

# Fort Myers Beach



## Comprehensive Emergency Management Plan (CEMP)

2019

## Executive Summary

Disaster can strike at any time without a moment's notice. Hurricanes and other catastrophic events have the potential to cause significant widespread damage to our Town. Being prepared and having a regularly exercised plan of action can be the difference between life and death for the citizens of this community.

Local law enforcement, fire, emergency medical services, public health and medical providers, emergency management, public works, environmental response professionals, and others in the community are often the first to detect a threat or hazard, or respond to an incident. They also are often the last to leave an incident site or otherwise to deal with the effects of an incident. The local senior elected or appointed official (the Mayor or Town Manager) is responsible for ensuring the public safety and welfare of residents. In today's world, senior officials and their emergency managers build the foundation for an effective response. They organize and integrate their capabilities and resources with neighboring jurisdictions, the state, non-governmental organizations (NGOs), and the private sector. Increasingly, businesses are vital partners within communities wherever retail locations, service sites, manufacturing facilities, or management offices are located. NGOs and not-for-profit organizations also play a key role in strengthening communities' response efforts through their knowledge of hard-to-reach populations, outreach, and services.

The Town has enjoyed a solid, cooperative and productive relationship with surrounding municipalities, the county, and the State of Florida. Details concerning working relationships between the Town, county and state have been outlined in this plan. By understanding each other's roles as well as the risks posed by natural and manmade disasters, we can better prepare, respond and recover from these events.

The CEMP is the product of coordinated planning among the Town and county government, business community leaders and volunteer agencies. In addition, the plan follows Federal Emergency Management Agency (FEMA) Version 2.0 of Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans. The CEMP is one of the core planning documents that explains how the Town plans to respond to disasters. Town staff uses this plan as the basis for training on their roles during disasters. Exercises provide a chance to validate the plan and training.

In this document, incidents include actual or potential emergencies or all-hazards events that range from accidents and natural disasters to actual or potential terrorist attacks. They include events contained within a single jurisdiction and others that are catastrophic in nature and regional and/or national in their scope or consequences.

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## I. INTRODUCTION

### a. Purpose

The purpose of the plan is to reduce the vulnerability of people and property from large scale disasters, ensure an effective response to the impacts of critical incidents and disasters, and ensure long-term community recovery. The Comprehensive Emergency Management Plan (CEMP) describes the policies, strategies, operational goals and objectives through which the Town will mobilize resources and conduct response and recovery activities after a large-scale disaster.

This plan provides an all hazards emergency management framework and addresses prevention, mitigation, preparedness, response, and recovery. The plan establishes municipal policies and protocols for conducting emergency operations.

The plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System (NIMS) as well as Federal, State, and County requirements. Roles and responsibilities for implementing emergency operations are assigned to individuals, agencies, and contract organizations.

This plan is designed to address all hazards. However, its policies, operational procedures, and responsibilities are flexible and should be modified to meet disaster or critical incident specific conditions.

### b. Scope

This “Basic Plan” is designed to provide an “all hazards” response template for most emergencies. The Fort Myers Beach Comprehensive Emergency Management Plan (CEMP) provides specific guidance for unique emergencies such as aircraft crashes, major hazardous material incidents, and acts of terrorism. These will include direction and control measures and protocols for a variety of emergency responses which may require coordination between local, State and Federal agencies.

Generally, a Unified Command (UC) is established to manage an emergency response covering more than one jurisdiction. This plan details actions necessary

for short and long-term recovery and mitigation efforts following a disaster. In all but purely local disasters, the Lee County Emergency Operations Center (EOC) will serve as the central venue to coordinate emergency warning, response and short-term recovery activities with the Fort Myers Beach EOC and Emergency Management Team serving a coordination and support function. Once these activities are focused on a specific function (i.e. debris management), long-term recovery will best managed directly by Fort Myers Beach and the responsible Town or County department pursuant to established policies and interlocal agreements.

Mitigation measures are addressed through Lee County's Local Mitigation Strategy meetings and through rebuilding initiatives associated with damaged facilities. The Town maintains an active role in the County's ongoing mitigation strategy effort.

### c. Framework for Emergency Management

To facilitate rapid and efficient emergency disaster operations the Town of Fort Myers Beach officials participates in the National Incident Management System (NIMS). In support of that system, the Fort Myers Beach CEMP provides the framework for different agencies, jurisdictions, government levels, volunteer organizations, and the private sector to deal with all-hazards and effectively utilize resources in a coordinated effort. The CEMP addresses the four phases of emergency management: Preparedness, Response, Recovery and Mitigation.

Some phases are continuous with a certain amount of overlap. NIMS establishes coordination, linkages, interoperability and partnerships among the participants and fully integrates facilities, equipment, communications, procedures and authorities into a common emergency management program. Managing emergencies necessarily involves many stakeholders including fire, sheriff, medical, community, business, volunteer, county, and other neighboring jurisdictions. NIMS and ICS provide a system in which all stakeholders work together to effectively and efficiently respond to any emergencies.

Like NIMS, the Incident Command System (ICS) is an emergency management model for command, control and coordination. Fort Myers Beach officials will employ the basic features and principles of this system in managing emergencies.



ICS provides a standardized structure that can pull the many parts of emergency operations together.

#### **d. Authorities and References**

This plan was developed to be in compliance with Florida Statutes 252.38 (Emergency management powers of political subdivisions), which encourages and authorizes political subdivisions to develop emergency plans which are consistent and coordinated with the emergency planning of the County government.

The Town has adopted and institutionalized the requirements set forth in the National Incident Management System, Homeland Security Presidential Directive Number 5, and Homeland Security Directive Number 8. The Town meets all requirements set forth in Florida Statutes 252.38(2).

The CEMP establishes uniform policies and procedures consistent with NIMS for the effective coordination of resources to cope with a wide variety of natural, man-made, and technological emergencies. These emergencies may differ in size and severity and might affect the health, safety, or general welfare of the people of the Town of Fort Myers Beach. The plan is also in compliance with the Florida Comprehensive Emergency Management Plan and the Lee County Comprehensive Emergency Management Plan.

Fort Myers Beach Town Ordinance No. 06-12 and 10-08 describes the procedures for declaring a state of emergency and all related actions by Town officials. The ordinance provides the authorities for the development of this Comprehensive Emergency Management Plan and all measures necessary to protect public health, safety and welfare to preserve the lives and property of the residents of Fort Myers Beach, Florida. This plan includes procedures for the activation, operation and deactivation of the Town of Fort Myers Beach Emergency Operations Center. The Town Manager, or in his/her absence the Public Works Manager, or in his/her absence, the Finance Director may activate the plan in accordance with the activation procedures.

#### **e. Plan Adoption Requirements**

Pursuant to F.A.C. 27P-6.010, (8), this plan, shall be adopted by resolution of the governing body of the jurisdiction before it becomes the Comprehensive Emergency Management Plan for such local government. Modifications to the plan made between formal approvals by the governing body that are not substantive shall be considered administrative updates to the previously approved plan and do not require approval of the governing body, but must be approved by the Town Manager.

## f. Plan Distribution

The Town of Fort Myers Beach CEMP will be comprehensively reviewed once every four years, or whenever significant revisions are necessary, or as directed by the Town Manager. The plan will be distributed to the following individuals for input:

- Town Manager
- All Town Department Directors
- Lee County Emergency Management Division Chief
- Lee County Building Official
- Lee County Sheriff's Office
- Fire Chief, Fort Myers Beach Fire Control District

When adopted, the Plan shall be placed on the Town's website and distributed to the persons listed above and to the Town Clerk.

In addition, the Town Manager will periodically review emergency management assignments within the Emergency Operations Center with the goal of developing each position to a depth of two levels for each vital position. Individuals assigned to the roster will be notified of any updates to the Plan. This shall include:

- Mayor and Town Council
- Incident Command
- Planning Section Chief
- Logistics Section Chief
- Operations Section Chief
- Finance / Administration Section Chief
- Public Information Officer
- Fire Chief
- Sheriff
- Emergency Management Coordinator

It shall be their responsibility to read and review the plan and be fully aware of the role they play in an emergency, and to disseminate it to and review it with appropriate members of their staff.

## II. SITUATION & ASSUMPTIONS

### a. Hazard Analysis

The entire incorporated area of the Town of Fort Myers Beach is located within an area of Coastal High Hazard as defined in Florida Statutes, Chapter 163.3178. All life and property on Estero Island is especially vulnerable to destruction by high winds and flooding caused by hurricanes, and their accompanying tornadoes and heavy rainfall. Large areas of the island are subject to damage from wave action of flood waters. Life and property may also be endangered by the insufficient precautions of others when wave action batters structures with unsecured debris and wreckage of destroyed structures. Evacuation is limited by the two exit points from the Town, necessitating advanced warning. Additionally, during a wind event, bridges may be closed thus limiting response on and off the island. Afterward, utility services may be disabled, and may continue to be nonfunctional for extended periods; public safety may be impaired through lack of police and fire protection and emergency medical response; downed power lines, gas leaks, and damage to structures can cause safety hazards; and necessities such as food, fresh water, and gasoline may be unavailable for extended periods of time.

Tropical weather is the most likely event to affect the Town of Fort Myers Beach, however, the Town is vulnerable to other emergency events. The Lee County LMS identifies the following additional hazards as potential threats to our community: coastal erosion, drought/extreme heat, and terrorism, pandemic, civil unrest and collateral effects from disasters and emergencies from other parts of Florida.

The Town of Fort Myers Beach has adopted the Lee County Comprehensive Emergency Management Plan (CEMP), which includes flood/surge impact scenarios and the County flood warning plan for Estero Island. Additionally, the Town adopted the Lee County Local Mitigation Strategy (LMS) that contains a detailed risk analysis outlining potential damage to town residences, businesses and infrastructure.

### b. Geographic Information

The Town's jurisdiction includes approximately 2.77 square miles of land area, or all of Estero Island, plus the area of water within a perimeter extending one thousand feet from the shoreline of Estero Island. Estero Island is part of a system of barrier islands along Florida's west coast formed by erosion and movement of sand along the shoreline. A barrier island is a dynamic landform, subject to long-term landward movement, and sudden landward movement resulting from large storms, a process called "barrier island rollover."

The topography of Estero Island is nearly flat, with the greatest relief a gentle slope upward from the submerged near-shore area to the vegetated dunes beyond the backshore area of the beach. The usual topographic sequence in section proceeding from the gulf side to the bay side would be near-shore, beach, dune, wash-over fan, marsh, tidal flat, and finally the estuarine lagoon of Estero Bay. In the absence of human alterations, the dunes are the highest point on the profile of the island, and water drains either down the face of the beach into the ocean or back from the dunes into the mangrove marshes where it percolates into the bay.

Human alterations of Estero Island have replaced the dunes, wash-over fan, and portions of mangrove marsh with rows of buildings, pavement, and a system of canals. The remaining beach and dunes, mangrove marshes, and tidal flats are environmentally sensitive and indicated as such on the Town's Future Land Use Map. Much of the beach is also protected from development by the State's 1978 Coastal Construction Control Line. The entire island is subject to flooding from heavy rains and from storm surge that overtops the dunes and washes across the island.

### c. Land Use

Land use in the Town is oriented toward the main tourist attractions of the beach and recreational boating, and limited by the singular north-south transportation corridor of Estero Boulevard and absence of side street connectivity. Businesses cluster in the downtown area (Pedestrian Commercial future land use) and stretch down Estero Boulevard to the vicinity of Town Hall and the library (Boulevard future land use). A second center of commerce is at the south end of the island surrounding Santini Plaza (also Pedestrian Commercial future land use). Along Estero Boulevard at the north and south ends of the island are mostly high-rise and other multi-family residential buildings; single and two-family homes are more common to the bay side of Estero Boulevard and along Estero Boulevard in the central portion of the island.

### d. Demographics

The Census Bureau's 2017 resident population estimate for the Town of Fort Myers Beach is approximately 7,000. This places the resident population density of the Town at approximately 2,400 persons per square mile; the 2010 Census reports the Town's land area as 2.77 square miles.

Population Elements	Numerical Data
Total Population – 2016 Estimate	7,085
Distribution by Age	Under 18 years old: 6.4% 19 years to 64 years: 48.2% 65 and over: 45.4%
Special Needs Population	Updated per event
Tourist Population	Up to 1.8 million annually

The Census Bureau’s estimates show a total of 10,119 housing units, of these 27.3 percent are estimated to be single-family detached homes and 55 percent are units in structures with more than 20 units; a reflection of the large number of high-rise multi-family residences on the Island. The estimated occupancy rate for 2015 was 35.6 percent. The 2010 Census reported with 50.5 percent of the Town’s housing units being for seasonal, recreational, or occasional use. The Town’s seasonal population is difficult to calculate; estimates range from five to thirty thousand additional persons. There are also transients with no fixed residence and visitors in recreational vehicles.

Of the Town’s estimated 7,000 permanent residents, 7.1 percent, are estimated to speak a language other than English at home. However, only 1.1 percent are estimated to speak English less than “very well”. Approximately 62 percent of residents speaking languages other than English are speaking other Indo-European languages and 30 percent are estimated as speaking Spanish.

#### **e. Economic Profile**

The Town of Fort Myers Beach’s major industry is the service industry, supporting the Town’s large tourist and seasonal communities. Household income information is shown in the table below:

Description	Numerical Data
Median Household Income	\$ 55,833
Per Capita Income	\$ 52,338

Per the 2007 Economic Census, Town businesses accounted for 465 jobs in retail trade; 431 jobs in real estate; 71 jobs in professional and scientific services; 251 jobs in arts, entertainment, and recreation; 1,164 jobs in accommodation and food services; and 127 jobs in other services other than public administration. The 57 retail trade establishments did over \$77 million worth of business; 38 real estate establishments did about \$23 million worth of business; 19 professional, scientific, or technical establishments did about \$4.6 million worth of business; 9 arts and recreation establishments did about \$43 million worth of business; 45 accommodation and food services establishments did about \$66 million worth of business; and 37 other services establishments did about \$10.5 million worth of business.

#### **f. Structures & Infrastructure**

Within the Town of Fort Myers Beach there are currently more than 2,762 single and multi-family residences, over 256 structures classified as commercial/business and 17 local government buildings/structures, and 0 health care facilities as of April 2018.

Property values in the Town are high, however, most valuable properties are in the areas most exposed to storm surge and high winds. Many buildings were built prior to adoption of flood regulations in 1984 and do not conform to elevation and other structural requirements that provide protection from losses. In the event of a catastrophic hurricane, extreme barrier island rollover is a possibility which may result in a total loss of all real property in Fort Myers Beach with little potential for rebuilding. The more likely scenario of a moderate hurricane could destroy or damage portions of the island and would affect the most valuable property along the beach and in the downtown area most severely. FEMA velocity flood zone designations in the present commercial core areas limit businesses' redevelopment prospects because flood regulations require elevated first floors. Businesses could be destroyed, leading to short-term unemployment for their employees, and not be able viably to rebuild, leading to a permanent loss of jobs and commercial activity in the Town.

Critical Facilities in the Town are:

Town Hall 2525 Estero Blvd.	Fort Myers Beach Fire Control District(FMBFCD) Administration 100 Voorhis Street
Bay Oaks Recreation Center & Pool 2731 Oak Street	FMBFCD Fire Station #31 3043 Estero Blvd.
Mound House 451 Connecticut Street	Fort Myers Beach Fire Department Station #33 121 Lenell Rd.
Mound House Overflow Lot 216 Connecticut Street	North Water Tower 851 Lagoon Street
Newton House & Park 4650 Estero Blvd.	South Water Tower 131 Lenell Road
Fort Myers Beach Elementary School 2751 Oak Street	Booster Pump (Waterlines) 450 Harbor Court
Fort Myers Beach Library 2755 Estero Blvd.	Pump Stations Electric Substations Internet/Telecom facilities
US Post Office 200 Carolina Ave.	Mooring Field

### **g. Emergency Operations Center (EOC)/Response Support Facilities**

The Town of Fort Myers Beach does not have its own EOC. Should an EOC activation be required, Town staff will be co-located with the Lee County EOC at 2665 Ortiz Ave, Fort Myers.

Lee County maintains a state-of-the-art Emergency Operations Center, 18 miles away on the mainland. In all but the most localized emergencies, the Lee County EOC will function as the “Command” entity and the Fort Myers Beach EOC will be activated as a “Support” entity. The Town staffs a liaison to the Lee County Emergency Operations Center during all major events.

There are three (3) public safety buildings in the Town. The Fort Myers Beach Fire Control District (FMBFCD) Administrative Building located at 100 Voorhis St.; Fires Station #31 located at 3043 Estero Blvd. and Fire Station #33 on the south end of the island at 121 Lenell Rd. Emergency Medical Services (EMS) are provided through the Fire Control District. The Lee County Sheriff’s Office (LCSO) provides protective services, but does not maintain a facility in the Town.

### **h. Planning Assumptions**

Disasters impacting the Town will endanger public safety, damage property, and disrupt community services. The level of impact will vary in location, type and magnitude. This variability necessitates a flexible approach to implementation of the Comprehensive Emergency Management Plan.

The concept of operations outlined in this plan assumes that a major or catastrophic emergency has occurred, or is likely to occur, creating a need for the immediate activation of this plan and mobilization of emergency response resources. Damage may be extensive and areas could experience casualties, severe property loss, disruption of normal life support systems, and loss of economic, physical and social infrastructures.

Local emergency response personnel will likely be impacted by the disaster and experience damage to their individual homes and personal property. Town contractors' equipment and offices may also be damaged by the disaster and their employees also affected, which may impede their availability to deliver contracted services. All public, private, and non-profit organizations that support this plan have developed emergency operations procedures to implement and allocate resources.

If the emergency is major or catastrophic in nature, it is assumed that the County will request State assistance and, if necessary, the Governor will request

activation of the National Response Plan and Federal resources, coordinated through the Florida Department of Emergency Management and the Department of Homeland Security/Federal Emergency Management Agency. Assistance will be deployed to the affected areas to provide aid to local governments.

In addition to State and perhaps Federal assistance, the Town may request mutual aid from other jurisdictions and municipalities throughout the State. Disaster conditions may require the Town to fulfill emergency response and disaster recovery operations independently and without assistance for up to 72 hours following impact of the critical incident or disaster.

Resources in a severe emergency are likely to be inadequate to meet the basic needs of citizens within the Town. Prioritization of resources is based upon life-sustaining needs in accordance with the policies established in the Lee County Comprehensive Emergency Management Plan.

Protective actions for the public could potentially involve thousands of individuals, and it is assumed the public will attempt to comply with all protective action instructions. Following the impact of a disaster, significant modifications in normal Town department operations will be necessary to assist disaster survivors, restore community services, protect public safety, coordinate debris removal, and similar operations. This may require Town departments to work overtime, employ temporary staff, use alternate facilities, and/or deliver services directly to damaged areas.

### III. EMERGENCY PREPAREDNESS

#### a. Summary of Municipal Capabilities

The Town of Fort Myers Beach has limited internal capabilities to respond to and recover from a major disaster. The Town has limited municipal staffing, and relies upon interlocal agreements with Lee County for many government services. The Town contracts with the Lee County Sheriff's Office for law enforcement, with the Fort Myers Beach Fire Control District for fire-rescue and EMS services; as well as with other contractors for waste management, traffic engineering, as well as other services. The Town must coordinate closely with Lee County, the LCSO, Fort Myers Beach Fire Control District, and all contract service providers to ensure that the emergency preparedness, response, and recovery capabilities can be effectively implemented during times of disaster.

Because the Town of Fort Myers Beach does not directly manage or control the public safety entities, resources may be limited after an emergency. Depending on the severity and magnitude of the disaster, resources from public safety contractors may augment the daily manpower, and resources from adjacent municipalities may be activated through the Statewide Mutual Aid Agreement. Additional community service/volunteer organizations and private vendors who contract with the Town may also be called upon to provide disaster-related services.

#### b. Emergency Manager/Emergency Management Team

The Town of Fort Myers Beach will conduct emergency planning activities on an ongoing basis to ensure that the Comprehensive Emergency Management Plan and all supporting procedures are maintained, and employees and contractors are trained. NIMS requires that the emergency response capabilities be evaluated on an ongoing basis, as well as after each exercise and/or actual emergency.

In compliance with NIMS, the Town of Fort Myers Beach has designated the Town Manager as the Emergency Manager who is responsible for the planning, training, exercise, and maintenance of the improvement program needed to ensure the Town is ready to respond to emergencies.

The Town EM is responsible for the oversight of all preparedness activities including the development of policies, plans, procedures, training, and exercises. The EM is responsible for guiding the emergency preparedness program which includes the following components: emergency facilities, planning, procedure development, training and exercises.

The Town of Fort Myers Beach has identified an ***Emergency Management Team*** (FMB EMT) that is responsible for coordinating disaster response and recovery activities. The Emergency Management Team of the Town of Fort Myers Beach includes the following personnel: Town Manager, Town Attorney, Public Works Director, Community Development Director, Finance Director, Public Information Officer (Town Clerk), Water Utility Manager, Cultural Resources Director, and the Town Parks and Recreation Director. The Town does not have its own Building Official, this service is provided by Lee County.

Additionally, the EMC may invite a wide-range of subject matter experts from agencies and organizations to advise the Emergency Management Team. These persons shall be known as “Agency Representatives.” Agency representatives may include, but are not limited to, LCSO FMB unit Police Captain, FMBFCD Fire Chief, Fire Marshall, and Fire Administrator, Lee County School District, Lee Memorial Health System, Lee County Animal Services, Lee County Parks Dept., Lee County Public Works Dept., American Red Cross, U.S. Coast Guard, Florida Power and Light, CERT, and Lee County Emergency Management.

These individuals review emergency standard operations procedures (SOPs) and assure that all available resources, personnel and partner agencies are considered in the implementation of the Town's preparedness program to all hazards. The Emergency Management Team is responsible for the following:

Establish emergency operations plans and protocols including public communications and awareness.

Establish the standards, guidelines and protocols necessary to promote interoperability among jurisdictions, agencies and organizations.

Adopt standards, guidelines and protocols for providing resources to requesting organizations, including protocols of the emergency organization in supporting incident operations conducted by the municipality.

Set priorities for resources and other requirements for supporting field operations.

Ensure participation in Lee County's multi-agency coordination mechanisms, including the County Emergency Operations Center, mutual-aid agreements, incident information system, non-governmental organization and private sector outreach, public awareness and information system and mechanisms to deal with information and operations security.

### **c. Coordination of Preparedness Activities**

The preparedness program aims to ensure that individuals, departments, agencies and organizations with an assigned responsibility in the plan can perform their

responsibilities under this plan. The Town of Fort Myers Beach is committed to achieving an integrated, unified approach to preparedness through the participation in meetings, programs, training, and exercises. The Town will also actively participate in numerous countywide and regional emergency preparedness organizations including the Local Mitigation Strategy Committee and the Disaster Advisory Council which ensures effective coordination for all hazards and uniformity of response protocols.

#### **d. Training**

The Town ensures that all individuals with assigned roles and responsibilities in the plan have received necessary and required training. The Federal Emergency Management Agency now mandates NIMS related training courses for each key emergency management position. Individuals assigned to one of these positions will be required to complete the FEMA-required training courses. The Town Manager is responsible for ensuring that all employees receive training in compliance with the National Incident Management System. Training will also be conducted to ensure that individuals assigned to key roles in the Town's EOC can perform their responsibilities. The EMC will work in concert with Lee County Emergency Management on available training opportunities. The Town will participate in exercises that are countywide, regional or statewide as resources are available. Upon invitation, the Town may also participate in exercises sponsored by other jurisdictions.

#### **e. Storage and Management of Training and Certification Records**

As emails noting successful completion of NIMS courses are sent from the Emergency Management Institute (EMI), they should be forwarded to the EMC. The original certificates are held in the Town Clerk's office. As training is completed, it is noted on an electronic spreadsheet maintained by the Town Clerk.

NIMS requires that response personnel and equipment be classified as to their emergency response capabilities, as well as certified or licensed appropriately when necessary. The EMC will ensure that all response personnel maintain appropriate credentials to perform their assigned duty and resources are classified accordingly.

The Town Clerk will store, archive and act as the records custodian for the training records, classifications, certifications and all other information relevant to emergency management/disaster related training for its staff and contractors.

## **f. Responsibility for Evaluations and Plan Revisions**

The EMC is responsible for managing the Town's after-action evaluation program including scheduling evaluations, facilitating the involvement of all appropriate organizations, preparing the required written reports, and ensuring that identified corrective actions are incorporated into the Town's preparedness improvement plan.

The Town will participate in after-action reports prepared by County, State or Federal agencies, when requested. The Town EMC will be the point of contact for Lee County for participation in countywide after-action evaluations. The findings of this evaluation are used to prepare and implement an improvement plan that assigns responsibility for correcting problems or addressing shortcomings in the Town's response capabilities.

## **g. Yearly Test Warning Systems**

The Town doesn't have a PIO on staff. Beach Water and Public Works have access/knowledge on use of system and is responsible for ensuring that the CodeRed system is tested once per year prior to the start of Hurricane Season on June 1<sup>st</sup>.

## **h. Pre-emergency Public Information and Education**

The Town of Fort Myers Beach maintains an emergency preparedness public information program. The Town's Clerk is responsible for updating the Town's website to ensure that emergency preparedness information is maintained.

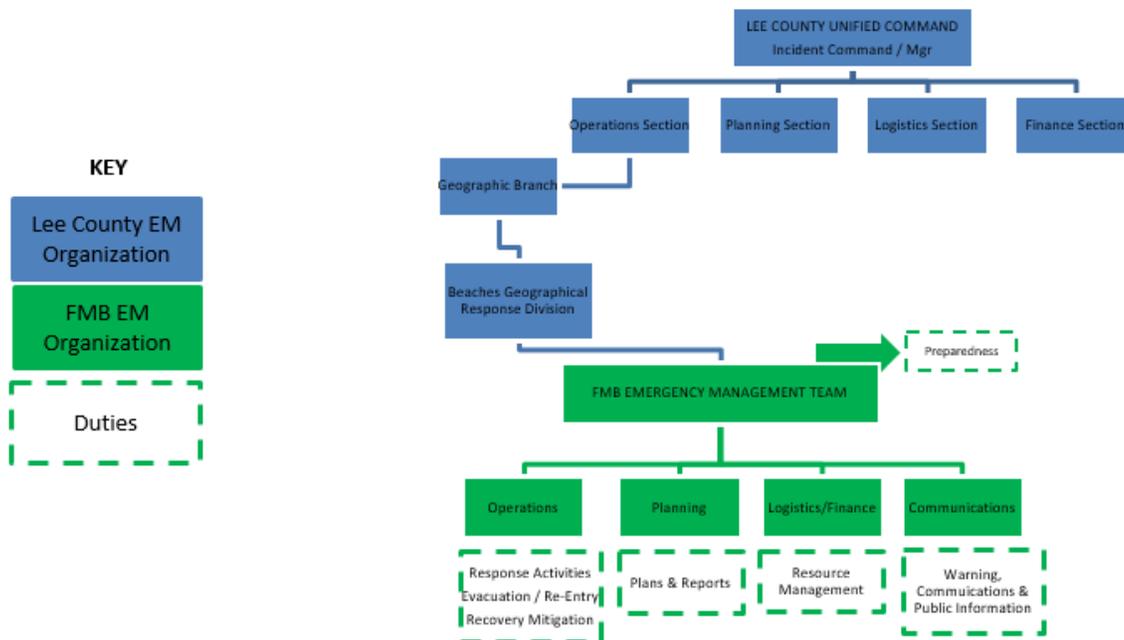
Public information about emergencies is currently disseminated to residents via a variety of means including the Town website, brochures (i.e. the All Hazards Guide) developed by Lee County and available at Town Hall and other locations throughout Town, the CodeRed emergency alert system, and direct mailings as required or necessary. The established Town website at [www.fmbgov.com](http://www.fmbgov.com) provides ongoing preparedness and disaster and flood-related information. General Citizen Preparedness guidance and the Lee County EOC website provides guidance on preparing a family emergency plan at: <http://www.leegov.com/publicsafety/emergencymanagement/plan>

## IV. EMERGENCY OPERATIONS

### a. Coordination of Town Emergency Response Operations

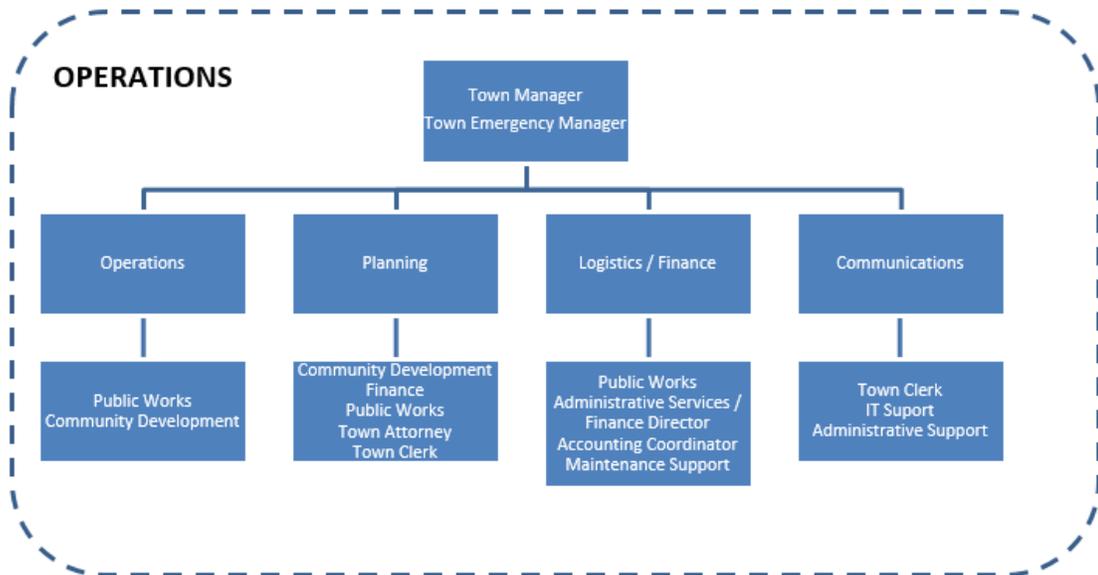
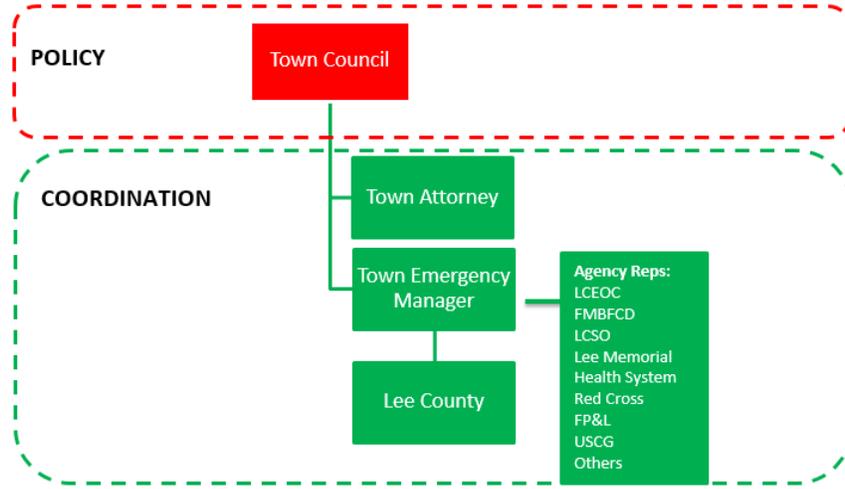
The magnitude of emergency management actions coordinated between the Town of Fort Myers Beach and Lee County will vary upon the size and nature of an emergency. As outlined in the Lee County Comprehensive Emergency Management Plan (CEMP), during a major disaster within Lee County, to include incidents on Fort Myers Beach, an Incident Commander directs all county response efforts from a Unified Command (Lee County EOC). The organizational chart below depicts the placement of the Town's emergency management organization within the Lee County Unified Command. Due to the Town's limited resources and staff, the Town's emergency management organization will integrate fully into the Lee County emergency management organization through the Beaches Geographical Division. **Note: Evacuation/Re-Entry will be coordinated LCSO and subject to change based on the needs of the incident.**

The Town Emergency Manager will assign a Liaison to the Lee County EOC. During a major disaster, the Town's Emergency Management Team will represent island interests in the Lee County Unified Command, recommend policy and provide feedback to the Town Council and up the chain of command at the Lee County EOC. Specifically, the Town Manager participates in the Unified Command to represent Town interests in the decision-making process regarding goals and objectives and the allocation of scarce, critical resources. The Town's greater Emergency Management Team will execute operational actions as directed by the Unified Command. The following chart depicts the structure:



In the case of *purely local emergencies*, a local Incident Commander (typically LCSO, FMBFCD or other first responder) will direct activities. Management of activities will be at the field level as close to the incident as possible. In these incidences, the Town Emergency Manager and Emergency Management Team will be responsible for fulfilling any unmet needs and forwarding requests the Town is unable to fulfill to Lee County officials. A local incident command and the Town Emergency Management Team may use portions of the CEMP to support response to localized incidents. The CEMP may be partially or fully implemented in the context of any emergency or potential threat of emergency.

The following graphic depicts the organization and responsibilities of Town’s Emergency Management Team. Generally, there are three levels of responsibility: Policy, Coordination, and Operations:



**Policy:** The Town Council serves as the policy-making element for the Town's Emergency Management Team. The day-to-day duties of the Town Council pursuant to emergency management include: establishing policies for emergency operations, focusing on the economic, political, legal, and social implications of those programs and policies; approving Mutual Aid Agreements, standby contracts and all other resource management and preparedness activities; and reviewing the CEMP every four years, or more frequently as necessary, and approving revisions, and updates. During emergency situations, the Town Council is responsible for formulating policies as necessary to respond to the emergency and supporting the Town's Emergency Manager and staff with agreements and contracts as requested. During an emergency, the Town Council DOES NOT manage first responders. The Incident Command directs the activities of first responders.

**Coordination:** The Town Manager and Town Attorney maintain coordination among members of the Town's Emergency Management Team, the Town Council, the Director of Lee County Emergency Management and the agencies directly involved in emergency operations on Fort Myers Beach, i.e. Agency Representatives.

**Operations:** The day to day duty of the Town's Emergency Management Team is to provide guidance to the Town Council on emergency management and program activities. Upon implementation of the CEMP, the Town's Emergency Management Team is responsible for providing: broad guidance and direction regarding emergency management activities, situational assessment, coordination and liaison vertically and horizontally (i.e. within the Lee County emergency management organization and to agencies involved in emergency operations on Fort Myers Beach); emergency response objectives and priorities; and necessary resource acquisition and management.

#### **i. Coordination with Private Sector Emergency Operations**

In accordance with NIMS, the State CEMP, and Lee County CEMP, the Town of Fort Myers Beach coordinates primarily through the Lee County Emergency Operations Center to determine the status of public and private utilities as well as other vital private sector service organizations including Emergency Support Functions (ESF) 2 Communications, ESF 8 Health and Medical Care, and ESF 12 Utilities. The Town will maintain a municipal liaison at the Lee County Emergency Operations Center to monitor and coordinate emergency response and recovery activities affecting the Town.

## **b. Normal Organization and Staffing**

The Town of Fort Myers Beach, by its Charter, has a Council-Manager form of government. The Town Manager is the Chief Executive and Administrative Officer responsible for the execution and administration of the affairs of the Town. The Town employs full-time, part-time, and seasonal staff. Key staff in the Town's organizational structure include: Town Manager, Town Attorney, Town Clerk, Finance, Public Works, Community Development, Cultural Resources, Beach Water Division, and Parks and Recreation.

Additionally, many services are contracted for with public and private providers, with the following being the primary service providers:

Fire Protection & Emergency Medical Services: Fort Myers Beach Fire Control District

Law Enforcement: Lee County Sheriff's Office

Solid Waste & Recycling: Waste Pro; Advanced Disposal; Sunshine Recycling

Wastewater & Sewage Treatment: Lee County

## **c. Emergency Management Functions and Responsibilities**

This plan is based upon the concept that the emergency functions for the various groups involved in emergency operations will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. The day-to-day functions, which do not contribute directly to the emergency response, may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the departments concerned.

Town departments performing essential functions will be required to remain on duty during the period of some emergencies. Personnel from other departments may be needed to supplement essential functions - Emergency Support Functions (ESFs). This determination will be made by the Town Manager.

A list of the ESFs along with the primary and support agencies can be found on the following page:

<b>Emergency Support Functions &amp; Responsible Departments/Agencies/Organizations</b>			
<b>ESF #</b>	<b>Function</b>	<b>Primary</b>	<b>Support</b>
ESF 1	Transportation	LCDOT <i>in coordination with Public Works</i>	FMBFCD LCSO
ESF 2	Communications	LCEOC	FMBFCD LCSO Town Clerk IT Public Works
ESF 3	Public Works	Public Works	LCEOC
ESF 4	Fire	FMBFCD	LCSO
ESF 5	Information & Planning	Community Development	
ESF 6	Mass Care	LCEOC	FMBFCD LCSO
ESF 7	Resources Support	Finance	LCEOC
ESF 8	Health & Medical	FMBFCD	LCEOC
ESF 9	Search & Rescue	FMBFCD	LCSO
ESF 10	Hazardous Material	FMBFCD	LCSO
ESF 11	Food & Water	Finance <i>in coordination with Lee EOC</i>	FMBFCD
ESF 12	Utilities	FPL, Lee Co Sewer, others <i>via Lee EOC</i>	Public Works Water Utility
ESF 13	Military	FL National Guard <i>via Lee EOC</i>	
ESF 14	Public Information	Town Manager <i>via Town Clerk</i>	FMBFCD LCSO
ESF 15	Volunteers & Donations	CERT, Parks & Recreation	FMBFCD LCSO
ESF 16	Law Enforcement	LCSO	
ESF 17	Veterinary Services	Lee County Animal Control <i>via Lee EOC</i>	
ESF 18	Business & Industry	Chamber of Commerce	ALL

All departments, including those with functions declared nonessential to emergency operations, will secure their facilities, records, and equipment against possible loss or damage, and take such action as is necessary to ensure the safety of assigned personnel. All Town personnel shall provide contact information to their Department heads and receive direction for return to work prior to being released from duty.

The Town Manager/Emergency Manager will advise Department Directors when an emergency no longer exists. All employees, who were sent home, will return to work immediately upon notification from their Department Director or his/her designee that the emergency is lifted and that the Town is returning to normal operations. Employees are required to maintain contact with their supervisors during these times.

The Town Emergency Manager will direct efforts to develop and maintain SOPs related to each position on the emergency management team. The procedures will follow as closely as possible the duties and responsibilities identified in this plan.

#### **d. Fort Myers Beach EOC**

The Town of Fort Myers Beach does not have its own EOC. Should an EOC activation be required, emergency functions will be coordinated with and through the Lee County EOC.

The Town's Public Information and Emergency Communications Trailer (PI&ECT) may function as the EOC and/or Town Hall, or, in needed the Town offsite lot during an emergency. The PI&ECT must be positioned at a location expected to retain telecommunications access under all but the most devastating of catastrophes. The PI&ECT will be located adjacent to the Lee County EOC, unless otherwise directed by the Town Manager.

#### **e. Implementation of the CEMP**

The Fort Myers Beach CEMP will be implemented when the Town Council passes a proclamation declaring a "state of local emergency" described in Chapter 12 of the Code of Ordinances of the Town of Fort Myers Beach, Florida. A state of local emergency also provides the authority for the use of supplies, equipment, materials and facilities identified in the CEMP. The Town Emergency Manager will notify all relevant persons, agencies, jurisdictions, and organizations when the CEMP is implemented. The Fort Myers Beach CEMP can be partially or fully implemented in the context of any emergency or potential threat of emergency, thus allowing the delivery of specific resources to meet whatever the need may be. In many serious but purely local emergency situations, the full implementation of this plan may not be necessary.

## f. Alert Levels & EOC Activation

The Lee County Emergency Operations Center (EOC) is the focal point for coordination of emergency response and recovery activities throughout Fort Myers Beach. When activated for an emergency, the EOC is staffed with key personnel from first responder agencies, emergency relief organizations, utility companies, media and other essential agencies. The EOC operates at one of three Activation Levels:

- Monitoring - Level Three (3)

Day-to-day operations with routine staffing and office hours. Off-hours emergency coverage is provided by “on call” teams.

- Partial Activation - Level Two (2)

Some, but not all, EOC elements are activated. This may include additional staff and extended work hours.

- Full Activation - Level One (1)

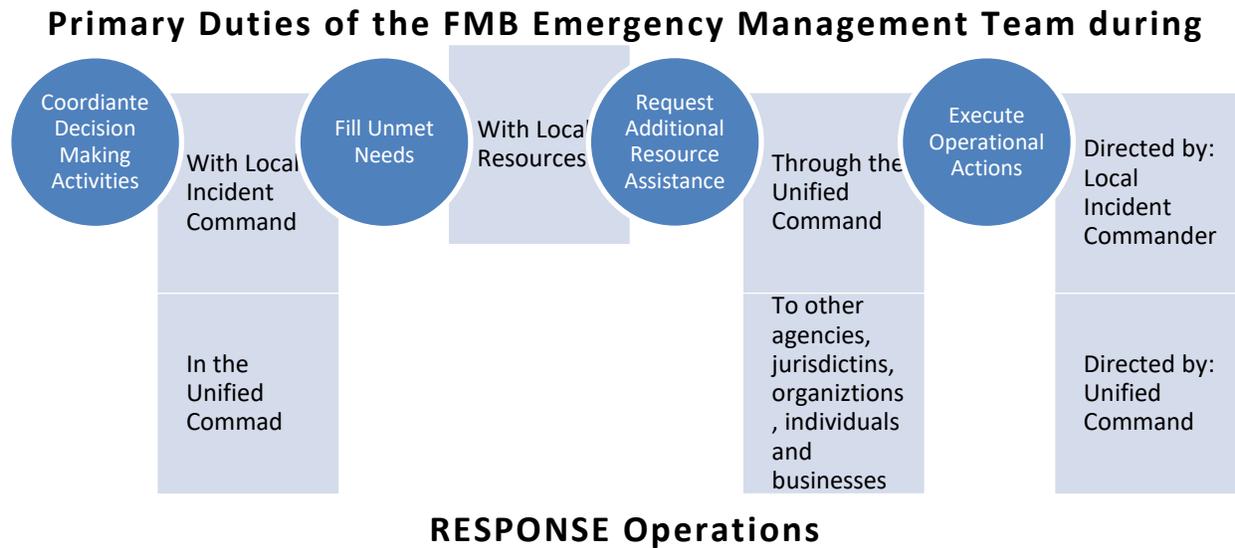
Provides round-the-clock staffing and services during an actual or pending emergency. A Full Activation is typically accompanied by a State of Local Emergency declared by the Board of County Commissioners.

In a sudden emergency event, such as a tornado, terrorist attack, or major aircraft incident, the Incident Commander may direct the EOC be activated immediately and coordinate the notification of senior officials as the situation dictates.

When the EOC is activated the Town Manager, serving as the Emergency Manager will direct the staffing of the EOC as required by the incident. Town Departments will be prepared to provide trained personnel to staff the EOC in accordance with the organizational chart provided at the beginning of this section.

## V. RESPONSE

The Town’s CEMP provides a detailed implementation procedure to guide activation and operations. The primary duties of the Town’s Emergency Management Team during Response operations are summarized by the following graphic:



The activities of the Response Phase of an emergency will focus on aiding those affected as quickly and robustly as possible. Response begins when the emergency is imminent and continues immediately after an incident occurs, therefore, response activities may overlap with preparedness, recovery and mitigation activities addressed in this CEMP.

Response Phase of an emergency:



### a. Alert & Notification

#### 1. Event Recognition and Alert/Warning System Activation

The National Weather Service, State of Florida and the Lee County Warning Point are the central locations for the collection and dissemination of early warnings and threats which are monitored at various levels of government. For any event in which advanced warning is available, there is an opportunity to prepare the

response system and the community members to take protective actions in advance of the disaster.

The Lee County EOC is designated as the official Warning Point for the Town of Fort Myers Beach. Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point through the Lee County EOC. Bulletins and advisories from the National Weather Service are received via the Emergency Satellite Communications (ESATCOM), Weather Service Satellite System, and the E911 System, radio, telephone, and municipal Public Safety Answering Points (PSAPs).

In serious, but purely local (FMB) emergencies, the Town Manager has the authority to order the activation of any warning system deemed appropriate at any time of day or night, as does local Incident Command, representing the LCSO or FMBFCD. During weather-related incidents, the Town Emergency Manager will coordinate with the Lee County EOC prior to activating the warning system. If needed, staff from the Lee County Beaches Geographical Response Division can be used to help disseminate warning information.

The following significant incidents warrant activation of the alert and warning system and notification to the Town Manager:

- Any incident that may require a substantial evacuation and/or relocation of a given area
- Any event posing a potential threat for a mass casualty incident
- Any weather-related watch or warning advisory which threatens life and/or property
- Formation of tropical weather systems that threaten SW Florida
- Any incident that closes or significantly blocks major roadways impacting the Town
- Any large or multiple structure fires
- Any prolonged shutdown of public utilities
- Any event posing a major environmental threat to Fort Myers Beach
- Any potential or actual act of terrorism affecting or potentially affecting Fort Myers Beach

All warnings for hurricanes or weather-related events will be coordinated by the Town's PIO with the Lee County PIO so as not to issue conflicting messages. The Town's CodeRed emergency notification system will be activated and the Town PIO will send a press release or statement to local media.

Additionally, first responders may go street-by-street and to the beaches and other outdoors areas as necessary with a message approved by the local IC or UC explaining the situation and actions to take related to the emergency. The Community Emergency Response Team (CERT) volunteer group or trained

volunteers may also be used to notify the public. The Town PIO may also request the US Coast Guard to use the Marine Band channel to provide pertinent information on local marine conditions during all phases of an emergency affecting the Town.

When the alert and warning system is activated the Town Manager in consultation with the Emergency Management Team and Agency Representatives will determine the necessity of requesting the Town Council pass a proclamation declaring a local state of emergency thereby activating the CEMP.

## 2. Initial Field Response Actions

The Incident Command System will be used to manage and coordinate field response operations. The incident may be controlled by local emergency responders (LCSO / FMBFCD) or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Lee County EOC be activated to support the field operations. The Public Information Officer (PIO) will develop a press release and forward it to the Lee County Emergency Operations Center Joint Information Center for distribution.

Response to an incident by single discipline agencies (i.e. fire, law enforcement, EMS) will utilize a single Incident Commander (IC) within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, the Lee County EOC will serve as a Unified Command (UC) and the Town of Fort Myers Beach will assume its position within the Lee County EOC Unified Command as depicted in Section IV of this plan.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

The Incident Commander or designee shall:

- Verify that the notification of all responding organizations was successfully implemented.
- Ensure full operational capability of the Town's equipment, communication systems, information tracking systems and supplies.
- Verify rosters, equipment and vendor inventory procedures are up-to-date.

- Establish communication with Lee County Emergency Operations Center, field command posts, emergency organizations, and other activated emergency facilities.
- Deploy liaison to the Lee County EOC and other vital response sites such as staging areas.
- Place additional public and private sector resources and personnel on stand-by.
- Obtain incident status information, potential impact on persons and property, deployed resources and personnel, damaged infrastructure, and other important information.
- Coordinate information with responding units and the Lee County EOC.
- Determine the need and implement procedures to declare a State of Emergency and notify the Lee County EOC.
- Verify all resources are on stand-by to conduct a "rapid impact assessment" to define the impact of the event, prioritize operations and coordinate the information with the Lee County Emergency Operations Center.
- Prepare and distribute an initial action plan (IAP) to prioritize and control the Town's response operations for the initial operational period. Managing response operations through an IAP is a NIMS requirement.

### **3. Activation of the Lee County EOC**

Numerous conditions may warrant activation of the EOC prior to an event, during an event or once an incident has already occurred. When an emergency or disaster event threatens the Lee County EOC has been activated, the Town Manager will consider the need to activate the Town's CEMP.

Depending on the magnitude and complexity of the event, for any level of activation, the Town Manager may direct personnel to activate and deploy one or more individuals to the EOC to initiate operations. When determining which elements of the plan to activate, the Town Manager will consider potential resource needs, community impact, and public safety. Depending on the scale of the event, the Town Manager could activate Early Alert IMT (EA-IMT) contractual entities to assist Town staff with management of the incident. The EA-IMT will work beside the Town EMT until it is determined by the Town Manager the incident can be managed by Town staff.

Various natural disasters and terrorism threats may allow for advanced warning either through monitoring systems or through verbal notification. The Town Manager, in coordination with the public safety organizations, will evaluate the advance threat conditions and determine if EOC activation is warranted.

If multiple scenes are developing throughout the jurisdiction, which cannot be adequately coordinated from a single field command post, the Town Manager may fully or partially activate the Emergency Management Team (FMB EMT).

#### 4. Levels of Disasters

Per Florida Statutes 252.34, disasters are classified as follows:

- **Minor Disaster:** A disaster that is likely to be within the response capabilities of local government and results in only minimal need for State or Federal assistance.
- **Major Disaster:** A disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance. The Federal Emergency Management Agency will be notified and potential Federal assistance will be predominantly recovery oriented.
- **Catastrophic Disaster:** A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

#### 5. EOC Operational Duties

ACTIONS	RESPONSIBLE AGENT
1. Alert EOC staff and Agency Representatives	Incident Commander and/or Town Emergency Manager (EM)
2. Activate special communication equipment, support equipment and facilities	Public Works Director
3. Institute a message flow system	Town Emergency Manager
4. Brief EOC staff on the situation	Incident Commander and/or Town EM
5. Prepare a staff work schedule	Town Emergency Manager
6. Provide staff necessities	Public Works Director / Finance Director
7. Control access to the EOC	Public Works Director
8. Initiate reporting procedures	Town Emergency Manager
9. Deal with the media	Incident Commander / Town EM & PIO
10. Control rumors	Incident Commander / Town EM & PIO

#### b. Protect Citizens & Property

Disaster response is related to providing services as security, fire protection, protection from hazardous materials, emergency medical care, decontamination, fatality management, search and rescue, and evacuation from the disaster area. The primary concern is for the life-safety of the residents, immediate treatment of those who may be injured, and the proper disposition of fatalities. Closely associated with this are measures to secure property and prevent further damage.

In a serious, but purely local emergency, the local IC will direct life-saving and life-sustaining activities and may request assistance from Town officials. In a major

disaster, life-saving and life-sustaining activities throughout Lee County will be directed by the Unified Command at the Lee EOC. The UC will establish priorities and allocate resources. Within the UC, the FMB EMT, will execute operational actions, coordinate decision-making activities, fill unmet needs and request resources to save and sustain lives on Fort Myers Beach. The Town emergency management team will provide local resources as available.

### **c. Situational Awareness**

Situational awareness, also known as a common operating picture (COP), is the provision of timely and accurate information during an emergency. It is the lifeblood of emergency management. Without it, good decision-making is much more difficult, and efficient and effective response and recovery activities can be impaired. Situational awareness requires continual monitoring, verification, and the integration of essential elements of information.

#### **1. Gathering Situational Awareness**

In a serious, but purely local emergency, the Town's EM will coordinate with the local IC to ensure that essential elements of information (EEI) are collected, analyzed and disseminated. This will create a COP that allows decision-makers to anticipate requirements, allocate resources, and engage in pro-active planning. The FMB EM will coordinate this process. Rapid collection of information should be linked to 1) saving and sustaining lives, and 2) identifying immediate safety and security hazards.

A rapid analysis of information prior to or following an emergency will enable Town officials to 1) prioritize actions, 2) allocate resources, and 3) request additional resources from Mutual Aid partners, adjacent jurisdictions, other entities and organizations, Lee County, the state and/or Federal agencies.

The collection of information should initially focus on data related to:

- Evacuation, if required.
- Search and rescue efforts, if required.
- Status of critical infrastructure: with emphasis on utilities, communications systems, fuel, food and water supplies.
- Status of critical facilities: fire station(s), water and sewer distribution facilities.
- Continued risks and/or potential cascading effects (those that might occur because of the initial emergency).
- Numbers of displaced residents (if applicable) and the extent of damage.

In major emergencies or those that require the evacuation of the Island, the UC at the Lee EOC will direct the collection of information to assess, monitor, and

mitigate the incident. Personnel within the Beaches Geographical Response Division will be assigned specific information-collection tasks. Elements within the Division will be assigned to direct and/or coordinate search and rescue, debris clearance, damage assessment, food and medical service, and logistics support tasks. The Town EMT will participate in gathering information as directed by the Beaches Geographical Response Division.

## 2. Reporting Situational Awareness

Minor Emergencies. In a serious but purely local emergency, the local IC will continuously monitor the situation and provide situation updates to the PIO of his/her agency. Local updates to the media and residents will come from the PIO of the agency responsible for mitigating the emergency. The type of incident determines the responsible Agency.

Major Emergencies. Critical information regarding the status of residents, infrastructure and services on Fort Myers Beach following a major disaster will be passed through established reporting channels within the UC at the Lee EOC. The FMB EM will direct FMB EMT reporting activities through the Beaches Geographical Response Division in accordance with established protocols. Based on an analysis of the situation, the PIO in UC at the Lee EOC will disseminate emergency information to the public in accordance with standard procedures identified in applicable plans. The Town PIO may be requested to help in this effort.

## 3. Monitoring Situational Awareness

Minor Emergencies. The Local IC is responsible for the continued assessment of any emergency to protect residents and property. The *FMB EM* will assist in this effort as requested by the Local Incident Commander.

Major Disasters. An Information Collection Plan (ICP) established within the UC provides the mechanism for continually gathering and monitoring situational awareness. The FMB EM will comply with the ICP in accordance with procedures established by the UC. During a major disaster, the UC PIO will continuously assess, respond, and inform local authorities and the public of what actions have been taken, what needs to be done, and how this is to be accomplished. The Town PIO may be requested to help in this effort.

## 4. Acting on Situational Awareness

The key to directing response activities is situational awareness. Providing information upward and guidance downward is the key to situational awareness.

Once information has been gathered and analyzed, it should be reported and turned into 'actionable tasks.' Tasks are then assigned to an operations element to be completed. The Town EMT will act on situational awareness as directed by the UC in a major disaster, or requested by the Local IC in a serious but purely local emergency.

#### **d. Incident Action Planning**

During major disaster response operations, the UC will use the Incident Action Planning (IAP) process to assess and direct activities.

### **1. The Incident Action Planning Cycle**

For each emergency, whether purely local or a major disaster directed by a Unified Command, the incident action planning cycle may\* be used to develop an Incident Action Plan (IAP) to:

- Identify incident objectives for each operational period.
- Provide details of specific actionable tasks (tactical activities).
- Furnish supporting information.

An IAP identifies this information for each operational period. The operational period in an emergency is typically 24-hours and will be established by the local IC or the UC as applicable. The primary focus of incident action planning is on actionable tasks related to providing specific resources to mitigate an emergency. Assistance and support in emergency situations must be managed, coordinated and delivered in the most-timely way. This is accomplished in a series of meetings and briefings throughout an operational period. The product of the planning cycle is an IAP.

In a major disaster, when the Town EMT is activated within the Beaches Geographical Response Division, the team will:

- Participate in the incident action planning cycle as directed by the Division. The schedule of meetings and briefings will be established by the UC.
- Coordinate decision-making activities and requests for resources through the Division.
- Be tasked with executing actions and supporting response and recovery operations as directed by the Division.

The Town EM will direct the activities of the FMB EMT in compliance with the UC IAP.

In a serious, but purely local emergency, the local IC will initiate the IAP cycle.

Along with staff from their agency, the IC may request the Town EMT to participate in the process. The FMB EM is responsible for directing the FMB EMT in how the IAP process works and what is expected of them. *\*In localized emergencies, the need for written plans will be based on incident requirements and the decision of the local Incident Commander.*

**Initial Response:**The incident action planning process begins when a threat to Fort Myers Beach is identified or during the initial response to a “no-notice” event. Town officials will immediately monitor, collect and review essential elements of information related to the event. The Town Council may declare a state of emergency and activate the CEMP or portions of the CEMP.

The FMB EMT team will conduct an initial assessment of the situation to determine priorities and develop potential organization resource needs and facilities. The FMB EM will contact the Lee County Emergency Management Director, adjacent jurisdictions and develop preliminary response plans.



If an event or situation warrants advance emergency planning such as July Fourth celebrations or the annual Island Shrimp Festival, the FMB EM will hold a meeting with the FMB EMT to set objectives related to preparations and possible response.



Objectives should be clearly stated

In a serious, but purely local emergency, incident objectives will be established by the local IC. Depending upon the nature and complexity of the incident, the FMB EM will coordinate with the local IC regarding the objectives and brief the FMB EMT.



Develop Incident Objectives

In a major disaster objectives, will be set by the Unified Commander. As part of the UC, the FMB EMT will be briefed on the objectives.



Conduct  
initial  
briefing

Immediately following any emergency, the local IC or UC will conduct an initial incident briefing. Following that briefing, the FMB EM will conduct a briefing with the Town EMT.

Facilitator: FMB EM

Participants: EMT Senior Leadership (Directors)

Agenda: The briefing should include

1. Identifying the local IC and lead agency in a purely local emergency
2. Identifying the organizational structure and staffing of the UC if the incident is a major disaster.
3. If support to the local IC is requested or if the UC is established in accordance with the Lee County CEMP, *the FMB EM will:*

- Brief the FMB EMT on the objectives and strategies for accomplishing the objectives
- Identify high priority activities
- Set expectations for the team
- Identify available resources and resources to order and ordering procedures
- Describe significant actions already taken
- Review roles and responsibilities
- Establish meeting and planning schedule
- Discuss public information strategies
- Review financial agreements and procedures
- Discuss safety and security concern



Prepare  
Operations  
Plans

Local Incidents: When requested by the local IC, members of the FMB EMT will help to identify and develop actionable tasks and resource assignments to accomplish incident objectives.

In a Major Disaster: If requested, the FMB EM/EMT members will participate in the development of operations plans as part of the UC.

Facilitator: Public Works Director

Participants: Community Development Director, others as assigned

Operations plans will be developed that:

- Identify and develop tasks to accomplish incident objectives.
- Assign resources.
- Identify additional resource requirements.



In this phase of the IAP cycle, activities related to accomplishing incident objectives are finalized.

Facilitator: Public Works Director

Participants: FMB EM and EMT Senior Leadership (Directors)

Agenda: The participants will

- Review incident the objectives.
- Review actionable tasks and assignments.
- Ensure the tasks are complete, clear, concise and accurate.
- Review the resources needed to carry out the tasks.
- Assign any additional available resources.
- Identify logistical capabilities and other support needs such as communications, traffic, and medical needs.
- Identify and discuss support agency and organization needs and limits.
- Identify all facility locations



In this phase of the cycle actionable tasks for each operational-element are finalized. Tasks are incorporated into specific operation plans as part of the IAP based on the results of the tactics meeting



In this phase of the cycle operation plans are reviewed, adjusted and approved.

Facilitator: FMB EM

Participants: FMB EM and EMT Senior Leadership (Directors)

Agenda: The participants will

- Update the current situation (FMB EM)
- Review the incident objectives (FMB EM)
- Review the draft operation plans (Public Works Director)
- Ensure draft operation plans meet incident objectives (FMB EM)
- Review any open actionable tasks (FMB EM)
- Solicit feedback (FMB EM)
- Obtain consensus to support operation plans (FMB EM)



Immediately following the planning meeting, the FMB EM will publish the IAP for the next operational period. Supporting plans and documents that provide important information may be attached to the IAP such as a Communications Plan prepared by FMB PIO.



Following the approval of the IAP, all operational response elements directed by the local IC or the UC will be briefed to execute and support the Plan.

Facilitator: Public Works Director

Participants: FMB EM and Senior FMB EMT members (Directors)

Agenda: The participants will

- Review the incident objectives. (Public Works Director)
- Review the current situation. (FMB EM)
- Review the task and assignment lists. (Public Works Director)
- Review all additional plans in the IAP (others as appropriate)



In response to any emergency, operational elements are authorized to adjust the IAP and reallocate resources to adapt to changing conditions during an operational period. However, adjustments must be coordinated with the local IC or UC.



An important aspect of beginning the next incident action planning cycle is assessing work progress to date. In any emergency, all operational elements need to regularly assess work progress against current operations identified in the IAP and address deficiencies for the next operational period.

An Incident Action Plan is generally composed of specific forms whose purpose is as follows:

- List incident objectives as established by the local IC or UC. Objectives are short-term aims that must be achieved within a very specific period of time to

successfully accomplish the mission of mitigating the emergency. *ICS Form 202 (Incident Objectives)* is a template for listing incident objectives.

- List the organizational elements and personnel assigned to the operation with contact information. *ICS Form 203 (Organization Assignment List)* is a template for creating this list.
- List the assignments for each of the organizational elements within the command for the period covered by the Action Plan. This list includes personnel, locations, resources and work assignments for the elements. *ICS Form 204 (Assignments List)* is a template for this list.
- Describe communications used during the operation, to include contact numbers for all facilities, key staff, type of communications equipment and frequencies specific to all elements of the organization. *ICS Form 205 (Communications Plan)* is a template for this plan.
- Identify the medical facilities available during the emergency, to include aid stations, transportation arrangements, hospitals, and medical emergency procedures for handling victims. *ICS Form 206 (Medical Plan)* is a template for this information.
- Draw an organization chart of the elements engaged in the emergency. *ICS Form 207 (Organization Chart)* is a template for this chart.
- Other forms as needed, such as a meeting schedule, safety information, evacuation and traffic plans.

A local IC or the UC may choose to use the approved ICS form to develop an IAP. The FMB EM is responsible for ensuring the FMB EMT members are familiar with forms associated with an IAP.

#### **e. Public Welfare**

This stage of response focuses on caring for people during and immediately after an emergency. Lee County and service agencies such as the American Red Cross, Salvation Army, and other community agencies identified in this plan who are skilled in feeding, clothing, and sheltering the public will provide these services.

In the aftermath of a disaster, with or without a Presidential Declaration, Lee County may request the State of Florida to deploy specialized teams and establish facilities in the disaster area to assess and address public needs. The teams and facilities may include:

- **Community Relations Team:** a team to disseminate information and collect data to assist disaster victims and communities in receiving assistance. The primary function of these teams is to identify and report unmet victim needs and to inform victims of the disaster assistance programs and registration process.

- Unmet Needs Committee: a committee comprised of volunteer agencies, private sector representatives and government agencies to help identify unmet needs and possible assistance. The FMB EM will respond to a request for staff participation if this committee is established following a disaster affecting residents of Fort Myers Beach.
- Human Needs Assessment Team: a team deployed immediately following a disaster to help Lee County assess and report the immediate needs of disaster victims.
- Advanced Recovery Liaison(s): pre-incident liaison(s) to conduct initial coordination with Lee County officials and the FMB EMT to assist in the deployment of all Florida teams to aid in recovery efforts.
- Disaster Recovery Center(s) (DRC): set up in a disaster area (can be mobile) to provide information on the complete range of disaster assistance to victims. Management of these facilities is the responsibility of the State, FEMA or Lee County. The FMB EMT may assist in the selection of sites for these Center(s). Bay Oaks is the Disaster Recovery Center for the Beaches Division.
- Reconstruction Information Center(s): set up as a one-stop information and permitting point for coordination, technical assistance, and reconstruction expertise assistance in recovery and mitigation activities. These Centers will be staffed by personnel with reconstruction and/or permitting responsibilities. The FMB EMT may be asked to assist in establishing these Centers.

#### **f. Damage Assessment**

In consultation with the local IC or the UC, the FMB EM will direct and/or coordinate damage assessment following an emergency to determine what is required and in what quantity, as well as priorities for restoration of essential services. Also, getting estimates of the associated costs may be necessary to request outside help if local resources are exhausted. In the aftermath of a major disaster, with or without a Presidential Declaration, Lee County may request the State of Florida to deploy Damage Assessment Teams to conduct, with the aid of local government, assessments of public and private non-profit entities and individual homes and businesses. These assessments quantify the extent of damage and are used to justify Federal assistance. When requested, the FMB EMT should be prepared to support this effort.

#### **1. Damage Assessment Process**

- j. The ability of the FMB EMT to perform a rapid assessment accurately and within the first few hours after an emergency is critical to providing an adequate response for life-threatening situations and imminent hazards. Coordinated and timely assessment permits the local IC, UC, and FMB**

## **EMT to prioritize response activities, allocate scarce resources, and request assistance quickly and accurately.**

### Phase 1: Initial Impact Assessment

The first step in an Initial Impact Assessment involves identifying the following and record through the *First Impression Damage Assessment (FIDA) App*:

- What information will be collected.
- Who will be responsible for collecting the information.
- What supplies and equipment will be needed by those collecting the information.
- How the assessment data will be consolidated, summarized, and communicated.
- What follow-up actions will be needed.

This initial assessment will determine the numbers of structures that are damaged and how badly damaged the structures are. The initial impact damage assessment provides a picture of how the community has been affected by a major or minor disaster and helps officials assess what resources are needed to mitigate the situation. This assessment should determine the boundaries of the disaster area(s), access points to the disaster area(s), and casualty information. The assessment should be completed as soon as possible, usually within 24 to 72 hours following the disaster. Once the boundaries and access points have been identified, the immediate physical needs of disaster victims that have life threatening injuries are addressed.

### Phase 2: Preliminary Damage Assessment

Conducted after the Initial Impact Assessment in major disasters, a Preliminary Damage Assessment (PDA) assists in determining how much federal and state individual and/or public assistance is needed to recover. In a minor disaster, this assessment is conducted to justify the need for state and Federal assistance. Per the Town's inter-local agreements, this assessment is conducted by the Lee County Building Department. The following principles guide this process:

Minor	Damaged 20% or less of replacement value
Major	Damaged greater than 20% and up to 50% of replacement value
Destroyed	Damaged greater than 50% of replacement value

### Phase 3: Detailed Damage Assessment

Conducting Detailed Damage Assessments are a key step in caring for the long-term needs of the community. The FMB EMT will identify and use experienced assessors such as professional tax consultants, bank officers, appraisers, and real estate agents. Fire departments and insurance companies may also have

experienced damage assessors. The damage estimates will be more reliable if the estimators are familiar with conditions prior to the emergency and have had some experience. Nothing tells it more graphically and dramatically than a photograph. Damages should be documented with photos. The Town Emergency Manager will make a list of the individuals who are qualified to assess the damage done or the replacement value of property. The Town Manager will contact these persons to solicit their participation in this Plan.

#### Assessing Status of Critical Infrastructure

This portion of an assessment looks at the impact on the community's critical infrastructure and its ability to provide essential services. These services include, but not limited to, water, sewer, electrical distribution, communications and the supportive road network. An assessment of critical infrastructure should be undertaken as soon after a disaster as possible as part of the initial impact assessment and/or the follow-up preliminary damage assessment. The assessment also examines the Town's ability to meet the needs of victims, the status of fire, law enforcement, medical systems, critical facilities, and major resource needs and shortfalls. While the initial assessment may be done during the preliminary damage assessment, it will most likely require subject matter experts to fully assess the amount of damage and needed repairs and or replacement.

### **g. Infrastructure Restoration**

Post disaster restoration involves actions to repair infrastructure and essential services. Among many other tasks, this means restoring utility service, clearing or repairing roads, removing debris from the disaster scene, and possibly shoring up weakened structures. During this stage and to the extent possible:

- Town Hall will resume normal operations, although many staff members will continue post incident recovery and mitigations projects as a priority
- Businesses not severely damaged in the disaster will reopen
- Schools may reopen, as directed by Lee County School Board
- Public transportation may resume, as directed by LeeTran

During this stage, it is quite likely that the FMB EMT will use outside assistance provided by the county, the state or the Federal government. The Town's main goal is to safely and efficiently restore Fort Myers Beach to as near pre-storm conditions as soon as possible. To achieve this, the Town's primary focus is to restore infrastructure.

### **k. Repair and Reconstruction Activities**

Repair and reconstruction activities begin when search and rescue activities are completed. Actions may include making temporary repairs to key facilities and

damaged homes. Permanent repair and reconstruction activities could continue for months or years as residents and businesses receive insurance settlements or Federal disaster loans and grants to rebuild.

## I. Debris Clearance Strategy

Clearing debris from roads and streets will be guided by the following priority sequence:

- Emergency access to aid search and rescue operations;
- Roadways linking the Town to Lee County and inter-county traffic;
- Roadways providing access to designated staging areas and distribution centers supporting disaster relief efforts;
- Facilities designated as field command centers for emergency response operations, fire stations and law enforcement stations;
- Roadways under Town maintenance responsibility, and
- Private roadways, including gated communities, within the Town.

Once road clearing operations supporting search and rescue operations, and providing access to designated response/recovery centers are completed, debris clearance will be guided by the following priority sequence:

- Areas with minor damage,
- Areas with major damage,
- Areas with catastrophic damage, and
- Private roadways, including gated communities, within the Town.

Debris will be separated to avoid mixing hazardous materials and hazardous waste with other types of debris. Agencies or organizations contracted to clear, remove and dispose of debris from residential and commercial properties will observe the following collection sequence:

- Priority 1 – Raw Garbage/Food Waste
- Priority 2 – Household Goods/Furniture
- Priority 3 – Yard Waste
- Priority 4 – Construction/Demolition Debris

Debris will be separated into these four (4) general priority classes. Residents and business interests will be instructed to separate debris in this fashion and notified of the established schedule for picking up these four general debris classes.

The Town maintains street cleaning capabilities and maintains a contract for tree removal immediately follow first responders on the scene of any emergency. Additional resources may be required. The FMB EM is responsible for the implementation of contract(s) to obtain this equipment.

## h. Electrical Power, Communications, Water & Waste-water Service Restoration.

The following priorities will generally govern customer power and communication service restoration once damaged electrical transmission systems, substations and distribution systems are restored. **Note: specific utilities may change restoration efforts based on the incident.**

- Priority 1 - Emergency response and recovery facilities having no emergency power or telephone service (community emergency operations or command centers, response/recovery centers), repairing emergency communication centers and facilities, and designated facilities providing emergency food, water and ice.
- Priority 2 - Water treatment and pumping facilities having no emergency power, fire stations having no emergency power, Staging Areas and Points of Distribution (POD) requiring emergency power.
- Priority 3 - Waste water treatment plants and lift stations, general telephone service, solid waste facilities, fire stations having emergency power, public and private facilities necessary for resource management and distribution activities (government facilities handling emergency purchasing, designated grocery store/restaurant outlets).
- Priority 4 – Areas of FMB with minor damage, and other government facilities.
- Priority 5 – Areas of FMB with major damage.
- Priority 6 – Areas of FMB with catastrophic damage.

The following procedure shall govern water service restoration:

Valve off major leak areas.

Identify high damaged areas.

Assess and provide service to meet critical customer needs such as emergency response and recovery facilities.

issue Precautionary Boil Water Notice if necessary

Establish emergency water sites as necessary.

Establish priorities and repair-damaged facilities in the following order: trunk mains, distribution mains, service connections.

Re-pressurize water system as necessary.

Establish water is potable.

The following procedure shall govern wastewater service restoration (Lee County responsibility):

- Assess damages to system: wastewater treatment plants, lift stations, electrical support systems, to include evaluating the need to take lift stations off line in flooded evacuated areas to avoid damage to property when power

is re-established.

- Work with Lee County to determine extent of damaged facilities and re-establish service.
- Re-establish wastewater service as power and water service are restored.

### **i. Demobilization**

Demobilization is the orderly, safe and efficient return of resources used in response to an emergency to its original location and status. Demobilization should begin as soon as possible to facilitate the accountability of resources. The Finance and Public Works Director are responsible for the following actions to ensure efficient demobilization of resources:

- Developing procedures to ensure and validate the safe return of resources to their original locations.
- Developing resource-tracking and accountability processes and ensure applicable reimbursement, to include compliance with Mutual Aid agreements.
- Enforce steps to ensure the safety of responders during demobilization.

### **j. Emergency Supplies**

The Lee County EOC is responsible for coordinating the response to unmet needs. The process to meet the identified needs is first to provide the basics of food, shelter, and clothing. The other needs are evaluated as to fairness, ability to provide service to all who need it, cost, alternative means to meet the need, and so forth. Life-safety issues always take precedence.

Lee County ESF 6 and ESF 15 are responsible for the delivery and provision of supplies and services (food, water, shelter, and clothing) to residents. The Town's EOC will support these efforts by identifying volunteers and donations from area businesses to meet the needs of the residents. The American Red Cross will conduct door-to-door assessments of the areas affected by the event to identify residents' unmet needs. Other unmet needs reported to Town's EOC should be tracked and forwarded to the Lee County ESF 6 and the American Red Cross.

### **k. Emergency Facilities**

#### **1. Points of Distribution**

The Town may operate Points of Distribution (PODs) at the locations determined by the Town Manager/Incident Commander or Unified Command based on the needs of the incident. The PODs will provide life-sustaining emergency relief supplies including food, water, ice, and tarps to the residents of Fort Myers Beach impacted by a major disaster and widespread utility outages. The PODs and all emergency response operations will be managed in compliance with Lee County

Emergency Management standards and NIMS.

## **2. Evacuation Shelters**

The Town of Fort Myers Beach is located within the hurricane evacuation zone and has many residential structures which would be vulnerable to high winds. The number of residents, therefore, seeking public shelter during a hurricane event is likely to be high. Shelters will be designated by Lee County once evacuation orders of the barrier islands have been issued.

## **3. Staging Area**

If a large amount of response resources requires temporary staging, a temporary staging area will be located within Fort Myers Beach at a location determined by the Manager in coordination with the Lee EOC. Command and control over the Staging Area will be the responsibility of the assigned Staging Area Manager. Traffic responsibilities within the Staging Area shall be under the direction of the LCSO.

### **I. Deactivation of Emergency Operations Center**

It is the responsibility of the FMB EM to manage downscaling and/or deactivating personnel deployed to the Lee County EOC. The decision to downscale or deactivate will be coordinated with the FMB EMT.

- Personnel will be notified of a reduced activation level or deactivation at the earliest convenient time, but preferably this decision will be incorporated during the Incident Action Planning process for the next operational period.
- The Operations Section is responsible for notifying all EOC personnel of the change in staffing requirements and operational hours.
- The Operations Section will also notify the field Incident Commanders, and the Lee County EOC staff.
- The Logistics/Finance Section will ensure that all documentation regarding operations, personnel time, and emergency expenditures is complete and obtained from all response personnel.
- The Logistics/Finance Section will ensure that all equipment and supplies are demobilized and tracked until they reach their destination.
- The Planning Section will ensure that all documentation has been stored, that all tracking documents and databases are properly duplicated and stored, and that an after-action critique is scheduled, conducted, and an after-action report is prepared.

## VI. RECOVERY

### a. Operations Overview

The Town of Fort Myers Beach is dedicated to returning the community to pre-disaster conditions. The Town will coordinate and cooperate with County, State and Federal agencies to obtain the necessary support to implement mitigation measures to protect and preserve lives and property of the Town. This recovery phase occurs simultaneously with the response phase but can also extend beyond it.

As first responders are engaged in life-safety missions, the recovery staff will be planning for short-term and long-term recovery activities. Once the life-threatening response activities have been completed and the threat to the Town has diminished, recovery activities become the primary focus of emergency management.

The FMB EMT will coordinate recovery and disaster assistance efforts within the Town, and is responsible for gathering the assessed needs of the community, and coordinating with other agencies and organizations to meet those needs. The Town Manager/Emergency Manager is the point of contact for the beginning of the recovery process for County, State and Federal agencies.

Recovery operations consist of short-term and long-term recovery activities. Activities that may be implemented in the short-term recovery period, many of which are discussed the preceding RESPONSE section include:

- Damage assessment
- Emergency debris removal to open at least one lane of traffic for all roads
- Restoration of utility services including power, water, and sewer services
- Restoration of critical infrastructure and critical facilities
- Re-supply of fuel
- Installation of emergency generators at critical facilities
- In coordination with the Lee County EOC, identify facilities within the Town which may be utilized for response and recovery operations such as Disaster Recovery Centers, storage sites, temporary housing sites, PODs, etc.
- Evaluate the need for long-term housing within the community and coordinate with County, State, and Federal officials to meet the survivor housing needs
- Evaluate critical infrastructure and structures which may be eligible for hazard mitigation funding
- Evaluate unmet needs among the survivors in the community
- Support outreach efforts to publicize the availability of Federal disaster funding including Individual Assistance and Small Business Administration

The Town may choose to activate the CodeRed emergency notification system to transmit vital recovery information to residents. The Town may use the PIO&ECT for public outreach activities during recovery, if/when the Town's EOC operations can be re-established at Town Hall. The PIO&ECT may be staffed by Town employees, CERT volunteers or trained volunteers to provide a central point of information and assistance to residents. The PI&ECT may be made available to outside agencies to set-up an outreach post, such as FEMA, insurance companies, the American Red Cross, etc. allowing them to work close to the disaster site and within easy access of residents.

## **b. Long-term Recovery Operations**

The goal of long-term recovery is to restore the Town to pre-disaster conditions, which may exist for months or years based upon the severity and magnitude of the disaster. Generally, during the immediate recovery period, management will be conducted from the Lee County EOC. Long-term recovery will be coordinated by the Town Manager with each department/agency in its normal environment and/or field command centers as conditions warrant.

In the aftermath of a large-scale disaster, the Town may consider several planning, engineering, and economic development solutions to address long-term recovery needs. This may include the imposition of building moratoria for substantially damaged structures, business and economic stimulation policies, and others.

The methods used to provide recovery information to the public are media releases and press conferences (to television, radio and newspaper) through the Lee County JIC, Town, and County web sites, the Disaster Recovery Centers, community bulletin boards, community forums and Town meetings. The Town will not offer disaster financial assistance programs in the aftermath of events that do not receive presidential or gubernatorial declarations or those that qualify for Federal disaster assistance.

## **c. Public Assistance**

Upon receiving a Public Assistance declaration, the departments and agencies responsible for pursuing reimbursement will provide detailed expenditure reports, and manage the grant funding per the requirements established through FEMA. The Town may employ temporary staff to manage grants. The Finance Director, will handle the coordination of the public assistance for the Town with the support of administrative assistants, general staff, and contractors.

#### **d. Community Relations**

The Town of Fort Myers Beach's representative at the Lee County EOC for the purposes of planning, will function as the Emergency Management Coordinator for the Town and attend and participate in the Lee County Disaster Advisory Committee (DAC) and serve as point of contact for the DAC and attend meetings quarterly.

### **VII. COMMUNICATIONS**

#### **a. Coordination with Lee County**

The Town understands the vital importance of maintaining clear communications with the County before, during, and after a disaster event. In accordance with NIMS and Florida Statutes Chapter 252, the Town of Fort Myers Beach will coordinate emergency operations with the Lee County Emergency Operations Center. It will be the responsibility of the first responder community through the dispatch center to notify the Town Manager of unusual events requiring additional mutual aid. The Town will notify the Lee EOC of emergencies in the Town and especially if the Town has an event that requires it to activate this CEMP.

When it is activated for an emergency involving the Town, the Town will maintain a liaison representative in the County EOC. The FMB staff will coordinate all information requests between the County EOC and the Town through that liaison. This communication may occur through telephone, cellular phone, satellite phone, email, fax and personal communication.

The Town liaison will also notify the Town EOC of scheduled conference calls and ensure that the Town Manager/Incident Commander are aware of all County sponsored conference calls so they may participate in them.

The Town PIO will route all media releases through the County JIC to ensure regional consistency. The Town will forward all municipal Incident Action Plans (IAPs) and Situation Reports to the County EOC for informational purposes.

#### **b. Coordination with Local, State of Florida and Federal Agencies**

The Lee County Emergency Operations Center will coordinate with field response and recovery sites such as the points of distribution and the staging area through cellular phones and/or the Lee County 800 MHz radio system or Town 10-12 Marine Band (VHF) radios. The FMBFCD and LCSO have multi-band repeaters and can key-in on whatever frequency the Town is using. If all

communications are inoperable due to disaster impact, the Town is prepared to continue communications via message runners or satellite phone.

The Town's staff will coordinate all initial communications with higher levels of government through the County EOC until it is logical for direct communications to occur. Direct communications with FEMA may occur during the joint damage assessment process, with community outreach team members within the Town, and once the Town becomes engaged in the financial reimbursement process. At that time, the Town will coordinate directly with the State and Federal Recovery agencies.

The Town's Public Works Director, LCSO Captain and Fire Chief have access to their radio system. A Town Emergency Management Team representative will be in the Lee County EOC whenever it is activated to provide ongoing communications with the LCSO Dispatch.

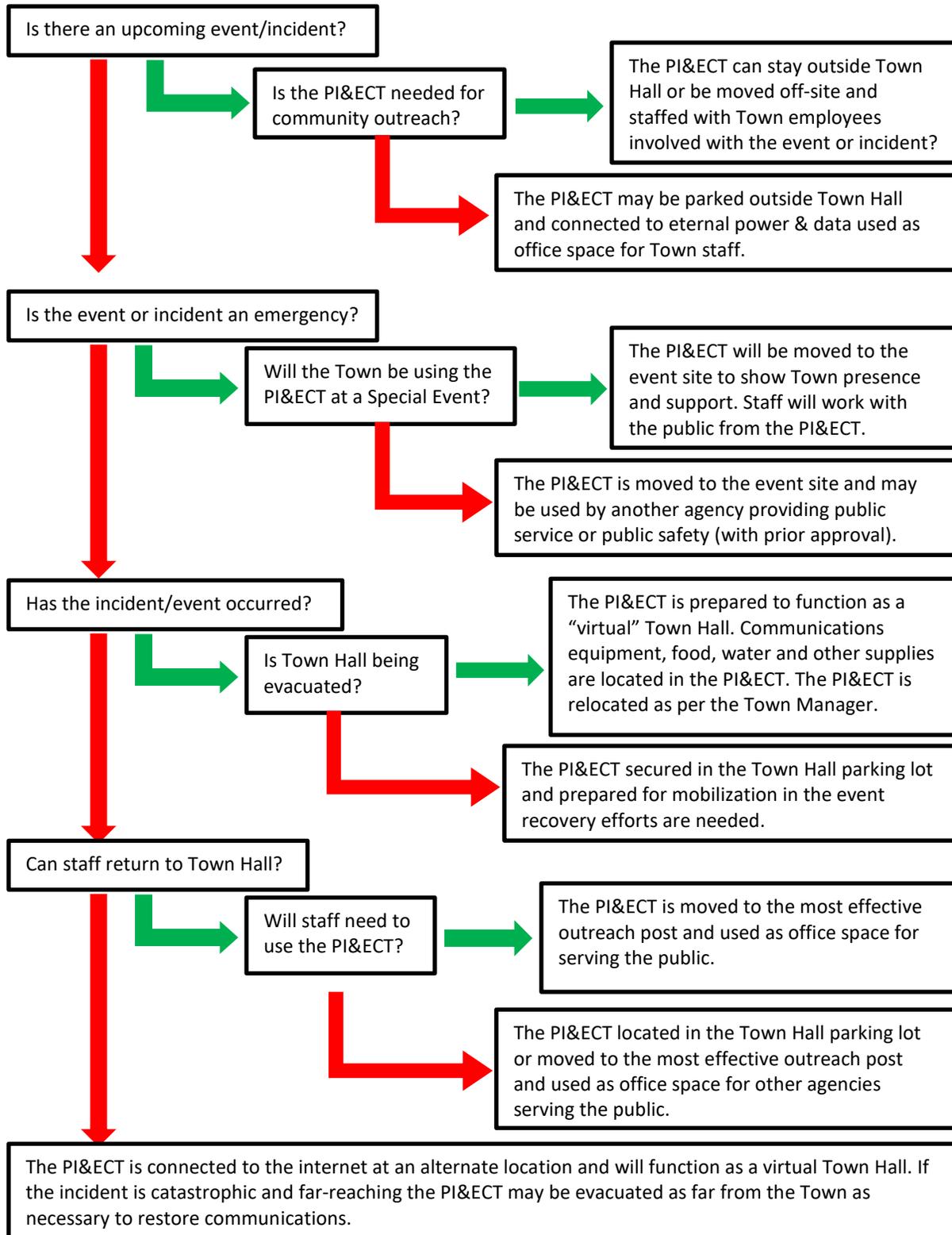
Satellite phones are issued to key personnel to utilize in case of cellular failure.

### **c. Town Public Information and Emergency Communications Trailer (PI&ECT)**

The Town's Public Information and Emergency Communications Trailer (PI&ECT) may function as the EOC and/or Town Hall during an emergency. In the event the Town falls within the cone of uncertainty for a major hurricane the PI&ECT will be loaded with telecommunications equipment and supplies from Town Hall and evacuated to a location expected to retain telecommunications access under all but the most devastating of catastrophes. The PI&ECT will be located adjacent to the Lee County EOC, unless otherwise directed by the Town Manager.

Immediately following a major event, the PI&ECT may function as a virtual Town Hall if operations cannot be established at the Lee County EOC. If there is internet connectivity at the location of the PI&ECT, Town staff will be able to communicate through email, update the Town's website and make/answer phone calls using the Town's normal phone numbers. If there is NOT internet connectivity at the PI&ECT location, the PI&ECT may be moved to an area where adequate bandwidth is available to access the internet and/or if wireless services.

The following graphic demonstrates the FMB PI&ECT Decision Matrix:



#### **d. Public Information**

The Town of Fort Myers Beach will provide public information and education to enhance the level of preparedness of the residents of the Town. The goal of the public education campaign is to ensure that residents and their families can be self-reliant with necessary supplies and provisions for at least 3 days or more. The Town participates in and supports Lee County's public information and education programs.

The Town Clerk will serve as the Public Information Officer (PIO) and primary spokesperson before the media. During an emergency, Emergency Management Team members will refer all media inquiries to the PIO.

In consultation with the Town Emergency Manager, the PIO will grant final approval to release emergency information and instructions, designate the location for local media briefings and approve any special provisions for media coverage. During an emergency, the PIO manages all aspects of public information for the Town, including:

- Ensuring timely preparation of public information materials and dissemination.
- Ensuring that the public can obtain information and give feedback.
- Coordinating with the American Red Cross (ARC) on any public information services provided by that agency.
- Coordinating with Town emergency management team members to obtain necessary information for public information materials.
- Assisting Lee County officials in collecting necessary public information and preparing press releases in a timely manner.
- Assisting Lee County officials in briefing public affairs officers who visit emergency sites.
- Assisting Lee County officials in scheduling news conferences and interviews.
- Assisting Lee County officials in rumor control activities.
- Working with the Administrative Services / Finance Director to obtain media assistance in disseminating information regarding potential donors of unmet needs, donated items, and other such matters.
- Coordinating with local media regarding the dissemination of public information and getting their cooperation in education and preparedness efforts.
- Coordinating with school officials in disseminating public information to school populations as appropriate.
- Disseminating unmet need requests to businesses and the public.
- Maintaining a chronology of emergency-related public information activities.

The Administrative Services / Finance Director will provide the PIO with any unmet need requests from donation-related entities for dissemination to businesses and the public. The PIO may request CERT and other volunteer organization representatives provide support in disseminating public information materials.

**e. Coordination of Public Information with Lee County Joint Information Center (JIC)**

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations. The County has implemented and institutionalized processes, procedures, and plans for its JIS when the Emergency Operations Center is activated. When the County JIC is in operation, it serves as the central point of public information collection and dissemination. Communication within the JIC will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone, or any other means available.

The Town's PIO will coordinate with the County JIC when it is activated and will coordinate any local news releases with the Lee County PIO. The Town's PIO will notify media outlets that media inquiries may be directed to the County JIC, and that the County JIC will be releasing media updates on a routine basis and when noteworthy events take place.

## **VIII. Policies and Protocols**

### **a. Municipal Resources**

The Town of Fort Myers Beach has limited resources and facilities. During a disaster, the use of Town facilities, personnel, equipment, and supplies will be consistent with the policies, protocols and operational concepts defined in this plan. The Town shall exhaust all locally available resources prior to requesting emergency assistance from other jurisdictions or higher levels of government. This includes the use of resources available through existing mutual aid agreements and pre-emergency contracts with other outside organizations.

### **b. Direction and Control**

The form of government in the Town of Fort Myers Beach is the "Council-Manager" form of government. The Town Manager is the executive and administrative head of the Town, appointed by and answerable to the elected Town Council. As such, the Town Manager has responsibility for direction of all Town employees and departments and administers Town contracts. In an emergency, the Town Manager shall serve as the Emergency Manager and Incident Commander with the authority to undertake whatever actions are necessary to protect lives, property and to delegate executive authority for all or some emergency operations.

### **c. Continuity of Government**

The line of succession for the Town Manager's emergency powers under this Comprehensive Emergency Management Plan shall be as follows: 1) Public Works Director, 2) Finance Director, 3) Community Development Director. The Town Manager may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications. The Town Manager may also call upon contractors to assist with preparations for and response and services during and/or after the emergency. In accordance with the Town Charter the line of succession for the position of Mayor shall be assumed by the Vice-Mayor and the Council vacancy thus created fulfilled by an interim appointment under the provisions of the Town charter. If the Vice-Mayor is incapacitated and circumstances are such (ex. widespread disaster) that the Town Council cannot meet and act, the Governor may appoint a temporary replacement for the Mayor. The lines of succession for each Town department shall be in accordance with the established SOPs of individual department as approved by the Town Manager.

#### **d. Leadership for Management of Municipal Emergency Operations**

Due to the time-sensitive constraints of life-safety decisions during times of emergencies, it is essential that decision making authority be clearly defined. Pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, a Declaration of Local State of Emergency may be issued due to known or anticipated conditions affecting the Town, including, but not limited to the following:

- An incident occurs within the municipal boundaries and resource requirements extend beyond normal response capability.
- Protection of the health and safety of large numbers of people will require protective actions including, but not limited to: voluntary or mandatory evacuation, sheltering-in-place procedures for large areas of the Town, quarantine or isolation of a significant number of contaminated or infected individuals, and/or distribution of pharmaceuticals for mandatory public use.
- It is determined that emergency ordinances or regulations need to be promulgated by the Town, including imposition of a curfew and/or temporary prohibition on public entry to damaged parts of the Town.
- Declaration of a State of Emergency or Disaster by higher levels of government for an area encompassing or adjacent to the Town.

Under Section 252.38(3)(a)5, Florida Statutes, "the duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments. Further, the political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering contracts.
- Incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteer workers.
- Rental of equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- Appropriation and expenditure of public funds.

When the circumstances warrant, the Mayor shall issue a Local State of Emergency. In his or her absence or incapacity, the Vice Mayor shall issue such a Declaration. In the event neither the Mayor nor the Vice Mayor is available, the

Town Manager may issue such a declaration. Such a declaration is NOT necessary, however, for the Town Manager to activate the Emergency Operations Center.

In all cases, as soon as possible after the Declaration, the Town Manager will notify Lee County officials and the State of Florida of the executed Declaration.

The Lee County Board of County Commissioners, the Governor of the State of Florida, and the President of the United States may also declare a State of Emergency for areas which may include Fort Myers Beach and other geographic areas. These States of Emergency may impact the Town of Fort Myers Beach. When any of these levels of government declare a State of Emergency which includes Fort Myers Beach, the Town will also declare a State of Emergency to legally indicate that the Town is activating its Comprehensive Emergency Management Plan and employing all emergency powers necessary to protect the safety of its citizens and property.

The Town of Fort Myers Beach may order mandatory evacuations, sheltering-in-place, quarantines, curfews, and other protective actions when public safety is threatened by a natural, technological, or man-made disaster event within the boundaries of the Town. Lee County and the State of Florida may also order mandatory evacuations, quarantines, isolation orders, and establish curfews in compliance with laws and regulations. In consultation with the Lee County EOC, the LCSO, and the FMBFCD, the appropriate instructions will be disseminated to the public.

#### **e. Passage of Emergency Ordinances and Regulations**

As indicated by the conditions following the Declaration of a Local State of Disaster by the Town, it may be necessary to promulgate temporary emergency ordinances or regulations. Promulgation of emergency ordinances will be done in accordance with local and State statutes.

#### **f. Chain of Command for Town Emergency Operations**

In accordance with NIMS, and dependent on the local or multi-jurisdictional nature of the emergency, the Incident Commander of the Town of Fort Myers Beach at the Emergency Operations Center or the Lee County Unified Command at the Lee EOC is in command and control of all operational activities associated with the disaster.

#### **g. Financial and Resource Management**

The purpose of this section is to establish guidelines and assign responsibilities to

support the emergency payroll and procurement of goods and services needed by various departments under this CEMP. During an emergency, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes a Declaration of Local State of Emergency may be issued. The processes and procedures for financial management will be compliant with Lee County, the State of Florida and the Federal government requirements to facilitate maximum opportunity for Federal disaster reimbursement under the Stafford Act.

#### **h. Responsibility for Financial Management Operations**

The Finance Director is responsible for the financial management operations. It is the responsibility of the Finance Director to document and track all disaster-related expenditures for financial reimbursement. The Finance Director is responsible for ensuring that the Accounting Coordinator and other department staff are trained to perform all responsibilities associated with the financial management of all municipal funds during a large-scale disaster. This fiscal responsibility includes accounting principles and established authority levels.

#### **i. Pre-disaster Preparations for Financial Management**

The Town will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. If the Town qualifies for a Federal disaster declaration which includes public assistance funds, the Town will request post-disaster reimbursement for eligible expenditures. These procedures will enable the Town to continue fiscal management before, during and after a critical incident or emergency.

By the authority of Florida Statute 252.31-94.6 when a critical incident or disaster strikes, the Town of Fort Myers Beach will declare a local State of Emergency and will suspend its usual purchasing policies and procedures. To the greatest extent possible during the critical incident or emergency, prudent and sound business practices will continue to be observed.

The Town of Fort Myers Beach has established an emergency preparedness fund which is funded to a level as approved by the Town Council. Sub-accounts will be established to reflect the reimbursement categories established by the FEMA Public Assistance program for the following activities:

- Debris removal
- Protective measures
- Roads, signs and bridges
- Water control facilities
- Buildings and equipment

- Public utilities
- Parks, recreation and other
- Monitoring firm

This emergency preparedness fund will be utilized during critical incidents and disasters by the Town Manager as authorized by the Town Council. This fund shall be used to categorize expenditures that affect departmental operations Town wide.

The Emergency Manager (Town Manager) will ensure that, during non-disaster times, staff members with emergency management assignments receive information and/or training regarding State and Federal requirements for documentation of emergency expenditures and operations. As necessary, following activation of the CEMP, the Logistics/Finance Section will be responsible for providing any additional information or guidance regarding financial documentation requirements.

## IX. FINANCIAL MANAGEMENT PROCEDURES

### Immediate Actions Needed for Authorization of Emergency Declaration

When a Local State of Emergency is declared and normal purchasing and contracting rules are suspended, it is incumbent upon the Town Manager/Emergency Manager to advise Town employees that emergency purchasing and contracting rules are in effect. The Finance/Logistics Section shall immediately begin implementation of the emergency financial management tracking procedures.

#### a. Methods for Emergency Purchases

When a disaster strikes, the Operation and Planning Sections will determine what supplies or services are needed to immediately address the current and future incident objectives. The Logistics/Financial Section evaluates Town resource inventories to determine if goods are available in Town inventories and available to the Town before attempting to purchase the goods from an outside vendor or through existing contracts. Most purchases by the Logistics/Finance Section will be with vendors that the Town has an existing account and relationship with. If the cost of an item(s) will exceed \$10,000 or the vendor requires it, a Purchase Order will be issued.

#### b. Vendor Invoice Information Requirements:

Regardless of the nature of the emergency, certain procurement requirements shall be observed. The supplier/contractor/vendor shall provide documentation of cost for goods and services as applicable to receive payment: the supplier/contractor/vendor shall have appropriate insurance/exemptions etc. submitted with invoices or on file with the Town. Supplier/contractor/vendor shall indicate the assigned Purchase Order (PO) number on their invoice for payment. The mission number will be at a minimum; the mission/assignment number as designated by the Town of Fort Myers Beach but may also include an additional mission/assignment number for the County and the State.

#### c. Resource Documentation Requirements:

Individuals designated as the point of contact for purchasing and procurement in the Logistics/Finance Section are responsible for the emergency procurement of goods and services with existing vendors and for authorizing the issuance of emergency purchase orders, if necessary. Designees are responsible for maintaining a log of purchase orders issued and turning all documentation into the Finance Section Chief (Finance Director) at the shift change. The appropriate ICS form will be completed for resource orders. Finance Section Chief will enter the purchase orders into a spreadsheet either manually or electronically to document the purchases and procurement. All documentation shall coincide with the PO number for the Town of Fort Myers Beach, and the Lee County

and/or State purchase order number if applicable.

Each invoice or purchase order shall have the following information included in its hardcopy back-up when it is turned over to the Logistics/Finance Section Chief: name of person requesting resources, date and time of request, PO number for Town of Fort Myers Beach, and if applicable, Lee County and the State, description of resources procured, anticipated length of assignment that resources are needed, date and time of requested delivery, person assigned to accept delivery, location of delivery, cost per unit, special demobilization instructions, name of vendor taking request, vendor tax id number, and contact information.

#### **d. Documentation of Personnel in Emergency Operations**

Personnel utilized in emergency operations will keep detailed time sheets with their dates, times, and duties performed during emergency operations. As the Town of Fort Myers Beach utilizes employees and contractors, the timesheets are turned into the appropriate contractor directly. As timesheets are submitted by the contractor for invoicing and payment by the Town of Fort Myers Beach, each day's notation shall include the following information: Individual authorizing emergency operations work for employee, date requested, mission/assignment number for the Town of Fort Myers Beach, County or State, location employee worked, length of hours per day (including start and finish time), and duties performed.

#### **e. Final Disposition of Financial Documentation**

The Finance Director shall be the person responsible for the final disposition of the documentation gathered under conditions of both Presidential-declared disasters and non-declared critical incidents and disasters. The final format will be hard-copy documentation with electronic copy back-up and the archives will be stored for a minimum of 3 years from the date of final payment, in the records storage area for the town. The documentation will be provided to Lee County and/or the State of Florida as requested in the format requested within an acceptable and customary time.

## **X. RESOURCE MANAGEMENT**

The purpose of this section is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during critical incidents or disasters. Pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, a Declaration of Local State of Emergency may be issued to expedite resource management activities.

Used in support of NIMS, the combination of facilities, equipment, personnel, procedures, communication, resources from local government as well as external

agencies and non-governmental agencies may work together to coordinate the Town's response. Through this coordination and cooperation, any shortfalls the Town has will be noted for corrective action to overcome the shortfall.

#### **a. Physical Resources (expendable and non-expendable resources)**

To meet the resource needs of emergency operations, the Town personnel and regular Town contract personnel should first exhaust local resource capabilities within existing inventories. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become survivors of the emergency. Most, if not all resources, will come from contractors. Standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis. During doing business, the Town routinely updates its inventory and available sources to include donations.

In accordance with the Statewide Mutual Aid Agreement, if all Town resources are exhausted, then the Logistics/Finance Section Chief (Finance Director) will make a request of the Lee County EOC for additional resources. If the County resources are exhausted, the County will make a request to the State for the resources. If the State's resources are exhausted, a request will be made to the Federal government. All resource requests to the County EOC shall be directed from the Logistics/Finance Section Chief to the Town of Fort Myers Beach Municipal Liaison. The single point of contact should be maintained to avoid duplication of resource requests.

#### **b. Resources by Municipal Agency or Municipal Contractor**

The Town of Fort Myers Beach has limited available resources because most services are contracted to the private sector and County agencies. The agencies and organizations are requested to maintain inventories of personnel, equipment and supplies to provide this information routinely to the Town.

#### **c. Classification of Physical Resources**

The Town of Fort Myers Beach understands that the NIMS classification methodology is still under development. The Town is committed to continually monitoring the NIMS requirements and implementing them as appropriate within the Town. All Town resources, pursuant to the NIMS, are to be classified by kinds and types.

#### **d. Inventories Accessed and Utilized**

Town of Fort Myers Beach resources will be controlled by the Logistics/Finance Section Chief. The Chief shall monitor the inventories, locations and assignments of

all resources and monitor the deployment of any resources.

#### **e. Private Vendor, Mutual Aid or Volunteer Resources**

The Town will work to exhaust all local resources before requesting any resources from the County EOC. The protocol to procure additional resources are as follows: activate and direct deployment of additional local resources to the incident site(s); request mutual aid assistance from existing jurisdictions who have entered a Mutual Aid Agreement; purchase, rent, or lease supplies and equipment; obtain donated resources from businesses, individuals, or volunteer groups; contract for necessary services to support emergency operations. The Town Manager/Emergency Manager shall consider the potential liabilities before accepting offers of donations of supplies, equipment or services or committing manpower from individual or volunteer groups to emergency operations.

#### **f. Tracking Procedures for all Resources**

The Finance Director is responsible for the management of all resources in support of the current incident objectives, except for resources committed to debris management, debris monitoring, clearance and removal.

Deployment and tracking of resources committed to debris management are the responsibility of the Operations Section Chief (Public Works Director) in accordance with the FEMA approved Debris Management Plan.

In compliance with the resource management procedures outlined above, the Planning Section Chief will track resource needs and assign a mission number. The mission number may be assigned by the Unified Command. The Planning Section Chief will complete the appropriate form(s) detailing the following information for resource/equipment check-in including:

- Requesting entity
- Brief statement of need
- Originating entity
- Method of delivery and location of delivery
- Associated expendable resources
- Anticipated duration
- Funding
- Any other required information

All resources that are the property of the Town of Fort Myers Beach will be inventoried and identified by their property control number as assigned by the Town. Resources will be logged onto a spreadsheet controlled by the Logistics Section, noting item, deployment, time out and expected return and any other pertinent information. The Town of Fort Myers Beach now has access to emergency management software, Web

EOC, through Lee County.

### **g. Protocols for Resources**

The deployment of resources and personnel shall be in accordance with established plans and procedures that provide assurance that Town resources, both owned and contracted, shall not be deployed without the specific approval of official resource coordination processes. When the EOC is activated, the Logistics/Finance Section Chief shall approve all personnel and equipment deployments as directed by the FMB EM. To ensure the appropriate management and demobilization of personnel, supplies and equipment, the Logistics/Finance Section Chief will work cooperatively with the Operations and Planning Sections Chiefs to develop a demobilization plan. The Statewide Mutual Aid Agreement addresses the issues pertaining to the appropriate management of resources up to and including return to the original agency. The Statewide Mutual Aid Agreement also details the requirements associated with general responsibility for payment and/or reimbursement of resources acquired through mutual aid.

### **h. Personnel Resources**

All Town departments are required to have emergency personnel assigned in case of critical incidents or disasters. The FMB EM will identify and coordinate the placement of Town employees that may be reassigned to temporary emergency duties should a critical incident or disaster impact the Town. If the required skills and/or expertise are not available within the pool of existing Town employees, the FMB EM will approve the temporary workers.

Rosters of personnel working for the Town of Fort Myers Beach daily in emergency operations will be maintained by the immediate supervisor of the that temporary worker, and copies of that information will be relayed verbally or in writing to the Operations Section Chief at least twice a day on an appropriate ICS form. (A final hardcopy or electronic copy of the day's roster will be sent to the Operations Section Chief at the beginning of the shift change and at the end of the shift change. All workers shall sign-in or check in with the Planning Section as well as their immediate supervisor and receive a mission/assignment number, again noted on the ICS form.

## ANNEX A: ACRONYMS

<b>ALT</b>	Alternative
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Services
<b>CAP</b>	Civil Air Patrol
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, Explosive
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>CERT</b>	Community Emergency Response Team
<b>CIC</b>	Citizen Information Center
<b>COG</b>	Continuity of Government Plan
<b>COOP</b>	Continuity of Operations Plan
<b>CPA</b>	Closest Point of Approach
<b>CPG</b>	Comprehensive Preparedness Guide
<b>CRS</b>	Community Rating System
<b>DFO</b>	Disaster Field Office, (FEMA)
<b>DHS</b>	Department of Homeland Security
<b>DDIR</b>	Detailed Damage Inspection Reports
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>DPW</b>	Department of Public Works
<b>DRC</b>	Disaster Recovery Center
<b>DRFA</b>	Disaster Relief Funding Agreement
<b>DSR</b>	Damage Survey Report
<b>EAS</b>	Emergency Alert System
<b>EM</b>	Emergency Management
<b>EMS</b>	Emergency Medical Services
<b>EPG</b>	Executive Policy Group
<b>EOC</b>	Emergency Operations Center
<b>EPG</b>	Executive Policy Group
<b>EPZ</b>	Emergency Planning Zone
<b>ESATCOM</b>	Emergency Satellite Communications
<b>ESF</b>	Emergency Support Function
<b>FDEM</b>	Florida Department of Emergency Management
<b>FDLE</b>	Florida Department of Law Enforcement
<b>FDOT</b>	Florida Department of Transportation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FMB</b>	Fort Myers Beach
<b>FMBFD</b>	Fort Myers Beach Fire Department
<b>FS</b>	Florida Statutes
<b>GAR</b>	Governor's Authorized Representative
<b>GIS</b>	Geographical Information System
<b>HAZMAT</b>	Hazardous Materials
<b>HM</b>	Hazard Mitigation
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IA</b>	Individual Assistance

<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>ICP</b>	Incident Command Post
<b>IMT</b>	Incident Management Team
<b>JIC</b>	Joint Information Center
<b>LCPS</b>	Lee County Public Schools
<b>LCSO</b>	Lee County Sheriff's Office
<b>LPG</b>	Liquid Petroleum Gas
<b>MACS</b>	Multiagency Coordination System
<b>MARS</b>	Military Affiliate Radio System
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NDMS</b>	National Disaster Medical System
<b>NDMS</b>	National Disaster Medical System
<b>NDRF</b>	National Disaster Recovery Framework
<b>NETC</b>	National Emergency Training Center
<b>NFIP</b>	National Flood Insurance Program
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanographic and Atmospheric Administration
<b>NRF</b>	National Response Framework
<b>NRP</b>	National Response Plan
<b>NWSFO</b>	National Weather Service Forecast Office
<b>PA</b>	Public Assistance
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>PL</b>	Public Law
<b>PRI</b>	Primary
<b>PSA</b>	Public Safety Announcement
<b>PW</b>	Project Worksheet
<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>RDSTF</b>	Regional Domestic Security Task Force
<b>RIAT</b>	Rapid Impact Assessment Team
<b>RRT</b>	Rapid Response Team
<b>SAA</b>	State Administrative Agency
<b>SAR</b>	Search and Rescue
<b>SCO</b>	State Coordinating Officer
<b>SEOC</b>	State Emergency Operations Center
<b>SERT</b>	State Emergency Response Team
<b>SITREP</b>	Situation Report
<b>SLOSH</b>	Sea, Lake, Overland Surge from Hurricanes
<b>SOG</b>	Standard Operating Guide
<b>SOP</b>	Standard Operating Procedure
<b>TDS</b>	Time Delineation Schedule
<b>TH</b>	Temporary Housing

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<b>TTY</b>	Teletype
<b>UASI</b>	Urban Area Security Initiative
<b>VOAD</b>	Voluntary Organizations Assisting in Disaster
<b>WMD</b>	Weapon of Mass Destruction

## ANNEX B: DEFINITIONS:

**All-Hazards:** An approach for prevention, mitigation, preparedness, response, continuity, and recovery that addresses a full range of threats and hazards, including natural, human-caused, and technology-caused.

**Disaster/Emergency Management:** An ongoing process to prevent, mitigate, prepare for, respond to, maintain continuity during, and to recover from, an incident that threatens life, property, operations, or the environment.

**Emergency Manager:** Appointed by the Town Manager and authorized to develop, implement, administer, evaluate, and maintain the CEMP program.

**Emergency Management Department (EMD):** The Town Office of Emergency Management (EM) will reside within Fort Myers Beach Fire Rescue Department and have primary responsibility for the Town Emergency Management Program, as directed by the Town Manager.

**Essential Employee:** Those employees designated by their department heads as such because their work directly supports efforts to maintain or restore public safety and/or essential Town services and include, but may not be limited to, Public Safety (law enforcement & fire rescue), Public Works, Town Clerk's Office, Planning and Development Services Department, Building Department, Finance and Administration Department, Information Technology and the Town Incident Management Team as defined by the Town CEMP. Essential Employees shall be required to remain at work or be available to report to work to ensure that identified critical functions continue during an emergency or when the Town has closed or suspended operations (e.g. power outage, inclement weather, hurricane, etc).

**Non-Essential Employee:** An employee who is not necessary to the emergency service function of his or her department and is not required to report to work.

**Executive Policy Group (EPG):** The Executive Policy Group (EPG) is comprised of the following officials: Mayor, Town Manager, Town Attorney (optional), Fire Chief / Emergency Manager, MCSO / District Commander and/or other officials as deemed necessary.

**Incident Action Plan:** A verbal plan, written plan, or combination of both that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety requirements developed by the incident commander.

**Incident Commander (IC):** The person responsible for all field aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan.

**Incident Command System (ICS):** ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration. In some circumstances, intelligence and investigations may be added as a sixth functional area.

**Incident Manager (IM):** The individual authorized to direct and control the Town emergency and disaster response and recovery, by way of the Town Emergency Operation Center and Town EOC IMT. The Town EOC Incident Manager is not to be confused with any on-scene or field IMT Incident Commanders, where necessary.

**Incident Management System (IMS):** The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents.

**Incident Management Team (IMT):** The Town IMT is comprised of the following: Incident Manager/Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Admin. Section Chief, and applicable Command Staff of Safety, Liaison and Public information Officer. Additional units may be activated by the IMT as needed.

**Incident Action Plan (IAP):** The IAP ensures that everyone is working in concert toward the same goals set for that operational period by providing all incident supervisory personnel with direction for actions to be taken during the operational period identified in the plan. IAPs provide a coherent means of communicating the overall incident objectives for both operational and support activities. They include measurable strategic objectives to be achieved in a time frame called an Operational Period. They may be verbal or written except for hazardous material incidents, which must be written, and are prepared by the Planning Section.

**Major Hurricane or Tropical Cyclone (Cat 3, 4 or 5 hurricane):** Category 3 or higher marks the point at which the National Hurricane Center classifies strong cyclone storms as major hurricanes. These storms can cause large loss of life and devastating and catastrophic property damage.

**Multiagency Coordination System (MACS):** The primary function of MACS is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources, thereby assisting the coordination of the operations in the field. MACS consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. For the purpose of coordinating resources and support between multiple jurisdictions, MACS can be implemented from a fixed facility or by other arrangements outlined within the system. Examples of multiagency coordination include a state or county emergency operations centers.

**National Incident Management System (NIMS):** NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS enables us to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF) - NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

**Preparedness:** Ongoing activities, tasks, and systems to develop, implement, and maintain the program capabilities.

**Prevention:** Activities to avoid or stop an incident from occurring.

**Recovery:** Activities and programs designed to return conditions to a level that is acceptable to the entity.

**Resource Management:** A system for identifying available resources to enable timely access to resources needed to prevent, mitigate, prepare for, respond to, maintain continuity during, or recover from an incident.

**Response:** Immediate and ongoing activities, tasks, programs, and systems to manage the effects of an incident that threatens life, property, operations, or the environment.

**Refuge of Last Resort:** These are locations used as a last resort to provide refuge for evacuees that may have otherwise been stranded along evacuation routes within hazard impact areas. Refuges of Last Resort are not

shelters and have no food, security, or guarantee of protection.

**Standard Operating Procedures (SOPs):** SOPs are not contained in this plan, but are developed for each EOC/IMT position and are essential to the implementation of this document. Copies of all EOC/IMT position SOPs are kept for reference at the Town Emergency Operations Center.

**Unified Command:** Unified command is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, unified command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single Incident Action Plan. Each participating agency maintains its authority, responsibility, and accountability.

## ANNEX C: HURRICANE PREPARATION ACTION PLAN PUBLIC WORKS

### FIVE DAY ADVISORY- 120 HOURS

- \_\_\_ Mound House Shutters, Secure Picnic Tables at Newton and Exhibit
- \_\_\_ Hurricane Supplies see below
- \_\_\_ Inventory and Restock Food and Water Supplies at offsite storage
- \_\_\_ Top off fuel storage tanks
- \_\_\_ Purchase all materials and supplies needed for preparation
- \_\_\_ Test generators and Emergency Trailer
- \_\_\_ Mutual Aid Request with Sheriff (Personnel @ Bridge; County for Fuel)
- \_\_\_ Sand
- \_\_\_ Download FIDA App and Training
- \_\_\_ Print any documents needed for post-disaster

### FOUR DAY ADVISORY- 96 HOURS

- \_\_\_ Call and Reserve Hotel Rooms
- \_\_\_ Remove mobi-mats from beach accesses
- \_\_\_ Clean up behind Public Works Shed/ All Town Properties
- \_\_\_ Town Hall Shutters
- \_\_\_ Schedule Advanced Disposal to remove dumpsters
- \_\_\_ Move Tarps to Town Hall

### THREE DAY ADVISORY- 72 HOURS

- \_\_\_ Remove trash containers, poles, lids etc. on beach; Lay down concrete cans/remove lids
- \_\_\_ Check benches and secure if needed
- \_\_\_ Secure picnic tables at Newton Park
- \_\_\_ Charge Emergency Radios and Phones
- \_\_\_ Remove Town Boats
- \_\_\_ Beach Water contact Water Plant
- \_\_\_ Dinghy dock behind Topps
- \_\_\_ Letters to people in Mooring Field
- \_\_\_ Install all hurricane screens on main museum 2nd floor that staff cannot reach without a ladder.  
MH staff will have all screens laid out ready for PW before installation.

### TWO DAY ADVISORY- 48 HOURS

- \_\_\_ Remove chairs and awnings at Pool- store at Pool in classroom; throw chairs in Pool
- \_\_\_ Remove liners/lids- Times Square
- \_\_\_ Wrap Newton shower tower/fountain; Shut off water
- \_\_\_ Remove Trolley Stop trash bags
- \_\_\_ Wrap Paystations and Parking Meters
- \_\_\_ Bay Oaks and Pool secure facility, picnic tables etc.
- \_\_\_ Fill and place Sandbags at Bay Oaks, Mound House, Pool etc.
- \_\_\_ Begin removing Town Equipment, Top off Fuel Tanks see attached
- \_\_\_ Beach Water- Check stations, have Water Plant fill storage tanks
- \_\_\_ Remove bollards at Bay Oaks
- \_\_\_ Public Works to install metal door over entry door to underground museum –door is located in outside closet by museum entry door.

### ONE DAY ADVISORY- 24 HOURS

- \_\_\_ Gather Field Electronics (Radios, Cameras etc.)
- \_\_\_ Move Network Server and Emergency Trailer to EOC
- \_\_\_ Move Fuel Cans to Safe Location

- \_\_\_ Complete vehicle inspections
- \_\_\_ Secure all Town Gates (Mound House, 216 Connecticut, Towers etc.)
- \_\_\_ Lock Bay Oaks gate open
- \_\_\_ Beach Water- Check stations, tanks (levels), pumps and generators
- \_\_\_ Order Dumpsters for Immediate Delivery after Storm
- \_\_\_ Remove and Store Flags off of Flag Poles
- \_\_\_ Remove Town Vehicles, Top off Fuel in Vehicles
- \_\_\_ Video of all Town properties

### **Hurricane Supplies**

- Batteries
- Flashlights
- Tools
- Rain gear
- Radios
- Cameras
- Office Supplies
- First Aid Supplies
- Garbage Bags
- Gloves
- Commercial Saran wrap/tape
- Box cutters
- Class III A-frames- Barricades “Road Closed”, “Standing Water”
- Rain boots/wading boots
- Chainsaw chains and bars; chainsaws
- Chains (Martin/Tunes)
- Battery jump boxes (3)
- Bolt cutters
- Generator for ice machines at Bay Oaks
- Generator cables
- Chest freezer
- Floor fans for flooding

### **POST STORM- DMS SITE**

- Contact Lee County, Lovers Key and DEP to utilize Lovers Key as DMS Site.
- Execute Temporary License Agreement with Lee County Solid Waste for Lovers Key Site.
- DEP- Pre-check and post-check of site (Renee Kwiat) [Renee.Kwiat@dep.state.fl.us](mailto:Renee.Kwiat@dep.state.fl.us)
- Town’s Contractor order port-o-potties, scissor lift, silt fence, etc. Town provide signs/posts for Do Not Enter, No Dumping

## ANNEX D: HURRICANE PREPARATIONS FOR MOUND HOUSE AND NEWTON PARK

### Annual Preparation to be done in May

- Check all Hurricane screens: make sure all Mound House screens and hardware are in working order. Vendor: Astro Guard, Delray Beach, FL, 561-742-3756, [www.astro-guard.com](http://www.astro-guard.com).
- Roll down shutters at Newton – test and repair if necessary. Vendor: Roll Secure Shutters, Naples, FL, 239-594-1616
- Place hurricane shutters on Cottage at Newton Beach Park and leave up until December 1<sup>st</sup>.
- Prep generator and make sure all power tools are in working order.
- Inventory supplies and purchase supplies and equipment needed (see attached list of supplies)
- Arrange for a certified arborists to trim trees (storm scape) get all coconuts out of palms & review routinely throughout hurricane season.
- Update hurricane plan and distribute to staff with assigned duties to each staff.
- Photograph landscape, buildings, and structures at Mound House and Newton Beach Park.
- Update staff, volunteer, contractors and services information and distribute to all MH staff. Staff to keep this with them at all times.
- Make sure all key staff phone numbers are saved in your cell phone.
- Save everything on the server – do not leave any files on your computer desktop as they can be lost in the event your computer gets damaged.
- Make sure no items are located behind the kayak shed.
- All staff to keep a change of clothes in their car to change into to prep for a hurricane. Closed toed shoes and comfortable clothing.
- Secure vendor - landscape cleanup crew to be a first responder to clear sites 72 hours after storm passes.
- Secure emergency vendors to use to make any repairs that are needed to get museum open 72 hours after storm passes.
- Check weather every day for updates to possible storms forming.
- All - Restock hurricane supplies for your home and go over your personal hurricane plan.
- Prepare each staff an emergency grab bag with gloves, keys to all doors, flashlights and other tools and supplies.

### Hurricane Preparation

Town staff will be in contact if this prep is necessary and/or to assign duties for everyone to help after the storm passes.

- Keep your cell phone handy and charged at all times.
- Take home with you all volunteer phone numbers and group contacts that have reservations.
- Take with you the Emergency Bag assigned to you with all the necessary tools and items to come back to the site and clean up.
- Make sure town staff cell phone numbers are programmed in your cell phone.
- Charge all the tools batteries, radios, and power sticks.
- Double check that all gas cans are full.
- Take all money from the safe to Town Hall to vault.
- Listen to weather radio and watch for updates from Lee County EOC. Relocate radio to museum store if needed.

## **PREPARATIONS FOR MOUND HOUSE**

- Contact Amanda [amanda@fmbgov.com](mailto:amanda@fmbgov.com) 239-443-9447 to deactivate all programming for unlocking the doors at Mound House.
- Call volunteers and scheduled groups to cancel until further notice.
- Put message on Facebook, Instagram and on MH website that MH will be closed until further notice.
- Change voicemail for the main line to say same as above. Dial 5000 enter ext. 1999 code is 0852
- Run reports on all museum store inventory we have on hand- print out and place on thumb drive.
- All Staff to take their Emergency Grab Bags with them with keys to all doors, flashlight and work gloves and other tools and supplies.
- Director and maintenance staff to take chain saw, gloves, tools, caution tape, cones and keys and any tools needed to get back to the site.

### **Main Museum**

- MH staff to place out all screens in front of each window/ door before PW gets to the site to install- screens are located in 3 large grey bins in the kayak shed to the right of the roll down door.
- Public Works to install all hurricane screens on main museum 2<sup>nd</sup> floor.
- MH staff is to install screens on 1<sup>st</sup> floor and the ones reachable on the 2<sup>nd</sup> floor off porch area-
- Roll up all the rug in museum store and in living room, cover and relocate.
- Place rags, towels and absorbent socks under all doors and windows.
- Check all windows and doors in main museum to make sure they are secured.
- Cover sink with plastic in bathroom and place bucket and prep all windows.
- Put all the puzzle pieces in the bathtub.
- Move large puzzles boards away from windows.
- Cover kiosks with plastic in bathroom.
- Place bucket inside the fireplace in the living room.
- Place other buckets in living room with plastic sheeting underneath and towels in transition area of store and living room by threshold.
- Move chairs and net inside that are located on 2<sup>nd</sup> floor porch.
- Lock outside door that leads up to the 2<sup>nd</sup> floor porch.
- Adjust AC.

### **Museum Store**

- Cover all items in the museum store that can be ruined by water- place bucket on front counter under light that leaks.
- Secure fragile items in museum store away from windows.
- Museum store- behind the counter- Pull back mat and place towel along wall under the museum admission sign.
- Place absorbent sock under museum store door.
- Adjust AC.

### **Office/ 1921 Garage Building**

- Place plywood on back windows.
- Place all computers up off the floor- unplug from battery backup boxes- turn battery backup boxes off and cover computer with plastic.
- Take all files off desks and secure in a plastic bag or in a desk drawer.
- Move everything out from the windows.
- Take up rug in front office door and place 2 absorbent socks in front.
- Adjust AC

- Lock the front office door and the 2 staff office doors.
- Close all garage doors in office building including the one that covers the front door and padlock shut.

### **Underground Museum**

- Roll up any rugs and place on top of chairs.
- Make sure nothing is on the floor of the museum or the closet that can ruin if it gets wet.
- Place donation box up off the floor.
- Place fan up off the floor and unplug.
- Lock underground museum door.
- Take *Stories Beneath Our Feet* sign down above the outside door and place inside museum.
- Public Works to install metal door over entry door –door is located in outside closet.

### **Grounds**

- Turn picnic tables upside down
- Move all potted plants inside the kayak shed.
- Secure monofilament tubes from dock
- Remove lattice from AC units in back of the main museum and place in kayak shed.
- Move all loose items from the back of the kayak shed to inside of shed.
- Walk the grounds and make sure nothing will fly away with heavy winds.
- Public Works to place cans on their sides. Trash cans– remove lids and secure them in the shed, also 216 parking lot. Remove the liner and place cans sideways on the ground.
- Close and secure all gates (vehicle gates, all parking lot gates and place padlocks on pedestrian gates.

### **PREPERATIONS FOR NEWTON BEACH PARK**

- Clear hurricane shutters should already be on all windows- check to make sure they are all secure.
- Roll down and secure hurricane shutters in back off lanai
- Remove all trash cans and place in Kayak Shed at Mound House.
- Physically lock public restroom door and door to cottage.

**NOTE:** All department heads should be in contact with all their staff regarding the status of hurricane and their role in the preparation of the site as well as other duties after the site has been prepped and how they can help out with other departments.

All Mound House staff should stay in touch with their supervisor for updates regarding when staff will return for post storm clean up.

### **POST STORM**

- Contact your supervisor immediately after storm has passed for updates on returning to work.
- Staff returning to the island- bring parking pass to get onto the Island- bring water, food, clean up tools and supplies (sunscreen, hats, mosquito spray, rubber gloves, work gloves, keys to site, hand sanitizer, sunglasses, flashlight, and recharging stick for cell phones) wear closed toes shoes and comfortable clothing for post hurricane clean up.
- Check with supervisor on where to be stationed.
- When Mound House and Newton Cottage get power- call volunteers to open up areas for residents to charge cell phones, cool off, use the restroom and get cold water.

## **ANNEX E: HURRICANE PREPARATIONS FOR BAY OAKS RECREATION CENTER AND FORT MYERS BEACH COMMUNITY POOL Bay Oaks Recreation Center**

### **Annual Preparation to be Completed in May**

- Inventory supplies and purchase supplies and equipment needed (see attached list of supplies)
- Update hurricane plan and distribute to staff with assigned duties to each staff.
- Photograph landscape, buildings, structures, and amenities at Bay Oaks Recreation Center and the Campus.
- Update staff, volunteer, contractors and services information and distribute to all Bay Oaks staff. Staff to keep this with them at all times.
- Make sure all key staff phone numbers are saved in your cell phone.
- All staff to keep a change of clothes in their car to change into to prep for a hurricane. Closed toed shoes and comfortable clothing.
- Prepare each staff an emergency grab bag with gloves, keys to all doors, flashlights and other tools and supplies.
- Secure vendor - landscape cleanup crew to be a first responder to clear sites 72 hours after storm passes.
- Secure emergency vendors to use to make any repairs that are needed to get recreation center open 72 hours after storm passes.
- All - Restock hurricane supplies for your home and go over your personal hurricane plan.

### **Preparations for Bay Oaks Recreational Campus**

- Contact Amanda [amanda@fmbgov.com](mailto:amanda@fmbgov.com) 239-443-9447 to deactivate all programing for unlocking the doors at BORC and the field restrooms.
- Call volunteers, instructors, and scheduled groups to cancel until further notice.
- All coordinators communicate with members of on-going programs about closing – will provide updates!
- Put message on Facebook, Instagram and on Town website that BORC will be closed until further notice.
- Change voicemail for the main line to say same as above.
- All Staff to take their Emergency Grab Bags with them with keys to all doors, flashlight and work gloves and other tools and supplies.
- Director and maintenance staff to take chain saw, gloves, tools, caution tape, cones and keys and any tools needed to get back to the site.
- All staff to have the ability to be adequately prepared at home. \*\*\*

### **Grounds, Fields, and Athletic Courts**

- Remove all trash can tops – stow in grounds shed
- Check gated storage area behind BORC – move all loose items into enclosed shed
- Place both wheeled cans (garbage and recycling) inside BORC
- Flip all picnic tables
- Ensure any potted plants in garden are secured in an enclosed area
- Conduct grounds walk around to check for any loose items

- Manually lock restrooms
- Switch power off on front gate – turn to manual mode
- Place newspaper holders in a secure area
- Ensure all items under awning are secured
- Remove all bases from athletic fields; insert anchor plugs
- Remove backstop nets from fields – PW assistance
- Move trash cans from dugouts to grounds shed
- Ensure any field equipment (pitching screens, L-screens, soccer goals) are secured in an enclosed area or onto fencing
- Remove tennis nets from all courts – keep in grounds shed
- Remove scoring attachments from tennis courts – keep in grounds shed
- Place tennis court drag/broom in grounds shed

### **Bay Oaks Recreation Center**

- Place sandbags along bottom of all doors (outside)
- Place sandbags along bottom of garage door

### **Multi-Purpose Room**

- Unplug electronics – wrap cords in plastic
- Remove TV from wall mount, wrap in plastic, place in secure spot (craft closet counter)
- Turn thermostat off
- Shut door

### **Craft Room, Side Room, & Closets**

- Unplug all electronics – wrap cords in plastic
- Ensure all items are securely stowed
- Roll any mats up and place on high ground
- Ensure there aren't any items on the ground that may be damaged by water
- Shut all doors

### **Office & Front Lobby**

- Roll all mats and place in maintenance closet
- Save all files to the BORC drive prior to unplugging equipment
- Unplug all electronics – wrap cords, computers, and equipment in plastic
- Ensure all files are placed in a secure place – wrap in plastic if needed
- Turn thermostat off
- Make sure all exit doors are manually shut

### **Gymnasium & Fitness Center**

- Roll all mats and place off ground
- Ensure all basketball goals are down
- Make sure all exit doors are shut
- Unplug all electronics – wrap cords in plastic
- Turn off all thermostats
- Shut all doors

## **Side Lobby & Kitchen**

- Roll up mats and place off ground
- Ensure there aren't any items on the ground that may be damaged by water
- Make sure all exit doors are manually shut

## **Emergency Supplies**

- Flashlights
- Batteries
- Drills and rechargeable batteries
- Screws & Nails
- Screwdrivers – Philips and Flat Heads
- Work Gloves- 1 pair for each staff member plus 3 extra pair- these are not to be used during the year but to be saved as part of hurricane supplies.
- Earplugs
- Safety Goggles/Glasses
- Cooler for Ice and emergency food/drink for staff
- 4 - Power sticks to charge staff phones
- 3 Rolls of Caution Tape
- Extension cords
- 4 Power Strips (minimum)
- Battery Operated Fans w/ Extra batteries
- 3 - 1<sup>st</sup> Aid Kits
- Rope
- Gas Cans
- Gas/Oil Mix for Equipment
- Plywood to secure any broken door/window after the storm
- Blue Tarps
- Roll of screening
- Hospital grade cleaners
- Bleach
- Clorox Clean Up wipes
- Paper towels
- Hand sanitizer
- Ziplock Bags (assorted sizes)
- Battery operated radio
- Portable key box
- Water proof grab bags for staff
- Tool bags with tools
- Chain saws and blades
- Rakes & Landscape tools
- Ladders
- Green trash bags
- Buckets
- Orange cones

- Stakes to tie up trees
- Mops with extra Mop heads
- Brooms
- Swiffer's
- T-shirt rags
- Window cleaner
- Extra padlocks
- Bungie cords
- Zip ties
- Mosquito spray- bug repellent
- Sun screen
- Smart water- electrolytes
- Plastic cups for water machine
- Zip-ties
- Scissors

## **Fort Myers Beach Community Pool**

### **Annual Preparation to be done in May**

- Check all Hurricane shutters: make sure all Pool shutters and hardware are in working order. Vendor: Astro Guard, Delray Beach, FL, 561-742-3756, [www.astro-guard.com](http://www.astro-guard.com).
- Make sure all shutters fit the pool office and classroom windows.
- Prep generator and make sure all power tools are in working order.
- Update hurricane plan and distribute to staff with assigned duties to each staff and keep contact with town employees
- Photograph landscape, buildings, classroom, office, pump room, and other structures at the Aquatic Facility.
- Update staff, volunteer, contractors and services information and distribute to all Recreation staff.
- Make sure all primary staff phone numbers are saved in your cell phone.
- Save everything on the BORC drive – do not leave any files on your computer desktop as they can be lost in the event your computer gets damaged.
- Make sure no items are located on the pool deck or parking lot.
- All staff to keep a change of clothes in their car to change into to prep for a hurricane. Closed toed shoes and comfortable clothing.
- Secure vendor - landscape cleanup crew to be a first responder to clear sites 72 hours after storm passes.
- Check weather and watch the news every day for updates to possible storms forming.
- All - Restock hurricane supplies for your home and go over your personal hurricane plan.
- Prepare each staff an emergency grab bag with gloves, keys to all doors, flashlights and other tools and supplies.

### **Hurricane Preparation**

Town staff will be in contact if this prep is necessary and/or to assign duties for everyone to help after the storm passes.

- Keep your cell phone handy and charged at all times.
- Take home with you all volunteer phone numbers and group contacts that have reservations.
- Take with you the Emergency Bag assigned to you with all the necessary tools and items to come back to the site and clean up.
- Make sure town staff cell phone numbers are programmed in your cell phone.
- Charge all the tools batteries, radios, and power sticks.
- Double check that all gas cans are full.
- Take all money from the safe to Town Hall to vault.
- Listen to weather radio and watch for updates from Lee County EOC.
- Make sure first aid equipment and emergency bag is stocked as in the event of medical emergency.

### **PREPARATIONS FOR AQUATIC FACILITY**

- Call volunteers and scheduled groups to cancel until further notice.
- Put message on Facebook, Instagram and on Parks and Recreation website that the pool will be closed until further notice.
- Change voicemail for the main line to say same as above. The aquatic facility will be closed until further notice.
- All Staff to take their Emergency Grab Bags with them with keys to all doors, flashlight and work gloves and other tools and supplies.

### **Pool Office & Classroom**

- Roll up office rugs and place them on desks in the back office.
- Move all first aid equipment and emergency bag on the top shelf in the middle office room.
- Install the hurricane shutters in the windows of the office. Hurricane shutters are located in the storage room.
- Move everything out of the windows.
- Place all electronic equipment to the back office- unplug from all outlets and then cover all electronics with plastic.
- Adjust the AC.
- Place plywood on the back of the windows.
- Take all files of the desks and secure them in a plastic bag, desk drawer, or the file cabinets.
- Lock the office door and classroom door.
- Place towels near the windows and the bottom of the doors.

### **Storage Room**

- Move all electrical wires to a higher self in the storage closet.
- Place all power tools on a high shelf that employees will be able to access.
- Place gas cans on a high shelf.

### **Pool Deck**

- Take down all Funbrellas and place them neatly where they cannot get ripped in to the storage closet.
- Have PW assist in taking down the Funbrella poles and placing them in the storage room.
- Move all pool furniture into the classroom.
- Move all trashcans into the classroom.
- Move lap lanes and starting blocks into the storage room.
- Place the pool covers in the storage room.
- Place the basketball hoop in the storage room
- Place smaller picnic table umbrellas in the classroom with the pool furniture.
- Call vending machine company to move the machines.
- Place picnic tables under awning next to classroom. Make sure they are all tied up together so they do not blow away.
- Place all lifeguard stands in the storage room.

### **Pump Room**

#### **Do Not Empty The Pool:**

Keeping the water in the pool provides the important weight to hold the pool in the ground. An empty pool is subject to "popping" out of the ground due to "lift" pressure from excessive ground water caused by the heavy rains that may accompany the storm.

Set up and prepare the drain before the hurricane hits, using the quick drain for Lap Pool and Kid Pool. Leave all valves open and in place so that you can start the quick drain if the pool begins to excessively overflow.

#### **Turn off Electric Power to Swimming Pool Equipment:**

To prepare electrical equipment such as, circuit breakers at the main electrical panel should be turned off to prevent pump motors, lighting, chlorinators, and heaters from operating during the worst parts of the storm. Run the pumps and filters while it's calm, but when heavy rain, wind and lightning arrive, shut them off for the duration of the hurricane.

**Protect the Electric Pool Equipment:**

After the equipment is shut off, wrap the pump motor, time clock, light transformers and electric heater thermostat with a waterproof plastic membrane (trash bags) and tie it securely in place to prevent sand and driving water from entering.

If flooding is expected, disconnect transportable devices and store them in a dry place.

For larger transportable devices such as the pump, use sandbags to protect pumps from being submerged. Spend some time if necessary to clear the areas around the equipment pad of mulch, leaves, debris and soil, to ensure that water drains away rapidly from the equipment pad.

**Remove all Loose Items from the Pump Room Area:**

Loose objects such as maintenance equipment and pool cleaning tools should be stored inside of buildings. Inspect the pump room for any loose sections and secure any loose light posts or signs.

**Add Extra Chlorine to the Pool:**

To prevent contamination from the anticipated debris and excessive storm water, "shock" the pool with a high dose of chlorine. Lower the pH first to around 7.2 for best results and run the filter after shocking for several hours to circulate.

**Facility**

- Conduct a walk-through of the facility. Make sure anything that could blow away is tied down or placed in the classroom or storage room.
- Take pictures of the facility in case the storm causes damage.
- Make sure all hurricane shutters are up and ready to go.
- Place a lock and chain on the back gate and front gate.

NOTE: All department heads should be in contact with all their staff regarding the status of hurricane and their role in the preparation of the site as well as other duties after the site has been prepped and how they can help out with other departments.

All Parks and Recreation staff should stay in touch with their supervisor for updates regarding when staff will return for post storm clean up.

**POST STORM**

- Contact your supervisor immediately after storm has passed for updates on returning to work.
- Staff returning to the island- bring parking pass to get onto the Island- bring water, food, clean up tools and supplies (sunscreen, hats, mosquito spray, rubber gloves, work gloves, keys to site, hand sanitizer, sunglasses, flashlight, and recharging stick for cell phones) wear closed toes shoes and comfortable clothing for post hurricane clean up.
- Check with supervisor on where to be stationed.
- When Bay Oaks and the Pool get power- call volunteers to open up areas for residents to charge cell phones, cool off, use the restroom and get cold water.

**Emergency Supplies List:**

- 6 Flashlights – One for each staff person
- Extra bulbs and batteries for flashlights, lanterns and battery operated fans.
- 4 Drills – (impact- lightweight- Porter Cable)
- 2 rechargeable batteries for each of the drills
- Generator, Gas Cans

- Screws/ Nails, Rope, Screw drivers – Philips and Flat head
- Work Gloves- 1 pair for each staff member plus 3 extra pair- these are not to be used during the year but to be saved as part of hurricane supplies.
- Earplugs
- Safety Goggles
- Cooler for Ice and emergency food/drink for staff
- 4 - Power sticks to charge staff phones
- 2 rolls of Caution Tape
- Extension cords, 4 power strips
- Battery operated Fans w/extra batteries
- Extra first aid supplies
- Plywood to secure any broken door/window after the storm
- Blue Tarps, Roll of screening
- Hospital grade cleaners
- Bleach, Clorox Clean Up wipes, Paper towels, Hand sanitizer, window cleaner
- Ziplock bags assorted sizes
- Battery operated radio
- Portable key box
- Water proof grab bags for staff
- Tool bags with tools
- Chain saws and blades
- Rakes & Landscape tools
- Ladders
- Green trash bags
- Buckets
- Orange cones
- Extra hardware for Fort Myers Beach Pool hurricane shutters
- Mops with extra Mop heads
- Collections emergency clean up kit
- Brooms, rags
- Extra padlocks
- Bungie cords, Zip ties
- Mosquito spray- bug repellent, sunscreen
- Smart water- electrolytes, request extra water jugs from Public Works

## ANNEX E: HURRICANE PREPARATIONS FOR BEACH WATER (WATER UTILITY)



### Preface

## Chapter 62-555.350 (15) FAC

### Disaster-Specific Preparedness/Response Plans

(15) Suppliers of water who own or operate a community water system serving, or designed to serve, 350 or more persons or 150 or more service connections shall develop a written emergency preparedness/response plan in accordance with Emergency Planning for Water Utilities, AWWA Manual M19, as adopted in Rule 62-555.335, F.A.C., by no later than December 31, 2004, and shall update and implement the plan as necessary thereafter. Said suppliers of water shall coordinate with their Local Emergency Planning Committee and their Florida Department of Law Enforcement Regional Security Task Force when developing their emergency plan and shall include in their plan all of the information in paragraphs (a) through (e) below.

- (a) A Communication Charts as described in Chapter 5 of AWWA Manual M19.
- (b) Written agreements with other agencies, utilities, or response organizations.
- (c) A disaster-specific preparedness/response plan as described in Chapter 5 of AWWA Manual M19 for each of the following disasters: vandalism or sabotage; a drought; a hurricane; a structure fire; and if applicable, a flood, a forest or brush fire, and a hazardous material release. Each disaster-specific preparedness/response plan shall incorporate the results of a vulnerability assessment; shall include actions and procedures, and identify equipment, that can obviate or lessen the impact of such a disaster; and shall include plans and procedures that can be implemented, and identify equipment that can be utilized, in the event of such a disaster.
- (d) Details about how the water system meets the standby power requirements under subsection 62-555.320(14), F.A.C., and, if applicable, recommendations regarding the amount of fuel to maintain on site, and the amount of fuel to hold in reserve under contracts with fuel suppliers, for operation of auxiliary power sources.
- (e) If applicable, recommendations regarding the amount of drinking water treatment chemicals, including chemicals used for regeneration of ion-exchange resins or for onsite generation of disinfectants, to maintain in inventory at treatment plants.

*Specific Authority 403.861(9) FS. Law Implemented 403.852(12), 403.853(6), 403.861(17) FS. History-New 11-19-87, Formerly 17-22.650, Amended 1-18-89, 1-1-93, Formerly 17-555.350, Amended 8-28-03.*

### Time Extension for Submitting/Completing ERP – December 31, 2005

From: Hoofnagle, Van  
 Sent: Thursday, October 21, 2004 11:25 AM  
 Subject: Time Extension for Submitting/Completing ERP  
 Importance: High

I am sending this e-mail because of possible confusion in some FDEP District Offices or ACHDs regarding the deadline for compliance with the emergency preparedness/response plan requirements in FAC subsection 62-555.350(15).

As John Sowerby and other staff mentioned during Focus On Change presentations early this year on FAC Rule 62-555.350 and during training this summer on the recent amendments to FAC Chapter 62-555, the FDEP intends to amend FAC subsection 62-555.350(15) to give all affected community water systems (i.e., all community water systems serving 350 or more persons or 150 or more service connections) **until the end of 2005** instead of the end of this year to complete a comprehensive emergency preparedness / response plan as required by FAC subsection 62-555.350(15). At this point, it will likely be after the end of this year before we officially make this change to FAC subsection 62-555.350(15). In the meantime, please do not take any enforcement action against community water systems who fail to meet the 12/31/04 deadline in FAC subsection 62-555.350(15). Thanks.



## Section 1 Communication Charts

The first response step in any emergency is to inform the person at the top of this list, who is responsible for managing the emergency and making key decisions. List the water system chain of command in order of contact.

### Water System Chain of Command – Lines of Authority

Order	Name & Title	Responsibilities During an Emergency	Contact Information
1	Christy Cory, Utility Manager	Water System Spokesman, reports system assessments to Town Mayor and council, System operations, water quality, sampling, damage assessments, coordinating repairs, health advisories	Phone: 239-463-9914 Cell: 239-462-4935 Email: christy@fmbgov.com
2	Patricia Harper, Billing Manager	Phone call center and assisting in reporting health advisories, reports system assessments to Town Mayor and council	Phone: 239-463-9914 Email: pat@fmbgov.com
3	Warren Rood, Lead Field Service Technician	System Operations, water quality sampling, damage assessments, and coordinating repairs	Phone: 239-463-9914 Cell: 239-425-5614 Email: warren@fmbgov.com
4	Randy Alexander, Field Service Technician	System operations, water quality, sampling, damage assessments, coordinating repairs, health advisories	Phone: 239-463-9914 Cell: 239-462-6715 Email: randyalexander@fmbgov.com
5	Ricky Sweeten, Field Service Technician	System operations, water quality, sampling, damage assessments, coordinating repairs	Phone: 239-463-9914 Cell: 239-462-6715 Email: ricky@fmbgov.com
6	Maggi Mazard, Administrative Specialist	Phone call center and assisting in reporting health advisories	Phone: 239-463-9914 Email: Maggi@fmbgov.com

# Emergency Notification

**Notification call-up lists** – Use these lists to notify important parties of an emergency.

<b>Emergency Notification List</b>				
Organization or Department	Name & Position	Telephone	Cell Phone	e-mail
<b>State Warning Point</b>	<b>Duty Officer</b>	<b>800-320-0519</b>	800-320-0519	N/A
Local Law Enforcement	Desk	239-477-1830	N/A	N/A
Fire Department	Ron Martin, Fire Marshal	239-707-1154	239-297-4294	N/A
Emergency Medical Services	Desk	239-533-3527	N/A	N/A
Water Operator (if contractor)	Green Meadows	239-267-1151	239-357-0187	N/A
County Health Department	Ian Lynge, Engineer  Ileana Bracete, Environmental Manager	239-274-2216	Ileana- 239-940-5197	Ian.Lyngse@flhealth.gov
DEP District Office	Lina Cerquera	239-344-5707	239-633-5441	Lina.Cerquera@floridadep.gov
County Emergency Management Dept.	Desk	239-477-3600	N/A	N/A
Local Leader (City Mgr., Mayor, Chair, Co. Comm., etc.)	Roger Hernstadt, Town Manager	239-765-0202 EXT. 1100	239-478-3727	Roger@fmbgov.com
Local Hazmat Team (if any)				
Hazmat Hotline		1-800-320-0519		
National Spill Response Center.	Duty Officer	800-424-8802	800-424-8802	N/A
Interconnected Water System(s)	Lee County Utilities	239-533-8700	N/A	N/A
Neighboring Water System	Bonita Springs Utilities	239-992-0711	N/A	N/A
FRWA Water Circuit Rider		850-668-2746		

## Priority Customers

Organization Or Department	Name & Position	Telephone	Cell Phone	email
Hospital Or Clinic(s)	N/A	N/A	N/A	N/A
Nursing Home(s)	N/A	N/A	N/A	N/A
Public Schools	Ft. Myers Beach Elementary	239-463-6356	N/A	N/A
Private Schools	N/A			
Wastewater Treatment Plant	N/A			
Food Processing Or Other Industry	N/A			

## Service / Repair Notifications

Organization Or Department	Name & Position	Telephone	Cell Phone	email
Electric Utility Co.	F.P.L.	1-800-375-2434	N/A	N/A
Electrician	Semmer Electric	239-463-2588	N/A	N/A
Gas / Propane Supplier	Teco Gas	1-877-832-6747	Gregory Crawford 904-710-8725	gacrawford@tecoenergy.com
Water Testing Lab.	Lee County Environmental Lab	239-533-8600	N/A	N/A
Sanders Laboratories, Inc	Testing Lab Katie Strothman	239-590-0337		katie@sanderslabs.net
Sewer Utility Co.	Lee County Utilities	239-936-0247 or 239-533-8700	Dewayne Tagg 239-357-1096	N/A
Telephone Co.	Century Link	1-800-786-6272	Justin Lane 239-984-7009	Justin.lane@centurylink.com
Plumber	N/A			
Pump Repair	Dave Lineley Mader Electric	239-731-5455	N/A	dave@maderelectricmotors.com

## Service / Repair Notifications

Organization Or Department	Name & Position	Telephone	Cell Phone	email
"Dig Safe" or "One Call"	Sunshine	1-800-432-4770	N/A	N/A
Rental Equip. Supplier	Sunbelt Rentals	239-768-3636	N/A	N/A
Chlorine Supplier	N/A			
Other Chemical Suppliers	N/A			
Radio/SCADA Repair Co.	BCI, DcR, Lee Co.	239-731-6167 863-428-8080	239-707-0026 863-559-6162	N/A
Bottled Water Service	Crystal Water	800-201-6218	N/A	N/A
Bulk Water Supplier	Lee County Utilities	239-479-8700	N/A	N/A
Emergency Bulk Water Supplier	Bonita Springs Utilities	239-992-0711	N/A	N/A
Well Drilling Co.	N/A			
Pipe Supplier	Paul Schoeberle HD Supply	239-334-1997	239-633-5051	Paul.schoeberle@hdsupply.com
Pipe Supplier	Fortiline	239-332-0112	239-218-6650	N/A

## Designated Public Spokesperson and Alternates

Designate a spokesperson (alternates) for delivering messages to the news media & public

Public Spokesperson	Name & Position	Telephone	Cell Phone
Spokesperson	Christy Cory, Utility Manager	239-463-9914	239-462-4935
Alternate 1	Roger Hernstadt, Town Manager	239-765-0202	
Alternate 2			

## Key Messages

### Develop possible messages in advance, and update them as the emergency develops

- Precautionary Boil Water Notice – (Date) Therefore, as a precaution, we advise that all water used for drinking, cooking, making ice, brushing teeth, or washing dishes be boiled. A rolling boil of one minute is sufficient. As an alternative, bottled water may be used. This Precautionary Boil Water Notice will remain in effect until a bacteriological survey shows that the water is safe to drink. Please feel free to contact the office at the number listed should you have any further questions or concerns.
- Rescission of Precautionary Boil Water Notice- The (Date) Precautionary Boil Water Notice is hereby rescinded for Fort Myers Beach following the low pressure drop issue and the satisfactory completion of the Bacteriological survey showing the water is safe to drink. If you have any questions, please call Beach Water at (239) 463-9914

## Health Advisories – Boil Water Notices

Use the assistance of your County Health Department and/or District FDEP office, and FDEP's Mandatory Health Effects Language, located on FDEP's website at:

<http://www.doh.state.fl.us/environment/water/manual/boil.htm>

<http://www.DEP.state.fl.us/water/drinkingwater/rules.htm>,

and click on "Mandatory Health Effects Language"., PLUS EPA's templates at:

<http://epa.gov/safewater/pn.html>

Click on "Microsoft Word and Word Perfect files of PN templates" (PN means Public Notifications), then determine which "Tier" of notifications is needed and click on the desired software to receive them in.

Enter POST-Hurricane (event) information

<http://stormtracker.dep.state.fl.us/default.asp>

**\*\*\*It is important to update the status and other additional important information regarding a particular facility whenever that information changes**

## Precautionary Boil Water Notice- What Should You Do?

**Public Water System Name**      **Telephone Contact Number:** \_\_\_\_\_

If during a hurricane, tropical storm or unforeseen emergency, our water system loses power and water pressure, we will issue a precautionary boil water notice (PBWN) to our customers. **For source PWSs selling to consecutive systems, add the following: Our water is bought and used by the following water suppliers and so a boil water notice would also apply to Purchase/Consecutive PWS names**

Water pressure keeps pollutants from entering the underground pipes that bring drinking water to your house or business. When the pressure is lost, contaminants can seep into the pipes. This might allow pathogens (disease-causing germs) into the water that can cause illness if one drinks it or prepares food or beverages with it. So, as a precaution, it is important to disinfect tap water to kill any bacteria or viruses that may have entered the water, or use an alternative source of water (bottled water).

Under a boil water notice, water used for consumption can be disinfected by any one of the following methods:

- Bringing the water to a rolling boil and holding it there for one (1) minute, OR
- Using a disinfecting chemical. If you cannot boil water, you should put eight (8) drops of common household bleach (unscented) which is about 1/8<sup>th</sup> teaspoon, into one (1) gallon of tap water, then shake it, and allow it to stand for 30 minutes before drinking. If the water is cloudy, use sixteen (16) drops, about 1/4 teaspoon of bleach instead of 8, shake it, and let it stand for 30 minutes. There should be a slight chlorine odor. Use common household bleach that has 5% to 8% active ingredients. Use food grade containers. OR
- Using water purification tablets or iodine that many sports and camping stores sell, and follow their directions.

You can also buy commercial bottled water for consumption and food preparation as an alternative.

Consumption includes brushing teeth, washing fruits and vegetables, and homemade ice. Tap water may be used for showering, baths, shaving and washing, so long as care is taken not to swallow or allow water in eyes or nose or mouth. Children and disabled individuals should have their bath supervised to ensure water is not ingested. The time spent bathing should be minimized. Though the risk of illness is minimal, individuals who have recent surgical wounds, are immunosuppressed, or have a chronic illness may want to consider using bottled or boiled water (that has cooled) for cleansing until the notice is lifted.

Businesses and non-residential sites should take steps such as posting notices at, or disabling water fountains and ice machines during the PBWN. If you provide water to visitors or employees, use commercially produced bottled water for drinking or beverage preparation (coffee). Food service operations have additional requirements from their regulatory agency.

After the water system is repaired, and the pressure is restored in the pipes to your home or business, the precautionary boil water notice will remain in effect for one to several days while bacteria tests are conducted to assure the safety of the water. The notice will be lifted (rescinded) only after tests prove the water is safe to drink. It may be lifted in sections of the city/county as those areas' pipes are cleared and the water deemed safe to drink. The media will be provided information updates and you should listen for this important information on the radio and/or from the television. Flush your taps and dispose of ice made during the PBWN.

The employees of **Public Water System Name**, your public water system, take great care in assuring that your water is safe to drink, and we appreciate your cooperation with the precautionary boil water notice to protect public health during this difficult time. Please call us at the phone number above if you have questions or concerns. The County Health Department can also assist you with answers to questions.

**FDOH in Lee County - Telephone Contact Number: (239) 274-2200**

October, 2018

Florida Department of  
Environmental Protection  
South District Office  
2295 Victoria Avenue, Suite 364  
Fort Myers, Florida 33901

To: Fort Myers Beach Water System  
PWS ID 5364145

Subject: Issuance of Precautionary Boil Water Notices during Hurricanes, Tropical Storms, or Other Unforeseen Emergencies for Community Water Systems

Dear Water System Owner/Manager:

With the start of hurricane season we would like to remind you of the requirements related to the issuance of precautionary boil water notices (PBWN) in the event of specific emergencies. The goal is to enhance communication and coordination between the impacted water system, your water customers, regulatory food agencies, the Florida Department of Health in each county (county health departments or CHDs), and the Department of Environmental Protection (DEP) District Office. Effective communication between entities and consistency in the application for these guidelines is critical for public health protection during emergencies.

When an emergency event occurs that warrants a precautionary boil water notice (PBWN), it is vital that the public water system first notifies its water regulatory agency (DEP District Office or Approved County Health Department (ACHD)) about the situation. This is required under Rules 62-555.350(10)(b) and 62-560.410(1)(a)1 and (9), Florida Administrative Code (FAC). When the water system is regulated by DEP, then we request that you also notify the county health department about an event requiring a PBWN. By rule, it is the water utility's responsibility to provide public notification to its affected consumers. However, the ACHD and DEP must be consulted and they will initiate customer notification (a PBWN) if the PWS cannot or will not do so. Following the issuance of a PBWN, communication and coordination must continue.

In the event that you have a power outage or system malfunction that results in zero pressure in portions of, or your whole distribution network, you need to:

- Call, and e-mail or FAX the PBWN to your DEP District Office, or ACHD Office
- Call, and e-mail or FAX the PBWN to the CHD and your county emergency operations center (if phones are down, hand deliver a message to the EOC)
- E-mail or FAX the PBWN to the media serving the affected area
- If it is a localized event, directly notify individual residences and establishments within affected area via door-hangers or other means as appropriate

- Update “Storm Tracker” to include the date the PBWN was issued and specific area affected
- A public water system that exceeds maximum contaminant levels for E. coli, fecal coliform or turbidity, or has a situation or failure that may pose an acute human health risk, must also provide notification to the public as required in Chapter 62- 560.410(1), FAC
- The PBWN must state the name of the PWS, the area affected, the time and date of issuance, what happened, corrective measures you are taking, what the public should do, your contact number, and other information required and listed in Chapter 62- 560.410(5), FAC
- Undertake needed corrective actions to the water system, restore pressure and maintain disinfectant residual, perform flushing as needed, and test for coliform bacteria as prescribed by the agency overseeing your system
- After lab results prove satisfactory, send a copy of the lab results to the applicable regulatory agency, obtain their approval, and rescind the PBWN if you issued it; and DEP or the CHD will rescind if they issued it

When corrective actions are completed, a predetermined number of representative water samples must be collected and tested to validate the microbiological safety of drinking water provided to consumers. The required number of water samples depends upon the population affected and the nature of the incident. For a system-wide outage resulting from power loss, multiple pipe ruptures, or major drop in water pressure in the distribution system, the utility is responsible to collect the same number of representative water samples according to its approved, written microbiological sampling plan. For a community system, this is your monthly compliance set of bacteriological samples.

However, if only an isolated smaller portion of your system is under the PBWN, the number of required clearance coliform samples shall be set at one (1) per 1,000 people affected similar to the Chapter 62-550.518, FAC, table, starting with a minimum of two samples. The DOH PBWN Guidance requires at least one day of satisfactory samples before rescinding (lifting) the notice. If you have main breaks, two consecutive days are usually required to be satisfactory per 62-555.340, FAC.

Note that a simple water main break or other localized event would require representative water samples within that defined area in accordance with Chapter 62-555.340, FAC. Analytical laboratory results for the samples must be provided to the regulatory agency or CHD prior to rescinding the boil water notice. We encourage you to request that your lab send those results directly to the regulatory office. Whichever entity (PWS, DEP, or CHD) issues the PBWN, must also properly rescind it.

We have attached a public fact sheet template and encourage you to use this to alert your customers in advance of what to do when a PBWN is issued. This also explains what your customer can expect for the several days if a PBWN has been issued and the requirements to rescind (lift) the PBWN. Feel free to modify it with local information that you deem important. We believe that sending this type of information as a bill stuffer or flyer before the next hurricane

would help your customers stay aware and healthy should they not be able to receive media announcements or use the internet due to area damage.

If you have any questions regarding the information in this letter, please contact either your DEP District Office drinking water program staff or ACHD Office drinking water section. The rule referenced Precautionary Boil Water Notice Guidance with examples is online at: <http://www.floridahealth.gov/healthy-environments/drinking-water/Flooded-wells.html>

Sincerely,

Brian P. Bates, P.E. Professional Engineer II

Florida Department of Health in Lee County 60 South Danley Drive, Unit 1  
Fort Myers, FL 33907

Email: [brian.bates@flhealth.gov](mailto:brian.bates@flhealth.gov); phone: (239) 274-2200; fax: (239) 274-2201  
After hours emergency phone: (239) 872-0349



## Section 2 Written Agreements With Other Agencies, Utilities, or Response Organizations

**INSERT BELOW** information regarding any written agreements with other agencies, utilities, or response organizations, such as emergency interconnects, mutual aid or FlaWARN.

### Emergency Interconnect(s)

Information on the location of interconnection(s) (if any), type and size of interconnecting pipe, pumps and accessory equipment, meters at interconnection(s), normal pressures at both ends of interconnection, volume of water from interconnection(s), type of agreement and approvals needed for use, procedures necessary to use interconnection, etc.

<b>Location (Street)</b>	8400 Estero Blvd.
<b>Location (GPS)</b>	N/A
<b>Description</b>	Bonita Springs Utilities

### Memoranda of Understanding

<b>Organization</b>	N/A
<b>Summary of Understanding</b>	N/A

### Mutual Aid Agreements

<b>Organization</b>	N/A
<b>Summary of Understanding</b>	N/A

### FlaWARN

**WEBSITE FOR AGREEMENT:** [www.flawarn.org](http://www.flawarn.org)

<b>Organization</b>	N/A
<b>Summary of Understanding</b>	N/A



## Section 3

# Disaster-Specific Preparedness/Response Plan

Your disaster-specific preparedness/response plan must include a Vulnerability Assessment and preparedness / response plans for: vandalism or sabotage; a drought; a hurricane; a structure fire; and if applicable, a flood, a forest or brush fire, and a hazardous material release.

In any event there are a series of general steps to take:

1. Confirm and analyze the type and severity of the emergency.
2. Take immediate actions to save lives.
3. Take action to reduce injuries and system damage.
4. Make repairs based on priority demand.
5. Return the system to normal operation.

## Vulnerability Assessment

It is essential that water systems identify and assess the vulnerability of each system component for both natural and human-caused emergencies, before preparing their disaster-specific preparedness/response plans. Prepare your Vulnerability Assessment by completing the table below:

### Facility Vulnerability Assessment

System component	Description and condition	Vulnerability	Security improvements (indicate existing or proposed)
<b>Raw Water Sources</b>	N/A		
<b>Pump-house and pumping facilities</b>	Moss Marina pump station: 2 HSP in chain link fence enclosure. North Booster Station: pump station and ground storage tank, 2 HSP in metal building enclosed by a chain link fence. South Booster Station: pump station and ground storage tank, 3 HSP in CBS building.	2 HSP and telemetry system 2 HSP and telemetry system 3 HSP and telemetry system	Moss Marina has a new chain link fence with barbed wire top, with locking electrical panels.  North Booster Station has locking electrical panels inside the metal building.  South Booster Station has locking electrical panels inside a CBS building with locked doors and security system.
<b>Treatment Facilities</b>	N/A		
<b>Storage Facilities</b>	South pump station storage tank is a 1,000,000 gallon	Water Tanks	Ladder and tank behind locked doors of CBS building.

<b>System component</b>	<b>Description and condition</b>	<b>Vulnerability</b>	<b>Security improvements (indicate existing or proposed)</b>
	cement ground storage tank. North pump station storage tank is a 500,000 gallon metal tank.		Ladder has been removed, tank inside chain link fence.
<b>Distribution System</b>	Approximately 30 miles of water mains, 60% asbestos cement, 30% PVC, and 10% galvanized lines, 247 Fire Hydrants and approximately 600 valves	Fire Hydrants, valves	
<b>Computer and telemetry systems</b>	Telemetry at all 3 stations	Radio frequency interruptions, or shut down.	All telemetry systems locked inside panels

## A. Vandalism or Sabotage Response Procedures

1. Utility staff first aware of incident:
  - a) Notify State Warning Point
  - b) Notify Health Department
  - c) Notify Local Law Authority
2. Isolate Area
  - a) Shut down station
  - b) Valve off distribution system area
3. Draw samples for testing
  - a) Before affected area
  - b) After affected area

## B. Drought Response Procedures

Include water use restrictions per Consumptive Use Permit

1. Per Southwest Florida Water Management District Directives and Ft. Myers Beach Ordinance 96-09
  - a)
  - b)
2.
  - a)
  - b)
3.
  - a)
  - b)

## C. Hurricane Preparedness & Response Procedures

<b>Pre- Hurricane</b> <b>(36 to 48 hrs prior to arrival)</b>	<ol style="list-style-type: none"> <li>1. Secure stations, lock panels, check fuel levels of generators</li> <li>2. Contact water plant</li> </ol>
<b>Hurricane Watch</b> <b>(24 to 36 hrs prior to arrival)</b>	<ol style="list-style-type: none"> <li>1. Check stations</li> <li>2. Have water plant fill storage tanks</li> <li>3. Secure office, raise things off the floors in case of storm surge</li> </ol>
<b>Hurricane Warning</b> <b>(24 hrs or less prior to arrival)</b>	<ol style="list-style-type: none"> <li>1. Check stations, tanks, and pumps for damage</li> <li>2. Check tank levels</li> <li>3. Check generators</li> </ol>
<b>Recovery Procedures</b>	<ol style="list-style-type: none"> <li>1. Check stations, tanks, and pumps for damage</li> <li>2. Check distribution system for signs of leaks or damage</li> <li>3. Take water quality samples, notify Health Department of damages</li> </ol>

## D. Structure Fire Response Procedures

1. Utility staff discovering fire:
  - a) Disconnect power supply to building
  - b) Notify fire department
  - c) Shut down booster station
  - d) Notify water plant
  - e) Notify Town

## E. Flood Preparedness & Response Procedures

Is any critical part of your system in a flood prone area? If so, this procedure is required.

1. Billing office
  - a) Pick up paper products off floors and lower shelves
  - b) Unplug electrical components and raise off floor
2. Pump Stations
  - a) Pick up paper products off floor and lower shelves
  - b) Lock electrical panels and unplug electrical components
3.
  - a)
  - b)

## F. Forest or Brush Fire Response Procedures

Is any critical part of your system subject to forest or brush fire? If so, this procedure is required.

1.
  - a)
  - b)
2.
  - a)
  - b)
3.
  - a)
  - b)

## G. Hazardous Material Release Response Procedures

Do you have any hazardous material (chlorine gas) at your water system? If so, this procedure is required.

1. Not applicable
  - a)
  - b)
2.
  - a)
  - b)
3.
  - a)
  - b)

## H. Other Disaster Response Procedures

NONE OF THIS EXAMPLE IS REQUIRED by DEP in Chapter 62-555.350(15). Use it only if there are other disasters that you want to prepare for, such as a Contamination Event, SCADA Attack, or Structural Damage from an Intentional Act?

### Contamination

1.
  - a)
  - b)
2.
  - a)
  - b)

### SCADA Attack

1. Follow Lee County Protocol
  - a)
  - b)
2.
  - a)
  - b)

### Structural Damage from an Intentional Act

1.
  - a)
  - b)
2.
  - a)
  - b)



## Section 4 Standby Power Requirements

Include details about how the water system meets the standby power requirements as described in Ch. 62-555.320(14), and 62-555.350(15)(d) FAC for water source, treatment, and pumping facilities necessary to deliver drinking water at a rate at least equal to the Average Daily Water Demand.

### Standby Power for Wells or Surface Water Intakes

Standby Power (or by alternate means) to OPERATE WELLS at Average Daily Demand

<b>Average Daily Demand (ADD) in gpd or gpm</b>	NOT APPLICABLE
<b>Wells Needed to Supply Average Daily Demand</b>	
<b>Standby Generator (kW) Needed for ADD &amp; Power Failure Transfer, Alarms &amp; Notifications</b>	
<b>Generator Fuel Consumption</b>	gallons per hour
<b>Recommended On-Site Fuel Storage (gallons)</b>	
<b>Reserve Fuel by Supplier Contract</b>	

### Standby Power for Treatment Facilities

Standby Power (or by alternate means) to TREAT WATER at Average Daily Demand

<b>Treatment Facilities Needed to Supply ADD</b>	NOT APPLICABLE
<b>Standby Generator (kW) Needed to Operate ADD Treatment Facilities</b>	
<b>Power Failure Transfer, Alarms &amp; Notifications</b>	
<b>Generator Fuel Consumption</b>	gallons per hour
<b>Recommended On-Site Fuel Storage (gallons)</b>	
<b>Reserve Fuel by Supplier Contract</b>	

## Standby Power for Pumps

Standby Power (or by alternate means) to PUMP WATER at Average Daily Demand

<b>Pumps Needed to Supply ADD</b>	1 HSP # 402
<b>Standby Generator (kW) Needed to Pump ADD</b>	<u>Moss Marina ( MASTRY GENERATOR ) Diesel</u>
<b>Power Failure Transfer, Alarms &amp; Notifications</b>	Notified by water plant
<b>Generator Fuel Consumption</b>	1 gallons per hour
<b>Recommended On-Site Fuel Storage (gallons)</b>	500 gallons
<b>Reserve Fuel by Supplier Contract</b>	500 gallons

## Standby Power for Pumps

Standby Power (or by alternate means) to PUMP WATER at Average Daily Demand

<b>Pumps Needed to Supply ADD</b>	1 HSP # 503
<b>Standby Generator (kW) Needed to Pump ADD</b>	<u>North Booster ( MASTRY GENERATOR ) Diesel</u>
<b>Power Failure Transfer, Alarms &amp; Notifications</b>	Notified by water plant
<b>Generator Fuel Consumption</b>	1 gallons per hour
<b>Recommended On-Site Fuel Storage (gallons)</b>	500 gallons
<b>Reserve Fuel by Supplier Contract</b>	500 gallons

## Standby Power for Pumps

Standby Power (or by alternate means) to PUMP WATER at Average Daily Demand

<b>Pumps Needed to Supply ADD</b>	1 HSP # 703
<b>Standby Generator (kW) Needed to Pump ADD</b>	<u>South Booster ( MASTRY GENERATOR ) Diesel</u>
<b>Power Failure Transfer, Alarms &amp; Notifications</b>	Notified by water plant
<b>Generator Fuel Consumption</b>	1 gallons per hour
<b>Recommended On-Site Fuel Storage (gallons)</b>	500 gallons
<b>Reserve Fuel by Supplier Contract</b>	500 gallons



## Section 5 Drinking Water Treatment Chemicals & Disinfectants

Include recommendations regarding the amount of drinking water treatment chemicals, to maintain in inventory at treatment plants. Do not just list chemical storage capacity, but instead recommend the minimum amount of chemicals to maintain in inventory, which depends upon the location and reliability of chemical suppliers, the status of impending disasters, etc.

### Disinfection Treatment Information

Disinfection Chemical(s)	Chemical / Location No. 1	Chemical / Location No. 2
Name of Chemical	NOT APPLICABLE	
Type of Chemical Feed		
Chemical Storage Location		
Recommended Minimum Amount to be Maintained in Storage (gal)		

### Other Chemical Information (NOT APPLICABLE)

Chemical(s) Used	Chemical #1	Chemical #2	Chemical #3	Chemical #4
Name of Chemical				
Type of Chemical Feed				
System Location				
Chemical Storage Location				
Recommended Minimum Amount to be Maintained in Storage (gal)				



## Appendix A Basic System information

This information is useful and recommended for inclusion in your ERP, it is not required by DEP in Chapter 62-555.350(15).

Keep this basic information readily available for when you need it for emergency responders, repair people, the news media and potentially, an emergency operator.

### Basic System Information

<i>GPS coordinates will help emergency crews find your system following a major catastrophe.</i> <b>System identification number (PWS ID)</b>	5364145	
<b>System name and address</b>	Ft. Myers Beach Water Services 2525 Estero Blvd. Ft. Myers Beach FL 33931	
<b>GPS Coordinates</b>	Latitude:	Longitude:
<b>Basic description and location of system facilities</b>	Consecutive water system supplied by Lee County Utilities through a 16" and 16" water mains crossing Matanzas pass with three pumping stations located at Moss Marina and two storage tanks and pumping stations, one 1 million gallon located at 131 Lenell Rd. and one 500,000 gallon tank located at the corner of Lagoon and Estero	
<b>Population served and service connections.</b>	Population = 9600	Connections = 3200
<b>System Owner</b>	Town of Fort Myers Beach	
<b>Management Authority</b>	Town of Fort Myers Beach	
<b>Name, title, and phone numbers of person responsible for maintaining and implementing the ERP.</b>	Christy Cory Utility Manager Office# 239-463-9914 Cell# 239-462-4935	

### System Demand

Demand based on Monthly Operational Records and system capacity based on Sanitary Survey.

<b>Average Daily Demand (gpd)</b>	1,000,000
<b>Maximum Daily Demand (gpd)</b>	2,000,000

<b>System Capacity (gpd)</b>	1,500,000
<b>Peak Hour Demand (gpm)</b>	2580

## Location of Pertinent Information

Item	Location
<b>Distribution System Map</b>	2525 Estero Blvd
<b>O&amp;M Manual(s)</b>	2525 Estero Blvd Utility Manager's Office
<b>Start-Up / Shut-Down Procedures</b>	2525 Estero Blvd Utility Manager's Office

## Well Information (NOT APPLICABLE)

GPS coordinates will help emergency crews find wells following a major catastrophe.

Well Information	Well No. 1	Well No. 2	Well No. 3	Well No. 4
<b>GPS well tag #</b>				
<b>Location (street)</b>				
<b>GPS Coordinates</b>	Lat: Long:	Lat: Long:	Lat: Long:	Lat: Long:
<b>Well Depth (ft)</b>				
<b>Well Yield (gpd)</b>				
<b>Pump Type</b>				
<b>Manufacturer</b>				
<b>Capacity (gpm)</b>				
<b>Motor Manufacturer</b>				
<b>Horsepower</b>				
<b>Phase</b>				
<b>Volts/Amps</b>				

# Surface Water Sources (NOT APPLICABLE)

GPS coordinates will help emergency crews find surface water intakes following a major catastrophe.

Surface Water Information	Intake No. 1		Intake No. 2	
Location (Street / Description)				
GPS Coordinates	Lat:		Lat:	
	Long:		Long:	
Critical Water Level				

High Service Pumps HSP	HSP No. 1	HSP No. 2	HSP No. 3	HSP No.
Location (street)	131 Lenell	131 Lenell	131 Lenell	
Pump Type	Horizontal, HSP	Horizontal, HSP	Horizontal, HSP	
Manufacturer	Gould	Gould	Gould	
Capacity (gpm)	350	375	1200	
Motor Manufacturer	Baldor	Siemens	Baldor	
Horsepower	50	60	100	
Phase	3	3	3	
Volts/Amps	460	460	460	

<b>High Service Pumps HSP</b>	<b>HSP No. 1</b>	<b>HSP No. 2</b>	<b>HSP No. 3</b>	<b>HSP No.</b>
<b>Location (street)</b>	815 Lagoon	815 Lagoon	815 Lagoon	
<b>Pump Type</b>	Removed	Horizontal, HSP	Vertical, HSP	
<b>Manufacturer</b>		Aurora	Gould	
<b>Capacity (gpm)</b>		300	500	
<b>Motor Manufacturer</b>		Marathon Electric	Crown Triton	
<b>Horsepower</b>		50	75	
<b>Phase</b>		3	3	
<b>Volts/Amps</b>		460	460	

<b>High Service Pumps HSP</b>	<b>HSP No. 1</b>	<b>HSP No. 2</b>	<b>HSP No. 3</b>	<b>HSP No.</b>
<b>Location (street)</b>	Moss Marina	Moss Marina		
<b>Pump Type</b>	Vertical, HSP	Vertical, HSP		
<b>Manufacturer</b>	Layne	Layne		
<b>Capacity (gpm)</b>	860	860		
<b>Motor Manufacturer</b>	US Electric	US Electric		
<b>Horsepower</b>	30	30		
<b>Phase</b>	3	3		
<b>Volts/Amps</b>	460	460		



## Appendix B Training and Rehearsals

This information is useful and recommended for inclusion in your ERP, it is not required by DEP in Chapter 62-555.350(15).

Event	Description	People & Organizations Involved	Date



## Appendix C Plan Approval

This information is useful and recommended for inclusion in your ERP, it is not required by DEP in Chapter 62-555.350(15).

### Plan Approval

This plan is officially in effect when reviewed, approved, and signed by the following people:

Name / Title	Signature	Date
<b>Christy Cory, Utility Manager</b>		

Additional Contact Information:

DEP District offices:

Northwest (850) 595-8300

Northeast (904) 256-1700

Central (407)894-7555

Southwest (813) 632-7600

Southeast (561) 681-6600

South (239) 344-5600

Phosphogypsum (813) 632-7600

Florida Rural Water Association – (850) 668-2746

Stormtracker Contact Center – (866) 742-0481

# **ANNEX F: FORT MYERS BEACH FIRE DEPARTMENT HURRICANE PLAN**

# FORT MYERS BEACH FIRE DEPARTMENT



## HURRICANE PLAN

*POLICY 607 with Appendices & Forms*

*Version 4/8/2019*

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	<b>FORT MYERS BEACH FIRE DEPARTMENT POLICIES AND PROCEDURES</b>		
<b>Title</b>	Hurricane Plan	<b>Number</b>	607
<b>Division</b>	All	<b>Revision Date</b>	8/2/2018
<b>Approved</b>	Fire Chief Matthew Love <small>Digitally signed by Fire Chief Matthew Love Date: 2018.08.22 08:53:53 -04'00'</small>	<b>Effective Date</b>	1/10/2013

**PURPOSE**

The purpose of this plan is to provide a coordinated approach for the Fort Myers Beach Fire Department (FMBFD) to operate before, during, and after hurricane or suspected hurricane conditions.

**SCOPE**

All Personnel

**OUTCOME OBJECTIVE**

The outcome objective of this document is to assign clear responsibilities, and establish procedures for the coordinated effort necessary to ensure preparedness, response, and recovery from hurricane events.

**PROCEDURE**

**607.1 General**

- I. The FMBFD operates under the Lee County Comprehensive Emergency Management Plan (CEMP) in the event of a hurricane. The CEMP outlines all steps the Department should take to handle the emergency. The CEMP was approved by Lee County Emergency Management and is updated annually.
- II. The FMBFD Hurricane Plan is supplemental to the CEMP. Additional direction and guidance is included within the CEMP.
- III. In the event that a hurricane should threaten the citizens of the Fort Myers Beach area, the FMBFD will continue to provide fire and rescue services when possible. All attempts to deliver fire and rescue service to the public during hurricane conditions, should be tempered by safety considerations. The task of providing for all contingencies associated with such emergencies is impossible, should any situation not covered by this plan arise, the officer in charge shall take appropriate action and/or refer the matter to a higher authority.
- IV. The FMBFD’s entire geographic coverage area is subject to the destructive force of hurricane winds. Because of low elevations, many areas are subject to flooding or pooling of water caused by intense hurricane associated rainfall and storm surge. Hurricane winds result in significant damage, however drowning is the greatest cause of hurricane deaths.



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Date: 2018.08.22 08:54:12 -04'00'

- V. June through November is identified as "Hurricane Season" in Florida, with August, September, and October as the peak months. Hurricanes bring violent winds, and torrential rain that may result in widespread devastation.
- VI. This document shall be reviewed annually for revisions or additions. If needed, a team will be formed by the Fire Chief to conduct appropriate research and development.

### 607.2 Hurricane Season Preparedness

- I. In May of each year, the organization will distribute a list of target hazards that have the potential for multi-casualty incidents and the current list of possible Lee County Disaster Shelters. Each Company Officer shall ensure that the target hazard list and shelter information is reviewed by personnel, and revised if necessary.
- II. By April 1<sup>st</sup> of each year, each FMBFD Branch will ensure that the Hurricane Season items found in FMBFD Forms 607H, 607I, 607J, and 607K are completed. All corrective measures are to be documented, and the necessary corrections started prior to June 1.
- III. In May of each year, all employees will:
  - A. Review the most recent Hurricane Plan
  - B. Update all Personnel Accountability Forms (FMBFD Form 200)

### 607.3 Department Shelter

- I. When a Hurricane Warning is issued, the FMBFD shall begin to move essential equipment and supplies to the FMBFD Emergency Operations Center (EOC) on the third floor of Fire Station 32, located at 17891 San Carlos Boulevard. All on-duty employees will be provided shelter at a location designated by the District.
- II. FMBFD employees' immediate family and off-duty personnel will be provided with shelter options by the District.
- III. In the event storm damage requires a longer shelter need for both employees' families and operations personnel, shelters may be extended beyond seventy-two (72) hours.

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**607.4 Evacuation of Citizens**

**I. Evacuation of Residents and Visitors**

- A. When necessary, evacuation orders will be issued by the Governor or the Board of County Commissioners. Large-scale evacuations are a regional or countywide challenge. The District will work with Lee County Emergency Management to assist in an orderly evacuation.
- B. Depending on the severity of the hurricane, numerous Fort Myers Beach area citizens may have to evacuate their homes. Homes in the District built in compliance with modern building codes are designed to withstand the forces of hurricane winds up to 110 miles per hour (140 MPH, "V" zone). However, a small percentage of homes are considered to be of substandard construction, and residents should evacuate prior to a hurricane. If a mandatory evacuation order is made, all coastal and mobile home residents are to evacuate prior to any hurricane.
- C. The most potentially destructive force of any major hurricane is storm surge. As a hurricane approaches landfall on the coast, the mean water level may dramatically increase. Residents in many areas outside the surge vulnerable evacuation area must expect, and be prepared to cope with severe property flooding during and immediately following a hurricane.

**II. Medical Evacuations**

- A. The Lee County Division of Emergency Management will coordinate, and direct the non-emergency transportation of all medically incapacitated, infirmed, and handicapped people. Any request for this type of service shall be directed to the Lee County Emergency Management Special Needs Program. Applications can be found on the "Special Needs Sheltering" link at [www.leeec.com](http://www.leeec.com). This application must be completed, and approved prior to the arrival of a hurricane. Lee County Emergency Medical Services (EMS), FMBFD, private ambulances, or personally owned vehicles (POV) will be used for the transportation of medically ill patients to a designated Shelter, or approved comparative.

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**607.5 Hurricane Operational Stages**

- I. Hurricane Watch Operations – Tropical Storm Force Winds Anticipated in 48 Hours
  - A. The FMBFD will initiate the Incident Command System (ICS) when the National Weather Service issues a Hurricane Watch for the Fort Myers Beach area or any part of Lee County. Coordinating with the Executive Assistant Fire Chief of Operations and Fire Chief, the Battalion Chief on-duty will become the Incident Commander and establish “Fort Myers Beach Hurricane (name of storm) Command”.
  
- II. The Following Will Occur When a Hurricane Watch is Issued:
  - A. The Hurricane Watch sections of each Incident Management Team and Branch Check Sheet (FMBFD Form 607 A-G for IMT & 607 H-K for Branch) will be completed by each station and headquarters.
  
  - B. All stations and headquarters will prepare to secure facilities prior to evacuation.
  
  - C. Unit Logs – ICS 214 (FMBFD Form 607M) will be distributed to all stations.
    1. Unit Logs (ICS 214) will contain information relating to the names and work hours of personnel, any major events that occurred during the operational period, and other pertinent information such as supplies and equipment ordered and used. Written documentation is essential for Federal reimbursement and must be used continuously throughout the management of the hurricane. The log will document the amount of information the officer had when making decisions and may provide protection if liability issues are raised during the recovery phase. This information is essential in the preparation of a post-analysis report prepared by the Planning Section.
  
  - D. Level of “Call Back” Personnel Will be Determined.
    1. The call back of personnel will be based upon the expected storm conditions for Lee County. This process shall allow sufficient time for personnel to provide for the security of their families, work during the storm activity, and during the recovery phase until relief personnel are available. The District may utilize a modified shift schedule during the preparation, response, and recovery phases of a hurricane event.



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2. All personnel shall be responsible to monitor weather advisories following the issuance of a Hurricane Watch to ensure adequate time for family/personal preparations and necessary travel to assigned work site(s).
3. Call back criteria may be altered at any time by the Fire Chief or designee to ensure the appropriate level of response capabilities during a hurricane.
4. By order of the Fire Chief, all leave, absences, and swaps (trades) shall be automatically canceled at the issuance of a Hurricane Warning unless the employee is physically out of the State/area and return to the Lee County area is not feasible. The Fire Chief may waive this requirement in cases of extenuating circumstances. The Fire Chief shall be notified of any requested waivers, and documentation may be required prior to granting approval. Leaves, absences, and swaps (trades) may be cancelled prior to the issuance of a Hurricane Warning if conditions warrant, and employees will be notified of this decision as expeditiously as possible.
5. The process of calling personnel back to work will be accomplished by calling personnel directly. A current shift roster will be used to document all of the calls made to personnel noting the time of the call, and information provided to the employee. It is each employee's responsibility to ensure that all contact information in the District staffing program, District phone roster, and on Personnel Accountability Forms is correct, and up to date prior to the issuance of a Hurricane Watch. Any comments by the employee will be noted on the log. The next shift due to report after a Hurricane Warning is announced, shall contact the Department to determine their assignment. It is the responsibility of the employee to contact the Department to determine their assignment.

### III. Hurricane Warning Operations – Tropical Storm Force Winds Anticipated in 36 Hours

- A. At such time the National Weather Service issues a Hurricane Warning for the Fort Myers Beach area or any part of Lee County, the EOC will be opened at FMBFD discretion. The Fire Chief and/or designated alternate will join with other local officials at the EOC. Staff designated by the Fire Chief will operate at the Geographic Division Headquarters if directed. The Fire Chief will make contact with Fire Commissioners to determine their evacuation location, and communication options available.



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- B. The Following Will Occur When a Hurricane Warning is Issued:
1. Rapid Impact Assessment Worksheets and Updated Target Hazard Lists (607 Appendix B) will be distributed to all stations.
  2. All District facilities will be secured by installing and/or closing all storm shutters provided based on a designated phased-approach.
  3. Fire Prevention personnel will conduct inspections of all active construction sites.
  4. Securing, and evacuation of all stations will be determined by the Operations Section.
- C. All District facilities have been identified for possible evacuation during a hurricane based on their designated evacuation zone and/or the expected severity of the storm, and will be provided with sufficient notice to evacuate, as escape routes may be inaccessible due to flooding prior to the arrival of a hurricane.
- D. Prior to the scheduled evacuation from a District facility, the Logistics Section will ensure that the following safety precautions have been met:
1. Door and window openings have been secured.
  2. When directed, all personal vehicles, fire apparatus, and personnel will be moved to safe locations. Multiple locations will be designated by the Planning Section for resource distribution to avoid a single location holding all assets.
  3. Shut off water, electricity, and gas at master shut off. Fire protection systems will not be shut-off.
  4. Disconnect, and cover, or relocate all computers, televisions, radios, and station files.
  5. Notify Lee Control of closing.
  6. Secure all bay doors when response to emergency incidents has been suspended with door latches if available.
  7. Arrangements will be made for all personal vehicles to be secured off the island. Transportation from the off island parking site to the various stations will be provided.
- IV. Call Back of Personnel Will be Initiated
- A. All personnel will be notified of the need to return to duty with enough warning to allow all personnel to arrive at their designated station prior to the arrival of Tropical Storm force winds.



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V. Fire-Rescue Department Stations as Public Shelters

A. FMBFD Stations are not designated as Hurricane Shelters. No authorization shall be granted in advance for any citizen or family member to obtain shelter in a District facility. During the storm, temporary shelter in a Fire-Rescue facility may be authorized if, in the opinion of the Incident Commander, refusal to grant refuge in the facility would place the individual(s) in jeopardy.

**607.6** Hurricane Operations

I. When actual hurricane conditions exist, every attempt will be made by the FMBFD to continue the mission of protecting the lives and property in the District. It should be taken into consideration that District personnel are subject to the same environmental limitations as are members of the public.

II. The Following Will Occur During Hurricane Conditions:

A. Dispatch may be authorized to alter normal response assignments, under the direction of the Incident Commander, due to incident volume, nature of incident, and storm conditions.

B. Units may be placed out of service due to storm conditions using the following guidelines:

1. Upon the arrival of tropical storm conditions the Company Officer and the Incident Commander must perform a risk benefit analysis taking into consideration the storm conditions and risk to public safety to determine when units should be taken out of service. Personnel safety will always be the primary goal in determining when units are taken out of service.
2. At least one (1) Engine and one (1) Ambulance shall remain operational until sustained wind speeds reach 40 MPH with deteriorating conditions. No operation shall begin that will prohibit immediate withdrawal to the shelter. Once sustained wind speeds reach 40 MPH with deteriorating conditions, rescue teams shall immediately report to the shelter.

**607.7** Hurricane Eye Operations

I. Operations will only be resumed within the eye based upon local conditions within the District if such operations can be completed in a safe manner. Personnel safety will remain the primary goal.

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**607.8 Post Hurricane Operations**

- I. After a disaster, the best strategy is to avoid defined commitment of all resources until an initial size-up can be completed, and basic strategies developed. Company Officers must control the normal inclination to commit to the first problem encountered. Realistic priorities can only be established after accurate reporting of all situations. Post hurricane operations will deal primarily with the following priorities:
  - A. Rapid Impact Assessment (primary assessment and jurisdictional assessment).
  - B. Search and rescue operations.
  - C. Delivery of normal emergency services.
  
- II. Rapid Impact Assessment and Initial Damage Impact Survey
  - A. Rapid Impact Assessment and Initial Damage Impact Survey shall be completed in a swift manner in two (2) phases:
    1. The first provides resource information on personnel availability and station damage.
    2. The second (jurisdictional assessment) provides a situation status on pre-planned locations (target hazards) for information on potential multi-casualty incidents, status of major response routes, condition of essential facilities, and resource needs. The jurisdictional assessment shall include target hazards that are essential for maintaining health, safety, and overall well-being of the public following a disaster. Personnel shall perform a jurisdictional assessment immediately upon the completion of their primary assessment and shall immediately report their findings to the Planning Section to allow for District-wide emergency planning.
  
  - B. Jurisdictional Assessments shall be conducted in accordance to the three (3) Fire District Inspection Zones which are:
    1. Matanzas Street Bridge North to Pine Ridge Road
    2. Dakota to Bowditch Road
    3. Dakota to Lovers Key (This shall include a visual assessment of the Draw Bridge over Back Bay)

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- C. Jurisdictional Assessment Teams shall consist of the following whenever possible:
1. Assigned FMBFD zone Inspector
  2. One member from the Town of Fort Myers Beach or Lee County if available.
  3. A representative of the Lee County Sheriff's Officer (LCSO) or Lee County Emergency Management if available.
  4. An FMBFD Firefighter if available.
    - a. At no time will a Jurisdictional Team be assigned without a minimum of two (2) members.
- D. Primary Assessment
1. The Team Leader shall assure a primary assessment is completed of all FMBFD facilities and resources. The results of the primary assessment shall be reported to the Planning Section.
  2. The primary assessment shall determine:
    - a. Personnel status, immediately report any injuries to personnel.
    - b. Status of all apparatus including any reserve units.
    - c. Quick estimate of structural damage to facility and condition of all utilities.
- E. Jurisdictional Assessment
1. The Team Leader shall direct a jurisdictional assessment after the completion of the primary assessment. Personnel shall only interrupt the jurisdictional assessment to respond to an immediate life-threatening incident. All immediate life-threatening incidents shall be reported to the Incident Command Post as soon as possible. A complete incident run report shall be generated for all incidents.
  2. The jurisdictional assessment shall determine:
    - a. Life safety status of pre-planned occupancies with multiple casualty potential.
    - b. Additional multiple casualty incidents with potential for life loss (i.e.: hazardous materials, etc.).
    - c. Status of major transportation routes.
    - d. Damage to essential structures within jurisdictional response classified as minor, moderate, severe, or destroyed.
    - e. Additional resource needs.

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III. Search and Rescue Operations

- A. The Team Leader will act as the Safety Officer for each Search and Rescue group. The group’s objectives should include surveying damage, determining hazards, locating surface victims, and identifying points of immediate access.
- B. No search and rescue operation shall take place prior to the completion of size-up and safety survey. The main concern of the size-up and safety survey is the safety of both the rescuers assigned to search and rescue operations, and the victims.

IV. Delivery of Normal Emergency Services

- A. After completing the Rapid Impact Assessment, and search and rescue operations, operational personnel will resume the delivery of normal emergency services.
- B. The Communications Center, Incident Command Post, and Planning Section will coordinate the delivery of services, through a priority basis, to those on the existing “waiting” list.
- C. The Operations Section will coordinate and announce any modifications to the normal incident reporting system.

V. Non-Operational/Off Duty Personnel

- A. Administrative personnel will call the Director of Finance and Administrative Services, or designee to determine when their services will be needed as determined by the Incident Commander. If unable to make contact, the administrative personnel will contact the Incident Command Post.
- B. Off-duty personnel shall report at shift change (08:00 am) if possible and unless otherwise identified, the following day. The Employee Assistance Officer shall account for all off-duty personnel. The following process shall be followed if the employee is unable to report:
  1. As soon as possible (but not exceeding four (4) hours), employees of the shift subsequent to the current shift shall report to their assigned stations. These members shall remain on-duty until properly relieved.
  2. In the event of communication disruption, off-duty members shall proceed to the designated shelter, fire station or staging area at shift exchange.
  3. When flooding or other hazards impair travel, the member is expected to proceed to the closest fire station in Lee County to facilitate accountability.



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4. Employees not accounted for in some manner within four (4) hours following shift exchange will be presumed in need of assistance, and efforts will be made to reach them at their home or last known location, if within an affected area.

### VI. Mutual Aid Assistance

A. During the recovery phase of a disaster, it may become necessary to request the assistance of Fire/EMS providers from outside the affected disaster area by utilizing mutual aid. The Incident Commander shall be responsible for authorizing the use of mutual aid and executing prior approved mutual aid agreements.

B. Mutual aid will only be authorized for organized fire service/emergency medical providers.

### VII. Recovery Operations

A. Recovery is that phase of a disaster that occurs after emergency needs have been met, the phase in which the community attempts to return to pre-emergency conditions. The importance of this phase is the very strong psychological need of the community to return to some semblance of normal life as soon as possible.

### VIII. Employee and Family Welfare

A. Disasters resulting in significant loss of life tend to have a serious effect on many emergency response personnel. It will be the task of the District's administration to consider the effect of the disaster on District personnel, their families, and the citizens.

B. To assist on-duty personnel, employee welfare representatives will call families to provide pertinent information and requests for assistance. All information shall be relayed to the affected employee.

C. Internal relief operations will be established to help those who suffer significant or total destruction of their property.

D. After the disaster, the reuniting of families is a priority.

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IX. Emergency Disaster Assistance

- A. Federal assistance after federally declared disasters comes in the form of Individual Assistance (IA) and Public Assistance (PA), both declared separately and with different criteria. Individual Assistance is meant to support residents/individuals in impacted areas and Public Assistance helps public and certain not for profit entities recovery from disasters.
- B. FMBFD will work with the Lee County Emergency Operations Center (EOC) to collect, analyze and report all relevant damage assessment information after a disaster.
- C. This information is consolidated at the County level, and then passed to the State of Florida's Division of Emergency Management.
- D. Information is then reported to the Federal Emergency Management Agency (FEMA) for disaster declaration consideration. Proper documentation, cost accounting, and procurement procedures should be followed.
- E. Once a federal disaster declaration is granted (IA, PA or both), the Florida Division of Emergency Management, and FEMA will work with all Public Assistance applicants to start the reimbursement process.

X. Post Incident Analysis

- A. The Planning Section shall coordinate with the Incident Commander to conduct a post incident analysis of the hurricane operations.
- B. The chronological log documenting the incident shall be available at the time of the Post Incident Analysis and comments resulting from the discussion shall be recorded.
- C. The Incident Commander shall be responsible for providing documentation and recommendations to the Fire Chief during the evaluation of the hurricane plan.



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### 607.9 Roles and Responsibilities

- I. The specific roles and responsibilities of FMBFD Branches, Division, and Programs are identified in the appendix of this document, and FMBFD Forms below:

FMBFD INCIDENT MANAGEMENT TEAM ASSIGNMENTS		
	Delta Shift	Echo Shift
<b>Geographic (GEO) Division Headquarters</b>	Fire Chief	Executive Assistant Fire Chief of Life Safety & Support Services
<b>FMBFD Command Post</b>		
Incident Commander	Executive Assistant Fire Chief of Operations	Battalion Chief (1)
Operations Section	Battalion Chief (2)	Battalion Chief (3)
Planning Section	Assistant Chief of Training	Captain II (1)
Logistics Section	Division Chief of EMS	Captain II (2)
Finance Section	Director of Finance & Administrative Services	Administrative & Human Resources Assistant
Liaison Officer	Captain II (3)	Captain II (1)
Information Officer	Executive Assistant	Battalion Chief (3)

*\* All assignments are tentative & subject to change by the Fire Chief or Incident Commander, and may be substituted by Geographic Division Resources.*

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**607.10 Weather Terminology (Definitions as per the National Hurricane Center)**

**Advisory:**

Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.

**Best Track:**

A subjectively-smoothed representation of a tropical cyclone's location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual center fix positions.

**Cyclone:**

An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Direct Hit:**

A close approach of tropical cyclone to a particular location. For locations on the left-hand side of a tropical cyclone's track (looking in the direction of the motion), a direct hit occurs when the cyclone passes to within a distance equal to the cyclone's radius of maximum wind. For locations on the right-hand side of the track, a direct hit occurs when the cyclone passes to within a distance of equal to twice the radius of maximum wind. Compare indirect hit, strike.

**Eye:**

The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

**Eyewall / Wall Cloud:**

An organized band or ring of cumulonimbus clouds surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.



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### **Gale Warning:**

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

### **High Wind Warning:**

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land.

### **Hurricane / Typhoon:**

A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones North of the Equator, West of the International Dateline.

### **Hurricane Force Winds:**

Winds of 74 MPH (64 knots) and higher.

### **Hurricane Local Statement:**

A public release prepared by local National Weather Service offices in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property.

### **Hurricane Season:**

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

### **Hurricane Warning:**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Because hurricane preparedness

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activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

**Hurricane Watch:**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

**Indirect Hit:**

Generally refers to locations that do not experience a direct hit from a tropical cyclone, but do experience hurricane force winds (either sustained or gusts) or tides of at least 4 feet above normal.

**Landfall:**

The intersection of the surface center of a tropical cyclone with a coastline. Because the strongest winds in a tropical cyclone are not located precisely at the center, it is possible for a cyclone's strongest winds to be experienced over land even if landfall does not occur. Similarly, it is possible for a tropical cyclone to make landfall and have its strongest winds remain over the water. Compare direct hit, indirect hit, and strike.

**Latitude:**

The distance north or south of the equator, measured in degrees along the median.

**Longitude:**

The distance east or west of Greenwich, measured in degrees.

**Major Hurricane:**

A hurricane that is classified as Category 3 or higher.

**Present Movement:**

The best estimate of the movement of the center of a tropical cyclone at a given time and given position. This estimate does not reflect the short-period, small scale oscillations of the cyclone center.



## FORT MYERS BEACH FIRE DEPARTMENT POLICIES AND PROCEDURES

<b>Title</b>	Hurricane Plan	<b>Number</b>	607
<b>Division</b>	All	<b>Revision Date</b>	8/2/2018
<b>Approved</b>	Fire Chief Matthew Love <small>Digitally signed by Fire Chief Matthew Love Date: 2018.08.22 08:58:41 -04'00'</small>	<b>Effective Date</b>	1/10/2013

### Radius of Maximum Winds:

The distance from the center of a tropical cyclone to the location of the cyclone's maximum winds. In well-developed hurricanes, the radius of maximum winds is generally found at the inner edge of the eye wall.

### Saffir-Simpson Hurricane Wind Scale:

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

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 130	Devastating damage will occur
4	131 - 155	Catastrophic damage will occur
5	> 155	Catastrophic damage will occur

*\*A detailed description of the Saffir-Simpson Hurricane Wind Scale, which was revised in early 2010, is available at <http://www.nhc.noaa.gov/sshws.shtml>.*

### Storm Surge:

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

### Subtropical Depression:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

### Subtropical Storm:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 34 kt (39 mph or 63 km/hr) or less.



## FORT MYERS BEACH FIRE DEPARTMENT POLICIES AND PROCEDURES

<b>Title</b>	Hurricane Plan	<b>Number</b>	607
<b>Division</b>	All	<b>Revision Date</b>	8/2/2018
<b>Approved</b>	Fire Chief Matthew Love <small>Digitally signed by Fire Chief Matthew Love Date: 2018.08.22 08:58:56 -04'00'</small>	<b>Effective Date</b>	1/10/2013

**Tropical Depression:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

**Tropical Disturbance:**

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Storm:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

**Tropical Storm Warning:**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

**Tropical Storm Watch:**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

**Tropical Wave:**

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.



# FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

## Local Emergency Contact Numbers (Not for public release)

### **LAW ENFORCEMENT**

LEE COUNTY SHERIFF OFFICE HEADQUARTERS 14750 Six Mile Cypress Parkway Fort Myers, FL 33912	(239)477-1000
LEE COUNTY SHERIFF WEST DISTRICT SUBSTATION	(239)477-1930
UNITED STATES COAST GUARD	(239)463-5754 OR (239) 707-7046
FLORIDA HIGHWAY PATROL	(239)278-7100
FORT MYERS POLICE	(239)334-4155
CAPE CORAL POLICE	(239)574-3223
SANIBEL POLICE	(239)472-3111
PORT AUTHORITY	(239)768-4361 OR (239)590-4460
COLLIER SHERIFF OFFICE	(239)774-4434

### **EMERGENCY SERVICES**

LEE COUNTY EMERGENCY OPERATIONS CENTER	(239)533-0622
LEE COUNTY COMMUNICATIONS CENTER (DISPATCH)	(239)337-2000
RED CROSS	(239)278-3401
LEE DEPARTMENT OF TRANSPORTATION	(239)694-3334 OR (239)533-9524
LEE COUNTY FLEET SERVICES	(239)336-3239
ANIMAL CONTROL	(239)432-2083
LEE COUNTY TRANSIT (LEE TRAN)	(239)275-8726 OR (239)533-9500
PARKS & RECREATION	(239)461-7400
POISON CONTROL	(800)222-1222
CHEMTREC	(800)424-9300

### **HOSPITALS**

LEE MEMORIAL (D-1)-2776 CLEVELAND AVENUE, FORT MYERS, FL	(239)343-2329
HEALTHPARK (D-7)-9981 HEALTH PARK CIRCLE, FORT MYERS, FL	(239)343-5334
CAPE CORAL (D-4)-636 DEL PRADO BLVD., CAPE CORAL, FL	(239)424-2222
GULF COAST (D-5)-13681 DOCTORS WAY, FORT MYERS, FL	(239)343-0434
LEHIGH REGIONAL (D-3)-1500 LEE BLVD., LEHIGH ACRES, FL	(239)368-4410
NORTH COLLIER (D-14)-11190 HEALTH PARK BLVD., NAPLES, FL	(239)552-8572
NAPLES COMMUNITY (D-6)-350 7 <sup>th</sup> ST N, NAPLES, FL	(239)624-2610

### **FREESTANDING EMERGENCY DEPARTMENTS**

COCONUT POINT (LEE HEALTH) D31, 23450 VIA COCONUT POINT, ESTERO, FL	239-468-0100
NCH BONITA (NCH HEALTHCARE SYSTEM) D32, 24040 S. TAMAMI TRL, BONITA SPRINGS, FL	239-

## **UTILITIES**

LEE COUNTY UTILITIES	(239)533-8700
BEACH WATER	(239)463-9953 GENERAL, (239)340-3579 EMERGENCY
FLORIDA POWER & LIGHT	(800)401-6199, (800)351-3009 FAX, <a href="http://www.fpl.com/poledown">www.fpl.com/poledown</a> REPORT ONLINE
TECO GAS	(877)832-6911 FIRE DEPARTMENT USE ONLY (877)832-6747 ALL OTHER CALLS

## **BRIDGES**

BIG CARLOS PASS	(239)463-6249
SANIBEL BRIDGE	(239)533-8580
ALVA BRIDGE	(239)728-2704
MATLACHA PASS	(239)283-2414
SEMINOLE GULF RR	(239)275-6060

## **RESOURCES**

SAND-FLORIDA DIRT SOURCE	(239)649-0600
SAND-MJS TRUCKING LLC	(239)995-8300
SAND-FLORIDA ROCK	(239)454-2831
SOUTH FLORIDA GAS-PROPANE	(239)334-3131
PUBLIX	(239)463-0840
FORT MYERS BEACH CHAMBER OF COMMERCE	(239)454-7500
OSTEGO BAY FOUNDATION	(239)463-2588
CULLIGAN-BOTTLED WATER SUPPLIER	(239)482-2213
NEXAIR-OXYGEN SUPPLIER	(239)936-4625

## **FORT MYERS BEACH FIRE DEPARTMENT**

TITLE	NAME	PHONE EXT	DIRECT DIAL	CELL PHONE
ADMIN ASST	NANCY ROSSBACK	3009	239-590-4255	239-321-0085
HR & PAYROLL ASST	TBD	3008	239-590-4260	
FACS & LOGS MGR	MIKE ANNUNZIATO	3233	239-590-4209	239-344-6156
CONF ROOM		3025		
EOC	STATION 32 EOC	3230	239-590-4224	
LS SPECIALIST	TBD			
LS & SS ADMIN ASST	AMBER DATKO	3234	239-590-4210	941-661-9964
LS SPECIALIST	LLOYD ADAMS	3232	239-590-4205	239-560-6962
LS SPECIALIST	BILL GENEVRINO	3231	239-590-4204	239-940-1388
EXEC ASST	ANGIE SNYDER	3007	239-590-4214	913-731-3723
DEP FIRE MARSHAL	JENNIFER CAMPBELL	4211	239-590-4211	239-810-0062
DIR OF FIN & ADMIN SVCS	JANE THOMPSON	3006	239-590-4203	239-218-7620
DIV CHIEF OF EMS	RANDY KRAUS	3004	239-590-4207	239-470-1358
ASST CHIEF OF TRAINING	VINCENT DICRISTOFALO	3005	239-590-4208	239-898-9662
EXEC ASST CHIEF OF LS & SS	RON MARTIN	3003	239-590-4206	239-297-4294
EXEC ASST OF OPS	SCOTT WIRTH	3002	239-590-4201	239-349-0358
FIRE CHIEF	MATT LOVE	3001	239-590-4202	719-243-4885

<b>FIRE STATION #</b>	<b>DIRECT DIAL #</b>	<b>INTERNAL EXTENSION #</b>
Fire Station 31 General Number	239-590-4231	3100
Fire Station 31 Officer Desk	239-590-4221	3120
Battalion Chief Station 31	239-590-4230	3130
Fire Station 32 General Number	239-590-4232	3200
Fire Station 32 Officer Desk	239-590-4222	3210
Fire Station 33 General Number	239-590-4233	3300
Fire Station 33 Officer Desk	239-590-4223	3310

<b>FMBFD UNIT BACKUP COMMUNICATION CONTACT</b>			
<b>NAME</b>	<b>UNIT CELL</b>	<b>BACK UP CELL</b>	<b>PAGER</b>
ENGINE 31	239-887-0579	239-841-5551	
ENGINE 32	239-887-0553	239-841-5543	
AMBULANCE 31		239-841-5550	
AMBULANCE 32	239-887-1258	239-841-5544	
AMBULANCE 33	239-887-0741	239-841-5535	
SUPPORT 31		239-841-5537	
SUPPORT 33	239-887-0602	239-541-5541	
TRUCK 33	239-887-0741		
BATTALION CHIEF		239-841-5547	
LLOYD ADAMS		239-841-5533	
BILL GENEVRINO		239-841-5549	
TBD		239-841-5548	
ANGIE SNYDER		239-841-5538	
**JANE THOMPSON		239-841-5536	N/A
RANDY KRAUS		239-841-5546	239-279-9569
N/A		239-841-5545	239-279-1148
VINCENT DICRISTOFALO			239-279-1187
**RON MARTIN		239-841-5534	239-279-5371
**SCOTT WIRTH		239-841-5539	239-279-5533
**MATT LOVE		239-841-5542	239-279-8712
<i>**Notes personnel assigned redundant devices full time.</i>			

## **TOWN OF FORT MYERS BEACH**

	<b>NAME</b>	<b>DIRECT</b>	<b>CELL</b>
MAIN NUMBER		(239)765-0202	
TOWN MANAGER	ROGER HERNSTADT	(239)765-0202 EXT 1100	
TOWN CLERK	MICHELLE MAYHER	(239)765-0202 EXT 1400	
PARKS & RECREATION	ALISON GIESEN	(239)765-0202 EXT 1900	
PUBLIC WORKS MANAGER	CHELSEA O'RILEY	(239)765-0202 EXT 1700	
ASST. PUBLIC WORKS DIRECTOR		(239)765-0202 EXT 1400	
MAYOR	ANITA CERECEDA	(239)765-0202 EXT 1103	

## **LEE COUNTY FIRE DEPARTMENTS/POLICE**

<b>NAME</b>	<b>PHONE NUMBER</b>
Fort Myers Police	239-321-7700
Fort Myers Beach Fire	239-590-4200
Fort Myers Shores Fire	239-694-2833
Iona-McGregor Fire	239-433-0660
Lehigh Acres Fire	239-303-5300
Matlacha-Pine Island Fire	239-283-0030
North Fort Myers Fire	239-997-8654
Port Authority Fire	239-590-4566
San Carlos Park Fire	239-267-7525
Sanibel Police	239-472-3111
Sanibel Fire	239-472-5525
South Trail Fire	239-433-0080
Tice Fire	239-694-2380
Upper Captiva Fire	239-472-8899
Useppa Island Fire	239-283-7578

## **NATIONAL INFORMATION**

American Red Cross	1-800-RED-CROSS (1-800-733-2767) <a href="http://www.redcross.org">www.redcross.org</a>
Centers for Disease Control	<a href="http://www.cdc.gov">www.cdc.gov</a>
Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>
Federal Emergency Management Agency (FEMA)	1-800-621-FEMA (3362) <a href="http://www.fema.gov">www.fema.gov</a>



# FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

## Target Hazard List

Version 7/16/18

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### Marina's:

- Gulf Star Marina
- Key West Express Marina (1200 Main Street)
- Parrot Cay Marina
- Moss Marina
- Fish Tale Marina
- Shrimp Docks
- Snook Bight Marina

### Food:

- Beach Seafood
- Trico Seafood
- Sanibel Seafood
- Publix Supermarket

### Governmental Facilities:

- United States Coast Guard Station
- United States Post Office
- United States Post Office (Santini Plaza)
- Fort Myers Beach Town Hall
- Fort Myers Beach Public Works Office
- Fort Myers Beach Public Library
- Fort Myers Beach Fire Station 31
- Fort Myers Beach Fire Station 32
- Fort Myers Beach Fire Station 33
- Fort Myers Beach Fire Department Headquarters

### Critical Infrastructure:

- Hurricane Pass Bridge
- \*\*\*\*Fort Myers Beach Sky Bridge
- \*\*\*\*Hurricane Pass Bridge
- South End Lovers Key Draw Bridge
- Lee County Wastewater Facility (Main/South Street)
- Fort Myers Beach Public Works Station (Estero/Lagoon)
- Fort Myers Beach Public Works Pump Station (Lennell)
- CenturyLink Communication Operation Center (Estero/Eucalyptus)
- Iona Substation FPL 17550 San Carlos Blvd.

**Banking and Financial:**

- Bank of America (Santini Plaza)
- Edwards Jones Investment (Santini Plaza)
- BB&T (Flamingo/Estero)
- Wachovia (Lovers Lane/Estero)
- Peterson Accounting and Tax Services (Sea Grape Plaza Unit G)

**Churches:**

- Chapel by the Sea
- First Baptist Church of Fort Myers Beach
- St. Peter's Lutheran Church
- St. Raphael's Episcopal Church
- Church of the Ascension

**Chemical and Industrial:**

- Balgas Facilities (Main Street)
- Fueling Stations and Storage Beach Seafood
- Ballard Oil (2000 Main Street)

**Key Community Assets:**

- Bay Oaks Recreation Center
- Fort Myers Beach Pier
- Fort Myers Beach Community Pool
- Fort Myers Beach Library
- Lani Kai
- Mound House
- Pink Shell
- Diamondhead



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane/Disaster Unit Log Instructions ICS 214

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To be filled out for each Operational Period by each Division/Group/Unit, Supervisor/Leader in connection with a hurricane/disaster incident.

1. Enter the Incident Name
2. Enter Date Prepared
3. Enter Time Prepared in Military (24-hour) Time
4. Enter Operational Period Date
5. Enter Operational Period in Military (24-hour) Time
6. Enter Division/Group/Unit Name or Designator
7. Enter Division/Group/Unit, Supervisor/Leader (name and position)
8. Complete Personnel Roster Assigned: enter Name, Position, and Home Base of personnel assigned. This would include personnel from other organizations
9. Complete Activity Log: enter Time and Major Events that occur during Operational Period. This would include emergency incident response, accidents, injuries and any other information that would justify the type of action taken
10. Enter Name and Position of person preparing Unit Log

This documentation is to be completed, reviewed, and forwarded to Districts Command Post with completed Incident Reports.



# FORT MYERS BEACH FIRE DEPARTMENT

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## 72-Hour Disaster Survival Kit

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### Personal Items / Provisions

Due to planned increased staffing of stations, members should plan on bringing the following items:

- Department issued photo identification
- Two (2) extra sets of uniforms, t-shirts and a jacket
- Extra pair of shoes
- Five (5) each, pairs of socks, undershirts, underwear
- Rain gear
- Bunker gear
- Three (3) day food supply (the food should not require refrigeration or cooking)
- Any special dietary needs and medications
- Sheets, pillow, blanket, and sleeping bag
- Toiletries including towels, tooth brush, razor etc.
- Flashlight with new batteries
- Mosquito repellent
- Two (2) gallons of water

Although hurricanes are a major threat to our area, there are other events that may occur which involve evacuation from your home. Brush fires, hazardous materials spills, floods and tornados all have a potential disruptive influence on our daily activities. To prepare for the unknown, each home should have a 72-Hour Disaster Survival Kit. You will need to pack some essential items to help you and your families survive, whether you stay at home or leave during a disaster. Minimum suggested survival kit supplies should include the following and ensure a minimum of three (3) days (72 hours) supply for each person.

- Non-perishable food
- Manual can opener
- Personal medication, pills & prescriptions
- Special food for infants
- First aid kit
- Battery operated radio and flashlight
- Drinking water one (1) gallon per person per day (don't forget water for pets)
- Blankets, pillows, sleeping bags, or lawn chairs
- Sanitary supplies
- Cards, books, small games
- Road maps
- Wet and cold weather gear
- Pet food



# FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
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## Hurricane Plan Incident Management Team Checklist Incident Commander

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### Hurricane Watch

1. Conduct a briefing for those personnel assigned to the functions of: Command, Operations, Planning, Logistics, Finance, Liaison, Safety, and Information. A chart of the Command and General Staff identifying the assigned personnel will be developed and distributed.
2. At the briefing, the Command and General Staff will receive a packet indicating their assignment function and responsibilities (FMBFD Policy 607- Hurricane Plan). Additional copies of the Hurricane Plan will be distributed to each station.
3. Work with the Operations Section and Planning Section to establish the number of personnel needed for recall based on the storm's expected category at landfall.

This call back criteria is to be used as a guideline and can be altered at any time by the Incident Commander to ensure the appropriate level of response capabilities during a hurricane.

- Category 1                      Increase above the total shift strength as determined by the Incident Commander
- Category 2                      50% Increase above total shift strength
- Category 3-5                    100% Increase above total shift strength

### Hurricane Warning

1. Assesses the incident and conducts briefing for Command and General Staff.
2. Formally establishes the District's Incident Command Post. Announces location of Command Post and distributes telephone numbers to stations and other key agencies.
3. Review the progress of the incident and channels organizational efforts towards highest priority tasks.
4. Provides updated information to the Beaches Geographic Division.
5. Insures that safety procedures are practiced and maintained by all personnel.

### Hurricane Condition

1. Maintains communication between District Command Post and Beaches Geographic Division/Emergency Operations Center.
2. Establishes rotation of personnel in the Command Post to assure critical positions are staffed.

### Post Hurricane

1. Make strategic decisions to allocate resources to the areas of greatest need based on information received.
2. Assure adequate staffing for critical positions within the Command Post.
3. Relays pertinent information to the District's Command Post/Lee County EOC.
4. Determine the termination of District Command Post activities when appropriate.
5. Approve the request for mutual aid assistance.
6. Determine the need for specific types of strike teams/task forces (State of Florida Resource Typing) as referenced in the Florida Field Operating Guide (FOG).

7. Communicate resource requests through the Beaches Geographic Division/Lee County Emergency Management to access the statewide mutual aid plan.



## Post Hurricane

1. Coordinate with Planning Section to ensure adequate staffing.
2. Activate agreements for Marine and Aerial support vendors as needed.
3. Request FEMA resources as needed.
4. Identify areas of greatest life hazard and assures search and rescue operations are completed.
5. Determine communication capability between stations, apparatus, communications center, command post, and emergency operations center.
6. Determine needs and requests additional resources.
7. Authorize modifications to dispatch procedures as necessary.
8. Plan for the demobilization of personnel and apparatus.
9. Coordinate Mutual Aid Assistance

### **Mutual Aid Assistance:**

- A. Coordinate with the Planning Section the assignment of all mutual aid personnel and equipment.
- B. Appoint a Staging Area Manager and establishes a staging area. Notifies all requested mutual aid departments of the designated staging area. Report to the Incident Commander the arrival, quantity, and capabilities of each alerted mutual aid department.



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## Hurricane Plan Incident Management Team Checklist Planning Section Chief

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### Hurricane Watch

1. Assure that personnel home address and phone numbers are available for recall.
2. Ensure personnel shall be recalled with respect to assignment to assure sufficient personnel levels are maintained as determined by the Incident Action Plan (i.e.: Battalion Chiefs, Company Officers, Paramedics, Driver Engineers, Firefighters, and Support Staff).
3. Assure each station has sufficient copies and access to the Rapid Impact Assessment Worksheet and Initial Damage Impact Survey (found in the First Impression Damage Assessment (FIDA) application) and the Updated Appendix B Target Hazard Listing Form.

### Hurricane Warning

1. Implement the call back of personnel based on the category guideline and direction from the Incident Commander.
2. Maintain assignment of personnel at station level utilizing the District's staffing program.
3. Implement documentation of events through chronological log, including employee notification log.
4. Assure that the Fleet Maintenance services are available and notifies Logistics of capabilities and status.

### Hurricane Condition

1. Coordinate between the Lee County Communications Center/Beaches Geographic Division and Operations Section for incidents that occur during unsafe conditions and when emergency units are not sent. These incidents shall be placed on a "waiting" list that shall be prioritized for post hurricane responses.
2. Review District map with target hazards identified, prepare for post storm damage survey reports

### Post Hurricane

1. Coordinate and reports information to the Beaches Geographic Division/Lee County Emergency Management and the Incident Commander.
2. Establish a plan for the recall of additional personnel, release of existing personnel, and return to normal assignments.
3. Establish a process to account for all equipment utilized during the storm.
4. Implement demobilization plan ensuring refueling and return of equipment to regular assignments, the refilling of fuel tanks, and maintenance of first line equipment.
5. Complete and display incident status summary.
6. Serve as official recorder of incident to be utilized in post-analysis and future planning of similar incidents.
7. Demobilize all personnel assigned to District shelter and secures all equipment.
8. Assure that all mutual aid assistance personnel and equipment are documented on the Incident Check In List (FMBFD Form 607N, ICS Form 211)
9. Coordinate Mutual Aid Assistance with Operations Section

#### **Mutual Aid Assistance:**

- A. Assure that all mutual aid assistance personnel and equipment are documented on the Check In/Out Log (ICS Form 211).



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane Plan Incident Management Team Checklist Logistics Section Chief

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### Hurricane Watch

1. Assure that each station completes the Hurricane Watch Checklist. Any deviations or deficiencies found shall be reported to the Logistics Section.
2. Assure that all District Facilities that may be evacuated are preparing to secure the station prior to evacuation.
3. Coordinate the preparation of the Districts Command Post for opening.
4. Update Resource List (See FMBFD Policy 607- Hurricane Plan) to assure provisions for basic necessities (i.e.: satellite phones, cots, water, portable generators, portable toilets, maps, etc.) are available if needed. Assure all janitorial supplies are fully stocked at all stations. Coordinates emergency purchasing agreements with Finance Section.
5. Coordinate with Lee County Communications/Beaches Geographic Division.

### Hurricane Warning

1. Assure personnel have completed the Hurricane Warning Checklist. Any deviations or deficiencies found shall be reported to the Logistics Section.
2. Assure shuttering of all stations and preparations for evacuating designated stations have been completed.
3. Assure that the District Command Post is ready to open at the direction of the Fire Chief.
4. Arrange for the distribution of equipment and basic necessities (hurricane shelter kits, cots, radios, plastic covers, etc.) to appropriate sites.
5. Update list of personnel and equipment assigned for shelter deployment. Coordinates this information with the Liaison Officer.
6. Coordinate with Lee County Communications/Beaches Geographic Division.

### Hurricane Condition

1. Maintain listing of station problems, coordinates resource needs according to degree of severity.
2. Coordinate communications recovery with Lee County Communications/Beaches Geographic Division if necessary.

### Post Hurricane

1. Identify service and support requirements for planned and expected operations.
2. Arrange for the pick-up of supplies (cots, radios, etc.) from stations and shelters for return to original location. Inventories each item prior to storage.
3. Coordinate the recovery plan with Lee County Communications/Beaches Geographic Division to assure the communications system is returned to an operational mode as soon as possible.
4. Serve as official recorder of incident to be utilized in post-analysis and future planning of similar incidents.
5. Coordinates Mutual Aid Assistance with Operations and Planning Section.
  - a. Fulfill the support requirements for all mutual aid assistance as outlined in the agreement.
  - b. Coordinate housing and logistical needs of mutual aid resources.

- c. Assure that all mutual aid personnel receive a mission briefing prior to leaving the staging area and are debriefed upon return to staging, prior to returning to their host jurisdiction.



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane Plan Incident Management Team Checklist Finance Section Chief

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### Hurricane Watch

1. Distribute to all stations, sufficient copies of the Unit Log – ICS 214 (FMB Form 607M).
2. Review procedures with Department Officers for the emergency purchase of necessary items. Obtain list of potential supplies, vendors, and contact persons.
3. Review and identify reimbursement criteria from the Federal Disaster Relief Fund.
4. Review procedures for reporting damage to Department buildings, apparatus, and equipment. Review procedures for reporting injuries to Department personnel.

### Hurricane Warning

1. Coordinate the completion of Unit Logs – ICS 214.
2. Supply copies of approved emergency vendors to Incident Commander.
3. Assure that the District Command Post is ready to open at the direction of the Fire Chief.
4. Arrange for the distribution of equipment and basic necessities (hurricane shelter kits, cots, radios, plastic covers, etc.) to appropriate sites.

### Hurricane Condition

1. Plan methods of collecting Unit Logs – ICS 214, station damage, vehicle accident, and personnel injury reports from all stations.

### Post Hurricane

1. Receive copies of Unit Logs – ICS 214 and compiles master list of all financial data. Provides final cost analysis.
2. Coordinate with Operations Section to accurately document personnel hours, personnel injuries/deaths, equipment damaged/destroyed, property damage, funds spent for storm purposes, and provide operational damage cost estimate and financial data to the Incident Commander.
3. Submit appropriate documentation to Lee County Emergency Management within the required time frame for any reimbursement of funds through the Federal Disaster Relief Fund.



# FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

## Hurricane Plan Incident Management Team Checklist **Liaison Officer**

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### Hurricane Watch

1. Coordinate with outside agencies (Parks Dept., Public Works, Gas Company).
2. Coordinate activities of HAM radio operators if available to ensure equipment is staffed and operational at District Command Post/Geographic Division.

### Hurricane Warning

1. Provide communication link to supporting/coordinating agencies (Parks Dept., Public Works, Gas Company).
2. Contact Lee County Emergency Management to obtain listing of Shelters that are open and tracks status for Incident Commander.
3. Coordinate activation and arrival of personnel with District Emergency Shelter location.

### Post Hurricane

1. Coordinate with Disaster Relief Organizations for distribution of supplies to Fire Department Personnel.
2. Provide point of contact for assisting/cooperating agency representatives.
3. Gather information from area fire departments as to extent of damage and need for assistance.



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## Hurricane Plan Incident Management Team Checklist Information Officer

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### Hurricane Watch

1. Coordinate information transfer from the District Command Post to Lee County Emergency Management for the release of information to the media.
2. Relay pertinent information to stations as to the status of the hurricane and actions taken by the District.

### Hurricane Warning

1. Coordinate with Lee County Emergency Management Joint Information Center (JIC) for accurate release of information.
2. Relay pertinent information to stations as to the status of the hurricane and actions taken by the Department.

### Hurricane Condition

1. Provide periodic updates to stations/emergency shelter location concerning issues such as hurricane status, personnel levels, changes in assignments, and evacuation of stations.

### Post Hurricane

1. Coordinate with the District Command Post for the release of information to the media.
2. Relay pertinent information to stations concerning Department activities and status of operations.
3. Collect information as to extent of damage to homes of personnel, personnel who are displaced, and injuries to family members. Coordinates recovery operations for Department personnel with Logistics Section.



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane Plan Branch Checklist Operations Branch

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### Confirmation of Hurricane Season Preparation Activities

1. Schedule brush-up classes on the First Impression Damage Assessment (FIDA) Application
2. Prior to storm season and upon threat, re-educate members on Geographic Division policy and operations. (Lee County Emergency Operational Plan Annex D-1)
3. Provide thorough checklist for stations to include:
  - Chainsaws: wood chains, bar oil, non-ethanol fuel, air filters
  - Specific shutter equipment such as counts on wing nuts, braces, etc.
4. Scout department vehicle relocation points to preplan drop off locations.
5. Establish communication with barge vendors for apparatus return to island
6. Locate and check all hardware for window shutters, door braces, and flood barriers. (w/Logistics)
7. Inventory all station janitorial, medical, and oxygen supplies and restock as necessary. Place orders needed. (w/Logistics)

### Hurricane Watch

1. Establish plan for executive staff member to meet face to face with every employee regarding personal preparations.
2. Coordinate activation plan for post storm Urban Search and Rescue (USAR) needs.
3. Establish alternate heavy equipment plans for road clearing.
4. Establish personnel accountability process throughout incident.
5. Provide information to members on shelter options for extended family.
6. Consideration to maintaining presence at Fire Station 32 to accelerate re-entry (*Fire Station 32 designed to withstand 150 mph, category 5 standards. The stations elevation is 6.8 feet above sea level, with the living quarters 18 feet above sea level*).
7. Determine plan for phased closing of fire stations taking into highest profile vehicle (ladder truck), relocation off island early.
8. Confirm oxygen delivered prior to storm and maintain maximum levels.
9. Confirm high stocking of EMS supplies.
10. Identify health centers in District and coordinate their reactivation plan.
11. Establish small portable medical security cabinet for controlled substances.
12. Locate and check all hardware for window shutters, door braces, and flood barriers. (w/Logistics)
13. Inventory and stock all reserve apparatus.
14. Inventory all station janitorial, medical, and oxygen supplies and restock as necessary. Place orders needed. (w/Logistics)
15. Pre-plan adequate/safe storage of all reserve apparatus.
16. Make necessary arrangements for the employee family shelter.
17. Ensure all employees have a valid department photo identification card. (w/Finance & Admin. Services)
18. Charge all battery operated equipment. (w/Finance & Admin. Services)
19. Distribute extra copies of the Hurricane Plan and required forms to each station.
20. Track and map hurricane. Provide information to all stations.
21. As soon as possible upon a storm tracking for impact, communicate with hotel and/or shelter facilities to ensure room blocks and block in-person and online bookings.

## Hurricane Warning

1. Prior to storm season and upon threat, re-educate members on Geographic Division policy and operations. (Lee County Emergency Operational Plan Annex D-1)
2. Scout department vehicle relocation points to preplan drop off locations.
3. Establish communication with barge vendors for apparatus return to island.
4. In coordination with Geographic Division – establish start date of incident action plan, planning cycles, and Geographic Division coordination.
5. Prepare to disseminate alternate shift schedule depending on increased staffing levels.
  - Consider operational periods consistent with shift changes to avoid unit log errors.
6. Re-educate members on search and rescue operations per Lee County Emergency Operational Plan Annex D-3.
7. Establish re-entry plan to include resident generator checks, and check the “welfare needs”.
8. Coordinate with Geographic Division to establish a redundant call logging upon service shutdown.
9. Pre determine a joint meeting location with Lee County Sheriff’s Office (LCSO), Town, and Fire to make decisions prior to re-entry (consider Department of Transportation (DOT) bridge assessment)
10. Scout hotel and shelter facility parking and establish specified area for department vehicles.
11. Establish locations for members personally owned vehicles (POV’s) to include hotel/shelter location and alternate locations.
12. Prepare reserve apparatus to remain in place on the island.
13. Determine plan for phased closing of fire stations taking into highest profile vehicle (ladder truck), relocation off island early.
14. Establish and distribute maps of apparatus drop off locations (Jet Blue, hotel, shelter, etc.)
15. Establish lists of items to be removed from apparatus upon dropping off at alternate location.
16. Have set times for meetings so employees know when to show up (use the set times as a personal accountability report (PAR)).

## Post Hurricane

1. Coordinate the roll call process with Geographic Division.

## General

1. Confirm EOC and fire desk, duplicate all disaster related emails to web based email.



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane Plan Branch Checklist Life Safety Branch

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### Confirmation of Hurricane Season Preparation Activities

1. Pre-storm coordinate sandbag distribution system with Town and notification system.
2. Confirm location for Points of Distribution Sites (PODS).

### Hurricane Watch

1. Cancel or reschedule pending code compliance inspections etc. to free up availability of Life Safety personnel
2. Identify new work priorities for Life Safety personnel
3. Prepare press releases throughout pending storm as well as post storm to include generator safety, debris safety, water boil, etc.
4. Pre-storm coordinate sandbag distribution system with Town and notification system.
5. Confirm location of PODS.



# FORT MYERS BEACH FIRE DEPARTMENT

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## Hurricane Plan Branch Checklist Support Services Branch

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### Confirmation of Hurricane Season Preparation Activities

1. Confirm heater meals and storage.
2. Confirm re-entry supplies (orange paint, etc.)
3. Prior to the beginning of storm season, review and recommit to hotel and shelter facility agreements.
4. Pre-storm season, confirm shutter equipment operability to include Fire Station 31 plywood.
5. Confirm key personnel manual facility keys for power failure.
6. Prepare wind meter for Battalion Chief vehicle.
7. Create or confirm use of web-based email system for continued communication and contact with Lee County Emergency Operations Center (EOC) primary system. (w/Ops)
8. Confirm distribution and operation of solar cell phone power charges.
9. Establish a master communication plan to include 800, VHF, primary cell phones, 2<sup>nd</sup> cell phones, and alternate provider cell phones.
  - Deliver to operations in time for Incident Action Plan (IAP) implementation (print in color and laminate for crews)
  - Create roster for key staff only to identify EOC and Fire Desk direct lines (include Town Manager, Mayor, LCSO key personnel, and Fire key personnel)
10. Confirm key personnel have account of GETS cards.
11. Assure adequate supplies are available to correctly protect all files in the event of a storm. Re-order as necessary to assure storage boxes and plastic cover (Visqueen) are available.
12. Check stock of bottled water for all stations. Maintain sufficient bottled water for drinking and cooking for 72 hours. Re-order as necessary.

### Hurricane Watch

1. Consider acquisition of box truck to relocate department equipment.
  - Consider equipment to re-establish headquarters at hotel or shelter, as well as equipment that is safe to remain on upper floor of Fire Station 32.
  - Well prior, confirm all generators and alternate fuel storage is at maximum capacity.
2. Create or confirm use of web-based email system for continued communication and contact with the EOC primary system. (w/Ops)
3. Establish a system and key cabinet for remote checking in and checking out of keys to maintain accountability.
4. Confirm total number of and assignment of wireless hotspots.
5. Confirm operability of key staff with assigned back-up cell phone.
6. Confirm distribution and operation of solar cell phone power charges.
7. Procure alternative charging devices for cell phones, laptops, etc. (battery)
8. Consider portable repeater for VHF and 800 to allow communication outside of Lee Control antennas.
9. Coordinate obtaining satellite phone with Geographic Division.
10. Coordinate HAM radio back-up equipment.
11. Check the station grounds for loose objects. Pick up and/or secure any loose objects that may present a hazard during a storm.

12. Fill all gasoline, diesel, and propane storage tanks for generators, apparatus, equipment, and fuel cans. Maintain tank levels full for the remainder of the hurricane watch.
13. Check and operate all station apparatus generators.
14. Locate and check all hardware for window shutters, door braces, and flood barriers.
15. Inventory all station janitorial, medical and oxygen supplies and restock as necessary. Place orders as needed.
16. Check stock of bottled water for all stations. Maintain sufficient bottled water for drinking and cooking for 72 hours. Re-order as necessary.
17. Order diesel for generator.

#### Hurricane Warning

1. Prepare all department apparatus to include staff and prevention vehicles for long term operation (water, food, additional equip.)
2. Consider formalizing access to food through Lee Memorial.
3. Provide tarps to all facilities for equipment to be covered in place (computers, copy machines, file cabinets, etc.)
4. Confirm facility shutdown checklist as well as on-site facility management coordination for key shut offs.
5. Confirm key personnel manual facility keys for power failure.
6. Distribute additional back-up cell phones.
7. Purchase prepaid back-up cell phones on alternate carrier.
8. Establish master communication plan to include 800, VHF, primary cell phones, 2<sup>nd</sup> cell phones, and alternate carrier cell phones.
  - Deliver to operations in time for IAP implementation (print in color and laminate for crews)
  - Create roster for key staff only to identify EOC and Fire Desk direct lines (include Town Manager, Mayor, LCSO key personnel, Fire key personnel)
9. Confirm key personnel have account of GETS cards
10. Issue GETS cards to the Town, Iona, and LCSO

#### General

1. Heavy duty rolling racks for supplies to be relocated.



# FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

## Hurricane Plan Branch Checklist Finance & Administrative Branch

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### Confirmation of Hurricane Season Preparation Activities

1. Establish lists of items and equipment to be evacuated from headquarters
2. Establish lists of items to be covered and stay in place at headquarters
3. Prior to storm season, verify key vendor relationships for potential need for disaster including special contact information.
4. Complete hurricane plan review prior to storm season, avoid documentation changes upon pending storm.
5. Consider a system for members to purchase extended family hotel rooms if available.
6. Director of Finance and Administrative Services to coordinate plan for alternate location of headquarters establishment prior to storm impact.
7. Update list of personnel indicating home address and telephone number.
8. Create checklists of office equipment needed (zip ties, plastic bags, masking tape, etc.)

### Hurricane Watch

1. Confirm lists of items and equipment to be evacuated from headquarters
2. Confirm lists of items to be covered and stay in place at headquarters
3. Prior to potential public evacuations, make access to District storage units to tarp and prepare files and equipment.
4. Distribute unit logs (FMB Form 607M), coordinate training for entry, and identify start date and time for unit log tracking, as well as documentation retention plan.
5. Five (5) days out from storm, have each member commit to total family sheltering needs.
6. Confirm system for members to purchase extended family hotel rooms if available.
7. Director of Finance and Administrative Services to finalize plan for alternate location of headquarters establishment prior to storm impact.
8. Coordinate with Operations for unit log training to confirm proper reimbursement documentation.
9. Check all electronic equipment (computers, faxes, radios, copy machines, etc.) to assure they can be quickly disconnected and properly stored in the event of a storm.
10. Remind staff to regularly back-up computer work and store in two (2) different locations.
11. Ensure all employees have a valid department photo identification card. (w/Ops)
12. Charge all battery operated equipment. (w/Ops)
13. Finalize and distribute checklists of office equipment needed (zip ties, plastic bags, masking tape, etc.)

### Hurricane Warning

1. Create signs for each department apparatus stating, "This vehicle belongs to the FMBFD. We can be contacted at {emergency backup phone numbers} or {2<sup>nd</sup> redundancy backup number}, followed by vehicles unit designator
  - Confirm signs are created for three (3) sides of the vehicles windows, are laminated or in sheet protectors, and printed on bright paper.
2. Create "closed" signs for all facilities to include emergency backup phone numbers.
3. Determine coordination plan for hotel or shelter check-in and room key/room accountability.
4. Create numbered purchase order books for manual use, and control sheets in the event outages prohibit credit card use.



# FORT MYERS BEACH FIRE DEPARTMENT

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## Personnel Hurricane Accountability Form

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Employee Primary Contact Phone Number: \_\_\_\_\_

Employee Secondary Contact Phone Number: \_\_\_\_\_

Emergency Family Member/Friend Contact: \_\_\_\_\_  
*Name Relationship Phone Number*

Planned Evacuation Location for Immediate Household Family: \_\_\_\_\_

Evacuation Location Emergency Contact: \_\_\_\_\_

Immediate Household Family (*those living in your primary home*) to Evacuate with You:

\_\_\_\_\_

*Due to the limited sheltering space available, if immediate household family members are planning to locate at a District sponsored shelter, a maximum of five (5) immediate household family members (not including the employee) are permitted. Those in excess of five (5) will be assisted in securing other shelter options.*

Special Needs of Immediate Household Family in Evacuation Status:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In-Home Pets: \_\_\_\_\_

Family Vehicles & License Plate Numbers:  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_



# FORT MYERS BEACH FIRE DEPARTMENT

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## Personnel Hurricane Accountability Form

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Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Employee Primary Contact Phone Number: \_\_\_\_\_

Employee Secondary Contact Phone Number: \_\_\_\_\_

Emergency Family Member/Friend Contact: \_\_\_\_\_  
*Name Relationship Phone Number*

Planned Evacuation Location for Immediate Household Family: \_\_\_\_\_

Evacuation Location Emergency Contact: \_\_\_\_\_

Immediate Household Family (*those living in your primary home*) to Evacuate with You:

\_\_\_\_\_  
\_\_\_\_\_

*Due to the limited sheltering space available, if immediate household family members are planning to locate at a District sponsored shelter, a maximum of five (5) immediate household family members (not including the employee) are permitted. Those in excess of five (5) will be assisted in securing other shelter options.*

Special Needs of Immediate Household Family in Evacuation Status:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In-Home Pets: \_\_\_\_\_

Family Vehicles & License Plate Numbers:

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_





# FORT MYERS BEACH FIRE DEPARTMENT

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## Incident Check-In List

ICS 211

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>		<b>3. Check-In Location</b> (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other				<b>4. Start Date/Time:</b> Date: _____ Time: _____									
<b>Check-In Information</b> (use reverse of form for remarks or comments)																	
<b>5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:</b>							<b>6. Order Request #</b>	<b>7. Date/Time Check-In</b>	<b>8. Leader's Name</b>	<b>9. Total Number of Personnel</b>	<b>10. Incident Contact Information</b>	<b>11. Home Unit or Agency</b>	<b>12. Departure Point, Date and Time</b>	<b>13. Method of Travel</b>	<b>14. Incident Assignment</b>	<b>15. Other Qualifications</b>	<b>16. Data Provided to Resources Unit</b>
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											
<b>ICS 211</b>		<b>17. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____															



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## Incident Check-In List ICS 211

**Purpose.** Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

**Preparation.** The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

**Distribution.** ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

**Notes:**

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Check-In Location</b> <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post.  Other may include...
4	<b>Start Date/Time</b> <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> </ul>	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.



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## Incident Check-In List ICS 211

Block Number	Block Title	Instructions
	<b>Check- In Information</b>	Self explanatory.
5	<b>List single resource personnel (overhead) by agency and name, OR list resources by the following format</b>	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.	
6	<b>Order Request #</b>	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	<b>Date/Time Check-In</b>	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	<b>Leader's Name</b>	<ul style="list-style-type: none"> <li>For equipment, enter the operator's name.</li> <li>Enter the Strike Team or Task Force leader's name.</li> <li>Leave blank for single resource personnel (overhead).</li> </ul>
9	<b>Total Number of Personnel</b>	Enter total number of personnel associated with the resource. Include leaders.
10	<b>Incident Contact Information</b>	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	<b>Home Unit or Agency</b>	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	<b>Departure Point, Date and Time</b>	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	<b>Method of Travel</b>	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	<b>Incident Assignment</b>	Enter the incident assignment at time of dispatch.



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## Incident Check-In List

### ICS 211

15	<b>Other Qualifications</b>	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.
16	<b>Data Provided to Resources Unit</b>	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).