

1. Discussion Objective:

Work Session Date: May 19, 2014

To review the emergency operations plan and discuss what updates & changes should be made.

2. Submitter of Information:

- Council
- Town Staff
- Town Attorney

3. Estimated Time for this item:

30 minutes

5. Background:

The Emergency Operations Plan (EOP) was prepared by Fort Myers Beach Planning Group planning consultant Rodney Melsek, and was adopted on July 24, 2006. Town Council adopted Ordinance 10-08 in August 2010 to establish procedures for the declaration of a local state of emergency and providing for access to emergency preparedness funds. The Town's EOP has not been updated since 2006.

Exhibits:

Tab a – Ordinance 10-08

Tab b – Basic Plan from Fort Myers Beach EOP

Tab c – Response & Recovery Process from Lee County Comprehensive Emergency Management Plan

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
				JRO		

TOWN OF FORT MYERS BEACH
ORDINANCE NO. 10-08

AN ORDINANCE OF THE TOWN OF FORT MYERS BEACH, FLORIDA ESTABLISHING PROCEDURES FOR THE DECLARATION OF A STATE OF LOCAL EMERGENCY; PROVIDING DEFINITIONS; PURPOSE AND INTENT; AUTHORITY TO DECLARE A STATE OF LOCAL EMERGENCY; METHOD OF DECLARING AND TERMINATING A STATE OF LOCAL EMERGENCY; AUTHORITY OF TOWN COUNCIL; EFFECT OF DECLARATION OF A STATE OF LOCAL EMERGENCY; PROHIBITIONS DURING DECLARED STATE OF LOCAL EMERGENCY; ACCESS TO EMERGENCY PREPAREDNESS FUND; PENALTIES FOR VIOLATIONS; REPEAL OF PRIOR ORDINANCES; CONFLICT AND SEVERABILITY; AND EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Fort Myers Beach, Florida, desires to establish procedures for the declaration of a state of local emergency in the event of a natural or manmade disaster or emergency that affects or threatens to affect the Town; and

WHEREAS, Chapter 252, Florida Statutes, authorizes municipalities to declare a state of local emergency and to waive procedures and formalities otherwise required of political subdivisions to take whatever prudent action is necessary to ensure the health, safety, and welfare of the Town in the event of a state of local emergency; and

WHEREAS, there may be instances when it is difficult or impossible to obtain a quorum of council members for the purpose of convening an emergency meeting to declare a state of local emergency; and

WHEREAS, the Town Council desires to designate certain Town officials, delegate to those officials the authority to declare a state of local emergency, and authorize certain actions by those officials to respond to the emergency when a quorum of the town council is physically unable to meet.

WHEREAS, because of the existing and continuing possibility of the occurrence of a natural or man-made disaster or emergency and potential damage and destruction resulting therefrom and, in order to ensure the readiness of the Town to manage such events and generally provide for the protection of the public health, safety and welfare, it is hereby determined to be in the best interests of the Town of Fort Myers Beach that the following Ordinance be adopted.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE TOWN OF FORT MYERS BEACH AS FOLLOWS:

Section 1. Definitions.

For the purpose of this Ordinance, the term:

A. "Disaster" means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage, as follows:

(1) "Catastrophic disaster" means a disaster that will require massive state and federal assistance, including immediate military involvement.

(2) "Major disaster" means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.

(3) "Minor disaster" means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

B. "Emergency" means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

C. "Town" means the Town of Fort Myers Beach, Florida.

D. "Town Council" means the duly elected Town Council of the Town of Fort Myers Beach, Florida.

Section 2. Purpose and Intent

It is the intent of the Town Council to delegate to certain officials the authority to declare a state of local emergency in the event a natural or man-made emergency threatens the Town and to authorize those officials to take certain actions to respond to the emergency when a quorum of the Town Council is physically unable to meet.

Section 3. Authority to Declare a State of Local Emergency.

When an emergency has placed the citizens of the Town in danger of loss of life or property and a regular or special meeting of the Town Council cannot practically be convened due to lack of a quorum or otherwise, a local state of emergency may be declared by the Mayor of the Town; or the Vice Mayor, in the Mayor's absence; or by the Town Manager, in the absence of the Mayor and Vice Mayor; or by the Town Manager's designee, in the absence of the Mayor, Vice Mayor and Town Manager.

Section 4. Declaration of State of Local Emergency by Written Proclamation; Termination.

A state of local emergency shall be declared by written proclamation which is signed by the Mayor, or in his absence by the Vice Mayor, or by the Town Manager in the absence of the Mayor and Vice Mayor, or by the Town Manager's designee, in the absence of the Mayor, Vice Mayor and Town Manager. The state of local emergency shall continue until the Town Council determines that the threat or danger no longer exists and terminates the state of local emergency, provided, however, that the duration of any local state of emergency shall not exceed seven (7) days but may be extended, as necessary, by the issuance of additional proclamations, in seven (7) day increments. The state of local emergency shall continue until a meeting of a quorum of the Council is convened and terminates the state of local emergency by written proclamation. In the event a regular or special meeting of the Town Council cannot practically be convened due to lack of a quorum or otherwise, a local state of emergency may be terminated by the Mayor of the Town; or the Vice Mayor, in the Mayor's absence; or by the Town Manager, in the absence of the Mayor and Vice Mayor; or by the Town Manager's designee, in the absence of the Mayor, Vice Mayor and Town Manager.

Section 5. Authority of Town Council.

Nothing in this ordinance shall be construed to limit the authority of the Town Council to declare, extend or terminate a state of local emergency or take any action prescribed herein when convened in a regular or special meeting.

Section 6. Effect of Declaration of Local State of Emergency.

A declaration of state of local emergency shall activate applicable Town emergency plans and shall constitute authority for the following in lieu of the procedures and formalities otherwise required of the Town by law pertaining to:

- A. Performance of public work, and any other prudent action necessary to ensure the health, safety and welfare of the citizens of the Town.
- B. Entering into contracts.
- C. Incurring obligations.
- D. Employment of permanent and temporary workers.
- E. Utilization of volunteer workers.
- F. Rental of equipment
- G. Acquisition and distribution, with or without compensation, of supplies, materials and facilities.
- H. Appropriation and expenditure of public funds

Section 7. Prohibitions During Declared State of Local Emergency.

Whenever a state of local emergency declared pursuant to this Ordinance is in effect, the following prohibitions shall apply throughout the Town, unless and until one or more of such prohibitions have been waived or modified by action of the Town Council at a general, special or emergency meeting:

- A. It shall be unlawful and an offense against the Town for any person, firm, or corporation to use the Towns' potable water supply for any purpose other than cooking, drinking or bathing.
- B. It shall be unlawful for any person to be out on the public rights-of-way or other public areas of the Town between dusk and dawn, except for law enforcement officers, members of the Fort Myers Beach Fire Control District, emergency medical personnel, town council members, other persons authorized by the town manager, and regular employees of local businesses while traveling to and from their jobs, provided that such employees have in their possession personal identification and identification of the business where they are employed.
- C. It shall be unlawful for a person or her or his agent or employee to rent or sell or offer to rent or sell at an unconscionable price within the Town, any essential commodity including, but not limited to, supplies, services, provisions, or equipment that is necessary for consumption or use as a direct result of the emergency. The evidentiary standards and defenses contained in

Section 501.160, Florida Statutes, as amended, shall be used to determine whether a price is unconscionable.

Section 8. Access to Emergency Preparedness Fund Upon Declaration of State of Local Emergency.

Upon declaration of a State of Local Emergency, the Town's Emergency Preparedness Fund may be accessed by the Town Manager for any purpose, provided, however, that the Town Council may restrict the Town Manager's access to such funds by the adoption of a Town Resolution specifying restrictions on access. The Town shall have unrestricted access to the Town Emergency Preparedness fund for any purpose upon an affirmative vote of a supermajority of Councilmembers in any regular or special Town Council meeting. Supermajority, for purposes of this ordinance, shall be defined as an affirmative vote of four (4) Councilmembers.

Section 9. Penalties for Violations.

Any person who violates any provision of this Ordinance shall, upon conviction, be guilty of a misdemeanor and shall be subject to a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment not exceeding sixty (60) days in the Lee county jail, or both a fine and imprisonment.

Section 10. Repeal of Prior Ordinances, Conflict and Severability.

A. Town Ordinances 96-19, 99-06, 04-14, 05-16, 05-17, 5-23, 06-12, and 08-13 are hereby repealed in their entirety and have no force and effect. In addition, all sections or parts of section of any other Ordinance(s) or Resolution(s) of the Town in conflict herewith are hereby repealed to the extent of such conflict.

B. In the event any portion or section of this Ordinance is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Ordinance which shall remain in full force and effect.

Section 11. Effective Date.

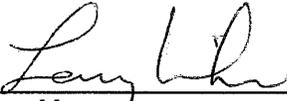
This Ordinance shall take effect immediately upon adoption by the Town.

The foregoing Resolution was adopted by the Town Council upon a motion by Council Member Mandel and seconded by Vice Mayor Raymond and upon being put to a vote, the result was as follows:

Larry Kiker, Mayor	aye	Bob Raymond, Vice Mayor	aye
Tom Babcock	aye	Jo List	aye
Alan Mandel	aye		

DULY PASSED AND ADOPTED THIS 2nd DAY OF AUGUST 2010, BY THE
TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH

ATTEST:

By: 
Larry Kiker, Mayor

By: 
Michelle D. Mayher, Town Clerk

Approved as to form and legal sufficiency:

By: 
James F. Boggs, Town Attorney



Emergency Operations Plan Fort Myers Beach, Florida

Basic Plan

Introduction

The Mayor, Town Council, Town Manager, appointed officials and citizens of Fort Myers Beach determined the need for a comprehensive, all-hazards approach to emergency management following the devastating hurricanes in Florida in 2004 and 2005. The outcome of that concern is this Emergency Operations Plan (EOP). It was developed to serve three purposes:

- A. To facilitate a local first response to emergencies.
- B. To assist the citizens of Fort Myers Beach during emergencies when individual and family capabilities are overwhelmed.
- C. To serve as a liaison with Lee and other counties, the State of Florida and the Federal government when assistance is necessary and authorized.

It has been clearly established that government is responsible for addressing the public's emergency needs in case of any emergency or disaster. This EOP establishes the overall authority, roles and functions performed by the officials of the town of Fort Myers Beach, Florida in an emergency. This EOP is a guide to how the Town of Fort Myers Beach will conduct all-hazards incident management and is built upon flexible, scalable and adaptable organizational authorities and policies. The plan:

- A. Assigns responsibilities to organizations and individuals for carrying out specific duties that may exceed the capability of any one organization, agency or individual.
- B. Establishes lines of authority and organizational relationships.
- C. Describes how citizens and property will be protected in emergencies.
- D. Identifies people, equipment, facilities, supplies and other resources that can be available during the response to and recovery from an emergency, within the jurisdiction of the town of Fort Myers Beach or by agreement with other jurisdictions.
- E. Identifies steps to address mitigation efforts.

Specifically, the Emergency Operations Plan describes:

- A. What emergency response actions will occur....
- B. Under what circumstances....
- C. Using what resources....
- D. Who will be involved and by and with what authority.

Purpose

The purpose of the Town of Fort Myers Beach Emergency Operations Plan (EOP) is to **provide guidance** to elected and appointed officials of the town, the citizens and business owners and operators on Fort Myers Beach, and officials and members of all public, private and volunteer entities which support this Plan regarding preparedness for, response to, recovery from and mitigation efforts associated with all levels of natural, technological or manmade incidents or threats of such incidents in order to:

- A. Ensure the delivery of uniform, effective, and expedient life-saving and life-sustaining assistance to the citizens.
- B. Stabilize an emergency and protect property.
- C. Improve traditional methods of the command and control of emergency operations resources by adhering to sound Incident Command System (ICS) principles.
- D. Clarify the roles and responsibilities of the elected and appointed officials of the town of Fort Myers Beach, FL, and officials and members of all public, private and volunteer entities which support this Plan in order to establish lines of authority and eliminate overlap and duplication of efforts.

Framework for Emergency Management

A. National Incident Management System (NIMS)

Town of Fort Myers Beach officials will participate in the National Incident Management System (NIMS) in order to facilitate rapid and efficient emergency disaster operations. In support of that system, the Fort Myers Beach EOP 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 EOP is organized consistent with the **4 PHASES** of emergency management:

1. **PHASE I:** preparedness; direction & control; resource acquisition & management; and warning, communication and public information.
2. **PHASE 2:** response; evacuation & re-entry; and health & medical needs.
3. **PHASE 3:** recovery
4. **PHASE 4:** 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.

B. Incident Command System (ICS)

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.

C. Authorizing Town Ordinance

Fort Myers Beach Town Ordinance No. 06-12 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 Emergency Operations Plan and all measures necessary to protect public health, safety and welfare in order to preserve the lives and property of the residents of Fort Myers Beach, Florida.

Focus

The focus of the Fort Myers Beach Emergency Operations Plan is on essential measures for protecting the public:

- A. Preparedness
- B. Resource acquisition and management
- C. Warnings, communications and public information
- D. Response
- E. Evacuation
- F. Health and medical needs
- G. Infrastructure restoration and recovery
- H. Mitigation

Current Situation

Potential Hazards

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. 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 basic necessities such as food, fresh water, and gasoline may be unavailable for extended periods.

Located on the trailing edge of the North American plate, Florida infrequently experiences earthquakes. The chance of tsunami on the western coast of Florida is considered remote, though not impossible. Both earthquake and tsunami could occur with little to no advance warning possible. The inundation resulting from tsunami would be sudden and could be more severe than storm surge; an earthquake of sufficient severity could disable utilities, destroy structures, and cause subsidence that could permanently inundate portions of the Town.

The risk of epidemic is increased in Fort Myers Beach by the seasonal migration of part-year residents and the regular influx of temporary visitors from thousands of miles away.

Other possible emergency risks include brush fires and urban fires, explosion, toxic or radioactive materials leak, terrorist attack, or ground subsidence or sinkhole.

Other long-term risks include coastal erosion, wind-driven soil erosion, invasive species, and accumulation of pollutants affecting air, water, and soil quality.

Geography

The Town's jurisdiction includes approximately 2.9 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 ocean 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.

Land Use

Land use in the Town is oriented toward the main tourist attractions of the beach and recreational boating, and limited by the transportation corridor of Estero Boulevard. 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-family homes are more common on tributary roads to the bay side of Estero Boulevard and along Estero Boulevard in the central portion of the island.

Demographics

The population of Fort Myers Beach was 6,561 in the 2000 census. Estero Island has a population density of 1,456 persons per square mile. The median age of residents is 59.1 years. Persons reporting forms of disability numbered 1,352, or 21 percent of the population. The census data indicate 8,429 housing units, of which 3,425 were occupied—2,632 by owner, 793 by renter. This leaves 5004 or 59.4 percent of the housing units unoccupied by permanent residents, indicating a very sizable seasonal population fluctuation. Of these units 4,156 were reported as being for seasonal, recreational, or occasional use, 686 for rent, 65 for sale, 40 rented or sold but not occupied, and 57 vacant for other reasons. The influx during "high season" 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 permanent residents, 462 or 7.2 percent identified their spoken language as a language other than English. Households in which no member over 14 years of age spoke only English or spoke another language and reported speaking English "very well" accounted for 116 persons. Only 28 persons reported speaking English "not at all," and 80 persons reported speaking English "not well." Approximately half of those speaking languages other than English reported speaking Spanish.

Economic Profile

The Town's workforce included 2,479 people as of the 2000 census, of whom 743 were in management, professional, and related occupations; 581 in service occupations; 724 in sales and office occupations; 274 in construction occupations; and 151 in production, transportation, and material moving occupations. According to the 2002 economic census, Town businesses accounted for 492 jobs in retail trade; 335 jobs in real estate; 49 jobs in professional and scientific services; 36 jobs in health care; 150 jobs in arts, entertainment, and recreation; 1037 jobs in accommodation and food services; and 121 jobs in other services other than public administration. The 64 retail trade establishments did nearly \$58 million worth of business; 30 real estate establishments did about \$18.5 million worth of business; 17 professional, scientific, or technical establishments did about \$6.2 million worth of business; 6 health care establishments did about \$2 million worth of business; 9 arts and recreation establishments did about \$14.2 million worth of business; 63 accommodation and food services establishments did about \$60.5 million worth of business; and 34 other services establishments did almost \$8 million worth of business. Per capita income was \$34,703.

Property values are high, with the much of the most valuable property located in the areas most exposed to storm surge and high winds. Many buildings were built prior to Lee County's imposition of flood regulations in 1984, and do not conform to elevation and other structural requirements that would help protect them from damage. A major hurricane could destroy structures and change the topography of the island, possibly to the extent of total loss of all real property in Fort Myers Beach with little to no possibility of rebuilding, in the event of extreme barrier island rollover. A more likely scenario, a less extreme disaster that could destroy or damage some parts of the island, would affect the most valuable property along the beach and in the downtown area most severely. Flood regulations would limit businesses' redevelopment prospects in the present commercial core areas because of existing and proposed revised velocity flood zones. 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.

Planning Assumptions

The following planning assumptions are provided in the absence of specific guidance, knowledge of location, and timing of possible emergencies.

- A. Government alone cannot protect the lives and property of the citizens and promote their well-being without forming partnerships with other jurisdictions, agencies, private sector groups, and volunteer organizations.
- B. Organizations at the local, State and Federal level will actively work together and share knowledge and resources with non-governmental service providers during emergency operations.
- C. Every level of Town of Fort Myers Beach government will participate in and contribute to emergency management.

- D. The citizens of the Town of Fort Myers Beach play a vital role in the overall emergency management concept.
- E. In times between emergencies or disasters, Town of Fort Myers Beach officials will focus emergency management efforts on mitigation and preparedness activities.
- F. Emergency managers will make rapid decisions based on the best possible intelligence.
- G. The effects of an emergency or disaster may overextend and overtax adjacent communities and jurisdictions and Lee County and may disrupt the delivery of supplies and services provided in Mutual Aid agreements.
- H. Emergency response resources will be identified, prioritized, and tracked in the most efficient manner possible. Resource shortfalls should be anticipated and methods sought to augment them.
- I. The Fort Myers Beach Emergency Operations Center (EOC) and Alternate (off-island) EOC will be located away from vulnerable, high-risk areas but be accessible to local officials and citizens in a convenient, safe location.
- J. During a major emergency, utility services may be disabled and may continue to be nonfunctional for an extended period. Public safety may be impaired due to the lack of police and fire protection and emergency medical response. Downed power lines, gas leaks, and damage to structures may cause serious safety hazards, and basic necessities such as food, water and fuel may be unavailable for an extended period to time.

Concept of Operations

Organization

As outlined in the Lee County Comprehensive Emergency Management Plan (CEMP), during a major disaster within Lee County an Incident Commander directs all county response efforts from a local command center.

The magnitude of emergency management actions coordinated between the Town of Fort Myers Beach and Lee County will vary depending upon the size of an emergency.

(See Annex B for a complete description of the Fort Myers Beach emergency management organization relative to Lee County operations)

The Town emergency management team will consist of the following positions:

- A. Emergency Manager-Town Manager
- B. Preparedness Coordinator-Town Manager
- C. Warning/Public Information Coordinator-Town Clerk
- D. Health/Medical Needs Coordinator –Public Services Supervisor

- E. Evacuation/Re-entry Coordinator-Public Works Director
- F. Recovery Coordinator-Community Development Director
- G. Mitigation Coordinator(s)-Community Development Director and Public Works Director
- H. Resource Manager – Finance Director

Responsibilities

In any organization that promotes effective and efficient operations somebody must be responsible for every action and activity. The Town emergency management team is no exception, and great detail is paid in this Plan to identifying responsibilities.

- A. The primary responsibilities of each team member are listed in the specific Annex relevant to their function.
- B. Team member responsibilities related to other functions are highlighted in *bold italics* throughout the Plan as those responsibilities are identified.
- C. Other government and voluntary agency responsibilities are highlighted in *bold italics* throughout this Plan as those responsibilities are identified.

Fort Myers Beach Emergency Manager

The position of Fort Myers Beach Emergency Manager will be filled by the Town Manager, or in the case of his/her incapacity or absence, will follow the line of succession among Town officials.

Upon Implementation of this Plan the *Town Emergency Manager* will:

- Represent Fort Myers Beach in the Lee County Unified Command structure.
- Ensure that all participating agencies, jurisdictions, entities and organizations are notified.
- Be responsible for all activities related to response, recovery and mitigation on Fort Myers Beach.
- Facilitate the decision-making process among members of the Town emergency management team.
- Play the key role in disseminating the decisions of the Town emergency management team.
- Ensure coordination of activities among participating persons, agencies, organizations, entities and jurisdictions.
- Facilitate establishing a common set of objectives and strategies during an emergency among all Town emergency management participants.

Prior to or following the implementation of the EOP the *Town Emergency Manager*:

- **WILL NOT** usurp the authority of the “local incident commander” at the scene of a serious but local incident (i.e. fire, traffic/boating accident, disruption of sewer or water). The role of managing first responders to those incidents rests with the senior on-scene official of the agency most-directly involved in response.

Duties of the *Town Emergency Manager*:

1. Advises, informs and reports to the Town Council and local elected officials regarding all emergency management activities.
2. With the *Town Attorney* coordinates between the Town Council and the Town emergency management team.
3. Coordinates all components of the Town emergency management program and planning process.
4. Analyzes, assesses and reports potential threats to the jurisdiction.
5. Oversees damage assessments following an emergency
6. Has day-to-day responsibility for overseeing emergency management programs and activities, to include:
 - Policy development.
 - Coordinating with other government agencies, the private sector, adjacent jurisdictions, volunteer agencies and local relief organizations on preparedness issues and emergency planning initiatives.
 - Assessing the availability and readiness of local resources and identifying shortfalls and ways of filling them.
 - Developing, implementing and managing public awareness and community education programs.
 - Monitoring the status of emergency facilities.
 - Monitoring the status of mitigation projects.
 - Training, exercises, and evaluations, to include involving the private sector and local relief organizations in these activities.
 - Monitoring the public alert system.
 - Establishing a network of expert advisors and inspectors for all potential hazards.
 - Recommending reviews and revisions to the EOP.
 - Finance/administration of emergency management programs.

Preparedness Coordinator—Town Manager

(See Annex A for primary duties)

Warning & Public Information Coordinator—Town Clerk

(See Annex D for primary duties)

Health & Medical Needs Coordinator—Public Services Supervisor

(See Annex G for primary duties)

Evacuation & Re-entry Coordinator—Public Works Director

(See Annex F for primary duties)

Recovery Coordinator—Community Development Director

(See Annex H for primary duties)

Mitigation Coordinator(s)—Community Development Director and Public Works Director

(See Annex I for primary duties)

Resource Manager—Finance Director

(See Annex C for primary duties)

**Fort Myers Beach
Emergency Operations Center**

The Emergency Operation Center (EOC) for the Town of Fort Myers Beach is at Town Hall, 2523 Estero Blvd. The EOC is a central location where emergency management personnel coordinate all activities during an emergency on Fort Myers Beach. The EOC centralizes decision-making and resource coordination.

A. Prior to an Evacuation from the Island

1. Upon implementation of this EOP and prior to an order to evacuate the island, Town Hall will function as the EOC. Staff and communications equipment will operate at that site.
2. Telephone # for a live operator is 239-765-0202. For an updated message only, the phone number is 239-765-0202 ext 140.

B. Alternate EOC

1. The alternate site for the Emergency Operations Center, if the Town Hall cannot be used, is located at the Masonic Temple at 17625 Pine Ridge Road (one third of a mile from the San Carlos Boulevard-Pine Ridge Road intersection). Staff and communications will operate at that site.
2. Telephone # for a live operator is 239-765-0202. For an updated message only, the phone number is 239-765-0202 ext 140.

C. Second Alternate EOC

1. The second alternate site for the Emergency Operations Center, if the Masonic Temple cannot be used, is the Clarion Hotel at 12635 South Cleveland Avenue, Ft. Myers, Florida.
2. Telephone # for live operator is 239-936-4300. For an updated message only, the phone number is 239-765-0202 ext. 140.

**Implementation of
The Emergency Operations Plan**

The Fort Myers Beach Emergency Operations Plan (EOP) will be implemented when the **Town Council** passes a proclamation declaring a “state of local emergency” described in Town Ordinance No. 06-12. A state of local emergency also provides the authority for the use of supplies, equipment, materials and facilities identified in the EOP.

The **Town Emergency Manager** will notify all relevant persons, agencies, jurisdictions, and organizations when the EOP is implemented.

The Fort Myers Beach EOP 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. As examples, no evacuations may be required, Lee County may not activate its emergency management organization, and Mutual Aid Agreements may not need to be implemented.

The **Town Emergency Manager** will consult with the **Town Council** to direct which portions of the EOP require implementation based on the situation.

Division of Responsibility

Fort Myers Beach **Town Manager and staff** are responsible for all emergency management operations on the island as described in the EOP consistent with Town Ordinance 06-12 and the Lee County Comprehensive Emergency Management Plan (CEMP).

- A. The **Town Manager or designee** coordinates closely with the Lee County Emergency Operations Center (LEEEOC) to assure compliance with the Lee Count CEMP, cohesiveness of emergency preparedness, response and recovery, and to accomplish mutual aid.

1. The LEEEOC is located at 2665 Ortiz Avenue, Ft. Myers, FL 33905-7804. The LEEEOC can be reached at 239-477-3600.
- B. The Mutual Aid Agreement is a statewide agreement between the Town and the Department of Community Affairs of the State of Florida. It includes all the local governments signing the Agreement.
 - C. A contract with a local contractor has been developed for mobilizing street cleaning and tree removal immediately following first responders on the scene of any emergency or following any major disaster.

Alert Levels & Tasks

- A. **Alert Level 1:** No threat of an emergency--day to day functioning in non-emergency status. Under normal circumstances Town Hall remains at Alert Level 1 and the EOP is constantly being improved. Example: From the end of tropical storm season to June 1, the Town Hall functions at alert level 1.
- B. **Alert Level 2:** Low alert--some indication of a threat of an emergency exists--low to moderate potential for emergency status. The Town Hall makes general emergency preparedness a top priority but general operations priorities continue simultaneously. General preparedness responsibilities as assigned by the EOP are double-checked for complete long-term preparedness. Example: from June 1 through the end of hurricane season, the Town Hall remains on low alert but tropical storm formation which could affect the Town is not expected in the next 48-hour window. Normal Town Hall functions with an overarching priority of emergency preparedness.
- C. **Alert Level 3:** Moderate alert--clear indication of a threat of an emergency--moderate potential for emergency status. The Town Hall makes specific emergency preparedness and response the top priority and general operational priorities are suspended or subordinated to specific preparedness tasks and response planning as assigned by the EOP in anticipation of a threatened disaster. Examples: the Town is within the five day cone of uncertainty for a tropical storm that is predicted to reach hurricane status. In the aftermath of a disaster, recovery operations have become routine and Town Hall uses best efforts to resume standard level of general operations.
- D. **Alert Level 4:** High alert--imminent emergency--high potential for emergency status. The Town Hall suspends all general operations and emergency operations are activated.
 1. The evacuation and re-entry plan is consistently and repeatedly communicated through direct means to residents, businesses and media.
 2. Response planning and recovery responsibilities as assigned by the EOP are reviewed and tasks are assigned as necessary in preparation for an imminent disaster.

Examples: The Town is within the 72-hour cone of uncertainty for a category 1 hurricane showing little potential for weakening. In the aftermath of a disaster, recovery operations continue on a day-to-day basis

and general operations are suspended or subordinated as necessary to prioritize and facilitate the Town's full recovery

- E. **Alert Level 5: Disaster**—the Town Hall functions full time as the Town Emergency Operations Center (EOC) whether on or off island and assigned responsibilities and tasks in the EOP are executed thru response to recovery. Hour-to-hour and day-to-day operations are in accordance with the EOP. Example: A Category 1 hurricane has delivered a direct blow to the town and essential services are not yet available to all or portions of the island and a response and recovery operation is necessary.

Sequence of Events

- A. **Before an implementation of the EOP:** The Town Hall remains at alert level 1. Disaster preparedness planning is ongoing as new information and ideas are identified by Town officials and appropriate revisions are made to the EOP.
- B. **During an implementation of the EOP:** The Town Hall is at an alert level higher than 1. The Town Manager is functioning primarily as Emergency Manager with general Town Manager responsibilities subordinate to emergency operations. Town Hall functions are guided first by the EOP with other functions subordinate to emergency management responsibilities and tasks.
- C. **After an implementation of the EOP:** The Town Hall moves to return from emergency operations to alert level 1 and resumes normal operations. Incident Action Plan(s) (IAP) and results are reviewed by the Town operations element for indications of improvements that may be made to the EOP. EOP is revised to include improvements and any suggested policy changes are forwarded to the Town Council for action.

Aid

The Town will respond and assist any Fort Myers Beach resident or property owner, if possible, in communicating with the entity responsible for or best positioned to provide the asset(s) to meet the unmet needs, or provide other information as relevant to meeting the unmet need(s). The Town has and will continue to participate as partners with other jurisdictions in terms of seeking and providing aid through mutual aid agreements.

Requiring Proper Identification

All agencies/organizations and other jurisdictions that are listed in this Plan will coordinate with Town officials to ensure that their representatives/responders are in possession of a proper ID for use during emergency management activities.

Finance and Logistics

In times of a declaration of a local emergency, the Town suspends its normal purchasing procedures to allow for obtaining the necessary supplies and equipment to respond to the emergency (Section 6A of Ordinance 06-12).

Ordinance 06-12 provides authority for the Town of Fort Myers Beach to declare a State of Local Emergency and to waive the procedures and formalities otherwise required of political subdivision by law pertaining to:

- A. Performance of public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community.
- B. Entering into contracts.
- C. Incurring obligations.
- D. Employing permanent and temporary workers.
- E. Utilizing volunteer workers.
- F. Renting equipment.
- G. Acquiring and distributing, with or without compensation, supplies, materials and facilities.
- H. Appropriation and expenditure of Public funds.

The Finance Office, *Town Resource Manager*, will, however, track all emergency related expenditures and ensure that proper documentation is kept to maximize the Town's ability to recover all State and Federal reimbursement allowed to the Town.

Maintaining the Emergency Operations Plan

The *Town Manager, staff and Town Council* will review the EOP yearly and make revisions and updates in coordination with participating persons, agencies, entities, jurisdictions and organizations identified in this Plan.

Training, Exercises & Evaluations

The *Town Emergency Manager* will be responsible for training and exercises related to the *EOP*. Training of emergency management personnel should focus on:

- A. What they are supposed to do—clarify roles and responsibilities.
- B. When they are to do it.
- C. How they are to do it, to include:
 - 1. Policies, plans and procedures related to their jobs.
 - 2. Coordinating their efforts with the other agencies, organizations and jurisdictions in emergency situations.

3. Reporting (communicating needs and status).

Training will include a wide-range of activities from classroom training, on-the-job training, use of checklists, worksheets and/or other job aids (Standard Operating Procedures (SOP) etc.).

The ***Town Emergency Manager*** will develop exercises that:

- A. Test and evaluate the *EOP*, policies and procedures.
- B. Identify resource gaps.
- C. Improve coordination with partner agencies, organizations and jurisdictions.

Progressive Community Exercise Program

Training for potential response operations will be held in conjunction and cooperation with other local responding agencies and will be an ongoing commitment. A comprehensive Progressive Community Exercise Program will be established by the ***Town Emergency Manager*** to exercise this Plan.

The Town Emergency Manager will maintain records of these exercises. Feedback related to the outcome of these exercises will be solicited by the ***Town emergency management team*** and delivered to the Town Council (see Supplement XI). The ***Town Council*** will review the feedback in order to improve emergency management activities within the Town.

Regardless of established normal job descriptions and normal duties, all members of the Town of Fort Myers Beach staff and Town emergency management team will be encouraged to familiarize themselves as much as possible with their roles in emergency response situations and will be supported by the Town in so doing.

Authorities & References

Chapter 252, Florida Statutes, Article VIII, Section 2, Florida State Constitution.

Chapter 166, Article X, Fort Myers Beach Town Charter.

Ordinance 06-12, Post Disaster Recovery and Reconstruction (See Supplement VI.)

Lee County Comprehensive Emergency Management Plan, 2001

The National Response Framework (NRF) and those Federal plans and underlying enabling authorities covered thereby

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, et seq.)

The National Incident Management System (NIMS), available at the NRF Resource Center at www.fema.gov/NRF

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Section: 2		Date Issued: 09/2013
Revision: 1	Response & Recovery Process Overview	Next Review: 04/2014
Prepared By: C Fournier		Approved By: FDEM
Revised By: Bloodvl on January 17, 2014		Approval Date: 11/01/2013

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PURPOSE:

This Section provides an overview of the Response and Recovery process used to respond to a disaster. It describes the three (3) disaster types and the level of Emergency Response they trigger. The major recovery activities are listed under each recovery period. Also included is a description of the County's overall EM structure based on the ICS/NIMS and the specific Principles and Operating Guidelines governing Response and Recovery activities. Specific attachments regarding supporting entities are also included.

LEVELS OF RESPONSE:

Response and Recovery efforts vary with the disaster's size and level of impact. Since the majority of disasters are minor, the responses used and experience gained from these efforts can be applied to major and catastrophic disasters. In addition, Mutual Aid Resources will bring their own experience gained from responding to Disaster Incidents in their communities to Lee County's Response and Recovery efforts.

RESPONSE TO RECOVERY ACTIVITIES:

Moving from Response to Recovery is not a linear process. A good example is emergency sheltering (response) will still be in progress, while some of the shelterees will be moving into temporary housing, which is a part of the recovery process.

RECOVERY ACTIVITIES:

The activities used depend on the level of disaster. Activities may be added, deleted or changed as conditions dictate. Recovery activities are grouped into three (3) major phases.

1. Immediate Emergency Period
2. Short Term Recovery Period
3. Long Term Recovery Period

Attachments:

- Attachment A- Disaster Advisory Council
- Attachment B- Long Term Recovery Committee
- Attachment C- Post Disaster Redevelopment

1 **Emergency Organization Structure:**

2 Executive Policy Makers provide overall organizational direction. Executive Policy Makers are
3 comprised of the BoCC, the Clerk of the Court, the Lee County Sheriff and a selected elected
4 official from each municipality. They assess of community conditions, develop overall policies
5 and goals to guide recovery efforts and execute legal ordinances or resolutions necessary to
6 support recovery efforts.

7
8 In certain major, and all catastrophic, disaster settings, a Legal Sector is activated to assist the
9 Executive Policy Makers. The Legal Sector is staffed by the County Attorney and provides
10 advice on ordinances, resolutions and/or declarations; reviews authority levels in disaster
11 situations; and monitors State and/or Federal Declarations for applicability to Lee County.

12
13 The Lee County Director of Emergency Management, working in conjunction with the County
14 Manager (as the Chair of the Disaster Advisory Council), is responsible for coordinating recovery
15 activities, with the Disaster Advisory Council/Post-Disaster Recovery Task Force as the
16 responsible entity.

17
18 **Incident Management System (IMS) Structure**

19 The Lee County IMS uses NIMS and ICS to manage disaster response and recovery activities.
20 The system consists of the following Command and General Staff positions. A more detailed
21 organization chart is available in Annex A1.

22

Incident Command (Outcome Focus)	Provides overall incident direction and management
• Liaison Officer	Coordinates with parties who are not a part of the response organization, but can influence the outcome.
• Safety Officer	Overall responsibility for safety during the response. Not normally staffed in the Emergency Operations Center
• Public Information Officer	Works with all media formats to provide appropriate and timely information to community
Operations Section (Task Focus)	Manages response and recovery activities
Planning Section (Information Focus)	Manages information collection, analysis, forecasting and dissemination
Logistics Section (Resource Focus)	Provides facilities, services and materials to meet identified needs
Finance / Admin Section (Cost Management Focus)	Provides administrative, financial and legal support to incident activities

23

24 In addition to the Command and General Staff positions, certain other organizational elements
25 are commonly used as needed. These include, but are not limited to the following:

26

Geographic Division	Depending on the size of the disaster, the area may be broken down into Geographical Units called Divisions. These units help ensure that Response and Recovery activities are focused on identified problems within a specific area, and reduce the possibility of the disaster overwhelming management's ability to respond to it (See Section 4 of this plan for additional detail).
Strike Team	Resources of the same kind and type, with a single leader and common communication, grouped together to carry out a temporary assignment.
Task Force	Resources of different types, with a single leader and common communication, grouped together to carry out a temporary assignment.
Groups	Activities within the Operations Section may be assigned to Groups. Groups are formed when coordination is needed to carry out a specific tasks or functions (See Section 7 for more detail).
Branch	A Branch is established to effectively manage many activities, among Divisions and Groups, by maintaining an effective Span of Control (3 to 7 personnel).

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Example Response and Recovery Activities by Section

Incident Command Results Focused	<ul style="list-style-type: none"> • Liaison with city, state, federal and other entities • Mutual Aid Response • Public Information • Safety
Operations Section Task Focused	<ul style="list-style-type: none"> • Search and Rescue • Security • Debris Clearance, Removal & Disposal • Fire and Hazardous Materials • Air Operations • Medical Care for survivors • Public Health (water, waste water, animal control, etc.) • Essential Service Restoration (electricity, water, etc.) • Repair and Restoration (temporary, permanent repairs)
Planning Section Information Focused	<ul style="list-style-type: none"> • Damage Assessment (initial, detailed, permitting) • Training (briefings, public education) • data collection, resource tracking, incident action plans • Recovery Planning (redevelopment, hazard mitigation) • Special Task Forces (research, analysis, reports)
Logistics Section Resource Focused	<ul style="list-style-type: none"> • Resource Management/Distribution (facilities) • Sheltering and mass feeding • Transportation

	<ul style="list-style-type: none"> • Communications • Relief Services (housing, rental assistance, outreach) • Volunteer Coordination (Goods and Services)
Finance / Admin Section Cost Management Focused	<ul style="list-style-type: none"> • Federal Disaster Relief Assistance (individual, public) • Documents (time and material costs, injury claims) • Legal Support (advice, development of ordinances) • Finance (procurement, contract management)
Recovery Task Force	<ul style="list-style-type: none"> • Establish/rescind temporary moratoriums • Policy recommendations - development regulations • Policy recommendations - construction standards • Policy recommendations - infrastructure redevelopment • Policy recommendations - hazard mitigation • Liaison with the Disaster Field Office

1

2 **Principles Governing Response and Recovery Activities**

3 The transition from response to recovery is different for every event and many parameters are
 4 inexact and subjective. There will seldom be a bright line to delineate the transition. The Lee
 5 County Emergency Operations Center evaluates eighteen (18) individual parameters using a
 6 Red, Yellow, Green color coded assessment to identify the transition from Response to
 7 Recovery. Red indicates a parameter remains in Response. Green indicates the parameter is
 8 clearly in Recovery. Yellow parameters are somewhere in-between. (Specific details are
 9 contained in the Response Recovery SOP.) The evaluated parameters are listed below:

10

- | | | |
|-------------------------|--------------------------|---------------------------|
| 11 1. Curfews/Security | 17 7. Emergency Services | 23 13. Schools |
| 12 2. Damage Assessment | 18 8. Health Care | 24 14. Government Offices |
| 13 3. Shelters | 19 9. Electricity | 25 15. Debris |
| 14 4. Search & Rescue | 20 10. Water | 26 16. Elections |
| 15 5. Communications | 21 11. Sewer | 27 17. Telephone |
| 16 6. Road & Bridges | 22 12. Fuel | 28 18. Food, Water, Ice |

29

30

31 **Recovery Activities**

32 In a major or catastrophic disaster, the Lee County Post-Disaster Redevelopment Plan guides
 33 Redevelopment and Hazard Mitigation Activities. This information is contained in Section 3 of
 34 this plan. The organizational structure for recovery is shown in Annex A1.

35

36 The Lee County Post-Disaster RTF is activated in certain major and all catastrophic disasters to
 37 provide policy guidance and recommendations to both elected Policy Makers and Incident
 38 Command governing Long Term Recovery, Post-Disaster Redevelopment and Hazard Mitigation
 39 Activities. The following identifies the major recovery activity to be undertaken under each of

1 these headings:
2

<p>Hazard Mitigation</p>	<ul style="list-style-type: none"> • Project Evaluation and Priority identifies which mitigation projects will be funded based on the Joint Unified Local Mitigation Strategy’s mitigation initiatives list. • Grant Application covers the process of applying for available grants to fund the chosen mitigation initiatives. • Threat Assessment/Policy and Plan Revision evaluates the community’s vulnerability based on the experience with the disaster and recommends changes to plans or policies governing future response and recovery efforts.
<p>Post Disaster Redevelopment (See Attachment C)</p>	<ul style="list-style-type: none"> • Debris Management – This is in accordance with the FEMA approved county Debris Management Plan. • Financial Reimbursement – This covers efforts to recover eligible costs under public assistance programs available under federal statutes governing response and recovery expenses. • Buildback Policy – This provides guiding principles, rules or guidelines for rebuilding damaged buildings and structures according to policies and standards contained in the Lee Comprehensive Plan, land development regulations and applicable administrative codes. • Economic Recovery – This addresses efforts to rebuild the business community according to written plans and policies • Tourism Recovery – This addresses efforts to rebuild and advertise the viability of the community’s tourism industry according to written plans and policies
<p>Long Term Recovery (See attachment B)</p>	<ul style="list-style-type: none"> • Disaster Recovery Centers addresses opening, operation and closing of Disaster Recovery Centers operated by FEMA and/or the State. • Disaster Housing addresses the provision for housing for those needing it following a major or catastrophic disaster incident. • Case Management addresses unmet needs related to housing and other survivor assistance.

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The major activities carried out during each phase are summarized below:

Immediate Emergency (Humanitarian Relief)

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|---|--|
| <ul style="list-style-type: none"> 8 • Transportation 9 • Sheltering and Mass Feeding 10 • Public Information/Education 11 • Coordination with municipalities 12 • Mutual Aid Response | <ul style="list-style-type: none"> 13 • Volunteer Response and Management 14 • Resource management and distribution 15 • Emergency communications 16 • Temporary building permit moratoriums 17 • Enactment of special ordinances |
|---|--|

- | | |
|---|---|
| 1 • Search and Rescue | 6 • Initial Impact Assessment |
| 2 • Emergency Medical Care | 7 • Implement Legal/Financial Procedures |
| 3 • Safety, Security, Traffic Control | 8 • State of Local Emergency (SoLE) |
| 4 • Initial Impact Assessment | 9 • Disaster declaration |
| 5 • Emergency Medical Care | 10 • Emergency Debris Clearance |
| 11 | |
| 12 Short Term Recovery (Restoration) | |
| 13 • Re-Entry | 18 • Restoration of essential services |
| 14 • Detailed Damage Assessment | 19 • Relief services |
| 15 • Debris clearance and removal | 20 • Temporary repairs to facilities |
| 16 • Federal assistance (Individual / Public) | 21 • Restoration of public health services |
| 17 • Resource distribution | |
| 22 | |
| 23 Long Term Recovery (Reconstruction) | |
| 24 • Environmental Management | 31 • Complete restoration of infrastructure |
| 25 • Animal control | 32 • Debris disposal |
| 26 • Natural resource restoration | 33 • Economic redevelopment |
| 27 • Evaluation of development regulations | 34 • Community redevelopment |
| 28 • Evaluate construction standards | 35 • Hazard mitigation |
| 29 • Evaluate infrastructure designs | 36 • Risk assessment/review |
| 30 • Permanent facility repair/reconstruction | 37 • Acquisition of damaged property |

Agencies that would be involved in these activities include, but are not limited to:

- Lee County Emergency Management
- United Way
- Lee County Department of Human Services
- SERT
- American Red Cross
- FEMA
- The Salvation Army
- Harry Chapin Food Bank
- Florida Department of Children and Families
- Goodwill Industries
- Habitat for Humanity
- Faith-Based Organizations

*Please find their roles and responsibilities in Attachment B

Attachment A Disaster Advisory Council

DISASTER ADVISORY COUNCIL AND RECOVERY TASK FORCE

A Disaster Advisory Council is established. The Council's functions will primarily be pre-disaster planning and post-disaster recommendations. The Disaster Advisory Council will meet on a continuing and regularly scheduled basis. The Council's duties and responsibilities include, but are not limited to:

- Overseeing the recovery and reconstruction process.
- Advising the Board of County Commissioners on relevant recovery and reconstruction issues.
- Identifying opportunities to mitigate future loss of life and property damage.
- Maintaining a Post-Disaster Redevelopment Plan.
- Developing procedures to carry out the County's build-back policy.
- Maintaining established policies for redeveloping high hazard land areas that have sustained repeated damage from flooding or hurricanes.
- Defining principles and establishing criteria for prioritizing acquisition of property damaged as the result of a major or catastrophic disaster.
- Establishing committees and subcommittees to deal with issues arising during the disaster recovery process.
- Implementing a management system that allows for rebuilding and reconstruction to be conducted in an orderly and timely manner.
- Developing procedures that promote the mitigation of future disaster damage.
- Setting priorities to guide community redevelopment following a major or catastrophic disaster.
- Making recommendations for participation in federal and state post-disaster hazard mitigation planning.
- Evaluating damaged public facilities and formulating mitigation options (i.e., repair, replace, modify or relocate).
- Making recommendations for revision of the County's redevelopment plan in conjunction with federal, state, and local emergency officials.
- Coordinating response activities with municipalities and the state by constant communication and focused efforts.

Chair of the Disaster Advisory Council.

The County Manager (or designee) will serve as the Chair of the Disaster Advisory Committee. County Public Safety and Emergency Management personnel will serve as staff for the Disaster Advisory Council. The Chair of the DAC is responsible for all coordination of recovery activities

in the county (including municipalities) as well as providing liaison activities with the Joint Field Office and State Recovery staff.

Composition of Disaster Advisory Council.

The Disaster Advisory Council will consist of the following officials and such other officials as may be approved annually by the Board of County Commissioners:

County Manager	County Utilities Director
County Attorney	County Solid Waste Director
County Administrative Services Director	Local Planning Agency Member
County Public Safety Director	City of Cape Coral Liaison
County Parks and Recreation Director	City of Fort Myers Liaison
County Community Development Director	City of Sanibel Liaison
County Transportation Director	Town of Fort Myers Beach Liaison
County Transit Director	City of Bonita Springs Liaison
County Human Services Director	County Sheriff Liaison
County Public Works Director	County School District Liaison
County Visitor & Convention Bureau Director	SW Florida Regional Planning Council Liaison
County Port Authority Director	South Florida Water Management District Liaison
County Equal Opportunity Manager	Member of the Lee County Historic Preservation Board
County Health Department Director	
County Medical Examiner	
County Economic Development Director	

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Representatives of the community such as representatives from Chamber of Commerce, hospital, religious community, private water or wastewater utilities and power companies.
Representative from the Lee County Fire Chiefs Association

A Representative as appointed by each member of the Board of County Commissioners
The officials set forth above may be represented by a designee chosen to serve in their place providing the appointment is made in writing to the Disaster Advisory Council Chair.

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Attachment B
Long Term Recovery Committee

Mission

“To aid Lee County citizens’ recovery plans by using a holistic approach to long-term recovery, maximizing public and private resources to facilitate an efficient and effective system addressing the unmet needs of disaster survivors without duplicating services.”

Recovery Partners

The LTRC consists of representatives from Lee County social service agencies and faith-based organizations involved with disaster recovery. The purpose of the LTRC is to coordinate the efforts among community social services, FEMA, the State, and local government to address the unmet needs of families and individuals. Experience has shown that a strong, well-organized long-term recovery committee enhances a coordinated response.

The following agencies come together to form the Long Term Recovery Committee:

Primary Agencies:

- Lee County Emergency Management
- United Way
- Lee County Department of Human Services
- SERT
- American Red Cross
- FEMA

Supporting Agencies:

- The Salvation Army
- Harry Chapin Food Bank
- Florida Department of Children and Families
- Goodwill Industries
- Habitat for Humanity
- Faith-Based Organizations

All of these entities are considered essential agencies in the recovery process. These agencies are divided into the following functional groups, to streamline the recovery process, and ultimately increase communication and decrease duplication of benefits

- Housing and Infrastructure (Find more information about Lee County Housing Plan-Annex I)
- Food & Water
- Personnel
- Clothing and Supplies
- Transportation

- 1 • Financial Aide
- 2 • Faith Based
- 3 • Local Government
- 4 • Private Sector

5

6 Agency Roles and Responsibilities

7

8 We recognize that these agencies will and do hold additional roles and responsibilities not
9 isolated to only Long Term Recovery, but the entire Recovery Phase. These descriptions identify
10 possible roles and responsibilities throughout all the phases.

11

12 Primary Agencies:

13

14 **Lee County Emergency Operations Center (EOC)**

15

- 16 • Lee County EOC is organized around the National Interagency Incident Management
17 System (NIIMS) principles, usually referred to as the Incident Command System (ICS).
18 All personnel housed at the EOC in times of emergency are now trained in ICS
19 principle.
- 20 • The EOC is the official County Warning Point. They are the lead agency in the
21 emergency activation, relief, and immediate response.
- 22 • They are the lead for opening the Disaster Recovery Centers (DRCs), and will use an
23 identified Point of Distribution (POD) location as a multi-purpose center for
24 hurricane recovery efforts. This is their POD for supplies and for deployment of
25 volunteers. The Emergency Management Coordinator is the contact.

25

26 **State Emergency Management Team (SERT)**

27

- 28 • Develops state and county Emergency Operations Plans for emergency response.
- 29 • Identifies and coordinates resources to assist in response and recovery.
- 30 • Works closely with EOC in damage assessment.

30

31 SERT Voluntary Agency Liaison

32

- 33 ○ Assists with housing coordination between LTRC and FEMA
- 34 ○ Acts as our contact for available FEMA trailers and mobile homes.
- 35 ○ Coordinates with the state/local Voluntary Organizations Active in Disasters
36 (VOAD) for information exchange and identification of resources.

36

37 **Federal Emergency Management Agency (FEMA)**

38

- 39 • Coordinates required resources in a federally declared disaster to assist the EOC and
40 state authorities in responding to, and recovering from, the disaster.
- 41 • Assists in developing plans and training for emergency preparedness.

41

42

FEMA Voluntary Agency Liaison (VAL)

- 1 ○ Works closely with local EOC and voluntary organizations in providing goods
- 2 or services to disaster survivors.
- 3 ○ Identifies and refers unique individual and family situations, for which
- 4 assistance cannot be provided through existing programs.
- 5 ○ Attends the Long Term Disaster Recovery Committee meetings to stay
- 6 informed of survivors with housing needs, and maintains a close working
- 7 relationship with the disaster recovery coordinator.

8
9 **American Red Cross (ARC)**

- 10 • Works closely with local/state/federal emergency management staff in planning and
- 11 preparedness for disaster response and is one of the first responders.
- 12 • Opens shelters within the community for immediate individual needs. These
- 13 shelters are already pre-established and have written agreements. ARC assumes
- 14 liability when they open a shelter.
- 15 • Responsible for Case Management process.

16
17 **American Red Cross Liaison to Voluntary Agencies**

- 18 ○ Communicates with local agencies regarding Red Cross response and
- 19 recovery activities through LTRC meetings.
- 20 ○ Conducts an initial assessment for individual unmet needs and opens a case
- 21 based on information provided by disaster survivor.
- 22 ○ Provides individual client emergency services based on initial disaster
- 23 assessment.
- 24 ○ Transitions case load to long-term recovery case managers for entry into
- 25 database and long-term case management.

26
27 **United Way of Lee County**

- 28 • Operates storm hotline (211) in partnership with EOC.
- 29 • Shares information with first responders – American Red Cross and The Salvation
- 30 Army.
- 31 • Provides information and referral services: (239) 433-3900 or
- 32 www.unitedwaylee.org. (covers Lee, Hendry, and Glades)
- 33 • Attends all LTRC meetings, and is our primary source of funding information.

34
35 **Lee County Human Services**

- 36 • Assists Lee County EOC, American Red Cross, and state and federal emergency
- 37 management staff in preparedness for disaster response. Begins preparation for
- 38 long-term recovery.
- 39 • GIS will survey impacted areas, develop maps for out-of-county workers, identify
- 40 outcome of impact, and preliminary housing needs.
- 41 • Provides supervision of case managers and office space (if available).

42 **Supporting Agencies:**

43

1 **The Salvation Army**

- 2 • While continuing to provide immediate response services, the Salvation Army will begin
3 to coordinate with governmental entities to execute Lee County’s long-term disaster
4 recovery plans.
5 • Assist Lee County staff with donations and volunteer management.
6

7 **Harry Chapin Food Bank**

- 8 • Using their broad network of partner agencies, Harry Chapin Food Bank will distribute
9 food and water to disaster survivors.
10

11 **Florida Department of Children and Families**

- 12 • Florida DC will have Economic Self-Sufficient staff on site at the Disaster Recovery
13 Centers (DRCs) to handle replacement food assistance for clients who lost food due to
14 power outages or flooding.
15 • The Substance Abuse and Mental Health Program Office will work with providers to staff
16 centers with crisis counselors as well.
17 • Will operate “Food for Florida” disaster relief program, providing food assistance, under
18 federal guidance from the U.S. Department of Agriculture, Food and Nutrition Service.
19

20 **Goodwill Industries**

- 21 • Working in conjunction with the Red Cross and the Salvation Army, Goodwill will offer
22 employment placement programs and support, including, but not limited to child care,
23 housing, mentoring and transportation services.
24

25 **Habitat for Humanity**

- 26 • Will collaborate with community leaders and local government for housing options.
27 • Offers technical and organizational expertise in order to begin construction of
28 transitional shelter and new housing.
29 • Assists in housing repairs and reconstruction.
30 • Facilitates activities such as land preparation, construction activities, and skills training.
31 • Educates public on various aspects of shelter and house construction.
32

33 **Faith-Based Organizations**

- 34 • Provides emotional and spiritual care in community on an as needed basis.
35
36
37
38

39 Individual Sequence of Delivery

40
41 Disaster assistance is dependent upon a sequential order of accessing many programs, referred
42 as Sequence of Delivery. Adherence to Sequence of Delivery enables government and voluntary
43 agencies to work together and help avoid Duplication of Benefits (DOB). This is important

1 because it maximizes limited resources and gives guidance for meeting disaster-related long-
2 term recovery needs; also because the duplication may be illegal; impede funding, and lead to
3 legal action against the client.

4
5 A sequence for delivery of assistance to individuals begins when there is a federal declaration
6 for the disaster and government programs of various types are activated.

7
8 The Sequence of Delivery in a disaster with a Federal Declaration is:

- 9 • Local government and voluntary agencies' emergency assistance
- 10 • Personal Insurance: Homeowners, Renters, and/or National Flood Insurance
11 Program (NFIP)
- 12 • Housing Assistance – FEMA
- 13 • SBA Disaster Loans
- 14 • Other Needs Assistance (ONA)
- 15 • Long-Term Recovery Committee

16 **Voluntary Agencies**

- 17 • Various voluntary agencies have response capabilities in their disaster planning.
18 These agencies work closely with local and state emergency management to provide
19 shelter, food, clothing, and replacement of medical supplies (prescriptions,
20 eyeglasses, etc.).
- 21 • These capabilities are not dependent upon a Presidential Declaration in order to be
22 initiated.

23 **Personal Insurance**

- 24 • Owners/Renters who have insurance need to contact their insurance agent at the
25 earliest possible time after the disaster.
- 26 • Insurance coverage is settled before a survivor is determined eligible for Federal
27 programs – however; they should still apply to FEMA.
- 28 • NFIP is a requirement for owners who reside in the flood plain. Renters may have
29 purchased NFIP insurance for contents only.

30
31 **FEMA's Individuals and Households Program (IHP) / Small Business Administration Loans**
32 **(SBA)**

33 These programs are a combined FEMA and State program that provides money, and help to
34 people in the declared disaster area whose property has been damaged or destroyed and
35 whose losses are not covered by insurance.

36 **Housing Assistance – FEMA**

- 37 • Temporary Housing (a place to live for a limited period of time) – Money to rent a
38 different place to live, or a government provided housing unit when rental
39 properties are not available.
- 40 • Repair – Repairs to your home and/or replacement of damaged items are limited to
41 making your home safe and sanitary so you can live there. FEMA will not pay to
42 return your home to its condition before the disaster.

- 1 • Replacement – This type of assistance offers a limited amount of money to replace a
2 disaster-damaged home.
- 3 • Permanent Housing Construction – Direct assistance or money for the construction
4 of a home. This type of assistance available only in insular areas or remote locations
5 specified by FEMA, where no other type of housing assistance is possible. Insular
6 areas are: Guam, the U.S. Virgin Islands, Commonwealth of the Northern Mariana
7 Islands, and American Samoa.

8

9 **Small Business Administration (SBA) Disaster Loans**

- 10 • Prior to receipt of further assistance, an **SBA application must be filed** if a packet is
11 received. If the applicant is eligible for an SBA Disaster Loan, they will not be eligible
12 for a grant; however, even if they believe they will not be eligible they must still fill
13 out the application and return to be considered for any assistance.
- 14 • SBA assistance is available to homeowners and renters for restoring or replacing
15 disaster damaged real and personal property.
- 16 • The loan amount is limited to the amount of uninsured SBA verified losses.

17

18 **FEMA/State Other Needs Assistance (ONA)**

- 19 • There may be money for necessary expenses and serious needs caused by the
20 disaster.
- 21 • These needs include (but are not limited to):
 - 22 medical
 - 23 dental
 - 24 funeral
 - 25 personal property
 - 26 transportation
 - 27 moving
 - 28 storage

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Attachment C
Post Disaster Redevelopment

Post-Disaster Recovery Task Force

A Post-Disaster Recovery Task Force is comprised of the following nine officials:

County Manager	Financial Recovery Coordinator County Administrative Services Director
Public Safety Director	Economic Recovery Coordinator County Economic Development Director
Chief Building Official	Hazard Mitigation Coordinator County Public Safety Director
Public Works Director	Tourism Recovery Coordinator County Visitor & Convention Bureau Director
	Long Term Recovery Coordinator County Human Services Director

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Additionally, all Disaster Advisory Council members will be ex-officio members of the Post-Disaster Recovery Task Force.

Function and Duties of Certain Post-Disaster Recovery Task Force Members

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Financial Recovery Coordinator

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To coordinate disaster assistance available from the federal government and state agencies to Lee County following a major or catastrophic disaster. Duties consist of, but not be limited to, the following:

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- Determine the types of assistance available to the County and the types of assistance most needed.
- Assist in the local coordination of federal and state financial recovery efforts.
- Provide local assistance to facilitate federal and state disaster assistance programs.
- Act as facilitator in securing federal or state disaster assistance.
- Inform the community of types of disaster assistance available.
- Fulfill other duties as directed by the Disaster Advisory Council or the Board of County Commissioners.

24

Economic Recovery Coordinator

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To coordinate economic recovery with the business community following a major or catastrophic disaster. Duties consist of, but not be limited to, the following:

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- Determine the potential or actual impacts to the local economy and determine short and long term strategies to be considered by the Post-Disaster Recovery Task Force.
- Assist in the local coordination of federal and state economic recovery efforts.
- Disseminate accurate information to and from the business community.

- 1 • Inform the business community of types of disaster assistance available.
- 2 • Fulfill other duties as directed by the Disaster Advisory Council or the Board of County
- 3 Commissioners.

4

5 **Hazard Mitigation Coordinator**

6 coordinate hazard mitigation assistance available from the federal government and state
7 agencies to Lee County following a major or catastrophic disaster. Duties. Will consist of, but
8 not be limited to, the following:

- 9 • Determine the types of hazard mitigation assistance or funding available to the County
10 and the types of assistance most needed.
- 11 • Assist in the local coordination of federal and state hazard mitigation efforts.
- 12 • Provide local assistance to facilitate federal and state hazard mitigation assistance
13 programs.
- 14 • Act as facilitator in securing federal or state hazard mitigation funding for hazard
15 mitigation projects to local entities.
- 16 • Fulfill other duties as directed by the Disaster Advisory Council or the Board of County
17 Commissioners.

18

19 **Tourism Recovery Coordinator**

20 coordinate tourism recovery with the visitor and convention community following a major or
21 catastrophic disaster. Duties. Will consist of, but not be limited to, the following:

- 22 • Determine the potential and actual impacts to the local tourism industry and its
23 economy and determine short and long term strategies for expedient recovery.
- 24 • Acquire and disseminate accurate information from and to the tourism industry and to
25 and from the local, state, national and international media.
- 26 • Inform the tourism industry of types of disaster assistance available.
- 27 • Fulfill all other duties as directed by the Disaster Advisory Council or the Board of County
28 Commissioners.

29 **Long Term Recovery Coordinator**

30 expedite the recovery of disaster survivors effectively using available local, state and federal
31 resources, and advocate the community's needs for recovery. Duties consist of, but not be
32 limited to, the following:

- 33 • Organize and maintain a Long Term Recovery Committee to enhance the coordinated
34 response needed to address the unmet needs of communities, families, and individuals
35 following a disaster.
- 36 • Assist in coordination of the setting up of disaster recovery centers.
- 37 • Coordinate transitional, temporary, and long term housing assistance with local, state
38 and federal agencies.
- 39 • Secure funding for case managers to address unmet needs.
- 40 • Receive and handle unmet need cases from voluntary relief agencies through long term
41 case manager resources.

- 1 • Responsible for providing county liaison activities with the Joint Field Office, state
2 recovery staff, as well as local municipalities.
- 3 • Coordinate county recovery activities with federal/state JFO, as well as local
4 municipalities by constant information gathering/sharing
- 5 • Fulfill all other duties as directed by the Disaster Advisory Council or the Board of County
6 Commissioners.
- 7 • Responsible for coordination with the State Community Response Coordinator, this
8 includes, constant communication to ensure effective disaster survivor information
9 dissemination. This position will work with the SCRC to work with Community Relations
10 teams to distribute information about numerous topics such as housing, DRCS, or other
11 community issues.
- 12 • Lead community response activities in conjunction with FEMA, State Community
13 Response Coordinator, as well as other agencies including the American Red Cross, the
14 Salvation Army, United Way, and Human Services, who might provide information to
15 support the county community response.

16

17 **Activation of Post-Disaster Recovery Task Force.**

18 For post-disaster responsibilities, the Post-Disaster Recovery Task Force will be activated and
19 mobilized by a major or catastrophic disaster declaration made by the Board of County
20 Commissioners or the Office of the Governor of the State of Florida.

21

22 The Post-Disaster Recovery Task Force will activate and mobilize for a minimum period of sixty
23 (60) days. The Board of County Commissioners may extend or repeal the activation of the Post-
24 Disaster Recovery Task Force.

25

26 The Post-Disaster Recovery Task Force is responsible for advising the Disaster Advisory Council
27 or the Board of County Commissioners on a wide range of post-disaster recovery,
28 reconstruction, and mitigation issues. The Post-Disaster Recovery Task Force will have the
29 following responsibilities:

30

- 31 1. To receive and review damage reports and other analyses of post-disaster circumstances and
32 to compare these circumstances with mitigation opportunities identified prior to the disaster in
33 order to identify areas for post-disaster change and innovation.

34