

City of Gulf Breeze Disaster Emergency Response Plan

Updated 2026

Adopted by Resolution No. 46-2019
October 21, 2019

Annex A – Pandemic Disease Plan
Adopted by Resolution No. 12-2020
March 2, 2020

INTRODUCTION

In accordance with Florida Statute 252.38(2), the City of Gulf Breeze recognizes the need to have an Emergency Response Plan in coordination with the Santa Rosa County Comprehensive Emergency Management Plan (CEMP). The City is required by law to coordinate requests for state and federal emergency response assistance with its County. This plan sets forth standard operating procedures to be followed by City personnel and the volunteer fire-rescue department in the event of a Tropical Storm, Hurricane, WMD Event, Tornado, or release of Hazardous Materials within the legally established political boundaries of the City of Gulf Breeze.

This plan predetermines, to the extent possible, actions to be taken by the City of Gulf Breeze to prevent disasters if possible; to reduce the vulnerability of City residents to any disasters that cannot be prevented; to establish capabilities for protecting citizens from the effects of disasters; to respond effectively to the actual occurrence of disasters; and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

The City of Gulf Breeze is susceptible to the following risks of disasters:

- Hurricanes/Tropical Storm
- Thunderstorms/Lightning/Tornadoes
- Flooding/Storm Surge
- Hazardous Materials Incidents
- Tsunami/Rouge Wave
- Winter Storm/Freeze
- Heat Waves/ Drought
- Inadequate Water Supply and/or Contamination
- Land Erosion/Expansive Soils
- Mass Exodus/Immigration
- Public Health Threats
- Terrorism/Weapons of Mass Destruction
- Fire
- Active Shooter/lone wolf terrorist
- Civil Disturbance
- Coastal Oil Spills
- Mass Casualty
- Pandemic

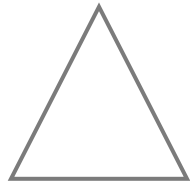
This plan contains guidelines, areas of responsibilities and checklists to assist each City employee in the performance of his/her duties. Training on specific areas of the plan will be done during the year and the plan will be reviewed at least annually by all employees.

Levels of Authority

Four levels of authority exist for controlling and coordinating Emergency Management operations. They are as follows:

1. Governor, State of Florida
2. Division of Emergency Management
3. Santa Rosa County Emergency Management
4. City of Gulf Breeze

Delegation of Authority in the City of Gulf Breeze



1. Legislative/Policy Making Board: **City Council**
2. Emergency Management Coordinator (EMC): **City Manager**
3. Public Safety Commander: **Police Chief**
4. Fire Chief
5. Department Heads

Disaster: Tornadoes or Microburst – Moderate

The City of Gulf Breeze is prone to inclement weather throughout the year. Our location on the Gulf of Mexico makes the City especially susceptible to tornadic and microburst activity. The changes in these types of weather phenomena are increased during hurricane activity.

Plan:

On-duty personnel will continually monitor weather conditions. If a tornado warning is issued, on-duty personnel will seek shelter in an interior part of their assigned station, such as a break room, and ensure forcible entry tools and portable radios are taken into the building.

The Fire Chief or his/her designee, is responsible for timely weather updates and monitoring to the Emergency Management Team, to the National Weather Services, to Santa Rosa County EOC, and to the City's Emergency Response Team.

Disaster: Hurricane – Risk, Significant

The City of Gulf Breeze is at a significant risk for hurricanes and other tropical weather. Historically the Pensacola area has experienced major hurricanes over the years. The build-up of population along the water has become very popular in recent years. A large increase in population with no additional roadways added, makes for heavy traffic congestion and can impact the evacuation process of the peninsula.

HURRICANE READINESS CONDITIONS

A. CONDITION #5 – Hurricane Season (June 1 – November 30)

We are in the hurricane season from June 1 to November 30. Normal operations will continue. The National Weather Service and Santa Rosa County EOC monitor weather conditions. Gulf Breeze personnel need to prepare and plan for the evacuation and caring for their family and pets. Essential personnel may be separated from their families for several days. Essential personnel should not plan to bring families and pets to the City facilities without authorization. Public Works Department, Police, and Fire-Rescue will review emergency plans for all facilities as required.

B. CONDITION #4 – Alert: Hurricane Advisory or Restricted Information indicating a potential threat OR 72 hours prior to forecasted landfall.

- **ALERT** – Hurricane Advisory or Restricted Information indicating a potential threat.
- Normal operations will continue. All employees should maintain awareness of the weather conditions and current events. The Fire Chief or designee will keep the EMC and emergency personnel advised of updated information.

C. CONDITION #3 – Hurricane Watch OR approximately 48 to 36 hours prior to forecasted landfall.

- All employees who are on their day off, (PTO, comp time, vacation, etc.), will be responsible to contact the City upon learning of the Hurricane Watch.
 - Contact the Department Supervisor or the person assigned to the notification detail by Administration.
 - Personnel will be considered to be on ALERT status and must be able to be contacted by the City on very short notice for possible call-in duty.
 - Extra assignments or details may be issued by command personnel at this time.
 - On-duty Supervisors will keep essential personnel advised of updated information.
 - **All leave for essential personnel will be canceled at this time.**

D. CONDITION #2 – Hurricane Warning or approximately 24 hours before landfall.

- Additional off-duty personnel will be called in for their assignment.
- Command and support functions should be underway.

E. CONDITION #1 – 12 hours or less prior to forecasted landfall.

- 12 hours before predicted arrival of tropical storm force winds: **HURRICANE OR SEVERE WEATHER DANGER.**

- All remaining personnel may be called in.
- Command personnel should prepare for the possible recovery phase.
- Preparations should be made for command and communications in case the EOC and/or Communications Center is damaged or destroyed by the storm.

F. LANDFALL/RE-ENTRY – Threat removed or Damage Assessment and Recovery. Usually, hurricane incidents progress slowly and adequate preparation time is available. The preparation of City personnel will be governed by the *hurricane readiness phases* listed above.

After the hurricane has hit, or in case of severe storm damage:

- All personnel will be assigned duties by priority as determined by the EMC and emergency personnel.
- Protection of life, protection of property, re-establishing communications and transportation, and returning to regular services will be considered in that order.

There are worksheets available at the end of the plan for each condition of the following guidelines. Please *copy* the worksheets and use the copies only.

CONDITION 5: START OF HURRICANE SEASON

City Manager/Emergency Management Coordinator:

1. Schedules a staff meeting on or before May 1 to review and/or update the EMP.
2. Reviews interagency communications and backup communications system.
3. Coordinates procurement of necessary supplies and equipment. Ensures that extra supplies are stocked as needed.
4. Reviews and/or updates Resource Manual.
5. Schedule training and ensure total employee awareness of the EMP.
6. PIO distribution of Hurricane Preparedness materials.
7. EOC Liaison contact SRC Operations Section Chief for EOC training/activation

Department Heads:

1. Coordinate with maintenance contractors in advance to ensure all planned non-emergency major repairs on vehicles are completed by May 15, if possible.
2. Coordinates the checking for sufficient supplies of spare light bulbs and other simple replacement items for vehicles.
3. Coordinates staff to:
 - a. Run portable generators and chain saws.
 - b. Complete inventory of emergency supplies.
 - c. Repair or replace any worn out or defective equipment.

Police Chief and Fire-Rescue Chief:

1. Review deployment instructions with all shift personnel.
2. Review call-in policies with all shift personnel.
 - a. Include when they can expect to be called-in;
 - b. What to bring if called-in;
 - c. Where families might go during the storm, etc.
3. Review information systems and repair/maintain as needed.
4. Test all batteries on vehicles; ensuring each Station has a working battery charger.

CONDITION 4: 72 HOURS OR LESS BEFORE PREDICTED ARRIVAL OF TROPICAL FORCE WINDS

City Manager/Emergency Management Coordinator:

1. Schedule an emergency staff meeting to alert staff and coordinate readiness.
2. Cancel all leave requests.
3. Contact Interfaith Disaster Recovery Council on assigned response tasks.
4. Review essential employees with Department Heads.
 - a. In instances that an essential employee also acts as a volunteer firefighter or medic, the EMC will coordinate between Department Heads and assign to a department.
5. EOC Liaison to contact SRC Operations Section Chief for EOC Activation Status.

Public Works, Police and Fire Chief:

1. Schedule an emergency staff meeting, as needed to alert staff.
2. Place employees and staff officers on “stand-by”, as needed.
3. Check EMS equipment/ supplies for adequate quantities.
4. Review and update the list of personnel available to assist.
5. Essential personnel and Volunteer Firefighters will be notified of their need to report for duty.
6. Arrange to have all generator fuel supplies topped-off.
7. Arrange to have front end loaders staged at critical areas.
8. Have fuel tanks topped-off in all apparatus and small gas engines.
9. Recharge all batteries.
10. Check all Station supplies for adequate quantities.
11. Notify EMC of any shortages. *See Appendix 3.*
12. Check readiness of marine equipment including boats, supplies, etc.
13. Begin filling out FEMA ICS 214 forms on all activities and personnel for both stations.

CONDITION 3: 48-36 HOURS BEFORE PREDICTED ARRIVAL OF TROPICAL FORCE WINDS

City Manager/Emergency Management Coordinator:

1. Begin food supply procurement. *See Appendix 4.*
2. Check on the availability of shelters.
3. Coordinate evacuation activities, as needed.
4. Start procuring resources as listed on the Operations Resource list. *See Appendix 10.*
5. Begin tracking costs.
6. Begin calls for the special needs list.
7. Inform EOC Liaison to contact SRC Operations Section Chief for EOC Activation Status.

Public Works, Police and Fire Chief:

1. Schedule an emergency meeting to update staff on storm conditions as needed.
2. Contact vendors for additional tractors and equipment as needed.
3. Begin storing water in designated containers. *See Appendix 5.*
4. Begin securing facilities for the storm:
 - a. Deploy built-in shutters
 - b. Board up windows
 - c. Secure all loose items near facilities/buildings/sheds, etc.
5. Fill out FEMA ICS 214 forms on all activities and personnel.

Fire-Rescue Department:

1. Perform Life Safety Inspection of Target Hazard Facilities:
 - a. Gulf Breeze Hospital
 - b. Camellia Assisted Living
 - c. The Arbors of Gulf Breeze

CONDITION 2: 24 HOURS BEFORE PREDICTED ARRIVAL OF TROPICAL FORCE WINDS

City Manager/Emergency Management Coordinator:

1. Activate the EOC at City Hall.
2. Activate landfall team bunkers as necessary at strategic city facilities for essential city responders.
3. Notify Community Organizations and block short-term stays for mutual aid workers.
4. Maintain a food supply at City Hall, FD and PD. Provide for procurement of additional food as necessary. *See Appendix 4.*
5. Continue to assist evacuation activities, as needed.
6. Maintain a status list of essential personnel and other resources.
7. Inform EOC Liaison to contact SRC Operations Section Chief for EOC Activation Status.

Public Works, Police and Fire Chief:

1. Schedule an emergency meeting, as needed, to update staff on storm conditions.
2. Stage front end team equipment. *See Appendix 8.*
3. Rotate on-duty crews to go home and secure their families and property.
4. Contact all reserves to give out assignments.
5. Start procuring resources as listed on the Operations Resource list. *See Appendix 10*
6. Continue tracking costs.
7. Fill out FEMA ICS 214 forms on all activities and personnel.

Fire-Rescue Department:

1. Determine if nursing homes are going to be evacuated. Coordinate with Santa Rosa County EOC for mutual aid as necessary. (Make contact with facilities to obtain a head count).

CONDITION 1: 12 HOURS OR LESS BEFORE PREDICTED ARRIVAL OF TROPICAL FORCE WINDS.

City Manager/Emergency Management Coordinator:

1. Emergency Operations Center now activated.
2. EMC coordinates PIO readiness with Mayor and City Council and community.
3. IT maintains cybersecurity readiness at EOC.
4. Maintain a status list of personnel and other resources.
5. Continue to coordinate emergency preparations and emergency responses.
6. Monitor the need to evacuate any facility.
7. Inform EOC Liaison to contact SRC Operations Section Chief for EOC Activation Status.

Public Works, Police and Fire Chief:

1. Schedule an emergency meeting, as needed, to update staff on storm conditions.
2. Continue to assist evacuation activities, as needed.
3. Monitor the need to evacuate any facility.
4. Maintain a status list of personnel and other resources.
5. Coordinate with County EOC and ESF 8 to assist checking on the status of local nursing home facilities.
6. Continue to coordinate emergency preparations and emergency responses
7. Notify personnel of manning schedules.
8. Call in personnel, as needed.
9. Complete any unfinished tasks necessary to secure facilities. All activities to secure facilities for the storm should be concluding.
10. Fill out FEMA ICS 214 forms on all activities and personnel.

SAFFIR-SIMPSON HURRICANE SCALE

STORM CATEGORY	CENTRAL PRESSURE		WINDS	STORM SURGE
	<i>millibars</i>	<i>Inches</i>	<i>(mph)</i>	<i>(feet)</i>
1	>980	>28.94	74 - 95	4-5
2	965-979	28.50 - 28.91	96 - 110	6-8
3	945-964	27.91 - 28.41	111 - 130	9-12
4	920-944	27.17 - 27.88	131 - 155	13-18
5	<920	<27.17	>155	>18

DAMAGE POTENTIAL: (Surge Heights Are Not Modified)

CATEGORY 1: Winds of 74 to 95 miles per hour. Damage primarily to shrubbery, trees, foliage, and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Flooding at barrier islands and low-lying coastal roads, inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

CATEGORY 2: Winds of 96 to 110 miles per hour. Considerable wind damage to shrubbery and tree foliage, some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings; some window and door damage. No major damage to inland buildings. Considerable damage to piers, marinas and small craft in unprotected anchorage.

CATEGORY 3: Winds of 110 to 130 miles per hour. Foliage torn from trees; large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing material of buildings, some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Serious flooding along barrier islands and coast, with larger structures being damaged and small structures destroyed by waves and floating debris.

CATEGORY 4: Winds of 131 to 155 miles per hour. Shrubs and trees blown down. All signs blown down. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. Major damage to lower floors of structures near the coast or on barrier islands due to flooding, waves and floating debris.

CATEGORY 5: Winds greater than 155 miles per hour. Shrubs and trees blown down, considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than fifteen feet above sea level within five hundred yards of shore.

FIRE | EMS | LAW ENFORCEMENT

OPERATIONS AND CONTROL

SCOPE:

Provide coordination and personnel for warning and alerting citizens in vulnerable areas of evacuation; assist in the evacuation of health care facilities and persons with special needs and respond to emergency situations.

OPERATIONS:

It is our goal to provide service to the citizens of Gulf Breeze for protection of life and mitigation of loss of property to the extent of capabilities of the City.

All non-emergency calls for assistance in evacuation and protection of personal property will be handled in an expeditious manner on a priority basis rather than first call, first served. These non-emergency service calls will continue until:

1. Emergency calls are too great.
2. Resources expire.
3. Weather conditions prohibit further operations.

The City will respond to emergency calls until it is determined that the weather conditions are of a nature that would compromise the safety of its personnel. Refer to City of Gulf Breeze 100 series (100-05) for specific weather-related operations. Special precautions shall be utilized during periods of heavy rain and lightning such as rate of travel and exposure. Wind will be a major contributing factor based on its velocity and amount of debris contained therein. Therefore, it is essential that frequent and accurate weather information be provided to the Fire Chief, Police Chief and City Manager to allow for proper decision-making process. Once the determination is made to cease operations, all personnel will retreat to designated shelters until conditions permit recovery operations to commence.

EMERGENCY OPERATIONS CENTERS

TO BE ACTIVATED ON ORDERS FROM SANTA ROSA COUNTY:

- Chairman, Board of County Commissioners
- County Administration
- Director, Civil Emergency Services

GOVERNMENTAL & NON-GOVERNMENTAL RECOVERY OPERATIONS AGENCIES		
AGENCY	PRIMARY E.O.C.	ALTERNATE E.O.C.
Florida Division of Emergency Management	2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 850.815.4000 www.floridadisaster.org	Broward County Emergency Services 201 Northwest 84th Ave Plantation, FL 33324 954.831.3900
Santa Rosa EOC	Tom Lloyd SRC Emergency Management Director 4499 Pine Forest Road Milton, FL 32583 850.983.5360	
Santa Rosa Sheriff's Office	Santa Rosa County Sheriff's Office 5755 E Milton Rd, Milton, FL 850.983.1100	Santa Rosa County Sheriff District 1 1322 College Pkwy, Gulf Breeze 850.981.2270
FPL	Florida Power & Light 1 Energy PL, Pensacola, FL 32520 1.800.225.5797 https://www.fpl.com/	None
Verizon	1.800.837.4966 – report a downed line	Santa Rosa EOC
GBRWS	1070 Shoreline Drive Gulf Breeze, Fl 32561 Office: 850.934.5100 Fax: 850.934.5114	Thomas E. Lambert WWTP 1170 Circle Lane Gulf Breeze, FL 32563
Midway Water	4971 Gulf Breeze Pkwy Gregg Delapp – General Manager 850.932.5188	
American Red Cross North Florida Region	Northwest Florida Office 9111 Sturdevant Street Pensacola, FL 32514 850.432.7601	Northeast Florida – Regional HQ 751 Riverside Ave Jacksonville, FL 32204 904.358.8091
Lifeguard Ambulance Services	SRC Lifeguard Ambulance Services 4340 Avalon Blvd, Milton 32583 850.983.3000 Ops Manager/EMS Chief: Jason Rogers	

INTRODUCTION TO RECOVERY PHASE

GENERAL:

The City of Gulf Breeze area is vulnerable due to the low-lying coastal areas as a peninsula City. The response to an approaching hurricane threat is only one aspect of preparedness. Equally important, is the pre-planning for recovery from the wide-spread damage that will likely overwhelm the capability of our local and county governments.

PURPOSE:

The purpose of the recovery plan is to provide guidance and instructions to assist City officials in the implementation of critical actions necessary for the City to recover from a major disaster.

SCOPE:

This plan is intended for use by City personnel during the conducting of post-disaster recovery operations. A major disaster, such as a direct hurricane strike, will quickly exhaust the capabilities of the City and will require assistance from County, State and Federal disaster assistance agencies. Recovery activities must be done in a coordinated effort by personnel and equipment from all levels of government and other disaster support agencies, in order to maximize resource utilization and minimize the impact on the lives and property of the residents of the City of Gulf Breeze.

This Recovery Plan is organized to correspond with the general sequence of events that will normally take place after a disaster.

Since disasters vary in magnitude, three levels of recovery effort must be planned for:

- Minor Damage (tornado/tropical storm)
- Major damage (minor hurricane)
- Catastrophic damage (major hurricane)

The response to each level of disaster varies greatly. The City must determine which level of effort is required and initiate the appropriate response at the onset of the recovery phase.

- Minor Damage – no outside assistance required
- Major Damage – mutual aid and state assistance
- Catastrophic Damage – mutual aid, state and federal assistance

NOTE: Depending on the extent of loss, federal disaster assistance may be available for minor/major disasters. All requests should be made through the County EOC.

CONCEPT OF RECOVERY OPERATIONS

The key to successful recovery operations is to identify the location(s) where the greatest damage occurred, determine which recovery operation has the highest priority, and conduct a needs assessment. Therefore, the first priority following the actual disaster incident after answering emergency calls for assistance) is the **windshield survey**. During this time, the emphasis will be on damage assessment, not mitigation operations.

Immediate Emergency Period (up to 3-5 days after the storm)

The following operations will be necessary:

- Search and Rescue – Fire Rescue and Neighborhood Services
- Medical care of injured – Life Guard
- Security/Traffic control – Law Enforcement
- Preliminary damage assessment – Fire Rescue and Neighborhood Services
- Emergency debris clearance – Front End Loaders/Public Works/Parks
- Priority restoration of services – Public Works

The Emergency Management Coordinator will contact the County EOC and the Interfaith Disaster Recovery committee members to coordinate various resources including the distribution of water, food and other supplies utilizing a staging area. Priority site A is the Gulf Breeze High School parking lot.

Short-Range Restoration Period (may last from days to weeks following the storm)

Operations during this period include:

- Re-entry
- Detailed damage assessment
- Debris clearance and removal (may require burn sites)
- Disaster declaration
- Federal assistance programs
- Resource distribution
- Non-emergency restoration of services
- Temporary housing
- Emergency repairs
- Mass feeding
- Mass transportation

DIRECTION AND CONTROL

All direction and control of recovery operations must be accomplished in a very structured manner.

For a minor disaster, an Incident Commander may be sufficient. However, the need for EOC activation (full/partial) must always be considered as a possibility. If an incident is underestimated and/or escalates, it can quickly overwhelm the field command structure.

The Police Chief, Fire Chief or EMC can request the Santa Rosa County EOC to be activated for major and catastrophic disasters. The County EOC is available to provide support even when it is not activated.

For recovery operations, EOC's must be reconfigured and augmented to accomplish tasks not required during the response phase.

The Santa Rosa County EOC will be the overall direction and control center for all recovery operations. Requests for assistance should be directed from incident commands of the City to the County EOC to prevent duplication of efforts or straining resources.

Since telephone service may be out or overloaded, the Fire Chief will assign channels for designated functions.

SEARCH & RECOVERY

Immediately following a disaster, search and rescue operations must be initiated. Search and rescue operations perform two major functions:

1. Locate and rescue injured or trapped individuals
2. Identify the most heavily damaged areas (by grid numbers)

GREEN = Low to moderate damage

YELLOW = Moderate damage

RED = Extreme damage

NOTE: A large grid map of the City is located at City Hall and the Police-Fire Safety Annex with the capabilities of marking and color-coding the map with appropriate damage information.

The priority of search and rescue operations will vary, depending on the magnitude of the disaster. For minor or small disasters, the worst hit areas will receive priority. However, for catastrophic disasters, areas of population concentrations must receive the highest priority. In this case, evacuated zones will be the secondary priority. In all cases, search and rescue teams must be assigned to grids. Records must be maintained to ensure that all affected grids are searched based on priority.

Any request for clearance of debris which hinders search and rescue operations can be made by the Emergency Management Coordinator to the County EOC.

PROCEDURES

City units committed to search and rescue operations, in whatever capacity, will operate under the authority and direction of the Fire Chief. Command, control, and communications for search and rescue field operations will be exercised through a cooperative effort between the Fire Chief and Police Chief.

Required fire/rescue mutual aid assistance forces will be integrated into search and rescue operations by specific assignment from the EOC. Search and rescue operations will continue until terminated by the Emergency Operations Center.

SEARCH

One of the most critical initial activities following a storm is the **windshield survey**. The purpose of the windshield survey is to conduct a quick survey to establish priorities for continuing operations of the department. This survey will begin as soon as conditions allow and should be completed as quickly as possible. Survey activities will be based on the 9-1-1 street dispatch grid. Priorities will be directed by the Fire Chief based on damage assessments and to target areas within a grid.

Crews should be careful to not allow conditions to distract them from the windshield survey. In a similar fashion to the triage of injured patients, the area has to be surveyed in order that the most severely damaged area receives the mitigation priority.

Goals of the windshield survey and area canvassing:

1. Locate and extricate victims trapped by debris.
2. Identify hazardous situations that need to be mitigated.
3. Identify the need for medium or heavy rescue capabilities in order to extricate trapped victims.
4. Disseminating the latest information on food and water distribution sites, temporary shelters, medical care facilities, and general health and safety tips where practical.

In cases of major or catastrophic disasters, units will be confronted with initial responsibility for a general area affected by the hurricane that encompasses multiple buildings, with little or no reconnaissance information.

Many factors must be considered when a unit attempts to assess a situation prior to beginning operations. In general, it is anticipated that a unit may need to perform the following activities *prior* to beginning search and rescue operations:

1. Identify buildings individually (i.e. by address or physical location).
2. General area triage – to identify separate buildings from many in a given area that offers the highest potential for viable rescue opportunities.
3. Hazard assessment and marking of any particular building prior to Search and Rescue operations.
4. Search and Rescue marking of a particular building.
5. There may be little or no recon information when the units begin to venture out. The following rationale may be used to facilitate the survey:
 - a. **Structure Triage** – conduct short triage of buildings in the area.
 - i. **Structural Triage Assumptions:**
 1. There may be some buildings that have significant hazards, and operations cannot proceed until the hazards are mitigated. These would be given a “No Go” assessment unless hazards can be mitigated without great delay or commitment.
 2. Triage assessments will be based on value judgments that are made on rapidly obtained information and should always be subject to common sense review and adjustment by the company officer.
 - ii. **Search and Recon:**

1. Buildings identified in triage are examined for their viability for continued search and rescue operations.
2. Structure and search marking should be performed during this phase and prior to initiation of rescue operations.

A definitive search of the affected area, as determined by the EOC will be conducted once the priority areas are completed and personnel become available.

SAFETY CONSIDERATIONS

Post-disaster activities involving Urban Search and Rescue operations constitute one of the most complex and difficult activities emergency responders may encounter. Urban Search and Rescue operations are dependent on various disciplines working in close proximity to one another. Hazards are greatly enhanced if any element of the task force (search, rescue, medical, technical, hazardous materials, police, etc.) fails to carry out their respective assignment in a safe and professional manner.

It is essential that all volunteers and first responder personnel recognize the high priority of safety and welfare issues. Each member must assume a personal responsibility to conduct their assignment in a professional and safe manner. Ranking officers have the primary responsibility to ensure that good safety practices are carried out and that operations are monitored for compliance. All personnel have the responsibility to identify unsafe acts and hazardous conditions and report them to their supervisor and, if possible, mitigate such situations. Safety must be equally shared by everyone.

MARKING OF STRUCTURES

In the event that the City encounters the need for more intensive search & rescue, the FEMA Urban Search & Rescue (US&R) marking system shall be used to identify hazards and the results of structural evaluations.

SEARCH & RESCUE OF AREAS POSSIBLY CONTAMINATED BY HAZARDOUS MATERIALS

The number of facilities in the City of Gulf Breeze that use, produce, or store hazardous materials creates a high probability of accidental release during a hurricane strike. Chemical containment systems may be destroyed, damaged, or comprised by the effects of storm surge, flooding, tornadoes, or loss of support from local utilities. As a result, it is highly probable that search and rescue teams will encounter areas of hazardous materials contamination, particularly in the vicinity of industrial parks and water treatment facilities.

Any request for the Regional Haz-Mat Team to respond must be made by the Fire Chief or Police Chief to the County EOC.

If Search and Rescue teams encounter confirmed or suspected hazardous materials, they should withdraw from the area, control access, and request the hazardous materials team to investigate.

MASS FEEDING & SHELTERING

The primary agency responsible for mass feeding and sheltering is the American Red Cross.

Mass feeding operations can be augmented by mobile kitchens operated by the Salvation Army, voluntary organizations active in disasters and the military.

All requests for additional help or resources should be made through the County EOC.

ANIMAL SERVICES

Santa Rosa County Animal Services
850.983.4680
4451 Pine Forest Rd
Milton, FL 32583

PUBLIC HEALTH

Recovery priorities for Public Health are:

MEDICAL CARE OF THE INJURED:

1. City of Gulf Breeze crews will provide immediate care and coordinate/assist with transport of the injured to appropriate medical facilities. The Fire Station and City Hall should be prepared to provide first aid for any walk-ins.
2. For catastrophic disasters there will be additional support that can be requested through the County EOC to ESF 8 in the form of military field hospitals and Disaster Medical Assistance Teams (DMATS).

WATER AND WASTE SYSTEMS:

1. The City will try and maintain water tanks at maximum level. However, due to broken pipes, its initial efforts may be focused on determining contamination to potable water supplies. The County Health Unit will determine any critical public health hazard posed by such contamination.
2. Requests for any additional drinking water that is not available locally should be requested through EOC.
3. The City will hook up building water supply from a nearby well to the faucet during a disaster when no other water source is available. The water shall not be used as a potable supply.

LONG TERM EVACUATION OF NURSING HOMES:

1. All nursing homes are required to have a disaster plan of their own and must have a contract with another facility to accept their patients should their facility need to evacuate. However, in a major disaster, we may be requested to assist. Any assistance can be requested through the County EOC to help with finding a relocation site and assistance with transportation.
 - a. In the event the water system is down, nursing homes are occupied without adequate fire protection. The Fire Inspector may authorize a fire watch in lieu of evacuation. This person must be a State certified Firefighter or Inspector.

REMOVAL OF DECEASED VICTIMS

1. Deceased victims located during search and rescue operations shall be covered and marked, and law enforcement personnel notified. In all cases, victims will only be removed if they pose a health hazard, but this should be coordinated with law enforcement personnel or the Medical Examiner's office which will be represented in the County EOC.

RESTORATION OF SERVICES

The County EOC will coordinate the restoration of services, as they must be restored in a systematic manner with emphasis placed on critical facilities and areas where the largest number of people will benefit from the efforts. Areas with major damage should not exhaust all resources.

The following priorities are established for service restoration:

1. Communications centers and facilities
2. Special care shelters:
 - a. Nursing homes not evacuated.
 - b. Water and sewer facilities.
3. Areas of MINOR damage.
 - a. Other public shelters.
 - b. Other government facilities.
4. Areas of MODERATE damage.
5. Areas of MAJOR damage.

NOTE: Power will only be restored to structures indicated as safe for restoration by SRC Development Services.

RESOURCE MANAGEMENT AND DISTRIBUTION

During recovery, efficient and effective resource management and distribution requires a very structured and disciplined organization under strict management and control.

The Emergency Management Coordinator will identify an Assembly Point to which newly arriving personnel may be directed to register, receive an orientation regarding the disaster situation, and assignment to duty with City counterparts. The primary Assembly Point will be in the Gulf Breeze High School parking lot. Arriving personnel must be staffed and equipped to include:

- Management staff with communications
- Security
- EMA/First Aid
- Transportation
- Off-loading crews and equipment
- Storage Area

On arrival of units, crews and type of apparatus will be logged in. Necessary radio reprogramming and maps may be distributed at this time. ICS resource typing sheets need to be completed. The staging area should be organized by grouping like resources together. The staging officer will not permit any units to enter into the staging area without a State of Florida tasking number.

LOCAL RESOURCE DISTRIBUTION

1. A needs assessment must be accomplished every day by each distribution point.
2. Each distribution point must report the type and quantity of required resources to the County EOC by 1900 hours daily.
3. Each distribution should attempt to maintain a 24-hour supply (1 day demand) of common resources (food, water, etc.).
4. City of Gulf Breeze will review all distribution point resource needs and forward (fax/radio) them to the County EOC by 2100 hours daily.
5. The County EOC will arrange for delivery to each distribution point, at least daily.
6. Emergency needs will be requested in the above manner; however, emergency requests will receive priority and may be submitted at any time.

UTILIZATION OF OUTSIDE RESOURCES

Emergency workers that come to assist the City of Gulf Breeze will be provided with an orientation briefing to facilitate their effectiveness by the Police Chief, Fire Chief or EMC.

The first priority for employment of outside resources is to assume supporting tasks that are currently being accomplished by local assets. Examples of supportive tasks are:

- Shelter Manning
- Food Distribution Points
- EMS support to distribution sites

Once these tasks have been completely assumed by outside agencies, the second priority is to augment responding units to allow for rehabilitation of personnel.

The goal is to staff (2) 12-hour shifts, half with local personnel and equipment and half with outside assets. To accomplish this, a long-range schedule must be developed to rotate outside assets weekly, and with a day or two overlap for orientation purposes.

DAMAGE ASSESSMENT

The City of Gulf Breeze is responsible for its own damage assessment reports and will provide them to the County EOC.

The Emergency Management Coordinator will task the City's Disaster Managers Group Representative with manning the County EOC as a liaison for damage and resource assessment. This rep is Nick Prather, Public Works Project Manager.

THE GOAL OF DAMAGE ASSESSMENT IS TO:

- Determine Impact
- Obtain Federal Assistance
- Identify and mark the structures that are unsafe to occupy or have power restored.

THE KEY TO SUCCESSFUL OPERATIONS IS:

- Finding at least 25 homes with 40% ***uninsured*** loss.
- Showing State and Federal officials worst hit areas first.

KNOWING HOW TO SUCCEED IS THE NEXT STEP:

1. Know where to look:
 - a. Areas receiving highest storm surge.
 - b. Mobile home parks.
 - c. Areas that flood during heavy rains.
 - d. Tornado touchdown sites.
2. Know what to look for:
 - a. Seawalls
 - b. Older homes
 - c. Flooding in areas not required to have flood insurance.

THE FOLLOWING GUIDELINES SHOULD BE UTILIZED TO ASSESS DAMAGE:

Destroyed (Uninhabitable)	60% - 100%
Major (Repairable in 30 days)	40% - 60%
Minor (Habitable)	less than 40%

OR

Destroyed	7 feet of water or more
Major	4 – 6 feet of water
Minor	Inches – 3 feet of water

INITIAL DAMAGE ASSESSMENT:

- Begins during Immediate Emergency Period.
- Damage assessment teams perform windshield and aerial surveys to establish the impact of the disaster and hardest hit areas.
- Should provide a rough estimate of type/extent of damages.
- All results reported to the County EOC for consolidation and forwarding to the State.

STATE ASSISTANCE

The assets of state government are the first resources that will be requested by Santa Rosa County after a disaster has been declared.

State Assistance includes:

- The National Guard for security, medical, transportation, and communications support.
- Florida Highway Patrol for traffic control and security augmentation.
- Department of Health for public health and sheltering activities.
- Department of Transportation for debris clearance and removal.
- Department of Law Enforcement for law enforcement support.
- Marine Patrol for the security of coastal areas and oil spills.

APPENDIX 1 – EVACUATION CHECK OFF LIST

- Remove debris from surrounding area.
- Store all loose outside items in the building.
- Put items of value up as high as possible.
- Remove all needed vehicles and items from building.
- Back-up computer information and move computers to desktops and put in plastic bags.
- Turn off all power to the building.
- Turn off water at meter.

APPENDIX 2 – CITY FACILITY EVACUATION CHECK OFF LIST

- Remove debris from surrounding area.
- Store all loose outside items in the bays.
- Put items of value up as high as possible.
- Turn off all power to the building.
- Turn off water at meter.
- Remove all needed vehicles and items from facility.
- Close all shutters or board windows and secure protective covering on apparatus bay doors.

APPENDIX 3 - A

FIRE STATION AND POLICE DEPT SUPPLIES				
ITEM				
TOILET PAPER LARGE ROLLS	30	20		
PAPER TOWELS PACKS	18	12		
HAND SOAP (DISPENSER)	6	6		
BATTERIES- AA	24	24		
AAA CELL	8	8		
9 VOLT	4	4		
DISH SOAP	2	2		
BLEACH	4	4		
LIGHT BULBS 110V	4	4		
FLUORESCENT TUBES 40"	8	8		
BAR SOAP	12	6		
LAUNDRY SOAP (Bags Tide Pods)	3	3		
OXICLEAN POWDER (Bunker Gear)	1	1		
ANT/ROACH SPRAY	2	2		
LYSOL SPRAY DISINFECTANT	4	4		
FOIL, ALUMINUM	2	2		
TRASH BAGS	30	30		
WD 40 AEROSOL	2	2		
MULTI SURFACE CLEANER (Gallons)	1	1		

APPENDIX 3 – B

CITY HALL EOC SUPPLIES				
ITEM				
TOILET PAPER LARGE ROLLS	30	20		
PAPER TOWELS PACKS	18	12		
HAND SOAP (DISPENSER)	6	6		
BATTERIES- AA	24	24		
AAA CELL	8	8		
9 VOLT	4	4		
DISH SOAP	2	2		
BLEACH	4	4		
LIGHT BULBS 110V	4	4		
FLUORESCENT TUBES 40"	8	8		
ANT/ROACH SPRAY	2	2		
LYSOL SPRAY DISINFECTANT	4	4		
FOIL, ALUMINUM	2	2		
TRASH BAGS	30	30		
WD 40 AEROSOL	2	2		
MULTI SURFACE CLEANER (Gallons)	1	1		

APPENDIX 5 – PROCEDURES FOR USING WELL WATER

Well water hook up:

1. Each essential facility can be hooked directly into the domestic water system and the lawn sprinkler pump will supply water to the facilities.
2. Care should be taken to limit the amount of water usage at each facility. The sewage system will usually not be operational therefore excess water usage will cause a backup in the sewer system and possibly into the buildings.

APPENDIX 6 – PERSONNEL CALL-IN

Timing is critical when calling in personnel to work in the disaster setting. Calling employees in too early takes the employee away from his/her own home disaster preparation and possibly results in employees being spent too early. Calling in too late places the City in a "catch-up" mode which could have very profound effects on our ability to handle the situation.

The EMC will authorize department heads to determine "if" and "when" personnel will be called in. Since every disaster is different, there is no standard policy for call-ins. However, call-ins will most likely be done in shifts, not individually. During a disaster, the normal overtime list and procedures for authorizing overtime may be suspended.

Personnel should make all family arrangements as soon as possible so as not to delay responding when called. When called in, each employee should respond as soon as possible with his/her personal items that may be needed for an extended stay (medication, toiletries, non-perishable food, blankets, pillows, etc).

APPENDIX 7 – FRONT END TEAMS

The EMC and Police Chief will coordinate with the County EOC or local individuals who have heavy equipment such as front-end loaders. The Police Chief will make a decision 24 hours prior to landfall to stage heavy equipment at City vantage points. Only qualified operators will be permitted to utilize this equipment.

Front-end teams will be sent out following the storm to begin clearing roads for emergency crews. Major arterial routes will be first priority, followed by entrances to subdivisions. Areas with greatest amounts of damage will receive early attention.

APPENDIX 8 – ACTIVITY LOG

ICS 214 FORM

Purpose: The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after action report.

Preparation: An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution: Completed ICS 214's are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214's. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date and time and end date and time for the operational period to which the form applies. (month/day/year) (use the 24-hour clock)
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Enter the resource's home agency and/or unit (e.g., Gulf Breeze Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by: <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, signature of the person preparing the form and enter date (month/day/year) and time prepared (24-hour clock).

APPENDIX 9 – OPERATIONAL RESOURCES

Resource:	Resource 1:	Resource 2:

Appendix 10 – HURRICANE WORKSHEETS

CONDITION 5: START OF HURRICANE SEASON			
PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
City Manager	Schedule a staff meeting to review and update the Disaster Plan.	May 15	
Public Works, PD, FD	Have all planned major, non-emergent vehicle repairs completed. Preventative maintenance performed on all portable pumps & generators and stationary generators.	May 15	
Public Works, PD, FD, Parks and Rec	Coordinate the checking of supplies of common simple vehicle supplies such as spare light bulbs, belts, etc.	May 15	
Fire Inspector	Review the <i>Special Needs</i> listings.	June 15	
FD	Coordinate the assessment of EMS supplies and equipment.	June 15	
Public Works	Establish contact with fuel supplier regarding the need for special considerations for fuel deliveries during hurricane season.	June 15	
Public Works	Review plans for implementing window protection/shutters.	June 15	
Public Works, PD, FD, Parks and Rec	Review call-in procedures with personnel to include: who, what, when and where and what to bring with them.	June 15	
Public Works, PD, FD, Parks and Rec	Test all batteries, as necessary. Confirm that there is a working vehicle battery charger.	June 15	

CONDITION 4: 72 HOURS OR LESS TO LANDFALL

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
City Manager	Schedule an emergency staff meeting as needed to alert staff.		
Police Chief	Place staff officers on standby, as necessary.		
City Manager	Place employees on standby, as necessary.		
FD Chief	Check EMS equipment and supplies.		
FD Chief	Review and update list of personnel able to assist.		
Public Works, PD, FD, Parks and Rec	Arrange to have generator fuel supplies topped-off as needed. Test run all portable pumps & generators and stationary generators. Fill and isolate elevated reclaim tank. Lower WWTP holding pond to 5.5 ft. Have digesters empty and have enough CL2 on hand for 2 weeks.		
Public Works, PD, FD, Parks and Rec	Top-off fuel tanks in all vehicles and gas-powered tools, etc.		
Public Works, PD, FD, Parks and Rec	Recharge all batteries, as necessary.		
Public Works, PD, FD, Parks and Rec	Check all supplies for adequate quantities. Notify the CM of shortages.		
FD	Check readiness of marine equipment including boats, supplies, etc.		

CONDITION 4: 72 HOURS OR LESS TO LANDFALL

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
Public Works	Rubber boots in trucks for each worker		
Public Works	Rain gear for each employee		
Public Works	Leather gloves and nitrile gloves in all trucks		
Public Works	All employees have updated contact info		
Public Works	All Employees have Radios & Chargers		
Public Works	Each truck has 2 quarts oil		
Public Works	Each truck has tire plug kit		
Public Works	Each truck is full of gas		
Public Works	Each Truck has a flashlight		
Public Works	Each Employee has a head lamp with batteries		
Public Works	Check tire pressure on all trucks		
Public Works	All gas cans filled		
Public Works	All bulk fuel storage tanks filled		
Public Works	All heavy equipment fuel filled		
Public Works	Check Tire pressure on all equipment, including bypass pumps, generators		
Public Works	All generators and back up pumps fuel filled		
Public Works	Generators - Coolant and oil levels check		
Public Works	Bypass Pumps - Coolant and Oil check		
Public Works	Bypass Pumps have hoses and proper fittings ready to go		
Public Works	All trucks - Coolant and Oil check		
Public Works	All Lift Station Generators - fuel filled		
Public Works	All LS Generators - Oil and Coolant check		
Public Works	All Lift Stations fully functional		
Public Works	All grounds secured; debris picked up		
Public Works	GBRWS Water Plant Windows Boarded		
Public Works	GBRWS Water Plant - Door's sand bagged		
Public Works	Coordinate with FRUS on supply plan. City and GBRWS ESTs full and isolated? CAT 4		

CONDITION 4: 72 HOURS OR LESS TO LANDFALL

	or higher, or if FRUS plans to shut down.		
PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
Public Works	All Battery Tool Batteries are fully charged		
Public Works	All Chainsaws fully functional, have extra chains, premixed fuel and bar oil ready to go		
Public Works	WASTE WATER TREATMENT PLANT		
Public Works	All plant vehicles topped off with gas. All fluids topped off. Tires checked etc.		
Public Works	All gas cans filled with gas		
Public Works	Generator fuel tank topped off with fuel. Arrange with Field ops for fuel including additional loads once generator is in operation. The generator can run approx. 3-4 days on 1,000 gallons of fuel. Portable fuel pod to be topped off and stationed near the bulk tank to refuel to extend operating days. Contact fuel delivery company is Retif Oil 850-554-0941.		
Public Works	Ensure that critical spare parts for the generator are on hand: 2-3 fuel filters, belts, 10-20 quarts of oil, coolant, working battery charger etc.		
Public Works	Ensure that there is enough chlorine on hand (16 cylinders). Call DPC for order (866)344-2781		
Public Works	Purchase spare batteries and flashlights this should be done at the start of hurricane season; stores will be out of supplies most likely by now		
Public Works	Make sure that the first aid kit is adequately stocked should be done earlier, 72 hours stores will be overrun with people		

CONDITION 3: 48-36 HOURS TO LANDFALL

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
City Manager	Schedule emergency staff meetings as needed to update staff.		
PD	For coastal flood prone homes, personal checks and evacuation point of contacts.		
Public Works, PD, FD, Parks and Rec	Coordinate emergency preparations and emergency responses.		
Public Works, PD, FD, Parks and Rec	Top-off fuel tanks in all vehicles and gas-powered tools, etc. if not already done.		
Public Works, PD, FD, Parks and Rec	Begin storing water in designated containers. See appendix 5 for details. note to label any containers filled with non-potable water as "non-potable".		
Public Works, PD, FD, Parks and Rec	Begin securing buildings for storm. This includes applying plywood to windows, closing shutters, securing all loose items.		
	WASTE WATER TREATMENT PLANT		
Public Works	Maintain normal operations for category 1-3. For Cat 4 or higher, with expected storm surge of 10 ft or higher, take chlorine system off-line and secure all chlorine cylinders with chains and straps, shut off MLS, run 2 blowers at 50HZ, Ras at 45 HZ and Rec at 50HZWWTF will be manned for Cat 1-3, evacuated for 4 or higher.		
Public Works	Secure all loose equipment in the yard.		
Public Works	Hoses removed and stored.		
Public Works	Rakes and other tools stored.		
Public Works	SCADA antennae lowered and secured Cat 4+.		

CONDITION 3: 48-36 HOURS TO LANDFALL			
Public Works	Slide gates stored (head works).		
PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
Public Works	Sludge judges stored.		
Public Works	Board all windows with plywood.		
Public Works	Secure all exposed control panels with locking straps.		
Public Works	Secure all doors.		
Public Works	Remove sections of wooden fence from the south fence to allow wind flow-through.		

CONDITION 2: 24 HOURS OR LESS TO LANDFALL

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
City Manager	Schedule an emergency staff meeting as needed to update staff.		
City Manager	Maintain City EOC.		
City Manager	Check status of food supply. See appendix 4.		
City Manager, PD	Continue to coordinate evacuation activities, as needed.		
City Manager, PD	Determine need to evacuate any building. See appendix 1 and 2.		
City Manager	Maintain status list of personnel and resources.		
FD	Recheck EMS supply and equipment status.		
PD, FD	Continue to coordinate emergency preparations and emergency responses.		
Public Works, PD, FD, Parks and Rec	Make personnel notifications, as needed.		
Public Works, PD, FD, Parks and Rec	Continue to monitor fuel supplies for apparatus and small tools.		
Public Works, PD, FD, Parks and Rec	Maintain water supplies.		
Public Works, PD, FD, Parks and Rec	Finish securing buildings for storm. These operations should be finished ASAP.		

CONDITION 1: 12 HOURS OR LESS TO LANDFALL

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
	WASTE WATER TREATMENT PLANT		
	<p>Shift coverage will be broken down into 3 teams as follows:</p> <p>A TEAM: cover plant operations before and during the storm.</p> <p>B TEAM: relieve the A Team approximately after first 12 hours of all clear.</p> <p>C TEAM: relieve B Team approximately after first 24 hours of all clear. A Team rotates back in after C Team 12-hour shift.</p> <p>Shift the MCC from line to Generator power in order to protect the systems from surges and subsequent power outages. (Within 8 hours of landfall)</p>		
Public Works	<p>Set the process control settings as follows:</p> <p>RAS: 45 MHZ REC: 50 MHZ CFM: 2800 blowers 1 & 3, isolated to send full flow from each to each plant, 50hz/50hz ODOR CONTROL: OFF WAS: OFF PRIMARY CL2: Run in Manual, open 100% for CAT 1-3, off for CAT 4 or higher. AUX CL2: Set to 45 lb/day, open aux. cl2 diffuser in CCC for CAT 1 – 3 , off and isolated for 4 and higher.</p>		
Public Works	<p>Monitor the radio and TV unless lightning becomes a threat. Retreat to the MCC building (storm shelter) before weather turns severe. Take along the following: First Aid Kit Flashlights with extra batteries</p>		
PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS

CONDITION 1: 12 HOURS OR LESS TO LANDFALL

CM	Schedule an emergency staff meeting as needed to update staff.		
CM	Maintain EOC.		
CM	Check status of food supply. See appendix 4.		
CM, PD	Continue to coordinate evacuation activities, as needed.		
CM, PD	Reassess need to evacuate. See appendix 1 and 2.		
Public Works, PD, FD, Parks and Rec	Maintain status list of personnel and resources.		
CM, FD	Continue to coordinate emergency preparations and emergency responses.		
Public Works, PD, FD, Parks and Rec	Make personnel notifications, as needed. Keep personnel informed of manning needs.		
Public Works, PD, FD, Parks and Rec	Continue to monitor fuel supplies for apparatus and small tools.		
Public Works, PD, FD, Parks and Rec	Maintain water supplies.		
Public Works, PD, FD, Parks and Rec	Finish all pre-storm preparations for facilities. These operations should be finished ASAP.		

CAT 4 OR ABOVE - IMMINENT

PERSONNEL	TASK TO BE COMPLETED	WHEN DUE	STATUS
	WASTE WATER TREATMENT PLANT		
Public Works	Shift the MCC from line to generator power in order to protect the systems from surges and subsequent power outages. Within 24 hours of landfall: If storm surge is expected to be 10 ft or higher, shut down MLS.		
Public Works	Set the process control settings as follows: RAS: 50 MHZ REC: 50 MHZ CFM: 2800 two blowers, one to each plant at 50hz ODOR CONTROL: OFF WAS: OFF PRIMARY CL2: off and isolated if storm surge is expected to be 10 ft or higher AUX CL2: 45%		

ACRONYMS / ABBREVIATIONS

Acronym	Meaning
CM	City Manager
DMATS	Disaster Medical Assistance Teams
EMA	Emergency Medical Assistance
EMC	Emergency Management Coordinator
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operation Center
ESF 8	Emergency Support Function
FD	Fire Department
FEMA	Federal Emergency Management Agency
FRUS	Fairpoint Regional Utility System
GBRWS	Gulf Breeze Regional Water System
ICS	Incident Command System
PD	Police Department
PIO	Public Information Office
SCADA	Supervisory Control and Data Acquisition
US&R	Urban Search & Rescue
WWTP	Waste Water Treatment Plant