

ANNEX K

TROPICAL CYCLONE RESPONSE

EXECUTIVE SUMMARY

I. INTRODUCTION

- A. General
- B. Scope and Purpose
- C. Assumptions

II. RESPONSE ORGANIZATION

- A. General
- B. Response Organization
- C. Responsibilities

III. METHOD OF OPERATION

- A. General
- B. Level 3, Monitoring Phase
- C. Level 2, Partial Activation
- D. Level 1, Full Activation
- E. Resources

IV. PUBLIC INFORMATION and INFORMATION FLOW

V. REIMBURSEMENT

VI. TRAINING AND EXERCISES

EXECUTIVE SUMMARY

This Annex addresses the role of local government in providing the necessary support to the City of North Port (“City”) in its responsibilities in responding to and recovering from the effects of a hurricane or tropical cyclone event.

The City’s Emergency Management Division has the overall responsibility to update and coordinate this Annex with other response and support agencies. The Annex is a living document, being reviewed and updated at least annually and at the end of each hurricane or tropical cyclone exercise or event. It is presently divided into the following four Sections:

Section I – Introduction: Provides the purpose, scope, and planning assumptions used to prepare the Annex.

Section II – The Response Organization: Identifies the various levels of support that may be provided through the Emergency Operations Center (“EOC”) structure. It describes the circumstances under which the various agencies will unify under a single command structure in preparing for, responding to, recovering from, and mitigating the effects of a hurricane by the components of governmental agencies. This Section also addresses the delegation of authority during a hurricane or tropical cyclone event.

Section III – The Concept of Operation: Presents the guidelines that will be used to make key decisions during a hurricane or tropical cyclone event, as well as Pre- and Post-Disaster Operations and Activities.

Section IV – Public Information and Information Flow: Provides the information, notification, and warning process for hurricane and tropical cyclone activities to the public, governmental agencies, and Sarasota County.

Section V – Reimbursement: Identifies how the City shall recover funds expended during a Presidentially-declared disaster.

Section VI – Exercises and Training: Identifies how City personnel shall prepare for hurricanes and tropical cyclone events.

I. INTRODUCTION

- A. General: This Annex identifies the actions that may be taken by the governmental agencies within the City while preparing for, responding to, and recovering from a hurricane or tropical cyclone event.
- B. Purpose: The City's Emergency Management Division has the overall responsibility for coordination of support in response to a hurricane or tropical cyclone event in the City. The Emergency Management Division will update and coordinate with other response and support agencies.
- C. Scope: This Annex addresses hurricanes and tropical cyclone events that affect the City. The purpose of the response is to protect lives, property, and mitigate the effects of the storm/event.
- D. Assumptions:
 - 1. The City Manager is responsible for preparing for, responding to, and recovering from the damaging effects a hurricane or tropical cyclone event has on the residents of the City following the declaration of a State of Local Emergency pursuant to F.S. 252.38(3)(a)(5).
 - 2. Once under a Declaration , the Sarasota County Emergency Management will order evacuations as necessary to protect the public.
 - 3. The City's resources will be overwhelmed by the direct hit of any category of hurricane or tropical cyclone event and will require mutual aid, State, and Federal assistance to recover from the effects of the disaster.

II. RESPONSE ORGANIZATION

- A. General: This Section describes the organization to be used in coordinating the City's departments in support of the response during a hurricane or tropical cyclone event. It describes the Unified Command Structure the various agencies will work under in responding to and recovering from a hurricane or tropical cyclone event. It addresses the circumstances under which the City will support other jurisdictions in Sarasota County and the State of Florida in response to a hurricane or tropical cyclone event.

- B. Response Organization:
1. Local: Using the principles of the National Incident Management System (NIMS), the EOC's team is organized as described in the Base Plan. This team will direct implementation of response and recovery activities.
 2. County: The City will provide liaisons to the Sarasota County Multi-Agency Coordination Center (MACC) to coordinate the sharing of information and resource requests between the City and County.
- C. Responsibilities:
1. As the situation warrants, the Emergency Management Division will:
 - a. Monitor storm development, keeping governmental agencies and the public informed about the potential impact;
 - b. Participate in local and National Weather Service conference calls;
 - c. Activate the EOC to the level appropriate for the threat;
 - d. Monitor the operation and determine when to request the City Manager declare a State of Local Emergency pursuant to F.S. 252.38(3)(a)(5); and
 - e. Act as the Functional Lead for each Incident Management activity at the EOC for the City Manager; i.e. Operations, Planning/Intelligence, Administration, and Logistics.
 2. **Department Directors: Directors will prepare their personnel and organizations for the hurricane or tropical cyclone event and staff positions within the EOC as required by the Response Manager.** When requested, directors will make City assets available for deployment to other areas of Sarasota County or the State of Florida. Asset sharing will be done through the Sarasota County Multi-Agency Coordination Center to ensure proper tracking and accounting.

III. METHOD OF OPERATIONS

- A. General: This section of the Annex presents guidelines that can be used to make key decisions during the event. These decisions will be based on experience, the best evaluation of the current situation, and the forecast for the near future. All hurricane and tropical cyclone event responses will fall under the umbrella of the Incident Command System. Since a hurricane or tropical cyclone event is a disaster that can be seen approaching, general phases of activity are defined based on the anticipated arrival of tropical storm force winds. Guidelines for the three levels of activation (Monitoring, Partial, and Full) are presented below:
- B. Level 3, Monitoring Phase: The Emergency Management Division will:
1. Monitor the weather system;
 2. Participate in/initiate conference calls with Sarasota County and the National Weather Service;
 3. Regularly transmit warning and preparedness information through all communications media;
 4. Brief the department directors; and
 5. Prepare to activate the EOC.
- C. Level 2, Partial Activation: The City's EOC may be activated to a Level 2 based on a variety of considerations.
1. Request to **issue a State of Local Emergency**: When appropriate and for the following factors, the Emergency Management Division will request the City Manager declare a State of Local Emergency pursuant to F.S. 252.38(3)(a)(5):
 - a. Evacuation(s) ordered by Sarasota County and/or decision by the County to activate to a Level 2;
 - b. Closing down/reducing "normal" governmental operations;
or
 - c. Expending City monies in response to the threat of a hurricane or tropical cyclone event.

2. Department Directors will initiate their preparations using the Departmental Pre-Storm Checklist to ensure all necessary tasks are completed.
 3. Staffing the City's EOC: Once the City's EOC has gone to Level 2, the following agencies will maintain a presence in the EOC while it is activated:
 - a. Division of Public Works;
 - b. Fire Rescue Department;
 - c. Department of Public Utilities;
 - d. North Port Police Department; and
 - e. The City's Public Information Officer.
- D. Level 1, Full Activation: The Emergency Management Division Guidelines to Fully Activate the City's EOC are as follows.
1. The Emergency Manager, in consultation with the City Manager, will make the decision of when to activate the City's EOC to a Level 1. The following factors may be used in the decision-making process:
 - a. When a response to the hurricane or tropical cyclone event requires the resource and/or logistical support from a majority of the City's Incident Command Functions; and
 - b. When the threat of a hurricane or tropical cyclone event necessitates evacuations that require resource support from neighboring counties.
 2. City's Employee Shelter Activation: When the EOC becomes fully activated due to the threat of a hurricane or tropical cyclone event and a major evacuation is anticipated, the City Manager may direct the opening of an Employee Shelter so that the dependents of City employees may have a safe place to stay.
- E. Resources: All resource requests will be coordinated through the Logistics Section.

IV. PUBLIC INFORMATION and INFORMATION FLOW

- A. General: This Section provides how information will be shared during the activation of the City's EOC. The Public Information Officer has the responsibility to establish a mechanism that efficiently provides and disseminates information to the public. The City Manager will appoint a Lead Public Information Officer who will facilitate the logistical support and orientation for all Public Information Officers working in the City's EOC. (See Appendix G – Crisis Communication and Public Information Plan.)
- B. Unified Public Information: When the County Emergency Operations Center is activated (Level 2 or 1) the City's Public Information Officer will coordinate information and media releases with Sarasota County to ensure consistent messaging across all formats.
- C. Information Flow:
1. Hurricane and tropical cyclone event Response Activity:
 - a. The Emergency Manager will notify the Sarasota County Multi-Agency Coordination Center of any significant activities that develop.
 - b. The Public Information Officer will notify the EOC Manager of any significant activities that develop; such as the following:
 - (1) Lives and/or property imminently jeopardized;
 - (2) Evacuation issues/problems;
 - (3) Injuries or deaths related to the hurricane or tropical cyclone event; or
 - (4) Road closures to major thoroughfares.
 2. Situation Report **Information**: The Plans Section Chief will produce situation reports on a frequency and format consistent with ICS Planning and with the needs and requirements of the Sarasota County Multi-Agency Coordination Center.

V. REIMBURSEMENT (See Base Plan, Section VI.)

- A. When anticipating a Presidential Declaration of a Major Disaster that includes Sarasota County, and the City encounters any damage to its infrastructure or expends funds for emergency protective measures or debris removal, the City shall apply to the federal government for reimbursement consistent with the Stafford Act and its applicable regulations.
- B. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. The Finance Department will create project and payroll codes to track all costs.
- C. Following a hurricane or tropical cyclone event, the City's Emergency Management Division will coordinate with all departments and volunteers to compile costs and proper documentation needed for reimbursement under Public Assistance procedures. A member of the City's Finance Department, Emergency Management Division, and pertinent department officials must be involved with the reimbursement application process with FEMA. The Finance Department, and other City departments as necessary, will coordinate the submission of payroll reports to FEMA; individual departments will be responsible for equipment, materials, and contracts.

VI. EXERCISES AND TRAINING (See Base Plan, Section IV, Subsections C and D.)

- A. The City will develop and conduct emergency management oriented exercises and participate in similar exercises conducted by other government entities.
- B. Exercises shall be drawn from existing plans/procedures to evaluate their ability to meet the goals and objectives.
- C. Exercises shall be evaluated, and an After-Action Review/Improvement Plan will be created to draw-on strengths and identify areas for improvement.
- D. The Emergency Management Division will work with department directors to identify generic and task-specific training opportunities for operations related to hurricane and tropical cyclone events.
- E. All training shall be consistent with NIMS/ICS principles.