials technician when faced with a spill). Such resources will be requested through standing mutual aid agreements or through the Florida Division of Emergency Management as per their policies and procedures. This assistance will include, but not be limited to Emergency Support Function-5 – *Planning and Information*, Human Services and Damage Assessment.
- (6) Columbia County Emergency Management Director or his/her designee will coordinate all emergency /disaster response and recovery operations. This includes but is not limited to: evacuation and re-entry, shelter activities, request for outside assistance through mutual aid or from state resources, damage assessment and human needs relief operations. They may also recommend to the Columbia County Board of County Commissioners to declare a state of emergency and other protective action recommendations.

B. Responsibilities (Response Operations):

- (1) Under this organizational structure (depicted on page BP – 40), the Columbia County Emergency Management Director is supported by other support agencies and departments in Columbia County operating from the Columbia County Emergency Operations Center. Because of the rural nature and limited resources within Columbia County, the Columbia County Emergency Management Director is directly responsible for coordinating a number of response and recovery functions including

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Public Information. Under the Columbia County Emergency Management Director, there are four Sections of: Operations, Planning, Logistics and Finance/Administration.

- (a) The Operations Section is comprised of three branches: Human, Emergency and Infrastructure Services. Included in these branches are 14 of the 18 Emergency Support Functions. As depicted in the Emergency Support Function Matrix, Columbia County Emergency Management serves as the primary coordinating agency for 8 of the 13 Emergency Support Functions and falls into a support role for the remaining 6. The individual Emergency Support Functions will have representatives in the Columbia County Emergency Operations Center during emergency operations. Those Emergency Support Functions coordinated by Columbia County Emergency Management may require outside assistance for staffing if the emergency or disaster requires such actions.
 - (b) The Information and Planning Section (Emergency Support Function-5) is also under the direction of the Columbia County Emergency Management Director. It is comprised of one section, Planning (and Intelligence if directed), with many functions. Support from Emergency Support Function-13 – *Military Support* will be requested upon activation of the Columbia County Emergency Operations Center. This section is responsible for collecting, analyzing, documenting and disseminating plans and information to help enhance response and recovery activities.
 - (c) The Logistics and Finance/Administration Section is under the direction of the Columbia County Emergency Management Director. Emergency Support Function-7 – Resource Support is coordinated through the Columbia County Emergency Management Director as well as the Clerk of the Court. The Finance and Administration functions will be coordinated through the Clerk of the Court and Columbia County Board of County Commissioners staff and responsible for processing and tracking expenditures, procurement of emergency supplies, finance and reimbursement, staffing and general administrative functions.
- (2) Columbia County's response and immediate recovery to an emergency and/or disaster is carried out through the organizational structure and primary/support agency matrix diagramed in the chart and table on the following pages.

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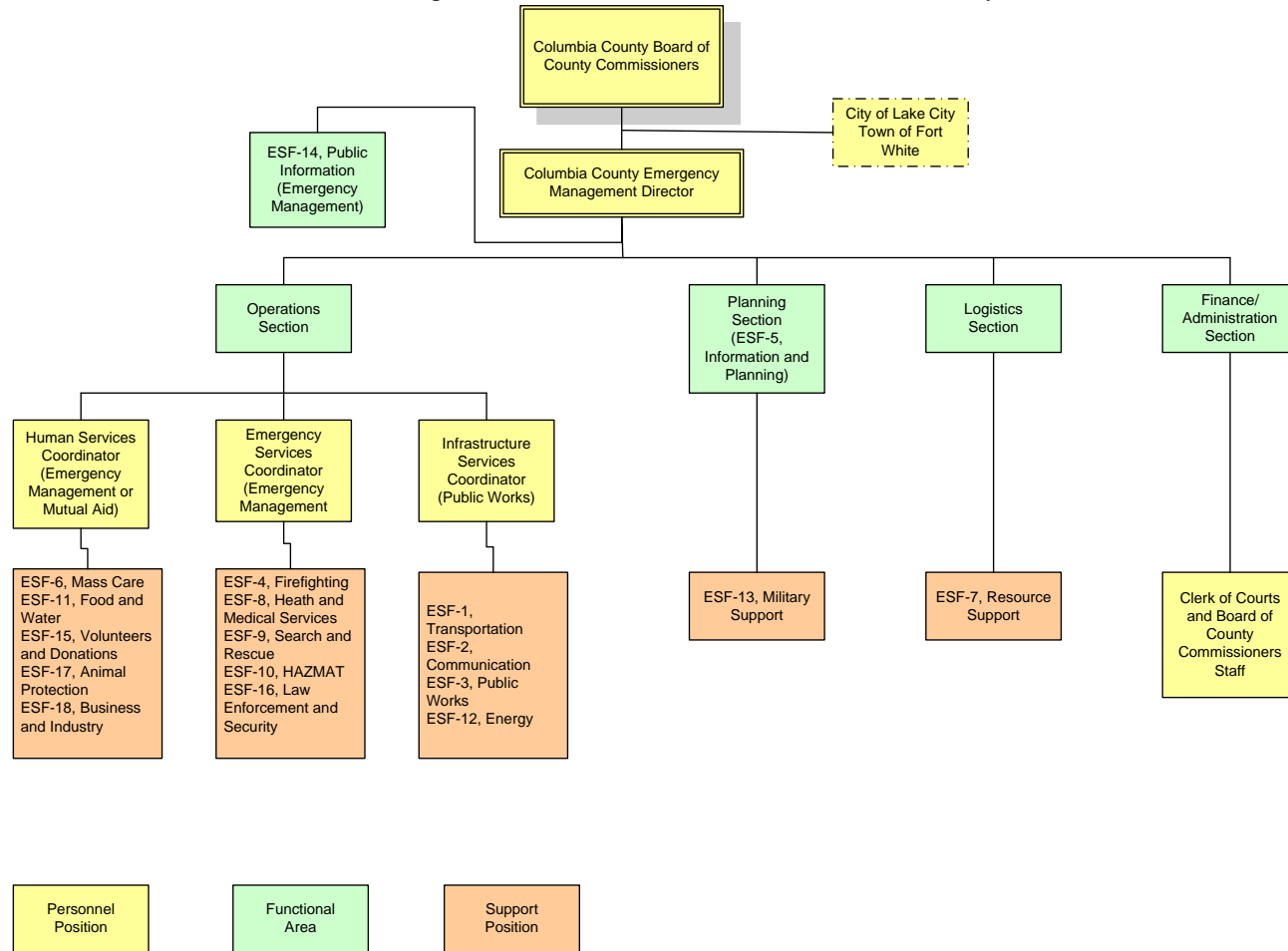


Figure BP – 7, Columbia County Emergency Operations Center Response Structure

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Columbia County Emergency Support Function Matrix

Organization	Emergency Support Function																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
American Red Cross						s					s				s			
Area Nursing Homes								s										
Area In-home Health Care Agencies								s										
Century Ambulance								s										
City of Lake City Communications		s																
City of Lake City Council																		s
Columbia County Building Inspector			s		s													
Columbia County Property Appraiser					s													
Columbia Clerk of the Courts							s											
Columbia County School Board, Director of Transportation	P																	
Columbia County School Board		s				P	s				s				s			
Columbia County Senior Services	s					s												
Columbia County Sheriff’s Office	s	P	s	s	s	s			P	s			P	s		P	s	s
Columbia County Public Works	s	s	P							s	S	P			s	s		
Columbia County Emergency Management	s	s	s	s	P	s	P	s	s	s	P	s	s	P	s	s	s	
Columbia County Fire Department	s	s	s	P	s	s		s	s	P	s				s	s	s	
Columbia County Health Department			s			s		P		s	s							s
Columbia Correctional Institute																s		
Columbia County Joint Information Committee														s				
Columbia County Cattleman Association																		s
Columbia County Tourist Development Council																		s
Downtown Action Corporation Incorporation																		s
Emergency Management Amateur Radio Volunteers		s																
Florida Division of Emergency Management					s	s	s											s
Florida Division of Forestry				s														

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Columbia County Emergency Support Function Matrix

Organization	Emergency Support Function																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Florida Department of Agriculture																S		
Florida Department of Law Enforcement																S		
Florida Department of Transportation																S		
Florida Fish and Wildlife Conversation Commission									S							S		
Florida Highway Patrol																S	S	
Florida National Guard					S								S					
Greater Lake city Regional Utility Authority												S						
Lake City Animal Shelter																	S	
Lake City Fire Department	S		S	S		S		S	S	S							S	
Lake City Police Department	S		S						S	S						S	S	
City of Lake City Public Works		S	S							S		S						
Lake City Medical Center								S										
Lake City Veteran’s Affairs Medical Center																		
Lake City/Columbia County Chamber of Commerce															S			P
Lake City/Columbia County Humane Society																		P
Century Ambulance	S			S		S		S	S	S								
Local Churches																S		
Local Organizations																S		
Local Food Stores											S							
Local Funeral Homes								S										
North Central Florida Regional Hazardous Material Team										S								
Phone and Communications Companies		S																
Salvation Army						S					S				S			
SHANDS at Lake Shore								S										
State Bureau of Animal Disease Control																	S	
Suwannee Valley Transit Authority	S																	
Suwannee River Water Management District											S							

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Columbia County Emergency Support Function Matrix																		
	Emergency Support Function																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Town of Fort White Public Works Department			s									s						
Town of Fort White Council																		s
U.S. Forest Service				s														
United Way of Suwannee Valley											s						P	
All Other Emergency Support Functions, as required					s													
Columbia County Board of County Commissioners	s	s	s	s	s	s	s	s	s	s	s	s	s	s	s	s	s	s

Figure BP – 8, Response Emergency Support Function Matrix – Primary and Support Departments and Agencies

- **P** – Primary Agency
- **S** – Support Agency

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- (3) The goal for each Emergency Support Function is to have at least two (2) individuals fully trained and capable of performing their particular duties and responsibilities in the Columbia County Emergency Operations Center. It is essential they are able to staff two (2) 12-hour shifts per day in the Columbia County Emergency Operations Center for each activated Emergency Support Function.
- (4) Not every emergency and/or disaster will require the same level of response or recovery. Accordingly, all eighteen (18) Emergency Support Functions will not require activation for every situation. Not all Emergency Support Functions activated will be required to function in a 24-hour configuration. Some Emergency Support Functions may be released earlier during a “draw down”.
- (5) The Columbia County Emergency Management Director will determine which Emergency Support Functions are required to be activated, based on the emergency situation, and which activated Emergency Support Functions are required to maintain a 24-hour staffing pattern in the Columbia County Emergency Operations Center. Upon the draw down, the Columbia County Emergency Management Director will determine which Emergency Support Functions are to be released.
- (6) Levels of Disaster: This plan, and other related plans and standard operating procedures (SOP), must contain provisions to ensure that Columbia County is prepared for minor, major and catastrophic disasters. Various levels of disaster are defined as follows:
 - (a) Minor Disaster: Any disaster likely to occur within the response capabilities of Columbia County and inter-local mutual aid agreements resulting in only minimal need for state or federal assistance. Operationally, this definition translates into Level III activation of the Columbia County Emergency Operations Center. (Columbia County Emergency Operations Center levels of activation as discussed previously in Paragraph 13B(1) (a) – (c)).
 - (b) Major Disaster: Any disaster likely to exceed Columbia County’s capabilities and inter-local mutual aid agreements and require a broad range of state and federal assistance. Operationally, this definition translates into Level II or Level I Columbia County Emergency Operations Center activation. The State Emergency Operations Center (watch office) may be notified and will in turn notify Federal Emergency Management Agency that federal assistance will be required.

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- (c) Catastrophic Disaster: Any disaster that will require massive state and federal assistance, including immediate military involvement. Operationally, this definition translates into Level I County activation. In-turn, the State Emergency Operations Center (watch office) will notify Federal Emergency Management Agency when Federal assistance is required.
- (7) Recovery Organization:
- (a) The organizational structure for recovery to an emergency or disaster is under the leadership of the Columbia County Board of County Commissioners who has delegated this authority to the Columbia County Emergency Management Director. The Columbia County Emergency Management Director is supported by designated primary and support agencies/departments operating from the Columbia County Emergency Operations Center. The Columbia County Emergency Management Director is directly responsible for coordinating a number of recovery functions including Public Information. Under the Columbia County Emergency Management Director, there are nine functions: Disaster Field Office Liaison, Individual Assistance Liaison, Public Assistance Liaison, Damage Assessment Coordinator, Emergency Support Function-5, Mitigation Liaison, Public Information/Rumor Control, Emergency Support Function-13, *Military Support* and Mutual Aid Support. Additionally, the Columbia County Emergency Management Director will provide support to Columbia County Road Department who is the Public Assistance Liaison for Category C damage only.
 - (b) The functions of each branch in recovery operations will manage and/or coordinate
 - 1. damage assessment;
 - 2. Public Assistance to include: 406 mitigation, project worksheets, engineering and special projects; and
 - 3. Individual Assistance to include: Individual and Family Grants, emergency housing, community relations, Unmet Needs Committee and Disaster Recovery Centers; damage and impact assessment, and mitigation activities. It should be noted staffing assistance would be requested based on the requirements of the emergency or disaster.
 - (c) The following reflects the recovery organizational structure (Figure BP – 9):

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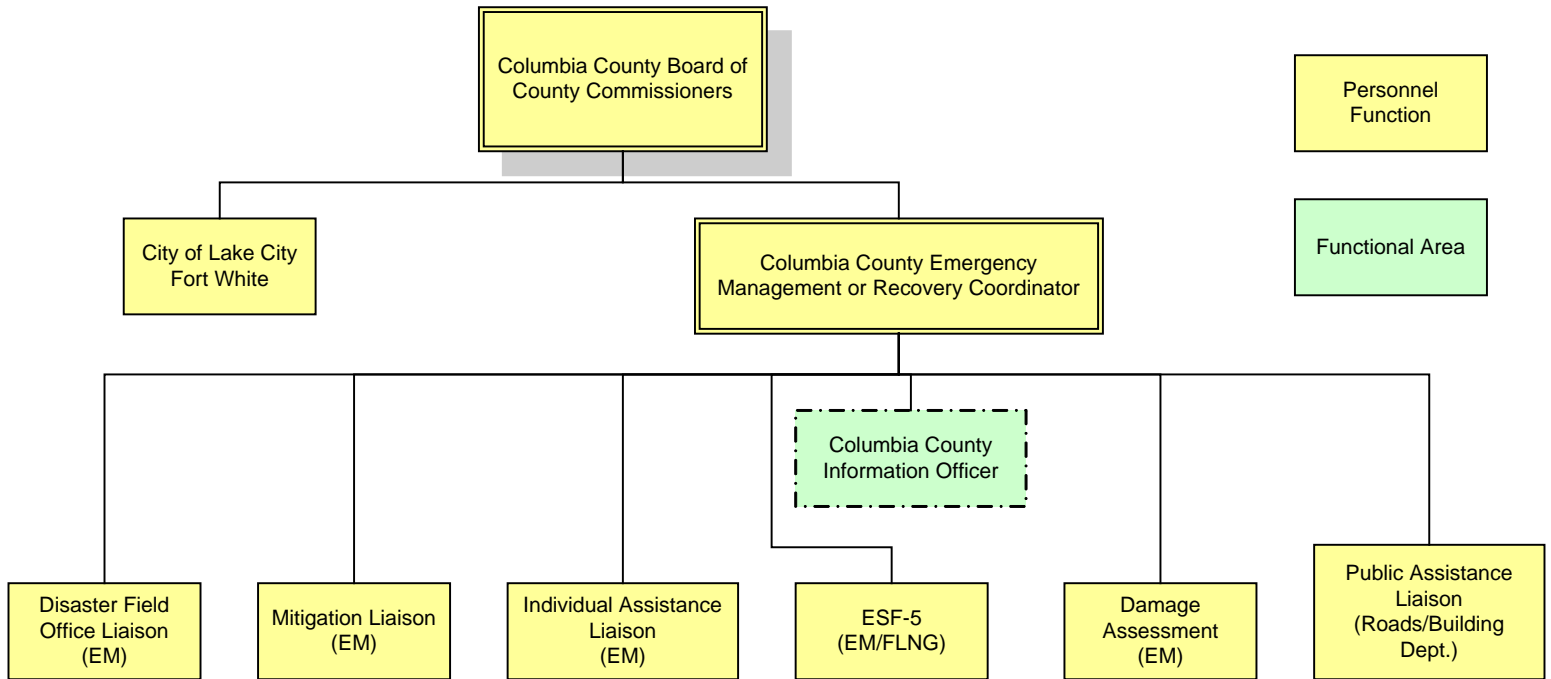


Figure BP – 9, Columbia County Recovery Organizational Structure

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Columbia County Recovery Matrix – Primary and Support Agencies							
Dept/Agency	Function						
	Individual Assistance	Public Assistance	Damage Assessment	Mitigation	Emergency Support Function-5	DFO Liaison	Public Information
Columbia County Emergency Management.	P	S	P	P	P	P	P
Columbia County Board of County Commissioners			S	S		S	
Columbia County Clerk of Courts			S	S		S	
Columbia County Fire Department			S				
Columbia County Sheriff’s Office and Lake city Police Department			S				
Columbia County Property Appraiser	S	S	S	S			
Columbia County Tax Collector	S	S	S	S			
Columbia County Public Works		P		S			
Florida National Guard			S		S		
Florida Division of Emergency Management			S				S
American Red Cross	S						
Senior Services	S						

Figure BP – 10, Columbia County Recovery Matrix – Primary and Support Agencies

- **P** – Primary Agency
- **S** – Support Agency

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(8) Mitigation Organization:

- (a) Columbia County Emergency Management Director serves as the Local Mitigation Strategy Committee Chair who is responsible for the creation and continuous update of the Local Mitigation Strategy which was ruled into compliance by Florida Division of Emergency Management in 2005. The Mitigation Coordinator is responsible for the post-disaster function of mitigation and currently falls under the Columbia County Emergency Management Director.
- (b) Columbia County has a number of responsibilities involving the development and implementation of local Columbia County Emergency Management Programs. All of Columbia County’s municipalities are working partners in pre and post-disaster mitigation. Inherent in these efforts are initiatives intended to avoid, reduce and mitigate the effects of the recognized hazards to which Columbia County is recognized as being vulnerable to.
- (c) The following figures (Figure BP-11 & 12) depicts the organizational structure used in post-disaster mitigation coordination and associated roles and responsibilities of primary and supporting agencies:

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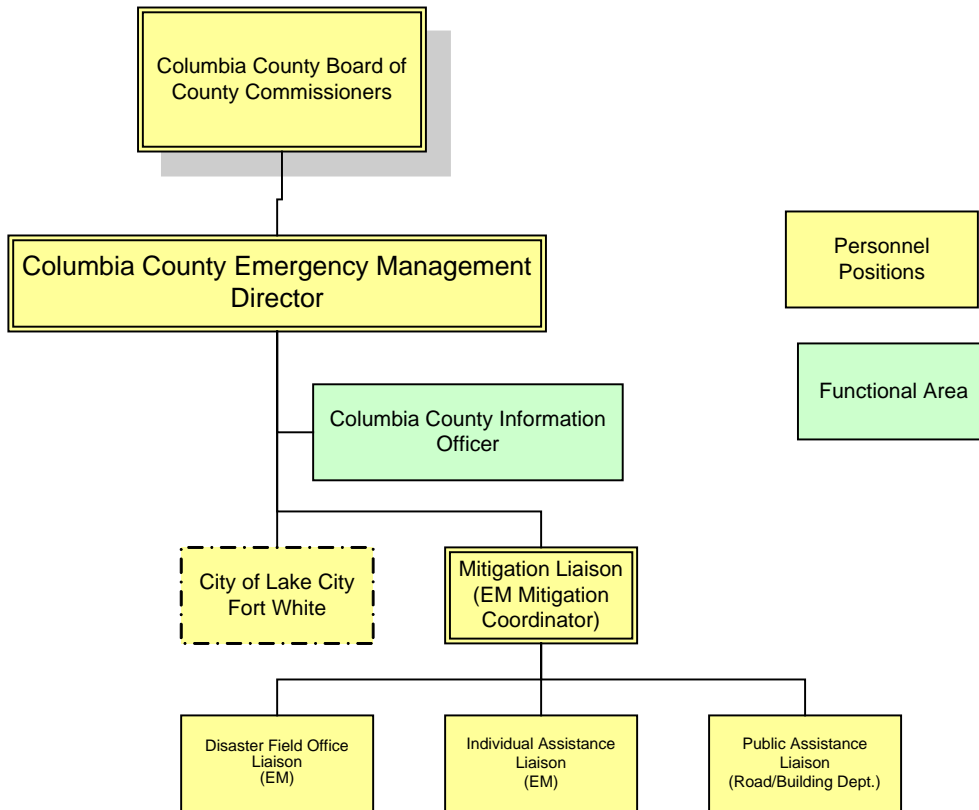


Figure BP – 11, Columbia County Mitigation Organizational Structure

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Columbia County Mitigation Matrix							
Department/ Agency	Function						
	Individual Assistance	Public Assistance	Damage Assessment	Mitigation	Emergency Support Function-5	DFO Liaison	Public Information
Columbia County Emergency Management	P	S	P	P	P	P	P
Columbia County Board of County Commissioners			S	S		S	
Columbia County Clerk of Courts			S	S		S	
Columbia County Property Appraiser	S	S	S	S			
Columbia County Tax Collector	S	S	S	S			
Columbia County Public Works		P		S			

Figure BP – 12, Columbia County Mitigation Matrix – Primary and Support Agencies

NOTE: All of Columbia County's agencies and departments participate in Columbia County Mitigation Strategy planning and are part of the Local Mitigation Strategy Team.

- **P** – Primary Agency
- **S** – Support Agency

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C. Preparedness Activities:

(1) General Issues

- (a) Columbia County Emergency Management will maintain a Columbia County Comprehensive Emergency Management Plan distribution list. Any changes to the Columbia County Comprehensive Emergency Management Plan will be provided to those on the distribution list within 14 days of the modification.
- (b) All participating agencies will provide any changes in their plans and procedures as it relates to the Columbia County Comprehensive Emergency Plan to Columbia County Emergency Management in a timely manner. All changes to the Columbia County Comprehensive Emergency Plan will be tested in the next scheduled training exercise.
- (c) Given the transitional history, size and limited resources available within Columbia County, all participating agencies will maintain a list of personnel, equipment and vehicles used to ensure effective management and utilization of organizational resources to respond to and recover from various disasters or emergencies.
- (d) The Columbia County Clerk of Courts is responsible for the preservation of vital county records and documents deemed essential for continuing government functions and conducting post-disaster operations. In addition, each department head also has internal procedures for safeguarding critical records (i.e. Sheriff's Office jail records, etc.).
- (e) Columbia County Emergency Management maintains Columbia County's Persons with Special Needs Registry. In coordination with Columbia County Emergency Medical Services, Home Health Care Services, and Senior Services, the registry is updated on a monthly basis. Columbia County also advertises the registry yearly prior to hurricane season beginning June 1st.

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(2) Public Awareness and Education:

- (a) The key to successful disaster operations is the ability to communicate the multiple hazards facing Columbia County residents and taking the necessary protective actions required to ensure life and safety are not compromised. These actions start long before Columbia County is faced with an emergency or disaster and continues through recovery. Columbia County coordinates with its agencies and departments in public awareness activities throughout the year. This campaign is conducted through various media to ensure the maximum population is reached.
- (b) This media includes (but is not limited to):
- Public Service Announcements via local radio
 - Announcements/Information in local newspaper
 - Public Safety Days
- (c) Each year, prior to the beginning of the hurricane season, Columbia County residents are provided with a family preparedness “all hazards” guide describing actions to take in preparation for any emergency (with a strong emphasis on hurricane preparedness) family disaster planning and emergency evacuation. Columbia County’s primary ingress and egress evacuation routes are Interstate 75 North-South, Interstate 10 East-West, State Highways 27, 441/41, 100, 47 and U.S. Highway 90. (See Figure BP-2, page BP-26).
- (d) After impact of a disaster the need for public information does not diminish, it actually increases. Disaster Recovery Centers, Recovery Information Centers, and other recovery facilities will be located as close to the area of impact as possible to facilitate their use to all impacted residents. These locations will be determined in coordination with Florida Division of Emergency Management and Federal Emergency Management Agency. These locations will likely be at schools and/or community centers throughout Columbia County. Columbia County Emergency Management would notify the public of these locations through radio, television, and print media.
- (e) Mitigation opportunities are communicated to agencies and departments with the county via inter-departmental communication. Mitigation information is provided to the public as part of its public information campaign during the year. This information is also provided to victims of disaster at the various information centers established after impact.

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(3) Exercises:

- (a) Columbia County's exercise program has been continuously growing in the past years. The foundation of Columbia County's response to emergencies and disasters is built on the "play like you practice" philosophy combined with a "team" concept encompassing all county agencies and departments including hurricane, terrorism, and hazardous material response orientation seminars, tabletop and functional exercises. The evaluation format includes a written evaluation, post-exercise discussions, and exercise critiques.
- (b) Given the purpose of conducting exercises (evaluating policies, plans and procedures), subsequent deficiencies may be found and need to be addressed. Upon discovery of areas of improvement, the involved agency(s) and/or department(s) will meet to discuss, develop, and incorporate changes in policies, plans, or procedures into their respective operating documents. Training is then conducted to orient employees to the new procedures. These changes are then tested in the next training exercise.
- (c) Exercise documentation, future scheduling, and participant involvement can be found in the Columbia County Training and Exercise Log maintained by Columbia County Emergency Management.
- (d) Some of the agencies that have participated in Columbia County exercises are: Columbia County Emergency Management; Columbia County Fire Rescue; Columbia County Sheriff's Office; Lifeguard Ambulance; Century Ambulance; City Of Lake City Police Department; Lake City Fire Department; Columbia County School District and Florida Highway Patrol.

(4) Training:

- (a) The Columbia County Emergency Management Director is responsible for the development, coordination, and execution of emergency management training. This includes training on federal programs for local agencies and departments. The emergency management-training program includes courses in preparedness, response, recovery, and mitigation. Training courses offered by Columbia County Emergency Management, in coordination with Florida Division of Emergency Management include:
 - Damage Assessment (Annually)
 - Columbia County Emergency Operations Center Operations (Annually)
 - Incident Command System

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(b) Other training opportunities: are available through Florida Division of Emergency Management Training Section and include:

- Debris Management
- Hurricane Planning
- Disaster Response and Recovery Operations
- Exercise Design
- All Hazards Warning and Coordination Course

*This list is not inclusive of the training courses offered through Florida Division of Emergency Management. A complete listing of courses currently being offered can be found on the Florida Division of Emergency Management website: www.floridadisaster.org. Additionally, the Federal Emergency Management Agency offers a wide variety of independent study courses to include introduction to mitigation, emergency management operations Columbia County Emergency Operations Center operations. Training opportunities are offered to all departments and agencies in the emergency management team.

(c) The Columbia County Training and Quality Assurance Coordinator will assist the Emergency Management Director in identifying and implementing training needed for county and partner agencies.

D. Mutual Aid and Memoranda of Understanding

- (1) The use of and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance. Upon determination that outside resources are needed, Columbia County will request the resource(s) from a neighboring county or agency.
- (2) If Columbia County is contacted to provide a mutual aid resource, the request will be filled based on the available resources within the county.
- (3) All requests either for resources and/or to deploy resources will follow the guidelines set forth in the "Statewide Mutual Aid Agreement", Columbia County Clerk of the Court, Columbia County Columbia County Emergency Operations Center Standard Guidelines, and the Standard Guidelines of the State Emergency Operations Center.

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- (4) All memoranda of understanding developments, contracting, etc. will be done in accordance with the fiscal policies and procedures developed and maintained by the Columbia County Clerk of the Court.

IV FINANCIAL MANAGEMENT:

A. **Management:** As with all phases of emergency management, teamwork is the key to successful financial operations. The Director of Financial Management for the Columbia County Board of County Commissioners along with the Columbia County Clerk of the Courts is responsible for the overall financial management in disaster response and recovery. The City of Lake City, Town of Fort White and each county agency or department will begin record keeping once the Columbia County Emergency Management Director, in coordination with the Columbia County Board of County Commissioners, activates the Columbia County Emergency Operations Center and will continue throughout disaster operations. This includes maintaining records of all expenditures and obligations for manpower, equipment and materials.

B. Reimbursement:

(1) Columbia County Emergency Management, in coordination with the Clerk of the Courts, is responsible for training in documentation and reimbursement procedures, which is conducted annually. These procedures are in accordance with the responsibilities and requirements of the Columbia County Clerk of the Courts. This training includes explanation of internal procedures, forms and paperwork, reporting guidelines. This will also be in-serviced upon activation of the Columbia County Emergency Operations Center.

(2) It will be the responsibility of outside agency's (i.e. Red Cross) to seek reimbursement independently of Columbia County for disaster expenses.

C. Funding:

(1) Columbia County Emergency Management, as well as other county departments, and the county's municipalities continuously utilize and seek out additional funding sources to enhance Columbia County Emergency Management capabilities. These funding sources include the Base Grant, which funds Columbia County's Columbia County Emergency Management program, and multiple mitigation projects, which have improved many of Columbia County's roads. These projects have all been either provided by, or coordinated through the Florida Division of Emergency Management.

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- (2) All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in accordance with:
 - (a) Code of Federal Regulation-Title 44 Emergency Management and Assistance (CFR-44); relevant circulars and federal statutes, in a manner consistent with provisions of the Federal Stafford Act.
 - (b) Chapter 215, Florida Statutes, pertaining to state financial matters.
 - (c) Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities.
 - (d) Established accounting procedures of Columbia County
 - (e) Individual municipal financial management procedures.

V **REFERNCES AND AUTHORITIES:**

- A. **Local Responsibilities:** Under Chapter 252.38, Florida Statute, county government is specifically responsible for:
 - (1) Development of a Columbia County Emergency Management operation at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive Columbia County Emergency Management System within Columbia County.
 - (2) Support of emergency management needs of all municipalities within Columbia County and establishment of intra/inter-county mutual aid agreements to render emergency assistance.
 - (3) Implementation of a broad-based public awareness, education and information program designed to reach all citizens of Columbia County, including those needing special media formats, such as a telecommunication device for the deaf or other considerations for non-English speaking residents.
 - (4) Execution of mutual aid agreements within the state for reciprocal emergency aid and assistance in the event of a situation is beyond Columbia County’s capability.
 - (5) Development and implementation of Columbia County Emergency Management programs and initiatives designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.

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- (6) Maintenance of cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- (7) Develop strategies for mitigation programs.

B. Federal, State and Local Ordinances, Resolutions and Rules: The following is a listing of Federal, State and, Local ordinances, resolutions and rules which apply to the local emergency management program:

(1) Federal:

- (a) Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state, and local levels for all hazards.
- (b) Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- (c) Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- (d) Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980, (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- (e) Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act, (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- (f) Public Law 106-390, Disaster Mitigation Act of 2000
- (g) National Flood Insurance Act of 1968, 42 USC 4001 et seq.
- (h) 44 CFR Parts 59-76, National Flood Insurance Program and related programs.

(2) State:

- (a) Chapter 14, Florida Statutes, Governor.
- (b) Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
- (c) Chapter 125, Florida Statutes, County Government

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- (d) Chapter 187, Florida Statutes, State Comprehensive Plan.
 - (e) Chapter 252, Florida Statutes, Emergency Management.
 - (f) Florida Department of Community Affairs Administrative Rules 9G-2, 6, 11, 12, 14, 16, and 17.
 - (g) Florida Department of Community Affairs Administrative Rules 9J-2 and 5.
 - (h) Executive Order 80-29, Disaster Preparedness, dated April 14, 1980.
 - (i) State of Florida, Comprehensive Emergency Plan 2002
- (3) **Columbia County:**
- (a) Mutual Aid Agreement between the State of Florida, and Columbia County.
 - (b) Mutual Aid agreement between Columbia County and Lowndes County, GA.
- C. **Reference Documents:** Columbia County plans and procedures which supplement the Columbia County Comprehensive Emergency Plan for specific and unique situations:
- (1) Columbia County Local Mitigation Strategy (March 2005)
 - (2) Columbia County Critical Facility Inventory (September 2002)
 - (3) Columbia County Mutual Aid Agreements/Memoranda of Understanding (Sept. 2001)
 - (4) Hazard Specific Standard Operating Procedures (September 2009)
 - (5) Evacuation, Shelter, and Re-Entry Procedures (September 2001)
 - (6) **Other:** Florida National Guard-Military Support to Civilian Authorities (1999)

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DRAFT LETTER OF PROMULGATION

Approval Date: _____

To: Officials, Employees, and Citizens of Columbia County

The preservation of life, property and the environment is an inherent responsibility of local, state and federal government. Columbia County, in cooperation with the county's constitutional officers, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan establishes the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the *State Comprehensive Emergency Management Plan*. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The Columbia County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the *Columbia County Comprehensive Emergency Management Plan*, constitutes the adoption of the plan, and the adoption of the Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

Chairperson, Columbia County Board of County Commissioners

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DRAFT RESOLUTION OF ADOPTION

RESOLUTION NO. _____

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery and mitigation; and

WHEREAS, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property, and to provide relief from suffering and privation; and

WHEREAS, local services may be overburdened or inadequate, and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Columbia County; and

WHEREAS, many populated areas and parts of communities may require evacuation, shelter and food until the disaster ends, services are restored, and needed supplies and materials are available; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disaster; and

WHEREAS, Chapter 27P-6.0023, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 27P-6.0023, Florida Administrative Code, furthermore, requires the governing body of Columbia County to adopt by resolution, the Columbia County Comprehensive Emergency Management Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AS FOLLOWS:

The Columbia County Comprehensive Emergency Management Plan is hereby adopted.

ADOPTED in Regular Session This _____ day of _____ 2014

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Columbia County Emergency Support Function-1: TRANSPORTATION

Primary Agency: Columbia County School Board, Director of Transportation

Support Agencies: Columbia County Senior Services
Columbia County Sheriff's Office
Columbia County Public Works
Suwannee Valley Transit Authority
Century Ambulance
Columbia County Emergency Management
Columbia County Fire Rescue
Lake City Fire Department
Lake City Police Department
Columbia County Board of County Commissioners

I. INTRODUCTION

A. General:

- (1) Before, during and after disasters, there may be a heavy demand for transportation to move people, supplies, records, and equipment in order to minimize the loss of life and property and to assist in the recovery operations. This annex describes the system of coordinating the services to be used in Columbia County.
- (2) The transportation evacuation function will serve both ambulatory and non-ambulatory persons in designated or declared evacuation zones. Support will be provided during voluntary as well as mandatory evacuations. However, mandatory evacuation areas will receive priority support in the allocations and assignment of transportation resources.

B. Purpose: The primary mission of the Transportation Section is to coordinate evacuation efforts with participating/available public and commercial transportation providers to ensure that people who desire and require evacuation are transported in a safe and expeditious manner to the nearest appropriate designated shelter or other applicable destination.

C. Scope: Transportation support includes:

- (1) Performance of and assisting with evacuation and re-entry.
- (2) Process all transportation assistance requests and tasks received in the Columbia County Emergency Operations Center.

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- (3) Prioritizing transportation resources for the transportation of people, materials and services.
- (4) Performing necessary actions to assist with recovery operations.

D. Policies: Emergency Support Function-1, *Transportation* will:

- (1) Transportation resources will be used to assist all Emergency Support Functions and local government agencies to transport personnel, materials, equipment, and other resources as necessary.
- (2) Pre-positioning or staging of transportation resources may occur if practical. The Columbia County Emergency Management Director, Emergency Support Functions - 1, *Transportation* and - 5, *Information and Planning* will consider dispersal strategies prior to the onset of tropical force winds or vehicle parks and compounds before they become threatened.

E. Priorities: Transportation priorities will be:

- (1) Evacuating persons and high-risk groups from peril.
- (2) Provide evacuation transportation for registered special needs persons needing assistance, including ambulances, handicapped equipped vehicles and buses. The Columbia County Emergency Management Director, Emergency Support Function-5, *Information and Planning* and Emergency Support Function-8, *Health and Medical Services* shall determine transportation arrangements.
- (3) Coordination and monitoring of traffic.
- (4) Transport people, goods and resources to support emergency activities.
- (5) Transport relief supplies necessary for recovery from the emergency.

II. **SITUATION:**

A. Disaster/Emergency Condition(s):

A minor, major or catastrophic event may severely impact, disrupt and/or damage the transportation infrastructure. Insufficient transportation assets, an overwhelmed infrastructure, and disrupted communications may interfere with local efforts. The county may order an evacuation from potentially threatened areas prior to impact. High-

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risk groups will require assistance should an evacuation be ordered. Local resources will be unavailable because of damaged or destroyed vehicles; debris blocked roadways or be insufficient to meet demands. Out of county resources will be necessary.

B. Planning Assumptions are:

- (1) Emergency Support Function-1, *Transportation* will coordinate all transportation resources, requests and assets in the Columbia County Emergency Operations Center
- (2) Supplemental transportation resources may be needed following a disaster as a result of increased transportation needs as well as the disruption of normal services.
- (3) Transportation may be needed to bring emergency equipment and supplies into the county after a disaster. Transportation assistance will be necessary to provide access to assistance centers for disaster victims and access to places essential to the resumption of normal community life such as stores, schools, government offices, and major employment centers.
- (4) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (5) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations. Additionally, staffing patterns will be developed based on an event by event basis by the Columbia County Emergency Management Director or his/her designee. The provision of emergency transportation may involve establishment of usage priorities as well as the provision of additional resources while normal systems are being restored. Priority will always be given to meeting human needs.
- (6) Columbia County School Board, Suwannee Valley Transit and Columbia County Senior Services have vehicles capable of providing transportation to the elderly and handicapped following a disaster.
- (7) Emergency Support Function-1, *Transportation* will coordinate all transportation resources, requests and assets in the Columbia County Emergency Operations Center
- (8) All local transportation resources will be available for use.
- (9) State assistance will be requested if necessary.

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- (10) Severely impacted areas may be restricted and nor accessible.

III. **CONCEPT of OPERATIONS:**

A. General: The primary agency for Emergency Support Function-1, *Transportation* is the Columbia County School Board Superintendent through the Director of Transportation. The School Board will ensure support agencies are activated or placed on standby as appropriate. Emergency Support Function-1, *Transportation* will respond to requests for transportation assistance. Allocation of transportation resource requests shall be prioritized in the following manner:

- (1) Life safety issues
- (2) Restoration of essential services
- (3) Providing aid to those in need
- (4) Recovery efforts

B. Notification:

- (1) The primary agency will be notified by alpha pager, telephone or radio
- (2) Emergency Support Function-1, *Transportation* shall notify support agencies, as needed, via alphanumeric pager, telephone or radio
- (3) Each support agency shall be responsible for the notification/coordination and scheduling and reporting of personnel, i.e. drivers, mechanics and so forth

C. Response Actions - Initial Actions:

- (1) Emergency Support Function-1, *Transportation* will collect inventories of available resources including fuel and mechanical status. Documentation will begin at this time. Emergency Support Function-5, *Information and Planning* shall be notified.
- (2) Each agency will ensure they are ready to respond.
- (3) Emergency Support Function-1, *Transportation* will coordinate with support agencies to prioritize and develop strategies for the initial response.
- (4) Transportation routes and routing will be determined by Emergency Support Function-1, *Transportation*, Emergency Support Function-5, *Information and*

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Planning and the Columbia County Sheriff's Office using available traffic information including public safety information and reports, damage and needs assessments.

- (5) Ensure County Fleet Services is operational to include staging of local government fueling vehicles and contract-fueling vehicles are available and responding. Vehicular mechanics are available. Contracted fuel vendors will provide fuel to all government vehicles unless rendered inoperable.
- (6) Emergency Support Function's requiring transportation assistance will provide tasking to Emergency Support Function-1, *Transportation* for processing

D. Continuing Response Actions:

- (1) Develop and implement strategies based on reassessment and evaluation of transportation needs and available resources including usable routes and people requiring assistance.
- (2) Emergency Support Function-1, *Transportation* will maintain records and documentation
- (3) Emergency Support Function-1, *Transportation* will monitor and maintain transportation tasking and status
- (4) Emergency Support Function-1, *Transportation* shall inform Emergency Support Function-5, *Information and Planning* of activities and status

E. Recovery Actions:

- (1) Initial Actions:
 - (a) Resources to assist recovery activities will include 4X4 vehicles, emergency response vehicles, utility restoration vehicles, debris and waste haulers.
 - (b) Develop and implement recovery strategies and activities including debris issues, opening routes, restoration of essential services.
 - (c) Activate the Debris Management Plan to expedite debris removal activities
 - (d) Activate the Emergency Support Function-1, *Transportation* Public Works Plan regarding debris collection sites, burn sites, contacting local vendors.

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- (2) Continuing Actions: Continue to provide transportation assistance and other related activities.
 - (a) Allocation of transportation resources will be prioritized based on human needs and life/safety issues, as determined by the Columbia County Emergency Management Director or his/her designee.
 - (b) Coordination of resources with other Emergency Support Functions involved in recovery operations will be done in the Columbia County Columbia County Emergency Operations Center and based on the requirements of the incident.
 - (c) The School Board and Transit utilize public and school buses to assist in emergency operations during the re-entry phase of the evacuation.
 - (d) The Sheriff's Department will be responsible for emergency traffic regulations. Evacuation and traffic routing will be done in concert with the regional evacuation plan coordinated by Florida Department of Emergency Management.
 - (e) All support agencies will assist in transporting relief supplies to disaster victims.
 - (f) Columbia County School Board, Transit and Columbia County Senior Services have vehicles capable of providing transportation to the elderly and handicapped following a disaster.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County School Board	Primary	Transports evacuees, equipment, food, water, and other emergency supplies
Columbia County Sheriff's Office	Support	Maintain traffic flow on evacuation routes and main roads. Assist in transport of emergency supplies.
Columbia County Public Works	Support	Assist with road signage, maintain fuel supplies.
Suwannee Valley Transit Authority	Support	Assist in transport of evacuees. Assist in transport emergency supplies.
Century Ambulance	Support	Assist in transport of evacuees. Assist in transport emergency supplies.
Columbia County Emergency Management	Support	Determine transportation priorities. Request additional resources.
Columbia County Fire	Support	Assist in transport of evacuees. Assist in

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Department		transport emergency supplies.
Columbia County Board of County Commissioners	Support	Support emergency operations.

A. Primary Agency: Columbia County School Board, Through the Director of Transportation:

- (1) The Department will coordinate with support agencies in directing transportation resources and prioritizing the needs for transportation services. Coordination shall include establishing and maintaining communication, orchestration and collaboration of resources and assets to include vehicle operators, mechanics, vehicles and support personnel and equipment.
- (2) Assess the status of the transportation system throughout the county and immediately begin determining potential needs and resources. Assessment and reassessment activities shall continue.
- (3) Replace and/or post traffic control signs and/or signals at locations where needed for transiting through and around disaster area(s).
- (4) Departmental resources may be initially used to open and clear roads rather than transporting other resources.
- (5) Emergency Support Function-7, *Resource Support* and Emergency Support Function-15, *Volunteers and Donations* will supply information pertaining to contract vendors, potential volunteer groups and other agencies that may supplement local and state resources.

B. Support Agencies: Suwannee Valley Transit Authority – Provide bus transport to assist in the movement of evacuees and assist with coordination of mass transit needs.

C. Resources:

- (1) Each support agency will annually provide an updated inventory of vehicles/supplies to be used for emergency transportation to the primary agency. The inventory will be submitted no later than May 15 of each calendar year.
- (2) All agencies will maintain a detailed inventory of transportation resources and personnel. Each agency shall be responsible for the documentation, for example, beginning and ending mileage, repairs including materials and costs and any other related vehicle/operator expenses.

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- (3) Primary and supporting agencies are responsible for providing adequate staffing and other resources to ensure continuous 24-hour operations. Staffing patterns shall be drawn from employee rosters and call-out lists detailing employee addresses, telephone numbers and other pertinent information..
- (4) The State Emergency Operations Center will be contacted for additional resources when demand exceeds local availability.

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Columbia County Emergency Support Function-2: COMMUNICATIONS

Primary Agency: Columbia County Combined Communications Center

Support Agencies: Columbia County Central Communications
Columbia County Fire Department
Columbia County School Board
Columbia County Public Works
Columbia County Emergency Management
Columbia County Board of County Commissioners
City of Lake City Communications
ARES and/or RACES Radio Volunteers
City of Lake City Public Works Departments
Phone and Communications Companies

I. INTRODUCTION:

- A. General: Communications are essential for adequate response to emergency situations. The purpose of this Emergency Support Function is to describe the communications systems that are available to provide information during disaster operations.
- B. Purpose: Responsible for coordinating county actions taken to assure the provision of required communications (2-way radios) and telecommunications (computer and telephone systems) support state, county, and municipal response efforts before, during and immediately following a disaster. Activation of warning systems and restoration of essential communication systems are coordinated by Emergency Support Function-2, *Communication*.
- C. Scope: Emergency Support Function-2, *Communication* plans, coordinates and assists in communications support to county disaster response elements. Emergency Support Function-2, *Communication* will coordinate the communications assets (both equipment and services) locally, plus state, voluntary, and other resources including the telecommunications industry and the military. Emergency Support Function-2, *Communication* will be the focal point of all communications activity in Columbia County before, during and after activation of the Emergency Operations Center.
- D. Policies: Emergency Support Function-2, *Communication* will:
- (1) Upon implementation of the Columbia County Comprehensive Emergency Management Plan, local emergency communication pertaining to disaster response will be coordinated through the Columbia County Emergency Operations Center. Primary communications control will be maintained by Columbia County Combined Communications Center. The primary dispatch/9-1-1 center is located in the

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- Emergency Operations Center building. If a situation occurs regarding disaster response, the 911 operator will communicate with the Emergency Operations Center via phone, radio, cell phone, fax and/or pager to notify the Emergency Management Director.
- (2) Identify the severity of impact and damage on local communications systems and prioritize reestablishment of communication in the disaster area.
 - (3) Request resources based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
 - (4) Acquire, organize, coordinate and deploy communications equipment, personnel and resources to reestablish and/or restore communications/telecommunications capabilities following a disaster impact. Critical facilities shall be given priority service.
 - (5) Identify communications facilities, equipment and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.
 - (6) Identify actual and planned actions of local communications/telecommunications companies and providers to restore services.
 - (7) Coordinate requests and tasking(s) for Emergency Operations Center communication resources and assistance.
 - (8) Designate a communication officer to the Emergency Operations Center to provide 24-hour coverage for required communication support.

II. **SITUATION:**

A. Disaster/Emergency Conditions:

- (1) Natural disasters, such as severe thunderstorms, tornadoes and hurricanes can cause widespread damage to public and private telecommunications and electric utilities. Surviving county governmental assets as well as that of the local telecommunications industry will be needed to reestablish and restore communications that are critical to an immediate and effective response.
- (2) Severe weather events such as heat and drought can place unusual demands on electrical usage and generation. Brown outs can cause communication breakdowns.

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- (3) A disaster condition may result from a significant natural disaster or other incident that produces extensive damage. Consequently, a large volume of requests from all levels of response for assistance required saving lives and alleviating human suffering may result. These responders and their support require timely and accurate information on which to base their decisions and focus their response efforts.
- (4) Disasters such as hurricanes can cause widespread damage to commercial telecommunications and electronic transmission facilities. At a time when the need for real-time information is critical, the capability to provide it may be seriously restricted or non-existent. All surviving communications assets of the various government agencies and departments, as well as the telecommunications industry, will be needed to assure victims an immediate and effective response.

B. Planning Assumptions:

- (1) Initially, the local emergency service organizations will focus on lifesaving activities. Local officials will work toward re-establishing control in the disaster area. A county government operations organization will become the central point of coordination and control for local relief efforts.
- (2) Reception and transmission of vital information will be accomplished via telephone, 2- way radio, pager system, EM NET, NOAA Weather All-Hazard Radio, fax, and email/internet access, automated phone alert system.
- (3) County officials recognize that communications systems may fail during disasters and will require outside assistance to re-establish communications infrastructure.
- (4) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations. Additionally, staffing patterns will be developed based on an event by event basis by the Emergency Management Director or his/her designee. The provision of emergency communication may involve establishment of usage priorities as well as the provision of additional resources while normal systems are being restored. Priority will always be given to meeting human needs.
- (5) Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.
- (6) Weather and other environmental factors may restrict the availability of outside mobile or transportable communications equipment coming into the affected area.

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- (7) The affected area ability to communicate with the rest of the county (or state) will be impaired. Key personnel may be isolated from their departments and/or operational centers.
- (8) The type of disaster will necessitate the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city for centralized field communications.
- (9) Columbia County has one public safety answering point located at the Columbia County Combined Communications Center.
- (10) RACES and ARES systems will be used for emergency communication.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) The primary agency for Emergency Support Function-2, *Communication* is the Columbia County 9-1-1 Communications Center.
- (2) The role of the primary agency will be to focus coordination, ensure the management of combined agency efforts.
- (3) Emergency Support Function-2, *Communication* is responsible for contacting support agency(s) to provide personnel and rendering assistance in the Emergency Operations Center (EOC).
- (4) Communication resources shall be prioritized for response and recovery efforts. They are:
 - (a) Life safety issues
 - (b) Restoration of essential services
 - (c) Providing aid to those in need
 - (d) Recovery efforts

B. Notification:

- (1) Primary and support Agencies will be notified via alphanumeric pager, telephone and/or radio

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- (2) Each agency shall be responsible for notification and coordinating personnel, preparing staffing patterns and review of organizational inventory(s)

C. Response Actions:

- (1) The 9-1-1 Communication Center Dispatcher will maintain operational control of the communications systems located in the Dispatch Center. Incoming calls and incidents are recorded in the dispatch center as per Communications Center Standard Operating Guidelines.
- (2) The Emergency Operations Center continuously monitors radio traffic and is informed by Communications Center dispatch upon incidents requiring emergency management coordination or response.
- (3) Initially, communications with shelters and mass care facilities will be established via telephone and 2-way radio upon activation.
- (4) Outside agencies shall communicate with Columbia County via radio, cell phone, and/or representatives in the Emergency Operations Center.
- (5) ARES systems will be used for emergency communication.
- (6) Determine needs for rapid deployment to the affected area(s).
- (7) Determine resource availability including assets nearest to the affected area(s) and the time frame to deploy assets.
- (8) The Columbia County Emergency Management Director will prioritize emergency requests when operational concerns dictate such activity.
- (9) Request for out of county resources will be coordinated through the Emergency Operations Center.

D. Planning: The recovery process shall include, but not limited to:

- (1) Preliminary damage assessment: Telephones and radios will be utilized to communicate between the Emergency Operations Center (EOC) and damage assessment teams in the field.
- (2) Needs Assessments: Communications systems damaged as a result of the disaster will be repaired and/or restored with public safety/emergency communications being the major priority. The priority of restoration of additional systems will be determined by

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the Emergency Management Director/Recovery Coordinator, Columbia County Sheriff, and State officials, based on the event,

- (3) Assembling a list of available resources to support recovery
- (4) Evaluate logistical requirements necessary to obtain critically needed equipment
- (5) Request out of county assistance via the State Emergency Operations Center: If the disaster is of such a magnitude it requires a phone bank placed at recovery sites, Emergency Support Function-2, *Communication* through the Emergency Operations Center will place a request into the State Emergency Operations Center for this resource. The phone bank will remain in operation based on the requirements of the incident.

E. Operations: Emergency Support Function-2, *Communication* shall:

- (1) Coordinate the various types of communications within the county, including landline and cellular telephones, conventional radio, amateur radio and local government emergency response agencies
- (2) Determine the need and obtain support as required
- (3) Prioritize resource deployment based on availability and critical need. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required. Emergency Operations Center communication includes:

F. Shelter(s) and Mass Care facility(s) communications is the responsibility of Emergency Management under the direction of Emergency Support Function-2, *Communication*. Primary communication shall be HF and VHF voice and packet radio. Telephone and facsimile shall be considered less than primary because of potential failure, system over load and damage to infrastructure. The aforementioned communications systems will be used to communicate with feeding sites, distribution sites, staging areas and Disaster Recovery Centers.

G. The ARES Amateur Radio Emergency Operations Center coordinator shall notify and orchestrate deployment of amateur radio volunteers to designated shelters and mass care facilities. The coordinator shall ensure communicator-staffing needs are met.

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IV. ROLES and RESPONSIBILITIES:

Agency of Department	Primary/Support	Tasks
Columbia County Sheriff's Office	Primary	Maintain operational control of communications. Communicate disaster information to Emergency Operations Center.
Columbia County Fire Chief/Reserve Fire Departments	Support	Back up field communications via vehicle radios and base stations.
Columbia County School Board	Support	Back up field communications via vehicle radios and base stations.
Columbia County Public Works	Support	Back up field communications via vehicle radios.
Columbia County Emergency Management	Support	Monitor and communicate disaster information. Request additional resources based on incident requirements.
Phone and Communications Co.	Support	Provide Columbia County Emergency Operations Center with phone outage information. Work with local and state authorities in communications restoration post impact.
Columbia County Board of County Commissioners (BOCC)	Support	Monitor disaster information. Support disaster operations.
City of Lake City Public Works Department/Town of Fort White Public Works Department	Support	Maintain operational control of communications. Communicate disaster information to Emergency Operations Center. Back up field communications via vehicle radios and base stations. Provide Columbia County Emergency Operations Center with phone outage information. Work with local and state authorities in communications restoration post impact.

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- A. Primary Agency: Columbia County 9-1-1 Communications Center
- B. Support Agencies:
 - (1) Supporting agencies need to identify their organizational capability(s) to provide personnel, resources and transportation immediately following an event.
 - (2) Agencies will provide availability and operational status to the Emergency Operations Center
- C. Volunteers: Amateur Radio members will provide communication assistance during emergencies and disasters.
- D. Training:
 - (1) Emergency Support Function-2, *Communication* shall participate in communication drills and exercises.
 - (2) A public-safety radio communication exercise will be conducted annually.
 - (3) Communications shall be integrated, tested and evaluated in all emergency management drills and exercises.
- E. Restoration:
 - (1) Restoration priority will be based on immediate needs of the community following a disaster, i.e. life safety, basic services and returning to normalcy.
 - (2) Among the determining factors to be considered are:
 - (a) Needs assessment: Communications systems damaged as a result of the disaster will be repaired and/or restored with public safety/emergency communications being the major priority. The priority of restoration of additional systems will be determined by the Emergency Management Director/Recovery Coordinator, Columbia County Sheriff, and state officials, based on the event,
 - (b) Damage assessment: Telephones and radios will be utilized to communicate between the Emergency Operations Center and damage assessment teams in the field.

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- (c) Damage to infrastructure
- (d) Impact on the local community
- (e) Magnitude of the event: If the disaster is of such a magnitude it requires a phone bank placed at recovery sites, Emergency Support Function-2, *Communication* through Columbia County Emergency Operations Center will place a request into the State Emergency Operations Center for this resource. The phone bank will remain in operation based on the requirements of the incident.

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Columbia County Emergency Support Function - 3: PUBLIC WORKS AND ENGINEERING

Primary agency: Columbia County Public Works

Support agencies: City of Lake City Public Works Department
Town of Fort White Public Works Department
Columbia County Building Inspector
Columbia County Emergency Management
Columbia County Fire Chief
Columbia County Fire Rescue
Lake City Fire Department
Columbia County Sheriff’s Office
Lake City Police Department
Columbia County Health Department
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for the public works and engineering functions of disaster operations.
- B. Purpose: Responsible for providing technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and (emergency repair of wastewater and solid waste facilities), removal and handling debris, opening and maintain roadways within Columbia County.
- C. Scope: Public Works and Engineering support includes technical advice, expertise and evaluations, engineering services and construction management and inspection, emergency contracting, emergency repair of water, wastewater and solid waste facilities. Emergency Support Function-3 activities include:
 - (1) Debris clearance and providing emergency ingress and egress to affected area(s)
 - (2) Assist law enforcement in implementation of evacuation traffic control.
 - (3) Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies
 - (4) Emergency restoration of critical public services and facilities
 - (5) Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety

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(6) Provide technical assistance and damage assessment

D. Policies:

- (1) The Columbia County Public Works Department is the primary Emergency Support Function-3 agency. The Department has prepared, maintains and will use the departmental response procedures to activate forces, contact personnel, equipment inventory listing, local vendors and maps, i.e. Emergency Disposal Sites. All other supporting agencies will cooperate with the Columbia County Public Works Department. Emergency Support Function-3, *Public Works and Engineering* will keep the Columbia County Emergency Management Director apprised of activities, actions and status.
- (2) The Columbia County Public Works Department, as the primary agency, will perform missions under the authority of Florida Statutes, Florida Administrative Code, Florida Department of Transportation procedures, County ordinances and policies, as applicable, and under the authority of the Columbia County Comprehensive Emergency Management Plan.

II. **SITUATION:**

A. Disaster/Emergency Condition(s):

- (1) A major or catastrophic disaster will cause unprecedented property damage to structures, homes, public buildings, bridges and other facilities. Many may have to be destroyed or reinforced, demolished or isolated to ensure safety. Streets, highways and other forms of transportation will be damaged or unusable, with significant quantities of debris hindering recovery efforts. Public utilities will be damaged and may be partially or fully inoperable.
- (2) In the event of a disaster, many response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources may be limited in the immediate disaster area. Resources from outside the affected area must be coordinated to ensure a timely, efficient and effective response.

B. Planning Assumptions:

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- (1) Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, emergency repairs to public facilities and meeting basic human health needs.
- (2) Ground, air and rail routes must be cleared to allow access to affected areas. Emergency road and airstrip debris clearance and repairs will have top priority to support immediate lifesaving emergency response activities.
- (3) Conduct preliminary needs and damage assessments of the affected area(s) will be necessary to determine potential workload.
- (4) Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.
- (5) Before, during, and after a disaster, there will be a need to evaluate, inspect and repair infrastructure such as roadways, water and wastewater facilities, solid waste facilities. Debris removal and disposal are also tasks coordinated by this Emergency Support Function.
- (6) The county does not have the resources to provide major repairs to facilities, move personnel, equipment and supplies into the affected areas. Due to the limited resources available in Columbia County, assistance will be requested after exhausting all available resources.
- (7) Priority will be given to opening roadways based on road classification and population affected.
- (8) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (9) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations. Staffing patterns will be determined based on the incident. However, once it is determined outside resources will be needed to assist in response/recovery operations, a staging area will be identified to accommodate the personnel, materials and equipment.
- (10) Legal requirements delaying the securing of contractors or purchasing of materials must be waived.

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- (11) Large numbers of skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials will be needed from outside the disaster area.
- (12) Support services for all personnel and equipment will be provided from outside the disaster area.

III. CONCEPT of OPERATIONS:

- A. General: Emergency Support Function-3, *Public Works and Engineering* will need to be headed by a representative from the Columbia County Public Works Departments and available to respond to public works and engineering related requests submitted through the Columbia County Emergency Operations Center. The Columbia County Public Works Representative(s) will respond to all requests for public works and engineering assistance and serve as the coordinator of all public works assets. It is anticipated these requests will primarily concern either emergency access routes, storm water maintenance and control, solid waste disposal, and to assist to the best of our ability in the supply of potable water, temporary restoration of water supply systems, and the provision of water for fire fighting.

NOTE: When partial activation of the Columbia County Emergency Operations Center is implemented Columbia County Public Works Department Staff will report to the Columbia County Emergency Operations Center, identify support agencies needed, and take the necessary steps to assure needed agencies are notified, or placed on alert as appropriate.

- B. Organization: The Columbia County Public Works as well as support agencies will provide, as requested through the Columbia County Emergency Operations Center, personnel, engineers, construction workers and equipment operators, etc., with construction equipment and materials.
- C. Notification:
- (1) Emergency Support Function-3, *Public Works and Engineering* will be notified by via alphanumeric pager, telephone and/or radio.
 - (2) Emergency Support Function-3, *Public Works and Engineering* will notify support agencies on an as needed basis.
 - (3) If necessary, to ensure rapid availability of resources including pre-positioning and/or staging of resources prior to the onset of dangerous conditions, i.e. arrival of tropical force winds, the Columbia County Emergency Management Director, Emergency Support Function-3, *Public Works and Engineering* and Emergency Support

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Function-5, *Information and Planning* will develop mobilization preparation strategies.

- (4) Equipment and material inventories will be secured.

D. Response Actions - Initial Actions:

- (1) Inventories of available vehicles, personnel and materials located at the Public Works compound will be verified and provided to Emergency Support Function-5, *Information and Planning*.
- (2) Each Emergency Support Function-3, *Public Works and Engineering* agency will establish communications with their appropriate field personnel and ensure they are ready for timely response.
- (3) Coordinate with support agencies to establish priorities and develop strategies for the initial response.
- (4) Coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be defined.

E. Continuing Response Actions:

- (1) Conduct damage assessment.
- (2) Coordinate Columbia County Emergency Operations Center requests for available personnel, equipment and construction materials and resources.
- (3) Emergency Support Function-3, *Public Works and Engineering* will coordinate the debris removal and repair efforts of primary and support agencies including local governments and public works companies.
- (4) Priority will be given to maintaining major roadways to permit rapid and safe evacuation.
- (5) Mitigation activities will be prioritized based on life/safety, then property. Protective measures such as shuttering shelters/public buildings, sandbagging critical facilities such as water, telephone and electric facilities, lift stations will be completed prior to impact from the incident, if time permits.
- (6) Water buffaloes may be requested to assist disaster victims in the event water cannot be restored to an impacted area.

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- (7) Based on the anticipated impact from an event (i.e. flooding), Columbia County Emergency Operations Center may request through the State Emergency Operations Center equipment to mitigate the effects of the disaster. This could include items such as sandbags, pumps, barricades, signs, etc.. This type of mission as with all emergency missions will only be requested after all local resources have been exhausted, and prioritized based on the protection of life, then property.
- (8) Reassess priorities/strategies concerning the most critical infrastructure needs.
- (9) Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to Emergency Support Function-5, *Information and Planning*.
- (10) Evaluate and determine the need for outside resources utilizing the Statewide Mutual Aid Agreement for Catastrophic Response.

F. Road Clearance Priorities:

- (1) Primary consideration will be clearing roads for life safety needs, i.e. enable teams to conduct search and rescue, medical transport and assess critical facilities.
- (2) Second, clearing roadways and debris removal, providing access for outside assistance including resource staging areas, Disaster Recovery Centers and so forth.
- (3) Third, return to normalcy.

G. Recovery Actions - Initial Actions:

- (1) Emergency Support Function-3, *Public Works and Engineering* will provide engineers, construction workers, skilled personnel, etc. with construction equipment and materials to assist in recovery activities.
- (2) Review restoration and recovery actions and activities to develop recovery and restoration strategies.
- (3) Priority will be given to opening major roadways to permit entrance of equipment for life and safety/search and rescue operations.
- (4) After resources have been committed to search and rescue operations, priority will be given to debris clearance to critical facilities such as water, telephone and electric facilities, lift stations.

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- (5) Coordinate with damage assessment teams and Public Assistance Teams to ensure all damages are recorded and prepare to begin temporary repairs as required.
- (6) If after inspection by the Columbia County Building Inspector, a building or facility is determined to be an immediate hazard to the public, the facility is isolated and a warning sign placed in public view. This information would also be communicated through public information release, if needed.
- (7) Repair and/or restoration to critical public services such as restoration of water supply or electrical services will be conducted according to the Columbia County Public Works Disaster Procedures and the standard operating guides of the responding outside agencies for their personnel. Requests would be made to the State Emergency Operations Center (through proper procedure) to augment services via water buffalos, water tankers for fire fighting, etc, until services are restored.
- (8) Evaluate debris removal activities, open roadways and status of temporary landfills.
 - (a) Emergency Support Function-3, *Public Works and Engineering* will determine resource needs for each temporary landfill site including equipment, manpower, security and traffic enforcement needs, traffic signage and temporary office facilities.
 - (b) Each site manager and assigned local staffing are responsible to define areas for separation of debris. Sorting will be held to a minimum.
 - (c) Notify Emergency Support Function-5, *Information and Planning* and Emergency Support Function-14, *Public Information* the site is open for use so the media can inform the public.
 - (d) Each site manager is responsible for documenting and logging activities.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks

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Columbia County Public Works	Primary	Evaluate, inspect and repair infrastructure such as roadways, water and wastewater facilities, solid waste facilities. Manage debris removal and disposal. Coordinate with Building Inspector to evaluate and inspect public buildings damaged. Coordinate with damage assessment and Public Assistance Teams as required.
City of Lake City Public Works Department/Town of Fort White Public Works Department	Support	Evaluate, inspect and repair infrastructure such as roadways, water and wastewater facilities, solid waste facilities. Manage debris removal and disposal. Coordinate with Building Inspector to evaluate and inspect public buildings damaged.
Columbia County Building Inspector	Support	Evaluate and inspect public buildings. Coordinate with damage assessment and Public Assistance Teams as required.
Columbia County Emergency Management	Support	Coordinate with damage assessment and Public Assistance Teams as required. Request additional resources as required.

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Agency or Department	Primary/Support	Tasks
Columbia County Sheriff’s Office	Support	Support disaster operations.
Columbia County Fire Coordinator/Volunteer Fire Departments	Support	Support disaster operations.
Columbia County Health Department	Support	Support disaster operations. Provide environmental testing of water, wastewater and solid waste facilities.
Columbia County Board of County Commissioners (BOCC)	Support	Support disaster operations.

A. Primary Agency:

- (1) The primary agency for Emergency Support Function-3, *Public Works and Engineering* is the Columbia County Public Works Department. Emergency Support Function-3, *Public Works and Engineering* will direct and coordinate participating agency’s resources, conduct damage assessments, orchestrate debris removal, restore access and infrastructure.
- (2) Support other Emergency Support Functions as needed.
- (3) Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure and other expenditures made throughout the event.

B. Support Agencies:

- (1) Municipal Public Works Departments
 - (a) Municipalities will coordinate with Emergency Support Function-3, evaluating and identifying priorities and areas of responsibility ensuring no area is overlooked.
 - (b) Emergency Support Function-3, *Public Works and Engineering* is responsible for processing municipal requests for public works assistance.
 - (c) Each municipal public works department is responsible for conducting operations within their jurisdictions to maximum extent possible within their jurisdiction to

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include debris clearance and removal, damage assessment, and emergency restoration of critical facilities.

(2) Columbia County Building Inspector:

- (a) Responsible for identifying damaged facilities designated as immediate hazards to public health and safety.
- (b) The identification will be accomplished during the needs and damage assessment processes.
- (c) Will provide input as to the appropriateness of demolition or stabilization of damaged facilities.
- (d) Designated unsafe facilities will be identified to alert the public.

C. Additional Resources:

- (1) Emergency Support Function-3, *Public Works and Engineering* support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use including pre-positioning of resources.
- (2) Emergency Support Function-3, *Public Works and Engineering* shall provide the Columbia County Emergency Operations Center with an up to date Public Works Standard Operating Procedure outlining an inventory of personnel, vehicles and equipment April of each year.
- (3) Each agency is responsible for 24 hour staffing for the duration of the event.

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Columbia County Emergency Support Function - 4: FIREFIGHTING

Primary Agency: Columbia County Fire Rescue

Support Agencies: Columbia County Sheriff's Office
Century Ambulance
Columbia County Emergency Management
Florida Division of Forestry
Lake City Fire Department
U.S. Forest Service
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for firefighting activities and support to search and rescue activities both on a daily basis and during disaster situations.
- B. Purpose: Responsible for county Firefighting activities and support services including training, suppression, search and rescue, investigations and code compliance. Areas of responsibility and activities include urban, rural, and wild-land settings and the interface between each environment.
- C. Scope: Fire Fighting support involves:
 - (1) Managing and coordinating fire fighting resources.
 - (2) Detection of and suppression of fires.
 - (3) Mobilizing and coordinating personnel, equipment, and supplies.
 - (4) Interacting and participating with the Florida Fire Chiefs Association.
- D. Policies:
 - (1) Columbia County Fire Rescue is the primary Emergency Support Function-4, *Firefighting* agency and coordinates all fire fighting to effectively manage, support and control all firefighting and search and rescue activities both on a daily basis and during disaster situations.
 - (2) Utilizing the Incident Command System, Columbia County Fire Rescue will coordinate fire-fighting agencies.

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- (3) Request for out of county assistance will be coordinated through the Florida Fire Chiefs Association via the State Watch Office.
- (4) Columbia County Fire Rescue will initiate, document and record all requests for Florida Fire Chief Association assistance.
- (5) The Florida Division of Emergency Management may request federal assistance.
- (6) Emergency Support Function-4, *Firefighting* will coordinate with;
 - (a) Century Ambulance and Emergency Support Function-8 regarding medical assistance and transportation of injured victims beyond the initial collection points.
 - (b) Century Ambulance for assistance in locating and extricating victims trapped in collapsed structures.
 - (c) Columbia County Emergency Management, law enforcement, emergency medical services, and other agencies in responding to hazardous materials incidents.

II. **SITUATION:**

A. Disaster/Emergency Condition:

- (1) A large urban, rural and/or wild-land fire fighting operation can be complex, personnel and equipment intensive and require multi-agency coordination and response.
- (2) Large fires can place excessive requirements upon local fire departments.
- (3) Meteorological conditions including wind and drought can lower flashpoints, increase ignition sources and fuel not normally found. Rapidly spreading fires seriously threaten lives and property.
- (4) Fire departments can be totally committed and stretched beyond their capacity. Fire fighting resources would be difficult to obtain, manage, coordinate, and utilize due to the disruption of communication, transportation, utility, and water systems within disaster locales.
- (5) Fires, as referred to in this Emergency Support Function, are those fires of any classification, which result from natural or man-made disaster, which may threaten community life, property or well being.

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- (6) Fire protection refers to measures to be taken in response to the fires defined above to prevent them, protect lives and property from them, and extinguish them.
- (7) Much of Columbia County is in public and private forestland and therefore, may pose a threat to the population. However, due to the limited firefighting resources within the county, coordination between neighboring counties, state, and federal firefighting agencies is required. Additionally, the greatest impact to the county may be economic in nature if private timberland is destroyed.
- (8) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (9) Because of the limited amount of resource in Columbia County, pre-positioning or staging is not feasible and would impair response operations.
- (10) The Columbia County Emergency Management Director or his/her designee is responsible for coordination with both the Florida Division of Forestry, US Forest Service.
- (11) The Columbia County Emergency Management Director or his/her designee is responsible for coordination of resources both requested and received under the Statewide Fire-Rescue Disaster Response Plan.

B. Planning Assumptions:

- (1) All available local fire fighting resources will be committed. Additional help may be needed from out of county.
- (2) Coordination and direction of local efforts, including volunteers, will be required.
- (3) Fire resources and personnel will be tasked with a variety of missions including many tasks not directly related to fire suppression.
- (4) Damaged areas will be restricted, not readily accessible except, in some cases, by air.
- (5) Other events or associated disasters may threaten lives and property as well as fire fighting personnel.

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III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Columbia County Fire Rescue is the primary agency for Emergency Support Function-4, *Firefighting*.
- (2) Emergency Support Function-4, *Firefighting* will coordinate local fire suppression activities, personnel and equipment.
- (3) The Columbia County Fire Chief or designee will plan, coordinate, and assign responding mutual aid resources. That person will coordinate all resources volunteered from all other sources.

B. Organization:

- (1) Columbia County Fire Rescue employs the Incident Command System for Firefighting activities. The Incident Commander may request additional assistance if circumstances warrant.
- (2) Emergency Support Function-4, *Firefighting* will report to the Emergency Operations Center when circumstances warrant including activation.
- (3) Representatives from primary and support agencies will staff the Emergency Operations Center on a continual 24-hour basis until fire suppression activities cease.

C. Notification:

- (1) The Columbia County Emergency Management Director will notify Emergency Support Function-4, *Firefighting* via alpha pager should an actual or pending emergency exist with the potential to impact Columbia County.
- (2) Emergency Support Function-4, *Firefighting* will notify supporting agencies of developments and for Emergency Operations Center staffing.
- (3) Upon notification by Emergency Support Function-4, *Firefighting*, Columbia County Emergency Management will coordinate any additional resources requests pursuant to Florida Chapter 252.

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D. Response Actions:

(1) Initial Actions:

- (a) Emergency Support Function-4, *Firefighting* will coordinate needs and response actions.
- (b) Emergency Support Function-4, *Firefighting* will coordinate with other Emergency Support Functions for resource support as needed.
- (c) Emergency Support Function-4, *Firefighting* will monitor, evaluate and determine if additional resources are needed. If resources are needed and not available locally; requests via the Florida Fire Chiefs Association Disaster Response Plan will be made.
- (d) All messages and requests will be recorded on Emergency Operations Center message forms.
- (e) The Columbia County Fire Coordinator is responsible for the coordination of firefighting activities through the Emergency Operations Center.
- (f) When responding to forest wildfires, Florida Division of Forestry and/or U.S. Forest Service is responsible for the coordination of fire suppression activities with Columbia County assuming a support function.
- (g) Coordination with State Emergency Support Function-4, *Firefighting* and the Florida Fire Chief's Association for additional resources will be done through the Columbia County Emergency Management Director after local resources have been exhausted.
- (h) Depending on the size and type of fire (structural or wild land) response may involve any of the following:
 - 1. Evacuation
 - 2. Sheltering
 - 3. Request for additional resources/personnel
 - 4. Public information releases
 - 5. Road Closures

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- (i) If the Incident Commander has determined the fire cannot be managed from the field, coordination will then be done through the Columbia County Emergency Operations Center as it pertains to mobilization of county resources. During wild land fire operations, the US Forest Service and/or the Florida Department of Forestry usually will run fire operations from their facilities located in Columbia County through a Unified Command Structure with Columbia County Emergency Management and the Columbia County Fire Coordinator.
 - (j) Columbia County Emergency Support Function-4, *Firefighting* coordination with the State Emergency Support Function-4, *Firefighting* Emergency Support Function-4, *Firefighting* representatives will be done in accordance with the State of Florida Comprehensive Emergency Management Plan and the State Emergency Operations Center Standard Operating Guides.
 - (k) Prioritization of missions will be done based on protection of life, then property.
 - (l) Columbia County may request the State to submit for a Fire Suppression Grant on its behalf if the fire is of such a magnitude it poses a significant threat to homes or businesses during wildfire response operations.
 - (m) Established procedures for firefighting activities can be found in the Columbia County Fire Rescue Standard Operating Guides, Florida Department of Forestry Standard Operating Guides and U.S. Forest Service Standard Operating Guides.
- (2) Continuous Actions:
- (a) Fire fighting resources are assigned and reassigned as needed and requested.
 - (b) Fire fighting resources will be withdrawn when no longer needed.
 - (c) Emergency Support Function-4, *Firefighting* will provide resources to assist recovery efforts when requested.
 - (d) Coordination between municipal and volunteer fire fighting resources is controlled by the Columbia County Fire Department.
 - (e) Provide public information regarding fire safety and prevention.

E. Recovery Actions:

- (1) Damage assessment teams will conduct assessments of homes and/or businesses after impact from a major fire to determine if a request for a declaration is possible.

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- (2) Demobilization of resources will be made based on the requirements of the incident.
- (3) Records of requested or deployed fire resources will be compiled by the Columbia County Emergency Management Director to submit for reimbursement and/or payment. Specific procedures on the county's financial management can be found in the Columbia County Board of County Commissioners Financial Management Plan.

IV. ROLES and RESPONSIBILITES:

Agency or Department	Primary/Support	Tasks
Columbia County Fire Rescue	Primary	Prevent and/or respond to the fires both wild land and structural, protect lives and property from them, and extinguish them.
Lake City Fire Department	Support	Support fire prevention, response and recovery activities within the City of Lake City
Florida Department of Forestry	Support	Provide wild land fire prevention, response and recovery activities on state owned or managed lands, or private lands within the county. Provide mutual aid to local and federal fire fighting efforts.
U.S. Forest Service	Support	Provide wild land fire prevention, response and recovery activities on federally owned or managed lands within the county. Provide mutual aid to local and state fire fighting efforts.
Columbia County Emergency Management	Support	Coordinate resources requested or received under the Statewide Mutual Aid Agreement, Florida Division of Forestry, US Forest Service, and/or

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		Statewide Fire-Rescue Disaster Response Plan
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Agency or Department	Primary/Support	Tasks
Columbia County Sheriff's Office	Support	Support fire prevention, response, recovery and evacuation activities.
Century Ambulance	Support	Support fire prevention, response and recovery activities.
Columbia County Board of County Commissioners	Support	Support fire prevention, response and recovery activities.

A. Primary Agency:

- (1) The primary agency for Emergency Support Function-4, *Firefighting* is the Columbia County Fire Chief. Emergency Support Function-4, *Firefighting* will coordinate with supporting agencies in directing fire fighting personnel, resources and response activities.
- (2) Emergency Support Function-4, *Firefighting* is responsible for coordinating the inventory resource listing for vehicles, equipment and personnel. The listing will be updated annually and a copy forwarded to the Office of Emergency Management.
- (3) Support other Emergency Support Functions as needed.
- (4) Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure and other expenditures made throughout the event.

B. Support Agencies: Supporting agencies are tasked with identifying and providing staff to support Emergency Support Function-4, *Firefighting* activities as needed

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C. Additional Resources:

- (1) Emergency Support Function-4, *Firefighting* support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use including pre-positioning of resources.
- (2) Emergency Support Function-4, *Firefighting* shall provide the Emergency Operations Center with an up to date Fire Fighting Standard Operating Procedure outlining an inventory of personnel, vehicles and equipment April of each year.
- (3) Each agency is responsible for 24 hour staffing for the duration of the event.

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Columbia County Emergency Support Function - 5: INFORMATION and PLANNING

Primary Agency: Columbia County Emergency Management

Support Agencies: Columbia County Sheriff's Office
Columbia County Property Appraiser
Columbia County Building Inspector
Columbia County Fire Department
Florida Division of Emergency Management
Florida National Guard
All other ESFs
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for the overall planning and information activities within the Columbia County Emergency Operations Center (EOC). It identifies those responsible for collecting, processing and disseminating information to facilitate emergency response and recovery efforts. Damage assessment and needs assessment is also coordinated through this Emergency Support Function (ESF).
- B. Purpose: Responsible for collecting, processing and disseminating information to facilitate emergency response and recovery efforts. Preparation of special operations plans is prepared by Emergency Support Function-5, *Information and Planning*. Damage and needs assessments are coordinated by Emergency Support Function-5, *Information and Planning*.
- C. Scope:
- (1) Emergency Support Function-5, *Information and Planning* provides information and planning support to the Columbia County Emergency Management Director and coordinates overall information and planning activities in the Emergency Operations Center supporting response and recovery operations. This includes, but is not limited to, performing the necessary actions to:
- (a) Collect and process essential information and disseminate it for use by local, state and federal authorities; and provide input for reports, briefings, displays and plans.
 - (b) Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operations.

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- (c) Maintain displays of key information such as maps, charts, and status boards in the emergency operations center.
 - (d) Maintain a record of all actions taken during a disaster event.
 - (e) Establish a pattern of information flow in support of the action planning process initiated by the Florida Department of Emergency Management.
- (2) Emergency Support Function-5, *Information and Planning* will collect all incident information for the Emergency Operations Center from a wide variety of sources including municipalities, fire departments, law enforcement, public works agencies, Columbia County Emergency Medical Services and the American Red Cross.

D. Policies: Emergency Support Function-5, *Information and Planning* will:

- (1) Provide technical information, planning support, development and implementation of Standard Operating Procedures and conduct research and provide support to the Federal Coordinating Office, Emergency Operations Center and Emergency Support Functions. Collect, process and disseminate information to the Emergency Operations Center via briefings, electronic and static displays, prepare maps and planning.
- (2) Consolidate information into reports, documents and other materials.
- (3) Emergency Support Function-5, *Information and Planning* will be responsible for producing all emergency documents including situation reports, incident action plans, incident maps, and information logs.
- (4) Columbia County Emergency Management monitors the state of the county on a daily basis. Once an emergency occurs or it is notified of an impending emergency or disaster, Emergency Support Function-5, *Information and Planning* will begin recording events.
- (5) If it is determined the emergency or disaster will require prolonged Emergency Support Function-5, *Information and Planning* resources and activation, Columbia County Emergency Management will make a request to the State Emergency Operations Center for Emergency Support Function-5, *Information and Planning* support including a Liaison Officer from the Florida National Guard.
- (6) Advise and apprise authorities of operational status.
- (7) Maintain displays of emergency operations center maps, charts and status boards and electronic mail.

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- (8) Establish a pattern of information flow and support of the action planning process initiated.
- (9) Provide logistical support for emergency operations center staffing and facility needs.
- (10) Maintain documents and other records for event tracking and reconstruction.

II. **SITUATION:**

A. Disaster/Emergency Condition: Any natural, man-made or technological event affecting a local community's ability to meet the needs of the local populace or any other significant event of such severity and magnitude that requires the activation of Emergency Support Function-5, *Information and Planning* and the Emergency Operations Center to coordinate efforts and resources to save lives and protect property.

B. Planning Assumptions:

- (1) Emergency Support Function-5, *Information and Planning* will maintain recovery documentation as required by the incident.
- (2) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (3) Because of the limited amount of resource in Columbia County, pre-positioning or staging is not feasible and would impair response operations.
- (4) Given the size and available resources within Columbia County, it does not have the personnel to staff major activations. If the incident is of such a nature that it will require extended staffing of the Emergency Operations Center, Columbia County will make additional requests to the State Emergency Operations Center for support.
- (5) Decision-making requires an immediate and continuous demand for information.
- (6) Delays establishing information flow and processing will occur.
- (7) Intense emergency operations center activity may impede information delivery and flow and delay messaging.

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- (8) Emergency Support Functions' data input is a valuable and necessary source of information
- (9) Information is necessary to meet the needs of victims.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Emergency Management personnel will act as the staff for Emergency Support Function-5, *Information and Planning* during an Emergency Operations Center activation.
- (2) The Columbia County Emergency Management Director or Emergency Management designee will coordinate Emergency Support Function-5, *Information and Planning* activities.
- (3) Emergency Support Function-5, *Information and Planning* will collect and process information received from all sources; provide updated information to the Chairman, Board of County Commissioners via the Columbia County Emergency Management Director.
- (4) Emergency Support Function-5, *Information and Planning* is responsible for directing message flow within the Emergency Operations Center, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations.

B. Support Structure:

- (1) Emergency Support Function-5, *Information and Planning* will collect information and data, message flow and message tracking, response planning and mission status and update electronic and static displays in the Emergency Operations Center.
- (2) Emergency Support Function-5, *Information and Planning* will provide technical information to other agencies as needed/requested. Additional support staff will be called in as needed.
- (3) Emergency Support Function-5, *Information and Planning* Activities: Emergency Support Function-5, *Information and Planning* will maintain and man an information section. Emergency Support Function-14 (Public Information) will work closely with Emergency Support Function-5, *Information and Planning* to disseminate public information, i.e. storm location, storm characteristics, shelter location, evacuation

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routes and so forth. Among the information Emergency Support Function-5 can provide are:

- (a) Hurricane/tropical storm tracking information – to include location, direction of travel, forward speed, times and distance to probable impact.
- (b) Severe weather and hurricane forecast information including National Weather Service and National Hurricane Center forecast products.
- (c) Historical storm data
- (d) County shelter capability vs. demand
- (e) Demographics
- (f) Special needs registry
- (g) Evacuation maps - evacuation needs
- (h) Information and daily Reports
- (i) Tracking of recovery resources
- (j) Operation status of Disaster Application Center locations
- (k) Damage assessment information

C. Notification:

- (1) The Department of Emergency Management staff or the Emergency Operations Center will notify Emergency Support Function personnel in the event of an emergency, disaster, or impending disaster.
- (2) Emergency Support Function-5, *Information and Planning* will be established and operate in the Emergency Operations Center. A staffing pattern will be established, if needed.
- (3) Emergency Support Function-5, *Information and Planning* staff will notify support staff to augment operations as needed.

D. Response Actions: The Department of Emergency Management will:

- (1) Initial Actions:

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- (a) Activate Emergency Support Function-5, *Information and Planning*.
- (b) Establish initial contact and primary information sources.
- (c) Establish a duty roster and phone lists; set up status boards, establish message flow and tracking; and staff data processing computers for the Emergency Operations Center.
- (d) Call support agencies as needed.
- (e) Establish contact with state liaison as appropriate.
- (f) Anticipate types of response information that responder agencies will require.
- (g) Collect, process and display information from all sources.
- (h) Once an emergency occurs or it is notified of an impending emergency or disaster, Emergency Support Function-5, *Information and Planning* will begin recording events.
- (i) Emergency Support Function-5, *Information and Planning* will produce and disseminate incident reports such a situation reports and incident action plans as required by the event.
- (j) Incident information will be obtained from field operations personnel (i.e. damage assessment teams, search and rescue personnel, road department personnel, etc.) as well as other sources (i.e. meteorologist) and verified by Emergency Operations Center staff.
- (k) Maps, charts and emergency status information will be displayed in the Emergency Operations Center to keep Emergency Operations Center personnel updated on all events.
- (l) Information gathered from the field will be utilized in planning meetings with response agencies to develop the Incident Action Plan. The incident action plan will be developed based on the requirements of the incident and can be changed based on incident operations.
- (m) Emergency Support Function-5, *Information and Planning* will coordinate with the State Emergency Operations Center via telephone, fax and the internet through "Emergency Operations Center Online (Constellation)". Fact Sheets, Flash Reports, Situation Reports and Incident Action plans will be uploaded into EM Constellation. If that isn't available then they will be faxed or e-mailed to the

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State Emergency Operations Center in a timely manner upon their completion uploaded into Constellation.

- (n) Mission requests to the will be tracked by ""Emergency Operations Center Online (Constellation)" and/or by telephone or EM NET to the State Warning Point and/or Response Liaison Room in the State Emergency Operations Center. All requests are documented manually on a Mission Request Form.
 - (o) Should telephone line go down and the internet/phones be unavailable, missions will be tracked manually using mission request forms.
 - (p) Emergency Operations Center briefings will be conducted on a regular basis as per the requirements of the incident.
 - (q) Conference calls will be conducted based on the requirements of the incident.
- (2) Performance/Execution: Emergency Support Function-5, *Information and Planning* will be requesting assistance from Emergency Support Functions and other operating elements, as well as receiving requests from them for information and technical services.
- (a) **Incoming requests for assistance will be administered as follows:** Requests will be made to the Columbia County Emergency Management Director. All requests will be recorded in the Emergency Operations Center message log, numbered and tracked appropriately. Emergency Support Function-5, *Information and Planning* will accept requests or taskings from the Columbia County Incident Management Team leadership, Emergency Support Function leaders or designated representatives. All other requests or taskings from city and county government agencies, volunteer groups/organizations and others must be forwarded through one of the aforementioned sources.
 - (b) **Outgoing requests for assistance will be administered as follows:** Request will be approved by the Columbia County Emergency Management Director. All requests will be recorded in the Emergency Operations Center message log, numbered and tracked appropriately. All such requests will comply with the requirements of the operational element receiving the request, e.g. use of special forms and reports, oral versus written requests, etc Emergency Support Function-5, *Information and Planning* will be informed if complications arise and other action is required.
- (3) Continuing Actions: Emergency Support Function-5, *Information and Planning* will:
- (a) Coordinate with key personnel in the field.

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- (b) Continue to staff the Emergency Operations Center on a 24-hour a day basis.
 - (c) Manage message flow in the Emergency Operations Center, including logging all protective actions taken.
 - (d) Provide information in support of all agencies.
 - (e) Develop action plans at a minimum of once every 12 hours.
 - (f) Develop Situation Reports at a minimum of once every 12 hours.
 - (g) Track State mission assignments/resources.
 - (h) Share information with municipal liaison.
- (4) Recovery Actions: The Office of Emergency Management will:
- (a) Initial Actions:
 1. Collect and process information concerning recovery activities while the response phase of the disaster is still on going.
 2. Identify resource requirements.
 3. Establish a duty roster, phone lists, message flow and tracking.
 4. Anticipate types of recovery information agencies will require.
 5. Assist in location of disaster field office and disaster recovery center.
 - (b) Continuing Actions:
 1. Coordinate with program and disaster recovery center managers and key staff as needed.
 2. Interface with staff at disaster field office.
 3. Manage message flow in the Emergency Operations Center by logging all protective actions taken.
 4. Provide information support of recovery activities.

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5. Develop action plans daily.
6. Obtain incident information from the field via snap shot surveys, damage assessment teams, search and rescue personnel, road department personnel, etc. to determine the boundaries of the disaster, required resources, and impact to the county.
7. Relay all information to the Columbia County Emergency Management Director/Recovery Manager for action.
8. Compile damage assessment reports and provide to the State Emergency Operations Center in a timely manner.
9. Forward information to the Mitigation Coordinator for future action.
10. Maintain all incident records.
11. Continue to provide Fact Sheets, Flash Reports, Situation Reports and Incident Action plans as required by the incident.
12. Maintain displays in the Emergency Operations Center.
13. Make recommendations to the Columbia County Emergency Management Director/Recovery Manager regarding demobilization of resources as indicated by the incident.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Department of Emergency Management	Primary	Responsible for the overall planning and information activities within the Columbia County Emergency Operations Center including collecting, processing and disseminating information to facilitate emergency response and recovery efforts. Damage assessment and needs assessment is

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		also coordinated through this Emergency Support Function.
Columbia County Sheriff's Office	Support	Provide information used in the processing and disseminating of disaster information including damage assessment information.

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Agency or Department	Primary/Support	Tasks
Columbia County Property Appraiser	Support	Provide information used in the processing and disseminating of disaster information as related to damage assessment.
Columbia County Building Inspector	Support	Provide information used in the processing and disseminating of disaster information as related to damage assessment.
Columbia County Fire Chief/Volunteer and Reservist Fire Departments	Support	Provide information used in the processing and disseminating of disaster information as related to damage assessment.
Florida Department of Emergency Management	Support	Provide personnel assistance to Emergency Support Function-5.
Florida National Guard	Support	Provide personnel assistance to Emergency Support Function-5.
Columbia County Board of County Commissioners	Support	Support Disaster Operations

A. Primary Agency: The Office of Emergency Management will:

- (1) Coordinate message flow within the Emergency Operations Center.
- (2) Coordinate the overall efforts to collect, process, report, and display essential elements of information; and facilitate support for planning efforts in response and recovery operations.
- (3) Distribute plans and reports to the State and other Emergency Support Functions.
- (4) Provide Emergency Operations Center Emergency Support Function-5 staffing support and staffing assistance, if needed, at the disaster field office.

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- B. Support Agencies: Supporting agencies are tasked with identifying and providing staff to support information collection and processing to individual Emergency Support Function activities as needed.

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Columbia County Emergency Support Function - 6: MASS CARE

Primary Agencies: Columbia County School Board (Facilities)
Columbia County Emergency Management
American Red Cross (Mass Care)

Support Agencies: Salvation Army
Columbia County Senior Services
Century Ambulance
Columbia County Fire Rescue
Lake City Fire Department
Florida Division of Emergency Management
Columbia County Sheriff's Office
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function (ESF) is responsible for the overall coordination of mass care activities in disaster response and recovery.
- B. Purpose: Emergency Support Function-6, *Mass Care* is responsible for coordinating efforts to provide sheltering, feeding, and emergency first aid and for coordinating bulk distribution of emergency relief supplies to disaster victims.
- C. Scope: Emergency Support Function-6, *Mass Care* has a broad scope of responsibilities to include:
- (1) Coordinate the tasking of all sheltering activities within the county during a disaster; activities in the sheltering of people with special needs include only registration and housekeeping.
 - (2) Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters.
 - (3) Coordinate with relief efforts provided by volunteer organizations performing mass care functions. Coordinate with Emergency Support Function-15, *Volunteer and Donations* for support of mass care operations.
 - (4) Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
 - (5) Coordinate the provision of emergency first aid in shelters, fixed feeding sites.

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- (6) Coordinate with Emergency Support Function-8, *Health and Medical Services* for their provision of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
- (7) Provide quantitative mass care services data with updates every 12-hour operational period to Emergency Support Function-5, *Information and Planning*, Emergency Support Function-11, *Food and Water*, and others who require accurate data for response planning.
- (8) Coordinate with Emergency Support Function-16, *Law Enforcement and Security* for Emergency Support Function-6, *Mass Care* facility security resources.
- (9) Coordinate with Emergency Support Function-2, *Communications* to ensure each shelter has a working communications system.
- (10) Coordinate with Emergency Support Function-12, *Energy* to ensure each shelter has power generation capabilities.
- (11) Coordinate with Emergency Support Function-17, *Animal Protection* for animal sheltering and transportation procedures to be used at all shelter locations.

D. Policies:

- (1) Emergency Support Function-6, *Mass Care* will be implemented by the Columbia County Emergency Management Director or designee's request for assistance prior to or following a disaster.
- (2) Emergency Support Function-6, *Mass Care* activities will be coordinated through the Columbia County Emergency Operations Center. Emergency Support Function-6, *Mass Care* and support agencies will provide staff as required in the Emergency Operations Center on a 24-hour basis for the duration of Emergency Support Function-6, *Mass Care* activation.
- (3) Emergency Support Function-6, *Mass Care* activities will support local agencies. Additional mass care resources required which are beyond local and state capability will be coordinated through Emergency Support Function-6, *Mass Care*. All State mass care responses to an event must be requested by and coordinated through the county Emergency Support Function-6, *Mass Care* operations.

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- (4) When a local response exceeds local resources, state assistance via mutual aid will be established with the Florida Division of Emergency Management (FDEM) and the State Emergency Operations Center American Red Cross liaison.
- (5) Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-14, *Public Information* to release public information and mass care activities. Certain elements of mass care activities require confidentiality, therefore, the Red Cross Disaster Welfare Inquiry procedures shall be observed.

II. **SITUATION:**

A. Disaster/Emergency Condition:

- (1) Disasters occur quickly or slowly develop. Sudden catastrophes include transportation accidents, airplane crashes, severe thunderstorms, tornadoes, fires, or technological events. Sudden catastrophes can require immediate evacuation, opening shelters and provision of mass care to victims, evacuees and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may be needed with no advance notice.
- (2) Slow developing disasters such as hurricanes and floods provide warning and evacuation time. They may cause widespread evacuation and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees. Catastrophic disasters may cause extended displacement and extensive infrastructure damage that may extend into the recovery phase.

B. Planning Assumptions:

- (1) General population shelters and the special needs shelter will be pre-designated prior to a disaster and this information is given to the public throughout the year as well as upon opening of a shelter(s).
- (2) Columbia County may be requested through the State Emergency Operations Center to open shelter(s) in a host capacity when faced with a regional evacuation in support of state activities.
- (3) Mass care operations may include, but not be limited to shelter, mass feeding, portable facilities, shower units and potable water units.
- (4) The use and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources

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- and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (5) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations. Columbia County may request additional staffing for mass care facilities based on the needs of the incident.
 - (6) Columbia County is vulnerable to tropical storms and hurricanes.
 - (7) Storm/hurricane tracking with advance warning is necessary. Ordered evacuation of at-risk populations and vulnerable areas may be necessary.
 - (8) Hurricane evacuation studies predict that people who are not required to evacuate will self evacuate.
 - (9) Local shelters will be opened prior to the onset of tropical force winds. Shelter locations will be provided to the local media for announcement to the general public.
 - (10) Long-term mass care will be required after a catastrophic disaster until rental assistance and temporary housing resources become available. Rapid Impact Assessment Teams, local damage and needs assessments may provide early information regarding local housing needs and resource deficits.
 - (11) Responding disaster workers will strain local resources.
 - (12) Mobile feeding operations may not be possible in all operations.
 - (13) Transitioning from Emergency Support Function-6, *Mass Care* response to Individual Assistance Recovery Operations will help ensure disaster victims' needs are met.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Emergency Support Function-6, *Mass Care* is organized in a manner ensuring rapid response to the mass care needs of Columbia County Residents affected by a disaster. Emphasis will be on each agency assigned to the Emergency Support Function having thorough and up-to-date disaster plans that have been coordinated through the Emergency Support Function's primary agency. These plans will be operational in nature, and standardized whenever possible. When activated, agencies in Emergency Support Function-6, *Mass Care* will operate under these plans and their support documents.

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- (2) Emergency Support Function-6, *Mass Care* will focus primarily on sheltering activities, mass feeding, and the coordination of volunteer agency activities involved in mass care as directed by the American Red Cross. Support agencies will plan with the American Red Cross and provide support services in times of disaster through a coordinated Emergency Support Function response.
- (3) During a locally declared emergency or when requested from the State, the Administrator of the Columbia County School Board will be notified through the Columbia County Office of Emergency Management to open shelters as needed.
- (4) The Columbia County School Board has a written agreement with the American Red Cross to provide emergency services to victims of disasters utilizing School Board property and equipment.
- (5) Each School opened for public sheltering will have a shelter liaison, preferably the principal or assistant principal. American Red Cross sheltering procedures will be followed as outlined in ARC 3031.
- (6) School cafeterias will be used as feeding sites with school personnel providing food service support as needed. Alternative feeding areas will be opened as necessary.
- (7) Victims requiring special needs will be referred to special areas where their needs will be evaluated and appropriate actions taken.
- (8) There are no established procedures for sheltering residents outside of the local area. Local accommodations should be adequate for residents unless peripheral emergency evacuations claim available shelter spaces.

B. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
American Red Cross	Primary	Mass care operations which may include, but not be limited to shelter, mass feeding, portable facilities, shower units and potable water units.
Salvation Army	Support	When requested, assist EM with coordination of mass care operations that may include, but not be limited to shelter, mass feeding, portable facilities, shower units and potable

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		water units.
Columbia County School Board	Support	Provide buildings and facilities to be used as shelter(s) during times of disaster.
Columbia County Board of County Commissioners	Support	Support disaster operations.
Columbia County Emergency Management	Support	Assist with coordination of mass care operations which may include, but not be limited to shelter, mass feeding, portable facilities, shower units and potable water units.
Columbia County Emergency Medical Services	Support	Provide Emergency Medical Services staff to shelters.
Council on Aging	Support	Provide assistance to the elderly in shelters.
Florida Department of Emergency Management	Support	Provide additional shelter personnel and supplies as requested.
Columbia County Fire Department	Support	Assist EM with coordination of mass care operations that may include, but not be limited to shelter, mass feeding, portable facilities, shower units and potable water units.
Columbia County Sheriff's Office	Support	Provide security at shelter as requested.

C. Organization and Notification:

- (1) The Columbia County School Board is the primary Emergency Support Function-6, *Mass Care* agency for staffing. The Superintendent of Columbia County Schools will direct supporting Emergency Support Function-6, *Mass Care* agencies. Direction includes personnel assignment, receipt of requests for assistance, prioritizing requests and ensuring that requests for assistance are met and activity is documented.
- (2) Support agencies will operate under the daily leadership of Emergency Support Function-6, *Mass Care*. Each supporting agency will activate and operate in accordance with their operating procedures.
- (3) Primary and support agencies will provide sufficient personnel to staff their Emergency Support Function responsibilities 24-hours per day or as necessary. The Emergency Operations Center staff will be staffed by qualified persons able to make

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decisions for their agencies. The Office of Emergency Management will make every effort to provide sufficient support personnel as required if available.

D. Response Actions:

- (1) Primary and support agencies will maintain on-call listings of agency staffs.
- (2) Primary and support agencies will maintain listings of resource providers used by agencies in disaster situations.
- (3) Emergency Support Function-6, *Mass Care* -support agency in the Emergency Operations Center will have available current policies and procedures pertaining to the Emergency Support Function-6, *Mass Care*.
- (4) Emergency Support Function-6, *Mass Care* -support agency will ensure all actions taken are recorded and communicated to the primary agency representative.
- (5) Support agencies will make status reports to the primary agency.
- (6) American Red Cross/Other Shelters: Emergency Support Function-6, *Mass Care* will coordinate the activities of all public shelters that agree to become American Red Cross shelters. This includes establishing shelters prior to, during, and after a disaster. Any shelter opening spontaneously and without an American Red Cross designation will receive American Red Cross food resources and staffing assistance only in post-impact period when access to the shelter is possible.
- (7) Public shelters will be opened and closed in accordance with public need as assessed by Emergency Support Function-6, *Mass Care*.
- (8) Emergency Support Function-6, *Mass Care* will monitor evacuation activity to coordinate with the State Emergency Operations Center the need for additional sheltering outside the county.
- (9) Emergency Support Function-6, *Mass Care* will continuously monitor occupancy levels, victims' needs and provide Emergency Support Function-5, Emergency Support Function- 8, *Health and Medical Services* and Emergency Support Function-11 with a daily listing of "open" and "closed" shelters.
- (10) All shelters should be managed in accordance with applicable American Red Cross regulations and procedures including re-uniting with separated family members.

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- (11) Emergency Support Function-6, *Mass Care* will work with local jurisdictions, building officials, the Office of Emergency Management Agency and applicable agencies and organizations with activities related to sheltering.
- (12) Once it is determined that mass care activities may be required, Columbia County EM will notify Emergency Support Function-6, *Mass Care* and brief them on the situation if time permits. The Emergency Operations Center may “force open” shelters in non-warned events such as man-made disasters, i.e. terrorist activities.
- (13) Shelter(s) will be opened based on the requirements of the incident especially in a risk sheltering situation. In a host-sheltering situation, every attempt will be made to utilize a shelter facility that will least impact daily county operations. Locations and time of opening will be communicated to the public via Emergency Support Function-14.
- (14) Designated County personnel will test and use all shelter equipment including emergency power generators prior to the shelter opening. Emergency fuel will also be checked and topped off.
- (15) Mass care operations including, but not limited to, sheltering, feeding, comfort stations, will be coordinated through the Emergency Support Function-6, *Mass Care* Liaison in the Columbia County Emergency Operations Center until these services are no longer required.
- (16) The American Red Cross under their Standard Operating Procedures addressing the registration, staffing, feeding, meal counts and other shelter operations will operate shelters in Columbia County. Based on the event, a determination will be made as to the number of shelters to be open, and which will be designated as special needs. Information regarding the shelter status will be provided to Emergency Support Function-5, *Information and Planning* via the shelter liaison. Columbia County Health Department will provide staff for special needs services.
- (17) A representative of Columbia County Emergency Medical Services will be responsible for providing information on special needs evacuees in shelters to Emergency Support Function-5, *Information and Planning*.
- (18) Emergency Support Function-7, *Resource Support* will be responsible for filling mission requests for consumable supplies such as food, water and ice. If all local resources have been exhausted, a mission will be placed into the State Emergency Operations Center. The American Red Cross also has addresses mass feeding procedures in their Shelter Standard Operating Guides.

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- (19) Columbia County Sheriff's Office will coordinate security at shelter locations upon activation.
- (20) Columbia County shelters will be equipped with a telephone and portable radio for use during activation. To date, shelters are currently not equipment with computers with internet access.

E. Continuing Actions:

- (1) Shelter listings will include staffing and resource information.
- (2) Emergency Support Function-6, *Mass Care* will coordinate the provision of added and relief staff, and the replenishment of shelter supplies.
- (3) Emergency Support Function-6, *Mass Care* will coordinate the consolidation of shelters, staff, resources (e.g., communications and law enforcement), and supplies as sheltering needs diminish.
- (4) Emergency Support Function- 8, *Health and Medical Services* will be called upon to support any shelter requiring medical services and/or personnel beyond American Red Cross resource capabilities.

F. Assisted Care Shelter: Emergency Support Function-6, *Mass Care* will provide support to Emergency Support Function- 8, *Health and Medical Services* in the registration and feeding at the assisted care shelter. Any sheltered person not medically appropriate for General American Red Cross sheltering will be referred to an Assisted Care shelter or a medical facility depending upon current medical condition and prognosis.

G. Feeding;

- (1) Mass Feeding:
 - (a) Emergency Support Function-6, *Mass Care*, will liaison with Emergency Support Function-5 and Emergency Support Function-11, *Food and Water* to coordinate the mass feeding sites established by the American Red Cross and volunteer agencies. Mass feeding activities will include feeding of disaster victims and workers (when possible).
 - (b) Emergency Support Function-6, *Mass Care* will have, procure, and regularly update a list of all agencies (public and private) that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:

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- (c) Number of persons each agency can feed two meals a day, and how long this level of feeding can be sustained.
 - (d) Number of staff or volunteers available for cooking and/or serving.
 - (e) Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
 - (f) Emergency Support Function-6, *Mass Care* will coordinate mass feeding locations.
 - (g) Emergency Support Function-6, *Mass Care* will liaison with Emergency Support Function-15 to ensure continued coordination during an event.
 - (h) Emergency Support Function-6, *Mass Care* will coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites in coordination with Emergency Support Function-3 and Emergency Support Function- 8, *Health and Medical Services*.
 - (i) Emergency Support Function-6, *Mass Care* will coordinate the provision of food and water to mass feeding sites. This may include procuring food from the USDA, donations, and private vendors. Liaisons will be established with Emergency Support Function-11, *Food and Water* and Emergency Support Function-15, *Volunteers and Donations* to ensure continued coordination of mass feeding.
- (2) Individual Feeding:
- (a) Emergency Support Function-6, *Mass Care*, will assist the Department of Elder Affairs in providing food for individuals not in shelters and unable to attend mass feeding sites. This coordination will be based on local disaster responders identifying people with individual feeding needs, and providing Emergency Support Function-6, *Mass Care* with specific need requirements.
 - (b) Emergency Support Function-6, *Mass Care* will assist Emergency Support Function-5 identifying pocket populations to ensure all people needing individual feeding are served.

H. Food Storage and Distribution:

- (1) Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-11, *Food and Water* and Emergency Support Function-15, *Volunteers and Donations* regarding the storage of food in identified warehouse sites.

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- (2) Emergency Support Function-11, *Food and Water* will coordinate the distribution of food stored in identified warehouses to mass feeding sites identified and coordinated by Emergency Support Function-6, *Mass Care*.
- (3) Emergency Support Function-6, *Mass Care* will coordinate the transportation of food from identified warehouses to mass care feeding sites in liaison with Emergency Support Function-1.

I. Other Ad Hoc Volunteer Agencies:

- (1) In addition to those activities previously stated, Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-15, *Volunteers and Donations* regarding the activities of volunteers actively engaged in providing mass care assistance.
- (2) Coordination will include:
 - (a) Preventing duplication of goods and services as they relate to mass care.
 - (b) Assisting volunteers with logistics.
 - (c) Coordinating the delivery of goods and services as they relate to mass care.
- (3) Emergency Support Function-6, *Mass Care* will maintain a listing of all volunteer organizations active in mass care in the disaster area. The list will contain the following information:
 - (a) Type of service(s) being provided by each volunteer agency.
 - (b) Number of volunteers in the area.
 - (c) Resources each agency has available.
 - (d) Names and contact means of key persons in each organization.
 - (e) Logistical abilities of each organization, i.e. self-contained, need transportation, self-equipped, etc.

J. Emergency First Aid and Mental Health:

- (1) Emergency Support Function- 8, *Health and Medical Services* will coordinate with Emergency Support Function-6, *Mass Care* for the provision of medical services up

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- to advanced first aid and mental health services in shelters; and will ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people needing assistance.
- (2) Emergency Support Function- 8, *Health and Medical Services* will coordinate with local officials to help ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.
- K. Communications: Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-2, *Communications* to ensure that each shelter has a working communications system with the Emergency Operations Center and American Red Cross headquarters per American Red Cross protocol. The American Red Cross representative in the Emergency Operations Center will keep Emergency Support Function-6, *Mass Care* informed about conditions at the shelters and unmet needs.
- L. Power Generation Capability:
- (1) Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-1, *Transportation* and Emergency Support Function-12, *Energy* for generators and fuel at shelters.
- M. Recovery Actions:
- (1) Initial Actions:
- (a) Emergency Support Function-6, *Mass Care* will work with the Office of Emergency Management, local government(s) and applicable state agencies to assist with determining extended sheltering needs.
- (b) Emergency Support Function-6, *Mass Care* will work with appropriate agencies for long term placement of disaster victims that cannot move back to their normal living arrangements due to disaster damage, i.e. American Red Cross, the Department of Elder Affairs, Department of Labor and Employment Security and the Division of Vocational Rehabilitation. The Department of Elder Affairs will focus their efforts on the 60+ population. Vocational Rehabilitation will focus on head injured/spinal cord injured persons.
- (c) Mass care facilities such as comfort stations, potable water facility locations, facility and shower locations, etc. will be determined based on the location of the affected population with the priority given to the areas of the heaviest impacts.
- (d) The American Red Cross will coordinate with the other agencies and county departments in the establishment, operations and demobilization of recovery

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facilities such as feeding stations, comfort stations, and shower facilities. Planning meetings will be conducted in the Emergency Operations Center as required by the incident to establish mass care priorities.

- (e) Mass care operations including, but not limited to, sheltering, feeding, comfort stations will continue until these services are no longer required based on the needs of the incident.
 - (f) Emergency Support Function-6, *Mass Care* will provide information to the Columbia County Emergency Management Director/Recovery Coordinator regarding unmet needs.
 - (g) The Columbia County Emergency Management Director/Recovery Coordinator will appoint a liaison that will serve as staff to the DRC(s).
 - (h) Columbia County Emergency Medical Services will provide first aid at mass care facilities. If the event is of such a magnitude it requires outside assistance, a request will be made to the State Emergency Operations Center.
 - (i) Emergency Support Function-14, *Public Information* will work with Emergency Support Function-6, *Mass Care* to try and locate families that have been separated as a result of the disaster. Additional assistance may come from public safety personnel.
- (2) Continuing Actions:
- (a) The Emergency Support Function-6, *Mass Care* lead agency, American Red Cross, will provide its support agencies, and Emergency Support Function-5, *Information and Planning* and Emergency Support Function-14, *Public Information* with regular updates on which shelters are opened or closed, and census data for open shelters.
 - (b) Emergency Support Function-6, *Mass Care* will coordinate with Emergency Support Function-14, *Public Information* to provide information to shelter residents about how to access disaster assistance program information and services through Red Cross Service Centers; and Individual Assistance Programs through Disaster Application Centers/Tele-registration.

IV. **RESPONSIBLE AGENCIES:**

- A. Primary Agency – Columbia County Columbia County School Board (facilities) American Red Cross (support) will:

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- (1) Support Emergency Support Function-6, *Mass Care* sheltering activities with personnel and facilities, specifically through contractual agreement between the Columbia County Chapter of the American Red Cross and the local school board.
- (2) Develop and maintain a roster of personnel that staff the Emergency Support Function. Sufficient staffing will be available for 24 hours per day, seven days per week.
- (3) Ensure the presence of resource materials in sufficient numbers in the Emergency Support Function location. These materials would include:
 - (a) Shelter listings for each agency with names and numbers of each shelter manager, as available.
 - (b) Listing of all bulk food providers and contact personnel and phone numbers as acquired from Emergency Support Function-11, *Food and Water*.
 - (c) Locations of all mass feeding sites and the names of site managers.
 - (d) Provide a system for recording incoming requests for sheltering and mass feeding, who was assigned to respond, and the action taken.
 - (e) Establish a protocol for prioritizing response activities.
 - (f) Coordinate activities with other Emergency Support Functions.
 - (g) Prepare, at all times, to make status reports.
 - (h) Develop and maintain a plan that details the activities addressed in this document. This plan will be coordinated with the support agencies and the Florida Division of Emergency Management.
 - (i) Develop a plan for responding support agencies for disasters and disaster exercises. This plan will be reviewed by support agencies for input prior to being finalized.

B. Support Agencies:

- (1) The Columbia County Health Department will:
 - (a) Assist, via Emergency Support Function- 8, *Health and Medical Services*, in locating health and welfare workers to augment personnel assigned to shelters.

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Emergency Support Function- 8, *Health and Medical Services* will have primary responsibility for providing medical staff to the assisted care shelter;

- (b) Support, via Emergency Support Function- 8, *Health and Medical Services*, disaster mental health services;
 - (c) Provide technical assistance for shelter, feeding and warehouse operations related to food, vector control, water supply and waste disposal; and
 - (d) Assist in the provision of medical and first aid supplies for shelters and first aid stations.
- (2) The Salvation Army will assist in mass feeding activities.
 - (3) Columbia County ARES will support Emergency Support Function-6, *Mass Care* through the provision of two way radio communications between the shelters, feeding sites, Red Cross Operations Center and the Columbia County Emergency Operations Center.
 - (4) Century Ambulance will provide shelter medical support staff when possible and will provide needed transportation between shelters and local hospitals.
 - (5) Meals on Wheels of Columbia County will assist in mass feeding.

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Columbia County Emergency Support Function - 7: RESOURCE SUPPORT

Primary Agency: Columbia County Emergency Management

Support Agencies: Columbia County Clerk of the Court
Columbia County School Board
Florida Division of Emergency Management
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: Coordinating logistical and resource support to response agencies is critical in their efforts to respond and recover from disasters. This ESF coordinates the request, tracking, and demobilization of resources responding in Columbia County. Procedures for requesting resources for disaster operations are also outlined in the section.
- B. Purpose: The purpose of this ESF is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts for natural disasters and other catastrophic events.
- C. Scope: ESF-7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase and initial recovery phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment and transportation.
- D. Policies:
 - (1) ESF-7 is responsible for planning, coordinating and managing resource support needed in all phases of response and recovery from a major disaster or catastrophe.
 - (2) Resource requests will be filled from local inventories first. As resources are drawn down, out-of-county sources will be used. The following list of source preferences will be used, if practicable:
 - (a) Local government stocks
 - (b) Contracted suppliers/vendors
 - (c) Other local commercial vendors
 - (d) Out-of-county sources, including the SEOC

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- (3) Support agencies will provide resources as required to support ESF-7 requirements.
- (4) Procurement will be made in accordance with state and federal laws and regulations including emergency procedures provided for under Florida Statute.
- (5) Volunteers and donations will be utilized when available. ESF-7 will coordinate with ESF-15.

II. **SITUATION:**

- A. Disaster Condition: A local Declaration of Emergency will be declared following a catastrophic disaster. Such an event will have an immediate and serious impact on county and other local resources. Supplies must be procured and delivered to the affected areas. Crucial shortages may exist.
- B. Planning Assumptions:
 - (1) Resources outside the affected area will be directed to meet the unmet needs of the county and/or local governments.
 - (2) Logistical operations may be required. Transportation, staging and marshalling operations may be established to orchestrate resource support to the affected area(s).
 - (3) Some resources of the county and local governments may not be available in the impacted area due to debris and destroyed buildings.
 - (4) Basic life safety resources have first priority.
 - (5) Resources restoring essential services have priority once life safety issues are satisfied.
 - (6) Recovery resources have priority once essential services are satisfied.
 - (7) A local Declaration of Emergency obviates normal purchasing procedures.
 - (8) Columbia County has limited resources to respond to and recover from a significant event.
 - (9) Columbia County will utilize all local resources prior to requesting assistance from outside agencies.

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- (10) All requests for additional resources will be coordinated through the Columbia County EOC.
- (11) Columbia County EM will attempt to pre-identify anticipated resources for the up-coming operational period based upon ongoing disaster operations.
- (12) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this ESF will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance. If additional resources are needed, the request will be handled through the ESF lead agency in the Columbia County EOC to the State EOC in accordance with Columbia County EOC Standard Operating Guidelines and the SOGs of the Florida State Emergency Operations Center.
- (13) Specific information on the vendor, vendor contact information, type and quantity of resources local agencies use on a regular basis is available within the specific agency or department. All county agencies or department will procure supplies in accordance with local purchasing procedures, including proper documentation of need and cost accounting.
- (14) Because of the limited amount of resource in Columbia County, pre-positioning or staging of county resources is not feasible and would impair response operations. Additional staffing may be requested through FDEM should the situation warrant extended operations.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Countywide resources and materials will be allocated and coordinated by ESF-7.
- (2) In emergency situations local resources will be utilized before requesting outside resources.
- (3) Outside resources for disaster response and recovery will be coordinated by the lead ESF agency through the EOC
- (4) Columbia County is part of the State-wide Mutual Aide Agreement, and will execute this agreement when outside resources are required.
- (5) In the event of a declared disaster under Florida State Statute 252.38(3)(a)1, Columbia County has the authority to; expend funds; make contracts; obtain and

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distribute equipment; materials and supplies for emergency management purposes. Normal purchasing procedures can be disregarded.

- (6) The primary source of equipment, supplies, and personnel shall be made from local resources, local sources and mutual aid outside the impacted area. Support that cannot be provided from the aforementioned sources will be provided via commercial sources.
- (7) The Department is responsible for coordinating ESF-7 resources and support activities.
- (8) ESF-7 will provide staff for the procurement of goods, materials and services.
- (9) ESF-7 may assist in the coordination and allocation of food and equipment made available via state and federal government programs.

B. Roles and Responsibilities:

Agency or Department	Primary/Support	Tasks
Columbia County Emergency Management	Primary	Coordinate the request, tracking, and demobilization of resources.
Columbia County Clerk of the Court	Support	Provide assistance in the administration, finance and record keeping, and legal support to disaster operations.
Columbia County School Board	Support	Provide transportation and mass care resources as requested to support disaster operations.
Florida Department of Emergency Management	Support	Provide resources and/or vendor information as requested to support disaster operations.
Columbia County Board of County Commissioners	Support	Support disaster operations.

C. Organization:

- (1) Columbia County Emergency Management is the primary agency.
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- (2) ESF-7 operations will be conducted in the EOC throughout the emergency situation.
- (3) ESF-7 is responsible for alerting primary and support personnel/agencies.
- (4) ESF-7 will establish and maintain liaison with other ESFs.
- (5) ESF-7 will accommodate members of the Federal and State Advance Team (Federal - General Services Administration procurement officials) at the EOC or another location until the DFO is established.

D. Notification:

- (1) In the event of a disaster situation or impending disaster, the Columbia County Emergency Management Director will notify the County Manager, who will in turn notify the Chairman of the Columbia County Board of County Commissioners design, as well as the other Board members..
- (2) ESF-7 will notify support agencies.
- (3) ESF-7 personnel will respond as directed or placed on standby as appropriate. ESF-7 actions will be governed by the emergency situation.
- (4) Resource inventories will be reviewed. These include pre-designated staging areas, government buildings, facilities and agency contacts.

E. Response Actions:

- (1) Initial:
 - (a) ESF-7 will be activated when it is determined that emergency operation will require outside resources.
 - (b) Support agencies may be alerted as developments and other circumstances dictate.
 - (c) Support agencies may be directed to deploy personnel and other resources.
 - (d) Resources may be pre-staged near the potential impact or emergency area(s) if feasible with developments permitting pre-staging.
 - (e) Conduct an assessment of resource availability, i.e. staging areas, government facilities and so forth.

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- (f) A request will be made from a local agency for a particular resource to ESF-7 in the Columbia County EOC. If the requested resource is not available within the county, ESF-7 will try to obtain it from a commercial source. If not available, Hamilton Columbia County EM will make a request to the State EOC either by phone, through a State Liaison, ESATCOM, or WEB EOC- over the internet.
 - (g) Procurement of resources from public or private vendors will be in accordance with local emergency purchasing procedures, including proper documentation of need and cost accounting. Vendor information may also be provided to volunteer groups that may supplement disaster operations. Resources will be transported into the affected area(s) by local agencies to the extent possible. If transport is required from an outside agency, directions, specific instructions, and an on-scene contact will be provided to the transporting agency by ESF-7 or the appropriate requesting ESF.
 - (h) ESF-7 will continuously monitor WEB EOC via the Internet to obtain the status on resource requests. If the internet is not online, contact to the State EOC will be made via EOC Liaison, telephone or ESATCOM, if necessary.
 - (i) A resource log will be maintained by Columbia County EM/ESF-7 throughout the incident.
 - (j) Columbia County EM, in coordination with the Clerk's Office, maintains a resource log and vendor list for emergency response.
 - (k) Prior to impact of a disaster, Columbia County will coordinate with FDEM in staging anticipated resources in an area close to the county, but outside the area of impacted.
 - (l) The implementation of any pre-disaster contracts (i.e. Debris Management) will be done at the recommendation of the EM Director and BOCC in accordance with county and state rules, regulations, and laws.
 - (m) Any equipment or personnel used in response to the disaster in Columbia County will be tracked through ESF-7. This will start from the day of arrival and end at the point of demobilization.
- (2) Continuous:
- (a) Procure buildings and parking areas large enough to be staging warehouses and locations.
 - (b) Acquire replacement facilities for any damaged or destroyed facilities.

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- (c) Coordinate with ESF-1 for transportation resources.
 - (d) Coordinate with ESF-2 for communication resources.
 - (e) Coordinate with ESF-6 and/or ARC for feeding of personnel.
 - (f) Coordinate with ESF-16 for security resources.
 - (g) ESF-7 will establish a property tracking system and maintain records for all properties loaned in support of the EOC by the state or federal government.
 - (h) ESF-7 will coordinate contractual services between the county and commercial sources.
- F. Recovery:
- (1) Based on the needs of the incident, ESF-7 will work with response agencies to anticipate resources needs. This includes food, water, ice, hotel rooms and/or sleeping facilities. A list will be maintained by ESF-7 throughout the incident.
 - (2) Logs and incident documentation will be maintained throughout the incident including copies of contracts.
 - (3) ESF-7 will update vendor lists for future activations.
 - (4) Support Agencies render assistance, provide resources lists, internal procurement process, agency location and hours of operations and provide goods and materials as needed.
 - (5) The County Office of Emergency Management and also the Budget and Finance and Accounting Office are responsible for tracking and documenting costs and expenses.
 - (6) The County Purchasing Office is responsible for issuing purchase orders.
- IV. **AGENCY RESOURCES:** Agency resources include:
- A. Columbia County School Board (ESF-1): vehicles, buses and vans, vehicle operators and support equipment.
 - B. Columbia County Road Department (ESF-3): vehicle operators, mechanics, light and heavy trucks, and heavy equipment.

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- C. Columbia County Clerk of the Court: purchasing functions including purchasing agents and clerical staff, computers and associated computer programs.
- D. Columbia County Sheriff's Office (ESF-6) security personnel and uniformed personnel with vehicles and support equipment.

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COLUMBIA COUNTY EMERGENCY SUPPORT FUNCTION - 8: HEALTH and MEDICAL SERVICES

Primary Agency: Columbia County Health Department

Support Agencies: Century Ambulance
Columbia County Emergency Management
Columbia County Fire Rescue
Lake City Fire Department
SHANDS at Lake Shore
Lake City Medical Center
Veteran’s Affairs Hospital
Area Nursing Homes
Area In-Home Health Care Agencies
Local Funeral Homes
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. Purpose: The purpose of this Emergency Support Function is to coordinate Columbia County health and medical resources needed to respond to public health and medical care needs prior to, during and following a significant natural, technological or man made disaster. A variety of health and medical situations may become emergencies within themselves following a disaster. Medical and health functions including the safety of evacuees, assuring adequate sanitation facilities and conditions are maintained, assuring the safety of food and water supplies, providing medical and mortuary services, and preventing or responding to epidemics.
- B. Scope: Emergency Support Function – 8, *Health and Medical Services* involves identifying and coordinating the health and medical needs of actual and potential victims of a major emergency or disaster in Columbia County. This support is categorized into four functional areas with responsibilities that include:
- (1) Public Health Services:
 - (a) Assessment of health/medical needs;
 - (b) Disease Control/Epidemiology;
 - (c) Coordinate health/medical care personnel, equipment and supplies;
 - (d) Food & drug safety;

ESF 8-1

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- (e) Coordinate investigation and facilitate identification of radiological/chemical/biological hazards;
 - (f) Coordinate mental health and crisis counseling;
 - (g) Public health information release through the Columbia County Health Department Public Information Officer;
 - (h) Monitor and coordinate vector control;
 - (i) Potable water, wastewater, and solid waste disposal;
 - (j) Coordinate victim identification/mortuary services; and
 - (k) Provide Medical Command and Control through the Columbia County Emergency Operations Center in conjunction with the State Emergency Operations Center.
- (2) Century Ambulance will provide:
- (a) Patient evacuation;
 - (b) Emergency medical care personnel, equipment and supplies;
 - (c) Emergency responder health and safety;
- (3) Residential/Medical Facilities will:
- (a) Provide notification, information (situation) updates and request evacuation assistance through the Columbia County Health Department for medical facilities within the county both pre- and post-impact.
 - (b) Coordinate in-hospital care.
 - (c) Provide updated census information and bed availability.
 - (d) Detail facility needs for coordination with the State Emergency Operations Center.
- (4) Persons with Special Needs/Assisted Care Shelter: Through Columbia County Emergency Management in conjunction with local home health care agencies the Columbia County Health Department coordinates the registration, notification, transportation, sheltering and care of special needs population.

ESF 8-2

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C. Policies:

- (1) Emergency Support Function – 8, *Health and Medical Services* will be implemented upon activation of the Columbia County Emergency Operations Center to a level II or greater or specific identified need. This will be following or prior to expectation of the occurrence of a significant natural disaster or manmade event.
- (2) Emergency Support Function – 8, *Health and Medical Services* will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
- (3) Each Emergency Support Function – 8, *Health and Medical Services* -support organization will retain full control over its own resources and personnel.
- (4) Emergency Support Function – 8, *Health and Medical Services* will not release medical information on individual patients to the general public to ensure patient confidentiality protection.
- (5) Appropriate non-specific information on casualties/patients will be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to Emergency Support Function – 14, *Public Information* for informational releases.

D. Planning Assumptions:

- (1) In a large-scale event resources within the affected disaster area are inadequate and will require outside assistance and resources.
- (2) Damage to chemical/industrial sites, sewer lines, and water distribution systems and secondary hazards such as fires will result in toxic environmental and public health hazards including exposure to hazardous materials and contaminated water supplies, crops, livestock, and food products.
- (3) The damage and destruction from a catastrophic natural disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel. Critical Incident Stress Management support will be requested through the State Emergency Operations Center.
- (4) Specific concerns exist for implementation of communicable disease services (prevention, surveillance, etc.).
- (5) Disruption of sanitation services and facilities, loss of electricity and massing of people in shelters may increase the potential for disease and injury.

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- (6) Columbia County Health Department and Lifeguard Ambulance have limited staff and resources available to respond to a disaster of a large magnitude. This includes communicable disease outbreak, pandemic outbreak, and/or environment health activities related to sheltering and feeding of disaster victims.
- (7) Columbia County Health Department will require outside assistance in the event of an epidemic or event involving hazardous materials, chemical, biological, or incidents involving a large number of injuries.
- (8) The Columbia County Emergency Operations Center will be the focal point for Columbia County Health Department response and recovery activities. If necessary, The State Emergency Operations Center will be activated to monitor and assist the Columbia County Health Department.
- (9) Damage to local hospitals may disrupt medial care provided by local medical and health-care facilities.
- (10) In-home Health (Nursing) Care Providers will augment Persons with Special Needs Shelter Staff.
- (11) When requested through the Columbia County Emergency Operations Center in coordination with Columbia County Emergency Management:
 - (a) Emergency Support Function - 1, *Transportation*: will provide transportation.
 - (b) Emergency Support Function – 2, *Communication*: will provide emergency/disaster communication(s).
 - (c) Emergency Support Function – 12, *Energy*: will provide emergency/disaster power.
 - (d) Emergency Support Function – 14, *Public Information*: is the primary focal point to the public for release of emergency/disaster information.
- (12) The use of and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will coordinate the deployment of health personnel, materials, and other resources from public and private relief agencies to ensure an appropriate response thought the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (13) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations.

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II. **SITUATION:**

A. Disaster Condition:

- (1) A significant disaster would necessitate the provision of additional public health and medical care assistance. Medical/health facilities may be severely damaged or destroyed or rendered unusable. Surviving facilities may be unusable because of a lack of utilities (power, water and sewer) and/or the inability of staff to report for duty. Potentially massive increases in demand coupled with damage sustained to medical facilities and infrastructure will complicate logistics including procurement and distribution of supplies, pharmaceuticals and equipment.
- (2) Other problems may include availability of potable water, vector control, wastewater control, and problems with solid waste facilities.

III. **CONCEPT of OPERATIONS:**

- A. General: Emergency Support Function – 8, *Health and Medical Services* will be responsible for the coordination of services, equipment, supplies and personnel to meet the health and medical needs resulting from such disasters. The lead Emergency Support Function – 8, *Health and Medical Services* representatives are responsible for activating and directing the activities for Emergency Support Function – 8, *Health and Medical Services*.
- B. Organization: The Columbia County Health Department is the primary Emergency Support Function – 8, *Health and Medical Services* agency. Emergency Support Function – 8, *Health and Medical Services* will coordinate the deployment of health personnel, materials and other resources from public, private and relief agencies to ensure an appropriate response to the situation.
- C. Notification:
 - (1) The primary agency will be notified by telephone or radio.
 - (2) Emergency Support Function – 8, *Health and Medical Services* shall notify support agencies, as needed, via alphanumeric pager, telephone or radio
 - (3) Each support agency shall be responsible for the notification/coordination and scheduling and reporting of personnel, i.e. alerting emergency response personnel assigned as well as appropriate field personnel and associated agencies.
- D. Response Structure:

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- (1) Columbia County Health Department coordinates the overall needs assessment and monitoring of potential health hazards. This includes:
 - (a) Coordinating requests to the State Emergency Operations Center for additional health/medical care personnel, equipment and supplies.
 - (b) Monitoring food/drug safety, radiological/ chemical/biological hazards.
 - (c) Coordinating and/or monitor potable water, wastewater disposal, solid waste disposal, and vector control monitoring.
 - (d) Coordinating victim identification/mortuary services with the medical examiner and local funeral homes.
 - (e) Monitoring medical command and control.
 - (f) Monitoring residential and medical facility status, i.e. evacuation, needs, etc.
 - (g) Releasing of public health information will be coordinated between Emergency Support Function – 8, *Health and Medical Services* and Emergency Support Function – 14, *Public Information* 4 to ensure consistent releases of information.
 - (h) Wide spread destruction, severe destruction and /or multiple injuries and deaths can affect emergency workers. Crisis counseling may be instituted as a preventative measure. Crisis centers may be established to accommodate large numbers of personnel or the centers may be geographically separated because of the size of the event.
- (2) Century Ambulance will:
 - (a) Coordinate evacuation of medical patients during the pre-impact phase of the disaster (including special needs patients requiring ambulance transport) as well as continued response to emergency medical calls.
 - (b) Coordinate both public and private service field response, as well as the establishment of any deployed disaster medical assistance team.
 - (c) Designate on-scene Century Ambulance safety officer to monitor emergency responder health and safety.
 - (d) Coordinate mental health and crisis counseling for emergency responders.

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- (3) Persons with Special Needs/Assisted Care Shelter: Emergency Support Function – 8, *Health and Medical Services* and the Columbia County Emergency Management coordinates the registration, notification, transportation and assisted care sheltering for persons in the community who are unable to respond independently to an emergency. This includes, but, not limited to:
- (a) Coordinating with Emergency Support Function – 6, *Mass Care* regarding Persons with Special Needs sheltering.
 - (b) Identifying in-hospital care resources.
 - (c) Procuring materials and goods to support Persons with Special Needs operations.
 - (d) In-home Health (Nursing) Care Agencies will augment Persons with Special Needs Shelter Staff to provide continuity of patient care in accordance with patient plan.

E. Response Actions:

- (1) The Columbia County Health Department will provide leadership in directing, coordinating and integrating overall county medical and public health assistance to the affected area. This includes: potable water, wastewater treatment conditions, solid waste disposal, monitoring food and drug safety, and radiological/chemical/biological hazards.
- (2) Lifeguard Ambulance units will utilize all available local resources. However, if overwhelmed with a significant number of injuries (people in serious or critical condition) requiring medical evacuation out of the disaster area Lifeguard Ambulance will request additional medical personnel and equipment through Emergency Support Function – 8, *Health and Medical Services* in the Columbia County Emergency Operations Center. **NOTE:** This request may involve air resources as well as ground transport units.
- (3) Columbia County Health Department will coordinate the safety of food and drug.
- (4) If a situation requires mental health counselors for either victims or responders, a request will be made to the State Emergency Operations Center. If no critical incident stress debriefing counselors are immediately available, the State Emergency Operations Center or American Red Cross will make available crisis counseling phone numbers to evacuees by posting them in shelters.
- (5) Health information, such as that for boiling water after a flood, will be provided to the public through announcements by the Columbia County Health Department and

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distributed via the local media outlets by Emergency Support Function – 14, *Public Information*.

- (6) Throughout the disaster response, both Lifeguard Ambulance and Columbia County Health Department staff will monitor and make recommendations regarding the health and medical needs of disaster victims and responders.
- (7) **Safety is the highest priority in any disaster operations.** Emergency Support Function – 8, *Health and Medical Services* will work with the Columbia County Emergency Management to ensure all disaster response personnel follow local, state, and federal safety guidelines.

F. Recovery Actions:

- (1) The Columbia County Health Department will monitor conditions and issue warnings concerning potential health problems from insects, rodents and other pests. If problems warrant, outside assistance will be requested via Columbia County Health Department/Columbia County Emergency Operations Center procedures.
- (2) The Columbia County Sheriff's Office will coordinate victim identification and next of kin notification. Columbia County Health Department and local funeral homes will coordinate mortuary services.
- (3) Columbia County Health Department will work with the local sanitation disposal units and State Emergency Support Function – 8, *Health and Medical Services* in the disposal of any contaminated foodstuffs. Coordination will also be done with Emergency Support Function – 14, *Public Information* should any public announcements need to be made.
- (4) Columbia County Health Department will work with Columbia County Senior Services, American Red Cross and Outreach personnel in identifying any issues or concerns involving persons with special needs. This could include but not be limited to relocation of elderly victims, medical care, etc.
- (5) Health and medical emergency operations will continue until they are no longer required.

IV. **ROLES and RESPONSIBILITIES:**

Agency or Department	Primary/Support	Tasks
Columbia County Health	Primary	Coordinate medical and health functions

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Department		including the safety of evacuees, providing medical and assist in mortuary services, and responding to epidemics. Assure adequate sanitation facilities and conditions are maintained, assuring the safety of food and water supplies.
Century Ambulance	Support	Conduct medical and health functions including the safety of evacuees, providing medical and assist in mortuary services, and responding to epidemics.
Lake City Fire Department Columbia County Fire Rescue	Support	Conduct medical and health functions including the safety of evacuees, providing first responder medical care and assist in mortuary services.
Columbia County Emergency Management	Support	Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment. Assure adequate sanitation facilities and conditions are maintained, assuring the safety of food and water supplies.
Columbia County Board of County Commissioners	Support	Support disaster operations.

A. Primary Agency: Columbia County Health Department will:

- (1) Provide leadership in directing, coordinating, and integrating the overall county efforts to provide medical and public health assistance to the affected area.
- (2) Conduct initial assessment of health and medical need through the state or local Rapid Impact Assessment Teams as appropriate.
- (3) Determine need for additional personnel and resources and initiate request for mutual aid to State Emergency Operations Center.
- (4) Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies, and equipment.
- (5) Establish protective public health surveillance systems as needed.
- (6) Coordinate response for:

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- (a) Hazardous materials
 - (b) Safety of food and drugs
 - (c) Radiological hazards
 - (d) Mental health problems victims
 - (e) Vector Control
 - (f) Potable water/wastewater/solid waste
 - (g) Victim identification/mortuary services
- (7) Continuously acquire and assess information about the situation; continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- (8) Coordinate release of appropriate and timely public health information with Emergency Support Function – 14, *Public Information* to include boil water orders, health and safety issues, etc. The Columbia County Health Department Administrator has the authority to warn the public of contaminated water supply. Informational releases will be conducted by Emergency Support Function – 14, *Public Information*.
- (9) Provide the coordination of the following resources:
- (a) Medical equipment and supplies
 - (b) Nurses (Registered Nurses and Licensed Practical Nurse)
 - (c) Health administrators
 - (d) Pharmacy services
 - (e) Physicians
 - (f) Environmental health specialists
 - (g) Laboratories and laboratory personnel
 - (h) Nutritional services

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- (i) Epidemiology
 - (j) Mental health workers
 - (k) Radiation monitoring
 - (l) Disaster response expertise
 - (m)Dental
 - (n) Dietitians
 - (o) Immunizations
 - (p) Case management
 - (q) Outreach capability
 - (r) Public information and education
 - (s) Lifeguard Ambulance
 - (t) Coordinate response and location of deployed Disaster Medical Assistance Team (disaster medical assistance team).
- (10) Columbia County Health Department is responsible for monitoring health hazards in the community including measures to control insects, rodents and other pests. Food and water must be stored in sealed containers, refrigerated when necessary and properly washed and cooked. Columbia County Health Department will assign teams to begin collection of contaminated foodstuffs for disposal.
- (11) Monitor residential and medical facility status in the case of evacuation and/or health and medical needs. Communication will be established and maintained with local facilities regarding notification, information and status updates in both pre- and post-impact periods.
- (12) Initial health and medical needs assessments of critical facilities will be performed by Rapid Impact Assessment Teams and coordinated with Emergency Support Function – 5, *Information and Planning* regarding damage assessment. Emergency Support Function – 8, *Health and Medical Services* will be informed of developments on a routine basis.

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- (13) Communicable disease, epidemiology, and environmental health issues are the responsibility of Columbia County Health Department.
- (14) Emergency Support Function – 6, *Mass Care* is responsible for staffing shelters to ensure a 24-hour operation. Emergency Support Function – 8, *Health and Medical Services* is responsible for providing medical/health staffing Persons with Special Needs shelters. Emergency Support Function – 8, *Health and Medical Services* will coordinate issues relating to sheltering and feeding of disaster victims with Emergency Support Function – 6, *Mass Care*. Emergency Support Function – 8, *Health and Medical Services* is responsible for coordinating out-of-county nurses/health care workers with Emergency Support Function – 6, *Mass Care* during post-disaster events.
- (15) Medical equipment and supplies will be obtained from local vendors and suppliers where possible. Emergency Support Function – 8, *Health and Medical Services* will coordinate with the State Emergency Operations Center for needed resources are unavailable locally.
- (16) Food and drug safety is vital. Drugs require strict procedures and protocols be implemented. Procedures will include use of properly sealed and packaged containers, record keeping will include receipt of materials, documented usage, proper handling and disposal takes place.

B. Century Ambulance will:

- (1) When appropriate, evacuate patients from the disaster area.
- (2) Transport victims to medical facilities outside the county in accordance with the approved medical transport protocols.
- (3) Coordinate additional transportation needs with Emergency Support Function - 1, *Transportation*.
- (4) Provide the coordination of the following resources:
 - (a) Advance Life Support/Basic Life Support vehicles.
 - (b) Emergency Medical Technicians/Paramedics
 - (c) Emergency medical equipment procurement
 - (d) Aircraft (fixed-wing/rotary/medical evacuation)

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- (5) Ensure the safety and care of emergency responders.
- (6) Establish mental health crisis counseling centers. Provide for Critical Incident Stress Management for emergency response personnel.

GLOSSARY

ARC – American Red Cross
BOCC – Columbia County Board of County Commissioners
SCHD – Columbia County Health Department
CISD – Critical Incident Stress Debriefing: Provides short-term counseling services for disaster victims
CISM – Critical Incident Stress Management
DMAT – Disaster Medical Assistance Team
EOC – Columbia County Emergency Operations Center
ESF – Emergency Support Function
ESF – 1, *Transportation*: Provides or obtains transportation support
ESF – 2, *Communication*: Provides telecommunications, radio and satellite support
ESF – 5, *Information and Planning*, Collect, analyze and disseminate critical disaster information to the State Emergency Response Team members.
ESF – 6, *Mass Care*: Manages temporary sheltering, mass feeding and distribution of essential supplies for disaster victims.
ESF – 8, *Health and Medical*: Provides health, medical care and social service needs
ESF – 12, *Energy*: Supports response and recovery from shortages and disruptions in supply and delivery of energy resources.
ESF – 14, *Public Information*: Disseminates disaster related information to the public through media outlets.
IAW – In Accordance With
OEM – Columbia County Office of Emergency Management
PIO – Information Officer
PSN – Persons with Special Needs
RIAT – Rapid Impact Assessment Team: Following the impact of a major or catastrophic disaster, RIAT may be deployed. These teams are used to assess the immediate human needs and damages to the impacted community’s infrastructure. Other state, regional and local organizations may provide support to the team to accomplish its mission. A smaller version of the team may be used in a less severe disaster to provide assessments to the state and local emergency operations centers.
SEOC – State Emergency Operations Center
SOG – Standard Operating Guidelines

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Columbia County Emergency Support Function - 9: SEARCH and RESCUE

Primary Agencies: Columbia County Sheriff's Office

Support Agencies: Columbia County Fire Department
Century Ambulance
Columbia County Emergency Management
Columbia County Board of County Commissioners
Lake City Police Department
Lake City Fire Department
Florida Fish and Wildlife Conservation Commission

I. INTRODUCTION:

- A. General: This Emergency Support Function will address the procedures for conducting and coordinating search and rescue operations following a disaster.
- B. Purpose: The purpose of this Emergency Support Function is to;
 - (1) Search and locate missing disaster victims in urban, non-urban and rural environments of Columbia County; and
 - (2) Perform Rapid Impact Assessment to provide immediate field intelligence regarding the area of impact, extent of damage and need for emergency response actions and resources.
- C. Scope: Columbia County Search and Rescue activities include, but are not limited to, emergency incidents that involve locating missing persons, boats and boaters and downed aircraft. Extrication and medically treating injured persons and/or victims may be necessary.
- D. Policies:
 - (1) The Department of Emergency Management will assist in coordinating county assets and augment local agencies with urban and non-urban Search and rescue responsibilities and efforts.
 - (2) Assignment of primary responsibility will be determined by the Search and rescue locale, i.e. collapsed structures will be coordinated by Fire/Rescue agency(s), wide area sweeps will be coordinated by law enforcement agencies and so forth.

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- (3) Columbia County Emergency Management may request mutual-aid assistance to include State and Federal Urban Search and rescue assistance.
- (4) Emergency Support Function-8, *Health and Medical Services* will coordinate medical assistance and transportation of injured persons and victims.

II. **SITUATION:**

A. Disaster Condition: Catastrophic disasters may cause life-threatening situations requiring search and rescue activities and medical assistance. The initial 72-hours immediately following a catastrophic event is crucial to mortality rates. Urban and/or non-urban Search and rescue may be required in variety of settings, i.e. damaged buildings and structures, blocked streets and debris strewn roadways, public facilities, residential areas and utilities. Other or secondary events impacting Search and rescue activities are large fires including conflagrations, severe flooding and hazardous material releases or accidents.

B. Planning Assumptions:

- (1) All local search and rescue resources will be utilized.
- (2) Mutual aid and/or special assistance may be necessary.
- (3) Locale and magnitude of the event determines the lead agency.
- (4) Coordination and direction of activities will be required.
- (5) Damaged areas will have limited or restricted access. The affected area(s) may not be accessible to Search and Rescue personnel except, in some cases, by air.
- (6) Secondary events or disasters may threaten responders and victims.
- (7) In emergency situations involving limited search and rescue efforts within the jurisdiction of Columbia County, the Sheriff's Office will be the lead agency to coordinate local available resources.
- (8) In an emergency situation involving large-scale search and rescue, the Columbia County Sheriff will notify Columbia County Emergency Management who in turn notify Florida Division of Emergency Management for additional resources.
- (9) Due to limited in county resources, it is not feasible to pre-position resources prior to impact of a disaster.

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- (10) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (11) Because of the limited amount of resource in Columbia County, pre-positioning or staging is not feasible and would impair response operations.

III. **CONCEPT of OPERATIONS:**

- A. General: The primary agency is responsible for providing personnel and equipment. The Office of Emergency Management will assist Search and rescue operations and activities. The primary agency, at a minimum, will provide a liaison in the emergency operations center. The liaison will be responsible for communicating with support agencies, coordinating and orchestrating Search and rescue resources.
- B. Organization: The locale and nature of the event will determine the primary Emergency Support Function-9, *Search and Rescue* agency. The lead agency will provide a liaison to the Emergency Operations Center to communicate activities and operational needs. Urban and non-urban Search and rescue teams will consist of team personnel and equipment suited to the task, i.e. team leader, law enforcement, fire and emergency medical services personnel to search and treat victims, vehicle operators for transport and/or debris removal, utility employee(s) and a building inspector/engineer. Size of the area to be searched, geography, topography, resource availability and other pertinent factors will govern Search and rescue Team composition.

NOTE: The aforementioned team composition is the ideal. It may not be practical or feasible in many instances.

C. Search and Rescue Deployment:

- (1) Search and Rescue activities are dependent on nature of the event, locale and resource availability. Single structure, neighborhood and/or subdivision(s) may dictate multiple teams operating under the direction of Emergency Support Function-9, *Search and Rescue*.
- (2) Rural Search and rescue activities will employ a sector and grid application. The Search and Rescue Coordinator will delineate sector and grid boxes. It may be necessary to quadrant each grid box in densely populated areas to ensure a complete search. Grid maps will be used. The maps will be marked identifying areas that have been searched with those findings. Team members should be prepared to conduct at a

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minimum an initial search and rescue operation by foot because of blocked roads, debris and so forth. Assistance by boat and/or air may be necessary.

D. Notification:

- (1) Site-specific Search and Rescue event: The Columbia County Sheriff's Office through dispatch will notify all responsible agencies including the local fire station to respond to the site. Additional agencies will be notified and ordered to report as needed.
- (2) Large area event/Major disaster: The Emergency Operations Center including Emergency Support Function-9, *Search and Rescue* will be activated. Search and Rescue Teams and support agencies with equipment will be deployed and/or activated. Emergency Support Function-9, *Search and Rescue* will establish designated staging areas, orchestrate response activities and apprise the Emergency Operations Center of developments.
- (3) The State Warning Point or State Emergency Operations Center will be notified of a potential or actual event requiring statewide resources including personnel, materials and/or coordination assistance.

E. Response Actions;

(1) Initial Actions:

- (a) Collect and process information, determine status and needs, commit and deploy local resources
- (b) Communicate and coordinate with agencies outside of the immediate area for Search and rescue resources. Pre-positioning and staging may be considered
- (c) Emergency Support Functions will render assistance as required, i.e. transportation, communication, volunteer resources and so forth
- (d) The most likely scenario for extensive Search and rescue operations would be following and major disaster, such as a tornado, hurricane, or severe flooding event.
- (e) Unless the disaster is so extensive as to require state coordination, Columbia County Sheriff will be responsible for coordinating countywide search and rescue operations. These operations may include, but not be limited to: mobilization of equipment and personnel, methods of search (grid patterns), etc. Depending on the situation, the Sheriff's Office may establish a field command post to better coordinate field operations and search and rescue efforts.

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- (f) The number of local resources involved will depend on the scope of the search, but will most likely include local volunteer fire departments, emergency medical services, and emergency management personnel.
 - (g) Requests for additional resources from neighboring counties or the State Emergency Operations Center/State Emergency Support Function-9, *Search and Rescue* will be coordinated through Columbia County Emergency Operations Center and the Emergency Management Director or his/her designee.
 - (h) Safety for the search and rescue personnel will be the responsibility of the on-scene commander or his/her designee (i.e. if personnel are assembled into search teams, it may be the respective team leader).
 - (i) Although coordinated by the Columbia County Sheriff's Office, Search and rescue personnel will be ultimately accountable to their respective agencies/departments.
 - (j) SAP priority will be given to the rescue of viable victims in the most serious situations, followed by those in less serious situations, finally the recovery of those who are deceased.
 - (k) Coordinate with Emergency Support Function-14, *Public Information* in public information releases regarding the status of the search.
- (2) Continuous Actions:
- (a) Coordination between local, State and Federal Search and Rescue Agencies is a function of the Columbia County Emergency Operations Center ensuring every effort will be made to avoid duplication of efforts and requests.
 - (b) Assigned resources may be reassigned as needed and/or requested.
 - (c) Search and rescue resources will be withdrawn when no longer required.
- (3) Recovery Actions:
- (a) Emergency Support Function-9, *Search and rescue* will provide Search and rescue resources to assist recovery efforts upon request.
 - (b) Coordinate with Emergency Support Function-8, *Health and Medical Services* in recovery of deceased victims.
 - (c) Once it is determined the search is to be scaled back or there has been a successful recovery of the victim, resources will be demobilized.

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- (d) Maintain records and logs of all search activities.
- (e) Conduct an after action meeting with responding agencies to discuss the incident and incorporate any lessons learned in standard operating guides.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Sheriff’s Office/Columbia County Fire Department	Primary	Coordinate local available resources in emergency situations involving limited search and rescue efforts within the jurisdiction.
Columbia County Fire Chief/Volunteer Fire Departments	Support	Support search and rescue activities with department personnel and equipment.
Columbia County Emergency Management.	Support	In emergency situations involving large scale search and rescue, request additional resources and coordinate search effort.
Lifeguard Ambulance	Support	Support search and rescue activities with department personnel and equipment.
Columbia County Board of County Commissioners	Support	Support search and rescue activities.

A. Primary Agency: Assignment of primary responsibility will be determined by the Search and rescue locale, i.e. collapsed structures will be coordinated by Fire/Rescue agency(s) and wide area sweeps will be coordinated by law enforcement agencies and so forth. The primary agencies are the Columbia County Fire Department or the Columbia County Sheriffs Office.

- (1) Coordinate and assign all personnel, equipment and resources of Search and rescue agencies, including travel information, accommodations, and other arrangements relevant to the assignment.
- (2) Coordinate and direct local efforts, including volunteers, support agencies, and non-local agencies, providing resources.

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- (3) Evaluate potential for search and rescue missions, including need for additional resources necessary to support response.
- (4) Maintain a list of resources available from local agencies, their addresses and after-hours points of contact.
- (5) Communicate all resource allocation, response actions and critical decisions to the Emergency Support Function Manager, Emergency Management Director, or designee.
- (6) Direct and control all search and rescue operations in accordance with acceptable safety standards, so as not to endanger unnecessarily, the emergency response personnel.
- (7) Document, with the appropriate incident command system forms, all field actions as part of the routine reporting procedures; including field notes and/or communications with the Emergency Operations Communications Center or the Columbia County Emergency Operations Center

B. Support Agencies:

- (1) Designated Representatives: Department Head or designee.
 - (a) Report to the ESF Manager as directed.
 - (b) Provide an inventory of available personnel, equipment and other resources.
 - (c) Provide primary search and rescue service in their jurisdictions, and back-up response as assigned by the Primary Agency.
 - (d) Maintain contact with the Primary Agency in the Columbia County Emergency Operations Center throughout the duration of the emergency incident.
 - (e) Provide documentation of resources allocated and/or used, including time, costs and other relevant information, to the Primary Agency upon request.
- (2) The American Red Cross and the Salvation Army will provide food, water and refreshment support. Coordinate the provision of comfort and support to families of the victims or missing persons.

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- (3) The Columbia County Code Enforcement will assist the Columbia County Public Works Department for any structural inspection, shoring and other expertise required to ensure the safety of the teams.
- (4) Emergency Support Function-8, *Health and Medical Services* will coordinate health and medical support.
- (5) The Columbia County Sheriffs Office and Columbia County Fire Rescue will assist with water related search and rescue efforts.
- (6) Medical Examiner's Office, in conjunction with Columbia County Sheriff's Office is responsible to secure and investigate the deaths.
- (7) Columbia County Sheriffs Office will provide security for Search and Rescue Teams.

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Columbia County Emergency Support Function - 10: HAZARDOUS MATERIALS

Primary Agency: Columbia County Fire Rescue

Support Agencies: Lake City Fire Department
North Central Florida Regional HazMat Team
Columbia County Public Works
Century Ambulance
Columbia County Sheriff's Office
Lake City Police Department
City of Lake City Public Works
Columbia County Health Department
Columbia County Emergency Management
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: A hazardous materials incident could be the result of a transportation accident or a disaster and could impact people, property, and the environment.
- B. Purpose: The purpose of this Emergency Support Function is to provide coordination in response to actual or potential discharge and/or release of hazardous materials resulting from a natural, manmade, or technological disaster.
- C. Scope: Responsible for the protection of the environment and coordinating all environmental emergencies in Columbia County including directing compliance with the Columbia County's Hazardous Materials Code during the response and recovery activities and making adjustments as needed to provide for the most effective response while maintaining protection of the environment.
- D. Policies:
 - (1) Columbia County Fire Rescue is the primary Emergency Support Function-10, *Hazardous Materials* agency.
 - (2) Emergency Support Function-10, *Hazardous Materials* establishes roles of responsibilities among agencies brought to bear in response actions.
 - (3) Emergency Support Function-10, *Hazardous Materials* may be activated in response to natural or other disaster with the potential for a hazardous materials impact; or in

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anticipation of a natural or other disaster expected to result in an impact to hazardous materials facilities or transporters.

(4) Technological disasters include radiological materials.

II. SITUATION:

A. Disaster/Emergency Condition: A natural, man-made or technological disaster could result in situations where hazardous materials are released into the environment.

(1) Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store, or dispose of hazardous materials could be damaged in a natural disaster so severely that existing spill control apparatus and containment measures are not effective.

(2) Commercially transported hazardous materials may be involved in rail accidents, highway collisions, or other mishaps.

(3) Abandoned hazardous waste sites could be damaged exacerbating degradation of holding ponds, tanks and drums.

(4) Damage or rupture of hazardous material pipelines may cause serious problems.

(5) Mechanical malfunction or safety procedural failure may cause a hazardous material release.

B. Planning Assumptions are:

(1) Local response agencies will be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials releases into the environment.

(2) A catastrophic disaster may cause numerous incidents to occur simultaneously in separate and multiple locations throughout the county.

(3) Information and communication will be overwhelmed, disrupted or destroyed.

(4) Response personnel and equipment including cleanup crews may experience difficulty reaching the hazardous materials spill/release site because of damage to the transportation infrastructure.

(5) Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and/or provide backup or relief resources.

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- (6) There will be considerable concern about unaffected facilities located in or near the affected area.
- (7) Facilities responsible for analyzing hazardous materials samples may be damaged or destroyed.
- (8) Aviation resources may be required for reconnaissance and transporting personnel and equipment to the site of a release.
- (9) Emergency exemptions may be required for disposal of contaminated material.
- (10) Emergency Support Function-10 responders should expect to be self-sufficient early in the response.
- (11) Decontamination site/facilities will be constructed in the field as needed. Contaminated injured personnel will be decontaminated prior to EMS transport if practicable. Shands at Lake Shore Hospital and Lake City Medical Center both have decontamination facilities.
- (12) Accidents involving hazardous materials may occur during transportation on roadways, rail, or waterways, industrial usage, or radioactive incidents. Any one of these incidents may pose a threat to the area where the incident occurred.
- (13) Generally, a hazardous materials accident will be a localized emergency, although it may affect a larger area such as down stream on a waterway.
- (14) Columbia County does not have the personnel or equipment to respond to a significant hazardous materials event and will require outside resources. Local emergency personnel are contacted via 9-1-1 dispatch.
- (15) Decontamination sites will be identified based on the incident and by the commander on-scene.
- (16) Victims will need to be transported to the closest appropriate medical facility if contaminated.
- (17) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency

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for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.

- (18) Because of the limited amount of resource in Columbia County to respond to hazardous materials incidents, pre-positioning or staging is currently done at each fire station.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Emergency Support Function-10, *Hazardous Materials* is responsible for directing and leading the local emergency response efforts.
- (2) Emergency Support Function-10, *Hazardous Materials* is responsible for coordinating with local, state and federal officials.
- (3) Emergency Support Function-10, *Hazardous Materials* operational responsibility includes securing, removal and disposal of hazardous materials from disaster area(s). Responsible parties, contractors and 3rd parties will be used as necessary.
- (4) Emergency Support Function-10, *Hazardous Materials* will initiate other early tasks associated with hazardous materials incidents.

B. Organization: Columbia County Fire Rescue is the primary Emergency Support Function-10, *Hazardous Materials* agency. Emergency Support Function-10, *Hazardous Materials* will provide a representative to the Emergency Operations Center on a 24-hour basis to ensure communication and coordination of agencies and resources.

C. Notification: 9-1-1 dispatch will use the notification procedures in the event of a hazardous material spill or release. The Columbia County Emergency Operations Center and Emergency Support Function-10, *Hazardous Materials* may be activated.

D. Response Actions - Initial activity includes:

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- (1) Collect and process information, determine status and needs, commit and deploy local resources
- (2) Assess and prioritize actions to mitigate hazardous materials releases, including stabilizing, staging, categorizing and disposal limited to capabilities of responding agencies.
- (3) Procure radiological monitoring equipment if responding to a radiological incident. The State Division of Emergency Management provides radiological equipment that is stored by the County Department of Fire Rescue Services.
- (4) Communicate and coordinate with agencies outside of the immediate area for resources. Resource pre-positioning and staging may be considered
- (5) Emergency Support Functions will render assistance as required, i.e. transportation, communication, volunteer resources and so forth.
- (6) The Sheriff's Office dispatcher regarding any hazardous materials incident in the county will notify the Columbia County Fire Chief, or his/her designee and the State Warning Point.
- (7) The initial response to a hazardous materials incident will likely come from the Sheriff's Office, closest volunteer department and/or EMS unit. The responding agency will assess the situation, determine the nature of the hazard (if possible) establish control of the area, determine and/or begin evacuations if necessary, and make recommendations to the Fire Chief on additional resources. Upon arrival, the Fire Chief will assume control of the incident and coordinate all response activities until the scene is turned over to a Hazardous Materials Team, if warranted.
- (8) If required, the Columbia County Emergency Management Director will request additional resources to handle the incident.
- (9) The Columbia County Emergency Management Director will insure all proper notifications are made to the State Warning Point.
- (10) The Columbia County Sheriff's Department will be responsible for coordinating the law enforcement response to the incident to include road closures, traffic control, and security of evacuated areas.
- (11) The responding county volunteer fire department(s) will be responsible for assisting in neutralizing and/or containing the hazardous material involved, assist in traffic control and evacuation of the impacted area, and to assist in vehicle and

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- personnel monitoring and wash down when necessary, under the direction of the responding Hazardous Materials Team, if on scene.
- (12) The Columbia County Emergency Medical Service will provide support for response operations and evacuation of persons with special needs.
 - (13) Columbia County Public Works, Road Department will assist law enforcement in traffic control by providing traffic control equipment and assist in clean up of spills by providing equipment and materials (i.e. dump trucks and sand).
 - (14) Monitoring, if required, will be done in coordination with the responding outside agency(s). Re-entry will be allowed only after the incidents have been rendered safe by the Incident Commander.
 - (15) Information will be released to the public through Emergency Support Function-14, *Public Information* after consulting the on-scene commander.
 - (16) If the incident requires extensive resources, the Columbia County Emergency Management Director may activate the Columbia County Emergency Operations Center to coordinate the resources coming into the county.
 - (17) The Columbia County Fire Coordinator will ensure coordination between the county, State Emergency Support Function-10, *Hazardous Materials* and the owner of the hazardous materials/site.
 - (18) Missions for resources will be prioritized according to life/safety issues, followed by environmental and then property.
 - (19) Assist victims impacted by the event as required (shelter, transportation, etc.)

E. Continuing Response Actions:

- (1) Coordination between local, state and federal agencies is a function of the Columbia County Emergency Operations Center/ Emergency Support Function-10, *Hazardous Materials* to promote efficiency and avoid duplication of efforts.
- (2) Assigned resources may be reassigned as needed and/or requested.
- (3) Resources will be withdrawn when no longer required.

F. Recovery Actions:

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- (1) Emergency Support Function-10, *Hazardous Materials* will provide resources to assist recovery efforts upon request.
- (2) The Columbia County Health Department will monitor potential health concerns and request additional health resources if required. If there have been a significant impact to the environment additional coordination with other agencies (state Department of Environmental Protection) may need to be done to mitigate the effects of the spill.
- (3) Emergency Support Function-5 will document the incident activities and record specific information regarding cost and materials used in the clean-up effort.
- (4) The Columbia County Emergency Management Director will ensure all the proper reports and documentation have been completed and notifications made.
- (5) Assist victims impacted by the event as required (shelter, transportation, etc.).
- (6) Conduct an after action meeting with responding agencies to discuss the incident and incorporate any lessons learned in Standard Operating Guides.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Fire Department	Primary	Coordinate the response to and recovery from the impacts from a hazardous materials event. Request additional resources. Provide notification to the proper authorities.
Columbia County Volunteer Fire Departments	Support	Support hazardous materials response and recovery activities.
Columbia County Health Department	Support	Support the medical response and recovery activities related to a hazardous materials incident. Monitor health concerns, contamination, etc.
Columbia County Sheriff's Office	Support	Support hazardous materials response and recovery

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		activities including blocking of roads and traffic diversion.
Columbia County Public Works	Support	Support hazardous materials response and recovery activities including blocking of roads and traffic diversion.

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Agency or Department	Primary/Support	Tasks
Century Ambulance	Support	Support the medical response and recovery activities related to a hazardous materials incident.
Columbia County Emergency Management	Support	Support response and recovery activities related to a hazardous materials incident.
Columbia County Board of County Commissioners	Support	Support disaster operations.

A. Primary Agency: The Columbia County Fire Rescue is the Emergency Support Function-10, *Hazardous Materials* agency.

B. Support Agencies:

- (1) Columbia County Health Department: responds to bio-hazardous, radiological and mixed hazardous materials release/spills. The Public Health Unit will be accessed via Emergency Support Function-8, *Health and Medical Services*.
- (2) Columbia County Volunteer Fire Departments: used as needed and accessed via Emergency Support Function-4, *Firefighting*.
- (3) Gainesville Fire Rescue Hazardous Materials Team: utilized for on site releases/spills.
- (4) Columbia County Road Department: use as needed to provide barricades and signage and coordinate transport services - transportation vehicles and services, i.e. RTS, will be accessed via Emergency Support Function-1, *Transportation*.
- (5) Columbia County Sheriff's Office is responsible for traffic control and accessed via Emergency Support Function-16, *Law Enforcement and Security*.

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Columbia County Emergency Support Function - 11: FOOD and WATER

Primary Agencies: Catholic Charities Bureau, Lake City Regional Office

Support Agencies: American Red Cross
United Way of Suwannee Valley
Columbia County School Board
Columbia County Fire Rescue
Salvation Army
Local Food Stores
Suwannee River Water Management District
Columbia County Health Department
Columbia County Road Department
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for the overall coordination of providing food, water, and ice to victims following a disaster. It addresses how supplies will be obtained and an overview of the distribution.
- B. Purpose: The purpose of this Emergency Support Function is to identify, secure and arrange for coordinating the transport of food and water assistance to affected areas and is responsible for the overall coordination of providing food, water, and ice to victims following a disaster. It addresses how supplies will be obtained and an overview of the distribution.
- C. Scope: Emergency Support Function-11, *Food and Water* will identify food and water needs following a disaster or emergency, obtain and/or arrange for these resources including transportation if necessary. Food supplies obtained and distributed by Emergency Support Function-11, *Food and Water* will be dispensed to disaster victims via Emergency Support Function-6, *Mass Care*.
- D. Policies:
- (1) Emergency Support Function-11, *Food and Water* will be implemented by the Columbia County Emergency Management Director or designee's request for assistance prior to or following a disaster.
 - (2) Emergency Support Function-11, *Food and Water* activities will be coordinated through the Columbia County Emergency Operations Center. Emergency Support Function-11, *Food and Water* and support agencies will provide staff as required in

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- the Columbia County Emergency Operations Center on a 24-hour basis for the duration of Emergency Support Function-6, *Mass Care* activation.
- (3) In a small-scale event, Columbia County Emergency Management will coordinate with local vendors to prepare food for a limited amount of victims and/or responders.
 - (4) Emergency Support Function-11, *Food and Water* activities will support local agencies. Additional mass care resources required which are beyond local and state capability will be coordinated through Emergency Support Function-11, *Food and Water*. All State mass care responses to an event must be requested by and coordinated through Emergency Support Function-11, *Food and Water*.
 - (5) When a local response exceeds local resources, state assistance via mutual aid will be established with the Florida Division of Emergency Management and the State Emergency Operations Center American Red Cross liaison.
 - (6) Emergency Support Function-11, *Food and Water* will coordinate with Emergency Support Function-14, *Public Information* to release public information and mass care activities. Certain elements of mass care activities require confidentiality, therefore, the Red Cross Disaster Welfare Inquiry procedures shall be observed.
 - (7) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.

II. **SITUATION:**

A. Disaster Emergency Condition:

- (1) Disasters occur quickly or slowly develop. Sudden catastrophes include transportation accidents, airplane crashes, severe thunderstorms, tornadoes, fires, or technological events. Sudden catastrophes can require immediate evacuation, opening shelters and provision of mass care to victims, evacuees and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may be needed with no advance notice.
- (2) Slowly developing disasters such as hurricanes and floods provide warning and evacuation time. They may cause widespread evacuation and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees. Catastrophic disasters may cause extended displacement and extensive infrastructure damage that may extend into the recovery phase.

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B. Assumptions:

- (1) Columbia County has limited vehicles capable of storing potable water.
- (2) If necessary, Emergency Support Function-7, *Resource Support* may procure food, water, and ice.
- (3) Columbia County has limited transportation resources available for relief supplies.
- (4) Columbia County Emergency Management will coordinate requests and distribution of food and water supplies.
- (5) Because of the limited amount of resources in Columbia County, pre-positioning or staging would be limited to county fire departments, Sheriff's Office and the Columbia County Emergency Operations Center.
- (6) Because of the very nature of disaster situations, victims in the impacted area may need food, water, and ice until essential services are restored.
- (7) Columbia County has limited personnel and may need additional assistance in staffing for a prolonged event.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) Emergency Support Function-11, *Food and Water* operates in accordance with United States Department of Agriculture authorities and regulations, Public Law 93-288, as amended, and the Columbia County Emergency Operations Plan to provide disaster food and water supplies.
- (2) Emergency Support Function-11, *Food and Water* will staff the Emergency Operations Center on a 24-hour basis as needed pending a notification of potential or actual disaster.
- (3) Emergency Support Function-11, *Food and Water* will contact and coordinate with support agencies to determine availability of food and water. Inventories will be compiled by:
 - (a) Food type, i.e. dry, bulk, canned and so forth
 - (b) Suppliers and source locations

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- (c) Transportation needs
- (4) Emergency Support Function-11, *Food and Water* will coordinate with Emergency Support Function-6, *Mass Care* Emergency Support Function-7, *Resource Support* and Emergency Support Function-15, *Volunteers and Donations* to compile available sources.
 - (5) Transportation and distribution arrangements to the disaster or staging areas will be made.
 - (6) Mass feeding sites are the responsibility of Emergency Support Function-6. Mass feeding menus will be based on available foodstuffs. Quantity usage tables will be used to address serving sizes. These tables, combined with the menus, will provide for ordering, forecasting, and supplying data. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted according to available food quantities.
 - (7) Emergency Support Function-11, *Food and Water* is responsible for assessing the effectiveness of the food distribution network and overseeing the food and water inventory procured by Emergency Support Function-11, *Food and Water*. Staff will coordinate with county officials and Emergency Support Function-6, *Mass Care* to ensure food and water deliveries.

B. Organization:

- (1) Catholic Charities Bureau, Lake City Regional Office with support by the American Red Cross and also the United Way of Suwannee Valley is Emergency Support Function-11, *Food and Water*.
- (2) Emergency Support Function-11, *Food and Water* is responsible for addressing food and water concerns.
- (3) Support agencies may be tasked to provide a representative to the Columbia County Emergency Operations Center or to provide a representative who will be available via telecommunications means (telephone, facsimile, conference call, etc.) with the Emergency Operations Center.

C. Notification:

- (1) The Office of Emergency Management will notify Emergency Support Function-11, *Food and Water* of the potential for or occurrence of an actual disaster. Emergency

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Support Function-11, *Food and Water* or designee will report to the Columbia County Emergency Operations Center.

- (2) Emergency Support Function-11, *Food and Water* is responsible for notifying support agencies to report to the Columbia County Emergency Operations Center or another designated location.

D. Actions:

(1) Preparedness:

- (a) Maintain a roster of Emergency Support Function-11, *Food and Water* personnel
- (b) Conduct disaster response training
- (c) Periodically update the list of local vendors
- (d) Inventory food and water supplies
- (e) Emergency Support Function-6, *Mass Care* may be tasked with procuring food and water should local sources be unable to meet local needs. Out-of-county request and delivery may be delayed requiring the purchase of food and water until sufficient supplies are made available.

- (2) Response: Resource requests will be filled from local inventories. As resources are drawn down, out-of-county sources will be used. Resources will be drawn from the following list of preferences if practicable:

- (a) Local government stocks
- (b) Contracted vendors
- (c) Other commercial vendors
- (d) Out-of-county sources, including the State Emergency Operations Center
- (e) Coordinate with Emergency Support Function-6, *Mass Care* to identify the number of people in shelters and others in need of food and water.
- (f) Coordinate with Emergency Support Function-6, *Mass Care* to identify mass feeding and food distribution sites.

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- (g) Coordinate with Emergency Support Function-12, *Energy* for energy needs if required, i.e. generators, etc.
- (h) Coordinate with Emergency Support Function-3, *Public Works and Engineering* and Emergency Support Function-8, *Health and Medical Services* to monitor water contamination in the disaster area and estimate potable water needs
- (i) Coordinate with Emergency Support Function-7, *Resource Support* for resources, i.e. field kitchens, refrigerated trailers, water “buffaloes” and so forth.
- (j) Identify warehouse and storage needs and designate staging areas in the affected area and/or adjacent to the affected area. Coordinate with Emergency Support Function-1, *Transportation*, Emergency Support Function-6, *Mass Care*, Emergency Support Function-7, *Resource Support* and Emergency Support Function-15, *Volunteers and Donations* for assistance.
- (k) Coordinate with Emergency Support Function-15, *Volunteers and Donations* to include donated supplies into disaster-feeding efforts.
- (l) Monitor and coordinate the flow of food and water supplies into the impact area.
- (m) Assist Emergency Support Function-6, *Mass Care* with determining the need and feasibility of issuing emergency food stamps.
- (n) When a disaster is of such a magnitude that requires outside assistance, Columbia County Emergency Management will request food, water and/or ice needed to take care of the victims and responders.
- (o) Projections for future needs will be determined based on the incident and communicated to the providing agency.
- (p) Staging areas and/or distribution sites will be established based on the requirements of the incident and located in areas to facilitate rapid distribution to victims. Mass care locations and the required relief supplies will be determined in coordination with Emergency Support Function-6, *Mass Care*.
- (q) Locations for mass care sites will be disseminated via Emergency Support Function-14, *Public Information* in coordination with Emergency Support Function-6, *Mass Care*.
- (r) To the extent possible, Columbia County School Board, American Red Cross, Volunteer Fire Departments, and Columbia County Road Department will assist

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in distribution of relief supplies. Additional transportation resources may need to be requested as required by the event.

(s) Priority will be given to areas having the greatest impact from the disaster.

E. Recovery:

- (1) Continue monitoring food and water needs.
- (2) Coordinate with Emergency Support Function-6, *Mass Care* and Emergency Support Function-8, *Health and Medical Services* for special food and nutritional concerns.
- (3) Coordinate with Emergency Support Function-6, *Mass Care* and Emergency Support Function-15, *Volunteers and Donations* regarding long-term congregate meal services.
- (4) Recovery operations involving feedings of disaster victims and response/recovery personnel will be based on the requirements of the incident.
- (5) Sites for feeding operations may include, but not be limited to;
 - (a) disaster recovery centers;
 - (b) staging areas;
 - (c) comfort stations; and
 - (d) distribution sites.
- (6) A roaming feeding unit(s) may be requested depending on how widespread the impact is to the county.
- (7) Emergency Support Function-5, *Information and Planning* will gather intelligence and information from field units on current feeding operations, number of meals served, anticipated needs and demobilization of resources.
- (8) Columbia County Individual Assistance Coordinator will work with the State Individual Assistance Officer in determining the need for Food Stamp Assistance and other programs in Columbia County following the impact of a disaster.

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IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Emergency Management	Primary	Coordinate the response to and recovery efforts involving the distribution of food and water to disaster victims. Request additional resources.
Columbia County Fire Rescue	Support	Assist in the distribution of food and water to disaster victims.
Columbia County School Board	Support	Assist the ARC in the coordination/distribution of food and water to people in shelters. Assist in transportation of relief supplies to distribution sites throughout the county.
Columbia County Road Department	Support	Assist in transportation of relief supplies to distribution sites throughout the county.
American Red Cross	Support	Assist in the distribution of food and water to disaster victims. Coordinate the relief supplies to those in shelters.

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Agency or Department	Primary/Support	Tasks
Salvation Army	Support	Assist in the distribution of food and water to disaster victims. Coordinate the relief supplies to those in shelters.
Columbia County Board of County Commissioners	Support	Support disaster operations.
Local Food Stores	Support	
Suwannee River Water Management District	Support	
Columbia County Health Department	Support	

A. Primary Agencies:

- (1) Determine the availability of local, state and federal foodstuffs for disaster victims and responders.
- (2) Coordinate with local, state and federal officials to determine food and water needs for the population in the affected area(s).
- (3) Coordinate with Emergency Support Function-6, *Mass Care* to implement emergency procedures for the issuance of food stamps for qualifying households within the affected area. Applicable rules and regulations will be observed and enforced.
- (4) Make emergency food supplies available to households for take-home consumption in lieu of food stamps for qualifying households.
- (5) Develop transportation plans and strategies with Emergency Support Function-1, *Transportation* to provide distribution of food supplies to mass care locations including the deployment of water tankers to locations identified by Emergency Support Function-6 and local officials.

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- (6) Provide Emergency Support Function-5, *Information and Planning* Emergency Support Function-14, *Public Information* and Emergency Support Function-15, *Volunteers and Donations* daily food and water consumption amounts and types of food needed.
- (7) Document and record the cost of supplies, resources, and employee hours expended responding to the disaster.
- (8) Monitor the number of mass feeding sites, soup kitchens, etc. providing food to disaster victims.
 - (a) Columbia County School Board will:
 1. Provide inventories of available food supplies
 2. Coordinate with Emergency Support Function-6 to provide available food to Emergency Support Function-11, *Food and Water*
 3. Provide assistance monitoring the number of people fed at a site.
 4. Provide assistance calculating serving portions based on menus.
 - (b) American Red Cross:
 1. Activate agreements with the School Board, private vendors, supplement United States Department of Agriculture food stocks.
 2. Coordinate with Emergency Support Function-15, *Volunteers and Donations* with donated food and water.
 3. Initiate arrangements to deploy mobile field kitchens.
 4. Procure food and water supplies.
 5. Assist with establishing feeding and food distribution sites

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B. Support Agencies:

- (1) Coordinate the identification and assessment of short and long term food needs:
- (2) Assist with distribution of food and water supplies.
- (3) Assist and coordinate the issuance of emergency food stamps.
- (4) Provide infant and elder demographic information in a disaster area.
- (5) Provide demographic profiles of low-income eligible assistance programs in the impacted area (i.e., AFDC/WIC)
- (6) Provide current information on sources of infant formula
- (7) Provide volunteer resources, including:
 - (a) Transportation resources.
 - (b) Labor to load and unload shipments.
 - (c) Cooking staff.
- (8) Assist with collection and distribution of donated foodstuffs.

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Columbia County Emergency Support Function - 12: ENERGY

Primary Agency: Columbia County Public Works

Support Agencies: Columbia County Emergency Management
FPL
Clay Electric Cooperative
Suwannee Valley Electric Cooperative
Duke Energy
City of Lake City Utility Department
Town of Fort White Public Works
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: Power outages can be expected to occur following a disaster, severe cold or hot weather, fuel shortages, transportation disruptions, power plant outages, or downed transmission or distribution lines.
- B. Purpose: Emergency Support Function-12, *Energy* is responsible for coordinating the provision of emergency power to support emergency response and recovery efforts and normalized community functions. Emergency Support Function-12, *Energy* addresses coordination of restoring normal energy (power) supplies to Columbia County to include electric power, distribution systems, fuel, and emergency generators.
- C. Scope: Emergency Support Function-12, *Energy* involves coordinating the provision of emergency energy supplies, transporting and delivering fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functioning. Emergency Support Function-12, *Energy* will work closely with local, state and federal agencies including energy offices, energy suppliers and distributors. This includes:
 - (1) Assessing energy system damage, energy supply, energy demand and requirements to restore such systems;
 - (2) Assisting local agencies in obtaining fuel for transportation and emergency operations;
 - (3) Administering, as needed, statutory authorities for energy priorities and allocations;

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- (4) Emergency Support Function-12, *Energy* support agencies will assist energy suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy systems;
- (5) Recommending local actions to save fuel;
- (6) Coordinating information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- (7) Providing technical assistance involving energy systems;
- (8) Processing all fuel and power assistance requests received; and
- (9) Emergency Support Function-12, *Energy* coordination activities.

D. Policies:

- (1) Columbia County Emergency Management is the primary Emergency Support Function-12, *Energy* agency. The use of dual agencies responds to the scope of anticipated needs during an energy shortage/outage, i.e. fuel (gasoline, natural gas, propane, etc.), electric generation and so forth.
- (2) Local resources may be unavailable due to damage, inaccessibility or insufficient supply(s) following a disaster. Coordination with the State Emergency Operations Center will be essential to begin the recovery process and meet emergency energy needs as well as returning the community to pre-disaster conditions. Emergency Support Function-12, *Energy* resources will be used to assist with emergency efforts to provide fuel and power and other resources as necessary. Resource allocation considerations include response, recovery and return to normalcy.
- (3) Emergency Support Function-12, *Energy* and support agencies will coordinate activities to provide sufficient fuel supplies to emergency response organizations
- (4) Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted including activities along evacuation routes
- (5) Communicating with local utility organizations to coordinate emergency response and recovery needs
- (6) Coordinate with Emergency Support Function-6, *Mass Care* to identify emergency shelter electricity status/needs

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- (7) Emergency Support Function-12, *Energy* will provide assistance with emergency power to critical facilities
- (8) Emergency Support Function-12, *Energy* and supporting agencies will establish communication to cooperate and coordinate with public and private agencies and similar entities
- (9) Emergency Support Function-12, *Energy* will be activated upon notification of a potential or actual occurrence of a major disaster or emergency.
- (10) Emergency Support Function-12, *Energy* will coordinate with Emergency Support Function-14, *Public Information* to make public announcements and media releases, e.g. situation and status, power conservation measures and other energy related issues.

II. **SITUATION:**

A. Disaster/Emergency Condition(s):

- (1) A major or catastrophic disaster can severely disrupt or destroy the local energy infrastructure.
- (2) Generation capacity shortfalls may occur because of extreme weather conditions. Shortfalls may result from higher than expected demand for energy when generating units are normally unavailable due to scheduled maintenance or unplanned generating unit outages
- (3) Energy shortages may occur. Electric power supplies could be in jeopardy because of insufficient generation capacity and/or transmission limitations
- (4) Natural, man-made and technological disasters may cause energy shortfalls or shortages, i.e. natural gas supply interruptions, fossil fuel embargoes, etc.

B. Planning Assumptions:

- (1) Columbia County Emergency Management is the lead Emergency Support Function-12, *Energy* agency.
- (2) Abnormal weather may cause unanticipated generating unit outages.
- (3) Severe weather may damage transportation infrastructure.

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- (4) There may be occasional times when generating capacity is limited or falls below customer demand.
- (5) Widespread and prolonged electrical power outage will affect:
 - (a) communications
 - (b) inoperative traffic signals causing gridlock taxing local law enforcement agencies
 - (c) tax critical facilities possessing emergency power capabilities, i.e. communication centers, hospitals, etc.
 - (d) seriously disrupt normal affairs and daily life
 - (e) possibly endanger public safety and good order.
- (6) The lead agency(s) on notification of a potential or actual electrical generating capacity shortage, or actual or potential fuel shortage(s) shall communicate and coordinate with local, state and federal agencies when prioritizing emergency support and energy restoration.
- (7) Water pressure systems may be low or zero, affecting facilities essential to the health and safety of the public; hampering fire fighting capabilities and sewer systems may not function.
- (8) Emergency Support Function-12, *Energy* will coordinate and direct local efforts including volunteers.
- (9) Damaged areas will have restricted access or not readily accessible, except, in some cases by air. Coordination with Emergency Support Function-16, *Law Enforcement and Security* will be required.
- (10) Limited providers of electric power serve Columbia County.
- (11) Columbia County has a limited supply of portable generators with most already dedicated to critical facilities such the dispatch center and shelters.
- (12) Columbia County has limited fuel supply and very few public gas stations.
- (13) Columbia County Emergency Operations Center has its own back up generation capability.

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- (14) Because of the rural nature of the county, power restoration to all residents may take longer than average time.
- (15) By statutory authority for energy allocation and prioritization is contained in Chapter 252, F.S.; Florida SS 911; Chapter 366.04 and 05, F.S.; Chapter 377.703 (3)(a); F.S.; Rule 25-6.0183, FL Administrative Code; and Rule 25-6.0185, FAC.
- (16) The use for and request for resources is based on incident requirements taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function is responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (17) Because of the limited amount of resources in Columbia County, pre-positioning or staging will be limited to emergency facilities (shelters, etc.).

III. **CONCEPT of OPERATIONS:**

- A. General: When electric utility operating reserves are nearly depleted, there is an imminent possibility of curtailment or loss of firm load. When other energy supplies (such as natural gas or automotive transportation fuels) are disrupted an appraisal of the situation is made by designated authorities and personnel. Action is taken to meet the need or correct the situation. Emergency Support Function-12, *Energy* personnel will be notified and mobilized to direct and coordinate relief efforts including communicating with the general public and appropriate governmental agencies. The goal is restoration of normal service when the emergency is over. These response actions are carried out to maintain energy systems' integrity and to minimize the impact on Columbia County residents and businesses'.
- B. Organization:
 - (1) Columbia County Public Works is the lead Emergency Support Function-12, *Energy* agency.
 - (2) Columbia County Dispatch will notify the lead agency of an actual or pending emergency with the potential to impact the County.
 - (3) Emergency Support Function-12, *Energy* will be responsible for notifying supporting agencies and ensuring that energy concerns are addressed.

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- (4) Communications will be maintained with electric utilities and support agencies in responding to and recovering from emergencies regarding electrical service outages, electric generating capacity shortages, fuel shortages, and any other emergency energy concern.

C. Notification:

- (1) Columbia County Dispatch will notify Emergency Support Function-12, *Energy* via alphanumeric pager, telephone and/or facsimile.
- (2) Emergency Support Function-12, *Energy* will notify support agencies, as needed, via alphanumeric pager, telephone and/or facsimile.
- (3) Each agency is responsible for the notification/coordination and scheduling and reporting of personnel, i.e. operators, line men, drivers, mechanics, etc.

D. Response Actions:

(1) Initial Actions:

- (a) Inventories of available resources and stocks will be reviewed
- (b) Contact electric, gas, telephone, water, and other utilities serving the affected area to obtain information about damage and/or assistance needed
- (c) Coordinate with support agencies to establish priorities and develop strategies for the initial response
- (d) Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure consistent action and communication
- (e) Assign emergency response/damage assessment teams to the impacted areas to determine possible affected areas, industries, and resources needed for energy restoration
- (f) Determine local generating capacity; expected peak loads; expected duration of emergency event; Emergency Support Function-12, *Energy* actions and recommendations of state and local agency actions in support of the utilities
- (g) Provide information to Emergency Support Function-14, *Public Information* concerning generating capacity shortfalls and actions.

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- (h) The Columbia County Emergency Management Director, or his/her designee, will coordinate to provision for emergency power to support emergency response and recovery efforts and normalized community functions.
 - (i) Columbia County Road Department will top off fuel tanks and confirm delivery of additional fuel after impact from the event. Specific procedures for obtaining and transporting fuel can be found in the Columbia County Public Works Standard Operating Guides.
 - (j) All generators will be checked to ensure they are in working order.
- (2) Continuing Actions:
- (a) Communicate with and monitor local and utility response actions
 - (b) Emergency Support Function-12, *Energy* is responsible for the receipt of and assessing requests for aid from local agencies, energy offices, energy suppliers, and distributors
 - (c) Emergency Support Function-12, *Energy* is responsible for coordinating with State Emergency Operations Center including resources to repair damaged energy systems. Such resources may include transportation to speed system repair or deliver fuel.
 - (d) Emergency Support Function-12, *Energy* will establish priorities to repair damage to energy systems and subsystems.
 - (e) Provide Emergency Support Function-14, *Public Information* with assessments of energy supply, demand, and requirements to repair or restore energy systems.
 - (f) Emergency Support Function-12, *Energy* is responsible for documenting and maintaining records of emergency responses.

E. Recovery Actions:

- (1) Initial Actions:
- (a) Coordinate the provision of resources to assist local agencies in restoring emergency power and fuel needs.
 - (b) Review recovery actions and develop strategies for meeting local energy needs.

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- (c) Continue to monitor local, state and utility actions.
- (d) Assessment of damage, energy supply demands and requirements to restore electric transmission systems will be done initially by damage assessment teams, but fully by the respective electric companies. This assessment will include impacted area, number of people without power, safety concerns, etc. Emergency Support Function-5, *Information and Planning* will compile information and intelligence from the field for inclusion in the Incident Action Plan and a guide for requests for additional resources.
- (e) Contact will be made with commercial utility providers and State Emergency Support Function-12, *Energy* to determine the length of anticipated power outage.
- (f) If the outage will be of such a length that requires assistance beyond the resources the county can provide, Columbia County Emergency Management Director, or his/her designee will request additional resources from Emergency Support Function-7, *Resource Support* and/or State Emergency Support Function-12, *Energy*.
- (g) If Emergency Support Function-7, *Resource Support* cannot locate the required resources locally, the Columbia County Emergency Management Director, or his/her designee, will request the needed resources through the State Emergency Operations Center.
- (h) Information regarding power outages will be disseminated via Emergency Support Function-14, *Public Information*, and the local power providers. All information will be forwarded to the State Emergency Operations Center/Emergency Support Function-14, *Public Information* for inclusion in public information releases.
- (i) Restoration of power will be prioritized for health, safety, critical facilities, and then the general population. Restoration to damaged dwellings will be done when the building can safely accept it.
- (j) Emergency Support Function-12, *Energy* will work with Emergency Support Function-5, *Information and Planning* to ensure information is passed to the State Emergency Operations Center, Emergency Support Function-12, *Energy* and Emergency Support Function-5, *Information and Planning*.

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(k) Damage to power generating facilities will be given to state and federal counterparts for inclusion in PA estimates/projects.

(2) Continuing Actions: Provide information and support regarding energy concerns.

IV. ROLES and RESPONSIBILITIES:

Agency of Department	Primary/Support	Tasks
Columbia County Road Department	Primary	Coordination of restoring normal power supplies to the county. Obtaining additional resources as needed incident response and recovery.
Columbia County Emergency Management	Support	Support the restoration of power supply. Supply fuel, maintain roadways and isolate safety hazards.
Municipal Public Works Divisions/Departments	Support	Report power outages and repair downed lines and equipment.
Columbia County Board of County Commissioners (BOCC)	Support	Support disaster operations.
Town of Fort White Public Works	Support	Report power outages and repair downed lines and equipment.

A. Primary Agency:

- (1) Columbia County Emergency Management will coordinate with support agencies and Emergency Support Functions in directing resources and prioritizing energy needs.
- (2) Communicate with other public works and utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
- (3) Monitor the activities of local utilities during a generating capacity shortage on their systems including the procedures followed by all utilities to ensure coordinated activity.

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- (4) Emergency Support Function-12, *Energy* will coordinate and communicate with local, state and federal agencies and regularly update Emergency Support Function-5, *Information and Planning* regarding:
 - (a) Impacted geographic area(s) including number of impacted customers, if available
 - (b) Electric generating capacity
 - (c) Status of major generating unit outages
 - (d) Emergency measures undertaken and/or implemented
 - (e) Expected duration of event
 - (f) Restoration plans including peak load
 - (g) Explanations of utilities planned actions; and recommendations of agency actions in support of the utilities
- (5) Develop and implement energy priorities for critical facilities.
- (6) In the event of a shortage of automotive transportation fuels or fuels needed for other industrial purposes, coordinate with industry trade groups and associations to obtain needed fuel supplies.

B. Support Agencies:

- (1) Emergency Support Function-12, *Energy* will communicate with energy suppliers, i.e. trade organizations, utilities and other relevant organizations to facilitate assessment, repair and restoration of energy.
- (2) Establish and maintain contact with Emergency Support Function-12, *Energy* in the Columbia County Emergency Operations Center if required.

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Columbia County Emergency Support Function - 13: MILITARY SUPPORT

Primary Agency: Columbia County Sheriff's Office

Support Agencies: Columbia County Emergency Management
Florida National Guard
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: A major or catastrophic disaster may necessitate the use of military resources to augment local agencies in Columbia County disaster response and recovery efforts. This section addresses the procedures for requesting and use of military assets.
- B. Purpose: Florida's Comprehensive Emergency Management Plan outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the state plan for general guidance, policies and authorities. Use the Florida plan for general guidance and procedures applicable to any county.
- C. Scope: Emergency Support Function-13, *Military Support* reinforces the Columbia County Comprehensive Emergency Management Plan by outlining specific tasks, resources, locations, and responsibilities to support the military presence in county during disaster operations. Military forces consist primarily of Florida National Guard and possibly active duty military forces. These forces may be used during disaster operations for missions within Columbia County in support of disaster relief. Columbia County may host military forces in support of missions in adjacent counties.
- D. Policies: Military support supplements local and state relief. Refer to Florida Comprehensive Emergency Management Plan on commitment and use of military forces. National Guard assistance normally is provided when:
 - (1) The situation is so severe and widespread effective response and support is beyond the capabilities of local and state government and civil resources have been exhausted.
 - (2) Required resources are not available from commercial sources as Florida National Guard support will not be furnished if it is in competition with private enterprise or the civilian labor force.
 - (3) Required as a supplement to civil resources to cope with the humanitarian and property protection requirements caused by a civil emergency or mandated by law.

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- (4) The experience and the availability of Florida National Guard resources permit the Florida National Guard to perform tasks more effectively or efficiently than other agency(s).
- (5) **AN EMERGENCY OR DISASTER OCCURS AND WAITING FOR INSTRUCTIONS FROM HIGHER AUTHORITY WOULD PRECLUDE AN EFFECTIVE RESPONSE, A NATIONAL GUARD COMMANDER MAY DO WHAT IS REQUIRED AND JUSTIFIED TO SAVE HUMAN LIFE, PREVENT IMMEDIATE HUMAN SUFFERING, OR LESSEN MAJOR PROPERTY DAMAGE OR DESTRUCTION.** The commander will report the action taken as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requestor.
- (6) Any public service is lost or withdrawn and an immediate substantial threat to public health, safety, or welfare is evident. It is desirable supervisors, managers, and key personnel of the public service are available to provide technical assistance to National Guard Personnel. In the absence of key public service personnel, the State Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
- (7) The capability of the National Guard is to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

II. **SITUATION:**

- A. Disaster/Emergency Conditions: Military forces support varied types and size missions during disasters. Most hazards can affect Columbia County with various levels of vulnerability. Refer to the Florida Comprehensive Emergency Management Plan or the Columbia County Hazards Vulnerability Analysis for types hazards that may affect the county.

- B. Planning Assumptions:

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- (1) Military support is based on availability of forces. Department of Defense wartime needs command first priority. The scale and scope of disaster dictate actual military support.
- (2) In emergency situations where it is evident that response and recovery efforts are beyond the local response agency capabilities, Columbia County Emergency Management will request assistance from Florida Division of Emergency Management. Depending of the required resource, it may be necessary to utilize military equipment and personnel.
- (3) Due to Columbia County’s limited staff, Columbia County Emergency Management will request assistance to staff Emergency Support Function-5 and a liaison for : Emergency Support Function-13, *Military Support*.
- (4) Columbia County understands the limitation of utilizing the Florida National Guard and will make every attempt to fill the resource locally and/or through other Emergency Support Function assets via the State Emergency Operations Center.
- (5) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (6) Columbia County does not have military resources in the county, therefore pre-staging is not possible.
- (7) Columbia County falls under the Northern Area Command located in Jacksonville.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) The Florida National Guard Area Command responsible for planning and executing military support to civil authority operations for Columbia County is North Area Command, 83rd Troop Command, Headquarters- Tallahassee, Florida¹.

¹ **83rd Troop Command** - Tallahassee, Florida

Detachment 1, 83d Troop Command, State Area Command is the most diverse Major Subordinate Command in the Florida Army National Guard, currently authorized 2,004 soldiers. The headquarters, located in Tallahassee, Florida provides command and control over designated units within Florida. The 83d Troop Command's mission is to provide command and control of

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- (2) Before a disaster, Florida Division of Emergency Management and The State Adjutant General-Emergency Operations Center will attempt, if possible, to decide if Columbia County will receive Rapid Impact Assessment Teams.
- (3) In order to expeditiously process request for Florida National Guard assistance it is imperative that the proper request channels are utilized. Florida National Guard assistance may be requested through two agencies based upon mission needs.
 - (a) Law Enforcement and Security. Request for law enforcement and security assistance from local and county law enforcement agencies will go to Florida Department of Law Enforcement, Director of Mutual Aid, Tallahassee, Florida.
 - (b) Other Military Support to Civil Authorities Assistance. The requesting County Office of Emergency Services will make the request for assistance, other than law enforcement and security, to Division of Emergency Management, Tallahassee, Florida.
- (4) Request for assistance will be made in the form of a “Mission Request” detailing general or specific objectives to be accomplished. The tactical direction of troops, the kind and extent of force to be used and the particular means to be employed to accomplish the objectives will be determined by the Area/Task Force Commander unless otherwise specified.
- (5) Upon official mission tasking by State Adjutant General-Emergency Operations Center the Area/Task Force Commander’s designated representative (Liaison Officer) will report to the civil authority point of contact for detailed instructions and coordination.

B. Operational Concepts

- (1) Immediately following a major or catastrophic disaster, the Florida National Guard will deploy one or more Rapid Impact Assessment Teams. The team composition may include civil utility and infrastructure experts, as needed. The mission of the Rapid Impact Assessment Teams is to expeditiously evaluate the affected population's immediate needs. Rapid Impact Assessment Teams evaluate the

peacetime units to assure all units within the Troop Command are trained, equipped, and prepared to deploy in support of federal and state missions. For military support to civil authorities, the headquarters is designated as the North Area Command responsible for planning and support to 17 north Florida counties.

SOURCE: www.floridaguard.army.mil/read.asp?did=1586

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availability of essential services (food, water, housing, and medical) within the impacted area and loss or damage to the infrastructure (communications, transportation, and utilities).

- (2) Each Rapid Impact Assessment Team, consists of 8-12 personnel, and deploys from a pre-selected staging site at the earliest possible time following an emergency/disaster to a pre-identified county landing zone. The Rapid Impact Assessment Team includes communication specialists, aircrews, helicopters and ground transport units.
- (3) Emergency Helicopter Landing Zones (for Rapid Impact Assessment Teams): The landing zone is controlled by the county Emergency Operations Center. Users other than the Florida National Guard will coordinate with the emergency operations center to use the zone.

COLUMBIA COUNTY LANDING ZONES			
(Current as of February 24)			
LOCATION	OBSTRUCTION	LATITUDE	LONGITUDE
SHANDS at Lake Shore Hospital Pad	None	– 30.1163	– 82.3790
S & S Convenience Store at U.S. 441 North & I-10 Parking Lot	None	– 30.1447	– 82.3831
Deep Creek County Fire Department	Power lines on the East side of the landing zone	– 30.216	– 82.371
Memorial Stadium – Football Field	None	– 30.1164	– 82.3873
HRS Parking Lot – North of Florida Highway Patrol Station	300’ communications tower 1500’ South of landing zone	– 30.1115	– 82.3943
CCFR- Station 51, Lake Jeffrey Rd	None	– 30.1115	– 82.3943
Five Points School	300’ communications tower 3000’ North of landing zone	– 30.1313	– 82.3863
Highway 90 West	Power lines border Highway 90 and East side of landing zone	– 30.1093	– 82.4075

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Suwannee Valley Fire Department	Power lines parallel U.S. 41 on Fire Station side of the field	– 30.1680	– 82.4196
Lake City Municipal Airport	None	– 30.1092	– 82.3863
Mormon Church Parking Lot	150' unmarked antenna approx. 800' East of landing zone. Light posts border parking lot	– 30.1072	– 82.3653
Little Bit Country Florist – Front Field	None – Large enough for two (2) helicopters	– 30.0736	– 82.3640
Columbia Correctional Institute	Power lines of the Northwest side	– 30.1178	– 82.3023

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COLUMBIA COUNTY LANDING ZONES			
(Current as of July 08)			
Circle R Ranch (Highway 41 South) Field at North Gate	Power lines border Highway 41 – Large enough for multiple helicopters	– 30.0527	– 82.3545
L & G Truck Stop – Ellisville	None – Cashier inside can get all trucks moved	– 30.5979	– 82.3580
Lulu Community Center – Field behind white house	Power lines running East-West along the North side of the field	– 30.0666	– 82.2984
South Town Plaza	None	– 30.1036	– 82.3844
Southside Baseball Complex	None	– 30.1035	– 82.3911
Cannon Creek Private Airpark	None	– 30.0915	– 82.4009
Columbia County Emergency Medical Services Station One	None	– 30.1060	– 82.4080
Cypress Lake Resort (Highway 90 West)	Power lines border Highway 90	– 30.1123	– 82.4075
Joy Explosion (Highway 252 West)	Power lines border Highway 252	– 30.1123	– 82.4486
Cannon Creek Center (Ring Power) – Large Field near entrance	None	– 30.0982	– 82.3943
Butzer Road Cemetary (Highway 240)	Power lines border Highway 240 side of landing zone	– 30.0417	– 82.4178
Lake City Airpark (Private Airpark)	None 2600' Grass runway	– 30.0289	– 82.3609
Columbia Motorsports Park	None	– 29.5982	– 82.3687
West end of the fairgrounds, SW quadrant of Lake City		– 30.1132	– 82.4056

NOTE: Due to the abundance of open fields throughout the county most “first responders” have the capability to direct rotary wing aircraft to alternate landing zones.

- (4) Any Florida National Guard unit can be tasked during a disaster. Once ordered to duty, Florida National Guard units assemble at home station. Liaison elements

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establish contact with the appropriate civil authorities. If necessary, the State Adjutant General may direct liaison officers to the area of operations to contact the Governor's Authorized Representative, local and state officials and the Staff Coordination Assistance Team.

- (5) Once ordered to deploy, forces move personnel and equipment to a pre-designated assembly area within proximity of the affected area. When conditions allow, the forces move into the affected area and begin relief efforts. The area commander decides and coordinates the staging area.

C. Response Actions:

- (1) When it is evident that response and recovery efforts are beyond the local response agencies capabilities, Columbia County Emergency Management will request assistance from the State Emergency Operations Center. The requests for assistance may involve, but not be limited to Emergency Support Function-5 support, law enforcement support, and humanitarian support.
- (2) Utilization of Florida National Guard assets will be coordinated with the Florida National Guard Liaison in the Columbia County Emergency Operations Center and the State Emergency Operations Center. Mission requests will detail the nature of the mission, length of anticipate duration, on scene contact.
- (3) Demobilization of military assets will be based on the requirements of the event and in accordance with the Florida National Guard Standard Operation Procedures.
- (4) Requests for military support will be prioritized according to life/safety issued, followed by support missions (which could include transportations, supply distribution, etc.).

D. Recovery Actions:

- (1) Requests for military support during recovery will be prioritized according to life/safety issued, followed by support missions (which could include transportations, supply distribution, etc.).
- (2) Columbia County Emergency Management will continue to coordinate : Emergency Support Function-13, *Military Support* activities during recovery. Florida National Guard staffing will be determined by : Emergency Support Function-13, *Military Support*.

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- (3) Columbia County will continue to utilize Florida National Guard personnel to augment Emergency Support Function-5 until the incident no longer requires such action.
- (4) Incident information will continue to be obtained from field operations personnel (i.e. damage assessment teams, search and rescue personnel, road department personnel, etc.) as well as other sources (i.e. meteorologist) and verified by emergency operations center staff.

IV. ROLES and RESPONSIBILITIES:

Agency of Department	Primary/Support	Tasks
Columbia County Emergency Management	Primary	Obtaining Florida National Guard resources for humanitarian missions as needed incident response and recovery.
Columbia County Sheriff's Office	Support	Coordination of Florida National Guard resources for security missions.
Florida National Guard	Support	Support Columbia County in humanitarian missions, Emergency Support Function 5 support, and security support.
Columbia County Board of County Commissioners	Support	Support disaster operations.

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A. Florida National Guard Responsibilities:

- (1) Liaison officers are trained for military assistance to civilian operations. They provide guidance on National Guard assets, capabilities, and limitations to support agencies, assist in coordinating mission request and assure proper flow of mission requests between civilian and military agencies.

A LIAISON OFFICER CANNOT COMMIT FLORIDA NATIONAL GUARD ASSETS OR PERSONNEL FOR A MISSION WITHOUT PRIOR APPROVAL FROM THE STATE ADJUTANT GENERAL-EMERGENCY OPERATIONS CENTER (ST. AUGUSTINE).

- (2) The liaison officers before or after the disaster should be integrated into the county communications networks. The liaison officer(s) will provide representation in the emergency operations center.

B. Columbia County Responsibilities: The county will provide radio and pager communication. Should local communications be inoperable then alternate means will be made available.

- (1) Emergency Support Function-5 will post information provided by the liaison, to include:
 - (a) Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas.
 - (b) County/state agency tasks and mission status.
 - (c) Communication networks to include radio frequencies, telephone and pager numbers.
 - (d) Staff meetings that include civilian and military attendees.
- (2) Requesting Assistance: All requests for Florida National Guard assistance will be directed to : Emergency Support Function-13, *Military Support* in the emergency operations center. : Emergency Support Function-13, *Military Support* will coordinate with the Florida National Guard representative to support the task. : Emergency Support Function-13, *Military Support* monitors and updates the status of each task.

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- (3) Special Units: Florida National Guard has specific units designated for civil disturbances and law enforcement operations. Examples of Florida National Guard special mission teams are:
- (a) Damage Assessment Teams: Conduct an immediate and limited assessment of a given area to analyze the extent of damage to life sustaining or life threatening systems. The Team complements Rapid Impact Assessment Team.
 - (b) Forward Area Response Team: Deploys to remote or inaccessible locations to establish reception capability for follow on forces.
 - (c) Insertion Teams: Special forces capable of insertion into inaccessible areas to conduct follow-on missions, i.e. first aid, damage assessment, etc. Insertion teams trained to use airmobile, airborne or maritime methods.
 - (d) On-The-Street-Teams: Perform standard civil disorder maneuvers in support of the commander's objectives.

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Columbia County Emergency Support Function - 14: PUBLIC INFORMATION

Primary Agency: Columbia County Emergency Management

Support Agency: Columbia County Sheriff's Office
Columbia County Board of County Commissioners
Columbia County Fire Rescue
Florida Department of Transportation
Florida Gateway College
Columbia County School District
Columbia County Health Department

I. INTRODUCTION:

- A. General: Providing accurate and timely information immediately before, during and after a disaster is critical in successful response and recovery operations. This Emergency Support Function describes the local organization and procedures for providing accurate information to the public. Additionally, this Emergency Support Function works under the direct supervision of the Columbia County Emergency Management Director or his/her designee, and coordinates information and data with Emergency Support Function – 5, *Information and Planning* and the Citizen Information Center (phone bank).
- B. Purpose: To accurately and efficiently gather and disseminate information to and from the general public and response and recovery personnel in the event of a disaster or emergency situation.
- C. Scope:
 - (1) Emergency and non-emergency public information will be accomplished via three phases:
 - (a) Normal: Information dissemination during normal operations includes disaster preparedness materials such as brochures and pamphlets, speaking engagements and presentations, news releases and media events. The information encourages preparedness activities, awareness and individual and family preparedness to minimize the loss of life and property during a disaster. This information identifies vulnerabilities for hazards identified in the hazards vulnerability analysis.

Emergency Support Function 14 - 1

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- (b) Emergency Information: Emergency information dissemination begins when an actual or pending emergency threatens the local area. Pre-packaged preparedness information will be widely disseminated via the media. As the situation becomes more threatening, specific information, maps and instructions will be released primarily directed toward the survival, health and safety of the citizens in the impacted area.
 - (c) Post Emergency: Post-emergency phase starts after the impact and continues until the recovery and rehabilitation needs are satisfied. Public information will include disaster assistance, recovery efforts, actions alleviating problems, and assistance programs availability.
- (2) This Emergency Support Function applies to natural or manmade disasters or emergencies whenever a local emergency response is required in either a declared or undeclared emergency. This scope includes, but is not limited to performing the necessary actions to:
- (a) Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public.
 - (b) Provide a central point allowing the news media and general public to access information concerning protective actions taken by Columbia County.
 - (c) Coordinate the release of information with the Citizen Information Center Phone Bank before, during, and after a disaster.
 - (d) Release public information concerning needed volunteer goods and services.
- D. Policies: The Columbia County Public Information Officer will be responsible for public information activities during an actual or pending emergency. This individual and support staff will:
- (1) Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public.
 - (2) Ensure that media information is authorized by the Columbia County Emergency Management Director or Emergency Support Function-5, *Information and Planning* prior to public release.
 - (3) Actively solicit information from all Emergency Support Function's and municipal liaisons to ensure current and complete information is being disseminated.

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- (4) Establish a plan for managing and staffing of media and emergency public information telephone lines before, during and after a disaster.
- (5) Release public information concerning needed volunteers and donations, re-entry and other recovery issues.
- (6) Coordinate informational flow with the State Emergency Operations Center.
- (7) Ensure media (both print and electronic) are monitored for correct and consistent informational releases.

II. **SITUATION:**

A. General: Public information enhances preparation, response and recovery activities during an actual or potential disaster or emergency. The Emergency Alerting System, Local Alert Warning System and/or National Oceanic and Atmospheric Administration All-Hazards Alert Radio transmitter will be activated when residents need to be warned, especially without advance notice. All warnings will advise residents to continually monitor local media for further information.

B. Planning Assumptions:

- (1) Public information is critical in pre- and post event scenarios.
- (2) A significant natural disaster, emergency condition or other major incident may be of such severity and magnitude that the means of dispensing public information in the disaster area may be severely affected or cease to function. Outside the disaster area, the demand for information concerning the disaster will be overwhelming.
- (3) In the aftermath of a disaster, information will frequently be erroneous, vague, difficult to confirm and contradictory.
- (4) The news media will be a valuable asset in communicating timely and accurate information to the public.
- (5) In the aftermath of a disaster, there will be a significant demand to know what volunteer resources are needed.

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- (6) A significant number of evacuees from other areas will be in Columbia County. A mechanism must be in place to advise those visitors of the location of timely radio information, the availability of lodging, fuel and shelter. Timely information on when it's safe to return home should also be provided to those that are seeking shelter in our community.
- (7) Extensive destruction of media communications facilities coupled with the loss of electrical power can severely disrupt the normal flow and dispersal of information.
- (8) The demand for public information may exceed local capabilities. Additional support may be requested from the State or other sources.
- (9) Columbia County Columbia County Emergency Management Director, or his/her designee, will be responsible for the development and distribution of public information before, during and after a disaster. Due to the limited number of personnel available within the county to perform this task, mutual aid or state assistance may be required for extended operations.
- (10) For immediate public warning, the Emergency Alert System will be utilized in coordination the State Warning Point and the Jacksonville Office of the National Weather Service. Additionally, the automated phone alert system would be activated for the impacted area.
- (11) Route alert notification may also be utilized to warn the public in emergency situations.
- (12) Press releases will be coordinated with the State Emergency Operations Center/Emergency Support Function – 14, *Public Information* to ensure timely and accurate release.
- (13) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.
- (14) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations.

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- (15) In the aftermath of disaster:
- (a) Information can be erroneous, vague and contradictory.
 - (b) There will be a significant demand to know what resources are needed.
- (16) Re-entry information: Information releases will concentrate on the following topics:
- (a) Lifesaving and life safety including survival, health and safety issues.
 - (b) Recovery including instructions concerning disaster recovery, relief, programs and services.
 - (c) Non-emergency information by participating government and volunteer agencies.
- (17) Normal Public Information Programs;
- (a) Information packages are distributed annually with hazard specific information.
 - (b) Brochures and pamphlets on emergency management topics including hazard specific and general disaster preparedness are distributed during public awareness presentations and organizational requests. Handouts are comprehensive and cover all phases of emergency management from preparation to mitigation. This provides valuable information to year round residents and seasonal/tourist visitors.
 - (c) Emergency Management staff will provide public awareness presentations year round to civic groups, mobile home parks, schools, businesses and homeowners. The presentations will include information specific to the needs of the audience, for example, assistance programs during disasters, hazard vulnerability analysis, protective actions, sheltering and evacuation.
 - (d) Public Service Announcements from State and Federal agencies plus those produced locally have been developed to maintain hazard awareness and focus on preparation issues.
 - (e) Public information programs made in concert with representatives from other emergency agencies, i.e. Red Cross, to provide the public with a comprehensive overview of organizational relationships necessary for an effective emergency management team.

Emergency Support Function 14 - 5

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- (f) Columbia County Emergency Management maintains an Internet site with a primary emphasis on providing information to the general public. Information includes evacuation, shelters and preparedness.
 - (g) Public information from Columbia County Emergency Management is routinely provided to the media to ensure a year round flow of information is disseminated to the public.
- (18) Emergency Public Information: Providing emergency information to residents requiring special assistance poses significant problems. People needing special assistance need to be informed of events and developments. Emergency vehicle loud speakers and door-to-door announcements may be used.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) The Incident Command System will be the organizational structure for disaster operations, with the Columbia County Public Information Officer reporting directly to the Emergency Management Director or designee.
- (2) The Columbia County Public Information Officer will be the point of contact at the Columbia County Emergency Operations Center for all media representatives.
- (3) The Columbia County Public Information Officer will be responsible for the release of all public information from the Columbia County Emergency Operations Center, in coordination with the Columbia County Emergency Operations Center Internal Operations Staff and Emergency Support Function Managers and after review with the Columbia County Emergency Management Director.
- (4) Media will be furnished space within the Columbia County Emergency Management's Office lobby, if available.
- (5) During disasters, the Columbia County Emergency Operations Center will act as the central coordinating facility for receiving and disseminating public information. Information flow to the Columbia County Emergency Operations Center will occur directly from news media reports and citizen public information phone calls. Information will also flow from municipal liaisons and officials, the State Emergency Operations Center and other Emergency Support Functions.

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- (6) Information will flow from the Columbia County Emergency Operations Center in the form of media briefings, press releases, and situation reports. Information will be coordinated with adjoining jurisdictions who are experiencing the situation to ensure a coordinated release of information.
 - (7) Access to the Columbia County Emergency Operations Center by the media will be limited. Should media request access and be in excess of the room's capability, a pool representative from each media type will be selected for this access. Only pool participants will be eligible to receive pool information.
 - (8) A b-roll feed from the Columbia County Emergency Operations Center will be available for electronic media access.
- B. Organization: The Columbia County Public Information Officer is the lead for Emergency Support Function – 14, *Public Information*. Emergency Support Function – 14, *Public Information* will need to be staffed on a 24-hour schedule to facilitate the flow of public information.
- (1) A lead public information officer will be designated for each 12-hour operational period.
 - (2) Emergency Support Function – 14, *Public Information* will coordinate with Emergency Support Function – 5, *Information and Planning* to ensure accurate and consistent information is released.
 - (3) Emergency Support Function – 14, *Public Information* will be responsible for coordinating with the Citizens Information Center (CIC). The Citizens Information Center becomes Rumor Control when circumstances dictate.
 - (4) Emergency Support Function – 14, *Public Information* may establish a Joint Information Center in the event of a catastrophic disaster. Public Information Officers from other governmental agencies will staff the JIC to render assistance and work in concert delivering public information. Public information specialists from Federal Emergency Management Agency and the State of Florida may respond to the disaster area. A Joint Information Center may be established in the County Administration building, or if the disaster is not limited to Columbia County it may be set up at the Disaster Field Office or other centralized location.

Emergency Support Function 14 - 7

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- (5) Emergency Support Function – 14, *Public Information* and Emergency Support Function – 15, *Volunteers and Donations* will coordinate the release of information concerning volunteer goods and services needed in the disaster area, and where volunteers and donors may deliver such goods or potential services.
- (6) All Emergency Support Functions should regularly provide information to Emergency Support Function – 14, *Public Information* to keep government officials and citizens aware of current events.

C. Notification:

- (1) Pre- and post event activities will be monitored by Columbia County Emergency Management Staff.
- (2) Columbia County Emergency Management will advise the Columbia County Public Information Officer of the situation.
- (3) The Columbia County Public Information Officer will notify the Emergency Support Function agencies as needed.

D. Emergency Alerting System: Columbia County is in Emergency Alerting System Operational Area 4 composed of five north Florida counties. Columbia County must contact the State Division of Emergency Management to activate the Emergency Alerting System.

- (1) Local Primary Stations:
 - (a) WQHL - FM (98.1)
 - (b) WQHL - AM (1250)
 - (c) WNFB - FM (94.3)
- (2) Columbia County Relay Station
 - (a) WQHL - FM (98.1)
 - (b) WQHL - AM (1250)

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(3) Other Columbia County Media Outlets

(a) Radio Stations:

1. WGRO – AM (960)
2. WDSR – AM (1340)
3. WQLR – FM (91.3)
4. WQLC – FM (102.1)
5. WCJX – FM (106.5)

(b) Television Stations: There is no specific television service for Columbia County residents and most are served by commercial satellite or cable services. Main television providers are channels 6, 27 out of Tallahassee, 4, 12, 25, 47 out of Jacksonville, 5, 20 out of Gainesville.

E. Response Actions: Columbia County Public Information Officer will:

(1) Initial Actions:

- (a) Staff Emergency Support Function – 14, *Public Information* as needed.
- (b) Release pre-incident information including protective actions, shelter locations and maps, and roadway status as appropriate.
- (c) Establish Joint Information Center in the Columbia County Board of County Commissioners Chambers to provide media briefings.
- (d) Establish an initial press briefing and develop a schedule of press releases.
- (e) Coordinate with the CIC to answer telephone inquiries for information. Ensure that the telecommunication device for the deaf line is operational and that the Rumor Control supervisor is familiar with the operation of the telecommunication for the deaf line.
- (f) Ensure that coordination of public information exists with specific interest groups, i.e., the Convention and Visitors Bureau provides information to tourist oriented.
- (g) Monitor media releases for correct and consistent information.

Emergency Support Function 14 - 9

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- (h) Maintain a historical reference file of media releases.
- (i) Prior to impact of a disaster or emergency, Columbia County Emergency Management will develop and distribute public information on the hazards faced by the citizens of the county. This will be done via newspaper inserts, radio announcement, and Public Safety Days hosted by Columbia County Emergency Management. This information will include, but not be limited to:
 - 1. Evacuation routes.
 - 2. Shelter locations.
 - 3. Information regarding vulnerability of severe weather to mobile homes.
 - 4. Preparedness information.
 - 5. Immediate recovery information
 - 6. Residents who may require special assistance.
 - 7. Seasonal visitors and tourists.
- (j) During emergency situations, the Columbia County Emergency Management Director will coordinate public information activities from the Columbia County Emergency Operations Center. If the emergency requires full activation of the Columbia County Emergency Operations Center, the Columbia County Emergency Management Director will appoint a Columbia County Public Information Officer from Columbia County Emergency Management staff or the Sheriff's Office.
- (k) If activated, the Columbia County Public Information Officer is the official source of information for the media. The responsibilities of the PIO include:
 - 1. Gather all pertinent information from sources both in and out of the county.
 - 2. Verify information that may be rumor prior to release.
 - 3. Develop press releases.
 - 4. Distribute press releases to both local sources and the State Emergency Operations Center.

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- (l) Notification to the hearing impaired and sight impaired will be coordinated through the Senior Citizens Center. Telecommunications device for the deaf system is located in the Sheriff's Department.
 - (m) Communications to the very limited non-English speaking population will be coordinated through the Columbia County Sheriff's Office.
 - (n) In coordination with the State Emergency Operations Center, a Joint Information Center will be established to provide disaster victims with information regarding services and programs that may be available, and to handle rumor control. This center will be located in the Columbia County Emergency Operations Center.
 - (o) Public information priority will be given to public safety issues, followed by other information.
- (2) Continuing Actions:
- (a) Continue to provide updates to the news media concerning disaster conditions and state actions taken pursuant to those conditions.
 - (b) Regularly disseminate information from summary reports to the news media.
 - (c) Coordinate information dissemination with Emergency Support Function – 14, *Public Information* at the State Emergency Operations Center.
 - (d) Coordinate with Emergency Support Function – 15, *Volunteers and Donations* to provide public information concerning what types of volunteer services are required.
- F. Recovery Actions: Recovery actions for Emergency Support Function – 14, *Public Information* include the same actions taken for response and the following additional actions:
- (1) Initial Actions:
- (a) Coordinate with staff of the public information function at the Disaster Field Office.
 - (b) Coordinate with Emergency Support Function – 15, *Volunteers and Donations* to determine what volunteer goods and services are most needed in the disaster area.

Emergency Support Function 14 - 11

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- (c) Rumor Control to document damage as received via phone calls on attached form to allow information compilation.
- (d) Emergency Support Function – 14, *Public Information* will provide information about the impacts to the area. This information will be disseminated through flyers and the methods outlined in this Emergency Support Function. This information will include, but not be limited to:
 - 1. Evacuation routes.
 - 2. Shelter locations.
 - 3. Information regarding impacts to the area.
 - 4. Safety information (downed lines, etc.).
 - 5. Road closures.
 - 6. Location of recovery facilities, if or when established (i.e. DRCs, comfort stations, feeding sites, etc.).
 - 7. Who to contact for assistance.
 - 8. Mitigation opportunities available.
- (e) Emergency Support Function – 14, *Public Information* will coordinate with all Emergency Support Functions in obtaining the most accurate information throughout recovery operations. This will be done by one-on-one contact and in planning meetings. In addition, Columbia County Emergency Support Function – 14, *Public Information* will coordinate with Emergency Support Function – 14, *Public Information* in the State Emergency Operations Center to ensure correct and timely release of information pertaining to Columbia County.
- (f) Any request for public information will be referred to Emergency Support Function – 14, *Public Information*. Information received through any rumor control lines will be verified and/or corrected prior to release.
- (g) A Columbia County representative designated by the Columbia County Emergency Management Director/Recovery Coordinator will be assigned to escort media representatives while touring the disaster area to ensure his/her safety while touring the disaster area.

Emergency Support Function 14 - 12

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- (h) Any information regarding persons who are injured, missing or deceased will be coordinated through Emergency Support Function - 16, *Law Enforcement and Security*, Emergency Support Function – 8, *Health and Medical Services* and the Columbia County Emergency Management Director/Recovery Coordinator. Under no circumstances will the name of a victim killed as a result of the storm be released until the proper notifications have been made to the next-of-kin.

(2) Continuing Actions: Same actions as response.

IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Task
Columbia County Emergency Management	Primary	Provide accurate and timely information immediately before, during and after a disaster.
Columbia County Sheriff's Office	Support	Support public information operations.
Columbia County Board of County Commissioners	Support	Support disaster operations.

A. The County Public Information Officer is the primary Emergency Support Function – 14, *Public Information* agent.

B. As the official spokesperson, the Columbia County Public Information Officer coordinates all Emergency Support Function – 14, *Public Information* activities. This person or operational period alternate will:

- (1) Perform public information officer functions as required.
- (2) Request staffing assistance from other agencies/municipalities/State Emergency Operations Center as necessary.
- (3) Coordinate with Rumor Control, receiving and disseminating information.
- (4) Conduct media briefings occur as scheduled and adjust schedule as situation warrants.
- (5) Ensure updated information is relayed to Emergency Support Function – 6, *Mass Care* for dissemination to shelterees.

Emergency Support Function 14 - 13

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- (6) The public information officer coordinates all aspects of Emergency Support Function – 14, *Public Information*.
- (7) Attend operational briefings and prepare situation reports from these sessions.
- (8) Ensure Rumor Control supervisor has received latest briefings.
- (9) Maintain files of all releases (both incoming and outgoing).
- (10) Review news releases prior to sign-off by Columbia County Emergency Management Director or designee.
- (11) Provide information based on the situation reports and not speculate.
- (12) Register media in Columbia County Board of County Commissioners Chambers by name, organization and phone number.
- (13) Help prepare space for media briefings (podiums, microphones, visuals, charts, etc).
- (14) Provide media representatives with current situation reports and press releases.
- (15) Handle inquiries from media on factual basis without speculation - refer to lead public information officer as necessary.
- (16) Announce and post briefing times.
- (17) Ensure telecommunications device for the deaf is properly connected and functional.
- (18) Refer disaster welfare inquiries (questions regarding the welfare of family/friends involved in the situation) to the American Red Cross.
- (19) Refer offers of donations or volunteer labor to Emergency Support Function – 15, *Volunteers and Donations*.
- (20) Coordinate Disaster Welfare Inquiries in accordance with established agency policies.

Emergency Support Function 14 - 14

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V. RESOURCES:

- A. Human Resources: Emergency Support Function – 14, *Public Information* has limited public information personnel to support local operations. In the days following a disaster, there will be need for trained and experienced public information personnel to support existing local resources. Individuals with this experience should be identified pre-disaster and others trained to ensure an adequate personnel pool. Support personnel will also be needed for this Emergency Support Function.
- B. Other Resources: The Emergency Support Function has landline and cellular telephone capabilities, facsimile machine and desktop personal computers to support Emergency Support Function staff.

Emergency Support Function 14 - 15

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Columbia County Emergency Support Function - 15: VOLUNTEERS and DONATIONS

Primary Agency: United Way of Suwannee Valley
Catholic Charities Bureau, Lake City Regional Office
American Red Cross

Support Agencies: Columbia County Emergency Management
Columbia County School District
Columbia County Road Department
Salvation Army
Local Churches
Local Organizations
Local Businesses
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for the overall coordination of donated goods and services to survivors following a disaster.
- B. Purpose: The purpose of this Emergency Support Function is to expedite the delivery of voluntary goods and services supporting County relief efforts before and after a disaster impact.
- C. Scope: The scope includes coordination of response/recovery efforts as related to pre-assigned and convergent volunteers and to assure the expeditious response/ recovery delivery of donated goods to the affected area.
- D. Policies: Emergency Support Function – 15, *Volunteers and Donations* resources will be utilized to assist organizations and individuals with unmet needs. Operational procedures include:
 - (1) Determination of area of greatest need. Determination is based on completed need assessments conducted by teams and field reports compiled by Emergency Support Function – 5, *Information and Planning*. The priority for delivery of goods is:
 - (a) food
 - (b) water
 - (c) medical care

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- (d) shelter
 - (e) Distribution of public information regarding resources needed/not needed.
 - (f) Maintenance of a complete data base to assure prompt allocation of available resources.
 - (g) Assumption that resources will be needed during a major event for at least six months.
- (2) The American Red Cross will coordinate Emergency Support Function – 15, *Volunteers and Donations* activities with supporting agency assistance. The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.

II. SITUATION:

- A. Disaster Condition: A disaster condition exists when local government cannot adequately respond to meet the needs of its citizens. The impact on local resources necessitates an organized utilization of volunteers and donations.
- B. Planning Assumptions:
- (1) After emergency conditions subside, individuals and relief organizations from outside the affected area will begin to collect materials and supplies to assist the devastated region.
 - (2) Individuals and organizations will respond to the affected area to offer assistance.
 - (3) A need for an organized response is imperative when these situations occur.
 - (4) Local volunteer groups will experience a deficit in some areas. State and/or federal assistance may be necessary.
 - (5) In a small-scale event, the United Way of Suwannee Valley in conjunction with Columbia County Emergency Management will coordinate with local agencies to meet the needs of the victims after an incident or emergency for a limited amount of victims and/or responders.

ESF 15 - 2

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- (6) Because of the very nature of disaster situations, victims in the impacted area may need a variety of goods and services until essential functions can be restored. During a large-scale incident, the United Way of Suwannee Valley in conjunction with Columbia County Emergency Management may request assistance to manage this Emergency Support Function and assume the responsibilities of Volunteer and Donations Coordinator.
- (7) The American Red Cross will conduct a needs assessment following the impact of a disaster. The findings of this assessment will be provided to Columbia County Emergency Management.
- (8) Columbia County has limited transportation resources available for relief supplies.
- (9) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations.

III. CONCEPT of OPERATIONS:

- A. General: The primary function of Emergency Support Function – 15, *Volunteers and Donations* is to expedite delivery of donated goods and services in order to meet the needs of the affected area. It is unlikely the amount of donated goods and services will meet Columbia County's needs. It is imperative that a tracking mechanism be implemented to facilitate the proper utilization of incoming goods and volunteers. The distribution of goods and volunteers will necessitate cooperation with other Emergency Support Functions including Emergency Support Function - 1, *Transportation*, Emergency Support Function - 7, *Resource Support*, Emergency Support Function - 14, *Public Information*, Emergency Support Function – 16, *Law Enforcement and Security* and municipal liaisons. Close coordination between regional recovery sites and other impacted counties will be of primary concern.
- B. Organization:
 - (1) County:
 - (a) Emergency Support Function – 15, *Volunteers and Donations* will staff the County Emergency Operations Center. The liaison will interface with American Red Cross and the State Emergency Operations Center.
 - (b) American Red Cross staff will interface with local volunteer agencies. Emergency Support Function – 15, *Volunteers and Donations* will contact the State Emergency Operations Center for additional assistance when Columbia County resources become inadequate.

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- (c) Emergency Support Function – 15, *Volunteers and Donations* will coordinate with Emergency Support Function – 7, *Resource Support* to ensure donated goods are received.
- (2) Regional: A Regional Recovery Center will be activated as needed.
- C. Notification:
- (1) In the event of an actual or potential threat, support agencies will be notified by Emergency Support Function – 15, *Volunteers and Donations* via E-mail, FAX and/or telephone.
- (2) Emergency Support Function – 15, *Volunteers and Donations* will notify other appropriate agencies on an as needed basis.
- D. Response Actions:
- (1) All activities will be logged and documented. Emergency Support Function – 5, *Information and Planning* and Emergency Support Function – 14, *Public Information* will be updated.
- (2) A cadre of volunteers will be maintained in a database by participating volunteer agencies for access by relief agencies and organizations.
- (3) The designated representative(s) will be available to staff Emergency Support Function – 15, *Volunteers and Donations* at the Columbia County Emergency Operations Center.
- (4) A telephone number will be published immediately following the event to accept incoming calls of donations and volunteers.
- (5) Volunteer and donation functions will be established at the United Way of Suwannee Valley office, unless the Columbia County Emergency Operations Center is activated at Level 2 or higher. Then all functions will be handled out of the Emergency Operations Center.
- (6) Volunteer agencies will coordinate with the United Way of Suwannee Valley.
- (7) Emergency Support Function – 15, *Volunteers and Donations* representatives will assist with assessing unmet needs and providing resources and volunteers to meet these needs from the available voluntary response.

ESF 15 - 4

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- (8) Information will be disseminated to provide directions and materials to those volunteering goods and services.
- (9) The Volunteer and Donations Coordinator will review the needs assessment for the county and communicate anticipated needs to the Columbia County Emergency Management Director.
- (10) Staging areas and/or distribution sites will be established based on the requirements in the incident and located in areas to facilitate rapid distribution to victims. Mass care locations will be determined in coordination with Emergency Support Function – 6, *Mass Care*.
- (11) Locations for mass care sites will be disseminated via Emergency Support Function-14, *Public Information*.
- (12) To the extent possible, Columbia County Fire Department Auxiliary will assist in distribution of relief supplies.
- (13) The status of response operations will be communicated to the State Emergency Operations Center/Emergency Support Function – 15, *Volunteers and Donations* on a regular basis.
- (14) If the potential anticipated impact is of such a nature that a large amount of donated goods may be needed or donated, additional management assistance for Emergency Support Function – 15, *Volunteers and Donations* may be requested from the SEOC/ Emergency Support Function – 15, *Volunteers and Donations*.
- (15) Mission priority will be given to immediate human needs.

E. Recovery Actions:

- (1) The Regional Recovery Center(s) will be established to receive resources and disburse goods and materials to the affected areas.
- (2) Local staging areas will be established to facilitate the disbursement of goods and services to the impacted areas. Staging areas may serve as storage depots.
- (3) Unmet needs will be identified in specific requests coordinated with Emergency Support Function – 7, *Resource Support* and Emergency Support Function – 14, *Public Information*.

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- (4) Volunteer operations will provide recovery-related support.
- (5) After impact from a disaster, an assessment will be made by community outreach personnel and/or members of the unmet needs committee as to the needs of the community. Emergency Support Function – 15, *Volunteers and Donations* will coordinate with the state and federal counterpart of both of these groups in identifying and provided the requested goods.
- (6) Emergency Support Function – 15, *Volunteers and Donations* will survey staff in the disaster recovery center, comfort stations, staging areas, etc. to identify any outstanding requests for resources.
- (7) If a specific resource is needed and not available locally, Emergency Support Function – 15, *Volunteers and Donations* will contact their State Emergency Support Function – 15, *Volunteers and Donations* in the State Emergency Operations Center and attempt to locate the resource. Transportation issues will be worked out between the state and local Emergency Support Function.
- (8) Donations received after impact of a disaster will be placed in a staging area for distribution to the disaster victims. Goods will be cataloged according to their use (i.e. baby goods, dry food, toiletries, etc.).
- (9) Volunteers donating their time and skills will be utilized according to the needs of the disaster victims and the requirements of the incident. Safety is the priority in disaster operations. Anyone who is working on behalf of Columbia County will need to be identified and accounted for at all times. Additional volunteers not needed in Columbia County will be referred to State Emergency Support Function – 15, *Volunteers and Donations*.
- (10) If Columbia County receives an unsolicited amount of donated goods which local victims do not need, Emergency Support Function – 15, *Volunteers and Donations* will first contact local religious groups to determine if they can be used. If these resources are still not needed, State Emergency Support Function – 15, *Volunteers and Donations* will then be contacted and the goods be offered for donation to other impacted areas.
- (11) If Columbia County is not impacted by the disaster and another area is requesting specific goods or donations, Emergency Support Function – 15, *Volunteers and Donations* will attempt to locate the resource and provide transport to the impacted area. State Emergency Support Function – 15, *Volunteers and Donations* will issue a mission number for tracking purposes.

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IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Emergency Management.	Primary	Coordinate the response to and recovery efforts involving volunteers and donations. Request additional resources.
United Way of Suwannee Valley	Support	Assist in the distribution of relief supplies to disaster victims.
Salvation Army	Support	Assist in the distribution of relief supplies to disaster victims.
Local Churches	Support	Assist in the distribution of relief supplies to disaster victims.
Local Organizations	Support	Assist in the distribution of relief supplies to disaster victims.
Local Businesses	Support	Assist in the distribution of relief supplies to disaster victims. Assist in the coordination the relief supplies to those in shelters
Columbia County Public Works	Support	Assist in the distribution of relief supplies to disaster victims.
Columbia County School Board	Support	Assist in the distribution of relief supplies to disaster victims. Assist in the coordination the relief supplies to those in shelters.
Columbia County Board of County Commissioners	Support	Support disaster operations.

- A. Columbia County Emergency Management: Columbia County Emergency Management is the primary agency, in conjunction with the United Way of Suwannee Valley. The designated representative(s) will work closely with the American Red Cross to ensure open communications and relay of needs. Duties will include:

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- (1) Coordinate with other Emergency Support Functions to determine available resources and needs.
- (2) Act as liaison between the Columbia County Emergency Operations Center and the State Emergency Operations Center for volunteer and donation activity.
- (3) Facilitate volunteer agency(s) areas of responsibilities.
- (4) Assist voluntary agencies in getting needed services or goods.
- (5) Liaise with municipalities to determine needs and available resources.
- (6) Assist with public information releases to request or discourage specific items.
- (7) Coordinate with other Emergency Support Functions to determine needs which could be filled by Emergency Support Function – 15, *Volunteers and Donations*.
- (8) Communicate and coordinate with private sector, solicit donations and assistance.

B. American Red Cross: Response/recovery efforts include:

- (1) Coordinate with Emergency Support Function – 6, *Mass Care* and Emergency Support Function – 8, *Health and Medical Services* to determine needs which could be filled by Emergency Support Function – 15, *Volunteers and Donations*.
- (2) Liaise with contracted agencies.
- (3) Coordinate with other agencies.
- (4) Identify unmet needs.

C. Salvation Army: Response/recovery effort include:

- (1) Liaise with Emergency Support Function – 15, *Volunteers and Donations*.
- (2) Assist with distribution of donated goods.

- V. **RESOURCES:** All volunteer and governmental support agencies will not be represented at the EOC. However, they will provide networking support throughout the County. This local and area support will give Emergency Support Function-15 insight into local resources and needs and provide a conduit for available resources.

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- VI. **AUTHORITIES:** Chapter 252, Florida Statutes authorizes the Columbia County Office of Emergency Management to coordinate governmental and volunteer agencies during an emergency.

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Columbia County Emergency Support Function - 16: LAW ENFORCEMENT and SECURITY

Primary Agency: Columbia County Sheriff's Office

Support Agency: Columbia County Emergency Management
Columbia County Public Works
Columbia County Fire Department
Florida Department of Law Enforcement
Florida Game and Fish
Florida Department of Agriculture
Florida Department of Transportation
Florida Highway Patrol
Columbia Correctional Institute
Lake City Police Department
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: Protection of the public requires timely and coordinated efforts of law enforcement. To the extent possible, local law enforcement has developed procedures for response and recovery from disasters. This Emergency Support Function outlines the procedures for requesting assistance from outside agencies as well as an overview on the Columbia County Sheriff's Office disaster responsibilities.
- B. Purpose: The purpose of this Emergency Support Function is to establish procedures for the command, control, and coordination of county, municipal, and local law enforcement agencies to support disaster response operations. Emergency Support Function-16 works with the Florida National Guard in support of security missions and other law enforcement agency activities. These procedures will support the implementation of actions as outlined in the Florida Mutual Aid Plan for law enforcement pursuant to Chapter 23.1231, Florida State Statutes, titled the Florida Mutual Aid Act.

C. Scope:

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- (1) This Emergency Support Function applies to natural or manmade disasters or emergencies when a local law enforcement agency requires law enforcement assistance from the county, state or other jurisdiction in declared or undeclared emergencies.
- (2) The scope of Emergency Support Function – 16, *Law Enforcement and Security* is to coordinate the overall activities of Columbia County's law enforcement agencies with State/Federal governments/agencies, as well as the Columbia County Emergency Management.

D. Policies:

- (1) Emergency Support Function – 16, *Law Enforcement and Security* is established to:
 - (a) coordinate the use of state law enforcement and Florida National Guard personnel and equipment;
 - (b) provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities;
 - (c) prescribe a procedure for the inventory of law enforcement personnel, facilities, and equipment in the county;
 - (d) collect and disseminate information and intelligence relating to disasters or emergencies, either existing or pending; and
 - (e) pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.
- (2) Perimeters may be established to protect the integrity of an unusual occurrence area. The Incident Commander will determine the number of personnel needed to maintain a perimeter. There are two (2) types of perimeters:
 - (a) Inner perimeter-used to establish strictest control area.
 - (b) Outer perimeter-used to establish a larger area for security or evacuation.

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- (3) Perimeter control is a primary concern. The primary control force agent (i.e., Incident Commander) is responsible for determining public access into the endangered area and, if allowed what criteria will be used for entry.
- (4) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance. If additional resources are needed, the request will be handled through the Emergency Support Function lead agency in the Columbia County Emergency Operations Center to the State Emergency Operations Center in accordance with Columbia County Emergency Operations Center/State Emergency Operations Center Standard Operating Guidelines.

II. **SITUATION:**

- A. Disaster/Emergency Condition: A natural, manmade or technological disaster or other significant incident of such severity and magnitude as to require invoking mutual aid from local, county, and state law enforcement agencies to save lives and protect property.
- B. Planning Assumptions:
 - (1) The mission of the Columbia County Sheriff's Office is to protect life, property, and maintain peace and order daily as well as during a disaster.
 - (2) Columbia County Sheriff's Office is a small department with extremely limited resources and personnel.
 - (3) In a large-scale emergency of disaster, the Sheriff will request additional law enforcement assistance (through mutual aid).
 - (4) Because of the limited amount of resources in Columbia County, pre-positioning or staging is not feasible and would impair response operations. Determination for position of law enforcement resources will be determined based on the requirements of the incident.

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- (5) There will be an immediate need and demand for law enforcement and security. The demand may exceed local law enforcement capabilities.
- (6) Police agencies may request assistance from the Sheriff's office or other law enforcement agencies with which they have existing Mutual Aid Agreements.
- (7) Emergency Support Function – 16, *Law Enforcement and Security* should anticipate a high volume of requests to provide security as shelters, food distribution sites, disaster application centers, fixed and mobile feeding sites and other service centers are established. Emergency Support Function – 16, *Law Enforcement and Security* will develop procedures to staff as needed.
- (8) Only those persons with some form of official emergency credentials will be allowed to move about the disaster area after curfew.

III. **CONCEPT of OPERATIONS:**

A. General:

- (1) The Columbia County Sheriff's Office is responsible for Emergency Support Function – 16, *Law Enforcement and Security* functions during declared states of emergency.
- (2) A law enforcement representative will be available in the Columbia County Emergency Operations Center. This individual will staff Emergency Support Function-16, identify, notify and/or activate required support agencies, as appropriate.
- (3) Law enforcement responders will assess the situation, identify resources, personnel and types of assistance required for recovery operations.
- (4) Emergency Support Function – 16, *Law Enforcement and Security* is responsible for all law enforcement activity subject to the guidance and direction of the Sheriff and the county Emergency Operations Center.
- (5) Municipal law enforcement agencies will coordinate with Emergency Support Function – 16, *Law Enforcement and Security* in the Columbia County Emergency Operations Center for coordination and implementation of operations, resources and support.

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- (6) Representatives from any law enforcement agency may assist in staffing Emergency Support Function – 16, *Law Enforcement and Security* in times of Columbia County Emergency Operations Center activation.

B. Notification:

- (1) The Columbia County Emergency Operations Center and/or Columbia County Sheriff's Dispatch will notify Emergency Support Function – 16, *Law Enforcement and Security*.
- (2) Emergency Support Function – 16, *Law Enforcement and Security* will notify support agencies.
- (3) Emergency Support Function – 16, *Law Enforcement and Security* personnel will respond as directed or placed on standby as appropriate.
- (4) Emergency Support Function – 16, *Law Enforcement and Security* actions will be governed by the emergency situation.

C. Mobilization:

- (1) Emergency Support Function – 16, *Law Enforcement and Security* will activate upon notification. Activities includes:
 - (a) Notify support agencies to begin mobilization of resources/personnel and prepare to commence operations.
 - (b) Provide a number of personnel requested from each support agency and information regarding the need for field force equipment.
 - (c) Establish emergency operating facilities including reporting systems.
 - (d) Establish communications with support agencies from the Columbia County Emergency Operations Center and obtain status reports.

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- (e) Notification will include:
 - 1. area threatened/impacted;
 - 2. location and telephone number of staging areas;
 - 3. location and telephone number of the field command post; and
 - 4. route(s) to staging area(s) based upon impacted municipalities recommendations.

- (2) Support agencies, will perform the following:
 - (a) A situation report and needs assessment
 - (b) Report excess resources
 - (c) Advise of additional personnel requirements
 - (d) Report activation of all mutual aid arrangements
 - (e) Report available manpower.

- (3) Impacted municipality will provide:
 - (a) The location and telephone number of staging areas.
 - (b) The location and telephone number of the field command post.
 - (c) Ingress routes to the staging areas.
 - (d) The number of personnel/equipment required to meet the emergency.

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D. Response Actions:

- (1) The Sheriff's Office responsibilities include, but will not be limited to, traffic control, crowd control, security for shelters and evacuated areas, and assisting in damage assessment, transportation, and resource support.
- (2) Public safety is the first priority in any law enforcement disaster mission. Additional requests for assistance will be secondary.
- (3) If additional law enforcement assistance is needed to handle non-disaster events, requests will be made to municipal police departments and/or neighboring county(s) through standard mutual aid agreements.
- (4) If it is determined that additional law enforcement is needed during disaster situations, the Sheriff will make the request through the Columbia County Emergency Operations Center to the State Emergency Operations Center/ Emergency Support Function – 16, *Law Enforcement and Security*.
- (5) Once it is determined the county will be impacted by the disaster; Columbia County Sheriff's Office personnel will begin Alpha/Bravo 12-Hour shifts to ensure continuous 24 hours laws enforcement coverage. Personnel will be contacted per Columbia County Sheriff's Office Standard Operating Guidelines.
- (6) The determination to evacuate or shelter in-place the inmates in Columbia Correctional Institute is solely the decision of the Warden at Columbia Correctional Institute based on their Standard Operating Guidelines.
- (7) Requests for additional law enforcement/security resources (including the Florida National Guard) will be coordinated via Emergency Support Function – 16, *Law Enforcement and Security*.
- (8) Emergency Support Function – 16, *Law Enforcement and Security* will coordinate with Emergency Support Function-1, Emergency Support Function – 16, *Law Enforcement and Security* and Emergency Support Function-7 to ensure adequate supplies of fuel for emergency vehicles and trained mechanics and technicians for vehicular repairs.

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E. Entry Control Point:

- (1) An entry control point will be established to control access. The entry controller's duties include controlling access into the affected area, i.e. allowing entry only to those persons authorized by a competent authority or directing persons requesting access into the affected area to the proper authority.
- (2) Entry/Exit procedures/access depends on conditions and the situation as viewed by the Incident Commander. The decision to establish a perimeter must be coupled with a decision regarding public access. Two (2) options are available:
 - (a) No Access-Prohibits unauthorized persons from entering the closed area. When a no access determination is made our actions will include:
 1. Establishing the perimeter and entry control points of the closed area.
 2. Warning residents and directing concerned evacuees to evacuation centers.
 3. Aiding and rescuing endangered persons.
 4. Patrolling the interior (when possible).
 - (b) Limited Access allows persons into a closed area according to the criteria established by the Incident Commander. When a limited access determination is made, in addition to the above actions, an entry authorization identification system must be established and the number of people allowed into the closed area will be monitored.

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F. Entry Criteria:

- (1) The Emergency Support Function – 16, *Law Enforcement and Security* or Incident Commander establishes entry criteria if limited access is permitted. The entry criterion defines those persons allowed through the perimeter and whether motor vehicles are to be restricted. Selected persons may be admitted entry, especially those who could reduce the volume of duties assigned to officers and those who could assist in restoring the involved area to normal. These persons may include:
 - (a) Residents with valid identification
 - (b) Public utility employees and public officials from the area
 - (c) Persons with approved press credentials (example – JIC Pool Photographer)
 - (d) Owners, managers, and employees of businesses located within the perimeter
- (2) Traffic Control Officers may be tasked with establishing traffic control points. The duties of establishing a traffic control point include:
 - (a) Keeping roadways/intersections clear for emergency vehicles.
 - (b) Providing traffic flow assistance during evacuations.
 - (c) Preventing unwanted/unnecessary traffic from entering the affected area.
 - (d) Permitting entry of emergency vehicles and exiting of evacuees and nonessential vehicles.

G. Recovery Actions:

- (1) Re-entry into evacuated areas will be the responsibility of the Sheriff's Office and coordinated through emergency management.
- (2) Sheriff's Office personnel may be requested to provide search and rescue operations.
- (3) Columbia County Sheriff's Office personnel may be required to provide security at recovery facilities such as comfort stations, staging areas or disaster recovery centers. If additional law enforcement assistance is needed a request will be made to Emergency Support Function – 16, *Law Enforcement and Security* in the State Emergency Operations Center.

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- (4) Columbia County Sheriff's Office will be responsible for enforcement of curfews within the county.
- (5) Information regarding disaster recovery operations and other significant information regarding law enforcement issues will continue to be gathered by field personnel and passed on the Emergency Support Function – 5, *Information and Planning* for inclusion in incident documents.
- (6) Demobilization of law enforcement resources will be made at the request of the Sheriff as required by the incident.
- (7) In the event of the injury or death of a law enforcement officer in Columbia County, notification will be made by Columbia County Sheriff's Office directly to the next-of-kin and follow the Columbia County Sheriff's Office Standard Operating Guidelines for Line-of Duty Injury or Death.
- (8) Search and Rescue activities may be required to assist trapped, endangered, disabled, or isolated people, and as a result, Emergency Support Function – 9, *Search and Rescue* will coordinate personnel, equipment and other resources as necessary to support local search and rescue operations.
- (9) Emergency Support Function – 16, *Law Enforcement and Security* will work with State counterparts to provide personnel, equipment and other resources. Emergency Support Function-16 will establish contact with fire/rescue coordinators within the affected area(s) and work closely with Emergency Support Function – 9, *Search and Rescue* to make sure affected areas are marked and secured.
- (10) Emergency Support Function – 16, *Law Enforcement and Security* and Emergency Support Function – 9, *Search and Rescue* will work with Emergency Support Function – 8, *Health and Medical Services* to ensure safe/secure emergency medical treatment and medical triage sites are available for the rescued and secure medical facilities for continued treatment and care are available.
- (11) The highest priority for re-entry into impacted areas is securing and controlling re-entry, mobilization of support for search/rescue and damage assessment teams entering the evacuated areas. Search and rescue and damage assessment teams will be the first response elements programmed for re-entry.

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- (12) Emergency Support Function – 16, *Law Enforcement and Security* will control and restrict ingress routes into the impacted areas including interdiction if deemed necessary.
- (13) Resources and manpower requirements needed to execute this operation will be determined after the major/catastrophic emergency has occurred. Any requirements will be included in the request to the State Emergency Operations Center for performance of relief missions by the Florida National Guard.
- (14) Governor’s Executive Order and/or local proclamation may enact a request for a curfew for the affected areas. Factors influencing the length and duration of a curfew are the extent of damage and the progress of recovery.
- (15) Law enforcement personnel will continue to be provided for related activities.
- (16) The Columbia County Sheriff’s Office will respond to requests to assist in the transportation and holding of subjects arrested. Field booking may be instituted if deemed necessary.

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IV. ROLES and RESPONSIBILITIES:

Agency or Department	Primary/Support	Tasks
Columbia County Sheriff's Office	Primary	Protect life, property, and maintain peace and order daily as well as during a disaster.
Columbia County Emergency Management	Support	Request additional law enforcement resources.
Columbia County Public Works	Support	Provide barricades and other perimeter control devices in support of disaster operations.
Columbia County Fire Department	Support	Support Columbia County Sheriff's Office in the protection of life, property, and maintain peace and order daily as well as during a disaster.
Florida Department of Law Enforcement Florida Game and Fish Florida Department of Agriculture Florida Department of Transportation Florida Highway Patrol City of Lake City Police Department	Support	Support Columbia County Sheriff's Office in the protection of life, property, and maintain peace and order daily as well as during a disaster.
Columbia Correctional Institute	Support	Assist in disaster law enforcement missions. Secure inmate population housed in Columbia County Jail.
Columbia County Board of County Commissioners	Support	Support disaster operations.

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A. Primary Agency:

- (1) Emergency Support Function – 16, *Law Enforcement and Security* will coordinate with the support agencies in directing law enforcement resources and coordinating request for law enforcement support.
- (2) Coordination will be made with Emergency Support Function – 3, *Public Works and Engineering* for traffic control signs/signals at locations where needed to route vehicles through and around the disaster area.
- (3) Emergency Support Function – 7, *Resource Support* and Emergency Support Function-15, *Volunteers and Donations* will provide information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.

B. Support Law Enforcement Agencies: Support Law Enforcement Agencies will perform missions in accordance with their internal operational procedures and coordinate mutual aid requests through the county Emergency Operations Center.

C. Assignment of Responsibilities:

- (1) The Columbia County Sheriff’s Office is the primary Emergency Support Function – 16, *Law Enforcement and Security* agency. Emergency Support Function – 16, *Law Enforcement and Security* responsibilities include:
 - (a) Notification, activation and mobilization of agencies assigned to Emergency Support Function – 16, *Law Enforcement and Security*.
 - (b) Coordination of support agencies.
 - (c) Coordinating requests for assistance and/or resource requests including forwarding the requests to the appropriate Emergency Support Function or agency.
- (2) Support Agencies responsibilities include:
 - (a) Notifying, activating, and mobilizing personnel/equipment to perform/support assigned functions.
 - (b) Identifying personnel and resource requirements to perform assigned missions including those in excess of the support agency(s) capabilities.

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- (c) Field command and liaison positions will be established, as need dictates.
- (d) Federal and State assistance to Emergency Support Function – 16, *Law Enforcement and Security* will be provided under Public Law 93-288, Florida State Statute 252 and Florida State Statute 23, the Florida Mutual Aid Plan. However, for the first 48-72 hours after a major disaster, there may be little or no assistance available. The primary and assigned agencies must plan to be as self-sufficient as possible during this period.
- (e) Emergency Support Function – 16, *Law Enforcement and Security* will provide resources using its primary and support agency authorities/capabilities. Emergency Support Function – 16, *Law Enforcement and Security* will allocate available resources to each mission based upon priorities identified by the Columbia County Emergency Operations Center. If resources are unavailable locally, Emergency Support Function – 16, *Law Enforcement and Security* will request assistance from the State Emergency Operations Center. State Emergency Support Function – 16, *Law Enforcement and Security* Primary agency is the Florida Department of Law Enforcement.

D. Responsibilities:

- (1) All Emergency Support Functions will coordinate with Emergency Support Function – 16, *Law Enforcement and Security* when requesting law enforcement or support or when a conflict arise the Emergency Operations Center will resolve the situation. The Columbia County Emergency Operations Center is responsible for coordinating all emergency activities countywide.
- (2) Emergency Support Function – 16, *Law Enforcement and Security* emergency operations will be commensurate with the needs and priorities determined by the Columbia County Emergency Operations Center. This includes:
 - (a) Emergency Support Function – 16, *Law Enforcement and Security* provides countywide mutual assistance of law enforcement personnel and equipment between local agencies
 - (b) Emergency Support Function – 16, *Law Enforcement and Security* communicates and coordinates with state and federal agencies, as appropriate.

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- (c) Requests for assistance/aid will be made to Emergency Support Function – 16, *Law Enforcement and Security*. The request shall detail the type of assistance, amount of assistance, anticipated duration and point of contact.
- (d) Municipal law enforcement officers commanded by Emergency Support Function – 16, *Law Enforcement and Security* to perform law enforcement duties outside the territorial limits of their municipality shall have all powers and authority of peace officers as provided by law, including the power of arrest. The officers will be under direct command of the senior law enforcement officer from their respective municipality. The senior law enforcement officer from the requesting municipality shall direct the placement of assisting officers.
- (e) Emergency Support Function – 16, *Law Enforcement and Security* will develop and implement Standard Operating Guidelines (Standard Operating Guidelines) if necessary.
- (f) After a disaster, some areas of the county may sustain severe damage that access into certain locations compromises the health and safety of the public.
- (g) Emergency recovery operations such as search and rescue and damage assessment, preliminary debris clearance and other tasks will need to be performed.
- (h) Re-entry by the general public would complicate recovery operations and leave the returning population vulnerable with no services to support them.
- (i) Re-entry into evacuated areas shall be restricted until sufficient levels of services and infrastructure are available to support the returning population.
- (j) Re-entry shall be governed by procedures dictated by the Columbia County Board of County Commissioners via the Columbia County Emergency Operations Center.

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- (k) Severe damage inflicted by major/catastrophic emergencies will leave many areas devastated and unprotected. Many priority emergency operations will be performed early in the recovery phase. The following issues must be considered:
1. Access ingress and egress to affected areas must be controlled limiting the security risk to damaged locations and minimizing the impact on emergency operations by reducing unnecessary traffic.
 2. Strict interdiction, security and control measures must be implemented in the immediate aftermath of major or catastrophic emergencies.
 3. Control will be maintained until sufficient levels of services/infrastructure are available to support the returning population.
 4. During recovery from major/catastrophic disasters certain additional regulatory controls may become necessary to protect health/safety and to limit activity that otherwise would be permitted.
 5. Emergency ordinances may be enacted by the BOCC that address issues such as curfews, sale of certain items and pricing of essential commodities and/or services by vendors.

V. RESOURCES:

- A. Emergency Support Function – 16, *Law Enforcement and Security* will utilize local personnel and resources to respond to mission assignments related to emergencies.
- B. Additional resources may be coordinated and mobilized to support Emergency Support Function – 16, *Law Enforcement and Security* missions.
- C. Local requests will be forwarded to Emergency Support Function – 16, *Law Enforcement and Security* at the State Emergency Operations Center when requests and taskings begin to exceed the county Emergency Support Functions capability to respond.
- D. All personnel and resources mobilized by Emergency Support Function – 16, *Law Enforcement and Security* will remain under the direction and control of Emergency Support Function – 16, *Law Enforcement and Security* and the Columbia County Emergency Operations Center unless otherwise notified.

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VI. AUTHORITIES:

- A. Performing the functions outlined in standard operating procedures, county and municipal agencies are governed by the authorities of Public Law 93-288, Florida State Statute 252, Florida State Statute 879, and Executive Order 80-29, Disaster Preparedness.
- B. Pursuant to Florida State Statute 252.47, the law enforcement authorities of the state, and the political subdivisions thereof, shall enforce the orders and rules issued pursuant to Florida State Statute 252.31-252.91, in addition to all other standing laws/ordinances.
- C. Penalties-Pursuant to Florida State Statute 252.50, any person violating any provision of Florida State Statute 252.31-252.91 or any rule or order made pursuant to Florida State Statute 252.31-252.91 is guilty of a second degree misdemeanor, punishable as provided in Florida State Statute 775.082 or 775.083. Other penalties for violations of all other standing laws and ordinances will be as prescribed in their respective regulations of empowerment.

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Columbia County Emergency Support Function - 17: ANIMAL PROTECTION

Primary Agency: Lake City/Columbia County Humane Society

Support Agencies: Columbia County Sheriff’s Office
Columbia County Fire Rescue
Columbia County Extension Office
State Bureau of Animal Disease Control
Columbia County Emergency Management
Columbia County Cattleman Association
Columbia County Health Department
Fish and Wildlife Commission
Lake City Animal Shelter
Lake City Police Department
Lake City Fire Department
Columbia County Board of County Commissioners

I. INTRODUCTION:

- A. General: In addition to protection of the public, the care and control of livestock and animals during disaster situations requires timely and coordinated response. This Emergency Support Function outlines the procedures for handling these situations.
- B. Purpose: The purpose of Emergency Support Function –17, *Animal Protection* is to coordinate the response of Columbia County resources in assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; identification for return to owner. The coordination may also involve diagnosis, prevention and control of diseases of public health significance. Disposal of dead animals is also a major concern.
- C. Scope: This plan details disaster-planning activities for large and small animals including public education and awareness and contingency plans. This is an outline of disaster response and recovery actions.
- D. Policies: The Office of Emergency Management will assist Emergency Support Function –17, *Animal Protection* as much as possible. Citizen life-safety issues have first priority. Animal owners are responsible and accountable for their pets/animals.
 - (1) An animal issue liaison will be designated upon a Level II or greater Columbia County Emergency Operations Center activation.

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- (2) Appropriate information on animal injuries/casualties and issues will be provided to Emergency Support Function – 5, *Information and Planning* for inclusion in reports.
- (3) Animal care, assistance and other pertinent information will be disseminated by Emergency Support Function – 14, *Public Information*.
- (4) Legal rights of Animal Owners of guide dogs.
- (5) The use for and request for resources will be based on the requirements of the incident taking into account the needs of the victims and responders. The lead agency for this Emergency Support Function will be responsible for making requests for resources and tracking missions throughout the duration of the disaster. Support agencies will fill requests prior to asking for outside assistance.

II. **SITUATION:**

- A. General: A natural, manmade or technological disaster or other significant incident of such severity and magnitude will require the care and control of abandoned or lost livestock and animals.
- B. Assumptions:
 - (1) Some people are reluctant to or will not abandon their pets. People may choose to remain at home during an event rather than leave their pets.
 - (2) Animal waste and carcasses might accumulate in the post- disaster period, requiring removal of the material to approved solid waste dumping sites or burning on site.
 - (3) Columbia County does not have dedicated animal control function/personnel.
 - (4) Columbia County citizens with pets and no other sheltering options can contact the Lake City/Columbia County Animal Shelter or their veterinarian on the possibility of sheltering their animals there during an event. A nominal fee may be charged.
 - (5) If an event, such as a flood, should cause death or disease to a significant number of livestock, Columbia County will be requesting assistance from the State Emergency Operations Center.
 - (6) Because of the limited amount of animal protection resources in Columbia County, pre-positioning or staging is not feasible.

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- (7) Some people will abandon their pets during disaster turning them loose or leave them at animal/pet facilities.
- (8) Emergent individuals and groups will assist Emergency Support Function –17, *Animal Protection*. The assistance may include collection, boarding, and reunification services.
- (9) Adjacent counties cannot help or render assistance except for small and limited incidents.
- (10) Census data indicates that over 50,000 large and small animals reside in Columbia County. No data currently exists on the number of animals that would be at risk following a disaster. This plan assumes that at least 10% would require some type of service, i.e. collection, reunification, medical care, boarding or euthanasia.
- (11) Public education, awareness and notification of impending or potential events provide the public necessary information to implement arrangements for small and large pets/animals.
- (12) Animal shelters, boarding kennels and other animal shelter facilities will be full to capacity.
- (13) Most large animal owners do not possess the necessary transport to evacuate animals out of vulnerable areas.
- (14) Long term (two weeks or greater) boarding of animals in temporary facilities is not feasible.
- (15) Evacuation of large animals must be conducted well in advance of a hurricane warning.
- (16) Long-term issues are:
 - (a) Animal needs assessment.
 - (b) Disease Control/Epidemiology.
 - (c) Animal-care personnel.
 - (d) Public information.

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- (e) Deceased animal identification/disposal.
- (f) Other resources, i.e. availability of Disaster Animal Response Teams.

III. **CONCEPT of OPERATIONS:**

A. Public Education/Information:

- (1) Columbia County Emergency Management works with volunteers and local Veterinarians to conduct and promote public information and education. These efforts should include news articles, pamphlets for distribution to veterinary offices, kennels and public service announcements.
- (2) Public information and education should target at-risk populations and communities. Animal owners need animal evacuation details and other information. Such as:
 - (a) Small animal owners should be encouraged to use portable pet carriers, leashes, collars, identification, medications and, if necessary a muzzle. Pet carriers/cages can become kennels for evacuated animals. Owners should pre-arrange shelter arrangements before disaster strikes. Liability release forms should be available.
 - (b) Large Animal owners must have current medical information, medications and current medical papers disclosing negative or positive Coggins results, animal identification including neckbands, halters, etc. and information on large animal handling, watering and food. Liability release forms should be available.
- (3) Provide information on barn, outbuilding and fencing construction, vehicle/trailer/tractor tie down, and tool storage and vegetation/debris information. Non-evacuation issues include:
 - (a) Animal Handling - Always turn large animals out, preferably in areas with a water pond or ditch and away from power lines.
 - (b) Water - Fill all water troughs and any other large water holding device(s) prior to a storm and anchor if possible. If necessary, two drops of chlorine/quart water standing for 30 minutes makes the water potable for animals and humans.
 - (c) Food and Medication - A minimum three-week supply of food and medication should be stored in a safe location in watertight containers for each animal. Animal first aid kits should be kept on hand. Owners should learn how to administer tranquilizers and painkillers to their animals.

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- (d) Identification - Animals should have halters and neckbands to assist in the identification/ownership process. Animals should be photographed prior to each hurricane season. Owners should store the documentation for post event identification and ownership clarification.
 - (e) Barn/Outbuilding Construction - Encourage the use of hurricane strapping on barns and outbuildings.
 - (f) Fencing Construction - Woven wire is excellent for field fencing because it collects wind blown debris.
 - (g) Vehicles, Trailers, Tractors - Tie down these vehicles including taping vehicle windows to provide a measure of protection from flying debris.
 - (h) Tools – Securely store hand tools, power tools and fuel. Store so that the equipment can be accessed following the event.
- B. Evacuation - Small Animals:
- (1) Facilities caring for any evacuated small animals, such as veterinarian clinics, private kennels and other private agencies should store a minimum of two weeks supply of food, water and medical supplies.
 - (2) Animals should automatically be vaccinated on admission.
 - (3) Veterinarian clinics, kennels and so forth, located in low-lying areas and the flood plain should be ready to relocate in advance of the storm.
 - (4) Kennels, Veterinarians and the Humane Society should educate their clients on what to do with their pets in the event of a hurricane.
- C. Evacuation - Large Animals: Evacuation of large animals must occur far in advance of a potential hurricane impact to ensure animals are in safer areas. Vehicles and trailers are tied down.
- D. Notification: Upon the occurrence of a potential or actual natural disaster the Columbia County Sheriff's Office Dispatch Center and/or the Office of Emergency Management will notify Animal Services to begin coordinating the alerting and deployment of animal services personnel and other necessary personnel including deployment of other resources i.e., Disaster Animal Response Teams.

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- E. Response Actions: The following is based on a disaster event affecting limited numbers of animals. It is difficult to estimate the numbers of animals that this plan could address. It could be hundreds or thousands. Therefore, the intent is building the capability assist a limited numbers (hundreds) of animals. Extensive use of mutual aid and emergent groups are key building blocks.
- (1) Upon Columbia County Emergency Operations Center activation, an Emergency Support Function –17, *Animal Protection* representative will be requested to respond to the Columbia County Emergency Operations Center.
 - (2) After a briefing from the Columbia County Emergency Management Director, contact will be made with the State Emergency Operations Center Emergency Support Function –17, *Animal Protection* representative to advise them of the current situation and any anticipated needs. This may include staff augmentation if the disaster should require such action.
 - (3) Emergency orders will include segments relating to owners of livestock advising them of the anticipated situation and any protective actions.
 - (4) Emergency Support Function –17, *Animal Protection* will contact the local veterinarians to advise them of the current and anticipated situation. Sheltering operations for animals will be the judgment of the individual veterinarian(s) based on the magnitude of the disaster.
 - (5) Emergency Support Function –17, *Animal Protection* will coordinate with Emergency Support Function – 14, *Public Information* to include protective actions and preparedness information regard animals.
 - (6) Missions involving animal protection will be prioritized based on available manpower and immediate rescue situations. Assistance from State Emergency Operations Center/ Emergency Support Function –17, *Animal Protection* may be required given the small amount of local resources available.
 - (7) The primary Emergency Support Function –17, *Animal Protection* agency will staff the Columbia County Emergency Operations Center for continuous 24-hour operations until disaster conditions cease.
 - (8) Emergency Support Function –17, *Animal Protection* contacts and coordinates with support agencies to provide necessary resources and any mutual aid requests.

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- (9) Volunteer resources will be a primary source of Emergency Support Function –17, *Animal Protection* support activities. Emergency Support Function –17, *Animal Protection* will incorporate resources into response and recovery activities. Emergency Support Function – 15, *Volunteers and Donations* is responsible for volunteer resources.
- (10) Establishing additional or temporary animal service sites may be considered. These sites may include temporary lodging, foodstuffs, medical assistance and so forth.
- (11) Establish communications between the service sites and support organizations.
- (12) Large-scale euthanasia of animals is not anticipated until several days post-disaster.

F. Recovery Actions:

- (1) Emergency Support Function –17, *Animal Protection* will coordinate with damage assessment teams to determine impacts and need for animal protection and/or animal care needs.
- (2) Request for assistance will be made through the Columbia County Emergency Operations Center to the State Emergency Operations Center after local resources have been exhausted.
- (3) Emergency medical care for animals will be provided by local veterinarians. If additional resources are needed, Emergency Support Function –17, *Animal Protection* will contact the State Emergency Operations Center/ Emergency Support Function – 17, *Animal Protection* and request additional emergency medical resources.
- (4) Columbia County has limited resources needed for confinement/up keep of lost animals and may need to be requested additional resources. A separate location for lost large animals will be established based on the areas of impact.
- (5) Emergency Support Function –17, *Animal Protection* will coordinate Emergency Support Function – 14, *Public Information* and Emergency Support Function – 5, *Information and Planning* in providing the descriptions of found animals and the location which they can be picked up.
- (6) Columbia County does not have the resources to accommodate disposal of a large number of animals. Resources needed for this task will need to be requested through Emergency Support Function –17, *Animal Protection* in the State Emergency Operations Center.

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- (7) Emergency Support Function –17, *Animal Protection* will coordinate with Emergency Support Function – 15, *Volunteers and Donations* and Emergency Support Function – 7, *Resource Support* to obtain relief supplies for displaced and/or injured animals.

G. Initial Post Disaster Needs Assessment:

- (1) Conduct an animal needs assessment
- (2) Establish appropriate staging and/or logistics areas for animal/Disaster Animal Response Teams needs if needed. Areas for consideration include the Columbia County Fair Grounds.
- (3) Determine need for additional resources to include field response teams, equipment and supplies
- (4) Request State Emergency Operations Center Emergency Support Function –17, *Animal Protection* assistance

H. Continuing Actions:

- (1) Update and re-evaluate assessment(s)
- (2) Inform and update State Emergency Operations Center
- (3) Coordinate/orchestrate
 - (a) Movement of supplies, equipment and support personnel
 - (b) Veterinary requests
 - (c) Establishing communications
 - (d) Public Information program.

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IV. ROLES and RESPONSIBILITES:

Agency or Department	Primary/Support	Tasks
Columbia County Emergency Management	Primary	Coordinate the care and control of livestock and domestic animals during disaster situations.
Columbia County Sheriff's Office	Support	Support animal disaster response and recovery operations.
Columbia County Fire Rescue	Support	Support animal disaster response and recovery operations.
Columbia County Board of County Commissioners	Support	Support disaster operations.

A. Primary Agency:

- (1) The primary agency for Emergency Support Function –17, *Animal Protection* is the Lake City/Columbia County Humane Society. Emergency Support Function –17, *Animal Protection* will coordinate with supporting agencies to coordinate the care and control of livestock and domestic animals during disaster situations.
- (2) Support other Emergency Support Functions as needed.
- (3) Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure and other expenditures made throughout the event.
- (4) Coordinate the overall efforts to collect, process, report, and display essential elements of information; and facilitate support for planning efforts in response and recovery operations.

B. Support Agencies: Supporting animal disaster response and recovery operations as needed.

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Columbia County Emergency Support Function – 18: BUSINESS and INDUSTRY

Primary Agency: Lake City/Columbia County Chamber of Commerce

Support Agencies: Columbia County Emergency Management
Columbia County Sheriff’s Office
Columbia County Tourist Development Council
Columbia County Economic Development
City of Lake City Council
Columbia County Board of County Commissioners
Downtown Action Corporation Inc.
Fort White Town Council

I. INTRODUCTION:

- A. General: This Emergency Support Function is responsible for the overall coordination of business and industry activities relating to business resumption during disaster response and recovery.
- B. Purpose: The purpose of Emergency Support Function – 18, *Business and Industry* is to provide timely information to the business community and coordinate activities relating to business resumption without the disruption or compromise of any county activities relating to life safety issues.
- C. Scope:
 - (1) Emergency Support Function – 18, *Business and Industry* plans, coordinates and assists in recovery support to the private sector, the county and local government.
 - (2) Emergency Support Function – 18, *Business and Industry* will assist in the coordination of the reentry and recovery process for business and industry.
 - (3) Emergency Support Function – 18, *Business and Industry* will act as a liaison to the business community and work with the local business alliances and Emergency Support Function – 16, *Law Enforcement*, to develop procedures for providing access to businesses to perform damage assessment and business continuity activities.

II. SITUATION:

- A. A major or catastrophic disaster will cause unprecedented damage and destruction to businesses and industries rendering them inoperative. However, a business may be

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located in a major or catastrophic disaster area that may have sustained minimal or no structural damage.

B. It is important that owners and managers of business and industry are able to assess their damage and prevent further damage and destruction as soon as possible.

C. Planning Assumptions:

(1) It is important that the business and industrial community reestablishes normalcy as soon as possible in order to deliver goods and services to the population and to return the workforce to employment.

(2) Some businesses may sustain substantial damage or destruction while others may sustain minimal or no destruction.

(3) There will be areas in which a law enforcement perimeter will be established to limit access to the area.

(4) No business and industry owners or representatives will be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.

(5) Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.

(6) Reentry to the area should be orderly and systematic.

(7) Individuals shall wear appropriate protective clothing and follow appropriate safety and health rules when allowed to reenter an area deemed hazardous.

III. **CONCEPT of OPERATIONS:**

A. General:

(1) During declared states of local emergency, the primary agency of this emergency support function is responsible for implementing its functions. A representative of the primary agency will be available in the Columbia County Emergency Operations Center during activation to respond to requests for support submitted to this emergency support function. This person will staff the work station assigned to this emergency support function in the Columbia County Emergency Operations Center, and will identify which support agencies for the emergency support function are required, and take steps to assure support agencies are activated or on alert as appropriate.

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- (2) Emergency Support Function – 18, *Business and Industry* will coordinate activities to initiate communications between the business and industrial community regarding county actions.
- (3) Emergency Support Function – 18, *Business and Industry* will facilitate the coordination of staging areas and the reentry process with the business and industrial community as well as all appropriate emergency support functions.

B. Emergency Support function Operations:

- (1) County Level: The designated primary agency for this emergency support function at the Columbia County Emergency Operations Center is responsible for all activity of the emergency support function, subject only to the guidance and direction of Columbia County Emergency Management and the policies of this document. Elsewhere, throughout the County and other designated recovery facilities, as described in the Basic Plan of this document, this emergency support function will be organized as depicted.
- (2) Municipal Level: Any municipal chamber of commerce or a local business alliance functioning as Emergency Support Function – 18, *Business and Industry* for a municipality will coordinate directly with the Emergency Support Function – 18, *Business and Industry* representative in the Columbia County Emergency Operations Center for coordination and implementation of operations, for resources, and for support.

C. Notification:

- (1) Initial: The Lake City/Columbia County Chamber of Commerce will be notified through the standard emergency notification process in the event of a potential threat or actual disaster.
- (2) Primary Agency: The Lake City/Columbia County Chamber of Commerce will notify the Local Emergency Preparedness Committee in the event of a declared Columbia County Emergency Operations Center emergency.

D. Support Agencies: The support agencies will notify municipal counterparts such as chambers of commerce and business alliances.

E. Communications: the primary form of communications between the primary agency and support agencies will be the use of E-mail and FAX. Landline and cellular phones will be alternative means of communications.

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F. Mobilization:

- (1) Primary Agency: Immediately following notification to activate this emergency support function, the Primary Agency will complete the following:
 - (a) Assure a communication network is established in order to assure the business and industrial community can obtain the latest and most accurate information.
 - (b) Establish communications with the Columbia County Emergency Operations Center and obtain status reports.
 - (c) Notify Columbia County Emergency Management when the emergency support function is prepared to staff the Columbia County Emergency Operations Center.
 - (d) Provide appropriate representation to the Columbia County Emergency Operations Center.
 - (e) Coordinate with the appropriate emergency support function as soon as appropriate, to establish the staging areas for reentry.
 - (f) Ensure the appropriate personnel is available to staff any staging areas.
- (2) Support Agencies: Each support agency will ensure that a representative maintains communications with the Emergency Support Function – 18, *Business and Industry* representative at the Columbia County Emergency Operations Center and be available to respond to inquires as appropriate.

G. Response Actions:

- (1) Initial Actions:
 - (a) Initiate and maintain a communications network with the support agencies and business and industrial community.
 - (b) Support agencies initiate a communications network with the business and industrial community.
- (2) Continuing Actions:
 - (a) Emergency Support Function – 18, *Business and Industry* will monitor the situation and ensure communications access is available, if at all possible.
 - (b) Coordinate all activities to ensure staging for the reentry into an area is possible.

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H. Recovery Actions: Initial Actions:

- (1) Emergency Support Function – 18, *Business and Industry* will coordinate with Columbia County Emergency Management, fire and law enforcement officials for the reentry of the business and industrial community into a hazardous area after it has been determined there is no immediate life threatening problems.
- (2) Emergency Support Function – 18, *Business and Industry* will coordinate the information received from the business and industrial community as to the damage and destruction.
- (3) Emergency Support Function – 18, *Business and Industry* will continue to provide timely and accurate information to the business and industrial community.
- (4) Emergency Support Function – 18, *Business and Industry* will coordinate assistance so business and industry may obtain normalcy as soon as possible.
- (5) Resource Support involves logistical and resource support during periods of threatened or actual disasters. This includes emergency response supplies, space, transportation services (in coordination with Emergency Support Function - 1, *Transportation*) and personnel required to support immediate response activities. It also provides for logistical support for requirements not specifically identified in the other emergency support functions including, but not limited to stocks surplus to the needs of business.

IV. **ROLES and RESPONSIBILITES:**

Agency or Department	Primary/Support	Tasks
Lake City/Columbia County Chamber of Commerce	Primary	Coordinate business and industry activities relating to business resumption during disaster situations.
Columbia County Emergency Management	Support	Support business and industry response and recovery operations
Columbia County Sheriff's Office	Support	Support business and industry response and recovery operations
Columbia County Tourist Development Council	Support	Support business and industry response and

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		recovery operations
City of Lake City Council	Support	Support business and industry response and recovery operations
Columbia County Board of County Commissioners	Support	Support disaster operations.

A. Primary Agency:

- (1) The Lake City/Columbia County Chamber of Commerce is responsible for leading Emergency Support Function – 18, *Business and Industry* efforts. This includes the coordination of the support agencies. The Columbia County Chamber of Commerce will be made aware of all requests exceeding the capability of Emergency Support Function – 18, *Business and Industry*.
- (2) Prior to hurricane season of each year, the Lake City/Columbia County Chamber of Commerce will coordinate educational programs informing the support agencies of their responsibilities. They will advise the business and industrial community how to be disaster resilient and what procedures to follow in a hurricane if their business or industry is in an evacuation area.
- (3) The personnel and resources identified and secured by Emergency Support Function – 18, *Business and Industry* will be deployed and utilized in coordination with the Columbia County Emergency Operations Center, other emergency support functions, and municipalities.
- (4) Appropriate information will be provided to Emergency Support Function – 5, *Information and Planning* on a regular basis.
- (5) Information being released will be coordinated with Emergency Support Function – 14, *Public Information*.
- (6) There are 12 general responsibilities that Emergency Support Function – 18, *Business and Industry* performs to assist local government and Business and Industry in their response to a disaster. The activation of Emergency Support Function – 18, *Business and Industry* will be required only for regional impacting events.
 - (a) Coordinated shutdown/evacuation of Business and Industry.
 - (b) Access to affected areas by Business and industry damage assessment teams.
 - (c) Coordination with all Emergency Support Function's as to these procedures before during, and after the event.

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- (d) Assist in coordination of Business and Industry response, recovery and restoration efforts.
 - (e) Coordinate transportation of Business and Industry materials, personnel and supplies for the purpose of recovery and restoration activities.
 - (f) Maintenance of a database for the purpose of identification and tracking of personnel who would be responsible for damage assessment/access (SoftRisk).
 - (g) The focal point for all business related communications before during and after an emergency event.
 - (h) Development, implementation and management of Business and Industry emergency relief programs.
 - (i) Identification of Business and Industry resources available for community wide relief/recovery efforts.
 - (j) Coordinate Corporate Emergency Access program for pre-registered businesses (Note: No registration will be handled during events).
 - (k) Assimilation of Damage Assessment to Business and Industry for inclusion in the Emergency Support Function – 5, *Information and Planning* and preliminary and final damage assessment reports.
 - (l) Partner with the Columbia County Emergency Operations Center in Education and Training of Disaster exercise programs.
- B. Support Agencies: Support agencies will supply resources and personnel and perform missions as identified in connection with the responsibilities assigned to the emergency support function.

V. **POLICIES:**

- A. Priorities: The assets and personnel available to assist Emergency Support Function – 18, *Business and Industry* will be used to complete those responsibilities assigned to the emergency support function in a disaster. These responsibilities include access to timely information; reentry procedures into an affected area to assess damage and assist in the recovery.
- B. Assignment and Responsibilities:

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- (1) Primary Agency: The Lake City/Columbia County Chamber of Commerce is designed as the Lead Department and Primary Agency for this Emergency Support Function and will coordinate all activities of this Emergency Support Function. As the Primary Agency it is responsible for the following:
 - (a) Notification, activation, and mobilization of all agencies assigned to the Emergency Support Function.
 - (b) Organization, assignment, and staffing of all facilities at which this Emergency Support Function is required to be located.
 - (c) Coordination of all support agency actions in performance of missions assigned to this Emergency Support Function.
 - (d) Coordination with Emergency Support Function 16, *Law Enforcement and Security* to develop procedures for business and industry to reenter an affected area to perform damage assessment and determine the capability to resume business.
 - (e) Coordination with Emergency Support Function 14, *Public Information* and Emergency Support Function 5, *Information and Planning* to ensure that business and industry have access to timely information pre and post event.
 - (f) Assisting in aiding the business and industry recovery process.
 - (g) Coordination with the Emergency Management division to provide appropriate training to the business and industrial community regarding emergency management preparedness and contingency planning.
 - (h) Developing the necessary functional annexes, Standard Operating Procedures and checklists for organization and performance of the functions required to assist in the response and recovery from disasters.
 - (i) Designating and training essential personnel for specific assignments in the conduct of emergency operations. Providing instructions to other personnel regarding the staffing policy during a disaster.
 - (j) Securing facilities, property and equipment.
 - (k) Maintaining accurate records of emergency-related expenditures such as personnel, supplies and equipment costs.
- (2) Support Agencies:

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- (a) All support agencies of this Emergency Support Function are responsible for the following:
- 1) Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.
 - 2) The designation and assignment of personnel for staffing of all facilities at which this Emergency Support Function is required, and representation is determined by the primary agency of this Emergency Support Function to be necessary.
 - 3) Coordination of all actions of the support agency and the primary agency performing assigned missions of the Emergency Support Function.
 - 4) Identifying all personnel and resource requirements to perform assigned missions that exceed the support agencies capabilities.
- C. Response Requirements: Federal and State assistance to this emergency support function will be provided under Public Law 93-288, *The Robert T. Stafford Disaster Relief Act*. However, during the emergency response and for the first hours after the occurrence of catastrophic emergency there may be little or no assistance available. The primary and support agencies of this Emergency support Function must plan to be as self sufficient as possible during this period.
- D. Resource Coordination: Emergency Support Function – 18, *Business and Industry* coordinates resources using its primary and support agencies' capabilities in coordination with other emergency support functions to support its mission. This emergency support function will allocate available resources to each mission based on priorities identified in the Columbia County Emergency Operations Center. If resources are unavailable within this emergency support function, this emergency support function will request assistance, through Columbia County Emergency Management, from the State Emergency Operations Center.
- E. Response and Recovery: Although this annex addresses response and recovery activities of the agencies associated with this Emergency Support Function, the Columbia County Emergency Operations Center is responsible for coordinating all emergency activities. Therefore, emergency operations of this emergency support function will be initiated commensurate with needs and emergency priorities as determined by the Columbia County Emergency Operations Center.
- F. Coordination of Actions: All agencies assigned within the emergency support function shall coordinate actions in performance of emergency response and assistance missions

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with the Primary Agency and representation assigned to the Columbia County
Emergency Operations Center.

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ANNEX-I: RECOVERY FUNCTIONS

- I. **INTRODUCTION:** Following a disaster many critical concerns need to be addressed in order to meet the needs of the disaster victims. To accomplish this, it is necessary to determine the extent to the damage and impact to the people of Columbia County as quickly and efficiently as possible. Columbia County recognizes recovery efforts require a coordinated local, state and federal effort. This Recovery Annex provides an outline of the process for assessing the need for and administration of state and federal disaster assistance.
- II. **GENERAL:**
- A. Roles and Responsibilities
- (1) Columbia County Emergency Management is responsible for the coordination of recovery efforts within the county. All members of the emergency management team will have a role in support of recovery operations. The Columbia County Emergency Management Director is also responsible for emergency operations center management during recovery operations.
 - (2) The Columbia County Emergency Management Director and/or designee will be responsible for coordinating the county recovery efforts within the two municipalities in the county, the City of Lake City and the Town of Fort White. The assigned EOC liaison designated by the municipalities will be the first contact between emergency management and the municipalities.
 - (3) Columbia County will coordinate its recovery from an event or disaster with the two municipalities located in the county, the City of Lake City and the Town of Fort White. After any event Columbia County Emergency Management will request representation from the impacted municipality, if the size and scope should require it. Also, the unmet needs of the entire county population will be relayed to the Florida Division of Emergency Management (FDEM) by means of: Situation reports, Incident Action Plans (IAPs) loaded into EM Constellation, or by communicating through the county's regional coordinator, or if one is requested a State dispatched incident management team (IMT).
 - (4) In the event of a local disaster declaration requiring the establishment of a disaster field office, the Columbia County Emergency Management or Recovery Coordinator or his/her designee will provide a liaison between Columbia County, the City of Lake City, the Town of Fort White, and the State and Federal Disaster Field Office representatives. The liaison between the State Division of Emergency Management

Columbia County Comprehensive Emergency Management Plan Annex I – Recovery Functions
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- Recovery Staff and Columbia County Emergency Management is the Columbia County Emergency Management Director or his/her designee.
- (5) Columbia County will coordinate its recovery activities with our municipalities via multiple methods. Calls coming into the Columbia County Citizen's Information Center (CIC) will be utilized to determine where recovery efforts will be directed. Information gathered in the damage assessment process will be utilized, as well as calls that come in from our non-profit agency (i.e. Catholic Charities Bureau, American Red Cross, United Way) will also be utilized to determine where the needs for recovery are in the county.
 - (6) It is recognized that the response to recovery periods may overlap one another. The transition will occur as the response activities wind down. Listed below in the concept of operations are the definitions of the recovery phases: Immediate or response recovery. Intermediate recovery and then also long term recovery are listed in section B, Concept of Operations.
 - (7) Once the response activities have declined, Columbia County will move into the recovery efforts after all of the life safety needs have been met.
 - (8) Although response and recovery times generally overlap, Columbia County will transition from the response to the recovery phase after local damage assessment teams have completed their initial windshield survey, to determine if the county will be eligible for state and/or federal assistance.
 - (9) The size and scope of the event/disaster will always determine whether Columbia County meets the threshold for state/federal assistance. If federal assistance is granted then the County will host a kickoff meeting to bring together the agencies that were impacted and need assistance through the public assistance programs. Such agencies may be: County/city public works departments, county/city fire departments, county/city law enforcement agencies as well as the county's designated EMS provider.
 - (10) Depending on the size and scope of the disaster, a Disaster Recovery Center (DRC) may be utilized. Columbia County will utilize a facility that is closest to the impacted area(s) so that disaster survivors do not have to drive any farther than necessary. Some pre-identified DRC locations are: the former Tourist Welcome Center on NW Hall of Fame Drive; the Columbia County Fairgrounds on SR-247 or the Richardson Community Center on NE Coach Anders Way. Columbia County may decide to use other county owned community centers or buildings if they are closer to the impacted area.

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B. Concept of Operations

- (1) To allow better management of the recovery efforts, Columbia County Recovery is divided into three phases. The three recovery phases are as follows:
 - (a) Immediate Recovery – from event impact up to 72 hours. During this time frame, the primary objectives are directly related to life and safety issues such as search and rescue, hazard identification, etc. Coordination between rapid response teams and rapid individual assessment teams will be handled from the Columbia County Emergency Operations Center in coordination with county agencies and personnel.
 - (b) Intermediate Recovery – from 72 hours post event to approximately three (3) weeks, depending on the event magnitude. During this time frame, the objectives are geared towards issues of continued food and water, debris removal, temporary housing, implementing disaster Field office, disaster recovery center operations, etc.
 - (c) Long Term Recovery – from approximately three (3) weeks forward. During this time frame, the objectives shift to rebuilding economic stability, reconstruction, etc.
- (2) Columbia County utilizes a bottom-up approach to emergency response. It is organized under the Incident Management System combined with the Emergency Support Function concept. When an incident becomes larger than on scene coordination can manage, the Columbia County Emergency Management Director may elect to activate the emergency operations center to better coordinate the response and recovery efforts. The level to which the emergency operations center will be activated will be based on what the incident requires. It recognizes three (3) levels of emergency operations center activation, which are as follows:
 - (a) Level III: Monitoring – This involves continuous monitoring of the incident, which occur within the county and can usually be handled with county resources and coordination.
 - (b) Level II: Partial Activation – Staffed by those departments and/or agencies needed to respond to and recover from the emergency or disaster and may include State agency or department personnel requested through the State Emergency Operations Center.
 - (c) Level I: Full Activation - Staffed by all departments and/or agencies with responsibilities established in the Columbia County Comprehensive Emergency

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Management Plan and may include State agency or department personnel, which have been requested through the State Emergency Operations Center.

- (3) Columbia County's recovery to an emergency and/or disaster is carried out through the recovery organizational structure (Figure R-1) and primary/support agency matrix (Table R-2) as follows:

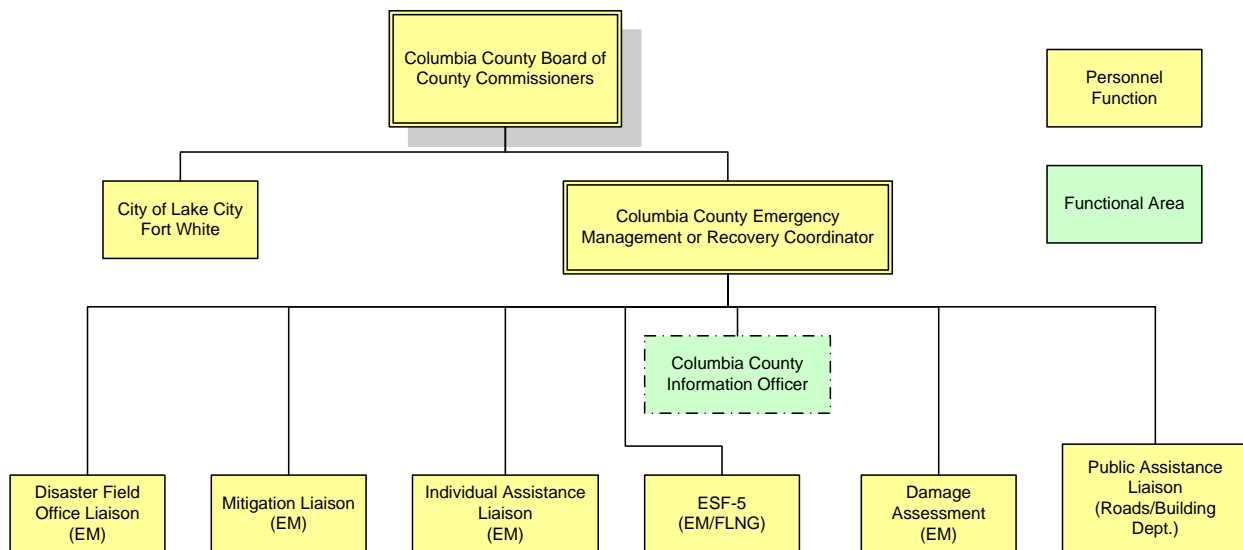


Figure R - 1: Columbia County Recovery Organizational Chart

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Columbia County Recovery Matrix – Primary and Support Agencies							
Department/Agency	Function						
	Individual Assistance	Public Assistance	Damage Assessment	Mitigation	Emergency Support Function-5	Disaster Field Office Liaison	Public Information
Columbia County Emergency Management	P	S	P	P	P	P	P
Columbia County Board of County Commissioners			S	S		S	
Columbia County Clerk of Courts			S	S		S	
Columbia County Fire Department			S				
Columbia County Sheriff's Office and Lake City Police Department			S				
Columbia County Property Appraiser	S	S	S	S			
Columbia County Tax Collector	S	S	S	S			
Columbia County Public Works		P		S			
Florida National Guard			S		S		
Florida Division of Emergency Management			S				S
American Red Cross	S						
Senior Services	S						

Table R - 2, Columbia County Recovery Matrix – Primary and Support Agencies

- (4) As the incident progresses into issues requiring long-term resolutions, the organizational structure changes to accommodate these functions. For example, in immediate recovery the emphasis is placed on search and rescue, and immediate human needs (shelter, food, water, etc.). Damage Assessment is also conducted during this period of time. After approximately the first 72 hours has passed issues of long-term shelter/housing, temporary repair to structures and re-establishment of infrastructure take the forefront.

Columbia County Comprehensive Emergency Management Plan Annex I – Recovery Functions
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- (5) Given the size of the county and its limited resources, Columbia County has built cohesive partnerships between local County, State and Federal agencies. This relationship transcends all four phases of emergency management: preparedness, response, recover, and mitigation. Columbia County Emergency Management Staff will "change hats" in order to provide an orderly transition from immediate to intermediate, and ultimately long term recovery. This includes the administration of federal disaster assistance programs. As in the response phase of the disaster, Columbia County will require assistance from the state to ensure prompt and responsive assistance to disaster victims. The Columbia County Emergency Management Director or Recovery Coordinator will make a request for additional assistance as required by the incident.
- (6) The incident may require the county to employ temporary staff to fill the positions and/or functions required by the incident. Should this become necessary Columbia County will follow the guideline set forth by the Columbia County Board of County Commissioners Standard Operating Procedures for temporary employment and in coordination with state and federal authorities in the event of a declared disaster.
- (7) The county's municipalities will provide a liaison to Columbia County to ensure smooth response and recovery operations. The municipalities will follow the plans and responsibilities outlined in the Columbia County Comprehensive Emergency Management Plan to accomplish this task. The county in-turn, will serve as a liaison to the state on behalf of the municipalities.
- (8) Columbia County's primary and support agencies for intermediate and long term recovery (Table R-3) are as follows:

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COLUMBIA COUNTY PRIMARY/SUPPORT AGENCIES FOR INTERMEDIATE AND LONG TERM RECOVERY		
Task	Primary Agency	Function
Columbia County Clerk of the Court	Primary: Columbia County Board of County Commissioners	Provides administrative guidance to response and recovery personnel. Serves as a liaison to the Columbia County Board of County Commissioners, county attorney, finance officer, and other administrative personnel.
Columbia County Public Information Officer	Primary: Columbia County Emergency Management	Provides timely and accurate information to disaster victims in coordination with state ESF – 14. <i>Public Information.</i>
Disaster Recovery Coordinator	Primary: Columbia County Emergency Management	Coordinator for the overall recovery operation ensuring disaster victims immediate needs are met, getting recovery information, access to state and federal programs, and establishing mitigation projects consistent with state and federal programs.
	Support: : Columbia County Board of County Commissioners and ESF - 1, <i>Transportation</i> through ESF – 18, <i>Business and Industry</i>	
Damage Assessment	Primary: Columbia County Emergency Management	Coordinator for both initial and preliminary damage assessment of the county and reports the findings to the Florida Division of Emergency Management in a timely manner. Also serves as the county representative to a joint preliminary damage assessment team as required.
	Support: Columbia County Fire Department; Lake City Fire Department, American Red Cross; ESF-5, <i>Information and Planning</i> ; Columbia County Sheriff’s Office; Lake City Police Department; City of Lake City Public Works Department, Town of Fort White Public Works Department, Columbia County Public Works; Columbia County Property Appraiser; and Columbia County Tax Collector	

Table R - 3, Columbia County Primary/Support Agencies for Intermediate and Long Term Recovery
 Columbia County Comprehensive Emergency Management Plan Annex I – Recovery Functions Annex - AI-7
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COLUMBIA COUNTY PRIMARY/SUPPORT AGENCIES FOR INTERMEDIATE AND LONG TERM RECOVERY		
Task	Primary Agency	Function
Mitigation	Primary: Columbia County Emergency Management	Coordinate post-disaster mitigation project identification and serve as liaison to state and federal authorities.
	Support: Columbia County Board of County Commissioners	
Individual Assistance	Primary: Columbia County Emergency Management	Serve as Individual Assistance Coordinator and liaison to Florida Department of Emergency Management /Disaster Field Office to ensure disaster victims have access to all state and federal individual assistance programs. Ensure proper outreach is conducted. Chair and/or participate in unmet needs committee as required.
	Support: American Red Cross and Senior Services	
Public Assistance	Primary: Columbia County Road Department	Serve as Public Assistance Coordinator and liaison to Florida Department of Emergency Management /Disaster Field Office to ensure restoration and repair to county infrastructure through state and federal public assistance programs. Coordinate with Mitigation as required.
	Support: Columbia County Emergency Management	
ESF – 5, <i>Information and Planning</i>	Primary: Columbia County Emergency Management	Ensure complete, timely and accurate documentation of response and recovery activities. Gather intelligence on anticipated needs. Develop and distribute incident documents.
	Support: Florida National Guard and Florida Department of Emergency Management	
Disaster Field Office Liaison	Primary: Columbia County Emergency Management	Provide liaison to disaster field office to ensure smooth operations between Columbia County, the City of Lake City, Town of Fort White, state and federal agencies and departments.
	Support: - Columbia County Board of County Commissioners	

Table R - 3, Columbia County Primary/Support Agencies for Intermediate and Long Term Recovery

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- (9) The obtaining and administration of state and federal recovery programs, including mitigation programs, will be done in accordance with state and federal rules, regulations and guidelines set forth by Chapter 252, Florida Statute and the Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988.
- (10) Meeting the needs of disaster victims is the primary concern of Columbia County. If following an incident in which Columbia County received a federal disaster declaration, recovery activities, will be done in accordance with state and federal rules, regulations and guidelines set forth by Chapter 252, Florida Statute and the Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988.
- (11) If a federal declaration is awarded than a kickoff meeting will be scheduled and held at the Columbia County Emergency Operations Center (EOC). This meeting will include any public agency that was impacted during the event/disaster. Potential attendees at this meeting would be: County/city public works, county/city fire departments, county/city law enforcement agencies, private non-profit agencies as well as the Columbia County School system. Any public assistance request will be made through the emergency management agency through EM Constellation or by submitting a fax request to the Florida Division of Emergency Management (FDEM) should EM Constellation not be available.
- (12) Upon activation of the Columbia County EOC, and once intelligence has been gathered on the severity of the incident, the emergency management director can request that the Board of County Commissioners adopt a Local State of Emergency for the particular event. Once the County EOC has been activated, the emergency management director will notify his regional coordinator. The regional coordinator will inform the State Watch Office (SWO) of the activation. The EM director will also upload the Incident Action Plan (IAP) or a situation report (SITREP) into EM Constellation.
- (13) In the event the incident was not declared, Columbia County will meet the needs of the impacted victims through resource requests through the State Emergency Operations Center and mutual aid once all other avenues of obtaining resources has been exhausted. Columbia County Emergency Management will coordinate with Florida Division of Emergency Management to coordinate state programs available to impacted victims.
- (14) Columbia County will work through our non-profit agencies in the event that an event does not meet the criteria for a declared disaster. The Board of County commissioners will keep the local state of emergency up-to-date, until response activities have been demobilized. The recovery process may continue well past the expiration of a Local State of Emergency. Columbia County will continue to work with the non-profits as well as the Long Term Recovery Committee to make sure that the needs of the citizens are met. Columbia County has a contract with the North

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Central Florida chapter of the American Red Cross to help provide aid to families following a home fire, and this carries over to times of other disaster. Also during non-declared events agencies such as Catholic Charities, the Florida Gateway food bank and the United Way of the Suwannee Valley will be utilized to provide assistance to our impacted residents.

III. **RECOVERY FUNCTIONS:** Following a disaster, it is essential to determine the extent of damage and the immediate needs of the disaster victims. Time is essential in getting this information into the State Emergency Operations Center. The Columbia County Emergency Management Director or Recovery Coordinator is responsible for this task. This section will include an overview, function and procedures for damage assessment, Individual Assistance Programs, Public Assistance Programs and recovery facilities.

A. Damage Assessment

- (1) Immediately following a disaster Columbia County personnel will conduct an initial damage assessment or "snap shot" to assess the impacts and define the boundaries of the disaster. The Columbia County Emergency Management Director or Recovery Coordinator is responsible for coordinating this activity. This assessment will provide a rough estimate of the type and extent of damage. This information is then forwarded to the State Emergency Operations Center along with any needed or anticipated resource requests.
- (2) A more detailed Preliminary Damage Assessment is then conducted by county personnel who include the fire departments, American Red Cross personnel, Columbia County Sheriff's Office personnel, road department personnel, Building Inspector, Property Appraiser, Tax Collector and a representative from the county's municipalities (City of Lake City, Town of Fort White). These teams assess the number of homes and/or businesses that have been impacted or damaged and to what extent, impact on the disaster victims, economic injury, and the impact to the county's infrastructure including roads, bridges, water sources, lift stations, power, etc., including probable costs. A report is then generated and forwarded to the State Emergency Operations Center. At that point, a joint local, state and federal preliminary damage assessment may be scheduled. This joint assessment validates the initial assessment and is the basis used for a Presidential Disaster Declaration request.
- (3) The method and reporting of damage assessment information utilized by Columbia County follows the current state and federal guidelines, rules and regulations and is the sole responsibility of Columbia County government. Municipalities will assist Columbia County in conducting damage assessment in their respective communities. The forms used in reporting this information can be found at the end of this Annex. Specific information for damage assessment methods and criteria can be found in the Department of Community Affairs "Handbook for Disaster Assistance".

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- (4) While it is important to return people to their homes as quickly as possible after a disaster, it is more important to make sure they are returning to a home that is safe, sanitary and secure. After the initial assessment and preliminary damage assessment are complete, the Columbia County Property Appraiser and Building Inspector will survey homes found to be questionable for habitation. If the structure can be made safe, sanitary and secure by interim repair (i.e. plywood or plastic over a hole in the roof), the team will report this finding to the Columbia County Emergency Management Director/Recovery Coordinator, who in turn will work with local, state and federal partners to obtain the needed supplies.

B. Columbia County uses the following standard operating guidelines to conduct damage assessment:

- (1) The Columbia County Emergency Management Director or his/her designee will notify the damage assessment team(s) to report to the Columbia County Emergency Operations Center upon determination Columbia County may be facing disaster impact or once an event has occurred requiring activation of damage assessment teams (tornado). Notification lists can be found in Columbia County Comprehensive Emergency Management Plan Reference Manual.
- (2) Damage Assessment Team members will receive training in damage assessment on an annual basis and prior to team deployment when they are again briefed on damage assessment criteria, roles and responsibilities of the team members.
- (3) Once the "snap shot" or windshield survey is accomplished by public safety personnel (fire, EMS, police) of the impacted area, the damage assessment teams will be assigned areas of the county for assessment based on the needs of the incident (localized impact such as that of straight line winds or widespread from a hurricane).
- (4) County geographical information systems personnel will provide team members with maps to their survey area. Columbia County Emergency Management will provide damage assessment team members with survey forms, safety gear or other needed equipment.
- (5) Prior to the teams mobilization, Columbia County Emergency Management Director/Disaster Recovery Coordinator will brief the teams on the following information:
 - (a) Type/size of disaster;
 - (b) Geographical assignments;

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- (c) Assessment criteria;
 - (d) Reporting format and process;
 - (e) State or federal involvement/requirements; and
 - (f) Safety.
- (6) The Columbia County Emergency Management Director/Disaster Recovery Coordinator will initially serve as the point of contact for state or federal personnel until they can be partnered with local representatives.

C. Disaster Recovery Center

- (1) The Columbia County Columbia County Emergency Management Director/Disaster Recovery Coordinator or his/her designee is responsible for coordination with the State, pre and post event, on establishment of a disaster recovery center. The Columbia County Emergency Management Assistant will have a support role in the establishment of the disaster recovery center.
- (2) When preliminary damage assessments have delineated the areas and extent of damage, the Columbia County Emergency Management Director/Disaster Recovery Coordinator will work with state and federal counterparts (via formal through EM Constellation, E-mail or telephone call) in determining the need for a disaster recovery center. Once these parties have determined that a disaster recovery center will be established, ESF – 5, *Information and Planning* along with the Columbia County Emergency Management Director/Disaster Recovery Coordinator will determine a location for the disaster recovery center. The site chosen will be as close to the impacted population as possible. Potential disaster recovery center sites include:
 - (a) Columbia High School
 - (b) Westside Elementary School
 - (c) Columbia County Community Centers
 - (d) Columbic County Fair Grounds
- (3) Based on the requirements of the event, the county may ask that a roving disaster recovery center be used given the rural elements of the county.

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- (4) ESF – 14, *Public Information* will notify the public, using press releases and local radio stations, of the location of the disaster recovery center(s) and the assistance available.
- (5) Columbia County Emergency Management maintains a list of facilities which include sites appropriate for disaster recovery center(s), landing zones for rapid impact assessment teams, staging areas, and sites appropriate for other types of coordinated assistance.
- (6) Columbia County Emergency Management will have a support role in the establishment of a Disaster Recovery Center. Other county agencies that will assist with the establishment of the DRC: Columbia County Facilities Maintenance will provide janitorial service at a minimum of once a day. Columbia County IT department will establish the phone and internet needs at the DRC. Requests will be made to local law enforcement to have patrols drive by and verify that the DRC is secure during the hours of operation. During non-operational hours the patrols may be more infrequent.
- (7) Columbia County personnel will be identified from Columbia County Emergency Operations Center/recovery staff to work in the disaster recovery center. They will be contacted by the Columbia County Emergency Management Director/Disaster Recovery Coordinator or, his/her designee. Determination in the requirements for staff will be made in coordination with the state and federal counterparts.
- (8) The Emergency Management Director will put into EM Constellation a request to open a DRC following an event that gains a presidential declaration. Once the request has been made, arrangements will begin to be made to take FEMA representatives and State representatives to visit the pre-identified DRC sites. Once the agreements have been executed, Columbia County Facilities management will gather the necessary tables and chairs for the DRC personnel to utilize.
- (9) The Catholic Charities Bureau, United Way, American Red Cross, Meridian Health, Department of Children and Families, Florida Crown Workforce are among some of the initial agencies that will be requested to staff the DRC for Columbia County.

D. Public Assistance

- (1) General: "Public damages" can include any damage incurred by a structure or facility owned by a public or eligible private non-profit entity. This could include roads, bridges, buildings, utilities, etc. There are seven basic categories:
 - (a) Category A – Debris Clearance: This category includes all storm induced debris on non-federal public roads (including the right-of-way), non-federal public waterways, other public property and private property when removal is legally

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undertaken by local government forces. It can also cover the cost of demolition of public structures if those structures were made unsafe by the disaster.

- (b) Category B – Emergency Protective Measures: This category addresses the provision of appropriate emergency measures designed to protect life, safety, property, and health (i.e., barricades, sandbags, and safety personnel).
 - (c) Category C – Road Systems: This category addresses damages to non-federal roads, bridges, streets, culverts, and traffic control devices.
 - (d) Category D – Water Control Facilities: Eligible damages under this category include costs to repair or replace dikes, dams, drainage channels, irrigation works and levees.
 - (e) Category E – Building and Equipment: Eligible damages under this category include costs to repair public buildings and equipment, supplies/inventories that were damaged and transportation systems such as public transit systems.
 - (f) Category F – Public Utility Systems: Under this category, assistance is available for damaged water systems, landfills, sanitary sewerage, storm drainage systems, and light/power facilities.
 - (g) Category G – Other: The "other" category includes parks and recreational facilities, or any other public facility damages that do not reasonably fit into one of the other categories.
- (2) The Columbia County Road Department Supervisor and his/her department personnel are responsible for coordinating the activities required by the Public Assistance Program. Columbia County Emergency Management, Fire Departments, Property Appraiser, and the Clerk of the Court all support public assistance operations.
- (3) The following table (Table R-4) outlines the roles and responsibilities of each primary and support agency:

Agency/Department	Task
Public Works <ul style="list-style-type: none"> • Columbia County • City of Lake City 	Conduct initial and preliminary damage assessment. Complete required forms. Coordinate with state and federal counterpart in public assistance operations. Prioritize projects. Maintain files and records. Tasks as described in the Columbia County Public Works Standard Operating Guidelines.

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Columbia County Emergency Management	Conduct initial and preliminary damage assessment of infrastructure in coordination with the road department. Complete required forms. Assist the road department, state and federal counterpart with public assistance operations. Maintain files and records (to include debris management). Request additional resources as required by the incident.
Fire Departments <ul style="list-style-type: none"> • Columbia County • Lake City 	Conduct initial and preliminary damage assessment of infrastructure in coordination with the road department.
Columbia County Property Appraiser	Conduct initial and preliminary damage assessment of infrastructure, specifically public buildings, in coordination with the road department.
Columbia County Clerk of the Courts	Provide administrative guidance to response and recovery personnel. Serve as liaison to Columbia County Board of County Commissioners, county attorney, finance officer, and other administrative personnel.

Table R - 4, Columbia County Primary/Support Agencies for Intermediate and Long Term Recovery

(4) Applying for Public Assistance

- (a) A Presidential Disaster Declaration initiates a process, which begins with applicants filing a Notice of Interest at an applicants briefing, which is publicized through the media and the Columbia County Emergency Operations Center. A "kick-off meeting" will be held and may include the road department, public and private utilities, parks and recreation, etc. as required by the event.
- (b) Project Worksheets are prepared which will specify the scope of repair or replacement of damaged facilities, followed by approval of funds. Reimbursement of 75% Federal and 25% local funds. Traditionally the State will obligate 12.5% of the local funds.
- (c) The State serves as the grantee with applicants as the sub-grantees, under the Federal Disaster Assistance program, with reimbursements distributed through the Department of Community Affairs, Florida Division of Emergency Management.

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- (d) Documentation, records keeping, inspections and final close-outs are managed by the Florida Division of Emergency Management and Federal Emergency Management Agency.
 - (e) Non-presidential or agency declarations can provide partial disaster assistance through the Department of Agriculture and other various federal agencies.
 - (f) The Governor or the Legislature may authorize other assistance to local governments, based upon a declared emergency.
 - (g) Financial transactions, accounting, grant management, employment and payroll, correspondence, file maintenance and reporting requirements will be carried out in accordance with the Columbia County Columbia County Board of County Commissioners Standard Operating Procedures. The obtaining and administration of state and federal PA recovery programs, including mitigation programs, will be done in accordance with state and federal rules, regulations and guidelines set forth by Chapter 252, Florida Statute and the Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988.
 - (h) Potential applicants for federal infrastructure include county agencies (i.e. Public Works Department), City of Lake City, Town of Fort White, and the county's fire departments. The Columbia County Local Mitigation Strategy identifies fundable public assistance projects and is continuously reviewed and/or revised by the Local Mitigation Strategy Work Group during their quarterly meetings. These projects are outlined in the Columbia County Local Mitigation Strategy document under *Prioritized Projects and Initiatives*.
 - (i) Identification of possible recovery projects will be coordinated through the county's public assistance coordination and Columbia County Emergency Management staff. The Emergency Management Director is directly responsible for this task. Upon determination that a project may be eligible for funding, contact will be made to the appropriate party via notification lists. A Presidential Disaster Declaration initiates a process, which begins with applicants filing a Notice of Interest at an applicant's briefing, which is publicized through the media and the Columbia County Emergency Operations Center. A "kick-off meeting" will be held and may include the road department, public and private utilities, parks and recreation, etc. as required by the event.
- (5) Additional information regarding Public Assistance can be found in the "Public Assistance Policy Digest" published by Federal Emergency Management Agency and is available in the office of Columbia County Emergency Management.

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E. Debris Management

- (1) The Columbia County Emergency Management Director will designate the Operations Manager or his/her designee for overall debris removal operations within the county. The Clerk of the Court Finance Director will interface with the financial manager from the contracted company regarding coordination of state and federal financial assistance and oversight. During an emergency and/or event, the County Engineer will assume the responsibility for oversight of the Public Works crews. Columbia County Utilities will operate as public works crews as well. In addition, if needed on the weekends, county maintenance staff may also work as public works crews, upon direction from the County Operations Manager or the County Engineer.
- (2) The County Operations Manager oversees debris removal coordination with all local and State agencies in Columbia County as well as with all of the ESF agencies. Columbia County will coordinate debris removal with the Florida Department of Transportation (FDOT). In addition, while all debris is in the County, the City Public Works Department will have primary responsibility for debris removal within the city limits and will coordinate the ultimate disposal of the debris with the County Operations Division. The Columbia County School System coordinates debris removal with the County Operations Manager.
- (3) Columbia County Public Works, The City of Lake City Public Works department, Winfield Solid Waste, Veolia and other trash collection vendors in Columbia County will coordinate with each other on pre-determined sites for debris disposal following an event. The county will operate four debris sites across the county. Each of these sites will have county personnel serve as the monitors for the debris delivery and each site has the capability for burning. The sites are: South end of the county, the Fort White and Ellisville collection locations; In the north end of the county, debris will be collected at the Public Works facility. The County Landfill (Winfield Solid Waste Facility) will operate as a collection site for all overflow debris. A fifth site will be operated by a local private contractor near Columbia High School. In addition, the City of Lake City may operate debris sites such as Memorial Stadium that are convenient for City crews. The Columbia County Utilities will provide the debris site in Ellisville adjacent to the Water Treatment Plant.
- (4) Local hauling companies will be Columbia County's first choice for pick-up and delivery of debris either to a pre-determined site or to Winfield Solid Waste (the county landfill). If the event exceeds local capabilities vendors from outside of the area will be brought in to help complete the debris removal process.
- (5) Debris Removal is the clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property. For debris removal to be eligible the work must be necessary to:

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- (a) Eliminate an immediate threat to lives, public health and safety.
 - (b) Eliminate immediate threats of significant damages to improved public or private property.
 - (c) Ensure the economic recovery of the affected community.
- (6) Examples of eligible debris removal activities:
- (a) Debris removal from a street or highway to allow the safe passage of emergency vehicles.
 - (b) Debris removal from public property to eliminate health and safety hazards, such as the threat of fire.
- (7) Examples of ineligible debris removal activities:
- (a) Removal of debris, such as tree limbs and trunks, from natural (unimproved) wilderness areas.
 - (b) Removal of pre-disaster sediment from engineered channels.
 - (c) Removal of debris from a natural channel unless the debris.
 - (d) Poses an immediate threat of flooding to improved property.
- (8) The pre-determined debris sites that are operated by Columbia County Columbia County Public Works are all capable of having vegetative debris burned on site. In addition, Columbia County has a local option vendor that provides chipping and mulching should there be a case where burning the debris is not feasible. The vendor charges a set fee, regardless of the load size, and handles all disposal of the organic vegetation that is brought to their location.
- (9) Columbia County or any company transporting organic vegetation to the local vendor goes straight to the vendors location. Columbia County does not take it to a debris monitoring site. The vendor is solely responsible for the receipt and the disposal of the organic debris.
- (10) The removal of household hazardous waste and white goods in a major disaster will be handled as follows:

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- (a) White Goods
1. Under the waste collection agreement with the County's franchise hauler section IV 6.3 requires our franchise hauler to provide the collection of white goods in a catastrophic event.
 2. In addition, County personnel will lend support as needed.
 3. White goods may be taken to approved County staging locations for collection which in turn the County will disposed of them properly.
- (b) Household Hazardous Waste (HHW)
1. The County will receive HHW at various staging locations including Winfield Solid Waste Facility.
 2. HHW will be disposed of through the County's current HHW contractor.
- (c) Any of the above items delivered commingled with other waste will be separated by county staff for proper disposal.
- (11) Debris removal from private property is generally not eligible because it is the property owner's responsibility. If property owners move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal. If the debris significantly impacts the public health and safety of a community, Federal Emergency Management Agency may fund debris removal from private property by the State or local government.
- (12) Columbia County will request technical assistance from FDEM PA Officer in review of the contract to ensure it meets all of the state and federal requirements for legal issues, interagency issues, record-keeping, and audit procedures, physical debris collection, reduction and disposal and environmental considerations.
- (13) ESF-3, *Public Works* has the responsibility for the overall coordination of debris removal efforts with local municipalities to include securing all required state and federal agency environmental permits (to include required DEP approvals). Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks.
- (14) Columbia County Public Works would prioritize the clearing of debris from roadways in the following order: Roadways leading to designated critical facilities; Roadways being used as evacuation routes; Major thoroughfares and continue to

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- prioritize according to the traffic load on a particular road according to the traffic load on a particular road.
- a) Roads leading directly to critical facilities would be the first to be cleared. This may include roads to: Schools being used for population sheltering, hospitals, Assisted Living Facilities etc.
 - b) State and Federal Highways. These roads may be utilized as evacuation routes, and if so, they may be bumped up to a higher priority. These roads are highly used roads, and if not serving as an evacuation route then they will be the next priority to be cleared.
 - c) Collector roads that feed to the State and Federal Highways.
 - d) Local Access Roads
 - e) Non-Critical transportation roads.
- (15) In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified by ESF-3, *Public Works*.
- (16) It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from state and federal agencies and from sources located outside of the affected area(s). The acquisition and deployment of these resources will be coordinated with ESF-7, *Resource Support* and ESF-3, *Public Works*.
- (17) The County Attorney will develop entry procedures for debris removal from private property.
- (18) ESF-7, *Resource Support* through Columbia County Emergency Management is responsible for other emergency period Contracts. ESF- 3, (Public Works) is responsible for working with the debris removal contractor.

F. Community Relations

- (1) Given the limited personnel resources in Columbia County, the Columbia County Emergency Management Director/Disaster Recovery Coordinator will appoint a Community Relations Coordinator on an event by event basis. The Community Relations Coordinator will then be the liaison with the State and Federal team.

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Support in the function will come from Columbia County, staff from the Senior Services, emergency management, and local religious organizations.

- (2) The Community Relations Coordinator will work with local, state and federal Community Relations Teams who are deployed to disseminate information and collect data to assist disaster affected communities and individuals in receiving the assistance to which they are entitled. The determination for priority areas for team deployments will be made based on human needs and the magnitude of this disaster.
- (3) The primary function of these teams is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and the tele-registration process.
- (4) Persons on the Columbia County Special Needs Registry may require special outreach. The Community Relations Coordinator will inform the teams as to the location of these individuals to ensure they receive the required assistance.
- (5) Columbia County Emergency Management maintains a list of key community leaders and community service groups who will be contacted after a disaster to assist in determining community needs and available to serve in a Community Relations capacity.
- (6) Columbia County Emergency Management will maintain contact with the local Catholic Charities Bureau, United Way of Suwannee Valley, North Central Florida Chapter of the American Red Cross. These organizations are a key support element in support of the County Community Response. As they are identified additional groups will be added to the master list maintained in the emergency management office.

G. Unmet Needs Coordination

- (1) During the intermediate and long-term recovery phase immediate life safety needs have already been addressed. Voluntary organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services. With all of the assistance that is available after a disaster, there still may be people who have unmet needs. If the situation requires the development of an Unmet Needs Committee, the Columbia County EM Director/Recovery Coordinator will appoint a Chairperson to run this committee. Given the limited personnel resources in Columbia County, this will be done on an event by event basis.
- (2) The Unmet Needs Committee Chairperson will be responsible for oversight of the committee, addressing immediate human needs (food, water, etc), immediate housing issues, issues involving persons with special needs and coordination with Community

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- Relations Teams. **NOTE:** Emergency management, local religious organizations, Suwannee Valley Transit, American Red Cross and the county's municipalities, along with state and federal representatives will all be part of this committee.
- (3) Through Outreach Teams individuals may be identified who require additional assistance or have an unmet need as a result of the disaster. Once these individuals are identified they will be assigned a representative from the Unmet Needs Committee who will make contact with the victim. The Representative will then bring these findings back to the committee for action. Resolution to the victims needs will be through avenues and/or, resources identified by the committee.
 - (4) Columbia County Emergency Management has a training program in place and includes, but is not limited to, courses in Community Relations and Unmet Needs. These courses are available through Florida Division of Emergency Management and all members of Columbia County's Emergency Management team are encouraged and/or required to attend.
 - (5) During a long-term recovery phase all unmet needs will be forwarded to ESF-15, *Volunteers and Donations*. With assistance from the volunteer groups, ESF-15, *Volunteers and Donations* will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all requests.
 - (6) Human Needs Assessment Teams, municipalities and local officials will meet to help identify unmet needs.
 - (7) Training for ESF-15, *Volunteers and Donations* members and local community groups will be scheduled during the first quarter of each fiscal year. Training will include emergency home repair, debris removal, donation warehouse management, processing centers, crisis counseling and other needed assistance.

H. Columbia County Long Term Recovery Committee

- (1) This local committee is formed to help effected homeowners to return to a safe, sanitary and secure living condition using local and faith based grants/funds when other State of Federal funds are exhausted or not available. Following approval from the case management process, this committee pays the contractor/vendor sources directly for approved low cost home repairs requested by the homeowner.

The Catholic Charities Bureau, Inc. will serve as the clearing house and staff for long term recovery; they will be responsible for the coordination with community organizations and will develop outreach efforts to identify individuals who require additional assistance or have short and long term unmet needs as a result of the disaster.

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- (a) Columbia County Emergency Management
 - (b) City of Lake City
 - (c) Columbia County Senior Services
 - (d) Altrusa of Lake City
 - (e) Suwannee River Economic Council
 - (f) American Red Cross
- (2) The Catholic Charities Bureau, and the Columbia County Long Term Recovery Committee generally, will partner with Columbia County Emergency Management, recognizing the health and safety of Columbia County residents is integral to Columbia County Emergency Management pursuant to F.S. 252.
- I. Emergency Housing: If the disaster has impacted Columbia County to the degree it has caused the need for emergency housing, the Columbia County Emergency Management Director/Disaster Recovery Coordinator will appoint a member of the recovery staff to work with state and federal counterparts in identifying potential solutions. Given the limited personnel resources in Columbia County, this will be done on an event by event basis.
- J. Individual Assistance
- (1) General: The purpose of individual damage assessment is to determine the extent to which individuals and private businesses have been impacted by the disaster. The two basic categories of eligible individual damage include:
- (a) Damage to Homes: A person whose primary residence has been damaged due to a disaster may qualify for various forms of disaster assistance. When damage assessors go into the field, they will estimate the degree of damage to the home, evaluate the victim's insurance coverage and determine the habitability.
 - (b) Damage to Businesses: Disaster damaged businesses and their employees are eligible for certain individual assistance programs. Loss of a business results in lost jobs, income, etc. to the business owner and employees.
- (2) Applying for Individual Assistance

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- (a) Following a Presidential Declaration authorizing Individual Assistance, an Individual Assistance Officer will coordinate, with a federal counterpart, all related individual assistance programs as defined in the State and Federal administrative regulations.
 - (b) Applications for Individual Assistance are made through the National Tele-registration Program or at the designated disaster recovery centers.
 - (c) Community Outreach Representatives, Florida Division of Emergency Management and Federal Emergency Management Agency personnel operating out of disaster recovery centers will visit impacted areas and informing victims of available assistance.
 - (d) Disasters that do not warrant a request for Individual Assistance as part of a Presidential Disaster Declaration may meet criteria for various other assistance such as Small Business Administration Disaster Loans.
- K. Damage Assessment Forms: Forms used for damage assessment can be found at the end of this section.
- L. Emergency/Disaster Support Activities
- (1) In addition to the Individual Assistance programs provided through Federal Emergency Management Agency, the following lists other programs that may be provided through Florida Division of Emergency Management:
 - (a) Small Cities Community Development Block Grant
 - (b) Community Services Block Grant
 - (c) Low-income Home Energy Assistance Program
 - (d) Low-income Emergency Home Repair Program
 - (e) Home Investment Partnership Program
 - (f) State Housing Initiative Partnership Program
 - (2) Columbia County Emergency Management has established a number of public information and education programs regarding the recovery efforts and available

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assistance. Efforts to educate the public as to the current status of the recovery effort and available assistance will be comprised of information releases, such as:

- (a) The types and locations of emergency assistance available, the personnel contacts, telephone numbers, location(s), and the hours of operation of the various services, e.g., Disaster Recovery Centers, Small Business Administration, Rumor Control, missing persons information, etc.;
- (b) The State of Florida Department of Health mental and physical health services such as crisis counseling, medical and physical “health notices,” e.g., boil water orders;
- (c) Columbia County Sheriff’s Office notifications of current restricted areas, curfew orders, travel restrictions, etc.; and
- (d) Local church organizations, the Salvation Army, and the American Red Cross will provide information regarding their respective locations and contact numbers for such services as food disbursement (mobile canteens), voucher distribution centers, counseling services, shelter status, etc.

M. Financial and Records Management: Financial transactions, accounting, grant management, temporary/permanent employment and payroll, correspondence, file maintenance and reporting requirements will be carried out in accordance with the Columbia County Columbia County Board of County Commissioners Standard Operating Procedures. The obtaining and administration of state and federal public assistance recovery programs, including mitigation programs, will be done in accordance with state and federal rules, regulations and guidelines set forth by Chapter 252, Florida Statute and the Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988.

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ANNEX II - MITIGATION FUNCTIONS ANNEX

I. Introduction:

- A. Purpose: This Annex provides a framework for identifying, prioritizing, and funding those hazard mitigation projects that should be accomplished in order to reduce or eliminate long-term risk to citizens of Columbia County and their property from the effects of hazards.
- B. Columbia County maintains a Local Mitigation Strategy (LMS) Plan in accordance with State Rule 27P-22. The City of Lake City along with the Town of Fort White also participate in our LMS Planning Process and are signatories to the Local Mitigation Strategy.
- C. Goal: The overall goal of this plan is to promote hazard mitigation and to provide guidelines for the management of post-disaster recovery. This strategy is important to the County because of the vulnerability to many different hazards as outlined in the Columbia County Comprehensive Emergency Management Plan (CEMP).
 - (1) Recovery from disaster, without the help of hazard mitigation efforts, will simply become too expensive. As the cost of post-disaster recovery continues to grow at an alarming rate, it is essential that local governments, both County and municipalities, take advantage of mitigation planning opportunities and available funding to reduce the impact and cost of long term recovery.
 - (2) This plan ensures a high level of involvement by state and local government representatives and the private sector.
 - (3) Columbia County has an approved Local Mitigation Strategy that will expire on August 19, 2025.
 - (4) The Columbia County Emergency Management director will serve as the Local Mitigation Strategy chair person. As such, it is important that the county flood plain manager be included as a part of the Local Mitigation Strategy Workgroup. Through the LMS working group, spreadsheets will be kept on file that reflect Special Flood Hazard Areas (SFHAs). The LMS working group will work to try and gain funding for these projects in non-disaster HMGP funding and other funding sources as they are available.

II. General

- A. Columbia County Emergency Management Director:

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- (1) Serves as the Mitigation Coordinator and is responsible for the creation and continuous update on the Local Mitigation Strategy, which was ruled into compliance by Department of Community Affairs/Florida Division of Emergency Management in 2005;
 - (2) Facilitating routine Local Mitigation Strategy Work Group meetings to ensure the documents and projects continue to move forward;
 - (3) Facilitates training for mitigation assessment team members to aid in the identification of mitigation opportunities; and
 - (4) Is responsible for the emergency and post-disaster function of mitigation.
- B. Columbia County and its municipalities (i.e. City of Lake City and the Town of Ft. White) have developed a comprehensive, unified county-wide Local Mitigation Strategy (LMS), incorporated herein by reference, which addresses the following:
- (1) Description of hazard mitigation activities with the county and participating municipalities are involved.
 - (2) Identification of structures and infrastructure that are vulnerable to the all applicable hazards, as identified in the plan.
 - (3) Identification of appropriate mitigation initiatives that reduce the risks and vulnerabilities, as determined by the plan’s vulnerability assessment and risk analysis.
 - (4) Identification and prioritization of community mitigation initiatives, along with funding sources for these initiatives.
- C. In order to develop and periodically update a unified local mitigation strategy plan, Columbia County has established a Columbia County Local Mitigation Strategy Working Group pursuant to authorization by the Columbia County Board of County Commissioners. It is through this working group the necessary tasks are formulated allowing for the development of mitigation strategies on guiding principles, hazard identification and vulnerability assessment and mitigation initiatives on an on-going basis.
- D. Planning Assumptions:
- (1) A disaster may occur with little or no warning, and may escalate more rapidly than the ability of any single local response organization or jurisdiction can manage.

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- (2) Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continual public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability especially during the initial days (72 hours) after disaster impact can carry through in mitigation activities.
- (3) Columbia County is a small rural county with limited resources and personnel. Subsequently, the county's response to emergencies and disasters would be directly correlated to the resources and personnel available within Columbia County. While there are mutual aid agreements in place with neighboring counties for emergencies which may occur on a daily basis, the majority of this assistance would not be available when faced with a regional disaster. Columbia County will utilize available resources before requesting State assistance, but it should be noted that assistance will be requested should the event out strip the county's ability to respond.
- (4) Columbia County will initiate actions toward saving lives, protecting property, providing relief efforts including damage assessment, and required recovery/mitigation functions while working to maintain direction and control through the Emergency Operations Center.
- (5) The Columbia County Emergency Operations Center will be activated and staffed by the county's department and agency personnel. Those representatives of emergency functions not organic to the County (i.e. Emergency Support Function - 13 – *Military Support*), will be requested through the State as the incident requires.

III. Concept of Operations

- A. Columbia County has a number of responsibilities involving the development and implementation of local Emergency Management Programs. The City of Lake City and Town of Fort White are working partners in pre-disaster and post-disaster mitigation. Inherent in these efforts are initiatives which are intended to avoid, reduce and mitigate the effects of the recognized hazards to which the County is recognized as being vulnerable to.
 - (1) All county and municipal governmental departments and agencies are responsible for the development of the necessary plans with which they will perform such functions as may be required to effectively cope with and recover from, any natural disaster affecting their respective areas of responsibility(s).
 - (2) Primary, with reference to the coordination of Hazard Mitigation activities within Columbia County, are the Department of Emergency Management and the Building Department.

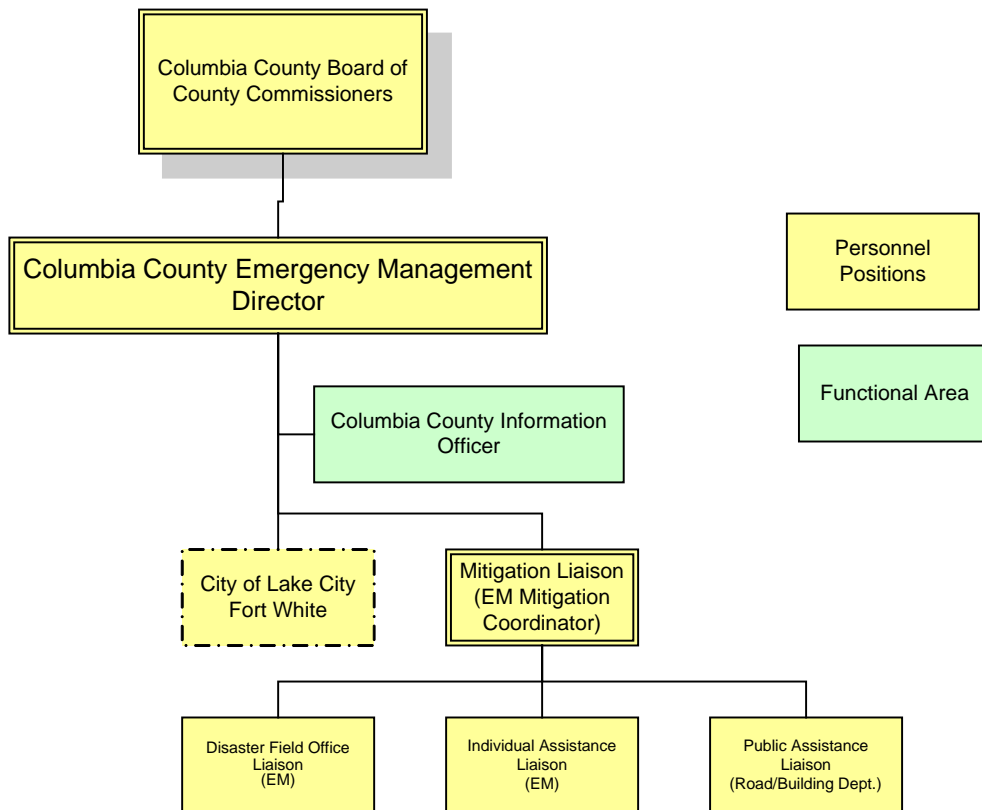
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- (3) Columbia County, in a proactive mitigation role, through the implementation of Columbia County Ordinances and Resolutions, continues the application of stringent building code requirements.
- (4) Other Columbia County implemented programs include the Florida Department of Emergency Management initiated Shelter Retrofit program.
- (5) Mitigation activities in post-disaster situations will be handled through the Building Department and the Department of Emergency Management.

B. The organizational chart and agency matrix for mitigation activities are as follows:



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Figure AII – 1, Columbia County Mitigation Organizational Chart

Columbia County Mitigation Matrix							
Department/ Agency	Function						
	Individual Assistance	Public Assistance	Damage Assessment	Mitigation	Emergency Support Function-5	DFO Liaison	Public Information
Columbia County Emergency Management	P	S	P	P	P	P	P
Columbia County Board of County Commissioners			S	S		S	
Columbia County Clerk of Courts			S	S		S	
Columbia County Property Appraiser	S	S	S	S			
Columbia County Tax Collector	S	S	S	S			
Columbia County Public Works		P		S			

Figure AII – 2, Columbia County Mitigation Matrix – Primary and Support Agencies

NOTE: All of Columbia County's agencies and department heads participate in Columbia County Mitigation Strategy planning and are part of the Local Mitigation Strategy team.

- P – Primary Agency
- S – Support Agency

C. When emergencies or disasters occur in which the Columbia County and the municipalities will render assistance to the best of its ability. Once these finite resources are depleted, Columbia County will request assistance by:

- (1) Columbia County and the municipalities are participating members of the Statewide Mutual Aid Agreement. The Columbia County Office of Emergency Management maintains a list of participants and will notify mitigation assessment team members of

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- next scheduled meeting or with instructions to report to work via e-mail, mail or telephone.
- (2) When, after an immediate post-event assessment, it is evident that the scope of the event supercedes the county's capabilities to meet its needs relative to the incident (disaster), the county is required, through the Florida Division of Emergency Management, to request assistance from the Governor. The Governor may then issue an Executive Order thereby mobilizing such State resources and assistance as may be necessary.
 - (3) Should the disaster resource needs of both the state and county governments exceed their capabilities, and coordination with the Federal Government becomes necessary in support of local disaster operations, the Governor may then request that the President of the United States declare the event a major disaster.
- D. Columbia County and the municipalities participate fully in the National Flood Insurance Program and Community Rating System. Other mitigation activities include public education and awareness of community and individual activities regarding Columbia County's hazards and methods to reduce them, public and private involvement in mitigation activities through workshops, community fairs, exhibitions, conferences, newspaper and radio announcements, presentations at civic and community group meetings and solicitation for involvement in public policy decisions.
- E. Continuity of government is assured through the preservation and protection of vital government records from the threat of natural and man-made hazards. In order to promote normal procedures following a disaster it is the responsibility of each element of government to safeguard these records. Constitutional officers are responsible for the preservation and restoration of their respective records.
- (1) The Clerk of the Court is responsible for all official records of the County, including those records necessary for operation during emergency events.
 - (2) As a significant amount of day to day government functions, management of emergency operations, and protection of the citizens of Columbia County are routinely performed through the use of computer software, essential records are periodically backed up, copied to disks, and/or printed as paper hard copy documents on a regular basis.
- F. Disaster Operations: Upon impact of a disaster to Columbia County, the Mitigation Coordinator will join with the state and federal partners in development of a Mitigation Assessment Team. This team will identify mitigation opportunities that have become apparent as a result of disaster damages. This information will be used to identify and seek funding for future mitigation projects.

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G. Local Mitigation Strategy

- (1) Columbia County has developed a Local Mitigation Strategy for the development and pre-identification and prioritization of Hazard Mitigation Grant Program Projects, ultimately to become a part of the statewide Hazard Mitigation Strategy. This strategy will provide a compilation of hazard mitigation planning projects and programs from a range of pre-existing resources such as the local Comprehensive Land Use Plan, the Comprehensive Emergency Management Plan, and other related codes and ordinances. This will include regulatory initiatives such as zoning changes to financial incentives for hardening structures.
- (2) Mitigation initiatives involving structures may include but not be limited to flood proofing, wind retrofitting, storm water management projects, floodplain management projects, infrastructure hardening, and acquisition and demolition of repetitively damaged or destroyed structures.
- (3) In order to develop a unified Local Mitigation Strategy Plan, Columbia County has developed a working group that included representatives from a major employer within the county as well as the Chamber of Commerce. The inclusion of these representatives makes the Local Mitigation Strategy more than just a governmental working group, through pluralistic representation of the entire community.
- (4) The Columbia County Local Mitigation Strategy Working Group is established pursuant to authorization by the Columbia County Board of County Commissioners and trained through Columbia County Emergency Management and Florida Division of Emergency Management. It is through this working group that the necessary tasks will be formulated which allow the development of the strategies on guiding principles, hazard identification and vulnerability assessment and mitigation initiatives on an on-going basis.
- (5) Columbia County Mitigation Coordinator, in coordination with the Columbia County Clerk of the Court is responsible for application completion and submission of mitigation projects to the appropriate agency(s). Hazard mitigation funds will be used in accordance with the Columbia County master plan and the priorities established therein.
 - (a) The work products resulting from the efforts of the Local Mitigation Strategy working group, and the subsequent evaluation of the collective and prioritized vulnerability assessment(s), while mutually interdependent, will determine the resulting local mitigation strategy and initiatives. Prioritization of these initiatives may determine the success of the mitigation application with regard to the

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attention gained from the Department of Community Affairs and the appropriate funding source(s).

- (b) Both 404 and 406 Disaster Relief and Emergency Assistance Act Funding Programs are project specific.
 - (c) Compliance with the Hazard Mitigation Grant Program, as authorized by Section 404 of the Stafford Disaster Relief and Emergency Assistance Act, to be regarded as a “pre-disaster funding source,” requires a different set of conformance requisites than Section 406, The Federal Emergency Management Agency Infrastructure Assistance Program, to be identified as a “post-disaster funding source.” There is, within these programs, a set of established procedures required to maintain particular cost/benefit ratio standards. The alternative to application to specifically Section 404 or 406 is the “Enabling Act,” which would allow the consideration of funding additional measures not required by applicable codes and standards, that will enhance a facility’s ability to resist similar damage in future events.
 - (d) The Columbia County will carefully review each Hazard Mitigation proposal and appropriate funding source(s).
- (6) Columbia County post-disaster development plans will fall within the guidelines of the existing and pro-active code requirements. Among these requirements are mitigation-directed hurricane shutter requirements, special structure requirements and a design wind speed criteria.

H. Mitigation Evaluation

- (1) The experiences of the 2004 Hurricane Season epitomize the importance of better integrating hazard mitigation activities into local comprehensive planning. Residents from all over the state experienced significant damages from Hurricanes Charley, Frances, Jeanne, and Ivan by winds, tornadoes, surge, or flooding. But this was not the only time that we have experienced natural disaster, nor will it be the last. In 1992, Hurricane Andrew devastated South Florida. In 1998 and 1999, most counties in Florida experienced wildfires. In some cases, despite fire fighters best efforts, the fires advanced through neighborhoods and homes were lost. Every year in Central Florida, new sinkholes emerge swallowing homes and damaging infrastructure. The cost of recovery for these various disasters ranges from hundreds of thousands to billions of dollars, significantly taxing local, state, and federal financial sources. Losses covered through Federal funding as a result of the 2004 hurricanes alone could reach as high as \$7 billion. Worst of all, however, are the many lives that, directly or indirectly, are lost due to natural disasters. It is imperative that we reduce the human

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- and financial costs of natural disasters. Through better integration of natural hazard considerations into local comprehensive planning, we can build safer communities.
- (2) Columbia County has prepared this mitigation evaluation as part of a statewide effort by the Florida Department of Community Affairs (DCA) to guide local governments on integrating hazard mitigation principles into local comprehensive plans. This mitigation evaluation conveys Columbia County’s existing and potential risk to identified hazards while providing recommendations on how hazard mitigation can better be integrated into the local mitigation strategy to better support comprehensive planning.
- (3) Summary of Recommendations: Columbia County’s Comprehensive Plan has good integration of hazard mitigation principles and its local mitigation strategy has adequate data and goals to support comprehensive planning. There are goals, objectives, and policies that support risk reduction from flood and sinkholes in the local mitigation strategy and Comprehensive Plan. However, there are always ways to strengthen such plans, and the following is a summary of options for Columbia County to do so.
- (4) Comprehensive Plan Preliminary Recommendations:
- (a) The following recommendations include hazard mitigation measures through which Columbia County can continue to reduce or eliminate risks from flood, wildfire, and sinkholes. These recommendations pertain to the use of vacant lands and/or redevelopment practices. Based on the land use tabulations, most of the vacant acreage is susceptible to wildfire and sinkholes. Land use tabulations were not provided for flood as the flood zones are not available in shape file format. However, flood is considered a high risk according the Columbia County Local Mitigation Strategy. The Comprehensive Plan addresses storm water discharge into sinkholes in Columbia County, therefore preliminary recommendations are also provided for this hazard.
- (b) Of the vacant lands, 3,221 acres are susceptible to wildfire, and 2,451 acres are susceptible to sinkholes.
1. Flood: The georeferenced data was not available to determine the acreage susceptible to flooding, however the local mitigation strategy deemed flood to be a high risk. Therefore recommendations are included for this hazard.
 - a. Columbia County should continue to give priority to those projects listed on the local mitigation strategy project list.
 - b. The Comprehensive Plan should continue the implementation of policies for preserving and enhancing the natural environment (i.e., 100-year

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- floodplain) through the enforcement of land development regulations for floodplain management and storm water management to maintain the natural functions.
- c. The Comprehensive Plan should continue to require that the County maintain an inventory of environmentally sensitive areas, which shall include 100-year floodplains.
 - d. Columbia County should continue to adopt or amend land development regulations which limit the density of dwelling units within FEMA designated 100-year floodplains such that existing flood storage is maintained and allowable densities do not create potential flood hazards, or degrade the natural functions of the floodplain.
 - e. Columbia County should continue to require that all structures built in the 100-year floodplain include at least one foot freeboard.
 - f. The Comprehensive Plan should consider prohibiting septic tanks in flood hazard areas or wetlands.
 - g. Columbia County should consider policies pertaining to the preparation of a storm water master plan to further mitigate the impacts of flooding in the community. This should be listed as a prioritized project on their local mitigation strategy project list for possible funding sources such as Federal Emergency Management Agency’s Hazard Mitigation Grant Program.
 - h. Columbia County should consider including a policy to not approve variances to required flood elevations.
 - i. Columbia County should consider establishing an impact fee and/or other equitable user oriented revenue sources for the construction of drainage facilities, either countywide or in districts of high flooding potential.
 - j. Columbia County should consider requiring areas that have not established base flood elevations to be studied prior to development.
 - k. Columbia County should consider calling for compensating storage calculations in flood hazard areas.
 - l. Columbia County should consider programs identifying floodplains for acquisition.
2. Wildfire: About 17% of the 3,221 vacant acres that are susceptible to wildfire are to be developed for residential, commercial, industrial uses or public facilities, indicating that these risk reduction strategies should be considered prior to development of this vacant land.
 - a. Where reasonable, the County should consider creating a policy in the Comprehensive Plan to update the Land Development Regulations for the County to include wildfire mitigation principles, such as defensible space buffering surrounding development or multiple exits for large development. This could also include provisions for vegetation

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- maintenance and the required removal of exotic vegetation or land cover that could be conducive to wildfire.
- b. Columbia County should consider including policies for coordination with area volunteer fire departments to ensure fire protection is provided to all areas of the County.
 - c. Columbia County should consider participating in the Fire wise Medal Community program to reduce risks within the wild land urban interface.
 - d. Columbia County should consider a requirement for all new development to include and implement a wildfire mitigation plan specific to that development, subject to review and approval by the County Fire Rescue Department.
 - e. Columbia County should consider increasing public awareness of prescribed burning and require management plans for conservation easements that address reduction in wildfire fuels.
3. Sinkholes: About 22% of the 2,451 vacant acres that are susceptible to sinkholes are to be developed for residential, commercial, industrial uses or public facilities, indicating that these risk reduction strategies should be considered prior to development of this vacant land.
- a. Columbia County should continue to include policies in the Comprehensive Plan that designate sinkholes as environmentally sensitive areas that are protected through land development regulations.
 - b. Columbia County should consider promoting PDR and TDR in areas highly susceptible to sinkholes.
 - c. Through the Comprehensive Plan and/or the overlay zones, promote the use of cluster development to mitigate sinkhole hazards. In this way, the areas highly susceptible to sinkholes could be preserved as open space, while allowing other areas to be developed at a higher density.
4. General:
- a. Current growth management techniques such as clustering, conservation of floodplains and wetlands, elevating structures in special flood hazard areas and storm water mitigation policies are employed by the community to protect natural features and to protect areas from flooding. Therefore, the County should update these policies in the Comprehensive Plan, emphasizing the benefits of hazard mitigation.
 - b. Columbia County should determine whether or not the conserved areas in the County have lifetime designations. In North Florida, some areas that were formally designated as uses with low densities are being slated for rural and urban development. It is important to determine if and when, all

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of the conservation agreements end, in order to determine if additional actions can be taken in the Comprehensive Plan to ensure that the property is protected.

- c. The Comprehensive Plan should consider including a policy to incorporate recommendations from existing and future interagency hazard mitigation reports into the Comprehensive Plan, and should consider including these recommendations during the Evaluation and Appraisal Report process as determined feasible and appropriate by the Board of County Commissioners.
 - d. Include each hazard layer on the existing and future land use maps to determine where risks are possible to target hazard mitigation strategies.
 - e. The Comprehensive Plan should consider including a policy to incorporate applicable provisions of the Comprehensive Plan into the Comprehensive Emergency Management Plan and the Local Mitigation Strategy.
 - f. Continue educating the public, especially those at high risk from floods and wildfires, and make them aware of proactive steps they can take to mitigate damage.
- (5) Local Mitigation Strategy Preliminary Recommendations: The following data and information could be included in an update of the local mitigation strategy. This information could help convey how and where disasters impact the population and the built environment to support comprehensive planning.
- (a) Include hazard maps with data layers to illustrate population (i.e., density) or property (i.e., value) exposure.
 - (b) Include a future land use map with hazard data layers (i.e., one FLUM per hazard) to illustrate which future land use categories are susceptible to each hazard.
 - (c) Include loss estimates by land use.
 - (d) Reference or include a list and/or map of repetitive loss properties.
 - (e) Include a quantitative risk assessment for existing and future development (i.e., loss estimates) or specific critical facilities.
- I. Finance and Accounting Procedures: Financial transactions, accounting, grant management, employment and payroll, correspondence, file maintenance and reporting requirements will be carried out in accordance with the Columbia County Board of County Commissioners Standard Operating Guidelines. The obtaining and administration of state and federal public assistance recovery programs, including mitigation programs, will be done in accordance with state and federal rules, regulations and guidelines set

CEMP Annex II – Mitigation Functions Annex – AII-12

“Failure to Prepare is Preparing to Fail” - Benjamin Franklin

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forth by Chapter 252, Florida Statute and the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

- J. Resources: Columbia County Emergency Management has four (4) trucks, three (3) laptop computers, eighteen (18) VHF Radios and eight (8) global positioning systems available for mitigation response (as of November 2009).

K. Public Awareness and Education:

(1) Public Awareness:

- (a) The key to successful disaster operations is the ability to communicate the multiple hazards which face Columbia County to the public and take the necessary actions to ensure life and safety will not be compromised. These actions start long before Columbia County is faced with an emergency or disaster and continues through recovery and mitigation. Columbia County coordinates with its agencies and departments in public awareness activities throughout the year. This campaign is conducted through various media to ensure the maximum population is reached. This media includes:
1. Public Service Announcements via local radio
 2. Announcements/Information in local newspaper
 3. Public Safety Days
- (b) Mitigation information provided to the public as part of Columbia County Emergency Management’s public information campaign during the year contains information on various seasonal mitigation subjects to include (but not limited to) wildfires, tropical storms and flash floods. Additionally, the public is invited to participate in all Local Mitigation Strategy Workshops via announcement in local paper and/or public service announcements via local radio. Local Mitigation Strategy Workshops minutes are available for review to the public upon request at any Columbia County public library. This information is also provided to victims of disaster at the various information centers established after impact.
- (c) After impact of a disaster the need for public information does not diminish, it actually increases. Disaster Recovery Centers, Recovery Information Centers, and other recovery facilities will be located as close to the area of impact as possible to facilitate their use to all impacted residents. These locations will be determined in coordination with Florida Division of Emergency Management and Federal Emergency Management Agency. These locations will more than likely be at the schools located throughout the county. This would be carried out through radio and television media, and print media in the form of newspapers and flyers distributed by recovery personnel.

CEMP Annex II – Mitigation Functions Annex – AII-13

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- (2) Education: Mitigation training opportunities are communicated to agencies and departments within the county via inter/intra-departmental communications, e-mail or telephone.

CEMP Annex II – Mitigation Functions Annex – AII-14

“Failure to Prepare is Preparing to Fail” - Benjamin Franklin



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: Human Resources

1. Nature and purpose of agenda item:

The approval of this position description will include updating HTE, the Pay Plan, and any other document or process required as part of the County's procedures.

2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.



POSITION DESCRIPTION

POSITION: SPORTS AND GROUP SALES SPECIALIST

LOCATION: TOURIST DEVELOPMENT

Responsible to: TDC DIRECTOR

PAY GRADE: NEGOTIABLE

EXEMPTION STATUS: EXEMPT ADMIN

SCHEDULE: NON-TRADITIONAL WITH ABILITY TO TRAVEL, AS NECESSARY

ABOUT COLUMBIA COUNTY

Columbia County is one of Florida's best-kept secrets, with pockets of quiet and peaceful springs. Columbia County is the home of Florida's Springlands, with multiple natural springs, lakes, rivers, and nine beautiful state parks. In 2022, the US Census Bureau [QuickFacts](#) estimated Columbia County has a population of 72,000 residents. Columbia County is a southeast sports destination and hosts multiple tournaments and camps. Columbia County requires a diverse and dedicated workforce to provide services for Columbia County residents to live and work and for the visitors who experience our piece of the Florida playground. Consider applying for a position with us today.

JOB DESCRIPTION

The employee in this position is a results-driven sales specialist that actively seek out and engage customer prospects, build client relationships, as well as execution of client programs. Work involves providing complete and appropriate solutions for every customer to increase Columbia County hotel nights while maximizing economic impact.

ESSENTIAL FUNCTIONS

- Present and promote Columbia County using viable solutions to existing and prospective customer programs
- Utilize cost-benefit and needs analysis of existing/potential customers to meet their needs including proposal presentation
- Establish, develop, and maintain positive business and customer relationships
- Reach out to customer leads through various methods: sales conferences, database, marketing promotions, and more
- Follow up with all clients to enhance retention from year to year
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed-upon sales target and outcomes within scheduled time frame
- Coordinate sales efforts with team members and other departments
- Analyze the territory/market potential, track sales and status reports.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services
- Keep abreast of best practices and promotional trends
- Continuous improvement thorough feedback and consultation
- Assist in the execution of successful client programs
- Effective stewardship of Columbia County budgeted funds

- Supervision of local sports leagues for proper use of facility agreements
- Serve as a knowledgeable resource on local Partners
- Serve as lead sports staff member to the Tourist Development Council (TDC)
- Manage new and existing community relationships in a professional and organized manner
- Work with students, athletes, volunteers, group organizers and attendees
- Ability to travel and keep non-traditional working hours, as necessary

NON-ESSENTIAL FUNCTIONS

- Special projects as assigned
- Attendance or involvement in local events, meetings or functions

WORK ENVIRONMENT

A positive office with a great team of professionals. Mobility and flexibility to attend meetings and events inside and outside the office as well as normal business hours. Outdoor tasks may be performed under varying weather conditions. Ability to travel and keep non-traditional working hours, as necessary.

TRAINING AND EXPERIENCE

Minimum Experience: Bachelor's degree in sports management, business, advertising, marketing or related field preferred. An equivalent combination of education, training, and experience may be substituted for the preferred degree.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current practices, principles, and regulations of sports programs on a county level
- Knowledge of federal, state, and local regulations related to sporting programs
- Ability to proficiently operate computer software and related programs including, but not limited to Microsoft Office Suite of programs
- Ability to plan, organize, and manage time effectively and efficiently
- Knowledge of tournament execution, and group planning a plus
- Experience with selling sports events and group programs
- Familiarity with CRM practices along with the ability to build productive professional business relationships
- Highly motivated and target-driven with a proven track record in sales
- Excellent selling, communication, and negotiation skills
- Ability to create and deliver presentations tailored to the audience's needs; including TDC Board, Commissioners, and Community groups

ESSENTIAL PHYSICAL SKILLS/DEMANDS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Lifting up to 50 lbs.
- Walking, standing, bending, stooping, climbing, reaching, sitting, and manual dexterity

PROFESSIONAL LICENSES

Possession of a valid Florida driver's license or ability to obtain in the first six (6) months
Columbia County residency required within six (6) months from of date of employment



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/22/2024 Meeting Date: 5/2/2024

Department: Commissioner District 1

1. Nature and purpose of agenda item:

On March 7, 2024, the Board held a workshop on affordable housing. No action can be taken at a workshop.

2. Recommended Motion/Action:

Motion to table and place consideration of the issue as part of the budget process

3. Fiscal impact on current budget.

This item has no effect on the current budget.



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

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Today's Date: 4/26/2024 Meeting Date: 5/2/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

Resolution No. 2024P-09 - Rescheduling the First Meeting in July

2. Recommended Motion/Action:

Approve Resolution No. 2024P-09

3. Fiscal impact on current budget.

This item has no effect on the current budget.

**COLUMBIA COUNTY, FLORIDA
RESOLUTION NUMBER 2024R-09**

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA
CHANGING THE DATE OF THE FIRST REGULAR
MEETING IN JULY AND PROVIDING NOTICE THEREOF**

WHEREAS, section 2.7 of the Home Rule Charter for Columbia County, Florida provides that the Board of County Commissioners shall provide by resolution for the location, time, and place for holding its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA**, as follows:

1. The first regular meeting scheduled for the month of July shall be held on July 3rd beginning at 9:30 AM at the Columbia County School Board Administrative Complex, 372 West Duval Street, Lake City, Florida.

PASSED AND ADOPTED at its regular meeting of the Board of County Commissioners of Columbia County, Florida, on this 2nd day of May, 2024.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

By: _____
Ronald Williams , Chairman

ATTEST

James M. Swisher, Jr., Clerk of Court
(SEAL)

Approval as to form:

Joel F. Foreman, County Attorney



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/22/2024 Meeting Date: 5/2/2024

Department: 9-1-1 Communications Center

1. Nature and purpose of agenda item:

BA 24-42 Annually, the County has received a grant to provide funding for our 911 systems maintenance & support. The State 911 Board awarded Columbia County \$125,507.66. for 911 systems maintenance.

2. Recommended Motion/Action:

Accept and Approve BA 24-42 State Emergency Communications Board Rural Grant for 911 CPE system maintenance for \$125,507.66 and approve BA. 24-

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below. The budget amemdment number is BA 24-42 using fund(s) 001-GENERAL FUND.

FROM:	TO:	AMOUNT:
001-0000-334.20-12 PUBLIC SAFETY/E911 SPRING GRANT	001-2515-525.30-31 OPERATING EXPENDITURES/PROFESSIONAL SERVICES	\$125,508.00

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 – Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: David Kraus County Manager

FR: Thomas W. Brazil 911 Center Manager / County 911 Coordinator

DATE: April 22, 2024

RE: Agenda item request to BOCC to accept the following Spring 2024 Rural E-911 Grant for 911 funding as outlined.

Via this memorandum I am requesting to place on the May 2, 2024, agenda of the Board of County Commissioners, an agenda item requesting approval to accept the following State Emergency Communications Board Rural Grant awarded to Columbia County.

- Grant 24-04-04 911 System Maintenance & Support = **\$125,507.66.**

Please note this grant, as with all State Emergency Communications Board Grants, are reimbursement grant's and as such will require an external budget amendment.

CC: file

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.



Emergency Communications Board
4030 Esplanade Way
Tallahassee, FL 32399-0950

April 18, 2024

Columbia County Board of County Commissioners
P.O. Box 1529
Lake City, FL 32056-1529

FEID #: 59-6000564

Subject: Spring 2024 Rural County - Reimbursement Grant Program

Dear Columbia County Board of County Commissioners:

The Florida Emergency Communications Board would like to congratulate you on your grant award to improve the 911 system serving your county. Funds awarded from the Spring 2024 cycle of the Rural Grant Program will normally be provided on a cost reimbursement basis. Please note, receipt of this letter initiates the start of the grant term.

Within the next two weeks, you should receive a grant award agreement for each grant awarded to your county. The grant agreement has the details regarding funding rules for the state grant program that apply to your grant award. You must return a signed copy of the grant agreement prior to the authorization to transfer funds from the Florida Department of Management Services to your county. Please try to have the agreement signed and returned within 45 days of receipt.

The following provides details concerning the Spring 2024 grant(s) to Columbia County:

<u>Grant Number</u>	<u>CSFA #</u>	<u>Amount Requested</u>	<u>Amount Approved</u>	<u>Purpose</u>	<u>Date Board Awarded</u>
24-04-04	72.001	\$114,664.86	\$125,507.66		
			\$125,507.66	911 System Maintenance	4/18/2024
Total Grant Awards:			\$125,507.66		

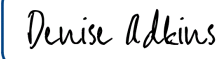
Recipients of awards of state and/or federal financial assistance are required to comply with the provisions of the Florida Single Audit Act. To assist you, please reference sections 5, 6 and 7 of section 215.97 Florida Statute at the following web site address:

http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_StatuteSearch_String=URL=0200-0299/0215/Sections/0215.97.html

Board Members: Denise Adkins • Christian Chavez • Richard Collins • Christine Cooper • Jamie Cruse • Keith Godwin • Rob LaVielle • Billy Woods

The Board thanks you for your interest in 911 and improving public safety in Florida and your commendable efforts towards enhancing your 911 system. It is our hope that your county continues to ensure further public safety advancements in Florida.

Sincerely,

DocuSigned by:

9B75A3594DF04D4...
Denise Adkins, Chairwoman
Florida Emergency Communications Board

DA/KR

cc: Columbia County 911 Coordinator

Budget Report

Prepare an itemized Grant Budget (“Line Item” breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: COLUMBIA

Project Name: 911 CPE MAINTENANCE & SUPPORT

Budget Categories

Deliverables	Unit Price (\$)	Quantity	Total Amount (\$)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
* AK Associates Elite Premier Maintenance Service 6/1/2024 through 5/31/2025.	\$30,630.00	1	\$30,630 .00
* AK Associates Motorola VESTA 911 CPE System support service 6/1/2024 through 5/31/2025			
Side A Primary 911 Center	\$37,552.92	1	\$37,552.92
Side B Backup Center	\$33,966.50	1	\$33,966.50
* Equature primary recorder (Side A) maintenance & support and Equature backup recorder (Side B) maintenance & support 9/1/2024 to 8/31/2025.	\$15,398.21	1	\$15,398.21
* EATON UPS System Maintenance, Service, & Support, 10/30/2024 through 10/29/2025.	\$4,489.40	1	\$4,489.40
* GeoComm MSAG/ALI Maintenance & support year-2 of 3-year service agreement 7/1/2024 through 6/30/2025.	\$1,550.97	1	\$1,550.97
* GeoComm DataHub additional QC annual fee (quarterly submissions) maintenance & support year-2 of 3-year service agreement covering .7/1/2024 through 6/30/2025.	\$1,919.66	1	\$1,919.66
Overall Project Total			\$125,507.66
Carry Forward Funds Applied			0.0
Grant Request Total Less Carry Forward Applied			\$125,507.66

Notes: Eaton UPS 3 year service agreement totaling \$13,468.20 billed in 3 1-year annual installments of \$4,489.40. GeoComm 3-year service agreement for Data Hub subscription and MSAG/ALI maintenance and support billed annually.

Thomas W. Brazil Digitally signed by Thomas W. Brazil
Date: 2024.04.11 10:34:36 -04'00'

Signature, 911 County Coordinator