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ACRONYMS

This listing is a general reference and is not designed to be an authoritative or all-inclusive information source. Certain listed organizations are obsolete, but are included for the use of persons who may be referring to this page for definitions from older plans and documents.

AHCA  Agency for Health Care Administration
ALF  Assisted Living Facility
ARC  American Red Cross
ARES  Amateur Radio Emergency Services
ARL  Advanced Recovery Liaison
BCC  Board of County Commissioners
CAP  Civil Air Patrol
CCAC  Charlotte County Animal Control
CCCO  Charlotte County Community Outreach
CCEH  Charlotte County Environmental Health
CCEOC  Charlotte County Emergency Operations Center
CCFM  Charlotte County Facilities Construction / Maintenance
CCHP  Charlotte County Housing Plan
CCMIS  Charlotte County Management Information Services
CCOEM  Charlotte County Office of Emergency Management
CCPA  Charlotte County Property Appraiser
CCPH  Charlotte County Public Health
CCPW  Charlotte County Public Works
CCSB  Charlotte County School Board
CCSO  Charlotte County Sheriff’s Office
CCSS  Charlotte County Social Services
CCTP  Charlotte County Terrorism Plan
CCU  Charlotte County Utilities
CEMP  Comprehensive Emergency Management Plan
CEO  Chief Executive Officer
CERT  Community Emergency Response Team
CISD  Critical Incident Stress Debriefing
DACS  Department of Agriculture and Consumer Services (Florida)
DBPR  Department of Business and Professional Regulations
DCA  Department of Community Affairs (Florida)
DCF  Department of Children and Families (Florida)
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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</thead>
<tbody>
<tr>
<td>DEM</td>
<td>Division of Emergency Management (Florida)</td>
</tr>
<tr>
<td>DEP</td>
<td>Department of Environmental Protection (Florida)</td>
</tr>
<tr>
<td>DFO</td>
<td>Disaster Field Office</td>
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<tr>
<td>DMA</td>
<td>Department of Military Affairs (Florida)</td>
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<td>DMAT</td>
<td>Disaster Medical Assistance Team</td>
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<tr>
<td>DOEA</td>
<td>Department of Elder Affairs (Florida)</td>
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<tr>
<td>DOH</td>
<td>Department of Health (Florida)</td>
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<tr>
<td>DOI</td>
<td>Department of Insurance (Florida)</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation (Florida)</td>
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<tr>
<td>DRC</td>
<td>Disaster Recovery Center</td>
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<tr>
<td>DSR</td>
<td>Disaster Survey Report</td>
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<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
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<tr>
<td>EMPA</td>
<td>Emergency Management Preparedness and Assistance Fund</td>
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<tr>
<td>EMS</td>
<td>Charlotte County Fire/Emergency Medical Services</td>
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<tr>
<td>ESATCOM</td>
<td>Emergency Satellite Communications System</td>
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<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
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<tr>
<td>FAC</td>
<td>Florida Administrative Code</td>
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<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<tr>
<td>FDLE</td>
<td>Florida Department of Law Enforcement</td>
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<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>FEPA</td>
<td>Florida Emergency Preparedness Association</td>
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<tr>
<td>FFCA</td>
<td>Florida Fire Chiefs Association</td>
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<tr>
<td>FF&amp;WCC</td>
<td>Florida Fish and Wildlife Conservation Commission</td>
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<tr>
<td>FHP</td>
<td>Florida Highway Patrol</td>
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<tr>
<td>FLNG</td>
<td>Florida National Guard</td>
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<tr>
<td>FMAP</td>
<td>Flood Mitigation Assistance Program</td>
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<tr>
<td>FP&amp;L</td>
<td>Florida Power and Light</td>
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<tr>
<td>GIS</td>
<td>Geographic Information Systems</td>
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<tr>
<td>HMGP</td>
<td>Hazard and Mitigation Grants Program</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>IFG</td>
<td>Individual and Family Grant Program</td>
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<tr>
<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>LSA</td>
<td>Logistical Staging Area</td>
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<tr>
<td>NHC</td>
<td>National Hurricane Center</td>
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<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<td>---------</td>
<td>------------------------------------------------------------------</td>
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<tr>
<td>NRF</td>
<td>National Response Framework</td>
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<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
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<tr>
<td>PIO</td>
<td>Public Information Officer</td>
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<tr>
<td>PGFD</td>
<td>Punta Gorda Fire Department</td>
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<tr>
<td>PGPD</td>
<td>Punta Gorda Police Department</td>
</tr>
<tr>
<td>PGPW</td>
<td>Punta Gorda Public Works</td>
</tr>
<tr>
<td>RACES</td>
<td>Radio Amateurs in Civil Emergency Services</td>
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<tr>
<td>RDSTF</td>
<td>Regional Domestic Security Task Force</td>
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<tr>
<td>RIAT</td>
<td>Rapid Impact Assessment Team</td>
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<tr>
<td>RRT</td>
<td>Rapid Response Team</td>
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<tr>
<td>SAR</td>
<td>Search and Rescue</td>
</tr>
<tr>
<td>SBA</td>
<td>Small Business Administration</td>
</tr>
<tr>
<td>SEOC</td>
<td>State Emergency Operations Center</td>
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<tr>
<td>SERT</td>
<td>State Emergency Response Team</td>
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<tr>
<td>SOG</td>
<td>Standard Operating Guideline</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<tr>
<td>SNP</td>
<td>Special Needs Program</td>
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<tr>
<td>SWP</td>
<td>State Warning Point</td>
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<tr>
<td>THP</td>
<td>Charlotte County Temporary Housing Plan</td>
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<tr>
<td>THO</td>
<td>Temporary Housing Office</td>
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<tr>
<td>USAR</td>
<td>Urban Search and Rescue</td>
</tr>
<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
</tr>
<tr>
<td>VOAD</td>
<td>Voluntary Organizations Active in Disasters</td>
</tr>
<tr>
<td>VRC</td>
<td>Volunteer Reception Center</td>
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<tr>
<td>WebEOC</td>
<td>Intermedix computer emergency management software program</td>
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</table>
EXECUTIVE SUMMARY

Charlotte County is vulnerable to a variety of natural, man-made and technological hazards that can potentially threaten the citizens, businesses, and environment. The Charlotte County Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure that Charlotte County and the City of Punta Gorda will be adequately prepared to deal with these hazards.

The CEMP outlines the general roles and responsibilities of County agencies when preparing for, responding to, or recovering from a large-scale emergency or disaster. The CEMP also coordinates emergency and disaster activities with volunteer organizations and businesses that serve Charlotte County.

The CEMP addresses all four phases of emergency management - mitigation, preparedness, response, and recovery. These phases' parallel activities set forth in two key documents: the State CEMP and the National Response Framework (NRF). The CEMP also describes how resources from national, state, and other sources will be coordinated to supplement County resources for disaster response.

The CEMP is divided into three (3) sections: The Basic Plan (including Recovery & Mitigation), Emergency Operations Center (EOC) Groupings/Positions appendices, and Hazard Specific annexes. The following is a brief description of the CEMP.

1. The Basic Plan - The Basic Plan describes, in general terms, how Charlotte County will mitigate, prepare for, respond to, and recover from the impacts of a large-scale emergency or disaster. The Basic Plan contains sections that address specific operations and planning areas such as: the responsibilities of the county and city government, method of operations, financial policies that will be adhered to during times of emergency or disaster, and continuity of government.

   The Basic Plan also contains a section that addresses recovery issues in order to ensure a rapid and orderly implementation of rehabilitation and restoration programs for persons and property affected by an emergency or disaster.

2. The EOC Groupings/Positions Appendices - These Appendices organizes the County emergency management activities (during activation) into Groupings & Positions. This includes Public Safety Group, Human Needs Group, Infrastructure Group, Administration & Support Group, and Stand Alone Positions. Each appendices have an overview graph showing their ESF equivalent as well as detail guidelines showing the lead agency and supporting agencies for each position within the group and their responsibilities.

   To be concurrent with the "State of Florida CEMP" and the "National Response Framework (NRF)," 18 ESF’s”, charts have been included in Section VII (Roles & Responsibilities) to show how the positions correspond.

3. The Hazard Specific Annexes - The CEMP contains annexes that are specific to particular hazards that require special action.

   a. Charlotte County Terrorism Incident Response Plan
   b. Pandemic Plan
I. INTRODUCTION

Chapter 252, Florida Statutes, mandates the development of the Charlotte County CEMP. The CEMP establishes a framework with uniform policy and procedures, through which Charlotte County may prepare for, respond to, recover from, and mitigate large scale emergencies and disasters, either natural, manmade, or technological, which can adversely affect the health, safety, and general well-being of the citizens of Charlotte County and its municipality, The City of Punta Gorda.

The CEMP describes the strategies that Charlotte County will use to mobilize its resources and conduct activities to mitigate, prepare for, respond to, and recover from large scale emergency and disaster situations. The CEMP provides flexibility of direction and guidance to Charlotte County, City of Punta Gorda, and volunteer personnel on procedures, organization, and responsibilities which will help prevent, minimize, and/or relieve personal hardship and property damage associated with large scale emergencies, disasters, or the eminent threat associated with these events, including warning and notification. The plan also provides for an integrated response from all levels of government, the private sector, and volunteer agencies.

The CEMP is operations and planning oriented. The CEMP addresses many issues including mitigation, preparedness, response, and recovery. The CEMP clearly defines the roles of County, City, and volunteer agencies, including elected officials, through the use of EOC Groupings & Positions that correlate to the Incident Command System’s (ICS) 18 ESF’s. This is done in concert with the State of Florida and the Federal government in order to establish a level of operational continuity.

The CEMP strategies will be achieved using a unified approach by activating specific Groups and Positions in accordance with National Incident Management System (NIMS) and Incident Command System (ICS). Each position will be supported by various county department heads/staff as well as municipal, military, local utilities, and volunteers. Each has been selected based on their authorities, resources, and capabilities in the specific Position area. These Groups will be supported by a number of agencies in varied positions who can aid in supplementing resources (personnel, equipment, and supplies). Each Group will use the ICS within their area.

The CEMP is constantly operational; before, during, and after an emergency, disaster, or catastrophe.

A. Purpose

The concepts and procedures specified by this CEMP are adaptable to all hazards that might impact the County and the City of Punta Gorda and are directed at attaining the following goals:

1. Reduce the vulnerability of people and communities of Charlotte County and the City of Punta Gorda to loss of life, injury, or damage and loss of property resulting from natural, man-made and technological emergencies, disasters, catastrophes, or hostile military or paramilitary action;

2. Prepare for prompt, effective and efficient response and recovery activities to protect affected lives and property;

3. Respond to emergencies, disasters, and catastrophes using all available management systems and resources, including: the NIMS; the ICS; local emergency plans; and local, state, and federal resources, as necessary, to preserve and protect the health, safety, and well-being of persons affected by the event;

4. Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by
emergencies;

a. Outlines recovery assistance available to individuals, businesses and governments, and the local government actions involved in obtaining such assistance.

5. Provide a comprehensive emergency management system, consistent with NIMS and the NRF. This includes all aspects of pre-emergency preparedness, such as training and exercises, and post-emergency response, recovery, and mitigation.

6. Minimize damage to property, material shortages and service system disruptions that would have an adverse impact on the residents, businesses and economy, and the overall well-being of the County.

7. Manage emergency operations within the County by coordinating and managing the use of resources available from municipal governments, private industry, civic and volunteer organizations, and state and federal agencies.

8. Assist in the anticipation, recognition, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and inadequate regulation of, public and private facilities and land use.

B. Scope

1. The CEMP establishes fundamental policies, program strategies, and assumptions.

2. The CEMP provides procedures for disseminating warnings and coordinating response actions, including; ordering evacuations, opening shelters, and for determining, assessing and reporting the severity and magnitude of such emergencies.

3. The CEMP establishes the concept under which the county and municipal government(s) will operate in response to natural, technological, and/or man-made disasters. These include tropical storms, hurricanes, tornadoes, floods, wildfires, hazardous material incidents, terrorism, freezes, droughts, civil disturbances, sinkholes, and mass immigration.

4. The CEMP establishes the ICS concept of operations. The direction and control of an emergency or disaster spans from initial situation monitoring through post-disaster response, recovery, and mitigation.

5. The CEMP defines the responsibilities of elected and appointed local officials and provisions for sharing information.

6. The CEMP defines the emergency roles and functions of County and municipal departments and agencies, private industries and civic and volunteer organizations.

7. The CEMP creates a framework using a unified approach in the EOC via WebEOC® Groupings/Positions, and resource management plan, for the effective and coordinated use of County and municipal government resources.

8. The CEMP defines intra- and inter-governmental coordination mechanisms to help facilitate delivery of immediate assistance including the direction and control of intra-county, inter-county, state, and federal response and recovery assistance.
9. The CEMP identifies actions that county and city response and recovery organizations will take, in coordination with private, volunteer, state, and federal counterparts, regardless of the magnitude of the disaster.

10. The CEMP identifies emergency support facilities, including critical facilities, staging areas, Disaster Recovery Centers (DRCs), and Helispots.

11. The CEMP establishes a consolidated series of Standard Operating Procedures (SOPs). In most cases the SOPs are situation based, although some are specific emergency management functions.

C. Assumptions

1. Charlotte County, as a community, has developed the capability to execute this Plan to save lives, mitigate suffering, minimize the loss of property and recover from the effects of an emergency or disaster.

2. The necessary Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU) have been negotiated with other political jurisdictions and private organizations by the County and by organizations that have functional responsibilities in this CEMP.

3. Elements of State government have certain expertise and resources available that may be utilized in relieving emergency or disaster-related problems that are beyond the capability of Charlotte County. State support capabilities and access arrangements for both State and State-coordinated Federal assistance are described in the current State CEMP.

4. When an emergency threatens Charlotte County, applicable provisions of this Plan will be applied, the Charlotte County Emergency Operations Center (CCEOC) will be activated and a State of Local Emergency (SLE) declared as appropriate to the severity of the situation.

5. When County resources are inadequate to cope with a disaster, State and Federal assistance will be coordinated and made available through the Florida Division of Emergency Management (Florida DEM) in Tallahassee in accordance with the State-Wide MAA.

6. When the Special Needs Population (SNP) cannot be safely sheltered in facilities within the County or arranged by the County elsewhere, the State will be asked to arrange the requisite shelter and SNP support service elsewhere through the State-Wide MAA.

D. CEMP Development Methodology

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

   a. The CCOEM Director maintains an emergency management team consisting of designated and empowered representatives of government agencies having operations in the County, critical businesses and industries, and volunteer and other concerned private groups. The organizations providing key members of this long-standing, broadly-based multi-purpose team are more formally identified in the
Charlotte County EOC Groupings/Positions charts located in the Section VII (Roles and Responsibility). Those identified within the Group/Positions comprise the core emergency management team. Those on the core team also have key roles in CEMP training and evaluation activities. In consultation with the core team, the CCOEM drafts the Basic Plan and revisions. This planning activity includes defining the Plan Purpose and Scope, outlining the Concept of Operations, Assignment of Responsibilities associated with the execution of the Concept, providing analysis of potential hazards and financial and resource management issues, among other elements.

b. Based upon contents of the Draft Basic Plan, each Position drafts an Annex outlining more specific information in coordination with the agencies that have support roles in that Group. Each Draft Group Annex is reviewed by all Position’s to advance overall coordination and understanding. During the Position drafting and review process, the Basic Plan, too, undergoes scrutiny for adequacy of policy, content, coverage and concepts. The result of this iterative draft-and-review activity is the production of a final Draft Basic Plan with Annexes.

c. The final Draft Basic Plan with Annexes is then reviewed by the County Attorney, the County Administrator, elected officials, and department and agency principals. Official written concurrence is obtained prior to presentation to the Board of County Commissioners (BCC) for adoption by Ordinance. Recognizing that the planning process is unending, Plan adoption may be undertaken even though some elements may be incomplete.

d. SOPs will be developed by participants, as necessary, to support the Plan.

e. Appendices/Tabs and other Plan Addenda are developed to support elements of the Basic Plan an Annex or SOP, generally concurrent with development of each element.

f. The final Plan is submitted into the County by resolution addressed by the Emergency Management Director.

Upon adoption, the Chairman of the BCC promulgates the CEMP by signature, and copies are distributed for the record, for users, and for public access. Obsolete Plans and Plan elements are recovered in exchange for new editions. Receipt of replacement Plan elements is indicated by signature of the Department or Organization head.

g. Complete rewriting and reprinting of the Plan and submission to the BCC for formal adoption is done by exception, usually every 4 years. Interim adjustments to the Plan are accomplished by the CCOEM Director as necessary to keep the Plan current following draft, coordination, and review processes outlined in the preceding.

h. Copies of the Plan or Plan elements are available for public viewing upon written request to the CCOEM office, in accordance with FS 119.07 (for a reasonable cost of reproduction). Copies may also be requested from the Clerk of the Courts for the cost of reproduction set by the Clerk in accordance with FS 119.07. Each EOC Position receives a copy of the approved plan on CD as well as any interim adjustments made.

i. Charlotte County has adopted the NIMS methodology of developing “preparedness organizations” within the local jurisdictions as well as across jurisdictions and with private organizations. These are ongoing forums for coordinating preparedness
activities in advance of an incident. These “preparedness organizations” will represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with each other to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within and across jurisdictions.

2. The Resource Management process during an activation of the EOC is accomplished through the use of WebEOC®. We utilize several boards that allow groups/positions to request resources (See Exhibit A). Once requested Operations reviews, approves, and forwards to the appropriate department or agency to obtain. This can be a local resource, one needing to be sent to the State, or a Mutual Aid Partner for procurement.
An additional WebEOC board is used by departments/agencies to track their resource requests (See Exhibit B) throughout the incident.

Planning is responsible for requesting resources from the state as well as demobilization (see Exhibit C).

3. It is important that each agency understand their duties and responsibilities and be familiar with each Group/Position within the EOC. After reviews are made, each agency will be requested to write a letter in support of their assignments, roles, and responsibilities included in this plan.

Changes and updates will be made annually by February 1st each year and distributed.
to each agency in receipt of the CEMP.

Promulgation of this document will be completed upon a satisfactory review by the Florida DEM. This will follow approval by all named Positions. An SOP will be used to ensure an inventory of the document among all appropriate parties and that updates are received and placed in the Plan.

The following is a listing of those departments and agencies that participated in the overall development and approval of the CEMP:

**Charlotte County**

- Administration
- Attorney's Office
- Board of County Commissioners
- Community Development
- Economic Development
- Department of Health
- Human Services
- Public Information Office
- Purchasing
- Social/Senior Services
- Utilities
- Fiscal Services
- School Board
- Clerk of Courts
- Parks & Natural Resources
- Animal Control
- Building Construction Services
- Budget & Administrative Services
- Emergency Management
- Fire/EMS
- Human Resources
- Libraries & History
- Public Works
- Radio Communication
- Transit
- Sheriff's Office
- Property Appraiser
- CC Development Authority
- Geographic Info. Systems

**Punta Gorda**

- Planning and Zoning
- Police Department
- Public Works
- Fire Department
- Utilities
- City Manager's Office

**Private Industry**

- Banking
- Insurance
- Charlotte County Chamber of Commerce
- Hospitals
- Charlotte County Building and Contractors Association
- Assisted Living Facilities
- Punta Gorda Business
- Nursing Homes
- Englewood Chbr/Commerce
Volunteer Agencies

• Salvation Army
• American Red Cross (ARC)
• Charlotte County Radio Amateurs in Civil Emergency Services (RACES)
• Charlotte County Volunteer Reception Center (VRC)
• Charlotte County Community Emergency Response Teams (CERT)

State Agencies

• Department of Health (DOH)
• DEM

Other

• Southwest Florida Regional Planning Council
• South Florida Water Management District
II. SITUATION

This section provides a summary of Charlotte County's potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile, and demographics of Charlotte County and the City of Punta Gorda. Storm surge and flood zone information can be found for specific addresses in Charlotte County at www.ccgis.com.

A. Vulnerability Analysis

According to the US Census Bureau, Charlotte County's estimated population is approximately 162,981 as of 2012. By the year 2020, Charlotte County's population is projected to rise above 183,300. As one of the most vulnerable counties in the United States to hurricanes, having one of the oldest average populations in Florida, and construction in vulnerable areas, Charlotte County can expect to experience a loss of life and/or property of catastrophic proportions to an array of hazards. The following statistics illustrate the Charlotte County population's vulnerability:

1. 98% of Charlotte County's population lives in coastal areas;
2. There are approximately 49 mobile home parks with nearly 10,500 mobile homes;
3. The median age of Charlotte County residents is 56.93 years old. Thirty-six percent (36%) are over the age of 65;
4. Charlotte County currently has 600 people registered on its Special Needs Registry and this is expected to increase;
5. Charlotte County has no shelter space in Category III storms or higher;
6. Charlotte County does not have any shelters that are ARC4496 compliant due to elevation;
7. There are three hospitals with a total of 700 beds, nine nursing homes with a total of 1,363 beds, and 16 assisted living facilities with a total of 925 beds. This capacity is expected to increase with the added construction of medical facilities in the area.

B. Hazards Analysis Methodology

1. Identification of the hazards; natural, man-made (including criminal, attack and terrorist) and technological, expected to impact Charlotte County, directly or indirectly, is the first step in the emergency planning process. The second major step is analysis of the social and economic effects that such impact would have on the County. This analysis of effects leads to identification of resources needed to deal with each hazard and the cascade effect of hazard combinations.

2. Potential hazards are identified by study of Federal and State sources, and by review of local history and personalities, as well as projections available from the same sources. Political, social, and economic circumstances at local, State, Federal and international levels as well as weather and other physical conditions all combine to create specific hazards and hazard combinations. Personnel from the several disciplines and specialties, public, private and volunteer, represented on the County Emergency Management Team, apply their specialized expertise to hazard identification and analysis.

3. Hazards seldom occur in isolation from one other. A focus of the hazard analysis is to identify the hazards and hazard combinations that are most likely to occur and may cause serious harm when they do occur. Severe weather, for example, can potentially produce flooding, hazardous
materials releases, and disruptions to the provision of utility services.

4. Hazards analysis is an ongoing activity and requires continual updating. The hazard analysis leads to development of resource requirements which include; availability of personnel with specific skills, facilities and equipment, time (labor), funding and public relations. Certain resources are critical to emergency management operations. A listing and map of critical facilities, including staging areas and helispots (landing zones), is maintained by the CCOEM and is produced by the Charlotte County GIS Unit. Copies of the critical facilities maps and listings can be produced to meet operators’ needs in specific circumstances. A listing of maps routinely maintained in the Charlotte County EOC is available in the Charlotte County OEM library.

C. Hazard Analysis

The primary goal of emergency management in Charlotte County is to ensure that the County and the City are prepared for responding to and recovering from the many consequences that are generated by the hazards that could potentially impact the county.

This section of the CEMP presents listings of the hazards which could impact Charlotte County and some of the consequences associated with each hazard. These consequences can potentially have an adverse effect on Charlotte County's citizens, infrastructure, and environment.

1. Hurricanes and Tropical Storms

a. Hazard

Hurricanes and tropical storms are the biggest threat to Charlotte County's population. Charlotte County is one of the most vulnerable counties in the State of Florida to the impacts of these storms. Charlotte County has a coastline that fronts the Gulf of Mexico, along with two large saline rivers that run through Charlotte County and into the Gulf of Mexico. Charlotte County is also embedded with many canals and waterways. The large number of waterways and the general low elevation of Charlotte County exacerbate the vulnerability of Charlotte County's 162,981 residents to the dangers of tropical storms and hurricanes.

Construction in coastal areas and a growing population moving to these coastal areas has increased Charlotte County's vulnerability. The insurable and uninsurable losses to Charlotte County from a Category V hurricane would be catastrophic.

The Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized flood/wind model for Charlotte Harbor indicates that up to 28 feet of storm surge could occur at Peace River Shores in a worst case scenario.

Many older model houses in Charlotte County, which were built in the 1950-1970 timeframe, can also expect immense wind damage from hurricanes and tropical storms. These houses were built during a time when building codes were lax and builders did not know the vulnerabilities of their houses to tropical storms and hurricanes. Mobile homes can be expected to suffer immense damage in tropical storm and hurricane conditions as well, due to the fact that they are not anchored, nor designed for such wind events.

Hurricanes and tropical activity could affect the entire county. Surge could affect the westerly 1/3 of Charlotte County where approximately 98% of
Charlotte County residents live. Other elements of hurricanes, including torrential rainfalls and high winds, could also devastate the other 2/3 of the County, and could severely damage or destroy the agricultural interests in Charlotte County.

b. Consequences

- Large scale evacuations
- Road congestion
- Sheltering (pre and post-event)
- Animal issues associated with evacuation, sheltering, and disposal of deceased
- Infrastructure damage/loss (sewer, water, electric, roads, bridges, debris, communications, etc.)
- Damage/loss of financial institutions
- Damage/loss to service industry
- Crop loss
- Property loss
- Long-term economic impacts
- Overwhelmed public services (fire, EMS, law enforcement)
- Economic and social disruption
- Widespread psychological impacts (counseling needs)

2. Flooding

a. Hazard

Charlotte County is highly vulnerable to flooding.

Currently, under a worst-case scenario, about 98% of the county's population (approximately the westerly 1/3 of the county), is vulnerable to flooding from a hurricane.

The County's overall general low elevation invites both localized flooding and general flooding. Surface elevation averages anywhere from 0 ft above mean sea level to 74 feet above mean sea level in NE Charlotte County. The average elevation in Charlotte County is 10 feet above mean sea level.

The primary sources of flooding for Charlotte County are hurricanes, tropical storms, or thunderstorms that generally occur from June to October, which is the rainy season for Florida. Charlotte County has a network of different types of waterways, including canals, rivers, creeks, and streams, which run throughout the county.

Flooding can cause injuries and fatalities and produce widespread property damage. With the increase in population and the increased development in Charlotte County, we can only expect flood vulnerability and risks to increase.
This is especially so since the Peace and Myakka River run through Charlotte County into the Gulf of Mexico.

Please refer the Charlotte County storm surge map and the Charlotte County 100-year floodplain map shown below in this section.

b. Consequences

- Power outages
- Infrastructure damage (road/culvert washout, sewer infiltration, etc.)
- Erosion
- Residential fires
- Animal evacuation, sheltering, disposal of deceased
- Evacuation of residents and businesses
- Crop Damage
- Contamination of water supply
- Property Damage
- Economic Loss
- Debris
- Road congestion (sightseers, evacuees)
3. Hazardous Materials Spills

a. Hazard

The threat of hazardous materials spills in Charlotte County is considered to be moderate.

Charlotte County is vulnerable to both transportation accidents involving
hazardous materials and hazardous material spills from fixed facilities. Major transportation routes include I-75, US 41, S.R. 776, C.R. 74, Kings Highway, and Veterans Blvd. Hazardous materials carriers are not prohibited from traveling on these roads, so the threat of accidents involving hazardous materials is always present. Charlotte County also has the Seminole Gulf Railroad which runs through many residential areas in Punta Gorda. This route is used mainly for carrying cargo, including hazardous materials. This adds to the threat of hazardous materials spills in Charlotte County should an accident occur.

Hazardous material spills from fixed facilities also present a threat. Currently, Charlotte County has 18 facilities that are registered as carrying extremely hazardous substances (EHS).

b. Consequences

- Evacuation
- Sheltering
- Mass feeding
- Mass casualty
- Mass fatality (human and animal)
- Contamination of water supply
- Large scale contamination
- Decontamination

4. Nuclear Power Plant Incidents

a. Hazard

Charlotte County’s exposure to nuclear power plant incidents is minimal.

Charlotte County is not located in any of the Emergency Planning Zones (EPZ) for nuclear power plants in Florida. The only exposure might occur if there was a total meltdown of a facility, which would release radioactive material into the atmosphere, thus affecting the entire State of Florida.

b. Consequences

- Decontamination
- Utility failure (Communications, power, etc.)
- Mass casualty (human and animal)
- Contamination of water supply
- Mass contamination (human, animal, crops, facilities, ground)

5. Civil Disturbance

a. Hazard

Charlotte County’s exposure to the civil disturbance threat is currently low.

Circumstances can, however, change rapidly, thereby elevating Charlotte County’s exposure to high. In Charlotte County, there have been no signs of racial conflict, political conflict, or ethnic conflict that may spurn a civil disturbance. However, the potential threat is always present.
b. Consequences

- Property damage
- Infrastructure damage
- Economic disruption/loss
- Mass casualty

6. Mass Immigration
a. Hazard

Charlotte County's exposure to mass immigration is minimal.

Charlotte County is not close to Cuba, where a lot of mass immigration has occurred. However, the possibility of mass immigration still exists from Mexico. If situations were to arise in Mexico, such as political upheaval, mass immigration into Charlotte County and other counties in the Gulf Coast would be possible.

b. Consequences

- Civil disturbance
- Financial impact on community resources
- Mass care
- Impact on social services
- Impact on jail and detention facilities

7. Coastal Oil Spill
a. Hazard

Charlotte County's exposure to coastal oil spills is minimal to moderate.

Charlotte County does encompass Charlotte Harbor, but this harbor is not navigable, in most places, by tanker or barge. However, the vulnerability exists from spills that may occur offshore with the spilled material(s) washing into the coastal areas, rivers, and canals of Charlotte County.

b. Consequences

- Environmental clean-up
- Animal issues (marine decontamination, disposal of deceased, etc.)
- Decontamination of coastal property
- Negative economic impact (tourism, fishing, marine businesses, etc.)

8. Freezes
a. Hazard

A freeze is weather marked by low temperatures, especially if below the point of freezing (32 degrees F, or 0 degrees C). Freezes normally occur at night.

Charlotte County's agricultural production (primarily citrus) is seriously affected when temperatures drop below the freezing point. The damage is not limited to
crop loss, but a freeze can also damage trees and plants as well.

Charlotte County can expect a moderate freeze at least once every two years. It is estimated that a severe freeze that can destroy all crops can be expected once every 15-20 years.

b. Consequences

• Agricultural loss
• Infrastructure damage (burst pipes)

9. Brush and forest fires

a. Hazard

Charlotte County experiences brush fires and wildland fires annually.

The peak time for forest fires is usually during the annual dry season for Charlotte County, January through May. During these months grass, leaves, pine needles, and underbrush are in an optimal burning condition. Wildfires can be caused by lightning, campfires, uncontrolled burns, smoking, vehicles, trains, arsonists, and equipment use.

Wildfires can cause extensive damage to personal property, residences, and acres of grasslands, forests, and agricultural interests. Wildfires also threaten the health and lives of citizens in and around the fires.

b. Consequences

• Property loss/damage
• Evacuation
• Mass feeding of evacuees
• Mass sheltering of evacuees
• Agricultural loss
• Infrastructure damage or loss

10. Tornadoes

a. Hazard

Florida is ranked as the 4th state in the nation in terms of tornado frequency.

Many tornadoes and waterspouts (a funnel-shaped cloud, resembling a tornado, over a body of water) have been sighted in Charlotte County with only a few causing significant damage.

The tornadoes in Florida have a tendency to be somewhat smaller than those that occur in Texas and throughout the Midwest. The high and spiraling winds from a tornado or a waterspout can lead to high amounts of property damage, injuries, and fatalities. Exposure to these events may be frequent.

b. Consequences

• Property damage/loss
• Mass casualty
• Mass fatality
• Sheltering
• Feeding
• Agricultural loss
• Infrastructure damage/loss
• Debris
• Animal Issues (sheltering, disposal of deceased)
• Search and rescue

11. Drought

a. Hazard

Charlotte County is susceptible to drought, although it is not a common occurrence.

Charlotte County is susceptible to all types of droughts. This is especially the case during the dry season in January through May.

There are three types of droughts:
• Meteorological drought - a period of time, generally ranging from months to years, during which time the actual moisture supply at a given location consistently falls short of the climatological moisture supply
• Hydrological drought - stream flows and reservoirs are low due to a lack of prolonged rainfall
• Agricultural drought - occurs when the amount of water needed for crops is more than that available in the soil.

Factors to keep in mind when looking at drought frequency are as follows:

• Approximately 65-70% of the rain in Florida occurs during the period of June through September
• Rainfall is not uniformly distributed, even during high rainfall months
• Large quantities of rain runoff into the Gulf of Mexico
• Charlotte County’s sandy soil has a very low water holding capacity

Droughts can lead to agricultural damage, shortage of drinking water, environmental damage, and shortage of water needed for utilities and firefighting.

b. Consequences

• Agricultural Loss
• Economic loss (businesses relying on water, i.e., restaurants)
• Loss of water pressure on fire hydrants and in residences

12. Sinkholes and subsidence

a. Hazard

Charlotte County is only slightly vulnerable to sinkholes and subsidence. Very few occurrences of sinkholes and subsidence have occurred in Charlotte County. Sinkholes and subsidence have the potential to cause damage or destroy
houses, and injury or cause death to people.

b. Consequences

- Property damage/loss
- Infrastructure damage/loss

13. Terrorism

a. Hazard

Terrorism vulnerabilities are low in Charlotte County.

Terrorism can originate from a number of sources, both international and domestic. The most common methods are the use of six different types: conventional (explosives), biological (Anthrax, etc.), radiological, cyber, chemical, and nuclear.

No location is immune from terrorism. Locations such as the Charlotte County Administration Building, the Charlotte County Justice Center, and the Punta Gorda City Hall can be defined as potential targets for terrorism, but no past or current indications have pointed to these being designated as known targets.

b. Consequences

- Mass panic
- Mass casualty
- Mass fatality
- Decontamination
- Mass contamination of water supply, etc.
- Evacuation
- Economic and social disruption
- Feeding and sheltering of evacuees
- Overwhelming of hospitals
- Overwhelming of public safety personnel

14. Epidemic

a. Hazard

Charlotte County vulnerability to epidemic is low.

Although the threat is minimal, an epidemic is still possible. With tourists coming in from all over the world during the months of October through April, there is an increased vulnerability during this time.

The environment is regularly monitored for diseases and pathogens by local and state agencies.

b. Consequences

- Mass casualty
- Mass fatality
15. Transportation Accidents

a. Hazard

Vulnerabilities to transportation accidents are a constant concern. Due to the high amount of transportation through and over Charlotte County, including Charlotte County's extensive highway and road system, a railroad passing through the area, a local airport, and being located along the flight path for the Southwest International Airport in Fort Myers, there is always the possibility of a transportation accident that may involve mass casualties.

b. Consequences

- Mass casualty
- Mass fatality
- Property damage
- Infrastructure damage
- Widespread traffic congestion

16. Exotic Pests and Diseases

a. Hazard

Exotic threats and diseases are a pervasive threat to the agricultural interests in Charlotte County.

This biological hazard is associated with any insect, animal, or pathogen that could pose an economic or health threat. The Mediterranean fruit fly and citrus canker are two examples of this threat.

There is also a possibility for the importation of pathogens that could have a negative effect on the livestock industry.

Charlotte County has not had any known reports of such diseases or pests, but the threat exists on a consistent basis.

b. Consequences

- Infectious disease control
- Quarantine for livestock or people
- Need for a large number of treatment agents
- Disposal of deceased animals

17. Critical Infrastructure Disruption

a. Hazard
This technological hazard is a threat in Charlotte County.

This hazard may become present through an accident, sabotage, or terrorism. This hazard includes, but is not limited to, utility disruptions, cyber-attack, computer threat, and communications system failures.

This hazard can cause other hazardous incidents to occur. These may include, but are not limited to, hazardous material spills, delay of medical operations, and loss of ability to provide power or communications, and loss of ability to provide utility services.

b. Consequences

- Evacuation
- Sheltering
- Mass feeding
- Mass casualty
- Large scale contamination
- Contamination of water supply
- Decontamination
- Economic loss
- Agricultural loss
- Inability of public safety officials to communicate
- Civil unrest
- Inability to provide critical support functions at medical facilities

18. Special Events – Mass / Gatherings

a. Hazards

This threat is moderate in Charlotte County.

With Special Events, the need for additional logistics and manpower to handle the possibility of large crowds increases significantly. The possibility for acts of terrorism or civil disobedience in these events also increases.

Charlotte County has a few events through the year that draw large crowds. These include the Florida International Air Show, the Punta Block Party, and Offshore Grand Prix Boat Races. Also included in these special events are political visits from the President, the Governor, and other prominent politicians.

SOPs are in place to handle medical and security issues that may accompany or arise from these events.

b. Consequences

- Public safety resources overwhelmed
- Potential for terrorism, mass casualty, civil unrest

NOTE: Maps of these hazards and what areas of the county can be affected by these hazards are kept on file in the Charlotte County EOC Planning Office. Also, flood zones and storm surge zones can be referred to at www.ccgis.com.
D. Geographic Information

Charlotte County is located in the SW Florida coast, bounded on the west coast by the Gulf of Mexico; north by Sarasota and DeSoto Counties; east by Glades County; and the south by Lee County. Charlotte County encompasses 687.15 square miles with 133.19 square miles of water areas (including Charlotte Harbor, Myakka River, and Peace River). Surface elevation average anywhere from 0 ft above mean sea level to 74 feet above mean sea level in NE Charlotte County. The average elevation in Charlotte County is 10 feet above mean sea level.

Charlotte County has a vast area which is environmentally sensitive. The western boundary of the county borders on the Gulf of Mexico and embraces an extensive estuarine system including a barrier island chain, estuarine bays, tidal creeks, and Charlotte Harbor. Charlotte Harbor estuary includes its two main tributaries, the Peace River and the Myakka River. Most of the County's estuarine, open water area is contained within three State aquatic preserves. The eastern half of the county is dominated by Shell and Prairie Creeks, the Babcock-Webb Wildlife Management Area, Telegraph Swamp, and Long Island Marsh.

Due to Charlotte County's low elevations the entire county is susceptible to flooding. Ninety-eight percent (98%) of Charlotte County resident developments and homes along the coastal areas are susceptible to flooding from storm surge.

Charlotte County's land use pattern is as follows:

<table>
<thead>
<tr>
<th>Existing Land Use Category</th>
<th>Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential use</td>
<td>30,036</td>
</tr>
<tr>
<td>Commercial use</td>
<td>2,650</td>
</tr>
<tr>
<td>Industrial use</td>
<td>818</td>
</tr>
<tr>
<td>Agricultural use</td>
<td>130,082</td>
</tr>
<tr>
<td>Recreational use</td>
<td>2,875</td>
</tr>
<tr>
<td>Conservation use</td>
<td>177,927</td>
</tr>
<tr>
<td>Educational use</td>
<td>558</td>
</tr>
<tr>
<td>Medical use</td>
<td>26</td>
</tr>
<tr>
<td>Institutional</td>
<td>821</td>
</tr>
<tr>
<td>Public buildings and grounds</td>
<td>7,854</td>
</tr>
<tr>
<td>Mining sites</td>
<td>6,842</td>
</tr>
<tr>
<td>Burial grounds</td>
<td>100</td>
</tr>
<tr>
<td>Marinas</td>
<td>66</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,814</td>
</tr>
<tr>
<td>Vacant lands</td>
<td>60,451</td>
</tr>
</tbody>
</table>

Source: Growth Management Department, Land Information Division, May 13, 2010

<table>
<thead>
<tr>
<th>Description</th>
<th>Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement Homes</td>
<td>79.09</td>
</tr>
<tr>
<td>Single Family Residential</td>
<td>24,982.83</td>
</tr>
<tr>
<td>Vacant Commercial</td>
<td>6,203.54</td>
</tr>
<tr>
<td>Vacant Industrial</td>
<td>644.53</td>
</tr>
<tr>
<td>Vacant MH-Resident Owned Park</td>
<td>11.16</td>
</tr>
<tr>
<td>Land Use</td>
<td>Acres</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Residential</td>
<td>2,175.18</td>
</tr>
<tr>
<td>Commercial</td>
<td>327.34</td>
</tr>
<tr>
<td>Industrial</td>
<td>56.26</td>
</tr>
<tr>
<td>Agricultural</td>
<td>0.00</td>
</tr>
<tr>
<td>Recreational</td>
<td>434.74</td>
</tr>
<tr>
<td>Conservation</td>
<td>5,027.92</td>
</tr>
<tr>
<td>Educational</td>
<td>121.86</td>
</tr>
<tr>
<td>Public Buildings &amp; Grounds</td>
<td>78.05</td>
</tr>
<tr>
<td>Institutional</td>
<td>91.50</td>
</tr>
<tr>
<td>Vacant Land</td>
<td>1,005.18</td>
</tr>
<tr>
<td>Right of Ways Land</td>
<td>904.54</td>
</tr>
</tbody>
</table>

*Source: GIS/Information Technology Department, Budget & Administrative Services Division, September 2013*
Generalized Existing Land Uses in the City of Punta Gorda

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Acres</th>
<th>Percentage of Total Land Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right of Ways Water</td>
<td>10,265.6</td>
<td>100%</td>
</tr>
<tr>
<td>Historic Resources</td>
<td>99.21</td>
<td></td>
</tr>
<tr>
<td><strong>Total Land Uses</strong></td>
<td>9,122.79</td>
<td>100%</td>
</tr>
</tbody>
</table>

City Limits Area: 31.75 Square Miles
City Limits Land Area*: 15.62 Square Miles
*includes lakes, storm water ponds and other water bodies not connected to the Harbor, Harbor and all canal/basin and tidal creek water features are excluded
(Source: City of Punta Gorda Urban Planner)

Much of Charlotte County's developed areas have had their historic drainage patterns altered as areas have been filled and improved. The alterations are in the form of channelization. Runoff is conveyed to our surface water bodies, such as Charlotte Harbor, Lemon Bay, Shell Creek, Prairie Creek, and Alligator Creek by way of canals, streams, and creeks. The undeveloped areas handle sheet flow by using a form of shallow concentrated flow ways. Charlotte County has 73 drainage basins with 19 in West County, 19 in mid-county, 22 in South County, and 13 in East county. Charlotte County also has over 370 miles of manmade canals.

E. Demographics

Charlotte County’s total population is approximately 162,981 (Source: 2012 U.S. Census Bureau Updated Statistical information). In Charlotte County, approximately 134,000 people live in the unincorporated areas of Englewood, El Jobean, Murdock, Port Charlotte, Deep Creek, and Harbor Heights. Approximately 16,869 live in the City of Punta Gorda. There are approximately 235 people per square mile on average. During the winter months (January through April), Charlotte County’s population increases by about 30%. This increase includes retirees, seasonal residents, and tourists, and is not focused in one particular area of the county.

The age breakdown of Charlotte County's population is as follows (Source: 2013 Charlotte County Economic Development Demographic Profile data through Woods and Poole Economics, Inc. 2013):

<table>
<thead>
<tr>
<th>Age Range</th>
<th>2012 Population</th>
<th>2020 Projection</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 19</td>
<td>24,924</td>
<td>26,636</td>
<td>6.87%</td>
</tr>
<tr>
<td>20 - 34</td>
<td>17,980</td>
<td>21,553</td>
<td>19.87%</td>
</tr>
<tr>
<td>35 - 54</td>
<td>33,885</td>
<td>32,061</td>
<td>-5.38%</td>
</tr>
<tr>
<td>55 - 64</td>
<td>27,575</td>
<td>29,537</td>
<td>7.12%</td>
</tr>
<tr>
<td>65+</td>
<td>58,617</td>
<td>73,579</td>
<td>25.53%</td>
</tr>
<tr>
<td>Total</td>
<td>162,981</td>
<td>183,366</td>
<td>12.51%</td>
</tr>
</tbody>
</table>

In a worst case scenario, a Category V Hurricane striking the area, 98% percent of Charlotte County's residents would be vulnerable to the effects of wind and storm surge. This is due to the fact that 95% of the Charlotte County population lives on or near the coast and streams, rivers, and canals that run into the Gulf of Mexico.
Charlotte County's migrant population is approximately 1,869. Non-English speaking populations make up approximate 8% of Charlotte County's population, with Hispanics making up 5.7%, Asians making up 1.7%, and other languages such as German and Arabic making up 1.2% (Source US Census Bureau Fact Finder 2007-2011 ACS Demographic and Housing Estimates).

Each year, the Charlotte County Office of Emergency Management (CCOEM) registers those people who would need transportation for evacuation during an impending hurricane. This registry fluctuates between an average of 500 to 600 people.

Charlotte County has a total of 49 mobile home parks (including RV) with 10,500 spaces.

Charlotte County's inmate population fluctuates. Charlotte County has two correctional facilities: Charlotte Correctional Institution has a maximum capacity of 1,291. The Charlotte County jail has a 960 bed capacity.

F. Economic Profile

Charlotte County's labor force makes up approximately 25% of its overall population. The following is an approximation of Charlotte County's employment breakdown based on U.S. Census 2011 County Business Patterns:

<table>
<thead>
<tr>
<th>Description</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td>71</td>
</tr>
<tr>
<td>Mining/Logging/Construction</td>
<td>2,500</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>600</td>
</tr>
<tr>
<td>Wholesale Trade</td>
<td>498</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>7,993</td>
</tr>
<tr>
<td>Transportation &amp; Warehousing</td>
<td>411</td>
</tr>
<tr>
<td>Information</td>
<td>470</td>
</tr>
<tr>
<td>Finance and Insurance</td>
<td>1,183</td>
</tr>
<tr>
<td>Real estate and rental/leasing</td>
<td>649</td>
</tr>
<tr>
<td>Professional/scientific/technical services</td>
<td>1,268</td>
</tr>
<tr>
<td>Management of companies/enterprises</td>
<td>79</td>
</tr>
<tr>
<td>Administrative/support/waste management/remediation services</td>
<td>1,941</td>
</tr>
<tr>
<td>Educational Services</td>
<td>397</td>
</tr>
<tr>
<td>Healthcare/social assistance</td>
<td>8,492</td>
</tr>
<tr>
<td>Arts/entertainment/recreation</td>
<td>762</td>
</tr>
<tr>
<td>Accommodation/food services</td>
<td>4,829</td>
</tr>
<tr>
<td>Other services (except public administration)</td>
<td>1,599</td>
</tr>
<tr>
<td>Government (approx.)</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Overall average employment, including those listed above, is 39,946 employees.

The annual unemployment rate for Charlotte County for 2012 was 8.0% (Source: Agency for Workforce Innovation, December 2012 through Charlotte County Economic Development Office Demographics Profile).

Average property value in Charlotte County is approximately $166,700 (source Quickfacts.census.gov 9/5/13).

The per capita income in Charlotte County averages out to about $35,923. Source: Woods and Poole Economics, Inc. 2013 through Charlotte County Economic
Development Office Demographics Profile).

Tourism impact for 2012 was approximately 301,728 visitors with $1.387 million in tourist tax revenues and $321.8 million direct and induced tourism impact (Source: 2013 Charlotte County Tourism Department).

G. Emergency Management Support Facilities

Emergency Management Support facilities include helispots (landing zones), staging areas, and a series of critical facilities. All of these are identified on maps, which are kept in the Charlotte County EOC at 26571 Airport Road, Punta Gorda, FL 33982. The listing of these facilities has been forwarded to the State of Florida DEM so that it may be put in their files.

H. Disaster History in Charlotte County

The following table depicts disasters that have affected Charlotte County and their estimated costs.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DISASTER TYPE</th>
<th>NAME</th>
<th>ESTIMATED COST/DAMAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22/12 – 8/27/12</td>
<td>Tropical Storm</td>
<td>Tropical Storm Isaac</td>
<td>Protective measures taken, EOC activated to level 2, shelter operations, voluntary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local SOE Issued Ex. Order #12-199</td>
<td>evacuation orders of low lying areas and barrier islands. No damaged occurred.</td>
</tr>
<tr>
<td>8/16/08 – 8/20/08</td>
<td>Hurricane</td>
<td>Hurricane Faye HQ-06-167</td>
<td>Protective measures taken, EOC activated to level 1, shelter operations, evacuation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>orders of low lying areas and barrier islands. No damaged occurred due to storm turning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>away from our area.</td>
</tr>
<tr>
<td>6/21/06</td>
<td>Tornado</td>
<td>None</td>
<td>Minor damage to 42 mobile homes, 1 assisted living facility, and 12 single family</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>homes. Estimated $500,000 in damages.</td>
</tr>
<tr>
<td>8/13/04</td>
<td>Hurricane</td>
<td>Hurricane Charley FEMA</td>
<td>Estimated $15 billion in damage to private and public resources caused by this</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1539-DR-FL</td>
<td>powerful category 4 hurricane hitting Charlotte County and proceeding up the harbor to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Desoto County.</td>
</tr>
<tr>
<td>6/21/03 – 06/22/03</td>
<td>Flood</td>
<td>No Name FEMA 1481-DR</td>
<td>Estimated $4.4 million in damage to seawalls and canal systems due to heavy rains.</td>
</tr>
<tr>
<td>09/13/01 – 09/15/01</td>
<td>Tropical Storm</td>
<td>Tropical Storm Gabrielle</td>
<td>An Estimated $4-6 million in damage to public infrastructure, businesses, and residences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FEMA 1393-DR</td>
<td></td>
</tr>
<tr>
<td>09/16/00 – 09/17/00</td>
<td>Hurricane</td>
<td>Hurricane Gordon</td>
<td>$200,000 in private and public infrastructure damages, No landfall in area, but some</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNDECLARED</td>
<td>flooding did occur. Protective measures taken and standby executed for evacuations. EOC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>activated.</td>
</tr>
<tr>
<td>06/23/00 – 07/14/00</td>
<td>Drought</td>
<td>2000 Drought SBA 9H62/S1432</td>
<td>No damage to public infrastructure, but drought forced water restrictions and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>threatened water supply to all residents of Charlotte County. Many wells dried up.</td>
</tr>
<tr>
<td>DATE</td>
<td>DISASTER TYPE</td>
<td>NAME</td>
<td>ESTIMATED COST/DAMAGES</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/14/99 – 10/14/99</td>
<td>Hurricane</td>
<td>Hurricane Irene FEMA 3150-FL</td>
<td>Approximately $49,000 in damages. Protective measures taken and standby executed for evacuations. EOC activated</td>
</tr>
<tr>
<td>09/1999</td>
<td>Tropical Storm</td>
<td>Tropical Storm Harvey UNDECLARED</td>
<td>Passing tropical storm caused some flooding. Flood insurance claims totaled over $21,592.</td>
</tr>
<tr>
<td>04/15/99 – 04/29/99</td>
<td>Drought</td>
<td>Drought of 1999 FEMA 3139-EM</td>
<td>No damage to public infrastructure, but drought forced water restrictions and threatened water supply to all residents of Charlotte County. Many wells dried up.</td>
</tr>
<tr>
<td>09/25/98 – 10/02/98</td>
<td>Hurricane</td>
<td>Hurricane Georges FEMA 3131 –EM</td>
<td>$120,000 No landfall in area. Protective measures, including evacuations took place.</td>
</tr>
<tr>
<td>05/25/98 – 07/10/98</td>
<td>Wildfires</td>
<td>Firestorm ’98 FEMA 1223-DR</td>
<td>$60,000 Countless fires totaling over 2,000 acres burned during this summer.</td>
</tr>
<tr>
<td>10/08/1996</td>
<td>Tropical Storm</td>
<td>Tropical Storm Josephine UNDECLARED</td>
<td>Some street flooding occurred. One home destroyed. Many flooded. Approx. $300,000 in public and private damages.</td>
</tr>
<tr>
<td>06/23/95</td>
<td>Flood</td>
<td>No Name UNDECLARED</td>
<td>$3,430,278.43 in damages due to 15” of rain in 9 hours. Extensive bridge and road damage. Several homes flooded.</td>
</tr>
<tr>
<td>03/12/93 – 03/13/93</td>
<td>Winter Rain Storm</td>
<td>No Name UNDECLARED</td>
<td>Flooding caused by high tides. Flood insurance claims of $383,008 submitted.</td>
</tr>
<tr>
<td>06/23/92 – 06/28/92</td>
<td>Excessive Rainfall</td>
<td>No Name UNDECLARED</td>
<td>23.5” of rain fell in Murdock, 18” fell in Punta Gorda, and 28” in Englewood. Flood insurance claims of $1.6 million submitted.</td>
</tr>
<tr>
<td>11/1988</td>
<td>Tropical Storm</td>
<td>Tropical Storm Keith</td>
<td>Flooding occurred due to abnormally high tides and minimal storm surge. Flood insurance claims of $224,384 submitted.</td>
</tr>
<tr>
<td>08/31/1985</td>
<td>Hurricane</td>
<td>Hurricane Elena</td>
<td>Storm surge caused flooding of up to 5’ in some areas. Flood insurance claims of $1,651,356 submitted.</td>
</tr>
<tr>
<td>06/17/82 – 06/18/82</td>
<td>Non-Tropical Low</td>
<td>No-Named Storm</td>
<td>Minimal storm surge and excessive rainfall cause approximately $1 million in damage.</td>
</tr>
<tr>
<td>06/18/72</td>
<td>Hurricane</td>
<td>Hurricane Agnes</td>
<td>5-7 inches of rain fell in Charlotte County causing flooding in Charlotte County. Flood claims of approximately $62,000 were made.</td>
</tr>
</tbody>
</table>
III. RESPONSE ORGANIZATION WITHOUT A DEFINED INCIDENT SCENE

The major elements of this section include levels of emergencies or disasters, structure of the response organization, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts.

County and municipal assets will be used first to provide emergency response capabilities.

The CCEOC will be activated as needed and will coordinate all logistical resource requests for outside support with the State of Florida.

A local State of Emergency will be sought from the BCC, if needed.

Charlotte County will use a Unified Command approach for all-hazards incidents per the NRF and NIMS compliance guidelines.

The response organization will follow the NIMS standard for Unified Command structure. The first responding units from different organizations will initiate the structure and coordinate all on-scene activities using a Unified Command organization. Guidelines for a Unified Command may be found in the State of Florida, Field Operations Guide (FOG). Figure 2.1 illustrates the local response Unified Command Structure.

On-scene units will initiate required notification, scene security, and response operations in accordance with established protocols.

A. State and Regional Response

Local response capabilities may not be adequate to conduct crisis and consequence
management operations to large incidents. State and Regional resources may be mobilized after a resource request is made from the CCEOC. Such a mobilization would require an Executive Order by the Governor of the State of Florida.

The characteristics or magnitude of a terrorist event may necessitate the activation of the SEOC and the State of Florida CEMP. State resources mobilized through these actions would then be available to the County unified command. In addition, the State of Florida has established seven Regional Domestic Security Task Forces (RDSTFs) to address the unique emergency preparedness needs for terrorist incidents. State and Regional response organizations are illustrated in the following figures.

Pursuant to F.S. 943, the Florida Department of Law Enforcement (FDLE) is the lead state agency for Crisis Management. The Florida DEM is the lead state agency for Consequence Management.

1. Regional Domestic Security Task Force (RDSTF)

Pursuant to F.S. 943, the FDLE established a RDSTF in each of the seven operational regions of the department. The RDSTFs address the unique preparedness and response needs for terrorism and WMD incidents. The FDEM will support and assist the required RDSTF with the response of specialized personnel, equipment, and material to support local emergency agencies and organizations responding to an actual or threatened terrorist incident.

Each region has local agency resources (personnel and equipment) that make up a highly trained cadre of personnel that are equipped for response to a known or suspected terrorist attack involving a weapon of mass destruction.

The availability of these designated resources within each of the areas will minimize the time needed for their deployment to support the unified command at the scene of a known or suspected terrorist incident. The resources will be coordinated through the RDSTFs by the Charlotte County EOC.

The EOC will utilize the WebEOC® software system to track actions taken and resources requested and used. The EOC will conduct resource requests from The State of Florida. These actions will occur through Resources and Law Enforcement positions. Charlotte County is located within Region 6. The resources within each region will be structured, trained and equipped to address the unique needs and capabilities of the communities within that region.

Regional assets available will include resources capable for response to incidents involving biological, nuclear, incendiary, chemical, and explosive (BNICS) agents, as follows:

a. Evidence/investigative response team; (Note: Could be comprised of SO, PD, FDLE, WCHD, Federal Agencies).
b. Special weapons and tactics team;
c. Bomb squad;
d. Hazardous materials response team;
e. Emergency Medical Services (EMS); Hospitals; Laboratories;
f. Public works, and;
g. Firefighting.

2. Florida National Guard (FLNG) WMD Civil Support Team

The FLNG WMD Civil Support Team is a 22-member team comprised of specialized National Guard personnel available for activation to any location in the State when authorized by an Executive Order of the Governor. The team will provide support to the on-scene Incident Commander (IC) with highly specialized technical services that may be needed for response to a known or suspected terrorist incident involving a weapon of mass destruction (WMD). The team is available in the State on a seven day, 24 hour basis and is equipped with specialized technical skills and equipment.

3. FLNG Computer Emergency Response Team

The FLNG Computer Emergency Response Team is a team of specialized National Guard personnel available for activation to any location in the State when authorized by an Executive Order of the Governor. The team provides support to the Incident Commander at the scene with highly specialized technical services that may be needed for the response to a known or suspected terrorist incident involving a cyber-terrorism event.

4. Department of Environmental Protection (DEP) Environmental Terrorism Response Team (ERT)

The DEP-ERT is a special team consisting of DEP environmental investigators, emergency responders and uniformed officers along with representation from DOH, Florida Department of Transportation (DOT), DACS, and the U.S. EPA Investigative Division. The team is available to support incident commanders with hazardous material issues but is not limited to hazardous material and industrial chemicals. ERT personnel can be on scene within three hours and the full team deployed within twelve hours of notification.
IV. FEDERAL RESPONSE

All Federal Crisis Management Resources will operate as defined under the United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONOPS). The Federal Bureau of Investigation (FBI) is the lead federal agency for terrorist Crisis Management. All federal Consequence Management Resources will operate as defined under the National Response Framework. Under the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA) is the lead federal agency for Consequence Management.
V. OTHER PARTICIPANTS IN THE RESPONSE ORGANIZATION

It is possible that the nature of a terrorist event could necessitate other non-government participants in the emergency response organization. Examples that may need to be considered include the following:

A. Owners or operators of the facility in which the event is occurring;

B. Owners or operators of a transportation center, or modes of transportation (for example, airplane, boat, railroad), in which the event is occurring;

C. Non-government expert advisors or consultants, such as university scientists, physicians, or private contractors.

D. Non-government laboratories for threat agent identification;

E. The manufacturer of the threat agent;

F. Rental agents or contractors providing vehicles, equipment, or supplies involved in the event;

G. Health and medical care facilities and mortuaries managing the victims of the incident, and;

H. The owners, operators, clients, or support organizations for computer networks, telecommunication systems, and internet services threatened by a cyber-terrorist attack.

These organizations or officials may become participants in the Unified Command and/or have liaison personnel deployed to the appropriate state or local EOC.
VI. CONCEPTS OF OPERATIONS

GENERAL
This Section describes the operational concepts (using a terrorist event as an example) to be used by the response organization described in Section III (Response Organization).

TERRORIST EVENT RESPONSE PROCESS

Three actions unique to emergency operations for both crisis and consequence management are:

1. Identifying the event as a known, suspected, or threatened terrorist or cyber terrorist incident/attack;
2. Assuring notifications to agencies are made; and
3. Disseminate public information as time and need permits.

This section describes these initial steps.

A. Detection

Detection of an actual, suspected, or threatened terrorist or cyber terrorist incident/attack may occur through the following types of mechanisms:

1. Communications centers/911 calls;
2. Bio-surveillance software;
3. Law enforcement intelligence efforts;
4. Warnings or announcements by the perpetrators;
5. Characteristics of the event, such as explosion or chemical recognition;
6. Witness accounts;
7. The medical or physical symptoms and/or clustering of victims/cases;
8. Routine surveillance monitoring of County morbidity and mortality, and;
9. Unexplained disruption or failure of a computer network, telecommunications system, or internet service.

Local response organizations may initiate operations for routine law enforcement, epidemiological, hazardous materials, or mass casualty incidents without recognizing the situation as one caused by a terrorist or cyber terrorist attack. Specific roles and responsibilities will be discussed in Section VII (Roles and Responsibilities).

B. Notification

1. Intelligence

Any intelligence received from other agencies or from local resources should first be evaluated for reliability and credibility. If deemed reliable and credible a decision will be made on what elements of the report(s) may be released to non-law enforcement agencies. Whenever possible, advance notification to emergency response agencies will be provided to assure the proper staff and equipment is prepared for the incident.

2. Interagency communications

a. Each response agency will maintain a key personnel notification roster or phone tree that goes to at least three levels and allows for assumption of authority in the event primary personnel are incapacitated. The phone tree
will contain 24-hour notification means for the first three levels of command and operational sections. This phone tree should be posted in the central communications section for each agency, the agencies Continuity of Operations Plan, and each key member of the notification tree should also have a copy.

b. Each agency should establish how notifications will be made within the agency, and what methods should be used to provide information security during the notification process. For example, depending on the agency, it may be desirable to establish a code term for use over open radio systems and cellular phones when landline phone or secure radio is not available.

3. Public Notification

a. Initial public information releases will be conducted by the Charlotte County Sheriff’s Office (CCSO) Public Information Officer (PIO). This will continue until such time as the Unified Command is established.

b. The Unified Command will establish a Joint Information Center (JIC) to disseminate public information. Information released by the JIC must be pre-approved by the Unified Command members.

The JIC will be composed of PIO elements from each responding agency to include but not limited to local, state, and federal. The JIC will be responsible for coordinating and disseminating all public information releases. The JIC will establish a schedule for press briefings and release other information as needed.

RESPONSE AND RECOVERY

A. Initial Response

1. Incident Command On-scene. The local law enforcement agency in coordination with the responding fire personnel on-scene will initiate Incident Command.

2. The on-scene Incident Commander may initiate the following actions.

a. Seal the facility or area; prohibiting ingress or egress.

b. Evacuate the facility or area; allowing all persons to leave the area or structure, provide a symptom list to people who may have been exposed, to monitor for effects.

c. Establish Hot, Warm and Cold Zones, Decontamination area, EMS pickup and Media/Press Area. Establish an entry control point (up-wind or cross wind but not within more than a 90-degree arc of the incident area). To evacuate people, move them up wind or cross wind to a decontamination area, as required by local protocol or other emergency information sources. The Incident Commander must establish a means to positively account for each individual leaving or entering the area.

3. Establish separate decontamination facilities for men and women.

4. Coordinate the release of public information through a JIC. Media releases will be closely coordinated with the Health Department.
NO EMERGENCY RESPONDER OR AGENCY WILL ISSUE MEDIA RELEASES WITHOUT THE APPROVAL OF THE INCIDENT COMMANDER AND/OR UNIFIED COMMAND.

5. Upon the arrival of the FBI a Unified Command will be formed if not previously accomplished.

6. The CCSO and the Charlotte County Health Department will conduct a joint criminal/EPI investigation per the established Memorandum of Agreement.

B. Reimbursement/Finance

1. Purchasing Guidelines

a. Emergency Management will request a State of Local Emergency from the BCC. The declaration will allow for the full activation of the EOC and will activate disaster response and recovery guidelines. Purchases will be expedited through the Resources position.

b. Local purchases can be made on BCC credit cards and with purchase orders provided through Resources.

c. All local response agencies shall maintain detailed documentation of items and services purchased and how they were used. This information will be used to request reimbursements at a later date.

d. All equipment requests and use shall be documented as well as the number of hours used and/or miles driven to facilitate the payment reimbursement function.

e. Pay and workman compensation issues shall be governed by pre-existing federal, state, and agency policies.

f. Contracting services shall follow all local, state and federal guidelines.

C. Economic/infrastructure Recovery

1. Economic and infrastructure recovery shall follow the guidelines established in the Charlotte County CEMP and the Local Mitigation Strategy Plan.

STATE EMERGENCY RESPONSE OPERATIONS

A. Activation of the State Emergency Operations Center (SEOC)

The SEOC may be activated for any terrorist threat or incident involving a weapon of mass destruction. Upon receipt of an Executive Order, the FDLE Commissioner will assume the role of State Incident Commander and the Director of DEM will assume the role of State Coordinating Officer for the event.

B. Deployment of State Liaison Personnel

Several emergency operations facilities may be established for management of the incident. The Florida DEM, through the SEOC, may deploy liaison personnel to any or all of the following:

1. The local unified command;
2. A local EOC;
3. The Federal Joint Operations Center;
4. The JIC;
5. Forward Coordinating Team;
6. The Federal Regional Operations Center and, or;
7. The State Regional Operations Center.

C. Mobilization of Other State Resources

Other state resources requested by the Unified Command through the local EOCs of the involved jurisdictions and RDSTFs will be mobilized through the SEOC and/or the appropriate State ESF in accordance with the provisions of the State CEMP.

D. Deactivation of the State Response

Deactivation of the state’s response and demobilization of deployed state personnel will be at the direction of the SEOC after coordination with the local jurisdictions. Deactivation of specific assets, operations, or facilities may be staged as conditions warrant.

FEDERAL EMERGENCY RESPONSE OPERATIONS

A. United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN)

The Office of Homeland Security Advisory System, as adopted and modified by the State of Florida, provides a range of threat conditions and recommended protective measures. It’s important to note that these conditions are all pre-attack. The United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN) establishes a range of threat levels determined by the FBI that serves to frame the nature and scope of the Federal response. While the first three of these levels represent pre-attack conditions the last one applies to an actual WMD event. The State of Florida has adopted this concept and applied it as the conditions under which the RDSTFs will operate.

Each threat level provides for an escalating range of actions that will be implemented concurrently for crisis and consequence management. Specific actions will take place, which are synchronized to each threat level, ensuring that all agencies are operating jointly with consistent executed plans. Federal and State government will notify and coordinate with State and local governments, as necessary. These threat levels are described below:

1. Minimal Threat (Level 4) – Received threats do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (the task forces are operating under normal day-to-day conditions).

2. Potential Threat (Level 3) - Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible.

3. Credible Threat (Level 2) - A threat assessment indicates that the potential threat is credible, and confirms the involvement of a weapon of mass destruction in the developing terrorist incident. Intelligence will vary with each threat, and will impact the level of the response. At this threat level, the situation requires the tailoring of response actions to use resources needed to anticipate, prevent, and/or resolve the crisis. The crisis management response will focus on law enforcement actions taken in the interest of public
safety and welfare and is predominantly concerned with preventing and resolving the threat. The consequence management response will focus on contingency planning and pre-positioning of tailored resources, as required.

The threat increases in significance when the presence of an explosive device or weapon of mass destruction capable of causing a significant destructive event, prior to actual injury or loss, is confirmed or when intelligence and circumstances indicate a high probability that a device exists. In this case, the threat has developed into a weapon of mass destruction terrorist situation requiring an immediate process to identify, acquire, and plan the use of State and federal resources to augment state and local authorities in lessening or averting the potential consequence of a terrorist use or employment of a weapon of mass destruction.

4. Weapons of Mass Destruction Incident (Level 1) - A weapon of mass destruction terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of state and federal resources to augment state and local authorities in response to limited or major consequences of a terrorist use or employment of a weapon of mass destruction. This incident may have resulted in mass casualties. The response is primarily directed toward public safety and welfare and the preservation of human life.

The classification may be upgraded at any time, when warranted by conditions.

B. Threat Classifications

The National Terrorism Advisory System replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat.

Imminent Threat Alert

 Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

 Warns of a credible terrorist threat against the United States.
threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Alert Announcements
NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – http://www.dhs.gov/alerts
- Via email signup at – http://www.dhs.gov/alerts
- Via social media o Facebook – http://facebook.com/NTASAlerts
- Twitter – http://www.twitter.com/NTASAlerts
- Via data feeds, web widgets and graphics o http://www.dhs.gov/alerts

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.
VII. ROLES AND RESPONSIBILITIES

This section of the plan describes the methods for the management of emergency activities, roles and responsibilities, definitions and actions during the response, recovery, and mitigation phases of an emergency or disaster.

A. Levels of Emergencies and Disasters

1. Charlotte County follows the definitions of "emergency" and the various levels of "disasters" provided in FS 252. Those definitions and their relationship to EOC activation levels are as follows:

   a. **LEVEL III EMERGENCY**

      Defined: Any unexpected occurrence that can be met with a single department's normally available resources. "Normally available resources" may include the response of other county departments in a routine capacity.

      Responsibility: The department that would normally handle the situation is responsible for the decision making to properly resolve the incident.

      Notifications: None

      Action: The responsible department may set up an on-site command post if it so desires. No county-wide action is required.

      Press relations will be handled by the responsible department. Needed logistical support, additional personnel, or other resources will be the additional responsibility of the responsible department.

   b. **LEVEL II - EMERGENCY (Mutual aid possibility)**

      Defined: Any unexpected occurrence that requires response by two (2) or more county departments above a routine capacity, or where outside agencies have responded to render such assistance. Such emergencies require a cooperative effort and a commitment of personnel, equipment, or resources of personnel, and equipment from many departments.

      Responsibility: The primary decision-making responsibility rests with the department that would normally handle the situation, but a cooperative effort with departments that are responding in support is required. The cooperative efforts should be designed to properly resolve the incident.

      Notifications: The County Administrator and the Emergency
Manager should be notified to the situation by the originating department.

**Action:** An on-site command post should be set up by the responsible department and all responding departments should be notified of its location.

The responsible department may also set up an administrative command post (usually at its main facility or possibly the EOC). The County Administrator and the Emergency Manager should be notified of its location.

Press relations will be handled by the responsible department or if needed, PIO team activation of the JIC. Needed logistical support, additional support, or other resources will be the added responsibility of the responsible department. Emergency purchases should be referred to the County Administrator, who may expedite those requests with the assistance of the Purchasing Department.

c. **LEVEL I EMERGENCY (Full Scale Operation)**

**Defined:** Any extraordinary occurrence of such magnitude that all county and city departments and resources must be utilized or where a combination of county and city departments and outside agencies has been mobilized to handle the situation.

**Responsibility:** The primary responsibility for decision making rests with the Emergency Operations Staff (which is defined as a committee of department heads or appointed representatives usually stationed in the EOC). The members of the Staff will be divided into groups and position that correspond to a unified command structure. The on-site commanders may make those decisions necessary to protect life and property and to stabilize the situation. Decisions designed to properly resolve the entire emergency shall be the responsibility of the Emergency Management Office and Unified Commanders.

This level of emergency usually results in a "Declaration of Emergency" by the Charlotte County BCC, who invoke the emergency powers of the office.

**Notifications:** Upon activation of the EOC, Emergency Operations Staff will immediately notified all EOC groups and positions utilizing our emergency call down list (primary &/or alternate contact in their absence). Personnel from the following Groups/positions will report to the EOC for duty:
Action: The senior representative of the initiating department shall establish an on-site command post and notify all departments of the location.

The EOC shall be activated. All members of the Emergency Operations Staff will report to the EOC.

Press Relations will be assumed by the EOC and activation of the PIO Position and the JIC. The further acquisition of personnel, equipment, or other resources will become the duty of the Emergency Operations Staff.

All other department heads and those with designated responsibilities elsewhere in this plan should report to their regular areas (other instructions may be given at time of mobilization).

2. Full activation of the EOC does not occur in every emergency event. Even situations with multi-discipline and mutual aid involvements are often managed effectively in the field using the Incident Command principles practiced by responders in the County.

a. The EOC may be activated simply to provide support to the Incident
b. Any incident may escalate from a field command emergency to one managed from the EOC.

c. Any activation of the EOC may be accompanied by activation of a recovery-mitigation team. The timing and level of recovery-mitigation team activation will depend upon the severity of the event.

B. General

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at local government level. Therefore, Charlotte County (and the included City governmental authorities) has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

This Plan works under the assumption that each Office and Department of local government has developed the internal preparedness, response and recovery procedures it needs to implement this Plan and to ensure internal capability to perform the Office/Department's functions. It is necessary for all departments to have their plans developed and in place in order to present an effective response and recovery to an emergency or disaster.

1. Local response capabilities may not be adequate to conduct crisis and consequence management operations to large incidents. State and Regional resources may be mobilized after a resource request from the county EOC. Such a mobilization would require an Executive Order by the Governor of the State of Florida.

The characteristics or magnitude of a terrorist incident may necessitate the activation of the SEOC and the State of Florida CEMP. State resources mobilized through these actions would then be available to the County Unified Command. In addition, the State of Florida has established seven RDSTFs to address the unique emergency preparedness needs for terrorist incidents. ICS chart shown on next page.
DISASTER EVENT CYCLE

1. Disaster Threatens
   - Disaster Preparedness
   - Hazard Mitigation

2. Disaster Occurs
   - Request Local State of Emergency (Public Information)
   - Request Assistance as Necessary
   - Begin Local Evaluations
   - Heightened EOC Activation

3. Disaster Cycle
   - State or Federal declaration will be given.
   - Assistance from Federal Field Office will be set up in Charlotte County.

4. State Funding
   - State may request a Federal Emergency or Disaster Declaration, which should be submitted.

5. Resource Assistance
   - FEMA resources
   - Public Assistance

6. Recovery
   - Recovery to normal using mitigation in the recovery process.
2. County and City preparedness, response and recovery operations will be combined and coordinated when the emergency event exceeds City capabilities or is anticipated to do so. Damage assessment documentation and financial records will however, be maintained separately to facilitate claims for Federal and State reimbursement assistance.

County government accomplishes the functions for which it is responsible, and requests relief from the next higher level of government only when resources at County level are, or will be, inadequate to cope with a specific event.

Charlotte County works and coordinates with the City of Punta Gorda (its only municipality), other counties, state organizations, and state organizations on a regular basis in dealing with response, recovery, and mitigation issues.

3. Routine emergencies may be underway concurrently with County or City preparations for, response to, and recovery from a major event that is of such proportions that full activation of the EOC is affected. All pre-existing routine emergencies must be integrated into management of the overall event by establishing priorities, allocating resources, analyzing the impact of the emergencies, and informing the public.

Charlotte County will use the unified command structure to manage its emergencies and disasters. County agencies and organizations have been trained and will continue to be trained in the implementation of ICS. Many organizations have a different type of organizational management system. These systems can be used. However, they are urged to implement their management system into the overall Charlotte County ICS system to prevent fragmentation and duplicating uses of resources during and emergency or disaster.

4. EOC Functions

   a. Operational Functions of EOC

   The CCEOC serves as the official warning point during activation and provides 24 hour communication capabilities. The CCEOC serves as the central focus point for the coordination and direction of emergency preparedness, response, recovery, and mitigation activities. The functions to be performed by the CCEOC during activation include, but are not limited to the following:

   • Receipt and dissemination of emergency information and instructions;
   • Direction and control of emergency preparedness, response, recovery, and mitigation activities in Charlotte County;
   • Coordination with appropriate public safety agencies or emergency-related officials, agencies, and organizations;
   • Collection and analysis of pertinent data;
   • Management of emergency resources (i.e., personnel, facilities, equipment, and supplies);
   • Issuance of emergency public information, instructions, and directives for protection of lives and property.
b. Location of Primary EOC

The CCEOC is located in the Public Safety Building at 26571 Airport Road in Punta Gorda, Florida. The building was opened in 2007 and was constructed to a 170 mph wind rating. The exterior windows and doors are 200 mph tornadic rated. The facility is 72 hour self-sustainable backup generator, uninterruptible power supply (UPS), redundant heating and air conditioning systems, and water/sewer system. It also houses the 911 and Sheriff’s Office redundant locations.

Directions from I-75 are to take Exit 164, then go east on US 17 North. Take US 17 to Golf Course Blvd. Take right on Golf Course Blvd. Go 2.0 miles, turn right at Henry Street. Proceed to a four way stop sign, turn left onto Piper Road, to your first right onto Airport Road. The building is located on the left just past the county jail facility. The signage out front denotes Charlotte County Public Safety Building.

c. Location of Alternate EOC

The Alternate CCEOC is located at Florida Health Department in Charlotte County facility (Charlotte County owned). The physical address is at 1100 Loveland Boulevard, Port Charlotte, located approximately .5 miles east of I-75 (exit 170 Kings Highway). This facility will be utilized if the primary EOC in Punta Gorda is unusable for any reason. This facility is located in a category green storm surge zone and was built in 2011 using the latest construction regulations for hurricane and tornado wind loads.

C. Organization

1. The following is an organizational chart identifying government officials, by title, which will ensure continuous leadership authority and responsibility during emergency situations. This is almost identical to everyday operations in Charlotte County. These are the same people that will be responsible for activating the plan and directing preparedness, response, recovery, and mitigation operations.
CHARLOTTE COUNTY ORGANIZATIONAL CHART

Tax Collector  (ELECTED OFFICIAL)  Property Appraiser  (ELECTED OFFICIAL)  Charlotte County Board of Commissioners  Supervisor of Elections  (ELECTED OFFICIAL)  CLERK OF COURTS  (ELECTED OFFICIAL)  Sheriff  (ELECTED OFFICIAL)

County Attorney  County Administrator  Emergency Management (Advisory)  ** See Note

Assistant County Attorney  Assistant County Administrator  Assistant County Administrator

Department Head  Department Head  Department Head  Department Head  Department Head  Department Head

...... Elected Officials ------ Advisory Position Note: Emergency Management acts in an advisory role to the BCC during emergency activations. During daily operations, Emergency Management falls under the Public Safety Director / Fire Chief, who answers to the Assistant County Administrator
2. The following diagrams show the Charlotte County EOC Groups/Positions utilized in the Unified Command Structure Lead Agencies and their Support Agencies: **OVERVIEW**
PUBLIC SAFETY GROUP
With Lead & Support Positions (ESF Equivalent's also shown)
Charlotte County EOC Groupings/Positions

**HUMAN NEEDS GROUP**

- American Red Cross
  - LEAD
  - ESF Equivalent 6
- CC Transit
  - LEAD
  - ESF Equivalent 1
- CC Human Services
  - LEAD
  - ESF Equivalent 11
- Health Department
  - LEAD
  - ESF Equivalent 8
- Volunteers
  - LEAD
  - ESF Equivalent 15

**Supporting Agencies with Pre-assigned WebEOC * Positions**

- CC Schools
- CC Community Services
- FDEM*
- FEMA*

**Supporting Agencies that may be utilized and assigned positions as needed**

- CC 211
  - Disaster Response of United Methodists
  - CC Ministerial Assoc.
  - Jewish Center
  - The Salvation Army
  - CC Chamber of Commerce
  - Health Plus
  - Meals on Wheels
  - Presbyterians of SWFL
  - Florida Baptist Convention
  - Englewood "Just Neighbors"
- Florida Department of Transportation
  - Civil Air Patrol
  - CC Airport Authority
- Salvation Army
  - FLENG
  - CC Senior Services
  - CC Veteran's Services
- CC Coroner
  - CC Pest Management
  - CC Ministerial Assoc.
  - Ambulators
  - Ameditians
  - Charlotte Regional Medical Center
  - Fawcett Memorial Hospital
  - Peace River Regional Medical Center
  - CC Medical Society
  - Riverside Behavioral Center
  - Tidewell Hospice of SWFL
- CC Chamber of Commerce
  - United Way of CC
  - Gulf Coast Jewish Family Services
  - CC Salvation Army
  - Volunteer Reception Center
  - Community Emergency Response Team

**Key:**
- CC = Charlotte County
- * Agency supports the event as a whole
- LEAD Positions support each other within the group and are not necessarily tied to one action. If other positions need support they will help.
Charlotte County EOC Groupings/Positions

**INFRASTRUCTURE GROUP**

- **CC Utilities Position**
  - LEAD
  - ESF Equivalent: 12

- **CC Public Works Position**
  - LEAD
  - ESF Equivalent: 3

**Supporting Agencies with Pre-assigned WebEOC® Positions**

- FPL
- Comcast
- CC Facilities
- CC Environmental Ext. Services
- CC Building Construction Services

**Supporting Agencies that may be utilized and assigned positions as needed**

- City of Punta Gorda Utilities Management
- City of Punta Gorda Public Works
- Sprint/United Telephone
- Verizon Wireless
- Charlotte Harbor Water Association
- Bocilla Utilities
- Knight Association
- Harbor Lakes
- Southern States Utilities
- Englewood Water District
- Gasparilla Island Water Association
- Lake Suzy Utilities
- CC Public Health
- CC Engineering
- CC Maintenance and Operations
- CC Lighting District
- Charlotte Sanitation
- Englewood Disposal
- Waste Management

**Key:**
- LEAD Positions support each other within the group and are not necessarily tied to one action. If other positions need support they will help.
- CC = Charlotte County
ADMINISTRATION & SUPPORT GROUP
With Lead & Support Positions (ESF Equivalent's also shown)
STAND ALONE POSITIONS
ESF Equivalent's also shown
3. Charlotte County will use a Unified Command Structure with EOC Groupings/Positions as shown below. The chart will also show how the EOC Groupings/Positions correspond to the NIMS/FEMA ESF’s and how they fit into the overall Charlotte County unified command structure.
The Charlotte County BCC is the lead authority in all emergency situations per Florida Statute 252. However, there may be a variation in who will act as lead advisory or lead response agency. The following table illustrates the lead response agencies and their legal authorities for each of the hazards to which Charlotte County is vulnerable.

**CHARLOTTE COUNTY HAZARD RESPONSE FREQUENCY & MATRIX**

<table>
<thead>
<tr>
<th>Hazard/Special Planning Consideration</th>
<th>Frequency</th>
<th>Population Affected</th>
<th>Lead Agency</th>
<th>Applicable Statute</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Disorder</td>
<td>Infrequent</td>
<td>Varied</td>
<td>Sheriff</td>
<td>F.S. 870.041-8</td>
<td>PGPD, FDLE, FHP, FMP, FLNG</td>
</tr>
<tr>
<td>Drought</td>
<td>Semi-frequent</td>
<td>Population &amp; Agriculture</td>
<td>Extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood</td>
<td>Semi-frequent</td>
<td>All</td>
<td>Emergency Management</td>
<td>F.S. 252</td>
<td>FDEM</td>
</tr>
<tr>
<td>Freeze - Winter Storm</td>
<td>December - April</td>
<td>Population &amp; Agriculture</td>
<td>Extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurricane</td>
<td>June-November</td>
<td>All</td>
<td>Emergency Management</td>
<td>F.S. 252</td>
<td>FDEM</td>
</tr>
<tr>
<td>Tornado</td>
<td>Year Round</td>
<td>All</td>
<td>Emergency Management</td>
<td>F.S. 252</td>
<td>FDEM</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Infrequent</td>
<td>All</td>
<td>Fire</td>
<td>F.S. 252 &amp; 29 CFR 1910.120</td>
<td>DEP</td>
</tr>
<tr>
<td>Power Failure</td>
<td>Semi-frequent</td>
<td>All</td>
<td>Utilities/FPL</td>
<td></td>
<td>FDCA</td>
</tr>
<tr>
<td>Radiological</td>
<td>Infrequent</td>
<td>All</td>
<td>Public Health</td>
<td>F.S. 252</td>
<td>DEP</td>
</tr>
<tr>
<td>Subsidence</td>
<td>Infrequent</td>
<td>All</td>
<td>Public Works</td>
<td>F.S. 252</td>
<td>PGPW, FLICE, USACE</td>
</tr>
<tr>
<td>Transportation – Air</td>
<td>Infrequent</td>
<td>All</td>
<td>Fire/Rescue</td>
<td>F.S. 252</td>
<td>CCSO, PGPD, FDLE, FHP, FBI, FAA, NTSB</td>
</tr>
<tr>
<td>Urban Fire</td>
<td>Frequent</td>
<td>Varied</td>
<td>Fire/Rescue</td>
<td>F.S. 252</td>
<td>Local Mutual Aid, FLFCA</td>
</tr>
<tr>
<td>Wildland Fire</td>
<td>Frequent</td>
<td>Varied</td>
<td>Fire/Rescue</td>
<td>F.S. 252</td>
<td>Local Mutual Aid, FLFCA, FDOF</td>
</tr>
<tr>
<td>Mass Casualty</td>
<td>Infrequent</td>
<td>Varied</td>
<td>Fire/Rescue</td>
<td>F.S. 252</td>
<td>Local Mutual Aid, FLFCA</td>
</tr>
<tr>
<td>Terror</td>
<td>Infrequent</td>
<td>Varied</td>
<td>Sheriff</td>
<td>F.S. 252</td>
<td>PGPD, FDLE, PDD 29(FBI)</td>
</tr>
<tr>
<td>Mass Migration</td>
<td>Infrequent</td>
<td>Varied</td>
<td>Sheriff</td>
<td>F.S. 252 &amp; 870</td>
<td>FMP, USCG, INS</td>
</tr>
<tr>
<td>Distinguished Visitor</td>
<td>Infrequent</td>
<td>Varied</td>
<td>Sheriff</td>
<td></td>
<td>FBI, USSS</td>
</tr>
<tr>
<td>Public Health Emergency</td>
<td>Semi-frequent</td>
<td>Varied</td>
<td>Public Health</td>
<td>F.S. 388.45</td>
<td>DOH, CDCA</td>
</tr>
<tr>
<td>Chemical Spill – Waterway</td>
<td>Semi-frequent</td>
<td>Varied</td>
<td>Fire/Rescue</td>
<td></td>
<td>FMP, DEP, USCG</td>
</tr>
</tbody>
</table>
D. Direction and Control

1. EOC Activation Criteria
   a. The EOC may be activated at the direction of the BCC, The County Administrator, an Assistant County Administrator, or the Director of the CCOEM.
   b. The Mayor or City Manager or any Incident Commander may request that the EOC be activated.
   c. The EOC may be activated before, during, or after an incident is underway, depending upon the nature of the incident. The EOC will normally be activated under the following circumstances:
      • Two or more incidents are under field incident commanders and have the potential for stressing normal resources.
      • An impending or actual incident threatens to affect a major portion of the County.
      • The County Administrator or the Director, CCOEM, identifies the need to activate the EOC in order to: collect and disseminate information, plan for response and recovery, coordinate between involved officials and jurisdictions, arrange for facilities and equipment and exercise command and control.
      • To effect coordination with County and City officials and with officials of adjacent counties or with State and Federal agencies.
      • Upon request from City officials in an emergency situation that has overwhelmed, or is predicted to overwhelm, City resources and coordination with multiple County agencies is necessary.

2. EOC Activation Staffing
   a. Activation of the EOC means that it is staffed to the appropriate level by the CCOEM and by representatives of the EOC Groups/Positions Lead and Support agencies and others from public, private and volunteer sectors that are, or are expected to be, involved in a specific incident.
   b. The entity activating the EOC will direct the staffing, that is desired, as recommended by the CCOEM Director.
   c. Off-Duty emergency telephone numbers for organizational heads are on file in the EOC and furnished to the Central Dispatch Office. Private phone numbers are not listed in this Plan as many are unlisted numbers.
   d. Staffing may change as the incident progresses. Persons directed to staff the EOC are to arrive with knowledge of their organization’s capabilities, resources and mutual aid agreements. They are to remain in the EOC until released and must be authorized to act with full authority for the organization they represent.
3. EOC Activation Levels

a. When the EOC is activated beyond Level 3, the State Warning Point (SWP) will be advised and provided with an explanation. Adjacent and other jurisdictions will also be advised if the incident may in any way impact them. The same notification will apply for all changes in activation Level.

b. In any EOC activation beyond Level 3, other organizations and departments will be alerted as needed to support EOC operations.

c. Upon activation of the EOC beyond Level 3:
   
   - The Director of CCOEM may recommend that the County Administrator request the Board of County Commissioners go into continuous session in its conference room to facilitate policy support for operations in the EOC.
   
   - A specified EOC activation Level will persist until a change in activation Level is recommended by the Director of CCOEM.
   
   - Organizations involved are expected to activate corresponding levels of their own internal implementing plans and SOP.

4. Emergency Workers operational, logistical, and administrative support needs will be coordinated from the EOC and, if necessary, field offices.

5. EOC Operations

All information on EOC Functional Operations can be found in the EOC SOP, located in the Charlotte County OEM library. The following is a summary of what can be found in this document.

a. Staffing patterns of the EOC to ensure 24 hour operations;

b. Internal information flow in the EOC

c. Activation/Deactivation measures

d. Security/EOC Access

e. EOC Setup

f. Emergency Power capabilities

g. Procedures for disseminating warnings to necessary officials and organizations
h. Procedures for the activation of the public notification system, and who has the authority to activate it.

6. Key Roles

a. Response, Recovery and Mitigation Activities

The CCOEM Director or designee will coordinate the post-disaster recovery and mitigation activities of all elements of local government and serve as the Charlotte County and City of Punta Gorda single point of contact on recovery activities as they relate to local, State, and Federal officials. The CCOEM Director or designee will be supported from the unified command in the EOC via groups/positions.

Emergency Management will facilitate the transition between response and recovery, understanding that there will be a period of time when both response and recovery are occurring simultaneously. Emergency Management will also facilitate the coordination between local field offices and state and federal disaster field office (DFO). Location names will be relayed to the necessary state and federal liaisons.

b. Evacuation

The Charlotte County BCC, by authority of Chapter 252, F.S., has the power and authority to direct and encourage the evacuation of all or part of the population from any threatened area within Charlotte County. This is to be done in a quorum, or by the Chairman himself/herself in absence of a quorum, if it is deemed that this action is necessary for the preservation of life or other disaster response and recovery efforts.

c. Acquisition, Review and Filing of Emergency and Disaster SOPs and Checklists

The CCOEM is responsible for acquiring and reviewing all of Charlotte County's emergency SOPs and checklists. CCOEM keeps other agency SOPs and checklists on file in its internal library. These SOPs and checklists are updated by each agency as needed.

d. Maintaining the operational readiness of the CCEOC

The maintenance of operational readiness of the CCEOC is the responsibility of the CCOEM.

e. Overseeing the Overall Mutual Aid Process

Officials who have signed the mutual aid agreements in question are responsible for keeping the mutual aid agreements current and on file with the CCOEM and with their own individual agency.

In an emergency or disaster situation, the Operations Position, along with the Resource Position and Purchasing Position, will make and
keep track of all emergency mutual aid contacts and resources that are to be used.

7. Mutual Aid Agreements
   a. Mutual aid agreements and memoranda of understanding will be entered into by duly authorized officials and will be formalized in writing.
   b. Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and update is required when circumstances of the agreement change, and at least annually on the anniversary date of each mutual aid agreement.

E. Notification and Warning

1. The CCSO Dispatch and the CCEOC will serve as the Charlotte County 24 hour warning point. The Sheriff’s Office Dispatch is located on Gulf Course Road just down the street from the EOC. The CCSO have access to the SATCOM phone, which is linked to the State of Florida DEM SWP.

2. Primary warning systems for the EOC is the National Weather Service through telephones, cellular telephones, and internet. Backup warning systems include regular telephones, cellular telephones, facsimile machines, RACES, and a satellite telephone.

3. The Charlotte County primary EOC is hooked up to a single backup emergency generator (500 kw), which is tested on a weekly basis to ensure that it is operable. The amount of available fuel totals 4,000 gallons - 72 to 96 hours of operation.

4. Specific areas in Charlotte County are broken into zones according to the Charlotte County SLOSH model, located in the Charlotte County OEM library. These zones will be used in the dissemination of warnings.

5. The Florida Telecommunications Relay Services (TDD) will be used to disseminate warnings to the hearing impaired. Visually impaired people will be notified of warnings via weather radio, broadcast radio, and television.

6. Seasonal visitors will be notified of impending emergencies or disasters through the use of broadcast radio, television, and Wireless Emergency Alert (WEA) system when applicable. Also, the use of the cable emergency override system can be used to disseminate warnings as needed.

7. The SEOC will be notified of any of the following conditions:
   a. Hazardous Material Spills:
      • Petroleum Based spills
         - Spills involving waterways
         - Spills greater than 5 gallons
         - Spills requiring any State or Federal notification or assistance
• Chemical Spills
  – All SARA/EHS/CERCLA (Section 304) releases
  – All spills threatening the population or the environment
  – All spills requiring evacuation

b. Weather
  • Any incident associated with weather phenomena involving possible/actual damage to property or persons

c. Transportation
  • Incidents involving major thoroughfare closures
  • All aircraft incidents
  • All railroad incidents
  • Incidents involving mass casualties
  • All major accidents involving commercial vehicles/vessels

d. Fire
  • Major forest fires
  • Fires involving chemicals
  • Large or multiple structure fires

e. Radiological
  • All radiological incidents

f. General
  • Sinkhole
  • Public Water Source Contamination
  • National Security
  • Medical Waste
  • Immigration Issues
  • Potential/Actual Dam Failures
  • Other
- Incidents with potential effects to adjacent counties
- Incidents requiring assistance from state or federal agencies
- Incidents with a prolonged effect on public utilities
- Incidents involving potential or actual evacuations

F. Response Actions

1. General

   a. Steps for Declaring a State of Local Emergency

      The OEM Director of the Charlotte County will, when deemed necessary, begin the process of requesting a State of Local Emergency using the following measures:

      - Solicit draft State of Local Emergency (document) input from County and City departments, including recommendations to modify, suspend, or cancel enforcement of ordinances and other rules in which they have an interest or responsibility;
      - Draft the State of Local Emergency document;
      - Request for a State of Local Emergency before the Charlotte County BCC;
      - Disseminate the original, and all subsequent declarations to law enforcement, other affected entities, and the media. A sample State of Local Emergency Document can be found in the Charlotte County OEM library.

   b. Closing of Schools and Businesses

      - Closing of schools will be made by the Charlotte County School District with advice of the CCOEM. The Charlotte County School Board (CCSB) is on the notification list of the CCOEM for all impending and actual threats.
      - Businesses will close using the decision of their owners/managers. This can be done by consulting with the CCOEM. CCOEM will maintain a list of essential services available through the CC Economic Development Position.

   c. Requesting State Assistance

      - All requests for State assistance from County agencies will follow this protocol:

        - The requesting agency will forward its request to the Charlotte County Operations Position in the Charlotte County EOC.
The message will then be analyzed and forwarded to the State of Florida Liaison Officer as seen necessary once all local resources have been exhausted.

** No requests will be made directly to the State. All requests for State Assistance must be made through the Charlotte County Operations Position.

d. State Rapid Impact Assessment Teams (RIATs) and Rapid Response Teams (RRTs), the Charlotte County first responders, in conjunction with the CCOEM, or a designee, will escort and facilitate the needs of State RIATs and RRTs.

2. Evacuation

a. Evacuation Clearance Times

A synopsis and listing of Charlotte County evacuation clearance times can be found in the Hurricane Evacuation Study for Southwest Florida, written by the Southwest Florida Regional Planning Council. A copy of this document can be found in the Charlotte County EOC library.

b. Evacuation Routes

A listing of Charlotte County's evacuation routes can be found in the Hurricane Evacuation Study for Southwest Florida, written by the Southwest Florida Regional Planning Council.

A listing of evacuation routes for public viewing can be found in the local telephone books, OEM Webpage on county site, and Disaster Planning Guides that are distributed throughout the county annually.

Although all routes can be considered primary, citizens are urged to use I-75 and US 41 as a last resort. The reason for this is that most people are familiar with I-75 and US 41, and therefore use of these roads during an evacuation will be high. However, due to the fact that these routes run along the coast, and, historically, these roads are normally crowded in an evacuation, people are urged to use Highway 17, CR 74, and Kings Highway to evacuate Charlotte County. These roads will take people inland, away from the storm surge threat.

c. Special Needs Program (SNP)

Charlotte County is mandated under Chapter 252, F.S. to register all persons who have special transportation or medical needs during an evacuation situation. The process for registration is as follows:

- The presence of the Special Needs Registration is
advertised in many different formats throughout the year.

- People are urged not to register unless it is needed. If people have friends or family that can transport them and/or take care of them, then they need to use those options. The reason for this is that Charlotte County, as of August 2013, has approximately 600 people signed up on this program, and the enrollment is expected to increase. Charlotte County resources to transport and handle the medical needs of these people is extremely limited, therefore, registration must be done with caution.

- Once interest is shown in the program, a form is sent to this person, or their guardian, to fill out. The form requests information such as name, address, special needs, and how many people they are to bring with them.

- Once the OEM is in receipt of this returned form, the name is then entered into a database, which is maintained daily by the CCOEM. The Florida Health Department in Charlotte County has access to the database for review and approval of applicants.

- This list is given to the Charlotte County Transit Department, who develops routes to pick up these people via school bus, hydraulic lift vehicle, and ambulance.

- Once a storm threatens, and evacuation orders are imminent, the persons on the list which are residing in the potentially threatened area are called by a Special Calling Team (created and maintained by the Human Services Position), which has been trained by the CCOEM. The people are notified that they are about to be picked up, and that they need to get their things together (key things are listed for them).

- These people will then be picked up and brought to a designated facility in county, if the situation allows for it, or out of county, for larger incidents.

- Once a disaster threatens, emergency SNP needs are coordinated through the Health Department Position.

d. Facilities Needing Attention During Evacuation

Lists of facilities needing special attention during the evacuation process include, but not limited to:

- Mobile Home Parks
- Marinas
- Bridges (including draw and swing bridges)
- Utility Sites (Lift Stations, treatment plants)
• Disaster Centers

• Health Care Facilities

e. Re-entry to evacuated areas is a controlled activity for residents, people who work in the area and for contractors, and others seeking work in the evacuated area. Re-entry will be undertaken only during daylight hours.

• The Sheriff’s Office will manage appropriate Traffic Control Points (TCP), as identified by number and intersection on the TCP maps maintained in the EOC.

• Proof of residency in the area or area employment must be presented at the TCP in order to gain re-entry. For residents, a driver license listing an address in the evacuated area is acceptable for re-entry. Lacking that specific documentation of residency in the evacuated area can be established by photo ID along with a utility bill addressed to the bearer at the area address, or a lease or proof of building ownership. Employees of businesses in the evacuated area must present a photo ID issued by that business for the address in the evacuated area, or a photo ID along with other proof of employment at the business address in the evacuated area such as a paycheck stub.

• Re-entry to evacuated areas will begin and will be only during daylight hours, and as damage assessment, debris removal and the status of utilities permits. When the evacuated area is large or involves multiple sectors, re-entry is likely to take place in phases. Local radio broadcasts will be used to announce which areas are open for re-entry and when re-entry will commence.

• Persons evacuated under the SNP will be returned to their homes after their homes are determined to be habitable.

3. Sheltering

Charlotte County has no ARC approved shelters. We do however have one refuge site which is located in a Category 3 zone with a base flood elevation of 25 feet. All others are located in a Category 2 zone and lower.

Due to this, Charlotte County has developed a refuge site program. This program was started using funds derived from a one cent sales tax extension. The funding is used to retrofit buildings such as social halls, community centers, schools, and club houses in mobile home parks. These buildings must meet a set of criteria put forth by the CCOEM. The idea is for these buildings to be able to house the residents that they serve on a daily basis. This reduces the number of people on the road and reduces the demand on other shelters when an evacuation is called for. Currently, Charlotte County has retrofitted 15 such facilities.
Further information on Charlotte County shelters/refuge sites can be found in the Hurricane Evacuation Study, written by the Southwest Florida Regional Planning Council.

Charlotte County has encouraged the use of refuges of last resort. In Charlotte County, the presence of buildings in which vertical evacuation can take place is virtually none. However, effort has been made to locate churches, businesses, clubhouses, which can house people that use the structures regularly (i.e., congregations, club members, and employees). Some buildings have been located, and, with some retrofitting, can be used as refuges of last resort.
VIII. RESPONSIBILITIES

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at the local government level. Therefore, Charlotte County (and the included City governmental authorities) has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

Each Office and Department of local government must develop internal preparedness, response, and recovery procedures it needs to implement this Plan and to ensure internal capabilities to perform the Office or Department functions.

A. Coordination with State and Federal Support of Local Operations

Charlotte County will remain in constant contact with the State of Florida DEM during the threat, onset, response, and recovery of any large emergency or disaster.

Charlotte County will request State assistance through the Charlotte County Operations Position. The Operations Position will then analyze the request, and forward it to the State only when all other County resources are depleted.

Charlotte County will also coordinate with State and Federal agencies for the following situations:

1. Establishing DRCs and DFOs (Lead: Emergency Management)
2. Escorting Damage Assessment Teams (RRTs and RIATs) (Lead: Emergency Management/Building Construction Services)
3. Coordinating Community Relations Teams (Lead: Human Services Social and Senior Services)
4. Locating and setting up Emergency Housing (Lead: Emergency Management and Public Works)
5. Requesting and locating additional resources as needed by Charlotte County, surrounding counties, or for the State of Florida (Lead: Emergency Management)
6. Determining need for Public and Individual Assistance (Lead: Emergency Management)
8. Coordinating with mitigation assessment teams (Lead: Emergency Management/Hazard Mitigation and Recovery Team [Local Mitigation Strategy Team])

Participating agencies will be determined at time of incident. Depending on the type of incident, it may be necessary to have other agencies act as lead for these activities. Further coordination for additional response, recovery, and mitigation efforts will be determined by the OEM.
B. Plan Development and Maintenance

Plan development and maintenance is a primary responsibility of the Charlotte County Director of Emergency Management. Active and on-going participation in the emergency planning process and in Plan production an evaluation is required of all who have responsibilities in Plan execution. The process involves a team of participants from all sectors of the community, and at all levels of authority in those sectors.

C. Record Keeping for Government Functions and Post-Disaster Operations

All levels of government must ensure protection of the records vital to disaster preparation and response and so that normal operations may resume after a disaster. Additional records may be essential to recovery from the effects of a disaster. Vital records are maintained by two entities within the county. The Sr. Division Manager of Information Technology is responsible to maintain the county server (electronic information) while the Charlotte County Clerk of Courts maintains the rest.

D. Mutual Aid/Memoranda of Understanding

1. Mutual Aid Agreements and Memoranda of Understanding will be entered into by duly authorized officials and will be formalized in writing.

2. Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and updating is required when circumstances of the agreement change or during the anniversary date of the mutual aid agreement.

3. Officials who have signed Mutual Aid Agreements are responsible for ensuring that a current copy is on file in the OEM.

4. Any agencies responding to mutual aid requests must notify Charlotte County Emergency Management so resources are tracked in case of in-county incident.

5. All mutual aid requests will be processed through Resource Position or the Operations Position in the EOC. This is done to ensure continuity in response and to avoid duplication in resources sent.

E. Agency/Department Responsibilities

1. General

a. Elected officials and other governmental authorities of both County and City operate essentially the same during normal and emergency times. Non-emergency activities may be suspended and resultant uncommitted personnel reallocated to the OEM Groups and/or Positions.

b. The scene of decision making may shift from the normal BCC and City Council conference rooms and Department offices to the EOC and/or other special facilities.

c. Charlotte County's organization for disaster management commits all units of local government to provide the service and assistance for
which they are best trained and most experienced. Those organizations that have no inherent emergency management roles will make their personnel available to support disaster operations as may be directed.

2. **The Chairman of the BCC will:**
   a. Provide the Director of OEM with a listing of the Commissioners specifying their succession in authority to exercise the emergency powers of the Chairman in his absence or inability to function.
   b. Staff the EOC, to include BCC clerical support.
   c. Analyze the County-wide social and economic impact of the situation and provide policy and guidance as requested.
   d. Prepare to participate in public information presentations and media briefings.
   e. Review and authenticate SLE declarations and requests for State assistance.
   f. Convene the BCC to continuous emergency session as soon as is practicable. Exercise all essential emergency functions of the BCC unilaterally until the full BCC can be convened.

3. **City Council and City Manager will:**
   a. Provide the Director of OEM with a listing of the Council members and procedures for Council operation in the absence of a quorum.
   b. Provide the EOC with an empowered representative to assist in coordination of County-City emergency operations.
   c. Provide participation throughout the event on the part of City police, fire, public works and other City government offices in coordination with the overall County operations.
   d. Ensure the establishment of SOP in all elements of City government as needed to implement this Plan. Establish readiness procedures that insure the availability of trained personnel and requisite equipment and facilities in time of emergency.
   e. Throughout the emergency preparedness and response phases, keep the EOC advised of the status of City resources, anticipating shortfalls to the degree feasible so that external support can be sought as early as possible.
   f. Provide for initial damage estimates and subsequent damage assessment in coordination with County-wide damage assessment.
   g. The City liaison will assist the County Administrator in the EOC as the focal point of coordination with the City.

4. **The County Administrator will:**
a. Provide the Director of OEM a Succession of Authority List, naming the two officials in sequence authorized to act with authority in their absence.

b. Serve as lead for Administration & Support function at EOC.

c. Function as the coordination point between the Chairman, BCC and the County department and office heads and private and volunteer sector representatives.

5. The Deputy County Administrator will:

a. Assist the Administrator and serve as lead for Administration & Support function at EOC in the absence of the Administrator.

b. Provide oversight of County damage estimation and assessment and debris removal in the aftermath of a disaster.

6. The County Attorney will:

a. Provide a two person successor list to the Director of OEM.

b. Provide legal counsel as required throughout the emergency with particular emphasis on SLE/disaster declarations and re-entry issues.

c. Staff the EOC upon request.

7. The Superintendent of Schools will:

a. Provide a two person successor list to the Director of OEM.

b. Staff the EOC.

c. Make school resources available for sheltering, radio-equipped school buses for use in evacuations and trained operating crews in both cases.

8. The County Sheriff will:

a. Provide a two person successor list to the Director of OEM.

b. Staff the EOC upon request.

c. Provide professional advice and expertise as well as resources to the BCC, County Administrator and other elements of County government operations particularly in support of evacuations, public warnings and notifications, physical security activities, damage assessment and movement control.

d. Request, coordinate and control all other law enforcement resources brought in to assist the County, including those occasions when the County is supporting the Punta Gorda Police Department (PGPD) in an emergency or disaster wholly within that city.
e. Draft and coordinate requests for military support of civil authority in coordination with the EOC for forwarding to the State DEM.

f. Operate a central dispatch system and center throughout the emergency.

g. Provide field incident commanders upon request.

h. Maintain mutual aid agreements with State-wide and adjacent law enforcement agencies.

9. The County Chief of Fire and EMS will:

a. Provide a two person successor list to Director of OEM.

b. Staff the EOC upon request.

c. Coordinate the activities of all fire-rescue organizations used in the County throughout the emergency with overall County operations.

d. Submit requests for mutual aid and other forms of external aid through the EOC to the State DEM.

e. Assist in the evacuation of persons with special needs (medically-dependent), arranging with commercial, CCSB and Charlotte County Social Services (CCSS) for wheelchair lift-equipped transport.

10. Building Construction Services Department will:

a. Provide a two person successor list to Director of OEM.

b. Be prepared to perform normal functions at routine locations, situation permitting, or at alternate locations, as necessary.

c. Identify operations that can be postponed or suspended in an emergency.

d. Provide and operate departmental mobile radio capability, including vehicles with drivers, when requested in support of damage estimation/assessment and other recovery phase operations.

e. Prepare professional staff to assist in damage estimation and assessment and in recovery operations.

f. Effect contractor pre-registration and other preparations for expedited issue of building permits and contractor licensing as may be necessary to rebuilding of the community in the aftermath of a disaster.

g. Provide input to the OEM regarding the need to suspend or modify ordinances or other County rules due to an emergency or disaster.

11. Purchasing Department will:

a. Provide a two person successor list to Director of OEM.
b. Staff the EOC upon request.

c. Provide emergency procurement support for supplies and equipment needed by County agencies such as for meals, fuels, tires and repair parts, construction materials, sanitary supplies and rental equipment such as pumps, generators, chain saws, portable lighting and cellular telephones and other communications equipment.

d. Develop and promulgate emergency procurement procedures to be used by Departments and Offices funded by County government that are compatible with State and Federal financial reporting requirements.

12. Public Works Department will:

a. Staff the EOC as focal point for County and City public works and public utilities concerns. Conduct damage assessment of public infrastructure in coordination with the Building Construction Services Department.

b. Provide engineering and maintenance services as needed to keep evacuation routes open, flooded or otherwise blocked road areas barricaded and traffic rerouting coordinated with law enforcement agencies.

c. Activate the State-wide inter-county Mutual Aid Agreement through the EOC when appropriate as an emergency measure.

d. Manage post-disaster debris removal in coordination with law enforcement and with damage estimation/assessment teams.

e. Provide trained personnel to conduct public infrastructure damage estimation and assessment tasks by both land vehicle and aircraft in coordination with Property Appraiser damage assessment operations.

f. Provide input to the OEM regarding the need to suspend, cancel or modify ordinances or other County rules due to an emergency or disaster.

13. Emergency PIO will:

a. Establish and operate a Joint Public Information and Rumor Management Center in the vicinity of the EOC, collecting information in the EOC and from field unit PIO.

b. Organize, schedule and manage media briefings regarding actual emergency preparedness, response and recovery operations.

c. Prepare and disseminate emergency public information materials incidental to an emergency operation.

d. During and following an emergency, serve as the single official point of contact between all Departments and Offices of County government and all media representatives.
e. Coordinate public information releases and rumor items with spokespersons for the local Red Cross Chapter and with such representatives of State and Federal governmental agencies as may be on scene in any official capacity.

f. Assist Public Health, Animal Control, utilities and other essential services in developing and disseminating post-disaster health and safety instructions for the reoccupation of evacuated areas and storm damaged homes.

14. **Human Resources Department:**

a. Develop and maintain a roster of government employees who have foreign language or sign language capability.

B. Staff the EOC upon request.

15. **Municipal Solid Waste Management will:**

a. Make advance determinations and plans for acceptable disposal of the volume of waste that could result from a major hurricane and all other possible events. Some of the waste will be hazardous materials requiring special handling.

b. Identify contract sources for waste disposal services including forced-air burners and chipper machines that will be needed post-disaster.

c. Participate in post-disaster debris removal planning to ensure proper disposal of materials.

d. Advise the OEM in advance and on a continuing basis of ordinances and other County rules that should be suspended, canceled or modified in the public interest because of an emergency or disaster. This could include:
   - landfill fees
   - hours of landfill operation
   - separation of wastes
   - burn regulations
   - the requirement that all franchise haulers dispose of all waste only at the Zemel Road facility

16. **Charlotte County Chapter, ARC will:**

a) Coordinate the activities of all volunteers and volunteer agencies.

b) In coordination with the OEM, determine when and where shelters shall be opened. Staff and operate County shelters in coordination with the
School Board and with owners of other facilities that are to be used as shelters.

c) In coordination with the EOC and organizations providing shelter facilities, set operating hours and capacities for shelters, arrange for food and other shelter services.

d) Assist in conduct of coordinated damage estimation and assessment.

e) Provide public services in accordance with the Chapter Disaster Plan.

f) Maintain liaison with the EOC throughout the emergency period.

g) Open and operate shelters and service centers in accordance with national ARC programs and policies.

17. **Charlotte County Property Appraiser (CCPA) will:**

   a) Provide a two person successor list to Director of OEM.

   b) Staff the EOC upon request.

   c) Assist in damage estimation and assessment operations by determining values of damaged properties in on-site visits or in office reviews, as requested by the OEM.

   d) Coordinate Appraiser Office damage assessment activities with State and Federal counterparts through the EOC.

18. **The Clerk of the Circuit Court will:**

   a. Provide technical advice and assistance to the activated EOC regarding records and financial management for each specific disaster or emergency.

19. **Charlotte County Airport Authority will:**

   a. Be prepared to make Airport Buildings, excluding the Operations Office, available to serve as an alternate to the County EOC, before, during or after an emergency, as needed.

   b. Provide open space within Airport property to park emergency equipment that has to be relocated from flood-prone areas in advance of a hurricane. Provide access to sanitary facilities in Buildings 109 and 103 for Sheriff's deputies and others assigned to airport area duties.

   c. Provide professional advice concerning aviation operations to the OEM. Serve as the single point of contact for EOC dealings with aviation authorities when it is necessary to close airspace over parts of the County, post-disaster, for damage assessment flights by specified government officials.
d. Be prepared to have the airport used as a medical evacuation or post-disaster recovery operations logistics management center.

20. Charlotte County Budget & Administrative Services Division will:
   a. Oversee departmental tracking of disaster-related costs.
   b. Collect actual and estimated costs from county agencies and compile them for reimbursement processes.
   c. Act as primary point of contact for financial matters with State and Federal agents during disaster recovery and reimbursement processes.
   d. Staff the EOC upon request.

21. Charlotte County Animal Control (CCAC) will:
   a. Oversee all matters as related to animal issues of this plan.
   b. Staff the EOC as required for operational needs of EOC.

22. Charlotte County Facilities Construction/Maintenance (CCFM) will:
   a. Provide for janitorial duties in county buildings during disaster operations.
   b. Ensure that all county buildings are prepared/protected during emergency and disaster events.
   c. Provide servicing and repair of governmental buildings to ensure operational ability and prevention of damage if needed.
   d. Work with OEM to identify projects that could reduce damage to government buildings.

23. Charlotte County GIS will:
   a. Provide mapping and plotting capabilities during pre and post-storm scenarios.
   b. Provide staffing in the EOC following an event for mapping and plotting of damage, areas of concern, and other items as required.

24. Charlotte County Human Services will:
   a. Oversee all issues for the Human Services Position (Food and Water)
   b. Provide transportation for the SNP evacuation as required (through the Transit Department)
   c. Assist with County Community Relations, DRC, and other Recovery activities as required by the event.
25. Charlotte County Information Technologies will:
   a. Provide on call technicians to resolve problems related to computers, printers, telephones, networking, or otherwise in the County EOC. This will be required before and after emergencies and/or disasters.
   b. Provide technical support for all county departments to ensure continuity of operations after an emergency or disaster affects Charlotte County.

26. Charlotte County Community Services will:
   a. Provide the availability of transportation resources and heavy equipment for disaster operations.
   b. Coordinate park and facility closings with OEM.
   c. Provide the availability of park facilities (structures and land) for disaster preparedness, response, and recovery operations as needed by Charlotte County.
   d. Staff the EOC upon request.

27. Charlotte County Utilities (CCU) will:
   a. Oversee all Utilities and Energy needs as required.
   b. Work with Health Department Position to issue any precautionary notices as required.
   c. Provide support to other emergency response agencies as needed.

28. Salvation Army will:
   a. Assist with food and water issues as required.
   b. Assist with family service needs in coordination through Human Services Position, as they become identified.
   c. Identify locations for comfort stations and set up as necessary.
   d. Provide available resources to assist with County recovery operations.

29. Telecommunications Providers/Companies (i.e. Verizon/Century Link) will:
   a. Assist with communication functions as deemed necessary by the OEM.
   b. Communicate outages and estimated times of repair to the EOC.

30. Englewood Chamber of Commerce/Charlotte County Chamber of Commerce/Punta Gorda Business Alliance will:
   a. Serve as point of contact for business/industry related issues in pre
and post-disaster scenarios (through CC Economic Development Position).

b. Assist in identification of and collection of information from businesses that have been affected by a disaster event.

c. Report collected information to the OEM through the CC Economic Development Position.
IX. FINANCIAL MANAGEMENT

A. It is the practice of Charlotte County employees to use the same process to fill out and file financial reports in daily activities as it is during emergency situations. These procedures are compatible to State and Federal financial procedures. Municipal and County Fiscal Services Division agents work together to ensure continuity of financial procedures during emergency and disaster events.

B. The Charlotte County Purchasing Department, the Charlotte County Budget & Administrative Services Division, and the Charlotte County Fiscal Services Department will work as a team to support preparedness, response, recovery, and mitigation activities on an everyday basis. This includes any training and guidance as needed. All disaster costs will be captured and handled through a Disaster/Emergency Account set up through the County Fiscal Services Department.

C. The Charlotte County Purchasing Department will provide procurement support for supplies, facilities, equipment, and supplies needed by County agencies. The Sr. Division Manager of Purchasing is authorized to execute the funding agreements with other legal entities on behalf of the county.

D. County emergency operations are funded by the budgeted allocations of each agency having functional responsibilities in emergency operations.

E. The County and City may allocate and expend funds as appropriate for local emergency operations in accordance with Chapter 252 F.S. As a general rule, funding availability may be assumed for all emergency response efforts.

F. Close expenditure controls must be exercised during any emergency operation. The County Administrator, operating from the EOC, is the screen point for expense authorization. The County Purchasing Sr. Division Manager and the Clerk of Courts will provide technical overview of this area. **No emergency staff shall make funding commitments without the coordination of the Purchasing Sr. Division Manager or County Administrator.**

G. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Accounting is required on a daily (sometimes more regular) basis to identify and document personnel costs, supplies and materials used and equipment hours committed to each specific preparation, response and recovery task. Equipment use charges must be associated with an equipment operator. All personnel hours must be identified with a specific and definable task.

When responding to another jurisdiction for mutual aid, the responding party **must obtain a mission number.** This will be used to identify costs. Once costs are figured at the end of the event, the department head shall forward all costs to Fiscal Services, who shall then forward any costs to the hosting jurisdiction. In cases of mutual aid requests from the State, County Fiscal Services Division shall forward costs, along with the appropriate paperwork to the Florida DEM. Paperwork can be obtained from the CCOEM.

H. Following an event, the Charlotte County Budget & Administrative Services Division, along with the Charlotte County Purchasing Department will coordinate with all county agencies to compile costs and proper documentation needed for reimbursement under public assistance procedures. Charlotte County Emergency Management will pull together costs and documentation from volunteer and non-for-profit organizations. A member of the Charlotte County Budget & Administrative Services Division, the OEM, and pertinent agency officials will be present during the reimbursement application process with FEMA and/or the FDEM.
(as necessary).

I. When Federal public assistance is provided under the Disaster Relief Act, local projects approved by the FEMA are subject to both State and Federal audit (except small projects approved under Section 419 of Public Law 92-288 which require only Federal audit).

J. There are several funding agreements that are made available to counties and other local jurisdictions during peacetime, as well as disasters. Most of these agreements come in the form of grants. The following is a list of examples of funding agreements that can and/or will assist Charlotte County in emergency and disaster mitigation, preparedness, response, and recovery:

1. **Emergency Management Preparedness and Assistance Fund (EMPA) Base Grant**: These are funds that are distributed to counties by the State each year in order to enhance emergency and disaster mitigation, preparedness, response, and recovery. These funds can be used by local emergency management agencies to implement eligible projects, upgrade equipment, and provide additional services as seen appropriate by the local emergency manager and the State.

2. **EMPA Competitive Grant**: This is a competitive grant for which counties and municipalities may opt to apply for each year. This competitive grant, sponsored by the State of Florida Department of Community Affairs (DCA), awards monies to communities who submit projects that will enhance emergency management capabilities on local, regional, and state levels. Submitted projects can consist of mitigation activities, preparedness activities, response capability upgrades, and recovery needs. Once projects are submitted, they are reviewed for consistency with State and local plans and awarded points in order to establish a priority list of projects.

   Each year, Charlotte County reviews its list of projects and decides on sufficiency and rationality of submitting a project to this grant process.

3. **Program/Technical Funding**: On occasion, funding becomes available from the State to implement programs on the local level. Such recent programs include funding for the development of Terrorism components to County plans and the addition of Local Mitigation Strategies to local plans.

   Charlotte County uses monies from these projects as necessary in order to enhance its program capabilities.

4. **Mitigation Program Funding**: This category includes programs such as the Flood Mitigation Assistance Program (FMAP) and the Hazard Mitigation Grant Program. Charlotte County reviews its situation at least twice a year to determine if there are any outstanding projects which might qualify for these types of programs.

   Once identified, Charlotte County works with the property owners to fill out an application for these programs and submits the application on behalf of the property owner. If the application is approved, Charlotte County enters into an agreement with the State of Florida to oversee and manage the project and reimbursement process.

   Charlotte County works with the State of Florida DCA, DEM to identify funding sources that can be used to implement programs and enhance already-existing programs. Any programs that are made available are reviewed by the County OEM and used as needed in order to enhance emergency mitigation, preparedness, response, and recovery capabilities in Charlotte County.
X. TRAINING, EXERCISES, AND EVALUATIONS

A. General

This element of the CEMP addresses general and specific training of CEMP participants and public outreach program activities. The CCOEM, in conjunction with the Charlotte County Human Resources Division will be responsible for developing and notifying others of training opportunities as they arise.

1. Training to develop disciplinary preparedness for mission operations is the individual responsibility of the Department and Office Directors and/or Sr. Division Managers. The OEM will conduct annual and other requested "in-service" training to assist in integration of discipline-specific training with specifics of emergency management. Training includes emergency exercises and post-event reviews. Needed corrective actions are followed up by Administration and the OEM. Once actions are taken, a follow-up report is written and filed with the OEM.

2. CCOEM exercises and training events include an invitation to both government and private agencies. A complete list of these agencies can be found on pages 15 & 16.

3. The County (as many departments and agencies as possible) participates in the annual state-wide hurricane exercise as an opportunity to test and evaluate the ability to manage events that are not experienced on a day-to-day basis.

4. The County will participate in an annual tabletop exercise that will include Continuity of Operation Plan (COOP) dealing with relocation of EOC to alternate location, the Florida Department of Health Charlotte (County facility) on Loveland Road in Port Charlotte.
   a. Intra-organizational training is advanced in multi-agency participation in periodic exercises and training events at health care facilities and the airport.
   b. A post-operations review is conducted of actual emergency operations and exercises to identify improvements needed in training, planning and operations and resource management.

5. The OEM conducts an extensive public outreach program that reaches the full variety of "publics" as well as CEMP participants.
   a. The OEM conducts more than 100 seminars annually for special interest groups and "in service" training sessions for public and private sector employees each year. In addition, the OEM conducts an annual "Expo" at the Town Center Mall in conjunction with a local newspaper and television station; Businesses that provide disaster preparedness, response and recovery goods and services also participate in the "Expo".

The OEM also conducts an annual Hurricane Preparedness Event at the Charlotte County Harbor Event Center in Punta Gorda. This event is attended by over 2,000 citizens and is held in conjunction with television station as well as local businesses.
b. The OEM Director conducts a monthly one-hour radio program that includes specialists in insurance, home protection, family preparedness and business issues, among other topics.

c. Information regarding individual and family preparedness, radio stations used for public information and emergency public information purposes as well as evacuation routes and shelter information is provided in the County “Planning Disaster Guide” which is widely distributed.

d. Public Service Announcements are reviewed and updated each year. These announcements are used throughout the year to promote disaster mitigation and preparedness.

6. The OEM Division publicizes training available to CEMP participants that is offered by the State, EMI among other providers. This is done in conjunction with the NIMS training matrix through FEMA/FDEM.

B. Public Awareness and Education

1. Representatives of the mass media will have access to the JIC for information. The JIC will be located in the media room at the Charlotte County Public Safety Building Emergency Operations Center.

   Further information on the JIC can be found in the Stand Alone Positions Annex – Public Information Position. This center will release general public preparedness, response, recovery, and mitigation information, as well as certain information on the disaster or emergency at hand such as shelter information, danger zones, and open or closed businesses.

2. A listing of local media outlets that will be using the JIC, and are outlets for public information is located in Stand Alone Positions Annex – Public Information Position and in the Charlotte County Disaster Planning Guide publication.

3. Charlotte County has a series of pre-staged press releases which will be used in the case of a pending, or actual, emergency or disaster situation. These press releases are located in our WebEOC software program shared file cabinet as well as on a USB thumb drive held by the EM PIO.

4. Informational materials are provided to tourist lodging operators, area real estate and insurance sales organizations for distribution to their constituents.

5. A listing of vulnerable areas can be found by looking at the Charlotte County SLOSH Map.

6. The listing of the CCOEM main phone number, (941) 833-4000, can be found in the local phone books, in the Charlotte County Disaster Planning Guide publication, online at www.charlottecountyfl.gov/emergency, and on our social media sites (Facebook and Twitter). This number can be used to obtain emergency preparedness information, register for the Charlotte County SNP, to report an emergency, to get general information on disasters, to obtain information on retrofitting structures in flood prone, and storm surge evacuation zones.
7. Listings of shelters can be found in the Charlotte County Disaster Planning Guide, and on the county webpage (www.CharlotteCountyFL.gov).

8. Listings of evacuation routes and storm surge zones can be found in the local phone books, our annual Disaster Guides, in the Hurricane Evacuation Study, written by the Southwest Florida Regional Planning Council, and online at www.CharlotteCountyFL.gov.

9. Citizens, insurance agents, mortgage lenders, and real estate agents can find information on specific properties in their relation to critical facilities, flood zones, and storm surge/evacuation zones at the Charlotte County GIS Web site at www.ccgis.com. This web site is tied into the CCPA's web site as well.
XI. REFERENCES AND AUTHORITIES

A. Ordinances, Statutes, and Regulations

1. City and County Ordinances and Resolutions

a. Resolution 68-32, Establishment of Charlotte County Civil Defense Department (1968)

b. Resolution 71-34, Resources in Disasters (1971)


d. Resolution 2010-049, Charlotte County CEMP (2010)

e. Resolution 2010-073, Charlotte County Local Mitigation Strategy Plan (2010)

f. Resolution 2894-20, City of Punta Gorda’s adoption of the Charlotte County Local Mitigation Strategy Plan (2010)


i. Ordinance 93-27, Review of Medical Facility Emergency Plans

j. Charlotte County Code Chapter 2-1, Emergencies

2. State Statutes, Orders, Laws, and Rules


b. Chapter 119, Public Records (as amended)

c. Chapter 125, County Government (as amended)

d. Chapter 252, Emergency Management (as amended) The BCC, by authority of Chapter 252 F.S., has the power and authority:

- To make a formal declaration of a state of local emergency (SLE) as emergency conditions dictate. In accordance with Chapter 252.38, FS, the BCC may declare a state of local emergency (SLE) for up to 7 days, and extend it in 7 day increments.

- To utilize all available resources of the County or City government as reasonably necessary to cope with a disaster or emergency within or outside the County.

- To assign or transfer the personnel or change the functions of County Departments and Offices or units thereof, for the purpose of performing or facilitating emergency services.

- To direct and compel the evacuation of all or part of the population from any threatened or stricken area within the County if a quorum, or the
Chairman, acting alone in the absence of a quorum, deems necessary for the preservation of life or other disaster response or recovery.

- To take action and give such direction to County law enforcement officers and agencies as may be reasonable and necessary for the purpose of securing compliance with the provisions of this act and with the orders, rules and regulations made pursuant hereto.

- To utilize personnel and other resources of existing agencies of the County and its political subdivision as the primary emergency management forces of the County. All such officers and agencies shall cooperate with and extend their services and resources as required.

- To waive procedures and formalities required by law pertaining to the:
  - Performance of public work
  - Entering into of contracts
  - Incurring of obligations
  - Employment of permanent and temporary workers
  - Utilization of volunteer workers
  - Rental of equipment
  - Purchase and distribution, with or without compensation, of supplies, materials and facilities

  k. State of Florida CEMP

3. Federal


b. Presidential Directive # 5 (mandating the use of NIMS and ICS)


e. National Response Framework (an All-hazards perspective)
f. NIMS (with NIMCAST tool)

g. Incident Management System including Unified Command

h. Public Law 93-234, Flood Disaster Protection Act of 1973

i. Public Law 106-390, Disaster Mitigation Act of 2000

j. Public Law 99-499, Community Right to Know Act of 1986

k. Public Law 95-510, CERCLA of 1980

l. Public Law 84-99, Flood Emergencies (1976)

m. Public Law 89-665, National Historic Preservation Act (1966)

n. Public Law 104-321, Emergency Management Assistance Compact

o. The Americans with Disabilities Act (ADA) of 1990


q. 44 CFR (Parts 59-76), NFIP (revised 2000)

r. 44 CFR (Part 201), Mitigation Planning

s. 44 CFR (Part 206), Federal Disaster Assistance (1988)

t. 44 CFR Part 360 – State Assistance Programs for Training and Education in Comprehensive Emergency Management

Federal Response Plan (as amended)

4. Memoranda of Understanding and Mutual Aid Agreements

a. Mutual Aid Agreement for fire and emergency operations between Charlotte County and Boca Grande Fire Control District (1997)

b. Mutual Aid and Automatic Response Agreement for fire and emergency operations between City of Punta Gorda and Charlotte County (1997)

c. Mutual Aid Agreement for fire and emergency operations between the City of Cape Coral and Charlotte County (1997)

d. Inter-local agreement between Bayshore Fire Protection and Rescue Service District and Charlotte County (1997)

e. Inter-local agreement with Sarasota County and Municipal Uniform Mutual Assistance Agreement for Fire Protection and EMS (City of Sarasota, Sarasota County, City of North Port, City of Venice, Nokomis Volunteer Fire Department, Inc., Town of Longboat Key, Englewood Area Fire Control District, South Venice Area Volunteer Fire Department, Inc., Sarasota County School Board, and Charlotte County) (1997)

f. Mutual Aid agreement between Charlotte County Fire/EMS and Tampa
General Health Care

g. Statewide Catastrophic Mutual Aid Agreement (2000)
i. Memorandum of Understanding by and between the Civil Air Patrol (CAP) and Charlotte County (2001)
j. Memorandum of Understanding between Charlotte County and FL2 DMAT (unk.)
k. Inter-local Agreement - Disaster Preparedness (Charlotte County and School Board (2000))

B. General

1. County Personnel Rules Article 6-7 provides that in the event of civil emergency conditions as determined by the County Administrator, an employee may be assigned to any duties to fulfill the mission of the BCC. Civil emergency conditions shall include, but are not limited to, riots, civil disorders, floods, hurricane conditions, tornadoes, or similar catastrophes.

2. County Personnel Rules Article 7-3 provides that the basic work week and regular work shifts/schedules may be suspended without advance notice during any civil emergency declared by the BCC. When Management determines that any such civil emergency is over, employees shall return to their basic work week and regular work shifts/schedules without advance notice.

3. County Personnel Rules Article 10-18 provides that the County Administrator may authorize shift differentials, call-back pay, stand-by pay, or any other such special compensation as deemed to be in the best interest of the County’s operations or in times of emergency.

4. EOC staff work a 12-hour shift (unless designated otherwise by OEM Director).

5. Volunteers registered in service to the OEM receive no pay but are covered for death or injury the same as paid full-time County employees.

C. County SOPs, Plans, and Annexes

1. Charlotte County Terrorism Annex
2. Charlotte County Pandemic Plan
3. Charlotte County Housing Plan
4. Charlotte County Debris Management Plan
5. Charlotte County Airport Authority Emergency Response Plan
ANNEX I: CHARLOTTE COUNTY DISASTER RECOVERY AND REDEVELOPMENT

Primary Agency:

Charlotte County Board of County Commissioners and Charlotte County Office of Emergency Management

Support Agencies:

All Charlotte County Agencies and Departments, Charlotte County Development Authority, Charlotte County American Red Cross, Charlotte County Salvation Army, Charlotte County Chamber of Commerce, Englewood Chamber of Commerce, Punta Gorda Business Alliance, Charlotte County Independent Insurance Agents Association, Port Charlotte Punta Gorda Realtor Association, Englewood Realtor Association, Charlotte County Contractor and Builders Association, Private Utility Agencies

I. GENERAL

The Charlotte County Disaster Recovery and Redevelopment Annex address many important issues. Addressing of these issues will require a coordinated local, state, and federal effort. This Annex of the Charlotte County Comprehensive Emergency Management Plan outlines how Charlotte County and the City of Punta Gorda plan to address pre- and post-disaster recovery and redevelopment issues in a post-disaster scenario. Recovery issues will take place during or soon after response efforts begins. Therefore, the chain of command / organizational structure will remain the same in order to ensure continuity in operations. Any transitional issues from the response to the recovery phase will be addressed by Charlotte County Administration and / or the Charlotte County Office of Emergency Management. It must be noted that some disasters are not declared until well after it has occurred, and jurisdictions cannot wait until the event is over or partially over to start capturing costs. Therefore, the practice will be to follow the same procedures for declared and non-declared disasters and, when necessary, large emergencies.

Disaster recovery and redevelopment matters will be the responsibility of the Charlotte County Office of Emergency Management and the Charlotte County Board of County Commissioners. The Chairman of the Board of County Commissioners, along with the Director or the Charlotte County Office of Emergency Management, or their designees, will serve as the primary points of contact for these matters. Most issues will not be handled solely by these entities due to the potential complexity of the matters, which may arise. All support agencies will be included in working group meetings and training as necessary in order to ensure continuity in mitigation, recovery, and post-disaster redevelopment operations. All coordination efforts with State and federal Joint Field Offices (JFO’s) will be the responsibility of the County Administrator and the Office of Emergency Management. Local duties and roles pertaining to JFO’s will be delegated to the appropriate agencies.

Emergency Operations Center (EOC) activities will be tailored to the event as needed. The Emergency Coordinator, or designee, will coordinate activities in the EOC in order to ensure efficient recovery and redevelopment activities.

Joint Field Office (JFO) and Disaster Recovery Center (DRC) activities will be under the direction of the Office of Emergency Management through Charlotte County Human Services. The Department Director of Charlotte County Human Services, or designee, will serve as the point of contact for these activities.

All recovery and redevelopment activities in the City of Punta Gorda will be handled through the
Punta Gorda Building Division. The Building Official (Certified Floodplain Manager & CRS Coordinator), or designee, will serve as point of contact for these activities. As with the County, it may be necessary for the City to designate other departments within the City government to handle particular activities. This is consistent with County procedures.

**Assumptions:**

Charlotte County will have limited resources to handle recovery activities following a large disaster or catastrophic event.

Charlotte County may need mutual aid assistance from outside resources (state and federal) to handle a large influx of potential projects and applicants following a large-scale event.

**Summary of Goals, Plans, and Objectives**

The following goals, objectives, and policies contained in this plan will guide mitigation, redevelopment, and recovery activities within the unincorporated areas of Charlotte County and in the City of Punta Gorda following a major or catastrophic disaster. They have been written to comply with Section 163.3177 (9) and (10), Florida Statutes; and Rule 9J-5.012, Florida Administrative Code. This plan will be reviewed and updated annually in conjunction with the Charlotte County Comprehensive Emergency Management Plan.
II. LEVELS OF RECOVERY

Activities to implement during recovery have been grouped into three phases: Immediate Emergency Period, Short Term Period, and Long Term Period. Major activities carried out during each phase are presented below:

A. Immediate Emergency Period (Humanitarian Relief)
   * Some of these may already be occurring through response activities
   1. Search and Rescue
   2. Emergency Medical Care
   3. Safety, Security, and Traffic Control
   4. Initial Impact Assessment
   5. Implement Legal and Financial Procedures (State of Local Emergency, Disaster Declaration, Emergency Purchasing)
   6. Emergency Debris Removal (Roads, Essential Routes)
   7. Emergency Transportation
   8. Sheltering and Mass Feeding
   9. Public Information and Education
   10. Mutual Aid Response Coordination
   11. Volunteer Resource Response (goods and services)
   12. Resource Management and Distribution
   13. Emergency Communications
   14. Temporary Buildings
   15. Enactment of Special Ordinances

B. Short Term Recovery Period
   1. Re-Entry
   2. Detailed Community Damage Assessment
   3. Debris Clearance and Removal
   4. Federal Assistance Programs (Individual and Public)
      - Individual Assistance (FDEM State Pocket Guide)
      - Public Assistance (FEMA Public Assistance Guide)
   5. Resource Distribution
   6. Restoration of Essential Services (electricity, water telephones, roadways, bridges, other infrastructure)
7. Relief Services
8. Temporary Repairs to Damaged Facilities
9. Restoration of Public Health Services

C. Long Term Recovery Period (Reconstruction / Redevelopment)

1. Environmental Management (Animal Control, Natural Resource Restoration)
2. Evaluation of Development Regulations
3. Evaluation of Construction Designs and Standards
4. Evaluation of Infrastructure Designs and Standards
5. Permanent Repair and Reconstruction of Damaged Facilities
6. Complete Restoration of Services
7. Debris Disposal
8. Emergency Permitting - Will be done at the approval of the Charlotte County Board of County Commissioners in conjunction with the Charlotte County Building Department.
9. Economic Redevelopment
10. Community Redevelopment
11. Hazard Mitigation
12. Risk Assessment and Review
13. Acquisition / Relocation of Damaged Property

The number of activities implemented will depend upon the level of the disaster. Other activities may be added as conditions dictate.
III. EMERGENCY ORGANIZATION STRUCTURE

Overall direction of recovery and redevelopment efforts will come from Charlotte County’s Executive Policy Makers. This group is made up of the Board of County Commissioners, the Clerk of the Court, the County Administrator and Assistant Administrators, the Charlotte County Emergency Management Director, the Charlotte County Sheriff, and the City Manager of Punta Gorda. These people will make executive assessments of community conditions, develop overall policies and goals to guide short and long-term recovery efforts, and execute any legal ordinances or resolutions necessary to support recovery efforts. This group will coordinate recovery and redevelopment activities with the State as needed.

In certain major and in all catastrophic disaster settings, the Legal Department will be activated to assist the Executive Policy Makers in carrying out their tasks. This department will be staffed by the County Attorney and will advise on the legality of ordinances, resolutions, or declarations that are made; review authority levels in disaster situations; and monitor any state or federal declarations for applicability to Charlotte County.

In addition, the Charlotte County Local Mitigation Strategy Team will be activated in certain major and during all catastrophic disasters to provide policy guidance and recommendations both to elected policy makers and the incident command governing post-disaster redevelopment and hazard mitigation activities. This team will meet at least annually to review mitigation goals, objectives, and recommendations, as well as review pending projects. This team will also seek training to better identify mitigation opportunities in Charlotte County. This will be coordinated by the Charlotte County Office of Emergency Management. The Charlotte County Board of County Commissioners, the Charlotte County Administrator, and the Charlotte County Office of Emergency Management will coordinate all inventory and the missions for this Team.

<table>
<thead>
<tr>
<th>County Government</th>
<th>City Government</th>
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<tbody>
<tr>
<td>Charlotte County Administration</td>
<td>City of Punta Gorda City Council</td>
</tr>
<tr>
<td>Charlotte County Board of County Commissioners</td>
<td>City of Punta Gorda Management</td>
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<tr>
<td>Charlotte County Emergency Management</td>
<td>City of Punta Gorda Police Dept.</td>
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<tr>
<td>Charlotte County Building Construction Services</td>
<td>City of Punta Gorda Community Dev.</td>
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<tr>
<td>Charlotte County Utilities</td>
<td>City of Punta Gorda Public Works</td>
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<tr>
<td>Charlotte County Public Works</td>
<td>City of Punta Gorda Utilities</td>
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<tr>
<td>Florida Department of Health Charlotte County</td>
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<tr>
<td>Charlotte County Tourism Dev. Bureau</td>
<td></td>
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<tr>
<td>Charlotte County Property Appraiser</td>
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<table>
<thead>
<tr>
<th>Private Sector</th>
<th>State Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte County Chamber of Commerce</td>
<td>Florida Division of Emergency Mgmt.</td>
</tr>
<tr>
<td>Englewood Chamber of Commerce</td>
<td>Florida Dept of Community Affairs</td>
</tr>
<tr>
<td>Punta Gorda Business Alliance</td>
<td>Florida Department of Env. Protection</td>
</tr>
<tr>
<td>Charlotte County Independent Insurance Assoc.</td>
<td>Florida Department of Health</td>
</tr>
<tr>
<td>Charlotte County Builders/Contractors Assoc.</td>
<td>General Public</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private Utility Companies</th>
<th>American Red Cross</th>
<th>Salvation Army</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Reception Center</td>
<td>Community Emergency Response</td>
<td>Leadership Team Representatives</td>
</tr>
</tbody>
</table>
Operations - Manages operations; oriented mitigation, recovery, and redevelopment activities. Makes sure things run smoothly, efficiently, safely. They implement plans, and procedures.

Planning - Manages information collection, analysis, forecasting, and dissemination. Develops strategy to be implemented during an incident. (What has happened? What is happening? What will it take to resolve an issue?)

Following a large-scale emergency or disaster, Charlotte County will follow the National Incident Management System utilizing “Unified Command” to manage recovery activities and will include the following sections:

The Incident Command System (ICS) core structure may be used depending on the incident size or agencies involved. It can be tailored to meet the response requirements The core structure can be expanded as seen necessary into the following groups:

**Task Forces:** Resources used to carry out tasks of a temporary nature in the Operations Section may be grouped together with other resources into Task Forces. An example of this is resources temporarily placed together to conduct search and rescue activities using police, fire, public works, and utility resources.

**Strike Teams:** Resources of the same kind can be grouped together to carry out a temporary assignment are called Strike Teams. An example of this would be a Public Works detail using vehicles and equipment staffed with Public Works personnel.

**Divisions:** Depending on the size of the disaster, the area affected will be broken down into manageable geographical divisions called Divisions. These units will help ensure that recovery efforts are focused on identified problems within a specific area, and reduce the possibility of the disaster overwhelming management and its resources.

**Groups:** Activities implemented within the Operations Section may be assigned to organizational levels called Groups. This will be done when resources and agency coordination are needed or established to carry out a specific task or function.

**Branches:** A level of organization called a Branch may be established to assist Incident Command maintain an effective management structure over many activities. A Branch helps coordinate activities among Divisions and Groups within a section by maintaining a level of control needed for effective response.

The following matrix illustrates which CCEOC Group or Position that takes the lead roles in the different Recovery and Redevelopment activities in Charlotte County.

**CHARLOTTE COUNTY RECOVERY AND REDEVELOPMENT MATRIX**

<table>
<thead>
<tr>
<th>Special Planning Cond.</th>
<th>Lead Group(s) or Position(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Recovery Centers</td>
<td>Human Services</td>
</tr>
<tr>
<td>Impact Assessment Damage Assessment</td>
<td>Emergency Management / Community Development</td>
</tr>
<tr>
<td>Community Relations Teams</td>
<td>Human Services</td>
</tr>
<tr>
<td>Temporary Emergency Housing</td>
<td>Emergency Management / Public Works</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Recovery / Mitigation Resource ID</th>
<th>Emergency Management / Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public and Individual Assistance Mgmt.</td>
<td>Emergency Management / Fiscal Services</td>
</tr>
<tr>
<td>Unmet Needs</td>
<td>Emergency Management / VOAD / Volunteers</td>
</tr>
<tr>
<td>Mitigation Assessment</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>Pre-Disaster Mitigation Activities</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>Post-Disaster Mitigation Activities</td>
<td>Emergency Management</td>
</tr>
</tbody>
</table>
IV. RESPONSIBILITIES

EOC Staff (Operations/Resources/Planning)
- Liaison with city, county, state, and federal authorities
- Mutual Aid Response
- Damage Assessment (initial, detailed, permitting)
- Training (briefings, public education)
- Resource Acquisition & Tracking
- Response Planning (data collection, incident action planning)
- Recovery Planning (economic/community redevelopment, hazard mitigation)
- Special Task Forces (research, analysis, reports)
- Resource Management/Distribution (facilities)

Public Safety Group
- Safety
- Search and Rescue
- Security (reentry, traffic control, curfew)
- Fire Rescue
- Hazardous Materials
- Air Operations

Human Needs Group
- Volunteer Coordination (Goods and Services)
- Medical Care (Care for injured, elderly, and infirm)
- Public Health (water, waste water, animal control, etc.)
- Sheltering and mass feeding
- Transportation
- Federal Disaster Relief Assistance (individual, public)
- Relief Services (housing, rental assistance, outreach)

Infrastructure Group
- Debris Clearance, Removal, and Disposal
- Essential Service Restoration (electricity, water, etc.)
- Repair and Restoration (temporary, permanent repairs)

Administration & Support Group
- Federal Disaster Relief Assistance (individual, public)
• Documents (time and material costs, injury claims)
• Legal (advise, development of ordinances, etc.)
• Finance (procurement, contract management)
• Establish/rescind temporary moratoriums
• Policy recommendations on development regulations
• Policy recommendations on construction standards
• Policy recommendations on infrastructure redevelopment
• Policy recommendations on hazard mitigation activities

Stand Alone Positions

Radio Communications
• Communications

PIO/JIC
• Public Information
• Media Coordination
V. DAMAGE ASSESSMENT

A. Introduction

The damage assessment will be County-wide and shall include assessment of damage volume and impact to all public and private properties in the City as well as in the unincorporated County area.

B. Situation

1. A natural or man-made hazard could cause deaths, injuries and a wide range of damage to public or private property. Early and thorough determination of the dollar value of the damages and of their economic and social effects upon the community is fundamental to community recovery operations. It is also a prerequisite to obtaining loans, grants and other assistance from State and Federal governments.

There are two basic elements to damages; one is the direct dollar cost of the damage and the other is the dollar value of the impact of the damage on the community. The first is always present, regardless of the magnitude of the disaster, while the impact element is a reflection of the disaster magnitude.

2. Direct dollar damage costs are incurred before, during, and after a specific disaster event.

   a. In advance of a predicted hazard event, such as a hurricane, other tropical storm or weather event such as a cold front, protective and precautionary actions are appropriate. Financial costs incurred in the preparation stage can include but is not limited to:

   - Personnel and equipment hours
   - Materials, fuels and other supplies may be devoted to these preparatory or precautionary actions
   - Emergency supplies and equipment rentals
   - Barricades
   - Moving of equipment and records moved to safer locations
   - Opening of shelters
   - Transportation requirements
   - Logistical supplies needed for evacuations
   - Business closings and government operations suspension

   The costs of everything done in preparation for a specific anticipated event must be recorded and described. It is especially important to record the costs along with explanation of what was done.

   b. During a disaster event and in response to it, fuels, materials and supplies are consumed. Equipment and personnel hours are devoted to the specific event, including overtime.

   c. In the recovery phase, temporary repairs may be needed to avoid further damage and debris removal is usually required. It may be necessary to contract for a wide range of equipment and services, essential to recovery from the disaster event. Each cost item must be directly identified with a specific activity. Initially, all that can be expected is an estimate of the damage done to property and what debris removal might cost. Actual costs are developed as the work is done. The early estimate is needed however, to
determine eligibility for State or Federal assistance.

3. The impact of these losses on the social and economic welfare of the community can greatly exceed the direct dollar value of damage done to buildings and structures. Judging the overall economic and social impact of the direct costs is a major task for elected officials and government staff. Input from the private business sector will also be needed.

4. Public Assistance PDA - State assistance will be provided when damages initially appear to approach the threshold for eligibility for a State or Federal disaster declaration (see FEMA Public Assistance Handbook). When a Presidential declaration has been obtained, that assistance will include FEMA representatives. The State will conduct briefings for applicants to a Presidential declaration. Joint preliminary damage assessment is conducted with FEMA & State teams to determine public and infrastructure unmet needs.

5. Individual Assistance – A Joint Individual Assistance Preliminary Damage Assessment is also conducted on homes and businesses. Unlike public assistance, there is no threshold of damage to receive a Presidential Declaration for individual assistance but the governor will make the request to FEMA on the basis of the concentration and level of damage trauma to the community, special populations, voluntary agency assistance, and uninsured survivors (44 CFR, 206.48b).

C. Concepts of Operations

1. General

Damages may be sustained by publicly-owned buildings, roads, bridges, equipment and facilities and by a wide variety of properties owned by private, non-profit entities, businesses, and individuals. Assessment of damages will require coordination with and between the following and others, depending on circumstances:

a. Charlotte County Public Works Division
b. Charlotte County Utilities
c. Charlotte County Building Construction Services Department
d. Property Appraiser's Office
e. County Cooperative Extension Service
f. American Red Cross
g. Public utilities providers (FPL, UT, etc.)
h. Business Owner’s
i. Property and casualty insurers
j. Sheriff’s Office and other security and response agencies of city and county government
k. Volunteer aviation group
l. Charlotte County Economic Development Office

2. Initial Damage Estimate

The first estimate of damage will come from responders to the scene, to the extent that they can cover the entire scene. This will be followed as quickly as allowed by weather, daylight and the presence of debris with ground and aerial explorations. Video cameras will be used whenever possible to record the damage being observed. This may be done by using ground transportation, aerial transportation in concert with Amateur Television, walk through, water transport, or other means
necessary in order to get an initial damage assessment.

This estimating will be performed by personnel from the ARC, Building and Public Works Departments and the volunteer aviation group. Others such as the Sheriff’s Office and Fire/EMS may be included primarily for access control and search and rescue purposes.

a. Charlotte County Damage Assessment shall be the operation responsibility of the Charlotte County Building Construction Services Department with primary assistance from the Building Department and Director of Public Works, and the Property Appraiser’s Office.

b. The County Building Construction Services Department Director or his designee shall be the private property team leader and coordinate the management of the residential and commercial building damage assessment team. The building department will be responsible for post-disaster habitability inspections.

c. The Charlotte County Director of Public Works shall be the public property team leader.

d. The Building Construction Services Department team shall be comprised of Building staff and officials.

**Normal**

Under normal, day to day work conditions, the Damage Assessment Teams have no assessment responsibilities.

**Emergency**

Anytime a disaster occurs, the damage assessment teams shall be mobilized to the extent required by the type and magnitude of the disaster. They shall be fully mobilized upon threat of an impending hurricane and as coordinated by the Director of the Office of Emergency Management. Teams shall assemble and be dispatched as directed by the team leaders through the Charlotte County EOC.

a. Damage assessment teams shall make an initial assessment of damages immediately following a natural disaster.

b. The Director of the Charlotte County Building Construction Services Department shall investigate all areas of private residential and commercial property damage in all incorporated and unincorporated areas of the county. He shall coordinate with his City of Punta Gorda counterpart for the conduct of damage assessment in the City.

c. Team members will collect data regarding types and severity of damage.

d. The City of Punta Gorda will establish a municipal damage assessment team for the specific purpose of assessing all public damage within their municipal limits. The head of that team shall submit reports of injury and loss of life directly to the Director of the Office of Emergency Management and submit public damage reports directly to the Director of the Charlotte County Building Construction Services Department. The municipality will use the same forms as the county.

e. The Director over the Building Construction Services Department shall consolidate the reports from the heads of the City of Punta Gorda damage assessment teams, Charlotte County Public Works and their own staff. The consolidated reports shall be
submitted to the Florida Division of Emergency Management and the local chapter of the American Red Cross through the established reporting network by the Director of the Office of Emergency Management.

f. The Director of the Florida Health Department in Charlotte County shall investigate and report on all injuries and loss of life sustained during the disaster, directly to the Director of the OEM.

g. Initial damage estimates shall be submitted immediately following the disaster. These estimates are a basis for requesting a federal and state preliminary damage assessment, upon which, the Governor may declare a state of disaster emergency and request a Presidential emergency or major disaster declaration. They shall be completed and submitted as soon as possible to the Division of Emergency Management utilizing EM Constellation, or if unavailable any other type of communication. A mission request will also be submitted into EM Constellation for a Joint Preliminary Damage Assessment team.

h. Situation reports providing new developments and additional, more complete information shall be made daily and forwarded in the most expeditious manner possible through established channels.

i. Damage Assessment reports shall provide detailed comprehensive data on all damages, injuries and loss of life sustained during the disaster as soon as it is reasonably certain that damage assessment has been completed.

D. Execution

1. **Municipal (City of Punta Gorda)**

   a. The manager or mayor of the City of Punta Gorda shall appoint a head for the municipal damage assessment team, which shall compile data on all damage to public properties within the municipalities and on injuries and loss of life sustained therein. All reports shall be made on the same forms utilized by the county, and shall be submitted directly to the Director over the Charlotte County Building Construction Services Department in the most expeditious manner.

   b. The manager or mayor shall provide the Director of the Charlotte County Building Construction Services Department with the names of the damage assessment team members and its head as well as their addresses and telephone numbers. This list shall be reviewed, updated, and submitted prior to June 1 of each year.

2. **County**

   a. The Director of the Charlotte County Building Construction Services Department and the Public Works Director shall appoint their respective team members. They shall provide the Director of the Office of Emergency Management with the names and telephone numbers of each team member. This list shall be reviewed, updated, and submitted prior to June 1 of each year. In a post-disaster scenario, these Directors will notify their respective team members to a central briefing point. This will be done either by phone or in person.

   b. The team leaders shall establish and maintain a training program for their respective municipal and County Damage Assessment Team members. The training program shall include available training courses offered by State and Federal governments. Simulated disaster drills should be held to exercise the procedures contained herein and completion of reporting forms.
c. Charlotte County will coordinate for and establish Landing Zones (LZS) for the State of Florida's Rapid Impact Assessment Teams (RIATs). Coordination will take place between Charlotte County Public Works, Charlotte County Sheriff's Office, and Charlotte County Fire Department to ensure the safe and secure establishment of these sites. The following is a list of possible sites for Landing Zones for the RIATs and other efforts using air support:

Fixed Wing
Charlotte County Airport (Lat 269494 Long 815989) *

Helicopter
Deep Creek Elementary (Lat 265910 Long 820065)
East Elementary (Lat 265643 Long 820024)
LA Anger Middle School (Lat 265483 Long 821732)**
Peace River Elem (Lat 265812 Long 820470)
Punta Gorda Middle (Lat 265586 Long 820209)
Sallie Jones Elementary (Lat 265570 Long 820258)
Town Center Mall (Lat 270030 Long 820830)
Charlotte County Stadium/Tampa Bay Rays Spring Training Facility (Lat 269987 Long 821807)*

* = Primary site for RIAT    ** = Secondary site for RIAT

3. State

When state assistance is required:

a. The Directors of the Charlotte County Building Construction Services Department will cooperate with the Joint Preliminary Damage Assessment Team in their completion of the Damage Assessment Report, as soon as possible without compromising life or property. Specifically, they shall furnish the Team through the Director of Emergency Management with the most recent and accurate assessment of damage available. They shall further provide a guide(s) who is knowledgeable of the disaster area and local damage assessment activities.

b. The Director of the Office of Emergency Management will coordinate recovery activities between municipalities and unincorporated areas. Consolidated reports will be submitted to the Florida Division of Emergency Management (FDEM). When the original is transmitted electronically (EM Constellation, or if unavailable any other type of communication), the written report should be forwarded through normal channels as soon as possible.

c. Reports will be updated as necessary to report additional and more accurate data as it becomes available. Major updates will use the format of the original report. Situation summaries and minor report updates will be submitted at least daily using the Situation Report format until notification from (DEM) that daily reports are no longer necessary.
VI. **INDIVIDUAL ASSISTANCE**

A. **Disaster Recovery Centers**

1. **General**

   The Director (or designee) of the Office of Emergency Management maintains a list of government-owned facilities and coordinates them for establishment of Disaster Recovery Centers (DRCs). These centers are established jointly by the Federal Emergency Management Agency (FEMA) State, and County following a Presidential Declaration of a major disaster. Each center will provide a single location where disaster victims may apply for various types of assistance available to individuals and private businesses. The Disaster Recovery Centers will be located at any of the following locations:

   - The Port Charlotte Cultural Center
   - Tringali Community Center
   - South County Regional Park

   Particular populations which are more likely to use the DRC’s are those abandoned by home health care agencies, those currently enrolled in social service programs, mobile home park residents, residents of manufactured housing, coastal residents, and those residents in identified flood hazard and storm surge hazard areas. This includes most of the geographic region covered by Charlotte County. The Charlotte County Chapter of the American Red Cross and the Salvation Army will be able to assist DRC personnel in referral and informational needs as needed.

2. **Concept of Operations**

   In the event of a major disaster proclaimed by the President, FEMA will establish Disaster Recovery Centers as needed to administer aid and assistance to the disaster victims. This will be done by the initiation of a resource request from CCOEM into FDEM’s EM Constellation. The FEMA Administrator will appoint a Federal Coordinating Officer (FCO) as his/her representative in the disaster area. In this capacity, the FCO is responsible for the coordination of all federal disaster assistance efforts in the affected area. He/she will normally appoint an Individual Assistance Officer (IAO), a Public Assistance Officer (PAO), an Equal Right Compliance Officer, a Reports Officer, and a Center Managers. The FCO will work in coordination with the State Coordinating Officer (SCO) and his staff.

   During operations, the IAO is directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location, and operation of Disaster Recovery Centers and mobile teams. The State Coordinating Officer will appoint a State Disaster Recovery Center Manager for each center. Each of these DRC Managers will work in conjunction with their federal counterparts to ensure proper state staffing of Disaster Recovery Centers.

3. **Tasks**

   A. **Local Government**

      - Charlotte County Director of Emergency Management has the lead responsibility for coordination with state and to insure the DRC is supported in whatever it needs.
      - Provide recommendations and assistance for the selection of a Disaster Recovery Center site.
• Assist federal and state personnel in obtaining logistics support for DRC’s.
• As requested, furnish space, facilities, and supplies when available.
• Ensure adequate parking facilities in the vicinity of the DRC.
• Provide a liaison for the Joint Field Office (JFO) during its operation.
• The Charlotte County Department of Human Service is the lead County agency for coordinating the basic needs to be offered at the Disaster Recovery Center. This food stamp and crisis counseling assistance will be coordinated through the Florida Department of Children and Families.
• The Charlotte County Sheriff’s Office, as the senior law enforcement agency during emergency operations, will provide security at the DRC. The necessity for long lines to serve many people with disaster-related problems will require firm control for good order and discipline. Direct liaison between the Sheriff and the DRC Manager is necessary early in the setting up of the DRC.
• Provide liaison with State recovery staff.
• If it is deemed that state participation is necessary in the DRC, a request for DRC assistance will be processed through the Charlotte County Emergency Operations Position in the EOC and forwarded to the State using EM Constellation, or if unavailable any other type of communication.

B. State Government

a. State Coordinating Officer
   • Assist the FCO as needed
   • Provide operating personnel and supporting staff to augment those of the federal government
   • Assist the FCO in obtaining logistic support and supplies when required
   • Appoint Assistant DRC Managers, a State Individual Assistance Officer, and a State Public Information Officer

b. State Individual Assistance Officer
   • Assist State Federal Individual Assistance Officer as needed
   • Assure the representation of state agencies in the DRC
   • Assist in locating disaster victims who have not visited the DRC and encourage them to do so
   • State and Federal IA Officer operations are a joint effort

c. State Disaster Recovery Center Coordinator
   The Disaster Recovery Center Coordinator is directly responsible to the Individual Assistance Branch Director for the staffing, training, operations, logistics and demobilization of Disaster Recovery Centers to include the following:
   • Coordinate with County Emergency Management Directors on location for Disaster Recovery Centers within the declared counties.
   • Coordinate Disaster Recovery Center staffing, logistics and training.
   • Ensure that all Disaster Recovery Center resources are tracked and returned or released at the time of Disaster Recovery Center closure.
• Establish a contingency plan for mass evacuation and the quick rebuild of each Disaster Recovery Center in the event of inclement weather or an unusual occurrence.
• Assist the Individual Assistance Branch Director with applicant inquiries after the Disaster Recovery Centers are closed.

d. Assistant Disaster Recovery Center Managers
• Assure adequate staffing by State agencies in the DRC at all times
• Assist DRC Manager in the daily operation of the DRC
• Act on behalf of the DRC Manager in his/her absence

e. Departments of Health, Commerce, Insurance, Agriculture and Consumer Services, and Community Affairs (Division of Technical Assistance)
• Provide personnel to staff the DRCs and accept applications for services offered at the DRC

C. Federal Government

Federal agencies coordinate through the FEMA DRC Group Supervisor for staging and included agencies such as Crisis Counseling, Small Business Administration (SBA), Mitigation, and possibly other federal agencies.

a. Federal Coordinating Officer
• Determine which federal agencies should be represented in the DRC.
• Coordinate the administration of disaster assistance for individuals
• Coordinate with private and volunteer agencies

b. Federal Individual Assistance Officer
• Responsible for the coordination of all individual assistance
• Responsible for location of DRCs to include adequacy of space, utilities, furniture and supplies, parking, telephone, and access to transportation
• Determine the hours of operation and days of service for DRCs
• Responsible for staffing of the centers by federal, state, and local government agencies and non-governmental relief organizations
• Ensure, with the assistance of the Federal Public Information Officer, that adequate information on assistance is distributed to disaster victims.

c. Disaster Recovery Center Managers
• Set up and arrange the center, including signs and registration forms
• Brief the staff on their duties, hours of operation, and rules for the center
• Responsible for day-to-day operation of the center such as reporting, appearance of the center, activities within the center, and adequate staffing to prevent undue delays
• Ensure proper registration and routing for each victim visiting the DRC
• Provide for exit interview to ensure that each disaster victim has
been advised by the proper agencies and understands the various programs and procedures for filing assistance.

- Close the center nightly and make provisions for security measures if required
- Responsible for final closing when the Individual Assistance Officer determines the date

d. Other Federal and State Agency Personnel
- Provide information and assistance to disaster victims
- Conform to center rules, including hours of operation
- Provide necessary application forms and Office equipment
- Assist in preparation of application forms, and enter data and initials on registration form

e. United States Post Office
Informal local liaison with the Postmaster as a part of the planning effort provides their support. It is anticipated that many homes may be damaged or destroyed after a major disaster, making mail delivery to homes impossible. The delivery of mail such as retirement or social security checks is essential to an orderly recovery from a disaster.

f. Receptionist
- Greet people as they enter and direct them to the registrars' table on a first come, first-serve basis.
- Complete “DRC Routing Slip” – referring them to the appropriate agencies within the DRC.

g. Registrars
- Will be trained social workers provided by the Florida Department of Health
- Determine victims' needs and check appropriate programs
- Complete upper part of registration form
- Refer victims to appropriate agencies

h. Exit Interviewer
- Check the victim's registration form to ensure that he has visited all the agency representatives to who referred.
- Redirect the victim to the responsible agency should he/she have further questions.
- Verify that the victim understands his responsibilities, i.e., time deadlines for filling out applications, documentation needed to support requests for assistance, etc.
- Collects “DRC Routing Slip” (this can also be done by the receptionist if needed).

i. If the victim returns to the center, he may proceed directly to the appropriate agency by showing the registration form his previous visit.

**DISASTER RECOVER CENTER CONSIDERATIONS**

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DISASTER RECOVER CENTER SELECTION CRITERIA

The Disaster Recovery Center selection is one of the key elements in a successful Disaster Response and Recovery Operation. Primary and secondary DRC locations should be selected based on the following criteria:

1. **Flood Area**

The amount of floor space required for a DRC is based normally on the size of the disaster and the number of people requiring individual assistance.

In selecting a location prior to a disaster, a review of past disaster history for the community and surrounding areas may be helpful. Floor space of approximately 4000-7000 square feet of open space is usually an adequate amount.

2. **Parking**

Parking is one of the criteria in selecting a DRC location. The number of agencies’ Representatives and disaster victims must be considered. In areas requiring parking fees, special arrangements may have to be made for people going to the centers. In areas having heavy traffic flow, special arrangements for traffic control may have to be made.

3. **Restrooms**

Restrooms for men and women should be located in the same building as the DRC.

4. **Lighting, Ventilation, Heating and Air Conditioning**

Adequate overhead lighting and proper ventilation is essential in DRC selection. If location does not have air conditioning, arrangements may have to be made for fans to be brought to the center.

5. **Janitorial Service**

The availability of janitorial services should be checked. If no services are available, center managers should be advised when the center is activated. Make sure that adequate trash receptacles are available.

6. **Public Telephones**
If location does not have a public telephone, check to see if phones can be easily installed.

7. **Ground Floor Location**

Traffic flow in centers with ground floor location is easier to direct and control. If other floors have to be used, accessibility, waiting areas and overall traffic flow must be considered before designating the location as a center.

8. **Public Transportation**

If the community has a public transportation system, the accessibility to the system should be considered when selecting center location.

If no public system is available, alternate plans for transportation may have to be made.

9. **Furniture**

Furniture needs will vary depending on disaster size. Minimal furniture requirements are approximately 25 tables and 150 chairs.

10. **Floor Plan**

Single line drawings should be made of centers giving the measurements and descriptions of the facilities.

11. **Power Outlet**

Power outlets should be shown on the building’s single line drawing.

12. **Building Manager**

The building manager or person responsible for the facilities, name, address, and phone number should be in the SOP or Plan and/or on the single line drawing.

13. **Centers Activation**

When it is determined that locations are needed, contacts should be made to ensure that the facilities are not being used.

**B. Temporary Housing Assistance**

1. **General**

In the event of a Presidentially-declared disaster in the State of Florida, a temporary housing mission may be authorized in order to provide housing assistance to disaster victims. Should a temporary housing program be authorized, one or more of several forms of assistance may be made available including:

   a. Mortgage subsidies to, or on behalf of, individuals or families who have received written notice of eviction or foreclosure due to financial hardship caused by the disaster;
   
   b. Rental assistance to persons who are suffering financial hardship or loss of housing due to the disaster;
   
   c. Available private or public rental units or homes;
   
   d. Emergency repair programs; and,
e. Mobile homes or other readily fabricated dwellings.

Normally, local governments (city or county) and non-governmental relief agencies provide the initial effort to fill the housing needs of disaster victims within the limits of their capabilities.

The primary agency with responsibility for the administration of the Temporary Housing Program for the State of Florida is the Federal Emergency Management Agency (FEMA). Should damage caused by a disaster warrant additional resources beyond the capacity of the local governments, assistance may be requested from FEMA through the Division of Emergency Management (DEM).

2. **Concept of Operations**

Following a disaster, the local government, in conjunction with the DEM, will initially identify the need for temporary housing and, in conjunction with non-governmental relief agencies, assist the victims to the limits of its capabilities.

If, following this initial identification of need, it is determined by the local government or DEM that a temporary housing program may be needed; DEM will request assistance from FEMA. All matters concerning temporary housing at this point will be executed by FEMA. In the event that a disaster occurs, the following information will be needed to determine the types of assistance required:

- The number of victims needing temporary housing;
- The estimated number of homes which could be made habitable with minimal repairs;
- Available government-owned or government-subsidized housing units;
- Privately-owned rental properties which could be used for temporary housing; and,
- Available mobile homes or other readily fabricated dwellings which could be used for temporary housing.

The primary role of the local and state governments is to provide support to FEMA in its implementation of the program as needed, within the limits of their resources. The local government should assist FEMA by obtaining structural or construction permits, licenses, and clearances necessary to establish and implement a full-scale temporary housing program.

3. **Tasks**

**PRIOR TO A DISASTER**

a. **Local Government**

Develop and maintain the Charlotte County Disaster Housing Plan for providing temporary housing assistance to disaster victims within the resources of the local government. This would involve an initial assessment and periodic reassessments of available resources, including funds, available housing units and mobile homes, personnel who could be called upon to assist in the temporary housing effort and non-governmental relief agencies and organizations.

b. **Division of Emergency Management**
1. Maintain the State Temporary Housing Annex, updating when necessary.

2. Establish procedures for coordinating with local governments and federal agencies on matters dealing with temporary housing assistance.

3. Prepare instructions and forms for housing damage assessment and local government assistance.

4. Upon request, provide local governments and regional planning councils with instructions and training in the area of housing damage assessment.

5. Upon request, provide local governments, regional planning councils, and non-governmental relief agencies with training in the administration of management of local or area temporary housing assistance programs (including personnel training, applicant and occupant services and record-keeping).

6. Maintain a current listing of local and regional personnel in charge of emergency management.

**FOLLOWING A DISASTER (Prior to a Presidential Declaration)**

a. **Local Government**

1. The Charlotte County Office of Emergency Management, acting as the residential damage assessment coordinator, will identify the need for temporary housing following a disaster and will assist the victims to the limits of their capabilities by directing them to non-governmental relief agencies. Should additional assistance beyond the resource capabilities of the local jurisdiction be required, the Charlotte County Office of Emergency Management will notify the State Division of Emergency Management (DEM).

2. Request assistance from the Division of Emergency Management, if state assistance is required, to carry out the housing damage assessment.

3. Identify and develop sites for mobile homes, within the capabilities of the local government, if needed.

b. **Division of Emergency Management**

1. Provide housing damage assessment assistance to local governments upon request.

2. Establish liaison with local and federal agencies related to temporary housing assistance.

**FOLLOWING A DISASTER (Subsequent to a Presidential Declaration of a Disaster)**

a. **Local Government**

1. Provide data and assistance to FEMA as requested, within limits of local resources, to include:
• Providing personnel to assist in the application-taking and verification process; and
• Assisting in an inventory of available housing resources, such as private rental units, motels and hotels; and
• When mobile or other readily fabricated housing is to be provided, prepare sites, complete with utility connections, using sites provided by the applicants or by the local governments; and

2. Continue to coordinate with non-governmental relief agencies to provide support services to FEMA, within the capabilities of the agencies and local government.

3. The emergency shelters are generally for a short two or three day stay. Long-term shelter will be required for those whose homes have been demolished or who are denied entrance into their home areas. The National Red Cross and FEMA will, providing a disaster has been declared, provide mobile homes for long-term shelter. All mobile home parks will be canvassed for availability and all available RV’s will be pressed into service to satisfy the sheltering needs. Twelve-percent (12%) of the county population live in mobile homes. Funding associated with this effort must be carefully coordinated through the County Administrator. Use of vacant mobile homes at existing sites will facilitate utility connections and home set-up problems.

4. Many non-government relief-type agencies are available to assist in this effort.

5. A good source of personnel for applicant interviews will be through the American Red Cross shelter volunteer list.

b. Division of Emergency Management

Provide data and assistance to FEMA, as requested, to aid in the establishment of an effective Temporary Housing program.

C. Feeding and Distribution Sites

All feeding and distribution sites will be established under the CCEOC Human Needs Group in conjunction with the American Red Cross Position (ESF 6 equivalent) and Charlotte County Human Services Position (ESF 11 equivalent).
VII. PUBLIC DISASTER ASSISTANCE

1. General

The Emergency Management Director is responsible to coordinate state and federal disaster assistance claims. All County agencies and municipalities are responsible for participating in Public Assistance activities as needed. Federal public assistance is that part of emergency or major disaster relief through which the federal government supplements the efforts of state and local governments to return the disaster area to normal conditions, including repair and restoration of public facilities or services which have been damaged or destroyed. Two types of assistance are authorized, emergency and permanent. Emergency work includes efforts to save lives, protect property and maintain operation of essential facilities until permanent restoration can be made. Permanent work involves actions necessary to repair, restore, reconstruct or replace public and certain private non-profit facilities damaged or destroyed by the disaster.

Project applications for federal public assistance may be approved to fund a variety of projects, including the following:

**Category A: Debris Removal**
Clearance of trees and woody debris; certain building wreckage; damaged/destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

**Category B: Emergency Protective Measures**
Measures taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

**Permanent Work**

**Category C: Roads and Bridges**
Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

**Category D: Water Control Facilities**
Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

**Category E: Buildings and Equipment**
Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

**Category F: Utilities**
Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

**Category G: Parks, Recreational Facilities, and Other Facilities**
Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.
**Eligible Facilities**

An eligible facility is any building, works, system, or equipment that is built or manufactured, or any improved and maintained natural feature that is owned by an eligible public or private nonprofit (PNP) applicant with certain exceptions.

**To be eligible a facility must:**

- Be the responsibility of an eligible applicant.
- Be located in a designated disaster area.
- Not be under the specific authority of another Federal agency.
- Be in active use at the time of the disaster.

**Examples of eligible public facilities include:**

- Roads (non-Federal aid)
- Sewage Treatment Plants
- Airports
- Irrigation Channels
- Schools
- Buildings
- Bridges and Culverts
- Utilities

**Eligible private non-profit facilities include:**

- Educational facilities (classrooms, supplies, and equipment)
- Gas, Water, and Power systems
- Emergency facilities (fire stations and rescue squads)
- Medical facilities (hospitals and outpatient centers)
- Custodial care facilities
- Other Essential government services (to be eligible these PNP facilities must be open to the general public)

**Restrictions**

1. **Alternative use facilities**
   If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster alternative purpose.

2. **Inactive facilities**
   Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget, or where the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

All restoration must meet current health and safety codes and standards; or, if no such codes are in existence or are inadequate to insure a safe and usable facility, the Federal Emergency Management Administration (FEMA) Administrator may set minimum standards.

If current codes require improvements over the pre-disaster design or condition of the
facility, a written copy of existing codes should be included with the project application. Documentation to show compliance with flood insurance requirements and insurance requirements under Public Law 93-288, Section 314 are also required.

Other special requirements for public assistance projects include environmental and historical preservation considerations. In general, actions to save lives and property, remove debris, and restore facilities substantially as they existed prior to the disaster are not considered major federal actions significantly affecting the quality of the human environment within the meaning of the National Environmental Policy Act of 1969. Thus, no environmental clearance or environmental impact statement is required for such actions. Other actions which do not essentially return the disaster area to its pre-disaster condition may require special clearances or impact statements. In addition, any action which affects properties included in or eligible for a National Register of Historic Places requires at least a special environmental clearance before the project can be approved.

Another aspect of applying for public assistance is choosing the method of funding most appropriate to the applicant's needs. Categorical grants, based on the estimated cost of restoring facilities to their pre-disaster conditions (subject to current health and safety standards) are used: (1) to restore public facilities on a project-by-project basis, (2) for debris clearance and emergency work, (3) for all facilities damaged while under construction, and (4) for all private non-profit facilities.

Available funding options are can be located at the following website: http://www.grants.gov/web/grants/applicants.html.

If any problems arise during reconstruction, the local authorities should immediately notify the Division of Emergency Management (DEM) Area Coordinator that an interim inspection is needed. A supplementary DSR may be filed if the cost or scope of work has significantly changed. State or federal authorities may also request interim inspections to determine progress made on a project and to check the completeness and validity of the original DSR.

Final inspections will be carried out for all projects to verify the completion of work as approved by FEMA. Final payments will be made only after all final inspections are complete. In addition, a Summary of Documentation must be submitted listing all expenses by date and by category and line item (which refers back to the DSR identifying the exact damage site referenced). The completeness and accuracy of this data is essential for the state audit which will be completed before the final claim is submitted to FEMA. A Blanket Statement certifying the accuracy of the Summary of Documentation and the availability for audit of all records referenced in the Summary must also be submitted. In addition to the State audit, all projects are subject to federal audit.

Appeal procedures for requesting reconsideration of any decision by the FEMA Regional Director on any action related to federal assistance are outlined on the FEMA Website at https://www.fema.gov/public-assistance-appeals-and-closeout. The appeal is made in writing by the state (or if the state refuses, by the applicant) to the FEMA Regional Director. If the Regional Director denies the appeal, the state may then appeal to the FEMA Administrator, whose decision is final.

2. Concept of Operations

As soon as possible after the President's declaration of an emergency or major disaster, the State Coordinating Officer (SCO) and the State Public Assistance Officer will coordinate with the Federal Coordinating Officer (FCO) and the Federal Public Assistance Officer to arrange a public official's briefing. At this briefing the types of public assistance will be explained. "Notice of Interest" forms will be provided at the briefing; applicants will use them to indicate types of
damages caused by the disaster and the programs for which they wish to apply. A Damage Survey Report defining project scope and cost estimates will be completed for each damaged facility/site. These reports form a basis of the Project Application. Each applicant prepares a Project Application, which includes all requests for assistance (including requests on behalf of private non-profit organizations within their jurisdiction) and the funding alternative preferred.

Completed Project Applications are submitted to the Governor's authorized representative, who forwards them to FEMA with recommendations of the Department of Insurance for insurance coverage under Section 314 of Public Law 93-288 and his own analysis and recommendations for project approval or disapproval. FEMA then reviews and analyzes each application and returns it approved, approved subject to specific revisions, or disapproved. The appeal procedure is described on the FEMA Website at [https://www.fema.gov/public-assistance-appeals-and-closeout](https://www.fema.gov/public-assistance-appeals-and-closeout) for cases in which the state or local government feels that the decision is not justified.

Interim and final inspections of projects will be conducted. After projects are completed, the applicant will submit to DEM a Summary of Documentation and a Blanket Statement, after which the Office of the Auditor General will audit all expenditures claimed for reimbursement. When all documentation is in order, the Governor's authorized representative will forward to FEMA the request for final payment.

**A. Loans**

The federal government may make a Community Disaster Loan under Section 414 of Public Law 93288 to any local government which may suffer a substantial loss of property tax base or other revenues as a result of a major disaster, providing such government demonstrates a need for this assistance in order to perform its governmental functions.

1. Only one such loan per local government may be approved.
2. The loan may be approved in either the fiscal year in which the disaster occurred or the fiscal year immediately following that year.
3. Loans will be based on the actual and projected losses of revenue and disaster related expenses for the fiscal year in which the disaster occurred and for the three succeeding fiscal years.
4. Interest rates and other charges will be set by the US Secretary of the Treasury and the Administrator of the Federal Emergency Management Administration (FEMA).
5. Loans are approved for no more than three years unless otherwise stipulated by the FEMA Administrator. When requested by the applicant and warranted by the applicant's financial condition, the FEMA Administrator may extend the term of the loan; however, the total term will not exceed ten years.
6. In cases where local revenues during three full fiscal years following the disaster are insufficient to meet the operating budget, repayment of all or part of the loan may be canceled by the FEMA Administrator.
7. Any community disaster loans, including cancellations, made under provision of Section 414 shall not reduce or affect any grants or other assistance under other provisions of Public Law 93-288.

**B. Procedures**

1. Application for a Community Disaster Loan may be made only following a
Presidential declaration of a major disaster. To obtain such a loan, the local government will submit a loan request to the Division of Emergency Management. The DEM will forward the request to the Department of Revenue which will validate the loan request and return it to DEM. Once validated, the request will then be sent to the Governor or his authorized representative. Upon approval, the loan request will then be forwarded to FEMA for final determination.

2. If financial assistance is warranted, prepare a disaster loan request based upon actual and projected losses of revenues and disaster related expenses for the current fiscal year and for three succeeding fiscal years. Compare this total with 25 percent of the current fiscal year's operating budget. The monetary amount of the loan request cannot exceed the lesser of the two totals previously mentioned.

3. Submit the request to the Division of Emergency Management.

4. Submit any request for loan repayment cancellation with complete documentation to the Division of Emergency Management

3. **Tasks**

   **A. State Government**

   **1. Division of Emergency Management**

   a. Appoint a State Public Assistance Officer to coordinate all state public assistance activities and to act as liaison with the Federal Public Assistance Officer.

   b. Coordinate all joint activities among FEMA, state agencies and local governments.

   c. With FEMA, set up separate briefings for applicants and for damage survey team members. Notify all affected parties of the times and locations of these briefings.

   d. Assist local governments, other state agencies and private nonprofit organizations in identifying potential projects.

   e. Organize and coordinate damage surveys.

   f. Notify the State Historic Preservation Officer to identify at the earliest possible date all properties within the disaster area which are included or eligible for the National Register of Historic Places and to see that appropriate measures are taken to insure their maximum protection.

   g. Notify the Department of Environmental Regulation when special environmental studies are needed.

   h. Advise and assist local governments and state agencies in completing project applications, including scheduling and conducting briefings on project application drafts.

   i. Review all project applications, assure that all requirements for federal assistance have been satisfied and recommend approval or disapproval to forward to FEMA.
j. Notify appropriate agencies when interim and final inspections are needed.

k. Review Final Inspection Reports for completeness and provide copies to FEMA.

l. Review and analyze Summaries of Documentation against approved Project Applications and Final Inspection reports and submit them with recommendations to the Auditor General. After the audit, review all records and audit reports and forward them to FEMA with state vouchers and voucher analysis.

2. Other State Agencies

a. Train personnel in appropriate techniques for damage surveys and record keeping prior to any disaster

b. Provide trained inspectors for damage surveys and project inspections.

c. When state property under the agency's jurisdiction is damaged by disaster:

   1. Report damages of state property to DEM and have a representative attend the applicant's briefing and complete a Notice of Interest form.
   2. Participate in damage surveys and project inspections.
   3. Prepare Project Applications, including designation of funding option desired, for damage to state property under the Agency's jurisdiction.
   4. Request advance funding or partial payment through DEM, if needed.
   5. Ensure that all projects are carried out in a manner consistent with acceptable health and safety codes and environmental standards, including special requirements regarding effects on historical properties.
   6. Notify DEM when all work in one category is complete so final inspections can be scheduled.
   7. Complete the Summary of Documentation and Blanket Statement to request final payment.
   8. Maintain a system of complete documentation for all activities and expenditures in order that each can be identified by date and by exact facility/site restored. Provide all documentation for state and federal audits when requested.

3. Department of State

a. Appoint a State Historic Preservation Officer.

b. When notified by DEM, identify as quickly as possible all properties within the disaster area which are listed in or eligible for the National Register of Historic Places.

c. Coordinate with federal officials to assure that historic properties in the disaster area are considered with regard to requirements in order to protect these properties from undesirable impacts from restoration projects.
4. **Department of Environmental Regulation**
   a. Coordinate with appropriate federal agencies for the conduct of environmental impact studies.
   b. Ensure that projects are carried out in a manner which does not cause additional damage to the environment.

5. **Office of the Auditor General**

   Conduct an audit of each project before request for final payment is made to FEMA (except for small projects approved for 100 percent in lieu contributions under Public Law 92-288, Section 419).

C. **Local Government**

1. Train personnel in appropriate techniques for damage surveys and record maintenance, including DSR information prior to any disturbance.

2. Designate local inspector(s) who have knowledge helpful for estimating damage to participate on damage survey teams to determine habitability certification and substantial damage determinations.

3. Personnel from the City and County Budget and Administrative Services Department shall complete project applications, including designation of funding method desired, in accordance with guidelines set forth by FEMA. This agency shall also be responsible for project, grant, and financial management of the Public assistance process. This may be done in conjunction with the Office of Emergency Management. The Management Budget Analyst within Charlotte County Budget and Administration Services Department has the overall responsibility for coordinating the activities of the Public Assistance Program in accordance with Charlotte County Budget, Purchasing and Finance Guidelines.

4. The County Administrator, City Manager or their designees, shall be the local public officials who attend the applicant and kick-off briefing and complete "Notice of Interest" forms.

5. Request advance funding or partial payment through the Division of Emergency Management, if needed.

6. Ensure that all projects are carried out in a manner consistent with acceptable health and safety codes and environmental standards, including special requirements regarding effects on historical properties. Normal permits and licensing through Building Construction Services Department will help here.

7. Notify the Division of Emergency Management when all work in one category is completed so that final inspections can be scheduled.

8. Complete the Summary of Documentation and Blanket Certification to request final payment.

9. Maintain a system of complete documentation for all activities and expenditures so that each can be identified by date and by exact facility/site being restored. Provide all documentation for state and federal audits when requested. Have the Purchasing Division and Clerk of Courts active in this phase of post-disaster operations.

10. Provide inspectors to collect information to prepare for Damage Survey Reports (DSRs).
11. Charlotte County Budget & Administrative Services personnel will prepare and send correspondence (phone and letter) to all departments (city and county), private entities, and non-for profit agencies about their eligibility for Public Assistance. This list is monitored continually by staff for any changes throughout the year and updated as needed. The correspondence sent will also request records of expenses incurred during disaster declaration period. The following agencies will be contacted:

- Charlotte County Office of Emergency Management
- Charlotte County Budget & Administrative Services
- Charlotte County Purchasing
- Charlotte County Public Works
- Charlotte County Utilities
- Charlotte County Community Services
- Charlotte County Facilities Construction/Maintenance
- Charlotte County Human Services (Transit included)
- Charlotte County Building Construction Services
- Charlotte County Animal Control
- Charlotte County Human Resources (Training, Personnel, etc.)
- Charlotte County Finance
- Charlotte County Administration
- Charlotte County Board of County Commissioners
- Charlotte County Clerk of Courts
- Charlotte County Property Appraiser
- Charlotte County Public Schools
- Charlotte County Fire/EMS
- Charlotte County Sheriff's Office
- Charlotte County Information Technologies
- Charlotte County Tourist Development
- Charlotte County American Red Cross
- Charlotte County Salvation Army
- Fawcett Memorial Hospital
- Bayfront Punta Gorda (Formerly Charlotte Regional Medical Center)
- Bayfront Port Charlotte (Formerly Peace River Regional Medical Center)
- Others as deemed necessary

The City of Punta Gorda will notify its own agencies to include:

- City of Punta Gorda Police Dept.
- City of Punta Gorda Fire Dept.
- City of Punta Gorda Utilities
- City of Punta Gorda Public Works
- City of Punta Gorda Community Development
- City of Punta Gorda City Manager
- City of Punta Gorda City Council
- Others as deemed necessary

12. During an event, Charlotte County Budget & Administrative Services may opt to request updated expenditures from involved entities. Costs will be kept in a database that will remain open until the close of the event and all expenditures have been accounted for and all project sheets are filled out. This data will be stored in paper format and in electronic format for three years after the event (or longer depending on reimbursement time-frame).
DAMAGE SURVEYS AND PROJECT APPLICATIONS

I. General

Each application for Federal Public Assistance requires a damage survey to identify the nature of the problem, the repairs needed and the estimated cost of each aspect of the project. For projects involving state property, the damage survey team will be composed of a federal and a state inspector; for local projects, the team will have one member each from federal, state and local governments. In addition, repair and restoration projects may involve interim inspections to determine both progress made on the project and the completeness and validity of the original damage surveyor report. The final inspection verifies the completion of work as approved by the Federal Emergency Management Administration (FEMA), and is required for all projects.

II. Concept of Operations

Following the applicant's briefing, damage surveys will be made by the survey team. The team will record their findings on the Damage Survey Reports (DSR's) which become part of the appropriate project application. These reports then become the basis for FEMA's approval of the project submitted by the applicant. Separate reports will be completed for each item of work within each FEMA category. When each DSR has been completed, state and local representatives sign it, indicating concurrence or non-concurrence with the report. In those instances where the team recommends that the proposed work be considered ineligible, they will still complete a Damage Survey Report to indicate the location, extent of damages, proposed scope of work, estimated costs and reason for the determination of ineligibility.

While reconstruction projects are in progress, interim inspections may be carried out at the request of the local government, the state agency making the original survey, the Division of Emergency Management (DEM) or FEMA. The state agency making the initial survey will check the project and report to DEM any problems or major changes in scope or cost. A supplemental DSR may be needed if major changes have occurred.

When all projects of one type or category are completed, local officials will notify the DEM Area Coordinator that final inspections are needed. The Area Coordinator will notify the state agency which made the original survey and will supply to that agency the necessary forms and other pertinent information for the final inspections. The state agency which made the initial surveys will then contact the appropriate federal agency and schedule the final inspections. The completed final inspection forms will be returned to the DEM Area Coordinator.

III. Tasks

A. State Government

1. Division of Emergency Management

Based on Notice of Interest forms assemble damage survey teams and assign appropriate state inspectors from the following agencies:

Agriculture: Agricultural & timber damages, debris clearance
Business Regulation: Buildings and structures
Education
Educational facilities

Environmental Regulation
Water supply and waste water facilities-coastal areas/other than beaches

Game and Fresh Water Fish Commission
Wildlife and fresh water fishery resources, and debris clearance in waterways

General Services Health & Rehab Services
Building and structures Health facilities

Natural Resources
State

Public Service Commission
Historic properties

Beaches and beach related structures, marine resources and debris clearance

Utilities (electric, telephone and gas facilities)

Transportation
Roads, culverts, streets, bridges, airport facilities, aircraft, railroads, and debris clearance

Water Management District
Dams, levees, dikes, drainage facilities, irrigation facilities.

a. Coordinate with FEMA for scheduling a briefing for all damage survey team members, and notify all participants of the time and location of the briefing.

b. Schedule and coordinate all damage survey team activities.

c. Notify the State Historic Preservation Officer immediately so that historic properties in the disaster area may be identified as quickly as possible.

d. Ensure state inspector's signature and indication of concurrence or non-concurrence on each DSR. In cases of non-concurrence, be sure that explanatory information or comments are included.

e. Notify the state agency which conducted the original damage survey to make interim inspections on long-term projects or projects which may be causing difficulties, and help to file supplemental DSR's as needed.

f. Immediately notify the state agency which conducted the original damage survey when the final project inspection is needed.

2. **Other State Agencies**

a. Identify and train inspectors for damage survey teams in accordance with the responsibilities listed above.

b. Have participating inspectors attend the briefing for damage survey teams.

c. Have inspectors sign and indicate concurrence or non-concurrence on each damage survey report. In cases of non-concurrence, provide explanatory information or comments.
d. Conduct interim inspections as requested and report problems noted.

e. When notified that final inspections are needed, contact the appropriate federal agency and schedule the inspections. Each inspection should be completed and all documentation, including the Final Inspection Report Form, should be returned within two weeks of the agency's notification.

f. Maintain complete records of all manpower and financial expenditures made in carrying out these functions.

3. **Department of State**

   Identify all properties within the disaster area which are included in or eligible for the National Register of Historic Places and assist in determining the possible impacts of public assistance projects upon those properties.

B. **Local Government**

   Identify and train inspectors for damage survey teams.

C. **Local Governments and State Agencies Applying for Public Assistance**

   1. Charlotte County Emergency Management Office Director will be responsible for coordinating the pre-identification of potential applications.

   2. Prepare a list of all the damaged facilities in the affected jurisdiction. The list should identify site by a common name (for example: county road, culvert, washout 1.4 miles south of intersection Stated Road 31).

   3. Mark the location of each damage site on a map and make a plan for traveling to each site to save time and for the damage survey team.

   4. Be familiar with the total damage and repair costs to date at each site so that the extent of the damage can be clearly pointed out.

   5. Have photographs, site sketches or drawing of each damage site available to the damage survey team when they arrive.

   6. Provide an inspector who is knowledgeable of the type of damage to participate on each damage survey team and to sign indicating concurrence or non-concurrence with each damage survey report. In cases of non-concurrence, provide additional information or comments. In cases involving state agencies, the agency representative may not be the official damage survey team member, but someone familiar with the damage and the plans for restoration will still be needed to accompany the team.

   7. Be prepared to describe the way in which the applicant intends to repair or reconstruct the damaged facility (force account or contract). If contractor's estimates have been received, have them available.

   8. If damaged facilities must be rebuilt to conform with new codes or regulations and which represent an upgrading of the facilities when compared to their pre-disaster condition, have copies of the codes or regulations available.

   9. The Director of the Office of Emergency Management will notify DEM when an
interim inspection is needed to check on developing problems, such as major changes in scope or cost of work, and will serve as local representative at all inspections.

10. The Emergency Management Director will notify DEM when all work of each type has been completed so that final inspections can be scheduled.

11. Maintain complete records of all manpower and financial expenditures made in carrying out these functions.

Refer to www.Floridapa.org for guide/steps to apply for reimbursement procedures.

D. Data Storage & Updating

1. Potential applicants are responsible for keeping their information current.

2. All applications are stored on the county computer server which is located in the Public Safety Building (EOC). There is a complete mirrored server system in place for the county as backup located at the County Administration Building in Port Charlotte. Backups of this system are performed regularly and data is stored in an offsite secure facility.
VIII. DEBRIS MANAGEMENT

1. General

A. This section of the plan deals primarily with post-disaster management of debris which may be located in roadways and waterways after a major storm or disaster.

B. Charlotte County has a FEMA approved Debris Management Plan (September 19, 2008). The approval letter is shown at end of this section.

B. Charlotte County has about 286 miles of waterways and about 2000 linear miles of public roads. Debris consisting of trees, abandoned vehicles, both cars and boats, floating objects such as broken docks and dead animals present a hazard to both land and water transportation on a daily basis as well as post-storm. There are approximately 13,000 registered boats in Charlotte County and this public safety consideration mandates some management system be in place.

C. Debris on private property is the responsibility of the owner of that property as to removal and disposal. Employees of Charlotte County government will not remove debris from private property except as may be essential to rescue operations or otherwise essential to counter an immediate threat to life, such as the containment or removal of extremely hazardous materials. In any such exceptional case, the County may charge and collect for the cost of debris removal. Private trash and waste haulers are expected to haul segregated yard waste and other debris from private property when it is properly sized and bundled. Debris on the public right of way will be removed by employees of local government. Removal of storm debris by government employees from public rights of way may be limited to a specified period after the storm.

2. Concept of Operations

A. The post-disaster debris removal period and special rules pertaining to disaster debris removal will be stated in the initial or subsequent disaster declarations by the BCC. Among the special rules could be waivers of usual rules as well as new rules establishing temporary burn sites, collection points for non-burnable construction materials, recyclables and hazardous materials.

B. Debris removal must be initially coordinated with damage assessment and rescue operations. An estimate of the cost of debris removal is an important part of the initial damage assessment that will be conducted to determine if a State or Federal disaster declaration is warranted. Over flights and ground surveys of the damage areas must therefore integrate debris removal cost estimation. Special attention must be given in estimates to the potential costs of hazardous materials disposal.

C. Burn sites will be established in number and at locations so as to minimize transport requirements. Chipper machines will be used to the maximum of availability to reduce the volume of downed vegetation to be transported. Where possible, chips will be left in the neighborhood where they were generated for free use in landscaping and to minimize transport of chips. Chips that must be transported will be moved minimum distance to where they can be subsequently used as mulch. Vegetation that cannot be chipped will be removed to the nearest temporary burn site. Curtain wall forced air burners will be used to the maximum of availability at the burn sites to reduce smoke and remains volume.
D. Depending on the amount of land area affected by the disaster, it will be necessary to establish one or more sites for the collection of construction materials that may be subsequently useable as "clean construction fill" and one or more sites where hazardous materials (hazard waste, white goods, etc.) can be given protected collection prior to ultimate disposal.

E. As a special pre-storm action, the County may keep landfill facilities open throughout a storm watch period to provide a place for disposal of refuse and debris from construction sites and other areas that accumulate refuse that might become an airborne hazard in a storm.

F. The Charlotte County Public Works Manager of Maintenance & Operations is the overall county-wide coordinator and contact for both road and waterway debris removal during post major storm periods. They are a liaison with the City of Punta Gorda Public Works and both the Charlotte County Mosquito Control Manager (landfill operations) and the County Public Works Director, who acts as the County Resource Coordinator, is necessary for a teamwork response. It will be normal during these periods for the county to be under a state-of-emergency declaration. This declaration will permit rapid letting of contracts. It will also state which, if any, County statutes or other rules have been suspended, canceled or modified regarding debris recovery and disposal.

G. The Directors of both County and City Public Works Departments and the Manager of Mosquito Control shall maintain a complete log of government and contractor manpower, equipment and supplies used in the removal of debris. An immediate post disaster requirement is for and initial assessment of the potential cost of debris removal. Photographs showing damage sites and depicting the debris removal task are necessary to support any claims for Federal reimbursement. These agency directors/managers will also provide information for state and federal financial assistance and oversight as required.

H. Resources available through the Emergency Operations Center will be called on to deal with post-storm debris removal. The Director of Emergency Management will coordinate prioritization of debris removal efforts on roads and waterways to respond to emergency needs including damage assessment and then to permit an orderly return to normal operations.

I. Emergency funding will be coordinated thru the County Administrator. Chapter 252 Florida Statutes broadly covers funding with the statement that funds are always considered to be available to respond to emergencies.

J. Further information on Debris Management can be found in the Debris Management Standard Operating Procedures in the CCOEM library as well as attached to this CEMP submission.

3. Disposal of Debris

A. Debris, once removed from roads and waterways, will be disposed of by burning at designated sites or delivery to the County Landfill or to other designated temporary special purpose sites for reusable construction material or for hazardous materials such as hazardous waste and white goods. Vegetation will be burned, chipped or delivered for mulching to the extent feasible. Coordination will be effected with DEP for approval of disposal.

B. Depending on the severity of the storm or other disaster, and as declared by the
BCC, any or all of the following County rules may be waived, suspended or modified for a specified period of time. Any or all of these waivers may be changed by subsequent declaration as the situation warrants.

- The County Landfill disposal fee may be waived.
- County burn regulations may be suspended.
- County solid waste separation requirements may be suspended.
- The requirement that all commercial franchise haulers use the Zemel Road Landfill exclusively may be waived.

C. Temporary collection and burn sites will be given wide publicity for general public use. Dead animals may be disposed of at the County facility on Zemel Road. Burning of dead animals will be ordered only upon advice of the Manager of Mosquito Control when landfill facilities cannot be used for disposal of dead animals.

D. Each landowner will be required to sign a right-of-entry from (shown below in number 5) providing a release of liability to the agency removing debris from or over his property. Also included on this form is a statement regarding any compensation he may have received from other sources for removal of the same debris. Charlotte County is responsible for obtaining right-of-entry agreements with each private landowner to include ensuring the duplication-of-benefits section of the form.

E. The Management Budget Analyst within Charlotte County Budget and Administration Services Division has the overall responsibility for coordinating the activities of the Public Assistance Program.

4. Pollution & Public Health

Any threat of possible pollution or endangerment to public health must be dealt with rapidly. The Director of the Florida Health Department in Charlotte County must be contacted immediately for any pollution threat. The U.S. Coast Guard in Tampa is the assisting agency for oil pollution. All local government agencies must be sensitive to this pollution and health threat and call on the Director of the Florida Health Department in Charlotte County as the lead agency to deal with it.

5. Key Contacts for Debris Related Problems

This information can be found in detail within the Charlotte County Debris Management Plan enclosed within.

RELEASE AND RIGHT OF ENTRY AGREEMENT

I__________________, We___________________________ , the owner(s) of the property commonly identified as ________________________________________, (Street)___________________________ , Charlotte County, State of Florida, (City or Town) do hereby grant and give freely and without any coercion whatsoever, the right of access, entry to and use of said property to the county of Charlotte, State of Florida, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any and all disaster generated debris of whatever nature from the above described property at no cost to the owner.

IT IS FULLY UNDERSTOOD THAT THIS AGREEMENT IS NOT AN OBLIGATION TO PERFORM DEBRIS CLEARANCE.

The undersigned agrees and warrants to hold harmless the County of Charlotte, State of Florida, its
agencies, contractors and subcontractors for any damage of any type whatsoever, either to the above
described property or persons situated thereon and hereby release, discharge and waive any and all
action, either legal or equitable, which might arise out of any use or activities on the above described
property.

_________________ I (have __, have not ___ ) (will __, will not ___) receive any compensation for
debris removal from any other source, including SBA,ASCS, private insurance, Individual and Family
Grant program or any other Public Assistance Program. For the considerations and purposes set
forth herein, I hereby set by hand and seal this _____________ day of _________, 20__.  

___________________________ _________________________________
(Witness)  (Owner/Owners

_________________________________
(Current Telephone Number)

_________________________________
(Current Address)
FEMA APPROVAL LETTER

September 19, 2008

Mr. W. Craig Fugate
State Coordinating Officer
State of Florida
FEMA-1785-DR-FL
State EOC
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Attention: Phil Worley
Reference: Public Assistance Pilot Program
Debris Management Plan
Charlotte County

Dear Mr. Fugate,

On August 2, 2008, FEMA received a Debris Management Plan from the referenced Applicant for consideration under the PA Pilot Program for the Increased Federal Share Incentive procedure. FEMA has evaluated the Debris Management Plan against criteria contained in the PA Pilot Program Guidance, June 2007, Appendix E. The results of our review are reflected on the enclosed PA Pilot Program Increased Federal Share Incentive Checklist. Based on our review, the Plan has been approved. The Applicant will receive an additional five (5) percent Federal cost share for eligible Category A debris removal work, not to exceed 100 percent Federal cost share. The Applicant should retain this approval letter and the enclosed checklist. Please instruct the Applicant to submit a copy of both to the Public Assistance Coordinator (PAC) Crew Leader assigned to the Applicant’s jurisdiction during the Kickoff Meeting.

If you have questions or need additional information, please contact Mr. Jesse F. Munoz, Director, Disaster Assistance Division, at (770) 220-5300.

Sincerely,

[Signature]

Tom Davies
Federal Coordinating Officer
Disaster Recovery Manager
FEMA-1785-DR-FL

Enclosure.
IX. COMMUNITY RESPONSE

1. General

This section of the plan deals with Community Response teams and their functions in a post-disaster scenario. Community Response teams have a mission to go into the affected areas after a disaster and determine resource shortfalls in the area of human needs. These teams also disseminate information and tele-registration numbers in regards to disaster assistance services to residents and businesses.

2. Concept of Operations

The Director of Charlotte County Human Services will act as the liaison with the Federal Emergency Management I State Community Response Team as well as the State Community Response Coordinator.

Charlotte County Human Services staff, the American Red Cross, the Salvation Army, and Community Emergency Response Teams will staff and serve as support agencies to the Community Response Team.

Community Response Teams in Charlotte County will work with the Public Information Office to distribute public information to media outlets.

All unmet resource needs are to be reported to the Emergency Operations Center Operations Desk, where the information will be analyzed and forwarded to the appropriate local, State, or Federal agency. Tasking will only take place through this method.

Other details on priorities and criteria for determining strategies are included in the Community Response Standard Operating Procedures in the CCOEM library.

3. Tasks

State and Federal

1. Deploy to affected communities and work with local official to determine areas where community response activities should be prioritized.

2. Assist local officials in identifying resource needs for human services.

3. Assist local officials in disseminating information to the public and businesses about available local, state, and federal disaster assistance programs, and where and how to apply for these programs.

Local (County/City)

1. Assign and train appropriate staff on Community Response teams.

2. Analyze event's affects, geographies and demographics to devise a strategy (routes, populations, etc) for Community Response.

3. Analyze human needs and identify any shortfalls in resources. Report these shortfalls to the Operations desk in the County EOC.

4. Develop pertinent local information to be distributed by teams.
X. **UNMET NEEDS COORDINATION**

**Primary Agency:** Charlotte County Emergency Management, Charlotte County VOAD

**Support Agencies:** All Charlotte County Agencies, All City of Punta Gorda Agencies, Charlotte County American Red Cross, Charlotte County Salvation Army, Charlotte County Chamber of Commerce, Punta Gorda Business Alliance, Englewood Chamber of Commerce

A. **General**

Unmet needs coordination will be the function of Volunteers Position (ESF-15 equivalent) and Charlotte County Emergency Management (for both declared and non-declared events).

Following a disaster, shortfalls may be identified, which will need to be addressed. The function of this position is for identifying and fulfilling unmet needs in a post-disaster scenario.

Many volunteer agencies will be available during the response. However, the survivors of an incident may have needs far beyond the initial response period of the incident.

Unmet needs will be addressed with a Committee consisting of the following agencies:

- Charlotte County Emergency Management
- Charlotte County VOAD
- Charlotte County Building Construction Services
- Charlotte County American Red Cross
- Charlotte County Salvation Army
- Charlotte County Chambers of Commerce Representatives
- City of Punta Gorda

B. **Concept of Operations**

1. Unmet needs coordination will be the function of Volunteers Position (ESF-15 equivalent) and Charlotte County Emergency Management.

2. The Unmet Needs function will be used to manage shortfalls in resources identified by Community Response Teams.

3. Support agencies for unmet needs coordination may include volunteer agencies, private organizations, or other not-for profit organizations that are able to provide a service to citizens.

4. Coordination with the City of Punta Gorda - Charlotte County's only municipality will be ongoing prior to and after the event (during response and recovery). A representative from the City of Punta Gorda will serve on the committee and will be point of coordination with municipality unmet needs.
5. The following agencies may be able to provide the services following a disaster:

**Charlotte County Emergency Management**
- Flood Mitigation Assistance
- Wind Mitigation Assistance
- Disaster-related Information

**Charlotte County American Red Cross**
- Mass Care (feeding, shelter)
- Family Services
- Disaster-related information

**Charlotte County Salvation Army**
- Mass Care (feeding)
- Family Services

**Charlotte County Building Construction Services**
- Building-related information (codes, etc.)
- Flood Mitigation Assistance
- Wind Mitigation Assistance
- Protection of Home Information

**Florida Health Department in Charlotte County**
- Information on protection of personal health during disaster
- Information on hazardous health conditions.

**Charlotte County Chambers of Commerce (City & County)**
- Information on businesses that can provide goods and services following a disaster.

6. Needs from any agency will be forwarded to the Charlotte County Emergency Operations Center through the Volunteer Position located in the EOC. They will then be reviewed and prioritized according to their nature. Prioritization Procedures will be as follows:

1. Immediate life-safety issues
2. Immediate health issues
3. Short-term sheltering
4. Long-term sheltering
5. Long term health and safety
6. Disaster Assistance
7. Mitigation Assistance
8. Other issues as identified

These priorities are guidelines only. In some cases, a lower priority may become a more prominent issue than a higher priority issue. For this reason, the Unmet Needs Committee shall review all unmet needs on a case-by-case basis.
C. Training and Education

Training courses are available for members of the Unmet Needs Committee and all eligible parties, from the State of Florida Division of Emergency Management and the Federal Emergency Management Agency for many issues regarding unmet needs. Courses may include topics such as emergency home repair, Flood Mitigation Assistance, Hazard Mitigation Grant Program, donations management, developing volunteer resources, Disaster Recovery Center management, Critical Incident Stress Debriefing, and Public and Individual Assistance.
XI. EMERGENCY TEMPORARY HOUSING

This following has been inserted from the Charlotte County Temporary Housing Plan.

A. General

The Charlotte County Temporary Housing Plan (THP) encompasses coordination with FEMA in the placement of displaced persons into temporary housing after an event has occurred. This will be for a period of up to 18 months.

It will be the responsibility of the Charlotte County Department of Human Services to implement the THP, and to coordinate with Charlotte County Emergency Management (CCOEM), FDEM, FEMA, and other agencies as needed to implement this Plan.

A central Temporary Housing Office (THO) will be located at the Charlotte County Emergency Operations Center (EOC), and then will relocate to other county facilities. Satellite offices will be established where Disaster Recovery Centers (DRC’s) are opened.

B. Preparedness

The Charlotte County Department of Human Services (CCDHS) has a dedicated employee/position of Housing/Community Initiatives Manager who is designated as the Disaster Housing Coordinator (DHC) during disasters, and is in charge of the implementation of the THP. This position also encompasses the Local Disaster Housing Task Force.

By June 1st of each year, the DHC will work with CCOEM to identify a pool of county staff who could potentially serve as THO staff in the event that the Office is activated.

The DHC will be responsible for determining the resources necessary to implement the THP and for securing such resources. At a minimum, Temporary Housing staff should have proper forms, writing utensils, and communications capabilities with the THO by designated radio and/or phone lines.

The DHC is responsible for ensuring that local resource information regarding sites and potential housing locations is updated by June 1st of each year. The DHC will also work to identify additional/substitute sites by the same time each year.

At the time of updates, the DHC will provide CCOEM with current lists of housing resources so that they may be checked in a post-disaster scenario by the Charlotte County Damage Assessment Teams for suitability.

C. Response

Upon notification of the activation of the EOC, the DHC will report to the EOC and implement any staffing scheduling to ensure 24/7 coverage of the THO until the situation warrants.
The DHC will monitor the incoming damage assessment reports and will coordinate with the Emergency Operations/Recovery Position, or designee, in determining the estimated number of displaced Charlotte County residents.

The DHC will activate identified potential THO staff as necessary, and will arrange for continuity of operations. The number of staff members activated will be dictated by the estimated magnitude of demand for temporary housing services. The DHC will be responsible for assigning duties to staff and maintaining staff’s time and attendance records.

The THO will collect and maintain information on available existing vacant housing units through varies support agencies/contacts.

The THO will coordinate with the Operations/Recovery Position, or designee, on estimating the number of temporary housing units needed.

When executing their missions, the damage assessment teams will assess the conditions of potential temporary housing sites within their geographic areas of responsibility. Conditions to be assessed include:

- On-site flooding
- Damage to on-site infrastructure
- Extent of debris present at site
- Accessibility to site

The DHC will coordinate with the Operations/Recovery Position, FDEM, and FEMA to determine the numbers of displaced persons that require temporary housing assistance.

The DHC will coordinate with the Public Information Officer (PIO) on media releases advising the public of the THO contact information. Subsequent media releases will be coordinated, as necessary, regarding the locations of the main THO and satellite locations.

The DHC will coordinate with representatives from CCOEM, Charlotte County Facilities Management, Charlotte County Community Development, FDEM, and FEMA to select temporary housing site(s) based on estimates of households left homeless, the location(s) of the displaced population, the condition of potential sites, and the type(s) of temporary housing that will be provided by FEMA.

The DHC will coordinate with the appropriate site owners for preliminary approval of the selected site(s) and will submit the site(s) to Charlotte County Community Development, Charlotte County Environmental Health, and the County Administrator, or designee, for approval.

The EOC/Joint Information Center (JIC) will coordinate with FDEM and FEMA for joint media releases concerning temporary housing sites.

The THO will be relocated to the Charlotte County Human Services Building or any other County department without damage. Charlotte County Facilities Management will be consulted for alternate facilities should their building/offices be rendered non-functional.

The DHC will coordinate with FDEM and FEMA to direct temporary housing resources to the site(s).
On an on-going basis, the THO shall report to FEMA on the availability and locations of existing vacant housing units.

The THO will provide displaced households with referrals to public/private agencies and programs providing disaster assistance, as well as information on available existing vacant housing units.

The THO will collect and maintain information on client households which includes:

- Household size
- Address
- Contact information
- Needs
- Assistance offered

The THO will prepare daily reports on numbers of households provided with various types of assistance, and on the number of additional temporary housing units that are reported to the THO.

The THO will work with the Charlotte County American Red Cross to ensure that all survivors requiring temporary housing are recorded and captured on a single list.

The THO will prepare a final report that complies the information contained in the daily reports, and summarizes all work performed during its period of activation.

D. Local Resources

1. Rental Units

Local vacant rental units represent one of the first sources to which displaced persons will turn to meet their temporary housing needs. The vacancy rate of rental apartments is variable, but is typically higher between the months of April/May through October. This provides for a potential for increased housing availabilities for most of Charlotte County’s hurricane season.

The Charlotte County Multiple Listing Service (MLS) has some capability to identify listed homes and condominiums that are vacant. The MLS listing does not indicate if a home is vacant or not, but it can identify vacant properties to their subscribing members to facilitate timely marketing to families in need.

2. Hotel/Motel Units

Vacant hotel/motel units will serve as temporary housing for displaced persons requiring shelter for shorter periods of time, or for those who cannot be accommodated by existing vacant rental units. The Charlotte County Tourism Development keeps a current report of inventory available within all of the Charlotte County hotel/motels. Unfortunately, many of these locations are highly vulnerable to storm surge flooding. This must be taken into consideration when looking at the numbers of available rooms following an event.

3. Mobile Home/RV Parks
Charlotte County has numerous mobile home and RV parks throughout our community. These parks are subject to a heavy seasonal influx which has its peak between the months of November and April.

These existing mobile home and RV sites, both vacant and occupied, represent important temporary housing resources in Charlotte County. In a catastrophic event, a large portion of Charlotte County's existing mobile home and RV stock could be damaged and rendered uninhabitable or destroyed. If such an event were to occur, once the debris was cleared from the sites, they could serve as additional resources for temporary housing. However, it is likely that the vacant space will serve as a resource for the original resident.

4. Vacant Commercial/Industrial Properties/Land
Various commercial or industrial structures may be suitable for conversion to temporary housing in a worst case scenario when all other temporary housing resources are exhausted. In addition, some partially developed or underdeveloped commercial/industrial properties may be suitable for establishing tent cities or for placing mobile homes and travel trailers.

Charlotte County Economic Development Division maintains a database of commercial and industrial properties and land parcels available for lease or purchase in Charlotte County. Information regarding available commercial/industrial properties and land can be found with the following resources:

- Charlotte Area Multiple Listing Service: This resource lists available commercial, industrial, and residential land and structures that are available for sale, lease, or rent from participating real estate and land brokers.
- Florida Gulfcoast Commercial Association of Realtors (FGCAR): This service only shows commercial properties that are for sale and lease. The listings are limited. The listings for this service are powered by www.loopnet.com.
- Florida Commercial Real Estate Exchange (FLCOMMREX): Florida COMMREX is the Florida division of COMMREX which is a nationwide listing service for commercial properties.

All of the resources listed above have websites that can be searched on a regular basis. All office properties are presumed to have air conditioning and heating when accepted for listing. Though the majority of listings are inappropriate for our emergency purposes, a limited number of listings describe properties, outside of business hubs, which may be more appropriate for emergency purposes.

In the event that more space is needed for placing emergency housing, certain deforested or cleared land from the realty market may be appropriate. Dozens of properties have been located in the Charlotte Area MLS. These properties are located throughout the county with most being located along major roadways or readily accessible from them. These properties are relatively close to schools, churches, employment, and grocery stores.
E. Selection Criteria

In considerations of the various requirements of the temporary housing alternatives which may be located in the identified open spaces, the following is a list of factors to be considered in site recommendation decisions:

- Size
- Topography
- Existing use of site
- Site hazards
- Compatibility with adjacent uses
- Ownership
- Accessibility to population centers
- Accessibility to commercial/institutional services
- Storm surge classification
- FEMA Flood Hazard Zone Classification
- Elevation above sea level
- Adequacy of ingress/egress
- Availability/proximity of public water and sewer infrastructure
- Site preparation requirements

In addition to the listed factors, all comments received from reviewing entities are considered during discussion of each potential site.

NOTE: Most of the properties are vulnerable to storm surge flooding in a worst case scenario hurricane. Availability of identified properties will depend on if and how they have been affected by a storm.

The Charlotte County Office of Emergency Management will work with Charlotte County Economic Development and any other pertinent organizations to ensure the listing of available properties is updated. Listings will be updated annually at the onset of the Atlantic Hurricane Season which officially begins June 1st. More frequent updates may occur as threat conditions warrant.

F. Codes and Permitting

When it is determined by the Charlotte County Board of County Commissioners that a situation exists for the use of travel trailers and mobile homes as temporary housing, the following will be considered:

- The Zoning Department will petition to the Charlotte County Board of County Commissioners to temporarily set aside the regulations pertaining to the placement of travel trailers and/or mobile homes.

- Consider using vacant parcels of land for temporary placement of travel trailers and/or mobile homes. The final decision regarding location and number of temporary units placed thereon rests with Charlotte County government.

- The Charlotte County Board of County Commissioners will determine an effective period for temporary occupancy.

- The mobile home installer must be Florida state-licensed and must secure required permits for the temporary unit.
During normal operations, the Building and Construction Services Department has a two to four business day processing time. It can be expected that following a disaster, there will be a significant increase in the number of applications and the county will do its best to expedite permits. In order to assist in the timely processing of applications, the department may:

- Request additional staff members to process applications.
- Re-locate the temporary unit permitting site so as to accommodate additional personnel.
- Seek additional assistance from State and/or Federal resources.
ANNEX II – MITIGATION

I. INTRODUCTION

Charlotte County is vulnerable to various types of disasters. We define the specific natural hazards; discuss Charlotte County’s vulnerability to them; and the mitigation measures that can be taken to reduce the effects of these disasters. All information contained in the Charlotte County Local Mitigation Plan is consistent with the Charlotte County/City of Punta Gorda Local Mitigation Strategy. A copy of our approved plan can be found in our CCOEM Library as well as a copy located at the FDEM office in Tallahassee.

II. COMMUNITIES WITH AN APPROVED LOCAL MITIGATION STRATEGY

A. Charlotte County has a State & FEMA-approved Local Mitigation Strategy, which expires on August 19, 2015. Copies of the approval letters can be found on the proceeding pages for reference.

B. Charlotte County Emergency Management has a two fulltime positions (LMS Coordinator & Mitigation Planner) that are responsible for coordinating mitigation activities with the Local Mitigation Strategy Working Group. They ensure that annual meetings are accomplished as well as prioritization of all LMS items.

C. Charlotte County Emergency Management works with the Community Development Division County Floodplain Manager on an as needed basis to identify damaged structures in Special Flood Hazard Areas (SFHA’s) for substantial damage determination. When damage occurs or potential grants are obtained to mitigate, the Community Development Division County Floodplain Manager and CCOEM work together.
August 23, 2010

Mr. Gerry Mallet
Charlotte County Local Mitigation Strategy Working Group Chair
26571 Airport Road
Punta Gorda, Florida 33982

Dear Mr. Mallet:

Congratulations! The enclosed letter constitutes the Federal Emergency Management Agency’s (FEMA) formal approval of the Charlotte County Local Mitigation Strategy Plan (LMS) for the City of Punta Gorda and Charlotte County (unincorporated). The plan has been approved for a period of five years and will expire again on August 19, 2015.

The mitigation planning unit would like to thank you for all of your hard work. It has been a pleasure working with you and we look forward to serving you in the future.

If you have any questions regarding this matter, please contact Laura Herbert at 850-922-5580 or laura.herbert@em.myflorida.com.

Respectfully,

Miles E. Anderson
Bureau Chief, Mitigation
State Hazard Mitigation Officer

Enclosed: FEMA letter of notification dated August 19, 2010
Mr. Gerard Mallet  
Charlotte County LMS Chair  
26571 Airport Road,  
Punta Gorda, Florida 33982  

Dear Mr. Mallet:  

Congratulations! The enclosed letter constitutes the Federal Emergency Management Agency’s (FEMA) “approval pending adoption” of the Charlotte County Local Mitigation Strategy Plan. As indicated in the letter from FEMA, the plan is in compliance with the Federal hazard mitigation planning standards resulting from the Disaster Mitigation Act of 2000, as contained in 44 CFR 201.6. A second letter giving formal approval of the plan will be issued as soon as FEMA receives proof of adoption by at least one participating jurisdiction. The plan would then be approved for a period of five years.  

The mitigation planning unit would like to thank you for all of your hard work in accomplishing such a feat. Together we can make Florida a safer place to live for all.  

If you have any questions regarding this matter, please contact Laura Herbert via email at laura.herbert@em.myflorida.com or 850-922-5580.  

Respectfully,  

Miles E. Anderson, State Hazard Mitigation Officer  
Bureau of Recovery and Mitigation  
Mitigation Section  

MEA/lh  

Enclosed: FEMA letter of notification dated June 22, 2010
June 22, 2010

Mr. David Halstead, Director
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Attention: Mr. Miles Anderson

Reference: Charlotte County Local Hazard Mitigation Plan Update

Dear Mr. Halstead:

This is to confirm that we have completed a Federal/State review of the Charlotte County Hazard Mitigation Plan Update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201/6(b)-(d). Based on our review and comments, Charlotte County developed and submitted all the necessary revisions. Our staff has reviewed and approved these revisions. We have determined that the Charlotte County Hazard Mitigation Plan is compliant with federal standards, subject to formal community adoption.

In order for our office to issue formal approval of the plan, Charlotte County must submit adoption documentation and document that the final public meeting occurred. Upon submittal of these items to our office, we will issue formal approval of the Charlotte County Hazard Mitigation Plan.

If you have any questions or need any further information, please do not hesitate to contact Gabriela Vigo, of the Hazard Mitigation Assistance (HMA) Branch at (229) 225-4546 or Linda L. Byers, Planning Lead Specialist, at (770) 220-5408.

Sincerely,

Robert E. Lowen, Chief
Risk Analysis Branch
Mitigation Division

[Stamp: RECEIVED JUL 2 2010]