Alachua County,
Florida

2020 Comprehensive Emergency Management Plan
Alachua County Emergency Management

To: Officials, Employees, and Residents of Alachua County

Alachua County, in cooperation with the County's constitutional officers, local city governments, the private sector, and private nonprofit organizations, has revised the County's Comprehensive Emergency Management Plan (CEMP) in a continued effort to improve our ability to protect the people and property within Alachua County during an emergency. The CEMP provides for coordination and allocation of resources for an effective incident response, as extraordinary emergency measures must be implemented quickly to reduce impacts to life and property.

While no plan can eliminate hazards and risks, effective plans carried out by knowledgeable and well-trained personnel can reduce losses, injuries, and damages. The objective of the CEMP is to coordinate the facilities and personnel of the County and its subsidiaries into an effective organization capable or responding effectively to an emergency.

The Alachua County Board of County Commissioners gives its full support to the CEMP and urges all officials, employees, and residents to do their part in the emergency preparedness effort. This letter promulgates the County CEMP, constitutes the adoption of the CEMP, and reaffirms the County's commitment to the National Incident Management System (NIMS).

The "Alachua County Comprehensive Emergency Management Plan Dated 2020" supersedes all previous County CEMPs and shall become effective on approval of the Board of County Commissioners.

Robert Hutchinson, Chair
Alachua County Board of County Commissioners
District 3

Cover photo courtesy of Jeff Huffman, Chief Meteorologist, UF Weather

Approval and Implementation

Record of Changes

Record of Distribution

Table of Contents

List of Figures

List of Tables

Basic Plan

I. Purpose, Scope, Situation Overview and Planning Assumptions

A. Purpose

The State Emergency Management Act (Chapter 252, Florida Statutes)[1] mandates the development of the Alachua County Comprehensive Emergency Management Plan (CEMP). The CEMP establishes a framework through which the County prevents, protects against, responds to, recovers from, and mitigates against the impacts of incidents that could adversely impact the health, safety, and general welfare of the residents and businesses of Alachua County. This is a comprehensive, risk-based, and all-hazards plan based upon criteria set forth by the Federal Emergency Management Agency (FEMA) and the Florida Division of Emergency Management (FDEM).

The CEMP provides guidance to local agencies on procedures, organization, and responsibilities before, during, and after an incident. The National Response Framework[2] (NRF) establishes a general concept of operations of incidents by engaging in activities in support of the National Preparedness Goal's[3] five emergency management mission areas: Prevention, Protection, Response, Recovery, and Mitigation. Efforts to assist survivors, respond to property and environmental damage, or control further damage and disruption are guided under the premises set forth by the National Incident Management System (NIMS) with use of the Incident Command System (ICS) at the field level to improve the effectiveness of emergency response (ICS-EOC Interface). Multi-agency coordination and support to field operations is provided using a blend of the Emergency Support Function (ESF) and the Incident Support Model (ISM) within the County Emergency Operations Center (EOC) [4], the ISM-ESF Hybrid Organization. The CEMP describes the relationships between command and coordination efforts through the ICS-EOC interface, and discusses the basic strategies, assumptions, operational goals, objectives, and mechanisms through which Alachua County will coordinate all incidents. This document:

- Establishes a framework to reduce the vulnerability of the whole community to loss of life, injury or damage, and loss of property resulting from natural, technological, or man-made incidents
- Assigns agency and organizational responsibilities in responding to an emergency that exceeds the capability or routine responsibilities of any one agency
- Details the interconnectivity of command and coordination
- Describes the resource management process by which State and Federal assistance is requested and coordinated, including response to emergencies with the use of Local, State, and Federal systems, plans, and resources
- Identifies personnel, equipment, facilities, supplies, and other resources available within the community or by agreement with other jurisdictions for use during response and recovery operations

---

[1] The 2018 Florida Statutes, Chapter 252 *Emergency Management*.
[2] Federal Emergency Management Agency (FEMA), *National Response Framework, Fourth Edition*.
[3] FEMA, *National Preparedness Goal, Second Edition*.
[4] FEMA, *National Incident Management System, Third Edition*.

- Summarizes the steps to address mitigation by providing for the implementation of restoration and rehabilitation programs for people and property affected by emergencies
- Explains the communications and information management systems that help support incident personnel and other decision makers in obtaining information necessary to make and implement decisions

B. Scope

The Comprehensive Emergency Management Plan (CEMP):

- Establishes policies, strategies and assumptions for a comprehensive all-hazards county-wide emergency management program
- Is applicable to all County and Municipal agencies, community organizations, businesses, and residents of Alachua County
- Establishes the life-safety of Alachua County residents as the first priority, incident stabilization as the second priority, and the preservation and protection of property and the environment as the third priority
- Establishes a concept and method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation
- Defines resource management mechanisms and principles to facilitate delivery of immediate and long-term assistance
- Assigns specific functional responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and volunteer organizations
- Outlines the coordination and organizational relationships between Municipal, County, State, and Federal agencies including the management, prioritization, request, and delivery of immediate assistance
- Is applicable in all local emergencies, including minor, major, or catastrophic incidents. It is flexible and expandable as determined by the situation, and any portions of the plan may be utilized separately in a standalone capacity
- Identifies responsibilities and actions the Alachua County Emergency Operations Team (EOT) will be assigned, in coordination with State and Federal counterparts, as appropriate to the magnitude of the incident
- Identifies the types of hazards that are likely to occur within Alachua County and the community's vulnerability to each type, so that appropriate preparation, mitigation, and planning actions can be taken
- Establishes operational goals and objectives for the protection, prevention, response, recovery, and mitigation mission areas of the County's emergency management process

C. Plan Development, Methodology, and Maintenance

The Alachua County Director of Emergency Management (ACEM) has overall responsibility for the development and maintenance of the Alachua County Comprehensive Emergency Management Plan (CEMP) and all of its components. This document was developed using a deliberate planning

process guided by the Comprehensive Preparedness Guide (CPG) 101, Version 2.0[5] and by the State of Florida Division of Emergency Management (FDEM) CEMP guidelines and is congruent with the State of Florida CEMP[6]. To develop the Plan, ACEM met with lead and supporting agencies to discuss roles and responsibilities in the CEMP based off of best practices and lessons learned from recent incidents. The local planning process included the following activities:

- All-stakeholders CEMP Kickoff Meeting
- Meeting with lead agencies to verify CEMP roles and responsibilities
- Communicating with support agencies to verify CEMP roles and responsibilities
- Soliciting jurisdictional and municipal stakeholders for input and congruence to the Plan
- Operationalizing the draft version of this CEMP in response to a real-world incident (COVID-19) to validate its contents in real-time

This plan is maintained, updated, and/or validated, at a minimum, annually. This is facilitated by coordination meetings with the Alachua County Emergency Operations Team and community partners. Emergency Management staff will update the plan's contents based on improvement items identified during incident activations and exercises. Applicable partner agencies will be notified of changes to the Plan and provided a link to the current version. The scope of notification to partner agencies is dependent upon the nature of the changes made to the CEMP. At a minimum, agencies who are directly affected by any changes made to the Plan will be notified via email. A copy of the Plan is maintained on the County's online incident management software, which enables partner agencies to log in to view the most up-to-date version of the Plan at any time.

D. Situation Overview

The CEMP takes into account Alachua County's geographic information, demographics, economic profile, hazards, and vulnerabilities.

1. Geographic Information

Alachua County is located in North Central Florida, on the Central Florida Ridge or Central Highlands of the Atlantic Coastal Plain. As shown in Figure 1 below, Bradford, Union, and Columbia Counties border Alachua to the north; Gilchrist and Levy Counties to the west; Putnam County to the east, and Marion County to the south.

---

[5] FEMA, *Comprehensive Preparedness Guide 101, Version 2.0*.
[6] Florida Division of Emergency Management (FDEM), *Comprehensive Emergency Management Plan*.
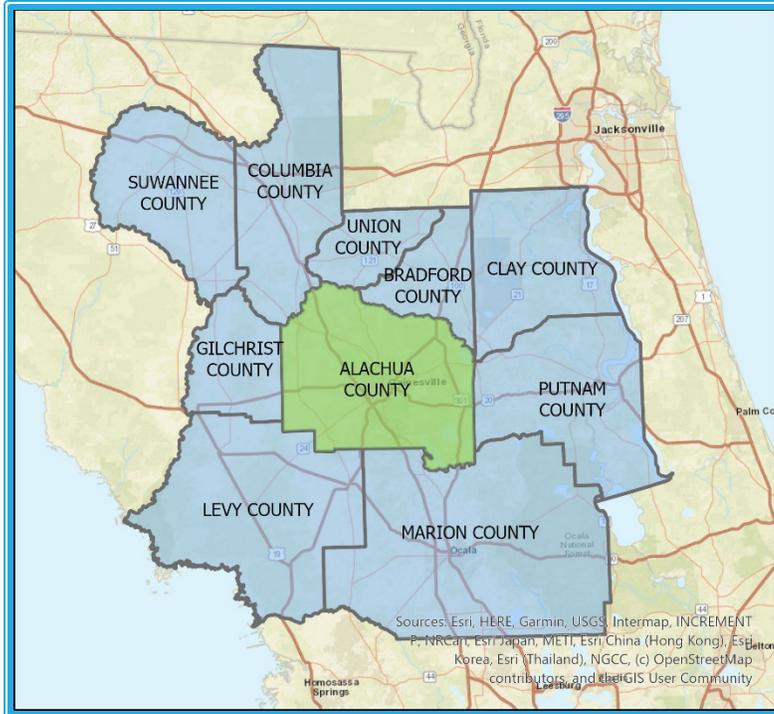
Figure 1: Map of Alachua County and surrounding counties

a. Area in Square Miles

Alachua County encompasses approximately 969 square miles, of which 875 square miles is land, and 94 square miles is water.

b. Topography of the Land

The physiography of Alachua County can be divided into three general areas:

1. A plateau-like region located north of Gainesville that includes mort of northeastern Alachua County. This upland plateau is nearly level, sloping gently to the west, north and east. Elevations range from approximately 150 to 200 feet above sea level
2. A western plains region of low relief that includes elevation ranges between 50 and 80 feet above sea level
3. A south-central and southeastern transitional area of flat-bottom lakes, prairies, disappearing streams, and erosional remnants of the plateau. Many of the lakes in this area are at or below 60 feet above sea level

c. Land Use Patterns

Land use patterns are determined by municipal and County Comprehensive Plans. The statutes that govern comprehensive planning in the State of Florida are set forth in Chapter 163, Part II, Florida Statutes[7]. Alachua County is comprised of the following municipalities:

---

[7] Florida State Statutes, Chapter 163 *Intergovernmental Programs, Part II Growth Policy; County and Municipal Planning; Land Development Regulation.*
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0163/0163PARTIIContentsIndex.html

- Alachua
- Archer
- Gainesville
- Hawthorne
- High Springs
- LaCrosse
- Micanopy
- Newberry
- Waldo

Each municipality has adopted a comprehensive plan which governs land use in the unincorporated areas of the County while the comprehensive plans for each municipality govern land use within the incorporated areas of those municipalities. This generalized existing land use is displayed in Figure 2 below.

The primary urban center of Alachua County is the City of Gainesville, which accounts for approximately half of the County's population and 9% of the County's total land area. The land use patterns within Gainesville range from higher density and intensity urban land uses within and around its core in the downtown and University of Florida area to a more suburban land use pattern at the periphery of the city. The unincorporated areas that are generally surrounding and adjacent to the city limits of Gainesville are designated under the Alachua County Comprehensive Plan[8] as the "Urban Cluster". The land uses within the unincorporated Urban Cluster are primarily a continuation of the urban or suburban land use patterns that are found within the city limits of Gainesville. The unincorporated Urban Cluster area accounts for about 40% of the County's population and 6% of the County's total land area.

The areas of the County located outside of the urban center of the City of Gainesville and unincorporated Urban Cluster are primarily a combination of the eight smaller rural municipalities, rural residential areas, agriculture or silviculture lands, and large tracts of preservation or conservation lands. The eight smaller rural municipalities within Alachua County combine to account for about 10% of the County's population and 19% of the County's total land area.

---

[8] Alachua County Growth Management Department, *Alachua County Comprehensive Plan*.
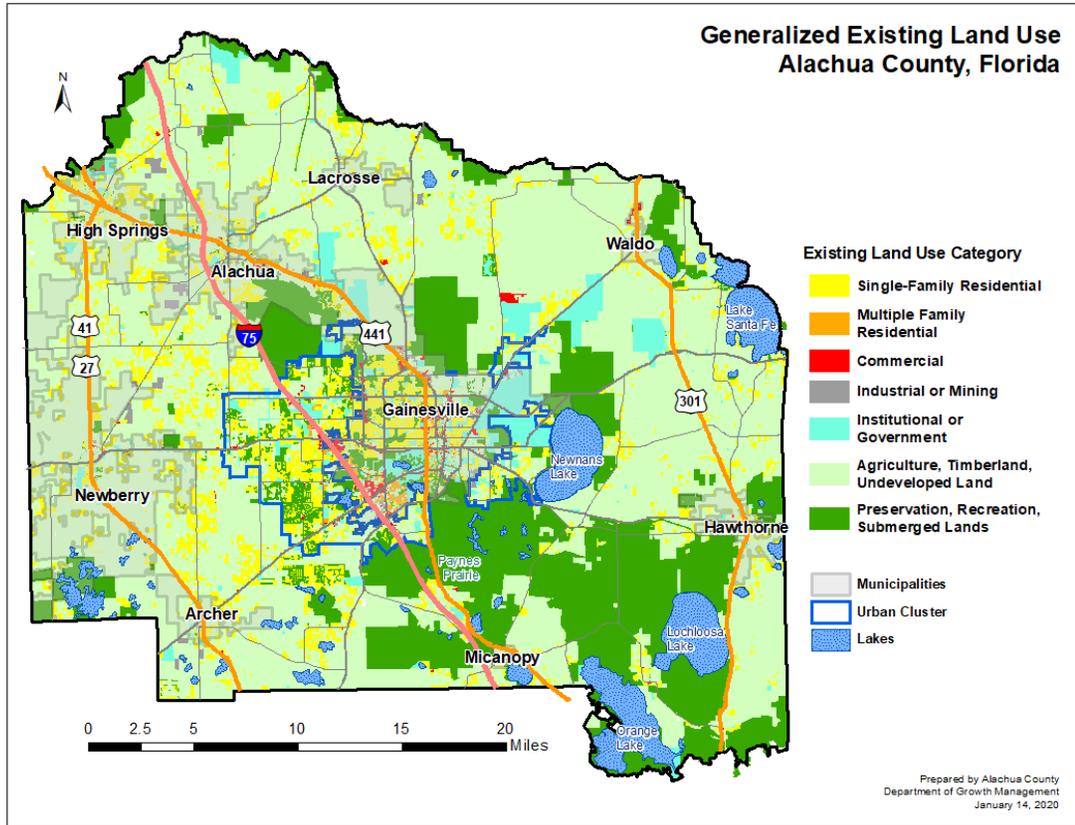
Figure 2: Alachua County Generalized Land Use Map[9]

d. Water Area in Square Miles

Alachua County has approximately 94 square miles of water.

e. Drainage Patterns

The Santa Fe River forms the northern boundary between Alachua, Bradford, and Union Counties. The river flows from Lake Santa Fe into the Suwannee River then eventually into the Gulf of Mexico. The County's other smaller streams are located in the central and eastern areas of the County. Most of the lakes are located in the eastern half of the county and include Alto, Santa, Fe, Lochloosa, Newnans, and Orange Lakes. Alachua County also has numerous springs and three main aquifer systems. The systems are the water table aquifer, the secondary artesian aquifer, and the deeper Floridian Aquifer.

The water table aquifer consists of sands overlying the Hawthorne Formation in eastern Alachua County. It is totally absent in the western portion of the County except for a few minor occurrences of perched water resulting from intermittent clay layers or lenses. It ranges in depth from 100 feet above mean sea level to more than 150 feet above sea level, and in many places the water table is less than 10 feet below the land surface and is recharged directly by rainfall. The secondary artesian aquifer is limited in size and is primarily located in a few limestone layers and sandy layers within the Hawthorne

---

[9] Alachua County Growth Management Department, *Generalized Existing Land Use.*

Formation. It is recharged from the water table above or from the Floridian Aquifer below. The Floridian Aquifer underlies the entire County. It is confined in eastern Alachua County and under artesian conditions. In western Alachua County, it is unconfined and subject to water table conditions. In the eastern portion of the County, the Floridian aquifer system is recharged by seepage through the Hawthorne Formation and leakage through breaches, primarily sinkholes. The greatest source of water for this aquifer comes from the area of sinkhole lakes around Melrose and Earleton.

f. Environmentally Sensitive Areas

Alachua County has many natural resources, including wetlands, minerals, agriculturally productive soils, creeks, lakes, springs, and woodlands. All of these resources are environmentally sensitive and are addressed in the County's Comprehensive Plan.

g. Potentially Affected Geographic Areas in Alachua County, by Hazard

Hazard	Potentially Affected Geographic Area of Alachua County
Wind from Tropical Cyclones	County-wide
Flooding	Areas in the 100-year floodplain, river watersheds, and localized flooding areas of the county
Hazardous Materials Spills	County-wide
Nuclear Reactor Incidents	N/A
Civil Disturbance	Urban and university areas
Mass Migration	N/A
Coastal Oil Spills	N/A
Wildland Fires	Urban interface and rural areas
Terrorism	County-wide
Exotic Pests and Diseases	County-wide
Disease and Pandemic Outbreaks	County-wide
Critical Infrastructure Disruption	County-wide
Special Events	County-wide
Major Transportation Incidents	County-wide

Table 1: Potentially Affected Geographic Areas in Alachua County, by hazard

2. Demographics

All demographics information is based upon the 2010 U.S. Census, American Community Survey, or data from the University of Florida Bureau of Economic and Business Research (BEBR).

a. Total Population

The total population of Alachua County is 247,336[10].

---

[10] United States Census Bureau, *2010 Census; Alachua County, Florida Profile*.

b. Population Density and Distribution

The population density and distribution is approximately 282.67 persons per square mile. The largest population concentration is found in the City of Gainesville and the surrounding urban areas.

c. Distribution of Population by Age

Distribution of Population by Age
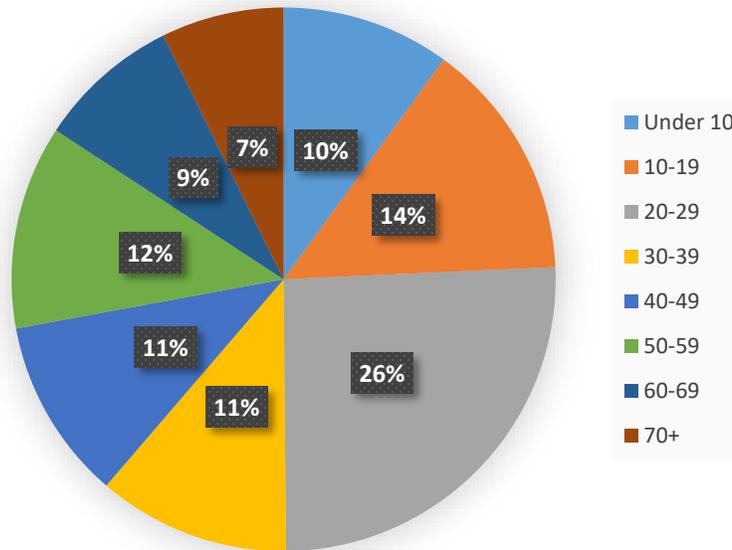
Figure 3: Distribution of Population by Age in Alachua County

d. Special Needs Population

As of January 2020, there are approximately 1,194 people registered with Alachua County Emergency Management as having special needs. Since the registration is voluntary, this is not considered a complete count.

e. Farm Workers

According to the American Community Survey 2014-2018 5 year estimates, 1280 persons are employed in agriculture, fishing, forestry, hunting, mining, and other agricultural industry occupations in Alachua County. This number represents approximately 1% of the population of the County.

f. Areas of Large Tourist Population

Alachua County does not have a large tourist or seasonal population. However, area events such as University of Florida sporting events, and Gator Nationals can increase the population for a few days at a time. For example, Gator Nationals can average over 190,000 fans annually at the Gainesville Raceway.

g. Non-English Speaking Populations and Persons with Hearing Impairment or Loss

13.8% (34,265) of Alachua County residents speak a language other than English at home. However, only 3.6% (9,059) of County residents speak English less than "very well".

Additionally, according to the Florida Department of Health, approximately 5.5% of the population has a hearing disability

h. Transient Populations

According to the North Central Florida Alliance[11] for the Homeless and Hungry, as of 2018 there are approximately 752 people in the transient population in Alachua County. This data was collected during a point-in-time survey and does not reflect the total number of transient individuals in the County.

i. Manufactured Homes Population

Alachua County contains over 30 manufactured home and travel parks. According to the American Community Survey, there are approximately 9,557 manufactured homes in Alachua County.

j. Inmate Population

According to the Florida Department of Corrections' Florida County Detention Facilities Average Inmate Population January 2019[12], Alachua County had an average daily inmate population of 730.

3. Economic Profile

a. Employment by Major Sectors

Employment Distribution
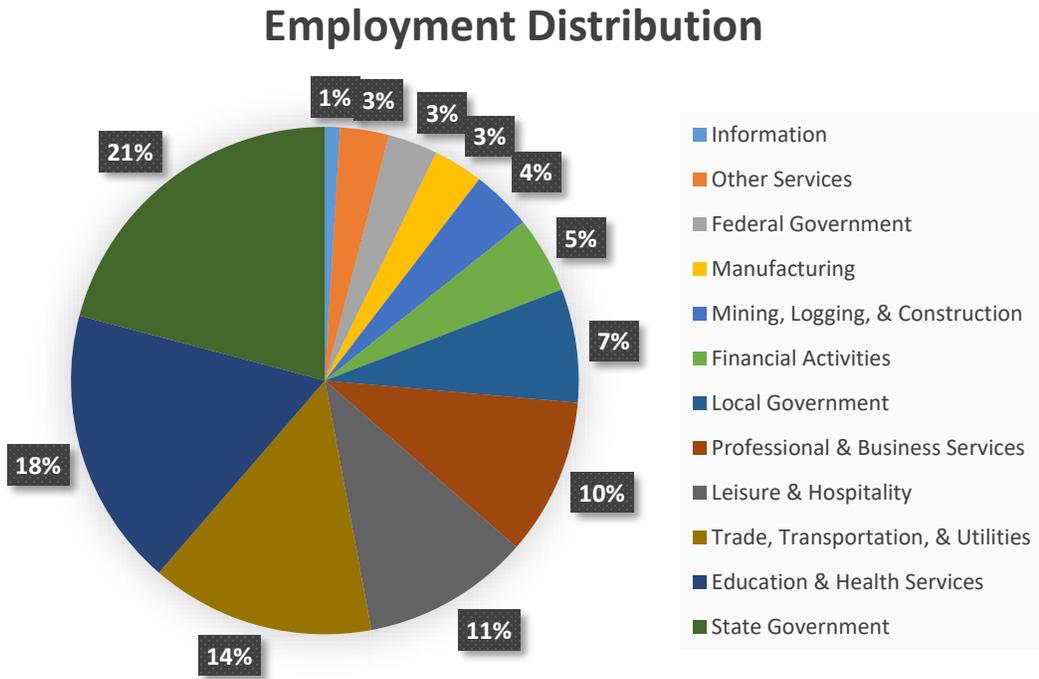
Figure 4: Employment Distribution in Alachua County by Major Sector (excluding agriculture)[13]

---

[11] North Central Florida Alliance for the Homeless and Hungry, *Point in Time Survey: Alachua County*.
[12] Florida Department of Corrections. *Florida County Detention Facilities Average Inmate Population January 2019*.
[13] Gainesville Biz Report, *Alachua County Economic Indicators*.

b. Average Property Values

The median value of owner-occupied housing units in Alachua County (2014-2018) was $173,900

c. Per Capita Income

The per capita income for the past 12 months (in 2018 dollars), 2014-2018 is $27,896. The median household income for this same timeframe was $49,078

4. Hazard Vulnerability Analysis

The following hazard analysis (Table 1) is used to determine the hazards that pose threats to Alachua County, and is developed from historical data. The Likely Frequency of Occurrence is defined as, in increasing frequency: < (less than) 100 years, <10 years, <2 years, and Annual. The Vulnerability Impacts are defined as, in increasing severity: Low, Moderate, High, Extensive, and Catastrophic.

Hazard Vulnerability Category	Likely Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
Wind from Tropical Cyclones	Annual	High	Moderate	Moderate	Moderate
Flooding	<2 years	High	Extensive	Moderate	High
Hazardous Materials Spills	<2 years	Extensive	Extensive	High	High
Nuclear Reactor Incidents	<100 years	Low	Low	Low	Low
Civil Disturbance	<2 years	Moderate	Low	Low	Moderate
Mass Migration	<100 years	Moderate	Low	Low	Moderate
Coastal Oil Spills	N/A	N/A	N/A	N/A	N/A

Hazard Vulnerability Category	Likely Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
Wildland Fires (Brush fires, Wildfires, and Forest Fires)	<2 years	High	High	Extensive	High
Terrorism	<10 years	High	High	Moderate	High
Exotic Pests and Diseases	<2 years	Low	Moderate	High	Low
Disease and Pandemic Outbreaks	<2 years	High	Low	High	High
Critical Infrastructure Disruption	<10 years	Moderate	High	Moderate	Moderate
Special Events	Annual	Extensive	Moderate	Moderate	Moderate
Major Transportation Incidents	Annual	High	Moderate	High	Moderate

Table 2: Alachua County Hazard Vulnerability Impact Summary

a. Wind from Tropical Cyclones (Hurricanes, Tropical Storms)

A tropical cyclone is a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. Tropical cyclones are classified as follows:

- **Potential Tropical Cyclone:** A term used to describe a disturbance that is not yet a tropical cyclone, but which poses the threat of bringing tropical storm or hurricane conditions to land areas within 48 hours
- **Tropical Depression:** A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less
- **Tropical Storm:** A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots)

- **Hurricane:** A tropical cyclone with maximum sustained winds of 74 mph (64 knots) or higher
- **Major Hurricane:** A tropical cyclone with maximum sustained winds of 111 mph (96 knots) or higher, corresponding to a Category 3, 4, or 5 on the Saffir-Simpson Hurricane Wind Scale[14]

Alachua County is located approximately sixty miles from both the Atlantic Ocean and the Gulf of Mexico. Therefore, it is subject to the effects of tropical cyclones and it is likely that tropical cyclones could affect the County in any given year. Hurricane winds and other hazards associated with strong tropical systems have reached Alachua County. The storm of record for the County is the Storm of 1896, which was a strong Category 3 storm when it passed through the northwest portion of the County. Tropical cyclones have caused both wind and water damage. Since the Storm of 1896, Alachua County has felt the tropical storm force or greater wind and/or rain impacts of multiple tropical cyclones in recent history, including:

- **2004**: Hurricane Frances
- **2004**: Hurricane Jeanne
- **2012**: Tropical Storm Debbie
- **2013**: Tropical Storm Andrea
- **2016**: Hurricane Hermine
- **2016**: Hurricane Matthew
- **2017**: Hurricane Irma

b. Flooding

A flood is defined as an overflow of water that submerges land which is usually dry. Floodplain is an area of land adjacent to a river or stream that stretches from the banks of its channels to the base of the enclosing valley walls that experiences flooding during periods of high discharge. Alachua County also has areas of floodplain that are associated with closed basins that have no outfall to other external bodies of water such as a stream or river. In these closed basins, the primary cause of flooding is direct rainfall rather than riverine flooding.

There are areas of the county which are part of river watersheds that are vulnerable to flooding from rising water. These areas are displayed in Figure 5 below, and include the extreme southeast portion of the county along the shores of Newnans, Orange, and Lochloosa Lakes; portions of Gainesville along Hogtown Creek; and the Santa Fe River floodplain. Recent flooding events include the following:

- **2004**: Flooding associated with Hurricane Frances
- **2004**: Flooding associated with Hurricane Jeanne
- **2012**: Santa Fe River flooding associated with Tropical Storm Debbie
- **2017**: Santa Fe River flooding associated with Hurricane Irma

---

[14] National Oceanic and Atmospheric Administration (NOAA), *Saffir-Simpson Hurricane Wind Scale.* https://www.nhc.noaa.gov/aboutsshws.php

- **2017:** Paynes Prairie flooding associated with Hurricane Irma

A large percentage of the eastern half of Alachua County lies in the 100-year floodplain. However, much of this area is agricultural or silvicultural, or is publicly owned and contains limited structural development. Currently, the population concentrations and developed areas in eastern Alachua County are generally associated with the communities of Cross Creek, Island Grove, Hawthorne, Melrose, Waldo, and the eastern section of Gainesville.
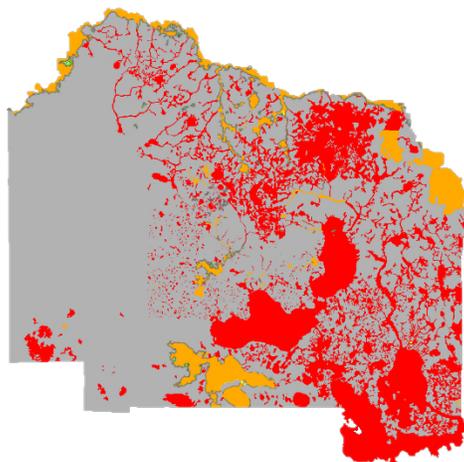
Figure 5: Floodplains in Alachua County[15]

The other primary flooding threat involves storm water runoff that occurs in many locations. Runoff can be exacerbated by an increase in impervious surfaces associated with development in areas subject to flooding.

c. Hazardous Materials Spills

Hazardous materials are common in Alachua County because industry, business, government, and private citizens use them on a daily basis. A hazardous material is a single substance or a combination of substances that have the potential to produce serious health, fire, or explosive hazards. The entire population of the County is at risk of being exposed to a hazardous materials incident. The two types of hazardous materials incidents are as follows:

1. **Surface Transportation Incidents:** A hazardous materials incident which may occur on a road, highway, or rail. Major highways traversing Alachua County include Interstate 75, US 27, US 41, US 301, US 441, SR 20, SR 24, and SR 26. Railways are located in the eastern, western, and northern portions of the County.
2. **Fixed Facilities:** Several facilities throughout Alachua County use and/or produce hazardous materials. For facilities that meet the requirements outlined in Title III of

---

[15] FEMA, *FEMA Zones-2018.*
https://www.arcgis.com/home/webmap/viewer.html?url=https://services1.arcgis.com/MiBZ4u97DWldovjI/ArcGIS/rest/services/FloodZones2/FeatureServer/0&source=sd

the Superfund Amendments and Reauthorization Act of 1986 (SARA)[16], the Alachua County Emergency Management Division prepares a hazard analysis. The analysis covers "Extremely Hazardous Substances", as defined by the US Environmental Protection Agency.

The Alachua County Environmental Protection Department maintains information on additional facilities. These facilities are required to register under the Alachua County Hazardous Materials Management Code. Currently, there are over 1,100 regulated facilities in their database.

There is also a natural gas transmission pipeline system extending from Texas to south Florida. There are six meter stations in the Gainesville area along the pipeline. Florida Gas Transmission Company operates several large pipelines in the county along with the six meter stations which are part of the company's interstate pipeline system. An incident involving the system could cause mass casualties and result in widespread service interruptions.

d. Nuclear Reactor Incidents

There are no Emergency Planning Zones from commercial reactors which overlap Alachua County. The University of Florida maintains a training reactor on campus. The reactor is located centrally in the County within Gainesville. Due to the low levels of material used at this site and the design of the reactor, the threat is limited to the building in which it operates.

e. Civil Disturbance

Portions of Alachua County, especially the urban areas and the University of Florida campus area, are potentially vulnerable to civil disturbance. Disturbances could be the result or political protests, racial tensions, University sporting events, or other factors. In 2017 the University of Florida hosted a controversial speaker from the National Policy Institute, which required extensive planning to minimize the threat of a civil disturbance. Alachua County declared a Local State of Emergency (LSE) in anticipation of this event. Additionally, the University of Florida has hosted presidential candidates and other political figures.

f. Mass Migration

Mass migration is not anticipated in Alachua County. If it did occur, the situation would be addressed in cooperation with State and Federal agencies.

g. Coastal Oil Spills

Alachua County is located approximately 50 miles from the nearest coast and is therefore not susceptible to coastal oil spills.

h. Wildland Fires (Brush fires, Wildfires and Forest Fires)

Wildland fires are fires that occur on wildland that are not meeting management objectives and therefore require a suppression response to avoid damage to natural areas or property, and threats to life safety. Florida's typical "fire season" is January through May. The most at-

---

[16] 99th United States Congress, *Superfunds Amendments and Reauthorization Act of 1986 (SARA).* https://www.epa.gov/superfund/superfund-amendments-and-reauthorization-act-sara

risk portions of Alachua County are the urban interface and rural areas where wildland fuels are present. In addition to the potential for structural damage, wildland fires can also cause significant losses and destruction for timber interests in Alachua County.

i. Terrorism

Terrorism, including cyber terrorism, is a violent or dangerous act done to coerce any segment of the general populations (i.e., government or civilian population) for political or social objectives. The U.S. Department of Homeland Security provides advisories about the risk of terrorist attack through the National Terrorism Advisory System (NTAS)[17]. NTAS provides timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

The potential for terrorism exists in Alachua County due to the presence of potential targets such as an international university and events which draw large numbers of people and high profile speakers and visitors. Transportation and commercial infrastructure, cultural, academic, research, and athletic facilities are also potential targets for terrorist attacks with the intent of causing extensive, if not catastrophic, levels of property and environmental damage, injury, and loss of life.

j. Exotic Pests and Diseases

Exotic pests and animal diseases are associated with any insect, animal, or pathogen that could pose an economic or health threat. Exotic pests and diseases such as Mediterranean fruit flies, citrus canker, and the Southern Pine Beetle (SPB) may affect many parts of Florida. Biological hazards are a pervasive threat to the agricultural community and interests of Alachua County. The SPB is one insect that has specifically adversely affected Alachua County. Florida suffered an unprecedented outbreak of SPB in 2001, which was especially severe in North Central Florida.

k. Disease and Pandemic Outbreaks

The entire population of Alachua County may be vulnerable to disease and pandemic outbreaks, especially the population center in and surrounding the City of Gainesville. The Florida Department of Health in Alachua County maintains a countywide epidemiology surveillance system to detect and investigate diseases. The 2020 COVID-19 incident highlights the impacts a global pandemic can have on Alachua County. COVID-19 affected the healthcare system, caused supply chain shortages, loss of income, government and business closures, and took psychological and economical toll on the population for an extended period of time.

l. Critical Infrastructure Disruption

Disruptions in critical infrastructure and technology have the potential to impact all portions of Alachua County, including all geographic areas, populations, and businesses within the County. Disruptions may include, but are not limited to cyber attacks, utility outages, and pipeline disruptions. Increased reliance on telecommunications systems raises the vulnerability of the entire county to a service failure. Telecommunications failures could

---

[17] United States Department of Homeland Security (DHS), *National Terrorism Advisory System (NTAS)*. https://www.dhs.gov/national-terrorism-advisory-system

lead to a reduction or complete termination of some public and private functions, including emergency services. Utility outages disproportionately impact the County's most vulnerable residents, as they are most reliant on electricity to power medical equipment and maintain a reasonable indoor ambient temperature to avoid the exacerbation of pre-existing medical conditions.

From a cyber security standpoint, both public and private organizations are vulnerable to cyber attacks. Many local governments and hospitals have been targets of cyber attacks in the past decade. These attacks can cause data to be erased or leaked to the public. For hospital systems, the compromise of data has serious implications for patient care, and health information security.

m. Special Events

Several special events are held throughout the year at the University of Florida (UF), and throughout the County. Many UF events are related to the UF Athletics Program, particularly football games held at Ben Hill Griffin Stadium, which holds roughly 90,000 people. Another large event held in Alachua County is Gator Nationals, a National Hot Rod Association (NHRA) drag racing event. This event averages over 190,000 fans each year at the Gainesville Raceway. There are also numerous cultural events that occur in the various municipalities throughout the year.

n. Major Transportation Incidents

Alachua County is vulnerable to major transportation incidents due to its highways, railroads, airport, and pipelines. Major arterial highways include Interstate-75, US 27, US 41, US 301, US 441, SR 20, SR 24, and SR 26. Railways are located in the eastern and northwestern portions of the County. Gainesville Regional Airport (GNV) is the aviation hub for the area.

E. Planning Assumptions

The following planning assumptions were considered in the development of this Plan:

1. A disaster may occur with little or no warning, and may escalate rapidly
2. Disasters are managed locally. The Emergency Management command and management structure in Florida is based on a bottom-up approach of resource allocation; municipal to County EOC to State EOC, to the federal government, escalating to each additional level as resources are exhausted
3. Disaster effects may extend well beyond Alachua County and therefore place a strain on communications and resources available within and to the County
4. Disability civil rights laws require physical accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and modification of programs where needed. In accordance with Title II of the Americans with Disabilities Act (ADA), evacuation shelters will offer individuals with access and functional needs the same benefits provided to those without access and functional needs. This includes safety, comfort, food, medical care, and the support of family and care givers.
5. Lead and support agencies will be able to perform their roles and responsibilities, as assigned in the CEMP and its annexes

6. The preservation of vital records for the continuity of government and conducting post-disaster operations is the responsibility of the individual County departments and the Constitutional Officers. The Clerk of the Court performs record keeping for the County government and maintains vital records needed for the continuity of government
7. The Alachua County Emergency Operations Center (EOC) is the physical space where incident coordination can occur, but the functions of the EOC and of the Emergency Operations Team (EOT) can be coordinated from any location, including virtually
8. All lead and support agencies have identified and typed all deployable resources in accordance with FEMA resource typing[18] definitions
9. Individual Alachua County departments, other jurisdictions, and constitutional officers have entered into agreements with other departments and vendors in support of their departmental emergency plans

II. Preparedness Activities

A. Special Needs Registration

Alachua County Emergency Management is responsible for maintaining the Special Needs Registry in accordance with Florida Statutes Chapter 252. Persons with Special Needs (PSNs) receive information and forms from Alachua County Emergency Management, home health agencies and other community partners. Alachua County Emergency Management ensures all qualifying registrants are entered into the Special Needs Registry.

B. Public Awareness, Outreach, and Education

Alachua County uses a variety of mediums to inform the public of potential and actual threats.

1. Public Outreach

Alachua County Emergency Management engages the whole community through speaking engagements, tabling events, and targeted community meetings and events. Additionally, Alachua County offers trainings and learning opportunities to the public.

2. Press Releases

The Alachua County Communications Office distributes all press releases pertaining to County business, including information provided to the County Communications Office by Alachua County Emergency Management or other Emergency Operations Team members detailing public outreach events, protection and prevention activities, incident response information, and recovery and mitigation activities.

3. Online Media

Alachua County uses County-owned websites, and authorized department-specific social media accounts, and mobile device applications to convey information pertaining to all emergency management mission areas. Alachua County is not within an evacuation zone. However Alachua County does communicate specific evacuation information to residents in flood prone areas and manufactured housing through online media modes should there be a need. Any additional evacuation information will be posted through the County's public information

---

[18] FEMA, Resource Typing Library Tool. https://rtlt.preptoolkit.fema.gov/Public

mediums, which are incident-specific. A list of current social media accounts is maintained by Alachua County Communications and listed on www.alachuacounty.us.

Alachua County may activate its 311 Critical Information Line for specific incidents. This line allows the general public to call to obtain timely information on incidents affecting Alachua County.

4. AlertAlachua

Alachua County may also use AlertAlachua to send notifications to the public about activities occurring in any of the emergency management mission areas.

C. Training and Exercises

The Director of Emergency Management has the overall programmatic responsibility for the coordination of the Emergency Management training and exercise program for Alachua County. The Alachua County Multi-Year Training and Exercise Plan (MYTEP) and/or Integrated Preparedness Plan (IPP) sets forth the direction of Alachua County's training and exercise program. The MYTEP/IPP process involves all Alachua County stakeholders, including all Emergency Operations Team (EOT) members, municipal representatives, and relevant agencies at other levels of government. On an annual basis, Alachua County conducts an Integrated Preparedness Planning Workshop to update the MYTEP/IPP based on current priorities, and to set the schedule for upcoming training and exercise activities. Included in the schedule is at least three exercises per annum.

All scheduled annual training and exercise activities are focused towards testing and validating Alachua County's core capabilities, and include stakeholders from government at all levels, private industry, and non-profit entities, as deemed appropriate for the training or exercise. All exercises will incorporate the Homeland Security Exercise and Evaluation Program (HSEEP)[19]. Using HSEEP, Alachua County will document improvement planning efforts and progress based on deficiencies noted in After Action Reports/Improvement Plans (AAR/IPs) for exercises and incidents.

D. Mutual Aid Agreements and Memoranda of Understanding

Mutual aid agreements and memoranda of understanding are essential components of emergency management. Those agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They are a mechanism for the County to receive or send resources in time of disaster.

1. Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery (SMAA)

Alachua County has entered into the Statewide Mutual Aid Agreement (SMAA), which allows the County to request assistance for a major catastrophic disaster. Mutual Aid will be requested through the County EOC by *Information and Planning* (ESF 5) with the concurrence of the County Coordinating Officer. Requests are routed from the County EOC to the State Emergency Operations Center for review and fulfillment of mission requests. Similarly, deployable assets in Alachua County, including personnel, may be called upon to deploy to

---

[19] FEMA, *Homeland Security Exercise and Evaluation Program January 2020*.

impacted areas outside of the County when requested by another jurisdiction and routed through the State EOC.

2. *Local Agreements*

For information on individual agreements, consult the appropriate department plans.

III. Concept of Operations

A. Organization and Assignment of Responsibilities

All incidents in Alachua County are resolved at the lowest level required to effectively and efficiently respond to the situation. Depending on the nature and scope of the incident, Alachua County may maintain its daily operational organizational structure, or may transition to its emergency operational organizational structure as the incident grows beyond the scope of routine, low consequence, low impact response.

1. *Daily Operations*

The Alachua County Board of County Commissioners (BoCC) sets overall policy for the County. The BoCC is comprised of five elected County Commissioners. The BoCC appoints a County Manager to execute all decisions and policies made by the BoCC. In addition to the BoCC, there are five elected constitutional officers:

- Clerk of Court
- Tax Collector
- Property Appraiser
- Supervisor of Elections
- Sheriff

The County also has two independent special taxing districts:

- Alachua County Library
- Children's Trust of Alachua County

In the absence of a declared Local State of Emergency, the emergency response services of the community (EMS, Fire, Law Enforcement, Public Works) will respond to emergencies within their jurisdictions under the authority of local law and 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.

Alachua County Emergency Management monitors local emergencies and provides coordination assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points.
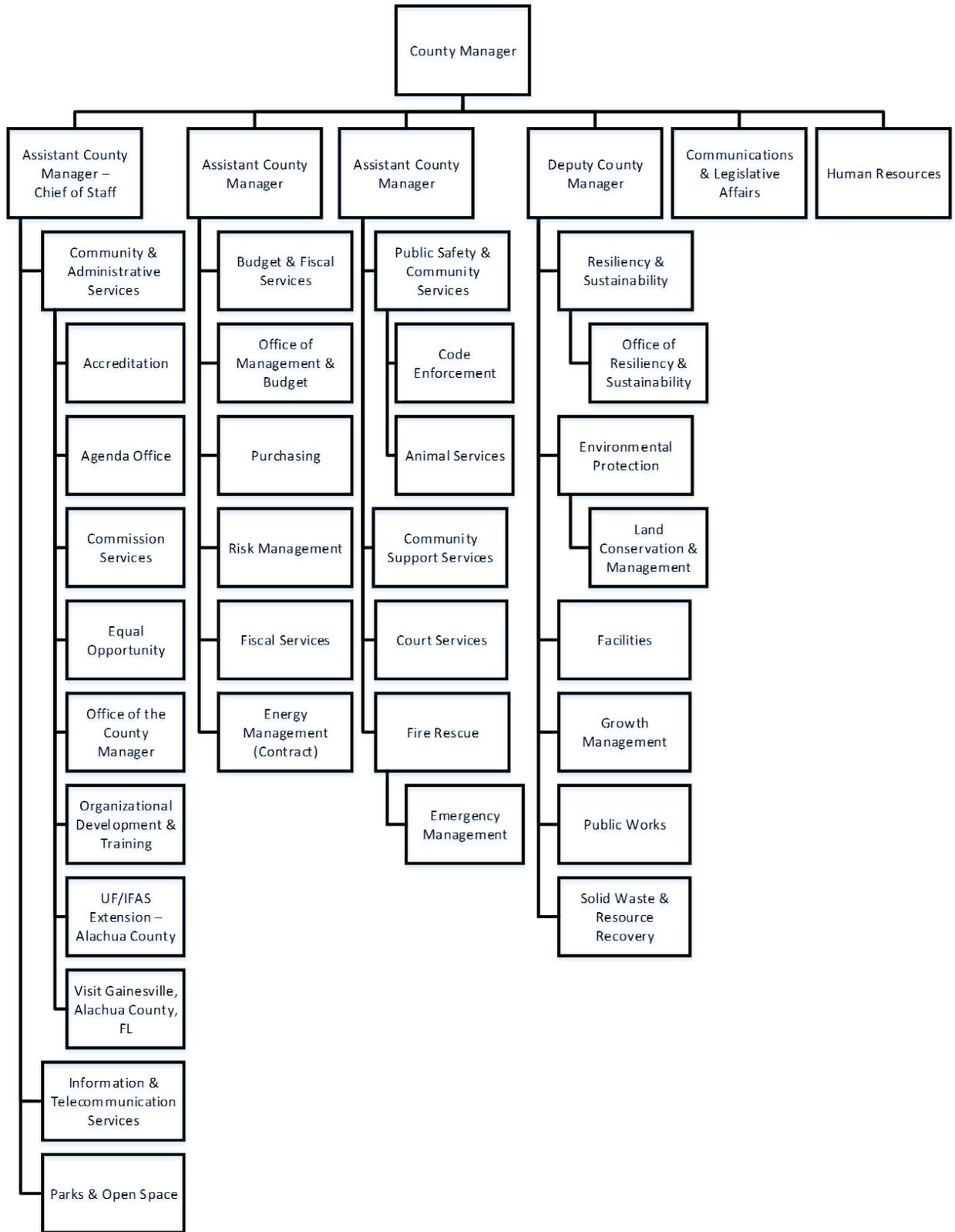
Figure 6: Daily Alachua County Organizational Chart

2. Key Leadership Officials

Alachua County's operations are under the authority of the Chair of the Board of County Commissioners (BoCC). The Board is comprised of five commissioners, each elected for a four-year term. In addition to the County Board and its departments, there are six constitutional officials that administer their agencies. These officials include the Clerk of the Court, the Supervisor of Elections, the Property Appraiser, the Sheriff, and the Tax Collector.

The Chair of the BoCC, the Vice-Chair in their absence, or the County Manager in the absence of the Chair and Vice-Chair, may declare a Local State of Emergency (LSE) whenever it is determined by that authority that a natural or manmade disaster or emergency has occurred, or that the occurrence or threat of one is imminent and requires immediate and expeditious action.

In accordance with Alachua County Chapter 27, Article I Section 27.07[20], the County Manager shall be the Chief Executive Official of the County, and all executive responsibilities and power shall be assigned to and vested in the County Manager. The County Manager shall exercise all executive authority provided by the Alachua County Home Rule Charter in addition to all other powers and duties authorized by general or specific law.

3. County Emergency Management Structure

The declaration of a Local State of Emergency enables Alachua County to organize government and emergency functions to enhance the County's response to all hazards. The County's Emergency Management structure is congruent with best practices for Emergency Operations Center activities, and consists of a blend of FEMA's Incident Support Model (ISM) and the Emergency Support Function (ESF) model used by the Florida Division of Emergency Management (FDEM). This model is used for all incidents, as it is flexible and scalable. Upon a declaration of emergency, all public safety operations will be prioritized to save lives, stabilize the incident, and protect property and the environment.

---

[20] Alachua County Chapter 27, Article I Section 27.07, *Declarations of emergency; general; localized – Procedure*.

MAC/Policy Group
MAC Group Coordinator
Constitutional Officers
School Board Superintendent
Special Taxing Districts
Assistant County Managers
Commission Chair
County Manager
County Fire Chief
Deputy County Manager
Legal Advisor
[Incident-Specified Representatives]

EOC Director
-County Coordinating Officer

EOC Director's Staff
-Deputy EOC Director
-Jurisdictional Liaison
-Public Information Officer
-Safety Officer
-[Incident-Specified Representatives]

Municipalities

Situational Awareness Section
-Communications (ESF 2)
-Public Information (ESF 14)
-Business, Industry, and Economic Stabilization (ESF 18)
-311 Critical Information Line
-GIS Specialist
-Situational Awareness Specialist
-Key Stakeholders/Liaisons

Resource Support Section
-Transportation (ESF 1)
-Public Works (ESF 3)
-Firefighting (ESF 4)
-Resource Support (ESF 7)
-Public Health and Medical (ESF 8)
-Law Enforcement (ESF 16)
-County Staging Area Manager

Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
-Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

EOC Support Section
-Center Documentation Specialist
-Center Purchasing Specialist
-Facility Feeding Specialist
-Facility Support Specialist
-IT Support Specialist

Figure 7: Alachua County Incident Support Model-Emergency Support Function Hybrid Organizational Chart

a. Multiagency Coordination (MAC)/County Policy Group

MAC/Policy Group
MAC Group Coordinator
Constitutional Officers
School Board Superintendent
Special Taxing Districts
Assistant County Managers
Commission Chair
County Manager
County Fire Chief
Deputy County Manager
Legal Advisor
[Incident Specified Representatives]

Figure 8: Alachua County Multiagency Coordination (MAC)/County Policy Group

The Chief Executive Official, upon notification of incident or threat, coordinates and leads the County Policy Group. This group is responsible for issuing executive authorities, agency policy changes, local states of emergency, and the activation of emergency plans. The County Policy Group provides overall direction to the Emergency Operations Team (EOT) by outlining incident priorities. The County Policy Group is made up of the following County government representatives:

1. County Manager
2. Assistant County Managers
3. County Commission Chair
4. County Attorney
5. County Fire Chief
6. Deputy County Manager
7. Director of Emergency Management (MAC Group Coordinator)
8. County incident-specified representatives

The County Policy Group's decisions are coordinated with the Multiagency Coordination (MAC) Group through the Director of Emergency Management, who serves as the MAC Group Coordinator. The MAC Group consists of executives whose agencies fall outside of County government, including, but not limited to, the following representatives:

1. Applicable County Policy Group members
2. Constitutional Officers
3. School Board Superintendent
4. Special Taxing Districts
5. Incident-specified representatives

b. EOC Director (County Coordinating Officer)

EOC Director
-Director of Alachua County Emergency Management

Figure 9: Alachua County Emergency Operations Center Director

Unless otherwise directed by the Chief Executive Official, the Director of Emergency Management serves as the County Coordinating Officer (CCO), in accordance with Florida Statute 252. In the ISM-ESF model, the CCO is the Emergency Operations Center (EOC) Director. The EOC Director is responsible for the overall coordination of emergency response and recovery operations in the EOC by overseeing the implementation of the CEMP. The EOC Director implements policy direction and navigates incident-specific consequence management.

c. EOC Director's Staff

EOC Director's Staff
-Deputy EOC Director
-Jurisdictional Liaison
-Public Information Officer
-Safety Officer
-[Incident-Specified Representatives]

Figure 10: Alachua County EOC Director's Staff

The EOC Director and Director's Staff set EOC tasks, works with senior officials to facilitate the development and implementation of policy direction for incident support, and ensure the dissemination of timely, accurate, and accessible information to the public and stakeholders. The EOC Director's Staff reports to, and are managed by, the EOC Director.

i. Deputy EOC Director

(a) Lead Agency

Alachua County Emergency Management

(b) Support Agency

N/A

(c) Roles and Responsibilities

The Deputy EOC Director oversees and executes the established Operational Rhythm. The Deputy EOC Director serves as EOC Director in the absence of the EOC Director.

ii. Jurisdictional Liaison(s)

(a) Lead Agency

County Manager's Office

(b) Support Agency

N/A

(c) Roles and Responsibilities

Dependent upon the jurisdictional impacts and incident complexity, a Jurisdictional Liaison(s) may be assigned to the EOC Director's Staff. The Jurisdictional Liaison maintains communication with all municipalities to facilitate the flow of information from the EOC to municipal government, and from the municipalities into the EOC to enhance the situational awareness of all stakeholders. The Jurisdictional Liaison works with the municipalities to address all gaps and needs related to the incident

and links these municipalities with the services, support, and information offered by the EOC's Emergency Support Functions (ESFs).

iii. Public Information Officer

(a) Lead Agency
Alachua County Communications Office

(b) Support Agency
Alachua County Sheriff's Office

(c) Roles and Responsibilities
The Public Information Officer (PIO) is responsible for the creation, approval and dissemination of all hazard and threat communication for public consumption. As the incident warrants, the PIO will establish a Joint Information Center (JIC) to facilitate the dissemination of information and a unified message when multiple jurisdictions are involved. The PIO distills the EOC's actions and reports shareable information to the public in regards to recommended actions in reference to the appropriate mission area. The PIO is responsible for ensuring that all external communication is compliant with the Americans with Disabilities Act and serves County-identified vulnerable populations. The PIO is the point of contact for media inquiries and press conferences.

iv. Safety Officer

(a) Lead Agency
Alachua County Risk Management

(b) Support Agency
Alachua County Human Resources

(c) Roles and Responsibilities
The Safety Officer is responsible for ensuring safety of staff within the EOC and impacted areas by ensuring the provision of mental health resources and safe working environments, verifying adherence to the Fair Labor Standards Act, working with EOC staff to provide awareness of immediate safety concerns outside of the EOC, and settling workers compensation issues. The EOC Safety Officer provides for a trusted agent, should an unsafe act or working condition be observed and need to be reported.

d. Situational Awareness Section

Situational Awareness Section
Communications (ESF 2)
Public Information (ESF 14)
Business, Industry, and Economic Stabilization (ESF 18)
311 Critical Information Line
GIS Specialist
Situational Awareness Specialist
Key Stakeholders/Liaisons
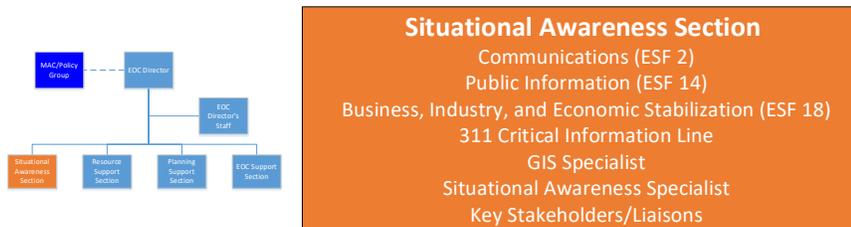
Figure 11: Alachua County Situational Awareness Section

The Situational Awareness Section includes Emergency Support Functions and other key positions whose mission is to enhance the level of situational awareness in the EOC and amongst stakeholders. Each position has a specific role in increasing situational awareness. All ESFs, including those not specifically in the Situational Awareness Section, have a key responsibility to compile and provide information that enhances situational awareness for all Emergency Operations Team (EOT) members. Each ESF contributes vital information to this section to better inform the overall Situation Picture. The EOC Director may elect to include key stakeholders or liaisons in this section to enhance information sharing. All positions in this section report to the EOC Director and include the following:

i. Communications (ESF 2)

   (a) Lead Agency

   Alachua County Sheriff's Office Technical Services Division

   (b) Support Agencies

   Alachua County Fire Rescue, Alachua County Information and Telecommunications Services, Gainesville Regional Utilities Communications, Alachua County Fire Rescue Office of Enhanced 911, Amateur Radio Groups

   (c) Roles and Responsibilities

   See Communications Annex

ii. Public Information (ESF 14)

   (a) Lead Agency

   Alachua County Communications Office

   (b) Support Agencies

   Alachua County Sheriff's Office, Alachua County Crisis Center, Alachua County Information and Telecommunications Services, City of Gainesville, Gainesville Police Department, Gainesville Fire Rescue

   (c) Roles and Responsibilities

   See Public Information Annex

iii. Business, Industry and Economic Stabilization (ESF 18)

   (a) Lead Agency

   Alachua County Economic Development

   (b) Support Agencies

   Alachua County Emergency Management, Alachua County Visitors & Convention Bureau, City of Gainesville Economic Development Office, Florida Works, Gainesville Chamber of Commerce, Gainesville Technology Entrepreneurship Center, Local Business Associations, Municipal Chambers of Commerce

   (c) Roles and Responsibilities

   See Business, Industry and Economic Stabilization Annex

iv. 311 Critical Information Line

(a) Lead Agency

Alachua County Crisis Center

(b) Support Agency

Alachua County Communications Office

(c) Roles and Responsibilities

The 311 Critical Information Line representative in this Section is responsible for ensuring the public messaging disseminated by the 311 call takers is up-to-date and accurate by working closely with the Public Information Officer and *Public Information* (ESF 14) to formulate messaging. This representative is also responsible for relaying information received from call takers, including rumors, trends in call types, caller observations, and requests for assistance.

v. Geographical Information System (GIS) Specialist

(a) Lead Agency

Alachua County Fire Rescue Office of Enhanced 911

(b) Support Agency

Alachua County Growth Management, Alachua County Sheriff's Office

(c) Roles and Responsibilities

The GIS Specialist is responsible for determining initial GIS needs based upon the incident. This position responds to requests for GIS products, including the creation of incident-specific maps based on the information compiled in the EOC and from field operations to increase situational awareness through data visualization.

vi. Situational Awareness Specialist (SAS)

(a) Lead Agency

Alachua County Emergency Management

(b) Support Agency

Alachua County Growth Management

(c) Roles and Responsibilities

The Situational Awareness Specialist (SAS) is responsible for gathering, analyzing, and interpreting data and information gathered from all sources. The individual in this position is also charged with establishing the modes and timing of information sharing. The SAS ensures information is displayed in an appropriate and effective manner in the Emergency Operations Center to maximize understanding of the situation by all EOC staff. This Specialist also verifies critical information and shares it appropriately and in a timely manner.

e. Resource Support Section

Resource Support Section
-Transportation (ESF 1)
-Public Works (ESF 3)
-Firefighting (ESF 4)
-Resource Support (ESF 5)
-Public Health and Medical (ESF 8)
-Law Enforcement (ESF 16)
-County Staging Area Manager

Figure 12: Alachua County Resource Section

The Resource Support Section includes Emergency Support Functions whose lead and supporting agencies may be assigned to incident operations and require additional resource coordination and support through the EOC. Resource Support Section staff source, request/order, and track all resources through the identified county or state resource request process. All positions in this section report to the EOC Director and include the following:

i. Transportation (ESF 1)

(a) Lead Agency
Gainesville Regional Transit System

(b) Support Agencies
Gainesville Regional Airport, MV Transportation, Inc.

(c) Roles and Responsibilities
See Transportation Annex

ii. Public Works (ESF 3)

(a) Lead Agency
Alachua County Public Works

(b) Support Agencies
Gainesville Public Works, Newberry Public Works, Alachua Public Works

(c) Roles and Responsibilities
See Public Works Annex

iii. Firefighting (ESF 4)

(a) Lead Agency
Alachua County Fire Rescue

(b) Support Agencies
Cross Creek Fire Rescue, Gainesville Fire Rescue, High Springs Fire Rescue, LaCrosse Fire Rescue, Micanopy Fire Rescue, Melrose Volunteer Fire Department, Newberry Fire Rescue, Windsor Volunteer Fire Rescue

(c) Roles and Responsibilities
See Firefighting Annex

iv. Resource Support (ESF 7)

(a) Lead Agency

Alachua County Office of Management and Budget

(b) Support Agencies

Alachua County Department of Fiscal Services, Alachua County Fire Rescue, Alachua County Public Works, Alachua County Purchasing Division

(c) Roles and Responsibilities

See Resource Support Annex

v. Public Health and Medical (ESF 8)

(a) Lead Agency

Florida Department of Health in Alachua County

(b) Support Agencies

Alachua County Fire Rescue, Alachua County Community Support Services, Center for Independent Living of North Central Florida, Children's Medical Service, District 8 Medical Examiner, Federally Qualified Health Centers in Alachua County, Meridian Behavioral Healthcare, MV Transportation, Inc., North Florida Regional Medical Center, Shands at Vista, UF Health at Shands, Veterans Affairs Medical Center

(c) Roles and Responsibilities

See Public Health and Medical Annex

vi. Law Enforcement (ESF 16)

(a) Lead Agency

Alachua County Sheriff's Office

(b) Support Agencies

Alachua County Department of Corrections, Alachua Police Department, Florida Department of Law Enforcement, Gainesville Police Department, High Springs Police Department, Santa Fe College Police Department, University of Florida Police Department

(c) Roles and Responsibilities

See Law Enforcement Annex

vii. County Staging Area (CSA) Manager

(a) Lead Agency

Alachua County Fire Rescue

(b) Support Agencies

Alachua County Public Works, Florida Department of Health in Alachua County

(c) Roles and Responsibilities

The CSA Manager coordinates the management and disbursement of resources located at the County Staging Area. The CSA Manager works alongside *Resource Support* (ESF 7) to facilitate the staging and distribution of resources requested and

vetted by *Resource Support.* This position works closely with on-scene CSA personnel to fulfill mission-critical resource requests and coordinates with the requesting agency for delivery or on-site pickup of requested resources. The CSA Manager may also work with the Florida Division of Emergency Management's Logistics Section and private vendors to coordinate delivery to the Alachua County Staging Area. The CSA Manager may stand up a temporary CSA and/or may coordinate resources within existing warehouse operations to support emergency needs.

f. Planning Support Section

Figure 13: Alachua County Planning Support Section

The Planning Support Section includes Emergency Support Functions whose overall responsibility is to provide a range of current and future planning services for an incident. Staff in the Planning Support Section assist in developing and executing the shared goals of multiple jurisdictions and organizations involved in managing the incident and coordinate a standard planning process to achieve the objectives of the EOC leadership and foster unity of effort among all organizations represented in the Center. The Planning Support Section staff coordinate closely with the on-scene Incident Command System (ICS) Planning Section to confirm that both field and EOC personnel have appropriate contingency plans in place. All positions in this section report to the EOC Director and include the following:

i. Information and Planning (ESF 5)

(a) Lead Agency
Alachua County Emergency Management

(b) Support Agencies
Alachua County Growth Management, Alachua County Information and Telecommunications Services, Alachua County Property Appraiser's Office, Alachua County Codes Enforcement

(c) Roles and Responsibilities
See Information and Planning Annex

ii. Mass Care (ESF 6)

(a) Lead Agency
Alachua County Community Support Services

(b) Support Agencies
Alachua County Human Resources Department, American Red Cross – North East Florida Chapter, Salvation Army

(c) Roles and Responsibilities
See Mass Care Annex

iii. Search and Rescue (ESF 9)

(a) Lead Agencies
Alachua County Fire Rescue, Alachua County Sheriff's Office

(b) Support Agencies
Alachua County Department of Corrections, Municipal Police Departments, Municipal and Volunteer Fire Departments

(c) Roles and Responsibilities
See Search and Rescue Annex

iv. Hazardous Materials and Environmental Protection (ESF 10)

(a) Lead Agency
Alachua County Environmental Protection Department

(b) Support Agencies
Florida Department of Health in Alachua County, Gainesville Fire Rescue

(c) Roles and Responsibilities
See Hazardous Materials and Environmental Protection Annex

v. Food and Water (ESF 11)

(a) Lead Agency
Alachua County Fire Rescue

(b) Support Agencies
American Red Cross – North Central Florida Chapter, Salvation Army, University of Florida/Institute of Food and Agricultural Sciences Alachua County Extension

(c) Roles and Responsibilities
See Food and Water Annex

vi. Utilities (ESF 12)

(a) Lead Agency
Gainesville Regional Utilities

(b) Support Agencies
Alachua County Facilities, Alachua County Public Works, Central Florida Electric Cooperative, Clay Electric Cooperative, Florida Power and Light (FPL), Progress Energy Florida, Municipal Public Works, Municipal Facilities Departments

(c) Roles and Responsibilities
See Utilities Annex

vii. Military Affairs (ESF 13)

    (a) Lead Agency

        Alachua County Emergency Management

    (b) Support Agency

        Florida National Guard

    (c) Roles and Responsibilities

        See Military Affairs Annex

viii. Volunteers and Donations (ESF 15)

    (a) Lead Agencies

        Alachua County Human Resources, Alachua County Parks and Open Space

    (b) Support Agencies

        Alachua County Clerk of the Court, American Red Cross

    (c) Roles and Responsibilities

        See Volunteers and Donations Annex

ix. Animal Protection and Agriculture (ESF 17)

    (a) Lead Agencies

        Small Animals: Alachua County Animal Services,

        Large Animals and Agriculture: University of Florida/Institute of Food and Agricultural Services Alachua County Extension

    (b) Support Agencies

        Small Animals: University of Florida College of Veterinary Medicine (UF VetMed)

        Large Animals and Agriculture: Alachua County Cattleman's Association, Alachua County Sheriff's Office Rural Services Deputies, Florida Department of Health in Alachua County (DOH – Alachua), Florida Fish and Wildlife Conservation Commission (FWC), State Agricultural Response Team (SART), United States Department of Agriculture (USDA)

    (c) Roles and Responsibilities

        See Animal Protection and Agriculture Annex

g. EOC Support Section

Figure 14: Alachua County EOC Support Section

The EOC Support Section contains key personnel whose primary responsibility is to provide services in support of the Emergency Operations Center (EOC) and any associated facilities,

such as the Joint Information Center (JIC). EOC Support Section ensures that the EOC staff have the resources and capabilities required to perform their roles. All positions in this section report to the EOC Director, and include the following:

i. Center Documentation Specialist

(a) Lead Agency

Alachua County Agenda Office

(b) Support Agency

N/A

(c) Roles and Responsibilities

The Center Documentation Specialist is responsible for tracking, collecting, maintaining and archiving documents created in the EOC and associated facilities in accordance with records retention mandates. The Specialist has overall responsibility for taking meeting minutes, capturing key decision points formally through documentation, and maintaining attendance records by creating and distributing sign-in sheets and following up to record all in-person and virtual attendees for meetings, briefings, and activation shifts. This position organizes documentation into logical order, based upon the nature of the incident and the documentation generated as a result of the incident.

ii. Center Purchasing Specialist

(a) Lead Agency

Alachua County Fire Rescue

(b) Support Agency

Alachua County Purchasing Division

(c) Roles and Responsibilities

The Center Purchasing position is responsible for procuring and tracking any resources necessary for the EOC and associated facilities to conduct business (i.e. office supplies).

iii. Facility Feeding Specialist

(a) Lead Agency

Alachua County Fire Rescue

(b) Support Agency

Alachua County Sheriff's Office

(c) Roles and Responsibilities

The Facility Feeding position is responsible for providing meals for the EOC and associated facilities. This position will work with vendors to secure contracts for feeding during an incident. During an activation, the Facility Feeding Specialist will arrange feeding services by executing previously-arranged contracts or procuring services as the need arises.

iv. Facility Support Specialist

(a) Lead Agency
Alachua County Public Works

(b) Support Agency
Alachua County Facilities

(c) Roles and Responsibilities
The Facility Support position is responsible for the maintenance and repair of facility equipment before, during and after an incident to ensure the EOC and associated facilities remain operable. This position will work with Public Works (ESF 3) and Utilities (ESF 12) to request relevant resources and personnel as needed to maintain or restore facility operability.

v. IT Support Specialist

(a) Lead Agency
Alachua County Information and Telecommunications Services

(b) Support Agency
Alachua County Fire Rescue

(c) Roles and Responsibilities
The IT support position is responsible for ensuring the functionality of Information Technology systems in the EOC and associated facilities. These systems include, but are not limited to: network connectivity, audio/visual systems, phone systems, computer systems and incident-related County websites.

4. EOC Activation Levels

Alachua County Emergency Operations Center Activation Levels	
Level 3 – Normal Operations/Steady State	• Alachua County Emergency Management conducting routine and ongoing coordination with other departments and agencies; developing and executing plans; training and exercises; and maintaining facilities and equipment • Alachua County Combined Communications Center (CCC) serves as the 24 hour County Warning Point, monitors the county for public safety needs and notifies public safety staff of incidents • Alachua County Emergency Operations Team members will be notified of an incident or threat by the Combined Communications Center, State Watch Office, National Weather Service, or by other Emergency Management stakeholders and begin sharing information amongst partner agencies
Level 2 – Enhanced Steady State/Partial Activation	• Limited activation of specific functions • Certain EOT members/organizations are activated to monitor a credible threat, risk or hazard and/or to support the response to a new and potentially evolving incident

	• Emergency Management daily operations may be limited or suspended • Briefings, updates and meetings will be coordinated by Emergency Management staff • All EOT members continue sharing information amongst partner agencies to enhance situational awareness
Level 1 – Full Activation	• EOT is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat • All EOT members continue sharing information amongst partner agencies to enhance situational awareness

Table 3: Alachua County EOC Activation Levels

IV. Direction, Control and Coordination

Tactical and operational control responsibilities remain the role of Incident Command. As additional resources and support are needed, Incident Command will make requests through the EOC. Area Command may be established to provide direction and control to expanding, concurring, or complex incidents occurring in multiple jurisdictions. Area Command manages limited resources between incidents, and will request additional resources or support through the Alachua County EOC (Figure 15).

The role of the Alachua County Emergency Operations Team (EOT) is to provide coordination for the county's response and recovery activities. Jurisdictional Emergency Operation Centers (EOCs), should they need additional resources or support, should make requests through the Alachua County Emergency Operations Center. As county-wide resources are depleted and additional resources or support is needed, the Alachua County EOC will make requests through the State of Florida EOC. All external resources remain under the control of Alachua County for the duration of their deployment to the County.

The policies, procedures, and plans of individual governmental, EOT, and response entities complement and are congruent with the Alachua County CEMP. The plans provide tactical guidance for response to incidents of all magnitudes and adhere to the organizational structure outlined in this document. Similarly, the Alachua County CEMP complements, and is congruent with, the State of Florida Comprehensive Emergency Management Plan.
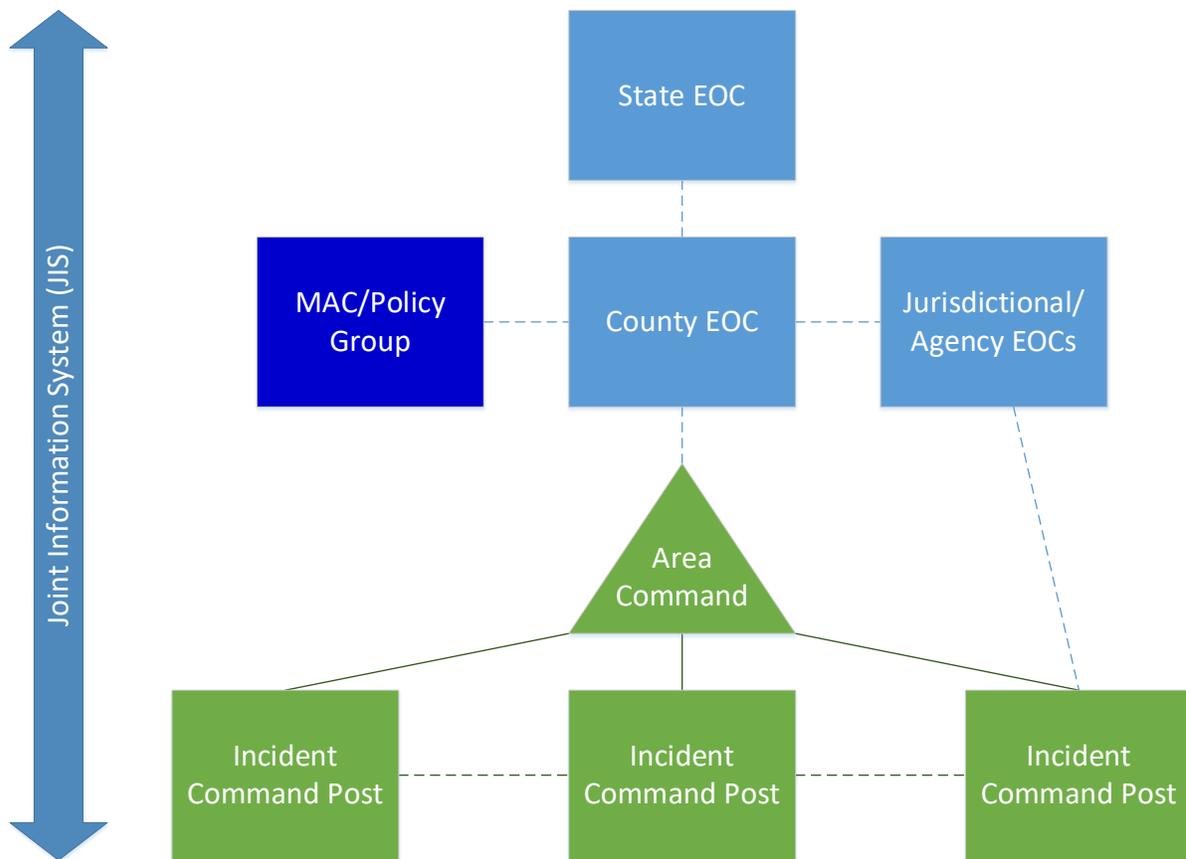
Figure 15: Incident Command System-Emergency Operations Center Interface

V. Information Collection, Analysis and Dissemination

Information is collected at the municipal, jurisdictional, county, state and federal levels throughout an incident. The EOT members are the facilitator of two-way communication between the EOC and stakeholders in the community. While communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions (ESFs), it is the responsibility of each ESF to disseminate critical information to all partner agencies beyond the EOC during all levels of activation. Each ESF also seeks out critical information on the current status of their function and provides relevant details to other ESFs and stakeholders. This effort serves to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared. The EOC is the physical space used to coordinate incident response and communications between partner agencies, but the EOC functions can be executed virtually, as well. Certain situations warrant remote coordination. Alachua County's EOC organizational structure enables all ESFs to coordinate their functional roles from any physical location.

The State of Florida Emergency Operations Center sets a schedule of specific Essential Elements of Information (EEI) to maintain situational awareness at the State level. EEIs provided to the State by Information and Planning (ESF 5) may include, but are not limited to: EOC activation level, Local State of Emergency status, shelter census numbers, government and school closures, etc. The times at which information is shared and distributed will be determined by the operational rhythm of the

specific incident. In addition to the EEI, the Alachua County EOT participates in state-wide and regional coordination calls for enhanced situational awareness

Information from the public is collected by stakeholders and EOT members. Through the Situational Awareness Specialist, information will be compiled, analyzed, and its accuracy verified. Information to the public is typically created by Public Information (ESF 14) and disseminated by the Public Information Officer.
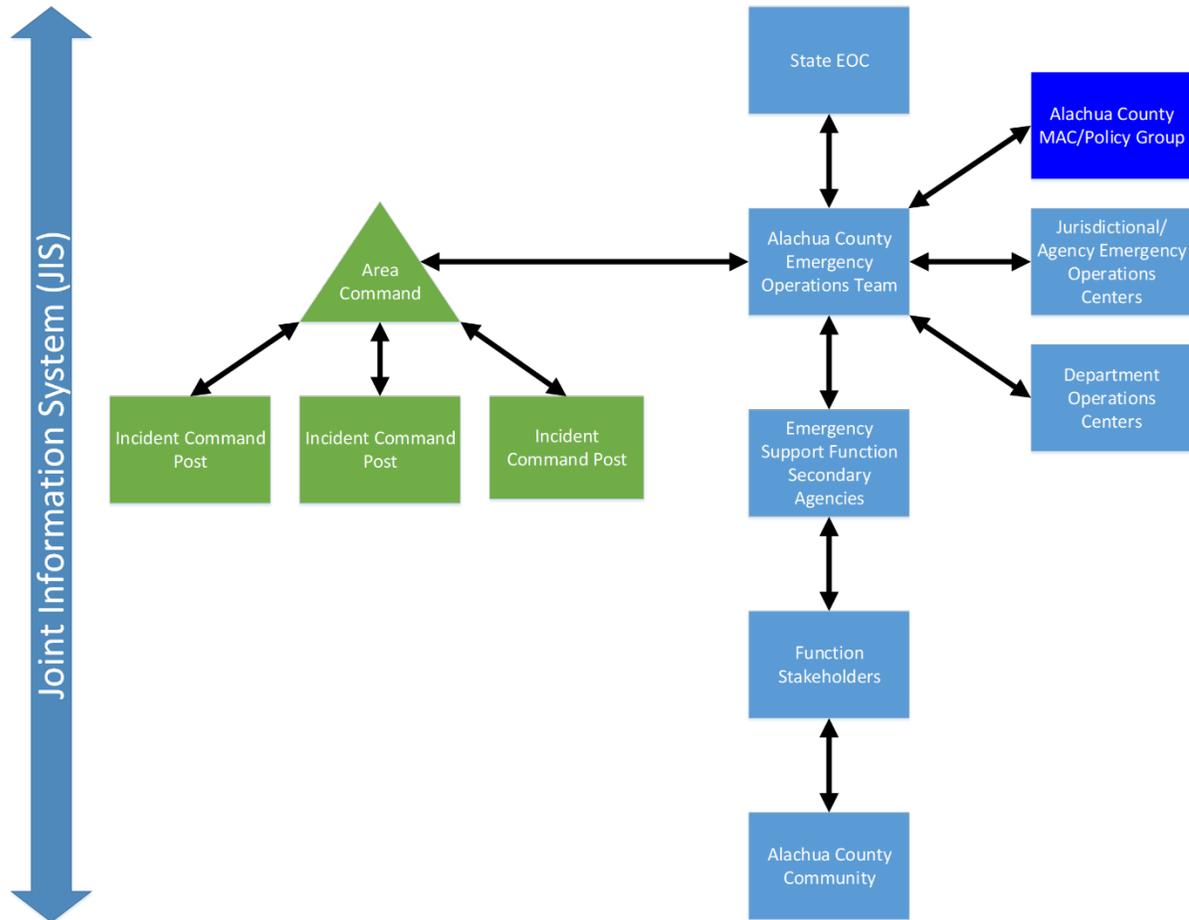
Figure 16: Flow of Incident Information in Alachua County

A. Joint Information System (JIS)

Alachua County participates in a Joint Information System (JIS), allowing the County and local Public Information Officers (PIOs) to coordinate and integrate communication efforts. This Joint Information System works to ensure the public receives a consistent and comprehensive message. The Alachua County PIO works to set times for meetings, press releases, and other tools to enable unified communication to the public, incident personnel, the media, and other stakeholders.

B. Community Lifelines

Figure 17: Community Lifelines

Alachua County Emergency Management (ACEM) monitors the condition of community lifelines at all times, and utilizes this information to assist in decision making throughout response and recovery efforts during and after an incident. Community lifelines are also used during day-to-day operations to prioritize protection, prevention, and mitigation activities. The National Response Framework defines community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

These seven community lifelines are: Safety and Security; Food, Water Shelter; Health and Medical; Energy (Power & Fuel); Communications; Transportation; and Hazardous Materials. Each lifeline is composed of many subcomponents, and often rely on multiple government entities, businesses, and infrastructure sectors to function. Stabilizing community lifelines is the primary effort during response to lessen threats and hazards to public health and safety, the economy, and security. These lifelines are interdependent, requiring cross-sector assistance for stabilization. As a result of this interdependency, failures in one will cascade across to others. Monitoring the community lifelines throughout Alachua County enhances the situational awareness of the Alachua County Emergency Operations Team.

VI. Communications

Alachua County uses an Incident Support Model-Emergency Support Function (ISM-ESF) hybrid organizational structure during incidents. Within this structure is *Communications* (ESF 2). *Communications* is used to support communication needs and integrate Alachua County's communications into the regional and national disaster communications network. Specific Standard Operating Procedures and Guidelines are maintained by the lead and support agencies for *Communications* referenced in the Emergency Support Function 2: *Communications* annex.

VII. Administration, Finance and Logistics

The Alachua County CEMP assigns lead and support agencies for all positions outlined within the County's emergency organizational structure. Each agency assigned a role is responsible for mobilizing existing personnel, equipment, materials, and supplies, as well as executing existing contracts. All County agencies follow the Purchasing Division Operating Policies and Procedures for emergency expenditures. These specific emergency expenditure procedures take effect when a local state of emergency has been declared, and may be further outlined in the verbiage included in the County's declaration of a local state of emergency, or general emergency. All municipalities and non-County agencies will follow their agency-specific emergency purchasing procedures.

The Alachua County Office of Management and Budget (OMB) is responsible for working with Resource Support (ESF 7) to collect and compile expenditure information from all departments and

municipalities involved in the response to an incident in order to get an overall cost estimate towards meeting the County's federal disaster declaration threshold. The Alachua County OMB will not be responsible for managing the money or resources of other entities outside of the County government. Alachua County Emergency Management will make every effort to inform OMB staff of trainings related to administration and finance to ensure OMB staff is aware of current regulations and best practices, and disseminates this information to other municipalities and stakeholders responsible for financial management during an incident. Training related to administration and finance is primarily offered by the Florida Division of Emergency Management (FDEM) through their training and exercise program. Alachua County Emergency Management will coordinate with FDEM to provide training to all interested stakeholders in Alachua County.

A. Documentation

All Emergency Operations Team (EOT) procurement and expenditures will be documented. Receipts and invoices with justifications will be forwarded to the Administration and Finance staff of the respective County department. Once finalized by the department Administration and Finance staff, the documentation will be send to the Office of Management and Budget (OMB) by way of Resource Support in a timely manner. OMB will ensure all documentation is complete, recorded on appropriate forms and proper in all respects. Reimbursement documentation will be consistent with all OMB and Clerk of the Court Finance and Accounting Office procedures. If the County receives a Presidential Declaration, OMB will submit appropriate paperwork for reimbursement of expenses, and notify all pertinent municipal governments and other governmental entities (e.g. Alachua County Sheriff's Office, Alachua County Library District) of the process towards submitting for federal reimbursement. If the County fails to receive a declaration, the documentation will serve as a recorded history of activity and expenditures.

B. Mutual Aid Expenditures

Mutual aid requests for Alachua County are coordinated through Alachua County Emergency Management as referenced in the Statewide Mutual Aid Agreement. Emergency personnel deployed out-of-county in support of operations conducted under the provisions of the Statewide Mutual Aid Agreement must independently document all expenses associated with their deployment. Pre-established departmental expense and time accounting procedures should be used for this purpose. The cost of all mutual aid resources provided to another jurisdiction by Alachua County will be reimbursed by the requesting jurisdiction upon receiving a bill for the resources supplied. Conversely, mutual aid resources requested by Alachua County will be reimbursed by Alachua County upon receipt of a bill, unless other payment arrangements have been made.

C. Funding Agreements

Any agency with a role in the response to or recovery from an incident is advised to pre-establish agreements and contracts with other legal entities to meet the forecasted needs of that agency during their response or recovery. That agency will maintain the agreement, and execute it, when necessary. Under Chapter 27 of Alachua County Code, the County Manager has the authority to appropriate and expend funds without further board action.

D. Funding Sources

Alachua County Board of County Commissioners will administer the funding from the sources listed below:

- Emergency Management Preparedness and Assistance (EMPA) Trust Fund
- Emergency Management Performance Grant (EMPG)
- Alachua County General Fund
- Public Assistance
- Individual Assistance
- Small Business Administration Disaster Loan Program
- Hazard Mitigation Grant Program

VIII. Authorities and References

A. Local Responsibilities

Ultimate responsibility for the protection of life and property and the preservation of public peace, health and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

1. Local Responsibilities, Chapter 252, Florida Statutes

a. Alachua County shall perform emergency management functions within the territorial limits of the County and conduct those activities in accordance with Chapter 252.31-252.91 and with the State and County Comprehensive Emergency Management Plans and Mutual Aid Agreements. Alachua County has the authority to establish, as needed, a primary EOC and secondary EOCs to provide continuity of government and direction and control of emergency operations.

b. Alachua County has the authority to appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, to include assistance to victims of any emergency; and to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.

c. Alachua County has the authority to request State assistance or invoke emergency-related mutual aid assistance by declaring a Local State of Emergency (LSE). The duration of the LSE shall be seven days, and may be extended in increments of seven days. Alachua County is a signatory to the Statewide Mutual Aid Agreement. Additionally, in an emergency, the County has the power and authority to waive the typical procedures and formal mechanisms otherwise required of Alachua County by law, pertaining to:

- Performance of public work and undertaking whatever prudent action is necessary for ensuring the safety and welfare of the community
- Entering into contracts and incurring obligations
- Employment of permanent and temporary workers
- Utilization of volunteers

- Rental of equipment
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities
- Appropriation and expenditure of public funds

d. Alachua County recognizes the right of municipalities within the county to establish their own emergency management plans and programs. Those cities instituting emergency management programs will coordinate with the County Division of Emergency Management in accordance with Florida Statute 252.

e. Alachua County Emergency Management serves the entire county. It is the responsibility of the County to establish and maintain an emergency management agency, develop a Comprehensive Emergency Management Plan and program that are consistent with the State of Florida's Comprehensive Emergency Management Plan and program.

f. Alachua County Emergency Management will review emergency management plans required of external agencies and institutions.

B. Ordinances and Authorities

1. Local
- Alachua County Code Chapter 27

2. State of Florida
- Chapter 23, Florida State Statutes
- Chapter 27, Florida State Statutes
- Chapter 252, Florida State Statutes
- Executive Order 80-29

3. Federal
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Executive Order 12148
- National Flood Insurance Act, 42 U.S. Code 4027
- Homeland Security Presidential Directive 5
- Homeland Security Presidential Directive 8

C. References
- Reference materials are listed in footnotes throughout this document

D. Supporting Plans
- Alachua County Local Mitigation Strategy
- Alachua County Multi Year Training and Exercise Plan
- Alachua County Debris Management Plan

E. Agreements and Memoranda of Understanding
- Fire Service Area Agreement
- Statewide Mutual Aid Agreement

- Emergency Management Assistance Compact
- Florida Fire Chiefs Association
- Alachua County Fire MTSU

This Page Intentionally Left Blank

Emergency Support Function 1: Transportation

I. Lead Agency

Gainesville Regional Transit System (RTS)

II. Support Agencies

Gainesville Regional Airport (GNV), MV Transportation, Inc., City of Gainesville Department of Mobility

III. Introduction

Transportation coordinates the resources of member agencies necessary to meet transportation systems, infrastructure and emergency needs to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Transportation is responsible for coordinating transportation assets to fulfill requests for service and developing short- and long-term strategies to meet the needs of Alachua County.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Gainesville Regional Transit System (RTS) will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Transportation* function is primarily coordinated by Gainesville Regional Transit System (RTS), who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Transportation* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Transportation* is grouped as a part of the Resource Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
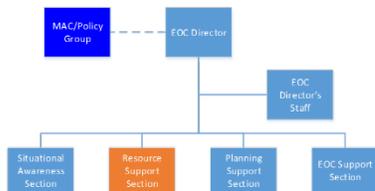
Resource Support Section
-Transportation (ESF 1)
-Public Works (ESF 3)
-Firefighting (ESF 4)
-Resource Support (ESF 5)
-Public Health and Medical (ESF 8)
-Law Enforcement (ESF 16)
-County Staging Area Manager

The *Transportation* function is the facilitator of two-way communication between the EOC and all transportation stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Transportation* to disseminate critical transportation information to all partner agencies beyond the EOC during all levels of activation. *Transportation* also seeks out critical information on the current status of transportation services and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Transportation* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of National Incident Management System (NIMS)-typed supplies and materials required for a response to a transportation need, to be submitted to ACEM via the lead agency on an annual basis, or as requested
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP)/Integrated Preparedness Plan (IPP), and State and Federal requirements
- Maintain an updated contact list for all supporting agencies
- Establish a staffing pattern for the *Transportation* desk for the duration of an incident
- Provide leadership in directing, coordinating, and integrating the overall county efforts to provide transportation services to the impacted area(s)
- Develop Essential Elements of Information(EEI) to enhance incident-specific situation picture (SitPic)
- Continually assess the status of the transportation system throughout the county and determine potential needs
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Using current traffic intelligence, determine routing of traffic and transportation around, through, or out of hazard areas
- Communicate impassible roads to Situational Awareness Specialist
- Ensure County and Municipal Fleet Services are operational and can provide for the staging of local government fueling vehicles
- Ensure contract fueling services are operational
- Coordinate deployment of resources and assets, and maintain communication with those resources
- Complete transportation requests from other ESFs
- Coordinate with the Alachua County Public Schools Liaison the provision of buses and other school transportation assets in support of incident objectives

- Coordinate with the Gainesville Department of Mobility to replace and/or post traffic control signs and/or signals at locations where needed to allow vehicle movement through and around disaster area(s)
- Coordinate with *Resource Support* for information pertaining to contract vendors and other agencies that may supplement local and state resources
- Provide current information regarding airport status as well as available resources [GNV]
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Transportation*. Lead and supporting *Transportation* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Transportation* in the EOC will be collected by the lead agency in charge (Gainesville Regional Transit System). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Transportation* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all incident documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support*.

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 1 Annex
- State of Florida Emergency Support Function 1 Appendix
- Alachua County Code, Chapter 27
- Regional Transit System Comprehensive Emergency Management Plan

- MV Transportation: Agreement for Emergency Related Transportation Services for the Disadvantaged
- MV Transportation Division #65 Hurricane Plan

Emergency Support Function 2: Communications

I. Lead Agency

Alachua County Sheriff's Office Technical Services Division

II. Support Agencies

Alachua County Fire Rescue (ACFR), Alachua County Information and Telecommunications Services (ITS), Gainesville Regional Utilities Communications (GRUCom), Alachua County Fire Rescue Office of Enhanced 911, Amateur Radio Emergency Services (ARES), Emergency Communications Systems volunteers

III. Introduction

The purpose of *Communications* is to coordinate communications assets to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Communications is responsible for coordinating necessary local, State, voluntary, military and private sector communications assets.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Sheriff's Office Technical Services Division will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Communications* function is primarily coordinated by the Alachua County Sheriff's Office Technical Services Division, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Communications* is grouped in the Situational Awareness Section due to its role in providing updates to the EOC of the status and operability of communications assets. While *Communications* is grouped in the Situational Awareness Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
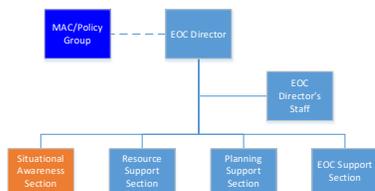
Situational Awareness Section
-Communications (ESF 2)
-Public Information (ESF 14)
-Business, Industry, and Economic Stabilization (ESF 18)
-311 Critical Information Line
-GIS Specialist
-Situational Awareness Specialist
-Key Stakeholders/Liaisons

The *Communications* function is the facilitator of two-way communication between the EOC and all communications stakeholders in the community. While communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Communications* to disseminate critical communications information to all partner agencies beyond the EOC during all levels of activation. *Communications* also seeks out critical information on the current status of communications services and assets and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Communications* function, and other relevant duties, as assigned or as dictated by the incident.

- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Maintain an updated contact list for all supporting agencies
- Maintain inventories of National Incident Management System (NIMS)-typed supplies and materials required for a response to an incident, to be submitted to Alachua County Emergency Management via the lead agency, on an annual basis, or as requested
- Maintain and support Trunk Radio Systems (TRS)
- Establish a staffing pattern for the *Communications* desk for the duration of the incident
- Conduct initial assessment of communications needs
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Work with *Information and Planning* to determine locations for the pre-deployment of radio communication resources prior to the onset of dangerous conditions, and coordinate the pre-deployment of those resources
- Provide and demobilize communication assets in emergency shelters in coordination with *Mass Care* (ESF 6) and *Public Health and Medical* (ESF 8)
- Maintain and staff redundant communications systems in the EOC (Emergency Communications Systems volunteers)
- Identify communications facilities, equipment and personnel located in and outside of the affected area(s) that could be made available to support response and recovery efforts
- Acquire, organize, coordinate and deploy communications equipment, personnel and resources to re-establish and/or restore communication capabilities following an incident
- Coordinate the various types of communications within the County, including landline and cellular telephones, radio, amateur radio, computer networks and local government response agencies
- Determine needs for rapid deployment of communications resources to the affected area(s)
- Coordinate the restoration of 9-1-1 services [ACFR E911]

- Coordinate with municipal and university dispatch centers for 9-1-1 services as needed
- Restore county government computer and telecommunications networks
- Identify actual and planned actions of local telecommunications companies and providers to restore services
- Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required
- Coordinate requests and missions for State communication resources and assistance with *Information and Planning* (ESF 5)
- Complete communications requests from other ESFs
- Monitor and update status of restoration of communications services
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Communications*. Lead and supporting *Communications* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensure Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Communications* will be collected by the lead agency in charge (Alachua County Sheriff's Office Technical Services Division). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Communications* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support*.

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 2 Annex
- State of Florida Emergency Support Function 2 Appendix
- Alachua County Code, Chapter 27
- Alachua County Sheriff's Office Continuity of Operations Plan
- Florida Emergency Medical Services Communications Plan
- Florida Law Enforcement Communications Plan
- Safecom, Emergency Communications Governance Guide for State, Local, Tribal and Territorial Officials

Emergency Support Function 3: Public Works

I. Lead Agency

Alachua County Public Works (ACPW)

II. Support Agencies

Gainesville Public Works, City of Newberry Public Works, City of Alachua Public Works

III. Introduction

Upon activation, the purpose of *Public Works* is to coordinate public works resources to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Public Works is responsible for coordinating personnel, engineers, maintenance workers and equipment operators, with appropriate materials and supplies, in support of public works and infrastructure needs throughout incident operations.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Public Works will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Public Works* function is primarily coordinated by Alachua County Public Works, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Public Works* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Public Works* is grouped as a part of the Resource Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.

Resource Support Section
Transportation (ESF 1)
Public Works (ESF 3)
Firefighting (ESF 4)
Resource Support (ESF 5)
Public Health and Medical (ESF 8)
Law Enforcement (ESF 16)
County Staging Area Manager

The *Public Works* function is the facilitator of two-way communication between the EOC and all public works stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support

Functions, it is the responsibility of *Public Works* to disseminate critical public works information to all partner agencies beyond the EOC during all levels of activation. *Public Works* also seeks out critical information on the current status of public works services and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Public Works* function, and other relevant duties, as assigned or as dictated by the incident.

- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Maintain an updated contact list for all supporting agencies
- Participate in the Local Mitigation Strategy (LMS) Working Group
- Maintain inventories of National Incident Management System (NIMS)-typed supplies and materials required for a response to an incident, to be submitted to Alachua County Emergency Management via the lead agency, on an annual basis, or as requested
- Establish a staffing pattern for the *Public Works* desk for the duration of the incident
- Establish communications with appropriate field personnel to ensure readiness for a timely response
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Work with support agencies to evaluate and identify priorities and areas of responsibilities to ensure no area is overlooked
- Evaluate the need to request outside resources via statewide organizations
- Complete public works requests from other ESFs
- Support damage assessment operations
- *Public Works* and *Utilities* (ESF 12) will work closely together to prioritize critical facility restoration
- Assist with the activation and implementation of the Debris Management Plan
- Provide information for the public regarding debris clearance and disposal to *Public Information* for dissemination
- Public Works will determine resource needs for each temporary landfill in accordance with the Debris Management Plan
- Monitor and update status of public works missions
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Public Works*. Lead and supporting *Public Works* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Public Works* will be collected by the lead agency in charge (Alachua County Public Works). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Public Works* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist and all financial documentation to *Resource Support*.

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 3 Annex
- State of Florida Emergency Support Function 3 Appendix
- Alachua County Code, Chapter 27
- Alachua County Public Works Emergency Response Manual
- Alachua County Debris Management Plan
- City of Gainesville Debris Management Plan

Emergency Support Function 4: Firefighting

I. Lead Agency

Alachua County Fire Rescue (ACFR)

II. Support Agencies

Cross Creek Fire Rescue, Gainesville Fire Rescue, High Springs Fire Rescue, LaCrosse Fire Rescue, Micanopy Fire Rescue, Melrose VFD, Newberry Fire Rescue, Windsor Volunteer Fire Rescue

III. Introduction

The purpose of *Firefighting* is to coordinate local, state and federal firefighting resources to support the prevention of, protection from, response to, recovery from, and mitigation against incidents in Alachua County.

IV. Concept of Operations

A. General

Firefighting is responsible for coordinating necessary fire detection and suppression for urban, rural and wildland fires resulting from, or occurring coincidentally with, an incident.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Fire Rescue will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Firefighting* function is primarily coordinated by Alachua County Fire Rescue, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Firefighting* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Firefighting* is grouped in the Resource Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.

Resource Support Section
Transportation (ESF 1)
Public Works (ESF 3)
Firefighting (ESF 4)
Resource Support (ESF 5)
Public Health and Medical (ESF 8)
Law Enforcement (ESF 16)
County Staging Area Manager
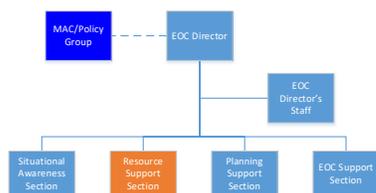
The *Firefighting* function is the facilitator of two-way communication between the EOC and all firefighting stakeholders in the community. While communication and coordination within the

EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Firefighting* to disseminate critical firefighting information to all partner agencies beyond the EOC during all levels of activation. *Firefighting* also seeks out critical information on the current status of firefighting missions and assets and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Firefighting* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of National Incident Management System (NIMS)-typed supplies, materials and equipment required for a response to an incident needing firefighting resources, to be submitted to ACEM via the lead agency, on an annual basis
- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide firefighting services to the impacted area(s)
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Coordinate and prepare resources from fire service organizations for disaster response
- Participate in and utilize the Florida Fire Chiefs' Association (FFCA) State Emergency Response Plan (SERP) in conjunction with the State EOC's resource request platform and process
- Establish a staffing pattern for the *Firefighting* desk for the duration of the incident
- Conduct initial assessment of firefighting needs
- Coordinate with Incident Commander
- Monitor, evaluate and determine if additional resources are required. Coordinate those requests with the Resource Support Section
- Coordinate with other ESFs for resource support as needed
- Coordinate the re-assignment of fire rescue assets as necessitated by incidents
- Work with and support *Public Health and Medical* in supporting requests for medical assistance
- Work with and support *Search and Rescue* in providing support for search and rescue operations
- Work with and support *Hazardous Materials and Environment* in providing support for hazardous materials incidents
- Plan for the demobilization of fire rescue assets
- Provide assistance to recovery operations as requested by the County Coordinating Officer (CCO)

- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Firefighting*. Lead and supporting *Firefighting* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Firefighting* will be collected by the lead agency in charge (Alachua County Fire Rescue). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Firefighting* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support*.

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 4 Annex
- State of Florida Emergency Support Function 4 Annex
- Alachua County Code, Chapter 27
- Florida Statewide Emergency Response Plan

Emergency Support Function 5: Information and Planning

I. Lead Agency

Alachua County Emergency Management (ACEM)

II. Support Agencies

Alachua County Growth Management, Alachua County Information and Telecommunications Services, Alachua County Property Appraiser's Office, Alachua County Codes Enforcement, Alachua County Fire Rescue

III. Introduction

The purpose of *Information and Planning* is to compile, analyze, and coordinate the overall information and planning activities of the County Emergency Operations Center (EOC) to support the prevention of, protection from, response to, recovery from and mitigation against incidents.

IV. Concept of Operations

A. General

Information and Planning acts as a clearinghouse for incident information. Information gathered by *Information and Planning* is interpreted and used to guide current and future action planning, incident objectives, and resource needs. This function packages interpreted information and data into meaningful products to be disseminated to Emergency Operations Team members and other stakeholders.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for *Information and Planning* at Alachua County Emergency Management will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Information and Planning* function is primarily coordinated by Alachua County Emergency Management (ACEM), who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Information and Planning* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Information and Planning* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
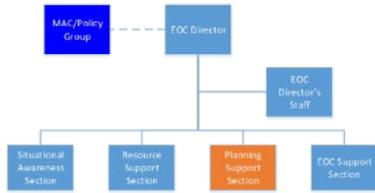
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Information and Planning* function is the facilitator of two-way communication between the EOC and all utility stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions (ESFs), it is the responsibility of *Information and Planning* to disseminate critical information to all partner agencies beyond the EOC during all levels of activation. *Information and Planning* also seeks out critical information on the current status of all emergency operations and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Information and Planning* function, and other relevant duties, as assigned or as dictated by the incident.

- Identify and train staff and volunteers to staff *Information and Planning* positions
- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Information and Planning* desk for the duration of the incident
- Determine staffing levels and schedule personnel accordingly
- Coordinate with all stakeholders to determine their current activities and future actions
- Implement operational rhythm in accordance with guidance from the County Coordinating Officer (CCO)
- Implement the "Planning P" process within the operational rhythm set by the CCO
- Collect, process, and disseminate information to public officials, County Emergency Operations Team (EOT), and community partners via briefings, visual displays, email, and/or website
- Work with Center Documentation Specialist to document incident objectives and priorities
- Work with Center Documentation Specialist to gather relevant information for analysis
- Creates and maintains planning and situational awareness documents

- Work with ESFs and other stakeholders to forecast resource and information needs for future operational periods
- Coordinate with GIS Specialist to develop incident-specific GIS products
- Track resources through the request lifecycle and elevate requests the County cannot meet locally to the State Emergency Operations Center for fulfillment
- Coordinate damage assessment activities and analyze damage assessment information
- Begin implementation of Post-Disaster Redevelopment Plan
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Lead and supporting *Information and Planning* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Information and Planning* (ESF 5) will be collected by the lead agency in charge (Alachua County Emergency Management). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Information and Planning* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 5 Annex
- State of Florida Emergency Support Function 5 Appendix
- Alachua County Code, Chapter 27
- Alachua County Information and Planning Standard Operating Guidelines (ESF 5 SOG)
- Alachua County Damage Assessment Standard Operating Procedures

Emergency Support Function 6: Mass Care

I. Lead Agency

Alachua County Department of Community Support Services (CSS)

II. Support Agencies

Alachua County Human Resources Department, the American Red Cross – North East Florida Chapter (ARC), the Salvation Army

III. Introduction

The purpose of *Mass Care* is to coordinate emergency relief and support to individuals, families, and communities to support the prevention of, protection from, response to, recovery from and mitigation against incidents.

IV. Concept of Operations

A. General

Mass Care is responsible for coordinating sheltering, feeding, distribution of emergency supplies, and reunification of families.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Department of Community Support Services will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Mass Care* function is primarily coordinated by Alachua County Department of Community Support Services (CSS), who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Mass Care* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Mass Care* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.

Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)
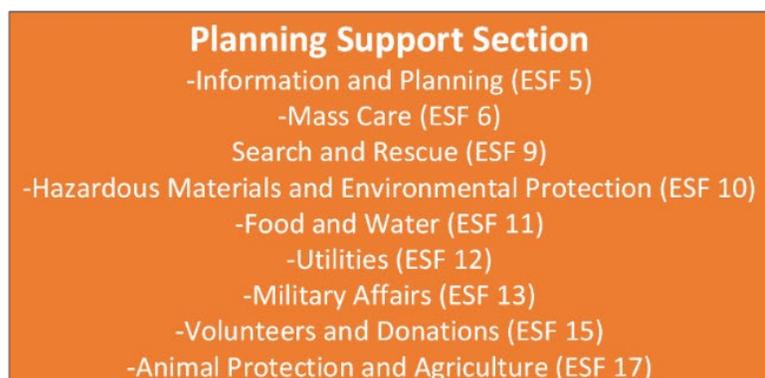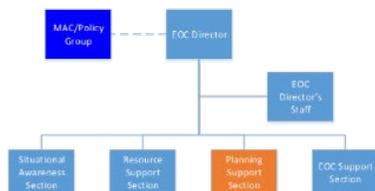
The *Mass Care* function is the facilitator of two-way communication between the EOC and all mass care stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Mass Care* to disseminate critical mass care information to all partner agencies beyond the EOC during all levels of activation. *Mass Care* also seeks out critical information on the current status of mass care services and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Mass Care* function, and other relevant duties, as assigned or as dictated by the incident.

- Identify and train staff and volunteers to staff mass care operations
- Maintain a roster of trained *Mass Care* personnel
- Maintain an updated contact list for all supporting agencies
- Maintain the Alachua County Shelter Plan
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Mass Care* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide mass care services to the impacted area(s)
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Conduct initial assessment of mass care needs
- Determine staffing levels and schedule personnel accordingly
- Coordinate with *Information and Planning* (ESF 5) for current shelter information
- Coordinate with all *Mass Care* stakeholders to determine their current activities and future actions
- Work with *Food and Water* (ESF 11) to identify populations in need of food and other goods
- During evacuation and sheltering, monitor shelter capacities and update reports to *Information and Planning* for submission to the State EOC
- Respond to mass care requests
- Regularly produce and update a list of fixed feeding sites, to include resources positioned at the sites
- Produce and distribute a daily report on mass care meals fed, broken down by site or impacted area
- Dispatch emergency feeding to pre-arranged locations
- Coordinate with *Utilities* (ESF 12) to expedite restoration of service to mass care sites and acquire supplemental power sources as required
- Coordinate with *Law Enforcement* (ESF 16) for security at shelters and feeding sites

- Coordinate with the Alachua County Public Schools Liaison for the provision of risk shelter feeding
- Work with shelter managers to close and consolidate shelter sites
- Coordinate with shelter managers and Alachua County Facilities to ensure shelter sites are returned to pre-storm conditions
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Mass Care*. Lead and supporting *Mass Care* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Mass Care* (ESF 6) will be collected by the lead agency in charge (Alachua County Department of Community Support Services). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Mass Care* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 6 Annex
- State of Florida Emergency Support Function 6 Appendix
- Alachua County Code, Chapter 27
- Alachua County Shelter Plan

Emergency Support Function 7: Resource Support

I. Lead Agency
Alachua County Office of Management and Budget

II. Support Agencies
Alachua County Department of Fiscal Services, Alachua County Fire Rescue, Alachua County Public Works, Alachua County Purchasing Division

III. Introduction
The purpose of *Resource Support* is to provide logistical and resource support services in support of the prevention of, protection from, response to, recovery from, and mitigation against incidents in Alachua County.

IV. Concept of Operations

A. General
Resource Support is responsible for planning, coordinating and managing logistical support throughout an incident.

B. Notification
Upon notification of a potential or actual event requiring coordination, the primary Emergency Operations Team (EOT) contact for the Alachua County Office of Management and Budget will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby.

C. Organization
The *Resource Support* function is primarily coordinated by the Alachua County Office of Management and Budget, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Resource Support* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Resource Support* is grouped in the Resource Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
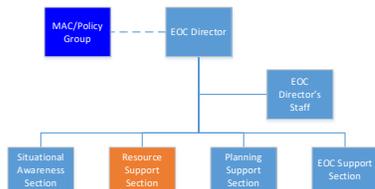
Resource Support Section
Transportation (ESF 1)
Public Works (ESF 3)
Firefighting (ESF 4)
Resource Support (ESF 5)
Public Health and Medical (ESF 8)
Law Enforcement (ESF 16)
County Staging Area Manager

The *Resource Support* function is the facilitator of two-way communication between the EOC and all resource support stakeholders in the community. While communication and coordination

within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Resource Support* to disseminate critical resource information to all partner agencies beyond the EOC during all [levels of activation](#). *Resource Support* also seeks out critical information on the current status of resources and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Resource Support* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide resource support services to other emergency support functions
- Establish a staffing pattern for the *Resource Support* desk for the duration of the incident
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- In coordination with *Information and Planning* (ESF 5), complete resource tasking from other ESFs
- Conduct assessment of resource availability
- Adjust P-Card limits based on the direction of the Policy Group
- Direct incoming resources to pre-determined staging areas as needed
- Vet incident-specific vendors
- Be able to procure buildings and parking areas to use as alternate staging areas and warehouses if needed
- Provide oversight and management of the County Staging Area
- When requested by the EOC Director, compile cost estimates from all agencies involved in the incident
- Coordinate and execute emergency contracts between county and commercial sources
- Receive and compile financial documentation generated by all ESFs
- Prepare financial information for reimbursement submission for all County government expenditures related to the incident
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Resource Support*. Lead and supporting *Resource Support* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Resource Support* will be collected by the lead agency in charge (Alachua County Office of Management and Budget). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Resource Support* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist.

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 7 Annex
- State of Florida Emergency Support Function 7 Annex
- Alachua County Code, Chapter 27
- Alachua County Purchasing Division Operating Policies and Procedures

Emergency Support Function 8: Public Health and Medical

I. Lead Agency

Florida Department of Health in Alachua County (DOH – Alachua)

II. Support Agencies

Alachua County Fire Rescue, Center for Independent Living of North Central Florida, Children's Medical Service, Alachua County Community Support Services (CSS), District 8 Medical Examiner, Federally Qualified Health Centers in Alachua County, Meridian Behavioral Healthcare, MV Transportation, Inc., North Florida Regional Medical Center, Shands at Vista, UF Health at Shands, Veterans Affairs Medical Center

III. Introduction

The purpose of *Public Health and Medical* is to coordinate the health and medical resources required to respond to public health and medical needs prior to and following a significant incident. As the primary conduit of health and medical activities and information, this function plays a vital role in keeping a pulse on the entire health infrastructure of Alachua County.

IV. Concept of Operations

A. General

Public Health and Medical is responsible for coordinating the information, services, supplies, and personnel to meet the health and medical needs resultant from a disaster or public health emergency.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for the Florida Department of Health in Alachua County will notify all other lead and supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Public Health and Medical* function is primarily coordinated by the Florida Department of Health in Alachua County, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Public Health and Medical* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Public Health and Medical* is grouped as part of the Resource Support Section, this functional grouping model allows *Public Health and Medical* and all other EOC stakeholders to communicate and coordinate with one another directly and not through additional layers of organization.
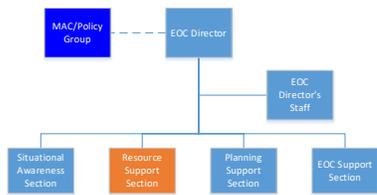
Resource Support Section
Transportation (ESF 1)
Public Works (ESF 3)
Firefighting (ESF 4)
Resource Support (ESF 5)
Public Health and Medical (ESF 8)
Law Enforcement (ESF 16)
County Staging Area Manager

The *Public Health and Medical* function is the facilitator of two-way communication between the EOC and all health and medical stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Public Health and Medical* to disseminate critical public health and medical information to both partner agencies as well as the larger healthcare community during all [levels of activation](#). To enhance the situational picture (SitPic) in the EOC, *Public Health and Medical* also seeks out and funnels critical information on the current status of the healthcare system and filters relevant details to other ESFs and stakeholders to enhance situational awareness and prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. The agencies referenced in this plan are charged with carrying out the duties of the *Public Health and Medical* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of NIMS-typed supplies and materials required for a response to a public health or mass casualty incident, to be submitted to ACEM via the lead agency, on an annual basis or as requested
- Maintain updated contact lists for all supporting agencies [DOH – Alachua]
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), State, and Federal requirements
- Establish staffing pattern for *Public Health and Medical* desk for the duration of the incident
- Provide leadership in directing, coordinating, and integrating the overall county efforts to provide medical and public health assistance to the impacted area(s)
- Conduct initial assessment of health and medical needs
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Coordinate with *Volunteers and Donations*, the activation of volunteer medical resources [DOH – Alachua]
- Coordinate requests to the State EOC with *Information and Planning* for additional health/medical care personnel, equipment, and supplies

- Monitor public health and medical areas of concern (food and drug safety; potential radiological, chemical, and biological hazards; pandemics; potable water sources, wastewater, solid waste disposal, and pathogen vector control) and provide updates to *Information and Planning*
- Maintain contact with residential and medical facilities to keep updated on facility status in support of Community Lifelines
- Work with *Public Information* to communicate public health messaging, including providing information on isolation, quarantine, or other public health actions to be taken in response to an emerging public health threat
- Coordinate with Incident Command on public health strategies and protocols
- Coordinate victim identification/mortuary services [D8ME]
- Assist with pre-impact evacuation of Special Needs and other medically dependent clients
- Coordinate the initiation of a mass notification to all special needs registrants, to include providing notification script [DOH – Alachua, ACEM]
- Evaluate capabilities in support of special needs clients that exceed the capabilities of special needs shelters [Area hospitals]
- Coordinate the use of local, regional, state, and federal medical assistance teams
- Coordinate mental health counseling for disaster survivors and impacted communities [CSS]
- Ensure the provision of staff to designated special needs shelters
- Procure any materials and goods to support special needs sheltering
- Support overall recovery efforts with medical resources
- Ensure medical assistance continues into the recovery phase
- Assist with the return of special needs clients to their homes [DOH – Alachua, MVT, ACFR]
- Provide resources for Critical Incident Stress Management (CISM) for emergency personnel [ACFR]

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to ESF 8. Lead and supporting *Public Health and Medical* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Public Health and Medical* (ESF 8) will be collected by the lead agency in charge (DOH – Alachua). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Public Health and Medical* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 8 Annex
- State of Florida Emergency Support Function 8 Annex
- Alachua County Code, Chapter 27
- Florida Department of Health in Alachua County Emergency Operations Plan

Emergency Support Function 9: Search and Rescue

I. Lead Agency

Alachua County Fire Rescue (ACFR), Alachua County Sheriff's Office (ACSO)

II. Support Agencies

Alachua County Department of Corrections, Municipal Police Departments, Municipal and Rural Fire Rescue Departments

III. Introduction

The purpose of *Search and Rescue* is to coordinate the deployment of resources for urban, non-urban and wilderness search and rescue in the response to, and recovery from, incidents.

IV. Concept of Operations

A. General

In general, the incident will determine who the lead agency is for a particular search and rescue situation. Should the need arise, two primary contacts may be called to coordinate for this function. Urban search and rescue activities include locating, extricating, and providing immediate medical assistance to survivors trapped in collapsed structures and related activities. Non-urban search and rescue activities include emergency incidents that involve locating missing persons, locating boats that are lost at sea, locating downed aircraft, extrication if necessary, and treating any survivors rescued. Wilderness search and rescue activities include locating overdue/missing boaters on inland bodies of water or rivers, locating overdue persons, or locating downed aircraft in wilderness areas with limited/restricted access, extrication when possible and treating any survivors rescued. It is the responsibility of the *Search and Rescue* Emergency Support Function to coordinate the planning and resources for these activities.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contacts for Alachua County Fire Rescue and Alachua County Sheriff's Office will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Search and Rescue* function is primarily coordinated by Alachua County Fire Rescue and Alachua County Sheriff's Office, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Search and Rescue* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Search and Rescue* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
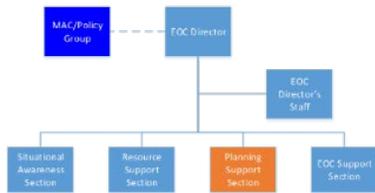
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Search and Rescue* function is the facilitator of two-way communication between the EOC and all search and rescue stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of ESF 9 to disseminate critical search and rescue information to all partner agencies beyond the EOC during all levels of activation. *Search and Rescue* also seeks out critical information on the status of search and rescue operations and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Search and Rescue* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of NIMS-typed supplies and materials required for a response to a search and rescue incident, to be submitted to ACEM via the lead agencies, on an annual basis
- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Search and Rescue* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide mass care services to the impacted area(s)
- Conduct initial assessment of search and rescue needs
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Coordinate with Incident Commander
- Coordinate with the Resource Support Section to secure resources from agencies outside the impacted area
- Work with Alachua County Unmanned Aircraft System (UAS) Program to enhance aerial search capabilities
- Coordinate with the Resource Support Section to secure State and Federal agencies for additional search and rescue resources

- Request aircraft and ground search personnel from the Civil Air Patrol as needed through the State Emergency Operations Center
- Re-assign resources as required by incident(s)
- Provide demobilization planning for search and rescue resources as needed
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Search and Rescue*. Lead and supporting *Search and Rescue* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Search and Rescue* (ESF 9) will be collected by the lead agencies in charge (Alachua County Fire Rescue and Alachua County Sheriff's Office). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Search and Rescue* when requested. Final cost estimates must be submitted to the lead agencies within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 9 Annex
- State of Florida Emergency Support Function 9 Appendix
- Alachua County Code, Chapter 27
- Florida Sheriff's Mutual Aid Statute
- Alachua County Sheriff's Office Unusual Occurrence Directive

Emergency Support Function 10: Hazardous Materials and Environmental Protection

I. Lead Agency

Alachua County Environmental Protection Department

II. Support Agencies

Florida Department of Health in Alachua County (DOH – Alachua), Gainesville Fire Rescue (GFR)

III. Introduction

The purpose of *Hazardous Materials and Environmental Protection* is to plan for and coordinate the resources required to support the prevention of, protection from, response to, recovery from and mitigation against incidents that may contain hazardous materials and/or threaten the environment.

IV. Concept of Operations

A. General

Hazardous Materials and Environmental Protection provides coordination and planning services for hazardous materials incidents and the protection of the environment.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for the Alachua County Environmental Protection Department will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Hazardous Materials and Environmental Protection* function is primarily coordinated by the Alachua County Environmental Protection Department, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Hazardous Materials and Environmental Protection* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Hazardous Materials and Environmental Protection* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
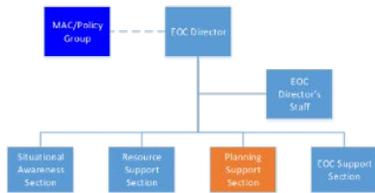
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Hazardous Materials and Environmental Protection* function is the facilitator of two-way communication between the EOC and all hazardous materials and environmental protection stakeholders in the community. While communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Hazardous Materials and Environmental Protection* to disseminate critical hazardous materials and environmental protection information to all partner agencies beyond the EOC during all levels of activation. *Hazardous Materials and Environmental Protection* also seeks out critical information on the current status of hazardous materials responses and environmental protection measures and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Hazardous Materials and Environmental Protection* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of NIMS-typed supplies, materials and equipment required for a response to an incident needing hazardous materials and/or environmental protection resources, to be submitted to ACEM via the lead agency, on an annual basis
- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Hazardous Materials and Environmental Protection* desk during the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide hazardous materials response and environmental protection services to the impacted area(s)
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Conduct initial assessment of hazardous materials and environmental protection needs

- Procure hazardous materials monitoring equipment if responding to a suspected or actual hazardous materials incident
- Advise of evacuation and/or shelter-in-place as dictated by the incident
- Coordinate with local facilities on status and protective actions
- Provide Incident Commander with incident-specific planning guidance
- Coordinate with responsible parties in conducting clean-up
- Act as subject matter experts regarding environmental concerns for debris removal
- Provide command-level response on scene to hazardous materials incidents [GFR]
- Mitigate hazardous materials spills and releases [GFR]
- Utilize cost recovery policies in recovery from a hazardous materials incident
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Hazardous Materials and Environmental Protection*. Lead and supporting *Hazardous Materials and Environmental Protection* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Hazardous Materials and Environmental Protection* (ESF 10) will be collected by the lead agency in charge (Alachua County Environmental Protection Department). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Hazardous Materials and Environmental Protection* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 10 Annex
- State of Florida Emergency Support Function 10 Appendix
- Alachua County Code, Chapter 27
- Alachua County Code, Chapter 77
- Alachua County Code, Chapter 353

Emergency Support Function 11: Food and Water

I. Lead Agency

Alachua County Fire Rescue (ACFR)

II. Support Agencies

Alachua County Cooperative Extension, American Red Cross – North Central Florida Chapter (ARC), Salvation Army, Alachua County Parks & Open Space, Alachua County Public Works

III. Introduction

The purpose of *Food and Water* is to coordinate the provision of disaster food supplies in support of the response to and recovery from incidents.

IV. Concept of Operations

A. General

Food and Water is responsible for determining the community's need for emergency food and water supplies, and acquiring and coordinating the distribution of those supplies in coordination with *Mass Care* (ESF 6).

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Fire Rescue will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Food and Water* function is primarily coordinated by Alachua County Fire Rescue, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Food and Water* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Food and Water* is grouped as part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
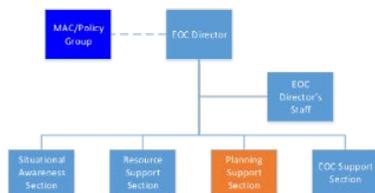
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Food and Water* function is the facilitator of two-way communication between the EOC and all food and water stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Food and Water* to disseminate critical food and water information to all partner agencies beyond the EOC during all levels of activation. *Food and Water* also seeks out critical information on the current status of food and water services and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Food and Water* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Develop and Maintain County Staging Areas (CSA) and Points of Distribution (PODs) Plans
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Food and Water* desk for the duration of the incident
- Conduct initial assessment of food and water needs for *Information and Planning*
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Fill resource requests from local inventories or vendors initially in coordination with *Resource Support* (ESF 7)
- Coordinate with the State EOC for additional resources that may come from outside of Alachua County
- Coordinate with *Mass Care* (ESF 6) to identify food and water needs
- Coordinate with *Mass Care* (ESF 6)to identify mass feeding and distribution sites
- Coordinate with *Utilities* (ESF 12) for any potential energy needs
- Coordinate with *Public Works* (ESF 3) and *Public Health and Medical* (ESF 8) to monitor water contamination in the impacted area(s) and estimate potable water needs
- Identify warehouse, storage needs and staging areas for food and water within impacted area(s)
- Coordinate with *Volunteers and Donations* (ESF 15) for distribution of donated supplies
- Coordinate with *Law Enforcement* (ESF 15) for security at PODs
- Monitor POD burn rates and costs, and request additional food and water resources based on projected needs
- Monitor and coordinate the flow of resources into affected area(s)
- Coordinate with *Mass Care, Public Health and Medical,* and the Alachua County Public Schools Liaison for food needs not met by other sources
- Coordinate with *Mass Care* and *Volunteers and Donations* for long term congregate meal services

- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Food and Water*. Lead and supporting *Food and Water* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Food and Water* (ESF 11) will be collected by the lead agency in charge (Alachua County Fire Rescue). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Food and Water* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 11 Annex
- State of Florida Emergency Support Function 11 Appendix
- Alachua County Code, Chapter 27

Emergency Support Function 12: Utilities

I. Lead Agency

Gainesville Regional Utilities (GRU)

II. Support Agencies

Alachua County Facilities, Alachua County Public Works, Central Florida Electric Cooperative, Clay Electric Cooperative, Florida Power & Light (FPL), Duke Energy, Municipal Public Works, Municipal Facilities Departments

III. Introduction

The purpose of *Utilities* is to monitor and coordinate the availability of utility services in Alachua County, and to monitor and coordinate the restoration of those services to normal community functioning.

IV. Concept of Operations

A. General

Utilities is responsible for coordinating the services, supplies, and personnel to meet the utilities needs resultant from an incident.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Gainesville Regional Utilities will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Utilities* function is primarily coordinated by Gainesville Regional Utilities, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Utilities* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Utilities* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
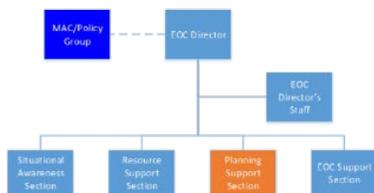
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Utilities* function is the facilitator of two-way communication between the EOC and all utility stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Utilities* to disseminate critical utility information to all partner agencies beyond the EOC during all [levels of activation](). *Utilities* also seeks out critical information on the current status of utilities services and provides relevant details to other Emergency Support Functions and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Utilities* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Utilities* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide utility services to the impacted area(s)
- Conduct initial assessment of utility needs
- Contact electric, gas, water and other utilities serving the affected area(s) to obtain information about damage and/or assistance required
- Monitor local generating capacity, expected peak loads, expected duration of the emergency and the actions of local utility companies
- Inform *Information and Planning* of expected actions and recommendations for restoring service
- Coordinate with *Public Information* to provide updates to the public regarding utility outages and restoration
- Work with Incident Commander on Cut and Toss Task Force
- Coordinate resource requests from local agencies, energy suppliers and distributors
- Coordinate with the State EOC for further resource requests
- Work with *Public Health and Medical* (ESF 8) to ensure power restoration to special needs clients before discharge from shelters
- Coordinate with utility companies to establish priorities to repair damages
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Utilities*. Lead and supporting *Utilities* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Utilities* will be collected by the lead agency in charge (Gainesville Regional Utilities). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Utilities* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Federal Emergency Support Function 12 Annex
- State of Florida Emergency Support Function 12 Appendix
- Alachua County Code, Chapter 27

Emergency Support Function 13: Military Affairs

I. Lead Agency

Alachua County Emergency Management (ACEM)

II. Support Agencies

Florida National Guard

III. Introduction

The Florida National Guard provides Defense Support to Civil Authorities by leveraging military competencies, equipment and training in accordance with the existing Florida National Guard Joint Operations Plan for Defense Support to Civil Authorities/Homeland Defense. Upon activation, the purpose of *Military Affairs* is to coordinate military resources in support of the response to and recovery from incidents in Alachua County.

IV. Concept of Operations

A. General

Military Affairs is responsible for coordinating activated military resources for a variety of missions in Alachua County. The Florida National Guard may staff the Alachua County Emergency Operations Center (EOC) *Military Affairs* desk with a liaison to represent any units providing support within Alachua County.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Emergency Management will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Military Affairs* function is primarily coordinated by Alachua County Emergency Management who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Military Affairs* is grouped in the Planning Support Section due to its assistance in current and future planning services for incidents. While *Military Affairs* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
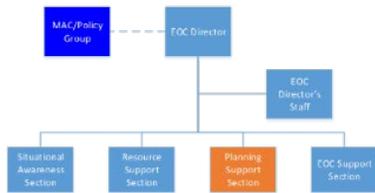
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Military Affairs* function is the facilitator of two-way communication between the EOC and all military stakeholders in the community and the State of Florida. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Military Affairs* to disseminate critical military support information to all partner agencies beyond the EOC during all levels of activation. *Military Affairs* also seeks out critical information on the current status of military actions and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Military Affairs* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Military Affairs* desk for the duration of the incident
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Provide a liaison officer to the Alachua County EOC as needed [Florida National Guard]
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide military support services to the impacted area(s)
- Coordinate with the State EOC to determine available resources
- Respond to military affairs requests
- Produce and distribute a daily report on the current and future activities of the National Guard
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Military Affairs*. Lead and supporting *Military Affairs* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Military Affairs* will be collected by the lead agency in charge (Alachua County Emergency Management). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Military Affairs* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- Department of Defense Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., Its Territories and Possessions
- National Guard Regulation 500-5, National Guard Domestic Law Enforcement Support and Mission Assurance Operations
- Chief National Guard Bureau Instruction 3000.04, National Guard Bureau Domestic Operations
- U.S. Code, Title 32
- Federal Emergency Support Function 13 Annex
- State of Florida Emergency Support Function 13 Appendix
- Chapter 250, Florida Statutes, Military Code
- Alachua County Code, Chapter 27

Emergency Support Function 14: Public Information

I. Lead Agency

Alachua County Communications Office

II. Support Agencies

Alachua County Sheriff's Office, Alachua County Crisis Center, Alachua County Information and Telecommunications Services, City of Gainesville, Gainesville Police Department, Gainesville Fire Rescue

III. Introduction

The purpose of *Public Information* is to disseminate information to the public on emergencies and protective actions to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Public Information is responsible for managing and coordinating resources to collect, prepare, and disseminate disaster information to the public.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for the Alachua County Communications Office will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Public Information* function is primarily coordinated by the Alachua County Communications Office, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Public Information* is grouped in the Situational Awareness Section due to its role in providing updates to the EOC of the public response to County public safety efforts. While *Public Information* is grouped as a part of the Situational Awareness Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
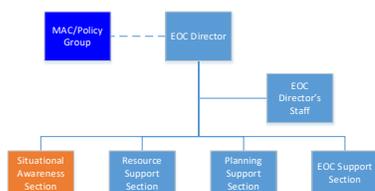
Situational Awareness Section
-Communications (ESF 2)
-Public Information (ESF 14)
-Business, Industry, and Economic Stabilization (ESF 18)
-311 Critical Information Line
-GIS Specialist
-Situational Awareness Specialist
-Key Stakeholders/Liaisons

The *Public Information* function is the facilitator of two-way communication between the EOC and all stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of ESF 14 to disseminate critical information to all partner agencies beyond the EOC during all levels of activation. *Public Information* also seeks out information on the public response to County public safety efforts and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Public Information* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Public Information* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide public information services to the impacted area(s)
- Conduct initial assessment of public information needs
- Determine staffing levels and schedule personnel accordingly
- Establish a Joint Information Center (JIC) to facilitate coordination of unified messaging from the Emergency Operations Center
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Work with the IT Support Specialist to establish incident-specific website and homepage banner
- Send out emergency notifications through the County's public emergency mass notification platform
- Use all mediums available to publish incident-specific public information throughout the life of the incident
- Monitor media for correct and consistent information, and document/archive media stories related to the incident
- Work with the Public Information Officer (PIO) and Joint Information Center (JIC) Liaison to coordinate press briefings
- Coordinate with all ESFs and Emergency Operations Team members to disseminate public information specific to each function or area of responsibility
- Work with the Joint Information Center (JIC) Coordinator to coordinate Incident Command PIOs and provide incident talking points
- Distribute and update information for 311 Emergency Information Line call takers

- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Public Information*. Lead and supporting *Public Information* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Public Information* (ESF 14) will be collected by the lead agency in charge (Alachua County Communications Office). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Public Information* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References
- State of Florida Emergency Support Function 14 Appendix
- Alachua County Code, Chapter 27

Emergency Support Function 15: Volunteers and Donations

I. Lead Agency

Alachua County Human Resources, Alachua County Parks and Open Space

II. Support Agencies

Alachua County Clerk of the Court, American Red Cross

III. Introduction

The purpose of *Volunteers and Donations* is to coordinate the management of volunteers and donated goods to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Volunteers and Donations is responsible for managing and coordinating information and activities of voluntary agencies responding as a result of an incident, and for overseeing the responsible management of donated cash, goods, and services.

B. Notification

Upon notification of a potential or actual incident requiring a response, the primary Emergency Operations Team (EOT) contact for Alachua County Human Resources and Alachua County Parks and Open Space will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Volunteers and Donations* function is primarily coordinated by Alachua County Human Resources and Alachua County Parks and Open Space, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Volunteers and Donations* is grouped in the Planning Support Section due to its role in assistance in current and future planning services for incidents. While *Volunteers and Donations* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
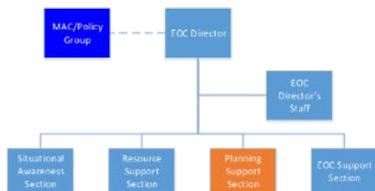
Planning Support Section
-Information and Planning (ESF 5)
-Mass Care (ESF 6)
Search and Rescue (ESF 9)
-Hazardous Materials and Environmental Protection (ESF 10)
-Food and Water (ESF 11)
-Utilities (ESF 12)
-Military Affairs (ESF 13)
-Volunteers and Donations (ESF 15)
-Animal Protection and Agriculture (ESF 17)

The *Volunteers and Donations* function is the facilitator of two-way communication between the EOC and all stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Volunteers and Donations* to disseminate critical volunteers and donations information to all partner agencies beyond the EOC during all levels of activation. *Volunteers and Donations* also seeks out information from voluntary organizations active in disaster (VOAD) on the response to County public safety and humanitarian efforts and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompting timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Public Information* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Maintain and update the Alachua County Volunteers and Donations Plan
- Establish a staffing pattern for the *Volunteers and Donations* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide volunteer and donations management to the impacted area(s)
- Determine staffing levels and schedule personnel accordingly
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Conduct initial assessment of volunteer and donations needs
- Work with *Public Information* (ESF 14) to release information related to volunteers and donations
- Work with all ESFs to determine and meet their needs with volunteers and donated goods, as appropriate
- Work with *Business, Industry, and Economic Stabilization* (ESF 18) to coordinate volunteers and donations from the private industry sector
- Work with *Information and Planning* (ESF 5) to coordinate the establishment of a volunteer reception center
- Coordinate with local nonprofits the collection and distribution of donated goods
- Work with the Safety Officer to release safety messaging for all volunteers
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Volunteers and Donations*. Lead and supporting *Volunteers and Donations* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Volunteers and Donations* (ESF 15) will be collected by the lead agency in charge (Alachua County Human Resources, Alachua County Parks and Open Space). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Volunteers and Donations* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- State of Florida Emergency Support Function 15 Appendix
- Alachua County Code, Chapter 27
- Alachua County Volunteers and Donations Plan

Emergency Support Function 16: Law Enforcement

I. Lead Agency

Alachua County Sheriff's Office (ACSO)

II. Support Agencies

Alachua County Department of Corrections, Alachua Police Department, Florida Department of Law Enforcement, Gainesville Police Department, High Springs Police Department, Santa Fe College Police Department, University of Florida Police Department

III. Introduction

The purpose of *Law Enforcement* is to coordinate local, state and federal law enforcement resources to support the prevention of, protection from, response to, recovery from, and mitigation against incidents in Alachua County.

IV. Concept of Operations

A. General

Law Enforcement is responsible for coordinating necessary law enforcement resources for public safety and security missions resulting from, or occurring coincidentally with, an incident.

B. Notification

Upon notification by of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for the Alachua County Sheriff's Office will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Law Enforcement* function is primarily coordinated by the Alachua County Sheriff's Office, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Law Enforcement* is grouped in the Resource Support Section due to the large part it plays in supporting its own and other functional areas in their response and recovery efforts. While *Law Enforcement* is grouped as a part of the Resource Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
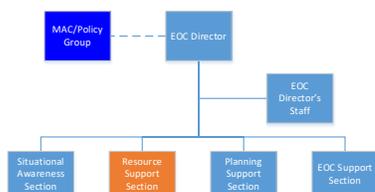
Resource Support Section
Transportation (ESF 1)
Public Works (ESF 3)
Firefighting (ESF 4)
Resource Support (ESF 5)
Public Health and Medical (ESF 8)
Law Enforcement (ESF 16)
County Staging Area Manager

The *Law Enforcement* function is the facilitator of two-way communication between the EOC and all law enforcement stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Law Enforcement* to disseminate critical law enforcement information to all partner agencies beyond the EOC during all levels of activation. *Law Enforcement* also seeks out critical information on the current status of law enforcement services and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompt timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Law Enforcement* function, and other relevant duties, as assigned or as dictated by the incident.

- Maintain inventories of National Incident Management System (NIMS)-typed supplies and materials required for a response to a transportation need, to be submitted to ACEM via the lead agency on an annual basis, or as requested
- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Law Enforcement* desk for the duration of the incident
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide law enforcement services to the impacted area(s)
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Support ICS/EOC interface by coordinating the pre-positioning of personnel and equipment, as applicable
- Coordinate with Incident Commander
- Conduct initial assessment of law enforcement needs
- Coordinate with all *Law Enforcement* stakeholders to determine their current activities and future actions
- Coordinate security at the County EOC and other incident response facilities, including shelters
- Coordinate local resource requests as well as requests to the State EOC with *Information and Planning*
- Coordinate the use of auxiliary units as needed
- Coordinate with Florida Highway Patrol for traffic flow assistance during evacuations
- Coordinate out-of-county resources to support incident objectives
- Support the coordination of opening routes and traffic control with *Transportation* (ESF 1) and *Public Works* (ESF 3)
- Support planning efforts in response to Incident Command's needs

- Coordinate with the Planning Support Section to establish re-entry procedures into impacted area(s)
- Coordinate with *Public Health and Medical* (ESF 8) and *Search and Rescue* (ESF 9) for security at triage, treatment and other medical areas
- Respond to law enforcement requests
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Law Enforcement*. Lead and supporting *Law Enforcement* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Law Enforcement* (ESF 16) will be collected by the lead agency in charge (Alachua County Sheriff's Office). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Law Enforcement* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References
- State of Florida Emergency Support Function 16 Appendix
- Alachua County Code, Chapter 27
- Florida Sheriff's Task Force
- Alachua County Sheriff's Office All-Hazards and Unusual Occurrences

Emergency Support Function 17: Animal Protection and Agriculture

I. Lead Agency

Small Animals: Alachua County Animal Services

Large Animals and Agriculture: University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS) Alachua County Extension

II. Support Agencies

Small Animals: University of Florida College of Veterinary Medicine (VetMed)

Large Animals and Agriculture: Alachua County Cattleman's Association, Alachua County Sheriff's Office Rural Services Deputies, Florida Department of Health in Alachua County (DOH – Alachua), Florida Fish and Wildlife Conservation Commission (FWC), State Agricultural Response Team (SART), United States Department of Agriculture (USDA), University of Florida College of Veterinary Medicine

III. Introduction

The purpose of *Animal Protection and Agriculture* is to coordinate the response of agencies charged with managing animals and agricultural assets affected by an incident. Management activities may include emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and the coordination of the provision of resources to the agricultural community within Alachua County to support the prevention of, protection from, response to, recovery from, and mitigation against incidents.

IV. Concept of Operations

A. General

Animal Protection and Agriculture is responsible for managing and coordinating all resources to support emergency operations that contain an animal protection or agricultural component.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contacts for Alachua County Animal Services and UF/IFAS will notify supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Animal Protection and Agriculture* function is primarily coordinated by Alachua County Animal Services and the University of Florida/Institute of Food and Agricultural Sciences, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. Because *Animal Protection and Agriculture* has a dual mission to address both animals and agriculture, the responsibilities for this function have been divided between two lead agencies. Alachua County Animal Services coordinates and supports operations that involve small, companion animals, whereas UF/IFAS coordinates and supports operations with a large animal or agricultural element.

As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Animal Protection and Agriculture* is grouped in the Planning Support Section due to its role in assistance in current and future planning services for incidents. While *Animal Protection and Agriculture* is grouped as a part of the Planning Support Section, this functional grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.
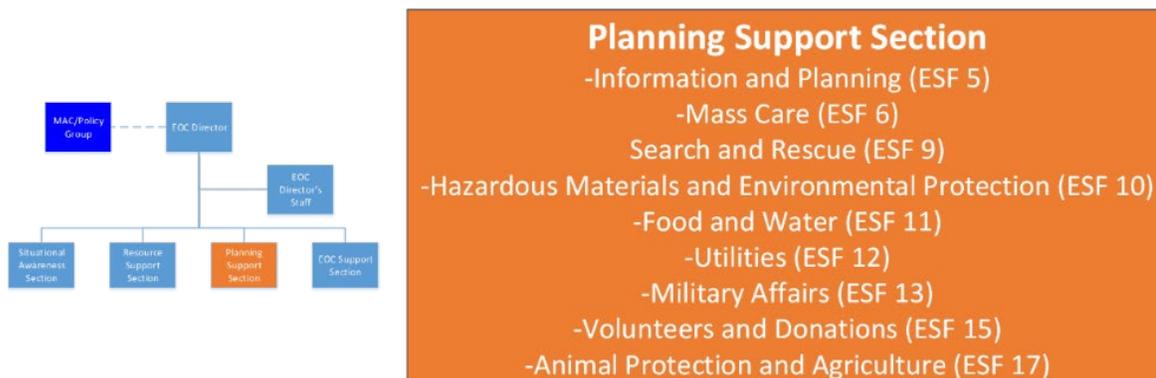
The *Animal Protection and Agriculture* function is the facilitator of two-way communication between the EOC and all stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Animal Protection and Agriculture* to disseminate critical animal protection and agriculture information to all partner agencies beyond the EOC during all levels of activation. *Animal Protection and Agriculture* also seeks out information from these agencies on the response to County public safety and humanitarian efforts and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompting timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Animal Protection and Agriculture* function, and other relevant duties, as assigned or as dictated by the incident.

A. Small Animals

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Animal Protection and Agriculture* desk for the duration of the incident
- Determine staffing levels for incident response and schedule personnel accordingly
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness

- Work with *Public Information* (ESF 14) to release information related to animal and agriculture issues
- Work with *Mass Care* (ESF 6) and *Public Health and Medical* (ESF 8) to coordinate the provision of animal sheltering resources to all shelters identified as needing the assistance of *Animal Protection and Agriculture*
- Work with partners to provide food, water, medical and other supplies for animals in shelters
- Coordinate with *Public Health and Medical* (ESF 8) for identification, prevention, and control of animal borne diseases that may have a public health impact
- Work with *Mass Care* (ESF 6), *Public Health and Medical* (ESF 8), and the County Facilities Department to coordinate shelter cleaning and sanitization following a shelter deactivation
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

B. Large Animals and Agriculture

- Maintain an updated contact list for all supporting agencies
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Establish a staffing pattern for the *Animal Protection and Agriculture* desk for the duration of the incident
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Work with *Public Information* (ESF 14) to release information related to animal and agriculture issues
- Determine staffing levels and schedule personnel accordingly
- Coordinate large animal rescue efforts and capture of animals for relocation before and/or after the incident
- Coordinate the protection and/or evacuation of livestock as dictated by the incident
- Maintain communications with large animal facilities, including sending out animal preparedness information and post-incident safety messaging
- Coordinate with *Public Health and Medical* (ESF 8) for identification, prevention, and control of animal borne diseases that may have a public health impact
- Coordinate the provision of emergency food and water to agricultural communities
- Work with agriculture partners to estimate damages to crops and other agricultural assets
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Animal Protection and Agriculture*. Lead and supporting *Animal Protection and*

Agriculture agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Animal Protection and Agriculture* (ESF 17) will be collected by the lead agencies in charge (Alachua County Animal Services, UF/IFAS). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Animal Protection and Agriculture* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- State of Florida Emergency Support Function 17 Appendix
- Alachua County Code, Chapter 27
- North Extension District continuity of Operations Plan (COOP)
- HR-3858 Pets Evacuation and Transportations Standards Act of 2006 (PETS Act)

Emergency Support Function 18: Business, Industry and Economic Stabilization

I. Lead Agency

Alachua County Economic Development

II. Support Agencies

Alachua County Emergency Management, Alachua County Visitors & Convention Bureau, City of Gainesville Economic Development Office, Florida Works, Gainesville Chamber of Commerce, Gainesville Technology Entrepreneurship Center (GTEC), Local business associations, Municipal Chambers of Commerce

III. Introduction

The purpose of *Business, Industry and Economic Stabilization* is to coordinate the actions that will provide immediate and short-term assistance for the needs of business, industry and economic stabilization.

IV. Concept of Operations

A. General

Business, Industry and Economic Stabilization is responsible for coordinating actions to support the needs of local business and industry in Alachua County and providing situational awareness to the EOC from their business and industry stakeholders. Coordination of business assistance is done primarily through networks of local and regional economic, workforce and tourism development partners, as well as business support organizations who determine the most efficient and effective ways to manage the access to these services at the local and regional level. *Business, Industry and Economic Stabilization* will communicate relevant, timely information to and from business and industry stakeholders in support of the prevention of, protection from, response to, recovery from, and mitigation against incidents.

B. Notification

Upon notification of a potential or actual incident requiring coordination, the primary Emergency Operations Team (EOT) contact for Alachua County Economic Development will notify all supporting agency contacts. All support agency contact persons will be instructed to alert their contacts to ensure all available resources are on standby. Resource inventories will be confirmed for possible use.

C. Organization

The *Business, Industry an Economic Stabilization* function is primarily coordinated by Alachua County Economic Development, who may utilize supporting agencies to fulfill the roles and responsibilities of this function. As stated in the Alachua County Comprehensive Emergency Management Plan (CEMP) Basic Plan, *Business, Industry and Economic Stabilization* is grouped in the Situational Awareness Section due to its role in providing updates to the EOC based on the actions and discussions of their business and industry stakeholders. While *Business, Industry and Economic Stabilization* is grouped as a part of the Situational Awareness Section, this functional

grouping model allows all EOC stakeholders to communicate with one another directly and not through additional layers of organization.

Situational Awareness Section
-Communications (ESF 2)
-Public Information (ESF 14)
-Business, Industry, and Economic Stabilization (ESF 18)
-311 Critical Information Line
-GIS Specialist
-Situational Awareness Specialist
-Key Stakeholders/Liaisons
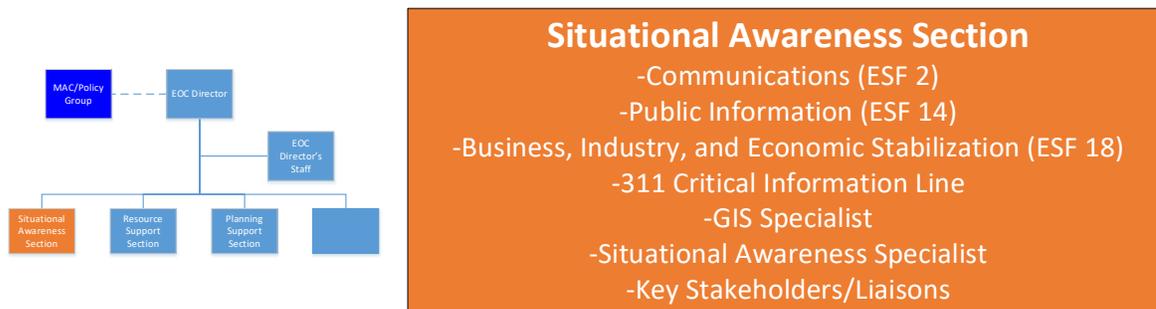
The *Business, Industry and Economic Stabilization* function is the facilitator of two-way communication between the EOC and all business, industry and economic stabilization stakeholders in the community. While the communication and coordination within the EOC is facilitated by the proximity to and close coordination with all Emergency Support Functions, it is the responsibility of *Business, Industry and Economic Stabilization* to disseminate critical business, industry and economic stabilization information to all partner agencies and the larger business and industry community during all levels of activation. *Business, Industry and Economic Stabilization* also seeks out critical information on the current status of businesses and industrial partners in Alachua County and provides relevant details to other ESFs and stakeholders to enhance the Situational Picture (SitPic) in the EOC, as well as prompting timely and relevant actions and reactions to the information shared.

V. Assignment of Responsibilities and Actions

All responsibilities and actions listed in this section apply to both the lead and support agencies, and cover all mission areas. Additional functions may be assigned during an incident, as needed. The agencies referenced in this plan are charged with carrying out the duties of the *Business, Industry and Economic Stabilization* function, and other relevant duties, as assigned or as dictated by the incident.

- In conjunction with Alachua County Emergency Management, facilitate disaster planning and training for businesses i.e. Business Continuity Planning
- Participate in training and exercises in accordance with the Alachua County Multi-Year Training and Exercise Plan (MYTEP) /Integrated Preparedness Plan (IPP), and State and Federal requirements
- Maintain an updated contact list for all supporting agencies
- Develop and maintain a database of business contacts
- Encourage businesses to register for Alert Alachua
- Identify local resources or funding for immediate and long-term business recovery
- Establish a staffing pattern for the *Business, Industry and Economic Stabilization* desk for the duration of the incident
- Communicate critical information to all stakeholder agencies to increase the function's overall situational awareness
- Coordinate assistance, services and information to businesses and industry partners
- Track response activities of the business community and support agencies

- Notify local businesses of available resources and assistance by coordinating public messaging with *Public Information*
- Coordinate with Visitor and Convention Bureau to determine lodging availability for out-of-county responders and recovery resources
- Conduct initial assessment of business, industry and economic stabilization needs
- Gather information regarding the impact of the incident upon business and industry, including employment
- Coordinate efforts to provide immediate operational assistance to employers and employees
- Provide economic damage assessments and recovery assistance to businesses of all sizes in all sectors through the network of local, regional, and State partners
- Facilitate communication of business and industry status or ability to return to normal operations post-incident
- Coordinate with local economic development organizations and other sources of business damage assessment information to determine the need to request activation of the Florida Small Business Emergency Bridge Loan Program
- Coordinate with the State on establishing an Emergency Bridge Loan committee if a Bridge Loan is approved
- Coordinate with Federal and State agencies to support delivery of disaster recovery assistance programs
- Communicate with businesses about re-entry into the affected area, including addressing specific localized hazards that may be preventing re-entry (e.g. flooded roadway near business)
- Fulfill designated roles in the implementation of the Post-Disaster Redevelopment Plan
- In support of the after action process, submit notes for the After Action Report/Improvement Plan (AAR/IP) developed by Alachua County Emergency Management, and participate in any meetings associated with the development of the AAR/IP

VI. Administration, Documentation, and Finance

A. Administration and Documentation

Each agency has its own internal documentation processes. The intent of this document is not to change established practices, but to ensure all agencies are forward-leaning in providing necessary information to *Business, Industry and Economic Stabilization*. Lead and supporting *Business, Industry and Economic Stabilization* agencies share a crucial responsibility in compiling all necessary documentation related to the incident. Accurately capturing all information ensures Alachua County is able to produce all necessary documentation to capture key decision points, maintain a historical record, as well as account for all costs associated with the incident.

All documentation generated by *Business, Industry and Economic Stabilization* will be collected by the lead agency in charge (Alachua County Economic Development). All support agencies are required to be diligent in sending their documentation, including cost estimates, to *Business, Industry and Economic Stabilization* when requested. Final cost estimates must be submitted to the lead agency within the timeframe determined by the EOC Director or designee. The lead agency will turn over all documentation collected to the Center Documentation Specialist, and all financial documentation to *Resource Support* (ESF 7).

B. Finance

All lead and supporting agencies must independently keep track of any costs associated with the function's response to the incident. All information must be sent to the lead *Transportation* agency, including:

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

VII. Authorities and References

- State of Florida Emergency Support Function 18 Appendix
- Alachua County Code, Chapter 27
- Alachua County Comprehensive Plan 2011-2030 (Economic Element)

Recovery Annex

I. Introduction

The role of Alachua County Emergency Management (ACEM) is to coordinate efforts towards improving the safety and security of citizenry, continuity of operations at both the governmental and private industry levels, and the restoration of services to a pre-disaster level through collaboration with governmental and non-governmental agencies and organizations. Recovery from a large-scale incident can be lengthy and often requires a concerted and coordinated local, state and federal effort. The Recovery Annex of the Alachua County Comprehensive Emergency Management Plan (CEMP) provides a short-term recovery strategy for the timely and orderly restoration of systems and services to persons and property affected by disaster. This annex outlines the process for assessing the need for and coordination of local, state and federal disaster assistance resources.

II. General

A. Lead Agency

Alachua County Emergency Management (ACEM) is the lead agency responsible for coordinating disaster recovery operations with municipalities, State and Federal recovery staff, and the Joint Field Office (JFO). During recovery activities, post-disaster operations will be administered under the same concept of operations outlined in the Basic Plan of the Alachua County Comprehensive Emergency Management Plan (CEMP).

B. Support Agencies

All agencies outlined in the Basic Plan portion of the Alachua County CEMP will act as either lead or support agencies during recovery efforts and may be tasked with support roles in the recovery process. Recovery responsibilities are outlined in the individual Emergency Support Function Annexes.

C. Roles and Responsibilities

Roles and responsibilities of lead and support agencies during short-term recovery activities will be the same as those outlined in the Basic Plan. Alachua County will transition to long-term recovery operations as dictated by the incident. The County Coordinating Officer (CCO) will continue to manage the Emergency Operations Center (EOC) and is responsible for coordinating overall recovery activities and translating policy directives into actionable items. The CCO will appoint a liaison to coordinate recovery activities with municipalities, State and/or Federal recovery staff deployed in Alachua County.

D. Coordination

To coordinate recovery activities with municipalities and the State, Alachua County will continue to use the Incident Support Model-Emergency Support Function (ISM-ESF) hybrid EOC organization detailed in the Basic Plan of the Alachua County CEMP.

E. Transition from Response to Recovery and Disaster Assistance

The transition from response to recovery operations will occur once life safety issues have been addressed and the initial damage assessment is completed. The focus will shift to restoring the

community to pre-incident conditions. Obtaining individual and public disaster assistance is a priority for all incidents whose magnitude warrants a Presidential Disaster Declaration.

If an incident warrants, Alachua County will request State and Federal assistance through the Florida Division of Emergency Management (FDEM). The CCO's designee will compile and submit damage assessment and financial documentation to FDEM in order to get Federal financial assistance through the Robert T. Stafford Act[21]. The administration of assistance to County government will be coordinated by the Alachua County Office of Management and Budget (OMB).

All municipalities and constitutional officers will submit their own applications independent of the County's submission, and administer any state or federal funds received in accordance with each political subdivision's financial policies. During recovery operations, activities outlined in this section will be the same during declared and undeclared disasters within the context of available state and federal resources. During an undeclared event, financial assistance for individual and public programs will be in high demand. More reliance will be placed upon *Volunteers and Donations* (ESF 15), *Business, Industry, and Economic Stabilization* (ESF-18), and human services functions such as *Public Health and Medical* (ESF 8), *Mass Care* (ESF 6), *Food and Water* (ESF 11) and *Animal Protection and Agriculture* (ESF 17). Public and private organizations may be limited to operational funds, insurance or potentially issuing bonds to meet the long-term recovery needs of the community. Additionally, *Information and Planning* (ESF 5) will expand its operations to include damage assessment coordination and planning, if applicable; and *Public Works* (ESF 3) will work towards implementing the *Alachua County Debris Management Plan*, if needed.

III. Recovery Functions

A. Damage Assessment Functions

Conducting an assessment of damages to homes, businesses, government buildings, and infrastructure within Alachua County enables County leadership to prioritize recovery operations for both long- and short-term recovery. By determining which areas of the County have been impacted and have the greatest need, the County is able to target both physical and human services recovery resources towards the populations and geographic locations most impacted by the incident.

1. Initial Damage Assessment

Initial damage assessments are conducted to provide quantified estimates of damages, and are performed as soon as feasible following an incident requiring damage assessment. Alachua County Growth Management is the lead agency for damage assessment planning and operations. During the response to an incident, the Damage Assessment Coordinator (DAC) works with *Information and Planning* (ESF 5), the Situational Awareness Specialist, and the GIS Specialist to gather information on impacted areas and plan for damage assessment operations.

The Damage Assessment Coordinator assembles and coordinates Damage Assessment Teams (DATs) to conduct a countywide damage assessment. Damage assessments will focus on

---

[21] *Robert T. Stafford Disaster Relief and Emergency Assistance Act,* [*Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities*](#).

capturing the damage information described in the Damage Assessment Operations Manual (2016)[22] or any documents that supersede this manual. The DAC will also work with municipalities and provide guidance on the damage assessment information required by the Federal government so municipalities are able to effectively assess damages in their communities. The DAC will compile all damage assessment information to be given to Information and Planning for submission to the State Emergency Operations Center.

2. *Joint Preliminary Damage Assessment*

Joint Preliminary Damage Assessments (PDA) are typically requested by the State Emergency Operations Center on behalf of impacted counties. Joint PDAs requested for Alachua County will be coordinated by Information and Planning (ESF 5) in consultation with the County Coordinating Officer (CCO), and the Damage Assessment Coordinator (DAC), who will all work with Federal, State, and local officials to survey damages in impacted areas. The Joint PDA teams will validate information submitted by Alachua County and its residents in person, by visiting the sections of the County that have been damaged as a result of the incident. PDA teams will look at private residences who would fall into the Individual Assistance category, businesses who may be eligible for Small Business Association (SBA) loans, as well as government infrastructure that may be eligible for Public Assistance.

B. Disaster Recovery Center(s)

The Director of Alachua County Emergency Management will maintain a list of acceptable Disaster Recovery Center (DRC) facilities. The County Coordinating Officer (CCO) will determine if a DRC is necessary and will request a DRC through a resource request to the State Emergency Operations Center. The CCO or designee will work with the appropriate recovery personnel to confirm that DRCs are fully equipped and operational. The County Facilities Department and Information and Telecommunications Services (ITS) Department will provide the necessary auxiliary support. Auxiliary support for DRCs located within municipal boundaries will be provided by that municipality in which the DRC is situated, unless prior arrangements for support have been made with County government.

The County Coordinating Officer will appoint a DRC Coordinator to work with Federal and State agencies to establish the DRC. This Coordinator will be the point of contact for Federal and State partners and will manage logistical support for the DRC. The Coordinator will incorporate the services provided by local agencies (e.g. mental health, public health services, monetary assistance, etc.) into the DRC by working with relevant Emergency Support Functions to fulfill unmet needs in the community.

C. Infrastructure/Public Assistance

The Alachua County Office of Management and Budget (OMB), in consultation with Alachua County Emergency Management, will have lead responsibility for the coordination and organization of the activities associated with the Public Assistance (PA) program, including project formulation, project management and grant closeout. OMB staff will work with individual County departments to compile all relevant government costs and projected costs associated with

---

[22] FEMA, *Damage Assessment Operations Manual: A Guide to Assessing Damage and Impact April 2016*.

response and recovery from the incident, and oversee the Public Assistance process in accordance with the Federal Emergency Management Agency (FEMA) Public Assistance Program and Policy Guide (PAPPG)[23]. The Alachua County OMB and all County departments will adhere to all rules and guidance pertaining to grants management, documentation, maintenance, and accounting procedures. Municipalities and other governmental entities will have individual responsibility for submitting their own Public Assistance application and accounting for all grants awarded under the PA program. Within County government, the OMB and the Clerk of the Court will implement existing Alachua County administrative, financial, and accounting procedures.

1. Pre-Identification of Potential Applicants for Federal Infrastructure Assistance

In accordance with PAPPG, Alachua County Emergency Management has identified the following types of entities who may be eligible for federal infrastructure assistance:

- Local governments (county, municipalities, local public authorities, school districts, special taxing districts, etc.)
- Private Nonprofit Organizations

All entities who fall into at least one of the above categories, and have indicated to the County their desire to file for Public Assistance, will be included in the applicant's briefing and the kick-off meeting. Within County government, at least one representative from the Alachua County Office of Management and Budget, and a representative from each department with eligible expenditures will attend these meetings. Below is a list of potential Public Assistance Applicants. This list will be maintained in this Annex and updated after incidents where applications for PA occur.

Entity	Status
Alachua County	Public
Alachua County Coalition for the Homeless and Hungry	Private, non-profit
Alachua County Library District	Public
Alachua County Sheriff's Office	Public
Alachua County Public Schools	Public
Alachua County Property Appraiser	Public
City of Gainesville	Public
Gainesville Public Health Community Inc.	Private, non-profit
Gainesville Regional Utilities	Public
City of Alachua	Public
City of Archer	Public
City of Hawthorne	Public
City of High Springs	Public
Town of LaCrosse	Public
Town of Micanopy	Public
City of Newberry	Public
City of Waldo	Public
University of Florida	Public
Santa Fe College	Public

---

[23] FEMA, *Public Assistance Program and Policy Guide*.

Entity	Status
VA Hospital	Public
UF Health Shands Hospital	Public
Shands Teaching Hospital & Clinics, Inc.	Private, non-profit
North Florida Regional Medical Center	Private
Gainesville Council on Aging	Private, non-profit
Meridian Behavioral Healthcare	Private, non-profit
St. Francis House, Inc.	Private, non-profit

Table 4: Potential Public Assistance Applicants

D. Debris Management

Debris management activities will be done in accordance with the *Alachua County Debris Management Plan*. The Alachua County Solid Waste and Resource Recovery Department is responsible for collecting and maintaining debris management records for debris management activities within Alachua County's jurisdiction. Debris management records will be maintained and audited as necessary in a manner consistent with the policies and procedures of the Alachua County Office of Management and Budget (OMB), and the Alachua County Clerk of Court. All agencies involved will document personnel and material resources used in support of debris management. Documentation will be provided to support any requests for Federal assistance that may be required. Debris management functions are performed by separate contracted companies, who provide debris removal and debris monitoring. To maintain the integrity of the debris removal process, the debris monitoring company will have no removal responsibilities. All roles and responsibilities are outlined within the *Alachua County Debris Management Plan*, which also addresses interagency issues and plans for coordinating debris removal with other entities within the County. The Alachua County Attorney's Office provides legal assistance to County departments involved in the debris management process.

Prioritization for debris clearance and collection is determined based upon the incident and its impacts. Decisions regarding prioritization are made by the Debris Management Task Force (DMTF), as described in the *Alachua County Debris Management Plan*. This plan also outlines debris disposal sites, the process for adding additional sites, how the County handles special debris removal (i.e. hazardous waste, white goods, etc.), and how to address environmental considerations.

E. Community Response

The County Coordinating Officer (CCO), in conjunction with the MAC/Policy Group, sets the policy direction and focus for community response activities. The execution of the CCO's directives is led by the director of Alachua County Community Support Services (CSS). The CSS Director will work with the State Community Response Coordinator to meet the needs of Alachua County. The CSS Director will also work with local governments and non-profits who may provide information to support the community response.

1. Unmet Needs Coordination

The Director of Alachua County Community Support Services (CSS) will work with all relevant Emergency Support Functions to coordinate and mobilize resources to address unmet needs in the community. The Director of CSS will identify unmet needs in the community through

communication with municipal liaisons, direct feedback from the public, and by discussing needs with volunteer organizations in the County who are already addressing those needs at the neighborhood level. *Volunteers and Donations* (ESF 15) will provide volunteers for outreach events, and will coordinate the provision of donated goods to impacted populations. *Food and Water* (ESF 11) will plan for the bulk distribution of food and water for any incident requiring such provisions, while *Mass Care* (ESF 6) will work with local non-profits such as the Salvation Army and the Red Cross, to address mass care needs such as sheltering and food for survivors.

2. *Emergency Temporary Housing*

In the event of an incident requiring the consideration and implementation of emergency temporary housing, the County Coordinating Officer (CCO) will appoint a Disaster Housing Coordinator (DHC) to direct the recovery activities related to emergency temporary housing. The DHC will be chosen based upon the scope and impact of the incident (i.e. only one municipality impacted vs. entire County impacted). The DHC will work with Housing Authorities, the Unmet Needs Coordinator, Alachua County Growth Management, faith-based and non-profit organizations, State and Federal governments to identify specific temporary housing needs and take the necessary steps to provide temporary housing to individuals in need.

In the event of a catastrophic incident, the CCO will direct the implementation of the *Post-Disaster Redevelopment Plan* (PDRP). While the PDRP addresses long-term permanent housing issues, it also addresses land use, non-conforming uses, permitting, health and human services, environmental issues, financial administration, public information, and disaster housing.

Mitigation Annex

I. Overview

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. For effective mitigation to take place, a community must develop and implement a comprehensive mitigation strategy that involves representatives from all local governments, the private sector, and volunteer organizations. Mitigation planning should be integrated into growth management practices to help a community grow while taking into account the effects of natural hazards on the built and natural environment. Communities can minimize the effects of future disasters through a mix of planning, responsible development, and code enforcement.

II. Local Mitigation Strategy (LMS)

Alachua County has adopted a Local Mitigation Strategy (LMS) focused on multi-hazard mitigation. The LMS is an all-hazard document with suggested mitigation activities designed to increase the resilience and sustainability of the County. Overall coordination of mitigation activities with the Local Mitigation Strategy Working Group is the responsibility of Alachua County's Director of Emergency Management, which is then delegated to the Chair of the Local Mitigation Strategy Working Group. The LMS Working Group identifies and prioritizes potential mitigation projects, and helps facilitate the application process should mitigation funds be made available to Alachua County and its municipalities. The Working Group also provides input and feedback on the Local Mitigation Strategy (LMS) Plan. Alachua County has a State and FEMA-approved Local Mitigation Strategy, which expires on March 14, 2021.

Emergency Management identifies any and all properties that are damaged due to fire, flood, tornado or any other source and notifies the Floodplain Administrator and the Building Official. If the property is in the Special Flood Hazard Area (SFHA) a substantial improvement or substantial damage determination is conducted according to Alachua County Public Works procedures