

The City of North Port, Florida

Exhibit A to Resolution 2023-R-45

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Prepared by:
City of North Port Fire Rescue
2023





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Promulgation Statement

We hereby promulgate the City of North Port Comprehensive Emergency Management Plan (CEMP) to provide guidance in mitigating, preparing for, responding to, and recovering from emergencies and disasters threatening life or property within the city's area of responsibility. The plan is a statement of policy regarding emergency management, assigns tasks and responsibilities to local officials and Department/Organization Heads, and specifies their roles during an emergency or disaster situation.

Each official and Department/Organization is to become familiar with this plan to ensure efficient and effective execution of their emergency responsibilities. Each Department/Organization must develop and maintain implementation plans, protocols, procedures, and guidance.

Preparedness to cope with the effects of an emergency or disaster includes many diverse but interrelated elements, which must function as an integrated emergency management system involving all departments and agencies of government, non-governmental organizations, private sector support agencies, and individual citizens. Coordinated preparedness better serves the citizens within the City of North Port.

This strategic document will continue to be evaluated, updated, and refined to meet changing needs. This document was reviewed and approved by City of North Port and Sarasota County. City of North Port Fire and Rescue Division of Emergency Management will continue to gain input from stakeholders and partners as changes and additions are made to this document.



Approval and Implementation

Implementation of the CEMP involves the following actions:

- a) The plan is distributed to all City Departments, City Commissioners, City Manager, City Clerk, North Port Public Library, Sarasota County Emergency Management, Florida Division of Emergency Management.
- b) The Emergency Manager is responsible for ensuring that all changes have been distributed to recipients of the CEMP.
- c) A Record of Changes Log is included and is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- d) A master copy of the CEMP, with a master Record of Changes Log, is maintained by Emergency Management. A comparison of the master copy with any other will allow a determination to be made as to whether the copy in question has been posted to it with all appropriate changes.



Record of Changes

Change Number	Date of Change	Name	Summary of Change



Table of Contents

1.	Introduction	1
1.1	Purpose	1
1.2	Scope	1
1.3	Methodology	1
1.4	Planning Assumptions	2
2.	Situation Overview	2
2.1	Hazard and Threat Analysis Summary	2
2.1.1	Geographic Information	3
2.2	Demographic Profile	5
2.3	Economic profile	5
3.	Concept of Operations	7
3.1	CEMP Activation	7
3.2	State of Local Emergency	8
3.3	Emergency Management Coordination	8
3.4	Supporting Plans	9
3.5	Evacuation Routes	9
3.6	Sheltering	9
3.7	Re-Entry	10
3.1	Community Inclusion	11
3.1.1	Essential Needs of Children	11
3.1.2	Access and Functional Needs	11
3.1.3	Pets and Service Animals	11
4.	Organization and Assignment of Responsibilities	11
4.1	Line of Succession	13
4.2	Emergency Roles	13
4.3	Incident Command System (ICS)	14
4.3.1	Policy Group	14
4.3.2	Command Staff	14
4.3.3	General Staff	14
4.3.4	Joint Information Center	14
4.4	Emergency Operations Center	15

City of North Port
 Comprehensive Emergency Management Plan



4.5 Levels of Emergencies and Disasters 15

4.6 Roles and Responsibilities..... 16

 City Attorney 18

 City Clerk 18

 Office of Economic Development Manager 19

 Office of Information Technology 18

 Public Information Officer..... 18

 Emergency Manager 19

 Fire Rescue Chief..... 19

 Police Chief..... 20

 Director of Neighborhood Development Services 20

 Director of Finance 21

 Director of Utilities..... 21

 Director of Human Resources 20

 Director of Parks and Recreation 21

 Director of Public Works 22

 Director of Social Services..... 18

4.7 City, County, State, and Federal Coordination..... 23

4.8 Critical Infrastructure 24

4.9 Volunteers..... 25

4.10 Resource Typing..... 25

4.11 Roster and Policy Maintenance 25

5. Preparedness Activities25

 5.1 Integrated Preparedness Cycle 25

 5.2 Populations with Special Needs..... 28

 5.3 Public Awareness and Education 29

 5.4 Mutual Aid Agreements 29

6. Direction, Control, and Coordination30

 6.1 Response Assets..... 30

 6.2 Multi-jurisdictional Coordination..... 30

 6.3 Plan Integration..... 30

7. Information Collection, Analysis, and Dissemination.....31

 7.1 Information Strategies 32

City of North Port
Comprehensive Emergency Management Plan



7.1.1	Community Lifeline Status	32
7.1.2	Long-term Information Collection, Analysis and Dissemination Strategies	33
7.1.3	Collaboration with the General Public.....	33
8.	Communication and Coordination	33
8.1	Establishment of Plain Language Communications	33
8.2	Telephone	33
8.3	Radio	34
8.4	Data.....	34
8.5	Public Emergency Notifications	34
9.	Administration, Finance, and Logistics.....	36
9.1	Administration	36
9.1.1	Documentation	36
9.1.2	After Action Reporting.....	36
9.2	Finance	37
9.2.1	Funding Agreements.....	38
9.2.2	Financial Recovery Activities.....	39
9.3	Logistics.....	39
9.3.1	Logistical Staging Areas.....	39
9.3.2	Fuel.....	40
9.3.3	Requesting State Assistance	40
10.	References and Authorities.....	42



Tables and Figures

Table 1: CEMP Distribution List	2
Table 2: Hazard List	3
Table 3: Demographic Profile	5
Table 4: Economic Profile.....	6
Table 5: City Leadership Roles and Responsibilities.....	17
Table 6: Local Recovery Roles	24
Table 7: Critical Infrastructure Responsibilities	24
Table 8: Essential Elements of Information	31
Figure 1: FEMA Flood Map for the City of North Port.....	4
Figure 2: State of Emergency Process.....	8
Figure 3: Evacuation Center Types.....	10
Figure 4: City of North Port Organizational Chart.....	12
Figure 5: Line of Succession.....	13
Figure 6: Types of Emergency Roles.....	13
Figure 7: ICS Organizational Chart	14
Figure 8: Levels of EOC Activation	16
Figure 9: Local Liaisons to State ESFs	23
Figure 10: NIMS Training Recommendations by Responder Type	26
Figure 11: Community Lifelines.....	32
Figure 12: Requesting State Assistance.....	40



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1. Introduction

The City of North Port is vulnerable to a variety of natural, man-made and technological hazards that can potentially threaten lives, property, economy, and the environment. The City of North Port Comprehensive Emergency Management Plan (CEMP) consists of a Base Plan and supporting Annexes and Appendices which establish the framework for City preparedness, response, recovery, and mitigation leading up to and after a disaster. The CEMP is aligned with Sarasota County, the State of Florida and the National Disaster Response Framework to ensure seamless coordination between entities.

References are made to relevant Standard Operating Guides (SOG)/ Procedures (SOP) where additional details are available. Each Department/Agency is responsible for maintaining their own plans, policies, and procedures, including updating Emergency Management when a change needs to be made to the CEMP.

1.1 Purpose

The CEMP establishes a framework for an effective system of comprehensive emergency management for:

- Reducing loss of life, injury and property damage and loss resulting from natural or man-made emergencies;
- Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;
- Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;
- Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and
- Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

1.2 Scope

This CEMP is a Citywide plan that encompasses coordination with multiple jurisdictions and special districts for all-hazards of ranging severity. It provides direction and control, assigns functional responsibilities, and provides a format for transition throughout all phases of emergency management.

This CEMP is to be used in conjunction with the Sarasota County CEMP, supporting plans, SOPs, SOGs, annexes, appendices, technology, and other documentation where referenced.

1.3 Methodology

The City of North Port CEMP was written utilizing best practices provided by the Federal Emergency Management Agency (FEMA) National Response Framework and Comprehensive Planning Guide 101, the State of Florida CEMP and Crosswalk, Sarasota County CEMP, and lessons learned from past emergencies and disasters. Relevant local ordinances, state and



federal statute, and regulations, and priorities provide the foundation for the CEMP, and the Unified Local Mitigation Strategy provided the hazards, geography, and demographics used in the planning process.

This is considered a living document and will be updated by Emergency Management as priorities, policies, and best practices change. The City Manager will determine if the changes are significant enough to require review and approval by the Commission. The CEMP will be redistributed to all partners when any updates are made, regardless of the need for Commission approval (see distribution list below). The CEMP is required to be presented to the Commission for re-approval every four years to maintain compliance with Florida Division of Emergency Management (FDEM) standards.

A list of partners involved in the creation of the CEMP are listed below. Planning efforts consisted of a series of meetings with each partner to ensure accuracy and completeness of information. This list doubles as the distribution list for the CEMP.

Table 1: CEMP Distribution List

Department/Agency	Planning Team	Distribution List
City Departments	Yes – All departments	1 copy to each Director
City Commissioners	N/A	1 copy each
City Manager	N/A	1 copy each
City Clerk	N/A	2 copies
North Port Public Library	N/A	1 copy
Sarasota County Emergency Management	Yes	2 copies
Florida Division of Emergency Management	N/A	1 copy

1.4 Planning Assumptions

The City of North Port created this CEMP under the following assumptions:

- All essential City staff will serve their Emergency Role;
- Partners follow through with mutual aid agreements (MAA) and memorandums of understanding (MOU);
- City, County, State, and Federal resources are available.

2. Situation Overview

The City of North Port is a growing community in Southeast Sarasota County, just 12 miles from the Gulf of Mexico. Its location, topography and natural and cultural resources are vulnerable to a variety of hazards.

2.1 Hazard and Threat Analysis Summary

For the purposes of this CEMP, the threat and hazard analysis is summarized. For more detailed information, please see the 2021 Sarasota County Unified Local Mitigation Strategy (LMS) adopted by the North Port Board of Commissioners.



The chart below identifies the hazards to which North Port is vulnerable, the extent of the damage the hazard could cause, and the probability of the hazard occurring. Details about each hazard, including record of past incidents can all be located the 2021 Sarasota County LMS, and therefore will not be repeated in this document.

Table 2: Hazard List

Hazard Type	Extent	Probability
Coastal Storm	Extensive	Annual
Dam Failure	Low	Low
Drought	Low	Annual
Earthquake	Low	Unlikely
Expansive Soils	Unlikely	None
Levee Failure	Low	Unlikely
Flood	Catastrophic	Annual
Hailstorm	Low	Annual
Hurricane	Catastrophic	Annual
Land Subsidence	Low	Medium
Seasonal Severe Weather Storm	Extensive	Annual
Tornado	Low	Annual
Wildfire	Extensive	Annual
Windstorm	Extensive	Annual

2.1.1 Geographic Information

The City of North Port occupies 104 square miles of lying coastal plain in southeast Sarasota County. The City is predominantly low-density with approximately 70% undeveloped land, including approximately 10,000 acres of the Myakka River State Forest. However, there are medium and high-density developments underway for the southwestern, north-central, and extreme eastern areas of the City.

General drainage patterns for the City occur through the Myakkahatchee Creek (Big Slough), Myakka River and toward swamps and marshes along Charlotte Harbor. The City relies on controlled canal and lock systems for flood control.

The City contains several environmentally sensitive areas. These areas may contain historical and cultural value to the community, ecosystem for native plants and animals, and tourist destinations. These areas include:

- Little Salt Spring
- Timucuan Burial Ground
- Warm Mineral Springs
- Myakkahatchee Creek
- Myakka State Forest



2.1.1.1 Flood Map

Below is the update risk map generated by FEMA for the City of North Port. The areas of the City most vulnerable to flooding are those along the Myakka River.

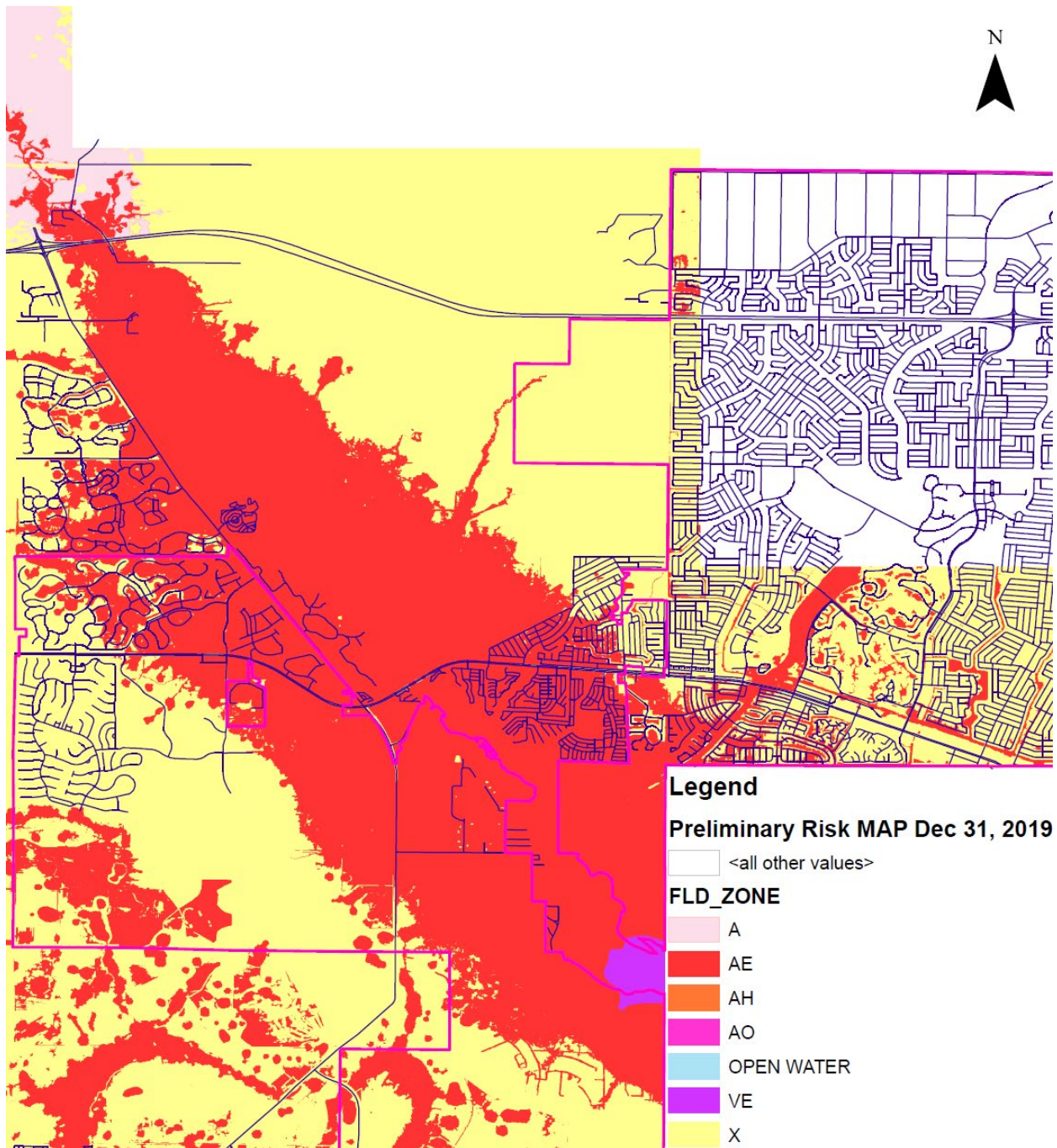


Figure 1: FEMA Flood Map for the City of North Port



2.2 Demographic Profile

The following information about the City of North Port is based on data collected by the United States Census Bureau¹:

Table 3: Demographic Profile

City of North Port Demographic Data (as of July 2021)	
Total Population	80,021
Distribution of Population by Age	<ul style="list-style-type: none"> • < 5 years old – 4.1% • <18 years old – 18.5% • 19-64 years old – 50.2% • 65+ years old – 27.2%
Race and Hispanic Origin	<ul style="list-style-type: none"> • White alone – 87.2% • Black or African American alone – 5.6% • Alaska Native or American Indian – 0.1% • Asian Alone – 1.9% • Pacific Islander – 0.0% • Two or more races – 3.8% • Hispanic or Latino – 10.8% • White alone, not Hispanic or Latino – 79%
Access and Functional Needs	10.9% (under the age of 65) ²
Non-English-Speaking Populations	13.6%
Mobile Home Parks and Population	Holiday Park – 865 Units
Farm Workers	North Port has no commercial agriculture
Tourist Populations	Increase of up to 30% due to tourism in season
Transient Population	North Port has no identified transient population
Inmate Population	N/A ³

2.3 Economic profile

Disasters can have devastating impacts to the economy. Capital assets and infrastructure such as housing, schools, factories and equipment, roads, dams, and bridges may be damaged or destroyed. Human capital may become depleted due to the loss of life, the loss of skilled workers and the destruction of education infrastructure that disrupts schooling.

Additionally, disasters have major long-term impacts on businesses. Damaged goods and equipment may result in a loss of potential business revenue and time during which the business is inoperable. According to the Federal Emergency Management Agency, 40% of small and mid-sized businesses (SMBs) never reopen after a natural disaster, and an additional 25% reopen but fail within a year.

¹ <https://www.census.gov/quickfacts/fact/table/northportcityflorida/PST045221>

² Information regarding access and functional needs over the age of 65 was not available.

³ The City of North Port does not have an inmate facility



The tourism sector is oftentimes negatively impacted by labor power decrease and damage from natural disasters. Severe damage from these disasters may contribute to job loss, supply shortages, and prolonged construction of businesses. It also can delay transportation and shift government funds away from tourism and influence negative media. Disasters can also influence a tourists’ decision about travel, lodgings, safety precautions, and more.

Common impacts on agriculture include contamination of water bodies, loss of harvest or livestock, and increased susceptibility to disease. Disasters oftentimes impact water sources directly. Agriculture is particularly vulnerable to impacts by natural disaster because of its reliance on weather, climate, and water.

Economists estimate as many as 125,000 jobs were affected on average in previous hurricanes, and the range of forecasts for monthly job gains falls between a loss of 45,000 jobs and a gain of about 150,000.

Table 4: Economic Profile

Employment by Major Sector		
Industry	Employees	Average Annual Wages
Retail Trade	1,860	\$41,079
Construction	1,574	\$56,488
Accommodation and Food Services	1,175	\$31,775
Educational Services	1,131	\$62,142
Health Care and Social Assistance	1,010	\$62,436
Public Administration	687	\$64,347
Administrative and Support and Waste Management and Remediation Services	667	\$44,556
Other Services (except Public Administration)	535	\$38,139
Professional, Scientific, and Technical Services	380	\$92,206
Manufacturing	368	\$59,809

The median property value in The City of North Port is \$227,400. The per capita income is \$36,331. This information is per the 2020 Census data.⁴

⁴ <https://www.census.gov/quickfacts/fact/table/northportcityflorida/PST045221>



3. Concept of Operations

This CEMP is intended to guide response activities to prioritize life safety, the protection of property, and the preservation of the environment. Initial goals and objectives will be established to achieve these priorities. This section provides the outline for emergency response operation in the City.

3.1 CEMP Activation

The North Port CEMP will be activated, and Incident Command System (ICS) implemented, under the following conditions:

- a) On the issuance of a declaration of a State of Emergency by the President of the United States for a geographic area which includes the City of North Port, or
- b) On the issuance of a declaration of a State of Emergency by the Governor of the State of Florida, for a geographic area that includes the City of North Port, or
- c) On the issuance of a declaration of a Local State of Emergency by the Sarasota County Board of County Commissioners, or
- d) On notification of the Sarasota County Emergency Management, or the Sarasota County EOC, that Sarasota County has implemented its CEMP, or
- e) On a declaration by the City of North Port Commissioners, or the City of North Port City Manager, that a Local State of Emergency exists, or
- f) The senior employee present from any department of the City of North Port, who is responsible for management of an emergency, may activate the City of North Port CEMP and initiate the Incident Command System, if in the best judgment of the employee in-charge of the incident, circumstances necessitate such action. The senior employee present will serve as Incident Commander until the City Manager selects a permanent Incident Commander.



3.2 State of Local Emergency

The City Manager and Emergency Management Director will, when deemed necessary, begin the process of requesting an Emergency Ordinance of a State of Local Emergency using the following measures:

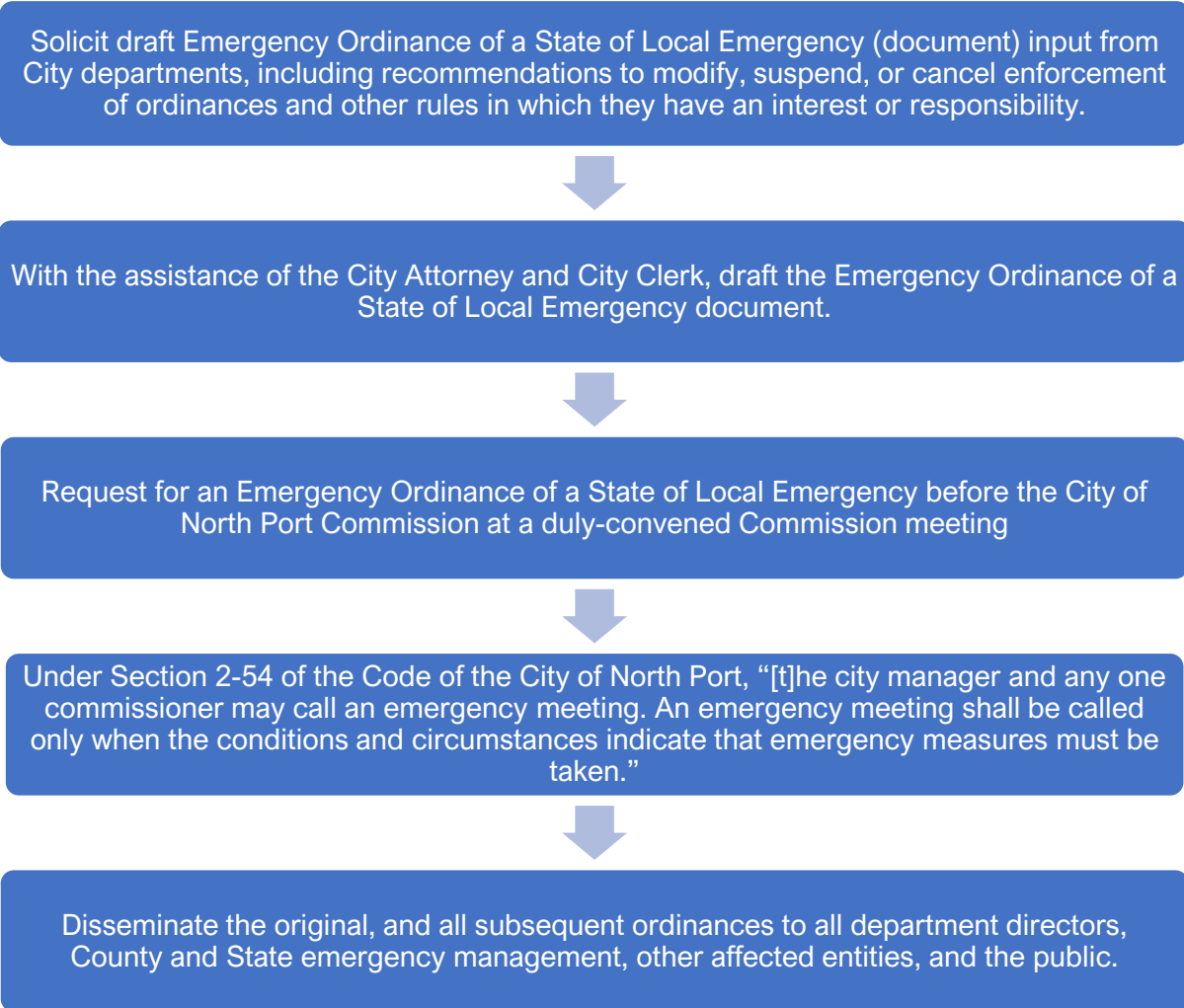


Figure 2: State of Emergency Process

[A sample Emergency Ordinance of a State of Local Emergency Document may be found as Appendix A to the CEMP.]

The City Attorney provides advice and guidance regarding any legal questions/issues to the City Commissioners, Emergency Policy Group, the City Manager, and the EOC Manager concerning legal responsibilities in relation to preparedness for, response to, and recovery from emergency operations.

3.3 Emergency Management Coordination

North Port Fire Rescue – Emergency Management is seated in the Emergency Operations Center (EOC) during activations. Each department has representatives in the EOC that allow



Emergency Management to directly coordinate with departments. Emergency Management also has a direct line to Sarasota County to ensure response and recovery operations align, or to facilitate coordination with the State. Any other outside agencies are coordinated through the Liaison Officer. Business contacts are coordinated through the Director of Economic Development.

3.4 Supporting Plans

Section 10 lists the federal, state, and local agency plans that support this CEMP, including, but not limited to the National Disaster Response Framework, State of Florida and Sarasota County Comprehensive Emergency Management Plans, and City of North Port Departmental SOGs.

The City of North Port Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of City of North Port mission-essential functions. This may be required if an emergency threatens or incapacitates operations, and the relocation of selected personnel/functions is required. The COOP Plan is composed of a Base Plan which serves as a City-wide policy guide and Individual plans specific to the needs of each City department. The Emergency Manager coordinates with each City Department to ensure their COOPs provide the information necessary to maintain vital government functions during and after a disaster.

3.5 Evacuation Routes

Through the City of North Port, River Road, Sumter Boulevard, Toledo Blade Boulevard, Tamiami Trail (US 41) and I-75 are designated as primary evacuation routes. Although all routes can be considered primary, citizens are urged to use I-75 and US 41 as a last resort. The reason for this is that most people are familiar with I-75 and US 41, and therefore use of these roads during an evacuation will be high. However, since these routes run along the coast, and, historically, these roads are normally crowded in an evacuation, people are urged to use US 17, County Road 74, and Kings Highway to evacuate North Port. These roads will take people inland, away from the high wind and storm surge threat.

3.6 Sheltering

Sarasota County, in coordination with the School District, is statutorily responsible for sheltering operations in a tropical cyclone event for the general public. The Department of Health will also staff shelters for medically dependent populations. Shelters open by the County are referred to as evacuation centers. Figure 2 discusses the different types of evacuation centers that may be open in the event of a tropical cyclone.

The City of North Port is responsible for providing temporary, localized sheltering for smaller-scale incidents such as cold weather sheltering (temperature or wind chill below 40 degrees), residential structure fires, and localized flooding. Emergency Management will coordinate with local faith-based organizations, The Salvation Army and American Red Cross as appropriate for sheltering needs. Any additional mass care needs can be coordinated through other county departments, non-government organizations, and through the County, if necessary.



Evacuation Centers

- Within the City of North Port are six hurricane evacuation centers and two medical dependent persons' centers which are operated by the Sarasota County Health Department and School Board of Sarasota County. The City of North Port will support those centers with fire inspection, law enforcement and emergency medical personnel as needed.

Sheltering of Emergency Worker Families

- The City of North Port has a plan for an emergency worker family center program. At the inception of an event, City department heads are to poll their employees to find out how many spaces their employees' families might need should they need to work in the EOC (or elsewhere in the County) during a disaster.

Refuges of Last Resort

- The Emergency Management Director, based on the authority granted in the Governor's declaration, will authorize that identified facilities be commandeered for use as Refuges of Last Resort. Refuges of Last Resort are structures/buildings designated as the best possible accommodation for people who cannot or do not evacuate in time to reach safe public evacuation centers. Refuges provide no special accommodations such as food, water, security, first aid, or parking. These structures are not guaranteed to be structurally sound in strong hurricane situations; however, they are deemed better than persons trapped on the road in their vehicle during strong winds and rising waters. Refuges are viewed as a last resort until the hurricane or other disaster passes.

Figure 3: Evacuation Center Types

3.7 Re-Entry

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

The Police Department will manage appropriate Traffic Control Points (TCP), as identified by number and intersection on the TCP maps maintained in the EOC. Proof of residency in the area or area employment must be presented at the TCP to gain re-entry. For residents, a driver license listing an address in the evacuated area is acceptable for re-entry. Lacking that specific documentation of residency in the evacuated area can be established by photo ID along with a utility bill addressed to the bearer at the area address, or a lease or proof of building ownership.

Employees of businesses in the evacuated area must present a photo ID issued by that business for the address in the evacuated area, or a photo ID along with other proof of employment at the business address in the evacuated area such as a paycheck stub.

Persons evacuated under the PSN program will be returned to their homes after their homes are determined to be habitable.



3.1 Community Inclusion

The City of North Port is a growing community with diverse populations including children, immigrants, elderly, and other historically underserved or marginalized demographics. The City's plans strive to be inclusive to the whole community and prioritize resources to those in the most need.

3.1.1 Essential Needs of Children

There are several areas in Appendix G that outline messages to inform parents and others on how to address the care of children in various types of situations such as sheltering in place, cold weather sheltering, and school evacuations. During EOC activation, the Department of Parks and Recreation may provide childcare services for school-aged children depending on the scale of the disaster and the available resources to do so safely.

3.1.2 Access and Functional Needs

A Crisis Communications and Public Information Plan has been developed and attached to the Plan as Appendix G. The Plan outlines the roles, responsibilities and protocols that will guide the City in promptly sharing information with all of City's audiences during an emergency or crisis. The City of North Port utilizes multiple forms of communications, including the mass notifications system, traditional media and social media, and devices such as radios, traditional phones, and other networks to communicate messaging with all members of the City. American Sign Language translators are present at live press conferences to provide translations for emergency messaging for the hard of hearing populations. The City of North Port website is ADA compliant and screen reader compatible.

3.1.3 Pets and Service Animals

Evacuation Center operations are the primary responsibility of Sarasota County. All Evacuation Centers operated by the County allow pets and service animals to be sheltered at those locations. In addition, Appendix G provides instructions for pet owners on how to take care of their pets during an evacuation.

4. Organization and Assignment of Responsibilities

The City of North Port is organized in a manner that best serves its citizens, as represented in the organizational chart below. During day-to-day operations, the City Manager and Assistant City Managers oversee their respective departments. The City Manager reports to the City Commission as does the City Clerk, Deputy Clerk, and City Attorney.

The City Manager is responsible for appointing an Emergency Manager (EM). The EM is responsible for day-to-day planning and operations to include:

- a) Maintaining ongoing coordination with County and State counterparts;
- b) Coordinate City involvement in trainings and exercises;
- c) Coordinate the development of internal training programs;
- d) Maintain and update the CEMP, approve and make changes to the CEMP and distribute copies of updates or changes to copy holders of the CEMP;
- e) Maintain the EOC and supporting supplies in a state of readiness;
- f) Coordinate public awareness and education campaigns.

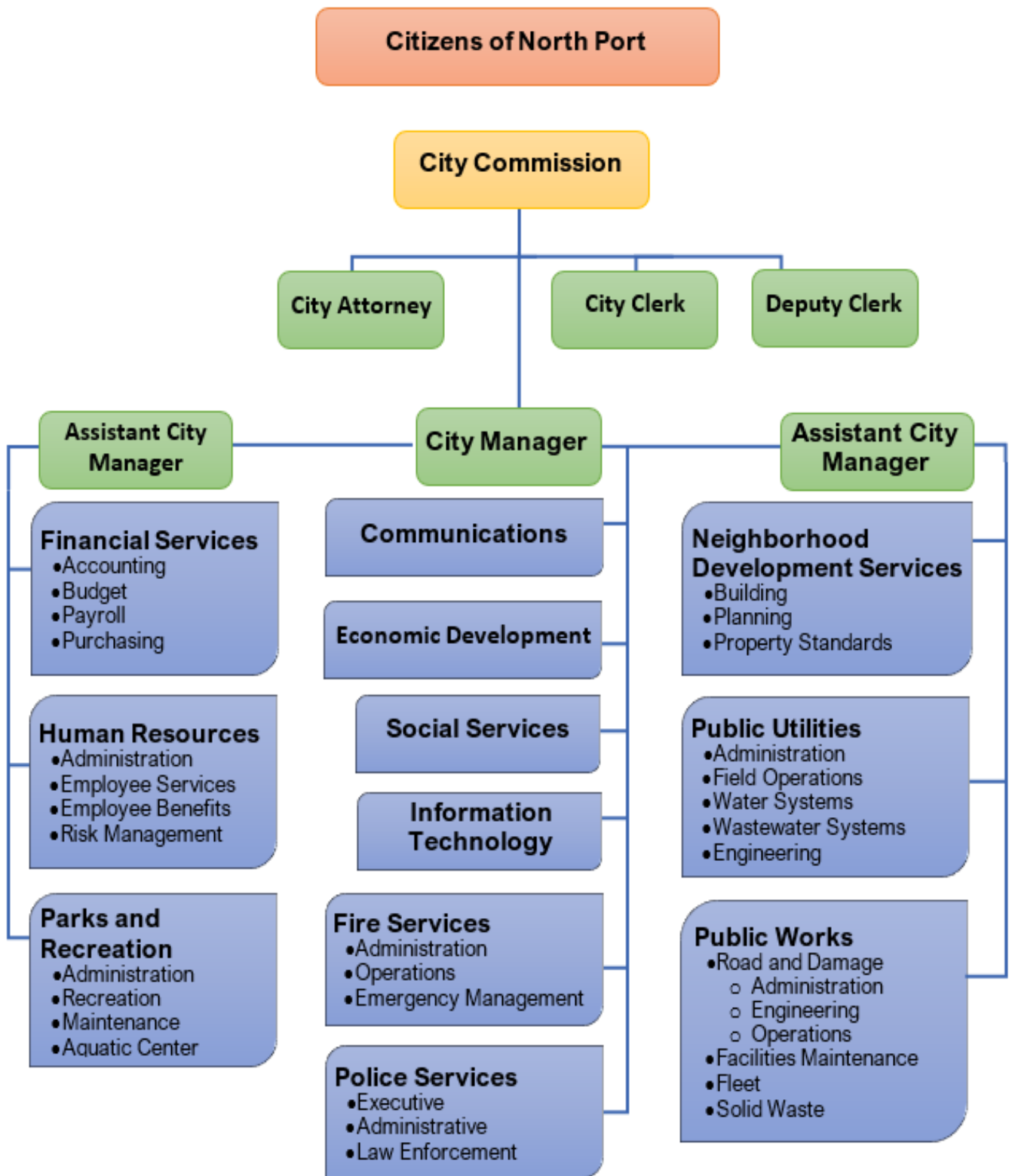


Figure 4: City of North Port Organizational Chart



4.1 Line of Succession

Below are the key government officials who will ensure continuous leadership authority and responsibility in emergency situations:



Figure 5: Line of Succession

4.2 Emergency Roles

The City has instituted an Employee Disaster Role Registration program. All employees are required to assist in the City’s disaster response and recovery efforts. All new employees will complete the Employee Disaster Role Registration form on arriving at their workplace for orientation. The forms will be maintained by the Emergency Management Division and EOC managers during a disaster.

As supported by the City Manager, all City employees will be designated as one of the following:

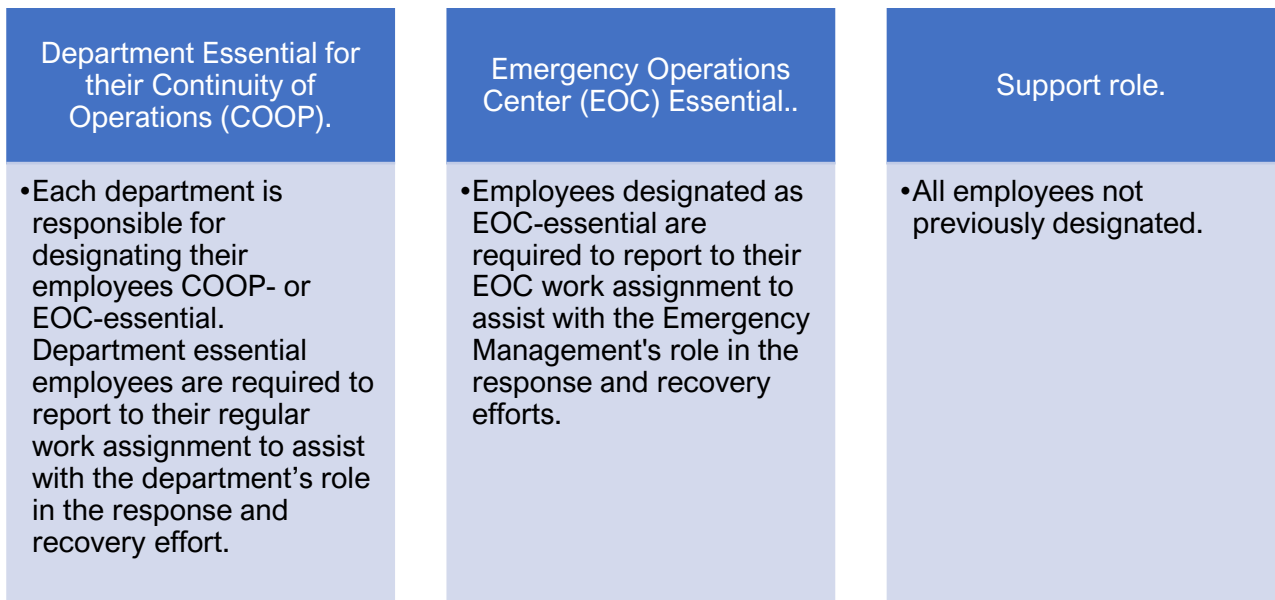


Figure 6: Types of Emergency Roles



4.3 Incident Command System

The City of North Port has adopted the National Incident Management System (NIMS), including Incident Command System (ICS), as the standard by which “no-notice” incidents and pre-planned events will be organized and managed (See Appendix C). Based on ICS guidance and City protocols, ICS may be implemented at any level of emergency, for any situation, and by any qualified individual. The use of ICS provides a standardized approach for all-hazard response.

4.3.1 Policy Group

When the ICS has been instituted to manage an emergency, the City Manager, Assistant City Manager, Police Chief, Fire Chief, Public Works Director, and Emergency Manager will form the Policy Group for the incident. The City Manager will be the liaison between the Policy Group and the Mayor and Board of Commissioners to quickly address any policy barriers that are preventing an efficient response and recovery. The Incident Commander will work closely with the Policy Group to identify any policies, codes, laws, etc. that may impede the ability to protect lives and property (i.e. curfew implementation, re-entry policies).

4.3.2 Command Staff

On activation of the CEMP and initiation of ICS, the City Manager will notify the various department directors and City Commissioners of the emergency and the identified Incident Commander (IC). The IC, Liaison Officer, and Safety Officer will be selected by the City Manager from qualified City staff. The Public Information Officer (PIO) shall be filled by the individual holding the role during normal operations and will coordinate with the City Manager regarding internal and external communications.

The ICS structure will be scaled appropriately for the size and type of the incident. The IC will have overall responsibility for management of the disaster. However, for some instances, the City Manager may enact Unified Command (UC) to share command decision-making and resources among the involved entities. This usually occurs when an incident involves more than one jurisdiction. The City Manager may also appoint himself/herself as IC.

4.3.3 General Staff

General staff consists of Section Chiefs for Operations, Planning, Logistics, and Finance Sections. Staff for these positions will be determined by the City Manager based on qualifications for the position and incident. Incident Management Teams (IMTs) may be requested to help supplement City staff for large-scale incidents and the EOC’s request.

4.3.4 Joint Information Center

The IC/UC will coordinate with the Public Information Officer (PIO) to establish a Joint Information Center (JIC) to disseminate public information if appropriate for the scale of the disaster. Information released by the JIC must be pre-approved by the Emergency Management Director. The JIC will be composed of PIO elements from each responding department/agency to include but not limited to City, State and Federal. This center will release public preparedness, response, recovery, and mitigation information such as evacuation center information, danger zones, and open or closed businesses. The JIC will establish a schedule for press briefings and release other information as needed.

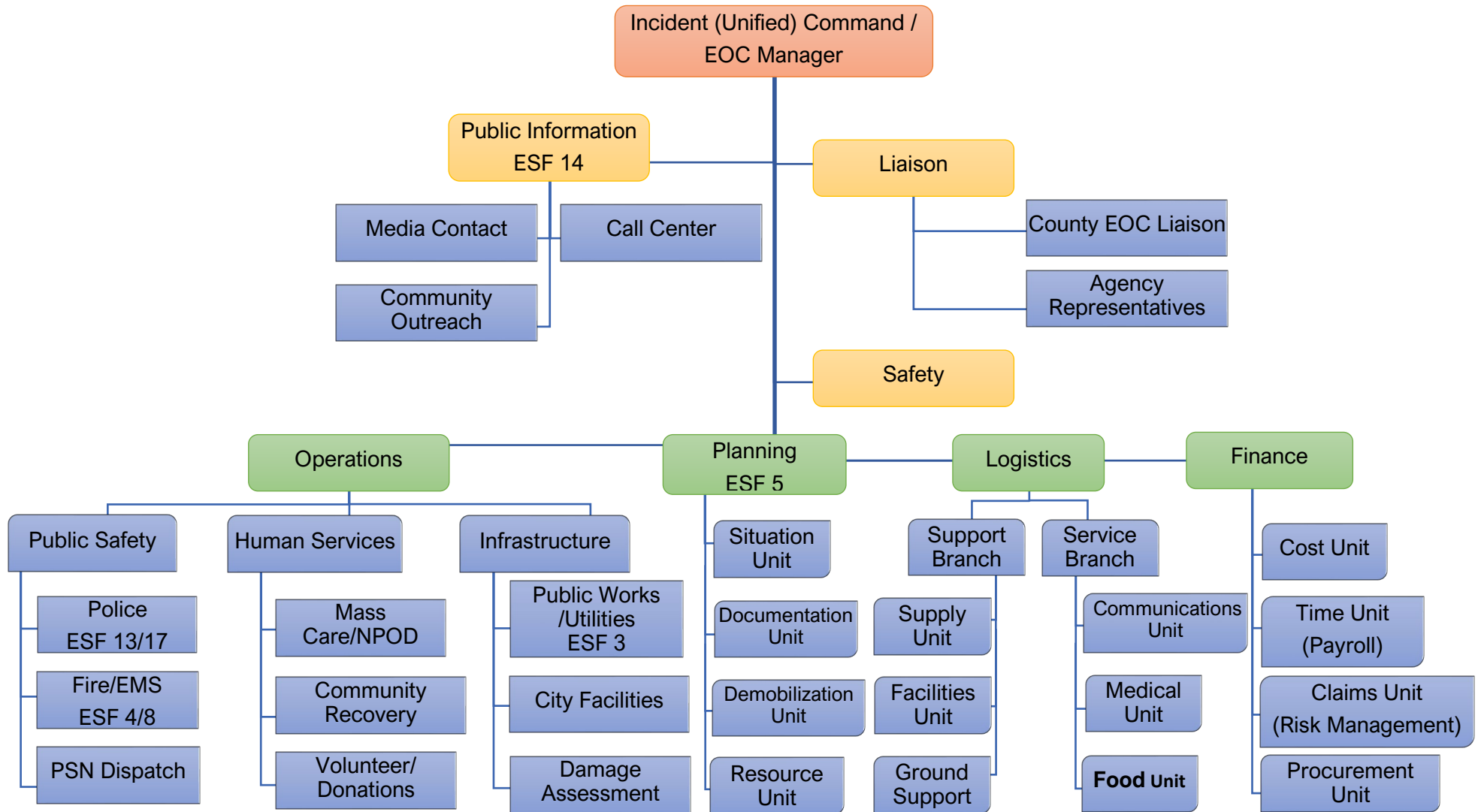


Figure 7: ICS Organizational Chart

4.4 Emergency Operations Center

The Emergency Operations Center is a site selected by the Incident Commander from which he/she deems is most suitable for managing the incident. The site may be mobile or fixed. The City of North Port City Hall room 244 will serve as the Primary EOC for the City until a more capable structure is established. The Incident Commander may select to use it or to continue operations from a more mobile position.

EOCs may be selected by the Incident Commander based on the nature of the incident, and the capability of the building. They include, but are not limited to the Municipal Complex – Fire Rescue Headquarters or Police Headquarters or the Morgan Family Community Center or George Mullen Activity Center.

Demobilization of the City EOC. The release of personnel from the EOC and the ultimate closure of the EOC should be preplanned and conducted in an orderly method. The Incident Commander and general staff should determine when and how such draw down and closure will be accomplished. Considerations include, but are not limited to:

1. Determining which positions are no longer required to operate on a continuous 24-hour basis and reducing their hours of operation;
2. Determining which positions can be consolidated to release some personnel;
3. Determining which personnel should be released first due to fatigue, family and personal needs, or the requirement for them to return to their normal duty positions;
4. Determining if some new personnel should be integrated into the EOC to allow for others to be released, or if the release can take place without the infusion of new personnel;
5. Ensuring all financial records are completed and collected by the EOC Cost Unit.
6. Verifying that historical documentation is transferred to the City Clerk for custodial care;
7. Appointing a person or persons to assure that all EOC supplies, forms, displays and equipment are returned to the City Emergency Manager for future utilization; and
8. Notifying the City Manager of the intention to close the EOC with an estimated effective time.

4.5 Levels of Emergencies and Disasters

The City of North Port closely follows the definitions of “emergency” and the various levels of “disasters” provided in Florida Statutes §252.34. Those definitions and their relationship to EOC activation levels are as follows:



Minor Emergency EOC Level III Monitoring	Major Disaster EOC Level II Partial Activation	Catastrophic Disaster EOC Level I Full Activation
<ul style="list-style-type: none"> • Met with a single department's normally available resources • The department that normally handles the situation has decision-making responsibilities • A Command Post may be established if deemed necessary • No city-wide action is required • No administration notification needed 	<ul style="list-style-type: none"> • Requires response by two or more City departments (CD) above a routine capacity or outside agencies are required for assistance • The department that normally handles the situation has decision-making responsibilities and must make requests for any logistical needs to other departments or outside agencies • On-site Command Post will be established by the responsible department (RD) who will notify all parties of its location • Administrative Command Post may be established by the RD at the department facility or EOC • The City Manger and EMD will be notified 	<ul style="list-style-type: none"> • Requires all CDs and resources, or a combination of CDs and outside agencies • IC or UC has decision-making authority; onsite commanders will make immediate decisions necessary to protect life and property • Results in a State of Local Emergency by the Commission of the City of North Port • City Manager, EMD, Fire Chief, Police Chief, and all department directors will be notified • Senior representative of the initiating department shall establish on-site command and notify all departments of its location • All Policy Group members will report to the EOC, who under the advisement of the EMD, will determine additional EOC staffing needs • The EOC shall assume responsibility of all press releases and logistical acquisitions

Figure 8: Levels of EOC Activation

Full activation of the EOC does not occur in every emergency event. Even situations with multi-discipline and mutual aid involvements are often managed effectively in the field using the Incident Command Systems' principles practiced by responders in the County. The EOC may be activated simply to provide support to the Incident Commander(s) in the field. In addition, any incident may escalate from a field command emergency to one managed from the EOC.

4.6 Roles and Responsibilities

Elected officials and other governmental authorities of the City operate essentially the same during normal and emergency times. Non-emergency activities may be suspended, and resultant uncommitted personnel reallocated to the City EOC. The scene of decision-making may shift from the normal City Commission conference rooms and Department offices to the City EOC and/or other special facilities. The City of North Port's organization for disaster



management commits all units of local government to provide the service and assistance for which they are best trained and most experienced.

Table 5: City Leadership Roles and Responsibilities

Role	Emergency Responsibilities
City Mayor	<ul style="list-style-type: none"> • Provide the City Manager with a listing of the Commissioners specifying their succession in authority to exercise the emergency powers of the Mayor in his absence or inability to function. • Analyze the Citywide social and economic impact of the situation and provide policy and guidance as requested. • Prepare to participate in public information presentations and media briefings. • Delegate policy and direction, including authority to declare a Citywide emergency/disaster, to the City Manager ensuring continuity of government, one-voice decisions and unified community support as requested. • Convene the Commission to continuous emergency session as soon as is practicable. Exercise all essential emergency functions of the Commission unilaterally until the full Commission can be convened.
City Manager	<ul style="list-style-type: none"> • Proclaim/declare State of Local Emergency declarations pursuant to F.S. 252.38(3)(a)(5). Extend or terminate disaster declarations as required. • Provide to Emergency Management a line of succession, naming the two officials in sequence authorized to act with his authority in his absence. • Function as the coordination point between the Commission Mayor and the City department and office heads and private and volunteer sector representatives. • Provide the City EOC with an empowered representative to assist in coordination of City-County emergency operations. • Ensure participation throughout the event on the part of City police, fire, public works and other City government offices in coordination with the overall City’s operations. • Ensure the establishment of Standard Operating Guidelines (SOG) for all elements in City government as needed to implement this Plan. Establish readiness procedures that ensure the availability of trained personnel and requisite equipment and facilities in time of emergency.



<p>City Attorney</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to the Emergency Management Director. • Provide legal counsel as required throughout the emergency with emphasis on SLE/disaster declarations, administrative orders, the legal parameters of the City Manager’s and Police Chief’s emergency authority, curfew, sales restrictions, and re-entry issues. • Draft the Emergency Ordinance of a State of Local Emergency (SLE) declaration for the City Manager.
<p>City Clerk</p>	<ul style="list-style-type: none"> • Provide a successor to Emergency Management Director. • Staff the City EOC on request. • Draft the Emergency Ordinance of a State of Local Emergency (SLE) declaration for the City Manager. • Schedule the City Commission to continuous emergency session as soon as is practicable. • Provide administrative staff support for maintenance of an official operations log in the City EOC when activated to Level I, maintain the City official log of situations and events encountered, decisions rendered, and actions taken. • Provide technical advice and assistance to the activated EOC regarding records for each specific disaster or emergency.
<p>Office of Information Technology</p>	<ul style="list-style-type: none"> • Provide Geographic Information Systems staffing for the EOC following an event for mapping and plotting of damage, areas of concern, and other items as required. • Provide on-site computer technicians to resolve problems related to computers, printers, networking, or otherwise for the City EOC. • Provide network systems’ technical support for all City departments to ensure continuity of operations. • Assist with set up for Emergency Call Center and EOC Operations.
<p>Director of Social Services</p>	<ul style="list-style-type: none"> • Provides a representative to serve in the EOC upon request during disaster situations. • Assists the county as the coordinator for Social Services. • Assists the county with volunteer and donation activities. • Coordinates with Communications to provide information to the public regarding social services related resources that are available. • Maintain lists of social services and volunteer organizational resources and facilities. • Establish and maintain contact with the County EOC ESF 6.



<p>Public Information Officer</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Establish and operate a Joint Information Center (JIC) and Call Center near the EOC, collecting information in the EOC, and from field unit Public Information Officer (PIO). The JIC will be composed of PIO elements from each responding department/agency to include but not limited to City, State and Federal. • Activate the Crisis Communication and Public Information appendix. • Organize, schedule and manage media briefings regarding actual emergency preparedness, response and recovery operations. • Prepare and disseminate emergency public information materials incidental to an emergency operation. • During and following an emergency, serve as the single official point of contact between City government and all media representatives. • Coordinate public information releases and rumor items with representatives of County, State and Federal governmental agencies as may be on scene in any official capacity. • Assist the essential services in developing and disseminating post-disaster health and safety instructions for the reoccupation of evacuated areas and storm damaged homes.
<p>Emergency Manager</p>	<ul style="list-style-type: none"> • Establish and maintain communications with the field and incident commander(s). • Coordinate through Public Information) to develop and disseminate public information messaging, as required by the incident. • Determine need to declare a local state of emergency. • Work with partners and stakeholders to maintain situational awareness through all means available. • Plan for future operational periods. • Establish, maintain contact with local, county, and state EOCs as needed. • Conduct stakeholder conference calls and meetings as appropriate • Conduct regular EOC briefings. • Begin the recovery action planning process. • Facilitate the development of a response demobilization plan • Facilitate meetings to assess needs for recovery as needed.
<p>Office of Economic Development Manager</p>	<ul style="list-style-type: none"> • The Economic Development Manager, within the City Manager’s Office, shall serve as point of contact for business/industry related issues in pre- and post-disaster scenarios, and assist in identification of and collection of information from businesses that have been affected by a disaster event.



<p>Fire Rescue Chief</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to the Emergency Management Director. • Staff the City EOC on request. • Coordinate the activities of all fire rescue organizations used in the City throughout the emergency with overall City operations. • Submit requests for mutual aid and other forms of external aid through the City EOC to the County EOC. • Assist in the evacuation of Medically Dependent Persons. • Provide resources to the Tactical First-In Team Task Force.
<p>Police Chief</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to the Emergency Management Director. • Staff the City EOC on request. • Provide professional advice and expertise as well as resources to the City Commission, City Manager and other elements of City government operations particularly in support of evacuations, public warnings and notifications, physical security activities, and movement control. • Request, coordinate and control all other law enforcement resources brought in to assist the City. • Draft and coordinate requests for “Military Support of Civil Authority” in coordination with the City EOC for forwarding to the County EOC. • Operate a central 9-1-1 and police dispatch system and center throughout the emergency. • Provide field incident commanders upon request. • Maintain mutual aid agreements with State-wide and adjacent law enforcement agencies. • Provide resources to the Tactical First-In Team Task Force. • Provide security for the City EOC, each shelter, and incident facilities.
<p>Director of Human Resources</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Maintain insurance records and support the Workers’ Compensation program. • Conduct damage assessment of City facilities in conjunction with Facilities Maintenance. • Provide staff for the Call Center.



<p>Director of Neighborhood Development Services</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Be prepared to perform normal functions at routine locations, situation allowing, or at alternate locations, as necessary. • Provide input to the City EOC regarding the need to suspend or modify ordinances or other City rules due to an emergency or disaster. • Conduct damage assessment of public infrastructure in coordination with the Utilities, Public Works and Building Departments. • Provide trained personnel to conduct public infrastructure damage estimation and assessment tasks by both land vehicle and aircraft in coordination with City/County damage assessment operations. • Effect contractor pre-registration and other preparations for expedited issue of building permits and contractor licensing as may be necessary to rebuilding of the community in the aftermath of a disaster.
<p>Director of Finance</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Staff the City EOC on request. • Manage the City-wide tracking of disaster-related costs. • Act as primary point of contact for financial matters with County, State and Federal agents during disaster recovery and reimbursement processes. • Provide emergency procurement support for supplies and equipment needed by City agencies under authority of the Sec. 2-408, Emergency Procurement, of the Code of the City of North Port. • Develop and promulgate emergency procurement procedures to be used by departments and offices funded by City government that are compatible with State and Federal financial reporting requirements.
<p>Director of Parks and Recreation</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Staff the EOC as requested. • Staff the Morgan Center’s employee dependent shelter . • Provide the availability of park facilities (structures and land) for disaster preparedness, response, sheltering and recovery operations as needed by the City.



<p>Director of Utilities</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Staff the City EOC as requested. • Issue any precautionary notices as required. • Provide support to other emergency response agencies as needed. • Provide resources to the Tactical First-In Team Task Force. • Conduct damage assessment of public infrastructure in coordination with the Public Works and Neighborhood Development Services Departments. • Provide emergency supplies of potable water, when required.
<p>Director of Public Works</p>	<ul style="list-style-type: none"> • Provide a two-person successor list to Emergency Management Director. • Staff the City EOC on request. • Conduct damage assessment of public infrastructure in coordination with the Utilities and Neighborhood Development Services Departments. • Provide maintenance services as needed to keep evacuation routes open, flooded or otherwise blocked road areas barricaded, and traffic rerouting coordinated with law enforcement agencies. • Monitor water flow in the waterway system and adjust water control facilities. • Implement the Debris Management Plan through management of post-disaster debris clearance, removal, monitoring, transportation and disposal. • Provide resources to the Tactical First-In Team Task Force. • Provide for emergency fueling and repairs of City vehicles. • Ensure that all City buildings are prepared/protected during emergency and disaster events. • Provide servicing and repair of governmental buildings to ensure operational ability and prevention of damage if needed. • Work with Emergency Management to identify projects that could reduce damage to government buildings. • Provide for on-site facility maintenance and janitorial duties in City Hall during disaster operations. • Coordinate facility closings with the EOC and PIO. • Provide facility technicians to resolve problems related to mechanical, plumbing, electrical, or otherwise for the City EOC.



4.7 City, County, State, and Federal Coordination

Coordination between the City and other levels of government will be conducted through the EOC Liaison Officer. If authorized by the IC, City departments may coordinate directly with their County and State counterparts. For seamless coordination between the City or County and State of Florida, the City of North Port has identified counterparts to the State Emergency Support Functions.



Figure 9: Local Liaisons to State ESFs



Table 6: Local Recovery Roles

Discipline	Local Lead Agency
Damage Assessment	CNP Neighborhood Development Services
Environmental Protection	Sarasota County
Community Relations	CNP City Manager
Disaster Recovery Centers	Sarasota County
Infrastructure / Public Assistance	As identified by the City
Unmet Needs Coordination	Sarasota County
Emergency Housing	Sarasota County
Debris Management	CNP Public Works
Disaster Field Office	Sarasota County
Mitigation Assessment	CNP Public Works
Business Recovery	CNP City Manager
Others	As identified by the City

4.8 Critical Infrastructure

North Port Emergency Management maintains a Critical Facilities Inventory (CFI) for the City. Information specific to CFI are protected under Florida Statutes Chapter 119, and the locations are not included in this plan.

Priorities for critical infrastructure restoration will be established based on vulnerable populations and public safety and health concerns. The City will coordinate with private sector critical infrastructure to ensure power and communications are quickly restored, and to assist in any messaging about restoration progress to the public. See Appendix F for specific information regarding the response and restoration process for critical infrastructure.

Table 7: Critical Infrastructure Responsibilities

Role	Responsibility
Utilities Director	<ul style="list-style-type: none"> • Coordination of public and private utilities • May be IC if disaster only affects utilities
Public Information Officer	<ul style="list-style-type: none"> • Provide safety messaging to the public
EOC	<ul style="list-style-type: none"> • Monitor response and recovery operations • Coordinate resource ordering when needed
Private Utilities	<ul style="list-style-type: none"> • Direct their own response and recovery • Oversee their own staff and mutual aid contractors



4.9 Volunteers

Sarasota County manages unaffiliated volunteers⁵. City of North Port Emergency Management maintains contact with local Community Emergency Response Teams (CERT) throughout the year. CERTs have the capabilities to assist the City with damage assessments, grid searches, neighborhood points of distribution, and evacuation support. Trainings and activation of CERTs are coordinated by Emergency Management through the CERT leader for that Team.

4.10 Resource Typing

The City of North Port Departments continuously updates resource inventory independently per the NIMS resource typing guidelines when possible.

To the extent possible, the City's acquisition program incorporates the Standard Equipment List (SEL) and other Federal equipment standards data when purchasing interoperable equipment.

4.11 Roster and Policy Maintenance

Each tasked organization is responsible for maintaining current notification rosters and updating their plans and guidance. Prior to each hurricane season, Emergency Management requests an updated EOC responder list from each department to ensure the EOC will be staffed appropriately. SOPs, SOGs, and plans are updated annually or as indicated by a gap assessment, training, exercise, or disaster.

It is the intent of City of North Port to have in place a comprehensive program to ensure continuation of essential functions under all circumstances. COOP is defined as the activities of individual departments and agencies to ensure that their essential functions are performed. This includes plans and procedures that delineate essential functions, specify emergency delegation of authority, provide for safekeeping of vital records/resources, identify alternate facilities, provide interoperable communications, and validate these operations through tests, training, and exercises.

5. Preparedness Activities

5.1 Integrated Preparedness Cycle

Address the programs to fulfill the requirements for each step of the preparedness cycle:

- (a) **Planning** City plans are reviewed on an annual basis or as indicated by an after-action report, change in capabilities, policy updates, or other instance that would require an immediate update to a plan(s).
- (b) **Trainings** The Emergency Management Director (EMD) is responsible for identifying and coordinating subject-related training opportunities. This may be none through a gap analysis, based on after-action or leadership recommendations, or NIMS requirements. The EMD will give notice to the department directors relative to available training opportunities, and individual department directors will advise the EMD of training opportunities for the

⁵ See the Sarasota County CEMP for additional details.



possible inclusion of other departments. Department directors will designate Emergency Coordinators within their organization.

The City of North Port Training Program is compliant with the National Incident Management System (NIMS) Training Program. The following graphic is taken from the NIMS Training Program and is used to determine which trainings are required for which employees. All City personnel are deemed essential and shall complete Incident Command System training per their role in the response/recovery organization.

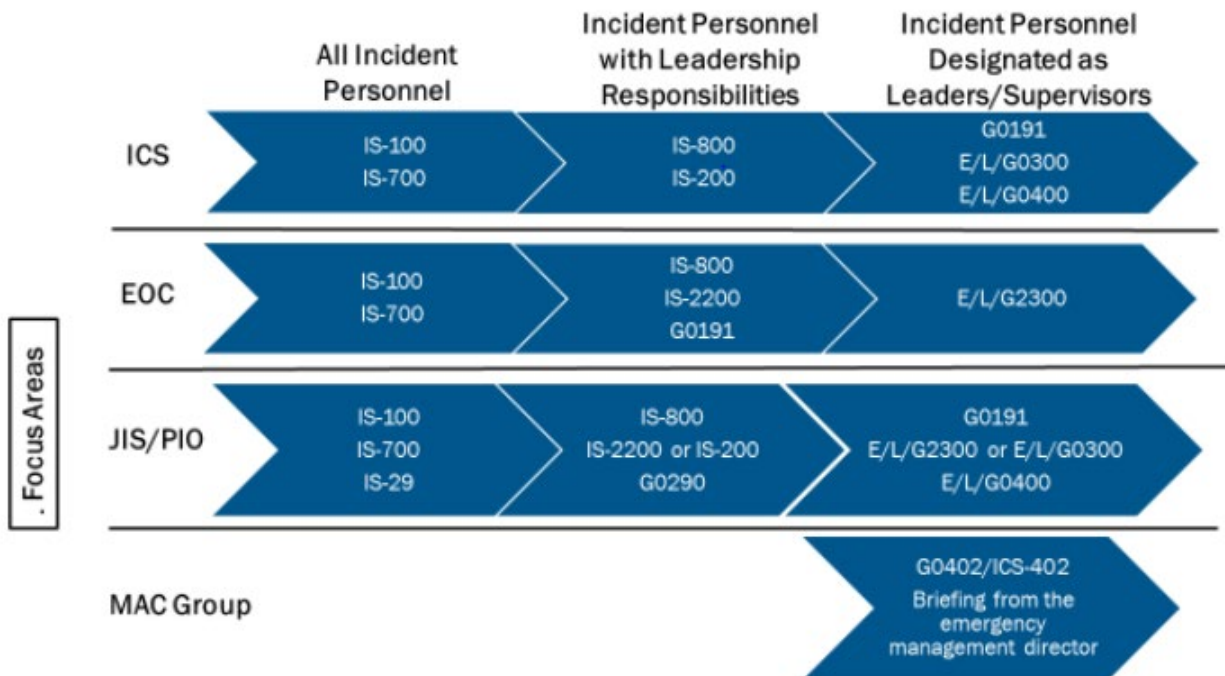


Figure 10: NIMS Training Recommendations by Responder Type

The objectives of Emergency Management training are to develop team skills for the City of North Port Emergency Operations Center, field operations, information systems, technical information related to hazard mitigation, preparedness, response and recovery, and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.

- Preparedness training includes gap analysis, plan writing, and training and exercise development and evaluation. These allow the City of North Port to identify gaps, write plans that will help fill those gaps, and train and exercise the plan with partners to build the overall capabilities of the City.
- Mitigation training allows for the pre-identification of threats and hazards and the different ways to limit the impacts of those hazards on the City. Grant writing and management training can assist in acquiring and executing grants for mitigation projects. Floodplain management and cybersecurity trainings are also examples of mitigation trainings. The City of North Port will take advantage of mitigation training opportunities offered by the State and Sarasota County. If there are any identified



training needs for mitigation, the EMD will advocate to bring those trainings to the area or outsource when possible.

- Recovery is a months- to years-long process. This process can be streamlined with proper recovery trainings for disaster cost recovery, managing project worksheets, and understanding the National Disaster Recovery Framework and FEMA assistance guidelines.
- Response is where much of the training is focused as it involves the protection of life, property, and the environment. It is important for agencies working the response to train together, and ensure their plans align. The Florida Division of Emergency Management provides on-site training for law enforcement, medical, fire services, utilities and emergency management personnel, as well as local appointed officials and their staffs.

Resident training at the Emergency Management Institute and other US Department of Homeland Security facilities, is encouraged for response groups from the jurisdiction to better understand the Integrated Comprehensive Emergency Management concept and the local Plan.

Group training is encouraged for the City of North Port Emergency Operations Center staff, Incident Management Team, individuals, information officers, all department directors and their Emergency Coordinators, damage assessment teams, etc. Internal training consists of the concepts of field operations and key components of the City of North Port Comprehensive Emergency Management Plan and should be performed on-site and in-groups.

- (c) **Exercise** The City of North Port will develop and conduct emergency management-oriented exercises and participate in exercises conducted by other municipalities, counties, and the State when relevant to the Cities preparedness goals. The Emergency Management Director (EMD) will seek out exercise opportunities by coordinating with regional, State and Federal entities which offer such.

City-wide exercises will be coordinated by the EMD. Department directors will participate in coordination meetings with the EMD in planning such exercises. All exercises will incorporate NIMS/ICS principles.

While the City does not maintain a formal exercise calendar, the City EMD does participate in the Region 6 Integrated Preparedness Plan Workshop to provide input and obtain situational awareness regarding exercise being held in the region. The EMD will review After-Action Reports and Plans to conduct a gap analysis and determine what exercise are needed for the City.

When conducting internal exercises, the EMD may select one or more non-involved third parties to observe and evaluate the process. The evaluators should be versed in emergency management and have subject matter expertise for the disaster or capability being exercised. Evaluators will prepare their reports in a format consistent with the Homeland Security Exercise and Evaluation Program (HSEEP), or a more appropriate



format as selected by the EMD based on recommendations from the City Manager and department directors.

The City Manager will conduct a post-exercise meeting with the EMD and other department directors or individuals, to critique the exercises. The meeting will determine what types of corrective actions are needed, if any. It will also be determined if modifications are required of the CEMP, departmental SOPs or other guidance. An After-Action Report will be created to document corrective actions and lessons learned from the exercise and present a schedule and mechanism for their implementation and monitoring.

- (d) **Equipping** Each City department is responsible for maintaining its equipment and updating its inventory as needed. Gap analysis or lessons learned may indicate the need for additional or updated equipment. When this occurs, the department will use the appropriate channels to procure the equipment, or create contracts, MAAs, or MOUs for the acquisition of the equipment in the event of an emergency in which that equipment is needed.

5.2 Populations with Special Needs

Medically Dependent Persons Program. Sarasota County is mandated under Florida Statutes §252.355 to register all persons who have special transportation or medical needs during an evacuation situation. The process for registration is as follows:

The presence of the Medically Dependent Person (MDP) registration is advertised in many different formats throughout the year. People are urged not to register unless it is needed. If people have friends or family that can transport them and/or take care of them, then they need to use those options. City resources to transport and shelter this population is extremely limited.

Once interest is shown in the program, a form is sent to this person, or their caregiver, to fill out. The form requests information such as name, address, special needs, and how many people they are to bring with them. Once Sarasota County Emergency Management is in receipt of this returned form and eligibility is confirmed, the name is then entered their database, which is maintained by Sarasota County.

Once a storm threatens, and evacuation orders are imminent, the persons on the list which are residing in the potentially threatened area are called by a phone bank, which has been staffed and trained by Sarasota County Emergency Management and managed from the County EOC. The people are notified that they are about to be picked up, and that they need to get their personal effects together. The list is given to the MDP Operations at the County EOC which develops routes to pick up these people via school bus with hydraulic lift, the Sarasota County Area Transit (SCAT) via buses with hydraulic lift, and North Port Fire Rescue for transport of non-ambulatory clients. These individuals and their caregivers will then be picked up and brought to a designated facility in county, if the situation allows for it, or out of county, for larger incidents.



5.3 Public Awareness and Education

Throughout the year, Public Service Announcements are submitted to local broadcast, cable, print and social media on topics relevant to current events, time of year, or special programs.

Dissemination of recovery information is primarily the responsibility of Sarasota County. The City of North Port will supplement their information with advisories to local media, the City of North Port web site, social media and, if electricity is out, use of variable message boards strategically placed around the City.

Maps of centers and surge/evacuation level and routes on the Sarasota County Emergency Management website are linked from the City of North Port's website.

County-produced brochures on emergency preparedness, pet-friendly centers and medically dependent persons are made available from Fire Rescue Headquarters. Additionally, the County-sponsored annual disaster preparedness guides are also available from Fire Rescue, City Hall, community centers, and distributed to homeowner/condominium/mobile home park associations, and other locations as requested.

The City of North Port holds an annual Hurricane Expo with departments and partner agencies that is advertised to the public using the means mentioned above. The City of North Port also participates in severe weather week, and shares educational information on social media. Other public outreach is available upon request.

5.4 Mutual Aid Agreements

The City of North Port is a signatory to the Florida Statewide Mutual Aid Assistance program (see Appendix D) and the Florida Fire Chiefs Association's Statewide Emergency Response Plan. When resource needs beyond the capabilities of the City are identified, all mutual aid requested will be processed through the Sarasota County Emergency Operations Center.

Given availability of resources, City of North Port assets may respond to requests for assistance, received through the appropriate channels. Requests for mutual aid will be directed to the appropriate signatory of the inter-local mutual aid agreement. If mutual aid is required for which no agreement has been pre-established, the request will be forwarded to Sarasota County Emergency Management.

All emergency contracts, including mutual aid agreements, (regardless of whether entitled letters of understanding, memoranda of understanding, agreement or other designation) will be reviewed by the City Attorney prior execution. The City Attorney will advise whether any emergency contract requires City Commission approval prior to execution. The City Attorney will further advise as to any recommendation for City Commission ratification of emergency contracts. When appropriate, the City will seek financial reimbursement from the requesting agency.

The North Port EOC is the coordination point (i.e., agency dispatch) for mutual aid activities for assets of the City when the CEMP has been activated.



6. Direction, Control, and Coordination

This section of the base plan describes the framework for all direction, control and coordination activities. It identifies who has tactical and operational control of response assets. It also explains how multi-jurisdictional coordination systems support organizations coordinating efforts across jurisdictions while allowing each jurisdiction to retain its own authorities. Additionally, it provides information on how department and agency plans nest into the CEMP (horizontal integration) and how higher-level plans layer onto the CEMP (vertical integration).

6.1 Response Assets

The City of North Port is responsible for maintaining its response assets. Any necessary assets unavailable to the city must be procured through the County, Mutual Aid, or private vendors. Asset coordination through the Region or State will occur through the County if assets cannot be obtained locally.

Tactical and operational control of the response assets, including State and Federal, will fall to the Incident Commander or Section Chief based on the goals, objectives, and tasks for the operational period. The Incident Commander and appropriate Section Chiefs will coordinate with State and Federal response assets to ensure they are included in the Incident Action Plan and are assigned appropriately for their function.

During a terrorism response, State or Federal Control may be necessary based on policy. Annex G Terrorism addresses direction for terrorism events.

6.2 Multi-jurisdictional Coordination

For a disaster that involves a multiple-jurisdiction response, the City will coordinate with each jurisdiction to ensure it maintains its own authority over the jurisdiction. Area Command may be established when there are multiple command posts in different jurisdictions to provide policies and resource prioritization. Any additional authorities needed to complete an effective response and recovery operation will be obtained by City leadership through the appropriate channels with guidance from the City Attorney.

Initial coordination with higher levels of government will occur through the City. Once a State or Federal resource is responding as an asset to the City, the City may work with that resource directly, bypassing the County. All outside assets must adhere to the policies and priorities established by the City and stated in the Incident Action Plan (if one is established for that incident). However, County, State, and Federal responders may have additional authorities that can be leveraged to improved response operations.

6.3 Plan Integration

This plan is meant to be a framework that integrates North Port plans as well as County, State, and Federal plans. Section 10 lists the plans referenced throughout the CEMP and that are meant to be used in conjunction with the CEMP.



7. Information Collection, Analysis, and Dissemination

What information is essential, what is the source of the information, who uses the information, how is the information shared, and are there time constraints for certain types of information (i.e. evacuation decision making info, SitRep/IAP schedules).

Table 8: Essential Elements of Information

Essential Elements of Information	Type	Source	Who needs it	How is it shared	Time constraints
Damage to Infrastructure	Report	FPL Utilities Public Works	EM Communications FDEM Sarasota County	Email/ Physical Report	Needed within 24-hours post-impact
Damage to Residential Property	Report	Crisis Track North RePort	EM NDS FDEM Sarasota County	Electronic Report	Needed as soon as possible post-impact
Flooded / Impassable Roads	Report	TFIT	Public Works NPPD NPPD	Word of Mouth GIS	Needed as soon as possible post-impact
Missing Persons/ Casualties	Notification	Dispatch On-Scene Personnel	NPPD NPPD EM	Report	Immediately through dispatch
Weather	Forecast	NWS	EM On-Scene Responders Safety Officer	Report Email	Updated Forecast Daily or for extreme forecast changes
Available Resources	Report	Logistics Section	Incident Command and General Staff	Report	Resources become available or are out of service
Resource Request Status	Report	Sarasota County Logistics	All responders with outstanding requests	Electronic Resource Tracking Process	Sarasota County provides information as requested
Shelter Status	Report	Sarasota County	Communications Emergency Management	Notification	Daily updates for situational awareness and public messaging



7.1 Information Strategies

7.1.1 Community Lifeline Status

FEMA has established twelve Community Lifelines as the necessary services for community stabilization. Communication of the status of these lifelines post-disaster will assist the community in understanding the impacts, have transparency of the recovery effort, and set expectations for the length of time some vital services may be limited. Lifeline status will be shared with appropriate internal and external stakeholders through the proper communication channels.



Figure 11: Community Lifelines



7.1.2 Long-term Information Collection, Analysis and Dissemination Strategies

The Joint Information Center will remain operational as long as necessary to continue to collect, analyze and disseminate information. The JIC may transition from in-person to virtual as day-to-day operations resume.

7.1.3 Collaboration with the General Public

Regular communication and transparency with the public build trust and collaborative partnerships. Gathering information from the public is important for understanding where the most impacted areas are, what needs are unmet, concerns from the community, and ideas for how to rebuild. The public is more comfortable sharing information when the process is simple, they receive a response, they are part of the process, and they trust the City with their information.

The City of North Port can engage the community through several outlets, including:

- North RePort App
- Social Media
- Call Center
- Dispatch
- Public Forum
- Home-Owners Associations
- Long-Term Recovery Groups

8. Communication and Coordination

This section establishes the framework for delivering communication support and how communications integrate with Sarasota County's communications network.

8.1 Establishment of Plain Language Communications

During disaster operations when mutual aid resources are operating, personnel will use common terms and definitions that can be understood by individuals from all responder disciplines. When communicating with others, all personnel shall employ "plain speak" or "clear text" language. The use of 10-codes, signals or other jargon is prohibited.

Personnel will also use commonly accepted language that is consistent with policies, plans or procedures in the NIMS, NRF, or CEMP (State, County or City) to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident. Standardized terminology will also be used in all publications.

8.2 Telephone

All command and supervisory personnel are issued cellular smartphones in addition to the City EOC landline telephones. Prior to full activation of the EOC, a listing of all key personnel and their contact numbers shall be widely distributed. In the event of a loss of landline and cellular telephone communication, two satellite telephones are available from the Police Department. Additional satellite-based telephone units are available from the Sarasota County EOC.



8.3 Radio

All Fire Rescue and Police Department units and some Public Works' and Utilities vehicles have the capability to communicate on the County's 800 MHz radio system, on their respective talkgroups. Fire Rescue also maintains a VHF system for communications with the Florida Forest Service and as a back-up to the 800 MHz system. During an emergency or disaster, units on the 800 MHz system may operate off the County's "wide-area" talkgroups for mutual aid or mission-specific purposes. In addition, units may operate on the State Mutual Aid channel and the National Public Safety Radio channels to communicate with out-of-county resources. In the event of an 800 MHz system failure, units shall switch to the talk-around channels and relay information to Dispatch via Command.

Combination satellite radio/telephone units are available from the Sarasota County EOC OR THE North Port Police Department should all land-based communications fail.

8.4 Data

The City has internet with redundant connectivity including wired and wireless network/internet capability. When requested to report to the EOC, City personnel shall bring their City-issued laptop and smartphone (which may be tethered to provide a last-resort measure of internet connectivity).

8.5 Public Emergency Notifications

The ability to save lives and protect property during an emergency activation depends upon rapid, accurate, and coordinated information distribution to all segments of the population utilizing all available distribution mechanisms. The City's Management Team, comprised of directors of each of the City's departments, will meet periodically before, during and after an emergency to minimize conflicting information being disseminated to the public. A Crisis Communication Plan has been developed and attached to the Plan as Appendix G. The Plan outlines the roles, responsibilities and protocols that will guide the City in promptly sharing information with all of City's audiences during an emergency or crisis.

1. **Media Releases.** The PIO prepares and distributes regular press releases, schedules press briefings and media interviews. All press releases must be reviewed and approved by the Incident Commander prior to distribution.
2. **Emergency Alert System (EAS).** The Emergency Alert System (EAS) is a national public warning system that requires TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, direct broadcast satellite (DBS) service providers and wireline video service providers to offer to the President the communications capability to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER (missing children) alerts and emergency weather information targeted to a specific area.
 - a) Primary and Back-Up Warning Systems - During periods of County Emergency Operation Center activations, WMTX 100.7 FM (the LP1 and LP2A stations),



WWRM 94.9 FM (the LP2B station), WHPT 102.5 FM (the LP2C station) and local government access (Comcast cable channel 19, Verizon FIOS channel 32) may broadcast directly from Sarasota County. Other EAS Operational Stations in Sarasota County include:

WKXY AM 930	WJIS FM 88.1
WFLA AM 970	WLTQ FM 92.1
WTMY AM 1280	WKZM FM 104.3
WDDV AM 1320	WCTQ FM 106.5
WSDV AM 1450	WSRZ FM 107.9

- b) All other media sources will be fed information from the City EOC via social media channels or email.
 - c) Television customers will see the warning as a “crawl” at the bottom of the TV screen. The Weather Channel (Comcast cable channel 31 and 522, Verizon FIOS channel 119) routinely transmits all warnings for this area on receipt.
 - d) The National Weather Service Office in Tampa Bay will activate the EAS on request of the City EOC.
 - e) A low-wattage radio station serving the North Port-area, WKDW at 97.5 FM and live internet stream via <http://kdwradio.com/> may provide City-specific information during emergencies.
3. **Interpreter for the Deaf and Foreign Language Translators.** During activations, the EOC may be staffed by an interpreter for the hearing impaired and translators for the Spanish and Ukrainian speaking population of the City. The Sarasota County Public Safety Communication’s Center and City of North Port Police Department dispatch use TDD equipment for providing information to the hearing impaired.
 4. **Internet Website.** An Internet website containing City of North Port emergency management information that would be of interest to the public and official agencies is available at NothPortFL.gov. This information is regularly updated, especially when the EOC is activated and includes maps of evacuation zones and routes.
 5. **Direct Notification.** If necessary due to a nighttime threat or a quickly escalating threat to residents, sirens and loudspeakers from police and fire vehicles may be utilized to warn the public of impending flood conditions, tornado potential, or hazard materials spill. Vehicles with sirens will pass through the threatened neighborhood to awaken the public with instructions to tune into local media stations for further information on the impending dangers.
 6. **City Contact Center.** During an emergency/disaster that may affect parts of the City, a team of telephone operators will be assembled near the EOC to provide information to



the public. At least one of the operators may be bilingual (to include Spanish and Ukrainian).

7. **Telephone Notification System.** Emergency Management operates the North Port Community Notification System (Alert North Port) which is an emergency notification system for recorded messages, text and email.
8. **Social Media.** The City of North Port provides routine and emergency information via Twitter and Facebook.

9. Administration, Finance, and Logistics

9.1 Administration

The City of North Port has documentation retention procedures to ensure a historical record is maintained. This includes the after action reports, improvement plans, and the tracking of corrective actions post-event. The Documentation Unit under the Planning Section is responsible for documentation throughout the EOC activation. Emergency Management will lead the after-action/improvement plan development process, and follow-up on outstanding corrective actions.

9.1.1 Documentation

An electronic documentation retention system will be established at the onset of the event. The system being used will be determined by City leadership at the time of the event. Each responder is responsible for correctly filing their documentation. The Documentation Unit will audit the files as time allows to ensure organization is maintained.

Documentation retention is important for historical records, cost recovery, identifying mitigation strategies, and establishing best practices based on lessons learned.

Documentation should be organized so records are easy to locate in the event of an audit, public records request, or for justification for a mitigation project or grant. It is important to have a timeline of what actions were taken, when, by whom, and with what resources. Knowing what information was available at the time important decisions were made is also extremely valuable documentation that must be retained.

In addition to maintaining the electronic filing system, the Documentation Unit will also establish and maintain a paper filing system. This will include any meeting notes, resource requests, Incident Action Plans, Situation Reports, Flash Reports, and any other paper documentation established at the EOC throughout the response. It is also the duty of the Documentation Unit to assist in dissemination of important reports to the appropriate individuals. Each responder will deposit their paper documentation with the Documentation Unit once they are done with it so it can be part of the permanent record.

9.1.2 After Action Reporting

After Action Reports are necessary for developing the narrative of the events leading up to the incident, during the incident, and response and recovery actions taken after the incident. It highlights what went well, what needs to be improved upon, and corrective actions to



implement those improvements. After Action Reports and Improvement Plans will be created by Emergency Management with input from all responding agencies.

Documentation from the incident will be referenced for the After Action Report as will feedback gathered through surveys, meetings, and interviews. This will ensure that the timeline and narrative for the incident are accurate. Any lessons learned that require an action will be added to the improvement plan. Agencies will be assigned to complete their respective corrective action with a deadline, and inform Emergency Management when the corrective action is completed. Emergency Management will update the improvement plan as actions are completed.

Meetings to gather input for the After Action Report, including the final After Action Meeting, will be facilitated by Emergency Management. All agencies involved will have an opportunity at the After Action Meeting to voice any final input for the After Action Report and Improvement Plan. Based on the findings in the After Action Report, plans may need to be updated, additional trainings and exercises may need to be added to the Integrated Preparedness Plan, additional contracts may need to be implemented, and updated equipment may need to be procured.

Senior Leadership will be included in the after action process and will be aware of all findings.

9.2 Finance

It is the practice of City of North Port employees to use the same process to fill-out and file financial reports in daily activities as it is during emergency situations, and can be found on the City's SharePoint. These procedures are compatible with State and Federal financial procedures. City and County finance agents work together to ensure continuity in financial procedures during emergency and disaster events; however, FS §252.38(2) states a municipality is not required to coordinate requests for reimbursement under Federal public disaster assistance programs.

The City's Finance Department will work as a team to support preparedness, response, recovery, and mitigation activities on an everyday basis. This includes any training and guidance as needed. All disaster costs will be captured and handled through a Disaster/Emergency Account established by the Finance Department.

The City's Purchasing Division will provide procurement support for supplies, facilities, equipment, and supplies needed by City agencies. Items that may be included are meals, vehicle repair parts, construction materials, and rental equipment. Under Section 2-408, Emergency Procurement, of the Code of the City of North Port, the normal competitive process is waived, and the purchase of certain equipment and contracts is authorized with the approval of the department director, City Manager or City Commission, depending on the cost.

City emergency operations are initially funded by the budgeted allocations of each department engaged in emergency operations. The City may allocate and expend funds as appropriate for local emergency operations in accordance with FS §252.37. As a rule, funding availability may be assumed for all emergency response efforts.



Close expenditure controls must be exercised during any emergency operation. The City Manager, operating from the EOC, is the screen point for expense authorization. The City Purchasing Manager will provide technical overview of this area. No emergency staff shall make funding commitments without the coordination of the Finance Department director and City Manager.

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained (is there an SOG with how this is done). Accounting is required on a daily (sometimes more regular) basis to identify and document personnel costs, supplies and materials used, and equipment hours committed to each specific preparation, response and recovery task. Equipment use charges must be associated with an equipment operator. All personnel hours must be identified with a specific and definable task. When responding to another jurisdiction for mutual aid, the responding party must obtain a mission number or tracking number which will be used to identify costs. Once costs are figured at the end of the event, the department head shall forward all costs to the Cost Unit Leader, who shall then forward any costs to the hosting jurisdiction. In cases of mutual aid requests from the State, City Finance shall forward costs, along with the appropriate paperwork to the Florida Division of Emergency Management (FDEM). Required forms may be obtained from City Emergency Management.

Following an event, the City Emergency Management 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 Finance Department, Emergency Management, and pertinent department officials will be present during the reimbursement application process with FEMA and/or FDEM. When Federal Public Assistance is provided under the Stafford Act, local projects approved by the FEMA are subject to both State and Federal audit (except small projects approved under Section 419 of Public Law 92-288 which require only Federal inspection).

9.2.1 Funding Agreements

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

1. **Program/Technical Funding.** On occasion, funding becomes available from the State to implement programs on the local level. The City of North Port uses monies from these funding sources as necessary to enhance its program capabilities.
2. **Mitigation Program Funding.** This category includes programs such as the Flood Mitigation Assistance Program (FMAP) and the Hazard Mitigation Grant Program (HMGP). The City reviews its situation annually to determine if there are any outstanding projects which might qualify for these types of programs. Once identified, the City works with the property owners to fill out an application for these programs and submits the application on behalf of the property owner. If the application is approved, the City enters an agreement with the State of Florida to oversee and manage the



project and reimbursement process. The City of North Port works with the Florida Division of Emergency Management to identify funding sources that can be used to implement programs and enhance already-existing programs. Any programs that are made available are reviewed by the City Emergency Management and used as needed to enhance emergency mitigation, preparedness, response, and recovery capabilities in the City of North Port.

9.2.2 Financial Recovery Activities

The City Manager's Office Grant Division is the primary contact for disaster reimbursement recovery process. The Grant Division will collect, coordinate, submit and maintain proper documentation for cost recovery purposes. The Grant Division will communicate audit information to the Finance Department. As per the Grant Division Standard Operating Procedure, the Grant Division will pursue other grant opportunities that are available after a disaster.

9.3 Logistics

Resources needed for response and recovery are identified based on after action reports from past exercises and events, as well as the Threat and Hazard Identification and Risk Assessment (THIRA) and LMS.

The City of North Port EOC must validate and approve all City resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. Once it is determined that resources are not available, the request will be sent to the Sarasota County EOC. If the request cannot be fulfilled at the County or Regional level, the request will go to the State EOC through the processes outlined in *Figure 12 and Figure 13*.

When activated, DOH-Sarasota serves as the lead organization for Sarasota County Emergency Management's Emergency Support Function (ESF) 8 to sustain the public health and medical system during a disaster. Including those with access and functional needs. The County also serves as the lead for ESF-6. Including sheltering, feeding operations, collecting and providing information on victims to family members.

9.3.1 Logistical Staging Areas

Potential staging areas should have adequate space to store palletized resources, maneuver and service vehicles and stock end use items. Site security will be in place through the City of North Port Police Department or mutual aid. Pre-identified staging areas may include:

- a) Utilities Department Work Yard
- b) Public Works Department Complex
- c) Municipal Complex – City Center
- d) George Mullen's Activity Center
- e) Morgan Family Community Center
- f) Property Maintenance Yard



The City of North Port has registered two helistops with the Florida Department of Transportation and the Federal Aviation Administration located at the Fire Stations 81 and 84.

Neighborhood Points of Distribution (NPOD) is a County-led operation for the establishment and operation of sites at which the public may acquire emergency commodities in a post-disaster environment. If, due to power outages or road closures, the public is unable to procure food, water, ice or tarps, NPODs will be established at pre-identified locations throughout the City. However, consistent with State policy, no NPOD shall be opened within five miles of an operating retail store selling these commodities. Emergency Management’s Standard Operating Procedure 200.001 details how NPODs will be established and managed.

9.3.2 Fuel

During normal operations, the City of North Port may purchase motor vehicle fuel from local service stations using a fleet credit card or fuel at one of the fueling stations maintained by Fleet Management with a supply of 10,000 gallons of gasoline and 20,000 gallons of diesel fuel (100 N. Chamberlain Blvd and 5455 Pan American Blvd.).

Road and Drainage has vehicles with 100-gallon L-tanks with diesel fuel. They also have a portable fuel trailer with the capability of holding 500 gallons of fuel. This unit would be topped off and, if necessary, driven out of the City of North Port until the effective scope of the storm until the storm passes.

During the preparatory stages of an event, Fleet will ensure the tanks are full and their generator functional. Prior to a storm, an email would be issued by Fleet reminding all employees to immediately top-off their tanks at the local gas stations.

During an emergency when City vehicles are unable to obtain fuel from a commercial source, they will be permitted to fuel at the Fleet Management facility. The City has a fuel supplier who can obtain fuel from any refinery and has multiple contracts with almost every fuel shipping vendor in the state. They also give priority to local governments over retail establishment. If necessary, the City may request the fuel truck from Sarasota County.

9.3.3 Requesting State Assistance

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

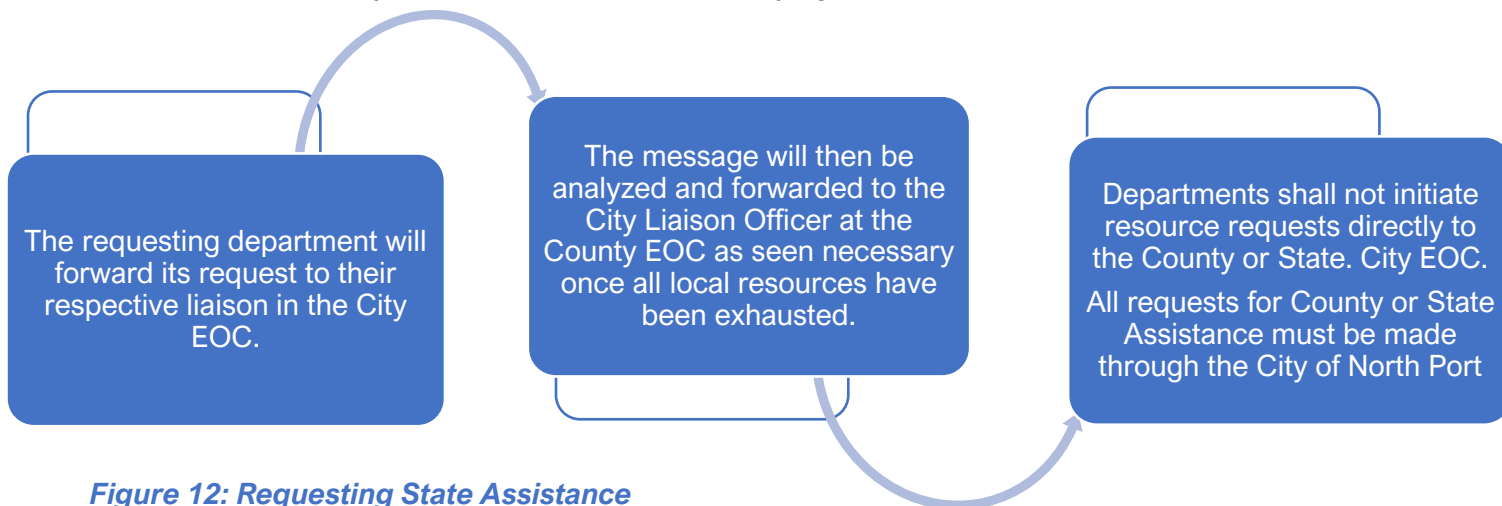


Figure 12: Requesting State Assistance



The CEMP assigns specific functional responsibilities to appropriate local departments and agencies, as well as private sector groups and volunteer organizations, and defines means of prioritizing and coordinating with municipal, state, and federal partners to maximize resource utilization.

The City of North Port is a signatory to the Florida Statewide Mutual Aid Assistance program (see Appendix D) and the Florida Fire Chiefs Association’s Statewide Emergency Response Plan. When resource needs beyond the capabilities of the City are identified, all mutual aid requested will be processed through the Sarasota County Emergency Operations Center.

Dedicated Request to Dedicated Function

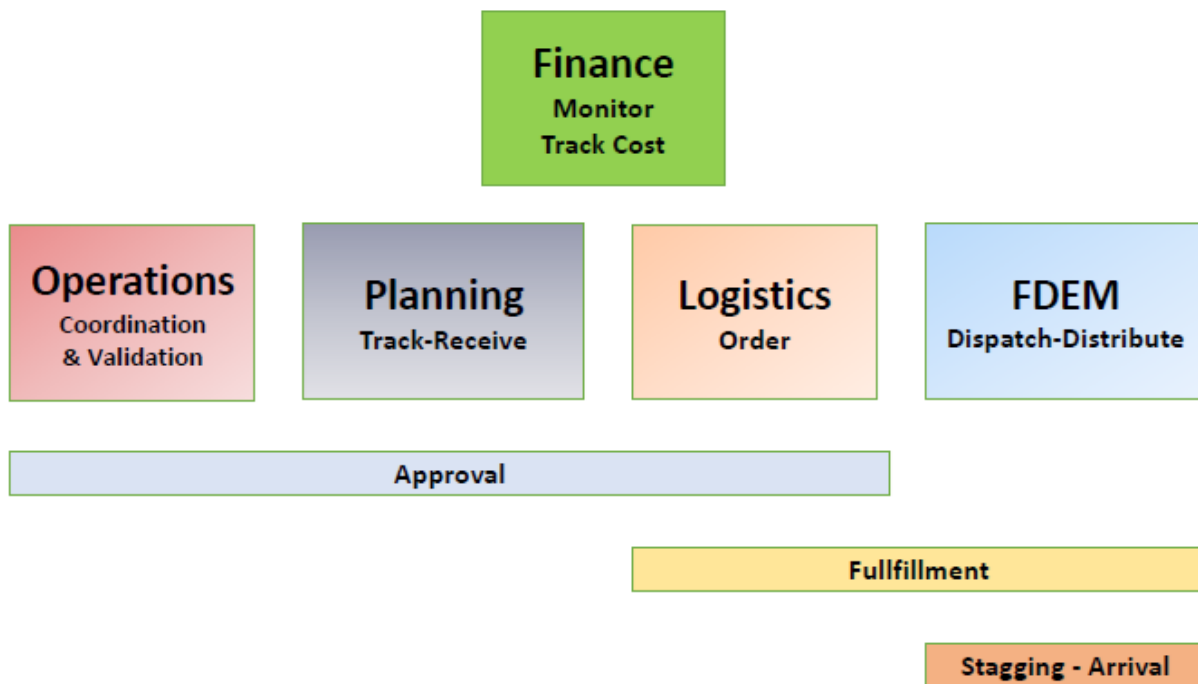


Figure 13: Sarasota County Resource Request Process



10. References and Authorities

Primary Enabling Legislation

1. *Florida Statutes, Chapter 252 which delineates specific local responsibilities* regarding emergency management.

Applicable Laws, Ordinances, Rules and other Regulations

1. **Federal Statutes, Regulations and Directives**
 - a.) Homeland Security Presidential Directive 8
 - b.) Public Law 93-234, Flood Disaster Protection Act of 1973
 - c.) Public Law 106-390, Disaster Mitigation Act of 2000
 - d.) Public Law 99-499, Community Right to Know Act of 1986
 - e.) Public Law 95-510, Comprehensive Emergency Response, Compensation and Liability Act of 1980
 - f.) Public Law 84-99, Flood Emergencies (1976)
 - g.) Public Law 89-665, National Historic Preservation Act (1966)
 - h.) National Flood Insurance Act of 1968
 - i.) 44 CFR Parts 59-76, National Flood Insurance Program
 - j.) 44 CFR Part 206, Federal Disaster Assistance
 - k.) National Response Framework
2. **Constitution of the State of Florida**
 - a.) Article VIII S.2(b), Municipal Powers
3. **State of Florida Statutes**
 - a.) Chapter 23, Florida Mutual Aid Act (1998)
 - b.) Chapter 119, Public Records
 - c.) Chapter 125, County Government
 - d.) Chapter 252, Emergency Management
4. **State of Florida References**
 - a.) State of Florida Comprehensive Emergency Management Plan and Administrative Rules, Chapter 9G-2
 - b.) Southwest Florida Regional Planning Council, Local Emergency Planning Committee Plans and Standard Operating Procedures
 - c.) State of Florida Hazard Mitigation Plan
 - d.) Florida Fire Chiefs Association's Statewide Emergency Response Plan
5. **Sarasota County References**
 - a.) Sarasota County Comprehensive Emergency Management Plan, and accompanying Standard Operating Procedures
 - b.) Sarasota County Unified Local Mitigation Strategy 2021
6. **City of North Port References**
 - a.) Charter and Code of the City of North Port
 - b.) General Services Department, Risk Management Manual
 - c.) Human Resources Department, Personnel Rules and Regulations



- d.) Finance Department, Claims Handling Procedures
- e.) Fire Rescue, Standard Operations Guidelines
- f.) Police Department, Emergency Operations
- g.) Utility Department, Standard Operating Procedures

7. Other References

- a.) U.S. Coast Guard, Tampa, Area Contingency Plan for Oil and Hazardous Materials Substance Pollution Response
- b.) National Response Framework
- c.) National Wildfire Coordinating Group, Incident Command System forms

ANNEX A

RECOVERY ACTIVITIES

- I. General. In the post-disaster phase of a disaster, the Emergency Operations Center will manage, coordinate, control and direct the response and recovery efforts. The EOC charts in the Organizational Charts Appendix define the assumptions and functions associated with the EOC. The EOC will serve as the coordination point for establishing the Rapid Impact Assessment Teams (RIAT's), staging areas and other sites for coordinated assistance. The EOC will be manned by representatives from each ESF and other agencies involved in the recovery process. The EOC will be organized consistent with the state and federal response and recovery systems.

Direction, control and coordination during the immediate recovery phase focuses on the following types of activities:

- Establishment of an inter-county recovery network designed to provide the support for movement of response actions, relief supplies, and services into the county.
- Acquisition, allocation, and administration of the distribution of emergency supplies including food, water, ice and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal and the restoration of utilities.

The primary local coordinating agency for requesting resources and relief supplies and support within the City is Emergency Management.

- A. Sarasota County Emergency Management has primary responsibility for coordinating Countywide recovery efforts. The Emergency Management Chief will appoint the local representative to the Joint Field Office (JFO) and state recovery staff, upon activation of the JFO. For incidents that impact the city, the Emergency Management Director will be the primary point of contact for coordination of recovery activities.
- B. The National Disaster Recovery Framework states that jurisdictions will designate a Local Disaster Recovery Manager (LDRM). For Sarasota County, the LDRM shall be appointed by the County administrator. The city will provide assistance to the LDRM as needed for those incidents that impact the municipality. The role of the LDRM is to organize, coordinate and advance the recovery at the local level. This position will manage and coordinate the redevelopment and rebuilding of the community. The LDRM should be able to represent and speak on behalf of the chief executives. The LDRM will serve as the county's primary point of contact with the State.

- C. For incidents that necessitate an LDRM, the Emergency Management Chief will designate individuals with the necessary knowledge, skills and abilities to assist the LDRM with the task of redevelopment and rebuilding of the county. The LDRM will coordinate the long-term recovery needs of the community utilizing a committee comprised of infrastructure, planning & development, emergency services, along with various volunteer organizations active in county disaster groups. The city Emergency Manager, or appropriate representative, will provide assistance to the LDRM as necessary for those incidents that impact the city
1. The Emergency Management Chief will request the State to participate in establishing Disaster Recovery Centers (DRCs) and will appoint a representative to the State Recovery Staff. Individual ESF's in the EOC will coordinate with their state counterparts during response and recovery operations. The city EMD will work with the Emergency Management Chief to identify potential locations within the city based upon the needs of the community. To assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will coordinate with the Local Disaster Recovery Manager in the EOC.
 2. The Local Disaster Recovery Manager or designee will coordinate recovery activities with the municipalities. Individual ESF's in the EOC will coordinate with their municipal counterparts during response and recovery operations. To assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities will be encouraged to have representatives in the EOC.
 3. All recovery activities are coordinated through the Local Disaster Recovery Manager and begin during the response phase with an evaluation of:
 - situation reports
 - mission assignments logged and tracked
 - municipal status update reports received from local governments
 - EOC briefings
 - local conference calls
 - impact assessment data, as well as other impact information received from other sources
 - damage reports received from citizens

These information sources are reviewed and monitored to start the identification of areas that should receive priority for damage assessment and human needs assessment. This gathering of intelligence sets the stage

for the operational transition from response to recovery activities, which takes place as the incident begins to stabilize

4. The Coordinator for ESF-14 is the Public Information Officer (PIO) and is responsible for providing public information and education programs regarding the recovery effort and available local, state and federal assistance. The PIO will follow established procedures for the dissemination of public information. The City PIO will participate in the Joint Information System (JIS). Public information programs will use all the resources outlined above in reaching the population in Sarasota County. Special efforts will be made to reach the hearing/sight impaired; non-English speaking or those that are not in touch with traditional communications outlets.
5. The Local Disaster Recovery Manager or designee is responsible for the county participation in the Disaster Recovery Center for the affected area. The city EMD or representative will be responsible for city participation as necessary for those incidents that impact the municipality. The Local Disaster Recovery Manager or designee will serve as the Special Projects Coordinator/County Recovery Center Coordinator to coordinate with state and federal individual assistance officers in the establishment of a Joint Field Office.
6. The Emergency Management Chief is responsible for the following items in support of the State of Florida RECON.
 - Pre-designation of helicopter landing zones for RECON aviation support. Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to State of Florida Division of Emergency Management.
 - Pre-designation of staging areas and sites for RECON operations. Staging area locations (GPS coordinates) have been transmitted to State of Florida Division of Emergency Management.
7. The City utilizes the established process under the Stafford Act, as amended by the Disaster Mitigation Act 2002, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Sarasota County, the County will receive notice from the State directly as well as through the media coverage. The County Emergency Management Chief will ensure that this information is transmitted to the municipalities for coordination of financial reimbursement with county agencies while maintaining compliance procedures for financial transaction, accurate accounting,

grants management, document tracking and payroll procedures. Each City department is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to the contractor consolidation and submission to FEMA.

The Local Disaster Recovery Manager will transmit disaster declaration, recovery assistance information and technical assistance resources to the municipalities, special taxing districts and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations via fax, conference calls, e-mail, media outlets, and other communications mechanisms.

8. The LDRM will assign representatives to solicit and provide technical assistance and support to municipal jurisdictions throughout Sarasota County to assist in community-wide recovery efforts. The Municipal Liaison will also ensure that multi-jurisdictional issues which require coordination, such as infrastructure restoration of roads, bridges, utility systems, and telecommunications, can be effectively coordinated across jurisdictional lines. The lead coordination agency will work directly with the city managers for each impacted municipality and request that a staff assignment is made for recovery working groups requiring representation from the municipality. These assignments may be based upon level of impact to the municipality, available technical expertise within the municipality, level of interest, need for coordination, and jurisdictional regulatory authority.
9. During a disaster event, the county recovery activities outlined in this section are the same for declared and non-declared disasters except for available federal and/or state resources. Without a federal disaster declaration, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer donations, and insurance coverage. In the absence of a Presidential disaster declaration, agency declarations, such as by the Small Business Administration, may provide other sources of funding to assist with costs of the incident. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance or issue bonds to fund disaster recovery. The unmet needs committee may be an additional source of recovery resources and will be convened to identify victims' needs and possible recovery assistance.
10. The primary departments and agencies that have lead or support roles for the implementation of long term recovery are the following:

Agency	Responsibility
Emergency Management	Coordinate with the County to obtain representation on the State and Federal level for recovery resources, including Disaster Survivor Assistance Teams, Mobile DRCs, DRCs, and access to State Recovery Calls
Social Services	Leverage current City programs to assist those needing assistance. Network with partners to connect them with residents with unmet needs.
Communications	Provide information to the public and partners regarding recovery resources and how to access them. Provide updates on the recovery process, focusing on the positive progress being made toward normalcy (re-openings, debris removal, utilities restoration).
Information Technology	Update websites and social media with recovery information, including resources and forward progress of the City.
Human Resources	Provide accurate payroll information for cost recovery.
Economic Development	Communicate with local business regarding recovery resources. Provide damage assessment info for local businesses. Track economic damages and recovery as businesses reopen or remain closed.
Neighborhood Development Services	Complete damage assessments of private residences and public infrastructure, determine necessity of a moratorium, provide permits for repairs.
Utilities	Communicate with private power and communications companies regarding restoration of infrastructure and services. Restore water services. Coordinate with the Department of Health regarding boil water notices.
Public Works	Survey damages to roadways and bridges. Coordinate with technical experts regarding damages and safety of roadways and bridges.
Parks and Recreation	Coordinate with NDS regarding damage assessments to parks. Communicate status of Parks and Recreation facilities (open/closed). Prioritize repairs for parks and facilities.
United Way	Coordinate with their network of partners to assist with identifying and meeting unmet needs in the community.
American Red Cross	May staff recovery shelters/provide food and water.
CERT	Communicate recovery status for their communities. Volunteer to assist with recovery efforts (yard clean up, muck and gut). Communicate recovery resources to their communities.

The Salvation Army	May provide meals to survivors.
Faith-Based Organizations	Have the capacity to provide donations, feeding, spiritual care, and unmet needs status for their communities. Communicates recovery resources to their communities.

The above will coordinate with the below County Departments and partners to best leverage our combined resources:

- Emergency Management
- Property Appraiser
- School Board
- Planning and Development Services
- Community Services
- Health and Human Services
- Talent and Performance Management
- Environmental Services
- Public Works
- Administrative Services
- Information Technology
- Office of Financial Management
- Sarasota Community Organizations Active in Disasters (COADs)

The EMD or Designee will work through the County, unless authorized to coordinate with the State Response Coordinator directly. The purpose of this role is to provide the State with visuals of the City’s response, unmet needs, obstacles, and concerns.

II. Transition to Recovery

While there is no clear line of differentiation between the Response Phase and the Recovery Phase, there are general activities which begin to occur that signify a gradual de-escalation of the response phase. The recovery phase marks the transition from response to recovery, and in Sarasota County, it begins as soon as the Response is initiated. Sarasota County Emergency Management will coordinate with FEMA to establish a Disaster Recovery Center to assist the transition to its long-term recovery, which is guided by the Post Disaster Redevelopment Plan (PDRP) and the Long-Term Recovery Group (LTRG) manual.

The core principles and organizational constructs in the Recovery Annex coexist with the CEMP and build upon its organizational structure and resources to more effectively address recovery needs. The CEMP fully transitions to the recovery when the disaster-specific mission objectives of the Emergency Support Functions (ESFs) are met and the EOC begins to demobilize. Response organizations will deactivate at the end of the response phase. Other organizations will remain active and/or transform into a broader

post-disaster recovery role. Such organizations can include, but are not limited to, infrastructure repair, housing reconstruction, economic stabilization, and health and social services. As these post disaster redevelopment actions are implemented, oversight for long-term recovery will transition back to organizations which are typically responsible for overseeing these activities during normal operations.

The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance the county and the city toward a successful recovery. However, decisions made, and priorities set early in the recovery process will have a cascading effect on the nature and speed of the recovery progress.

- A. Joint Field Office Coordination - The Joint Field Office is a temporary Federal multi-agency coordination center. It is established locally to facilitate field-level, domestic, incident-management activities. The Joint Field Office provides a central location for coordination of federal, state, local, non-governmental and private sector organizations. The Local Disaster Recovery Manager will coordinate all activities with state and federal recovery personnel at the Joint Field Office. The Local Disaster Recovery Manager, through the County Emergency Management Chief, will liaison with the State Recovery Staff and will provide local representation if necessary. A municipal representative, selected by the Local Disaster Recover Manager will coordinate recovery activities with the municipalities.

The bulk of federal recovery field operations during a declared event are coordinated through the JFO. Unlike the State Emergency Operations Center, the Joint Field Office facility is determined by, and under the authority of, the Federal Emergency Management Agency. The Joint Field Office will be staffed with representatives from federal agencies having emergency responsibilities and may be co-located with the office of the State Coordinating Officer. Joint Field Office site selection will be made by the Federal Coordinating Officer and the State Division of Emergency Management Director. State Emergency Response Team personnel work alongside their Federal Emergency Management Agency counterparts to achieve mutual objectives. For additional information, see the State's Recovery Operations for the Joint/Disaster Field Office Standard Operating Guidelines.

- B. State and Federal Disaster Assistance Process - To receive a federal disaster declaration under the Stafford Act, the following steps must be conducted. Each step is addressed in detail in an upcoming section of this Plan. Following is a brief overview:
1. Local State of Emergency Declaration: The process for issuing a local state of emergency is outlined in the Sarasota Comprehensive Emergency Management Plan as well as the City of North Port Comprehensive

Emergency Management Plan. A local state of emergency may be issued at any time deemed necessary by the executive leadership. However, to receive recovery assistance from a higher level of government (state and federal), a local state of emergency must be declared by Sarasota County and the Governor of Florida must have an Executive Order in place along with an approved disaster declaration from the President of the United States.

2. **Rapid Impact Assessment and Initial Damage Assessment:** Sarasota County Planning and Development Services Damage Assessment Unit (consisting of members of Sarasota County, and its municipalities) will assess the impacts of the disaster as detailed in the Rapid Impact Assessment and Initial Damage Assessment of this annex. These assessments provide an initial overview of the type and extent of the damage and include inputs from municipalities, special districts and other eligible entities within the county. The initial assessment is transmitted to the State Emergency Operations Center from Sarasota County Emergency Operations Center.
3. **State of Emergency Declaration by the Governor:** When deemed appropriate, the Governor will issue an executive order or proclamation in support of the County's request for assistance. This will provide the authority to activate State emergency response resources to assist the County's efforts.
4. **Preliminary Damage Assessment:** The State Emergency Response Team and the Federal Emergency Management Agency will initiate a damage assessment with Sarasota County to document the severity of the impact and to justify the need to pursue a request for a Presidential Declaration. When the damage is of such magnitude and severity that it would appear a declaration is imminent, this assessment may not be necessary. The City will use the criteria found in the FEMA damage assessment guidance.
5. **Emergency Declaration Request and Notification:** When the minimum thresholds have been exceeded for a Presidential Disaster Declaration, the Governor requests a Federal Disaster Declaration, in writing to the President, through the Federal Emergency Management Agency's Region IV Headquarters in Atlanta, Georgia. If the Federal Emergency Management Agency concurs with the request, it is sent to the President who determines whether the request will be approved or rejected. Approval may be for any or all the three primary categories of Federal Disaster Assistance that are made available through the Stafford Act: Request for Public Assistance, the Individual and Household Program, and Small Business Administration loans. The response is transmitted back to the Governor through the Federal Emergency Management Agency's

Region IV Headquarters. Once the State Emergency Operations Center receives the official notification, it will notify each of the counties within the State of Florida. It is the responsibility of the County Emergency Operations Center to notify all municipal jurisdictions and special districts within the County of the Federal Disaster Declaration.

- C. Recovery Priorities - A Critical Infrastructure Index is maintained by the City to pre-determine recovery priorities for infrastructure. Tactical First-In Teams will prioritize the clearing of major roadways to allow access for emergency vehicles and incoming resources. The Long-Term Recovery Group will prioritize unmet needs for residents based on their own procedures.

III. Damage Assessment

Damage assessment is the basis for determining the type and amount of state and/or Federal financial assistance necessary for recovery and mitigation. An initial damage assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the state to request a presidential declaration. Damage assessment has a two-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To substantiate requests for supplemental assistance.

- A. Initial Impact Assessment Survey. In the immediate aftermath of the disaster, a City-wide "Initial Impact Assessment Survey" will be conducted. The goal of this survey is to determine the magnitude and severity of damage to private and public buildings and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. All Impact Survey Team members must report impact survey results to the City EOC within hours of disaster impact. The results are mapped in the City EOC on a Geographic Information System map. The impact survey data provides a City-wide general overview of the most significantly impacted areas and, therefore, establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

- B. Damage Assessment Process. While response activities (such as search and rescue, firefighting and care for the injured) are in full operation, recovery field operations begin with clearing debris from all major roads to assist emergency units in their response operations and to facilitate access to impacted areas by joint County/City Damage Assessment Teams. To ensure consistency, each team will use FEMA damage assessment criteria to make damage level determinations.

Rapid and accurate damage assessment of both the private and public sectors is essential to determine:

- Type of assistance to request
- Prioritization of resource distribution for disaster victims
- Prioritization of infrastructure restoration

A damage assessment report is created which includes the damage assessment data Citywide. The joint County/City Damage Assessment Teams are composed of individuals representing building inspections, clerical and other support. The Public Works Department and Utilities Department will coordinate damage assessment data for all public infrastructure.

Damage assessment data is reported to the recovery staff at the City EOC, which is reviewed, then transmitted to the County EOC.

Based on the magnitude and severity of the disaster impact as well as intelligence data gathered from City situation reports and mission requests, the County or State may deploy a State or joint State/Federal Preliminary Damage Assessment Team to the City of North Port before the City-wide damage assessment and reporting is complete. If this circumstance occurs, the County EOC will coordinate the activities of the City/County/State/Federal Preliminary Damage Assessment Teams with that of the City EOC. The goal is to ensure a complete and accurate damage assessment of the disaster event's impact upon the City of North Port and to assist the Governor in making a timely request for a Presidential Disaster Declaration.

Once the damage assessment process is complete, the City of North Port Neighborhood Development Services Department conducts the post-disaster habitability inspections. The purpose of these inspections is to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections are not conducted until the damage assessment process has been completed. All buildings damaged must be permitted for rebuilding or restoration and all new work must be up to current codes. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the City.

- III. Disaster Recovery Center. A Disaster Recovery Center may be established by FEMA in the area to provide "one-stop" assistance for information and tele-registration. The County EOC will initiate a request through the State Emergency Operations Center for the establishment of a DRC within Sarasota County. The Emergency Management Chief will coordinate with the Florida Division of Emergency Management for the establishment of FEMA Disaster Recovery Centers. This coordination includes ensuring the selected facilities or locations can support DRC operations for extended periods. Although only one DRC may be established after an incident, Sarasota County Emergency Management

has pre-identified a variety of locations to serve as DRC's. The location will be selected based on community need and structural suitability. The Emergency Management Coordinator has lead responsibility for coordination with the County, State and FEMA for the establishment of a Disaster Recovery Center and will work with Sarasota County to identify potential location(s).

There are support agencies within the City that can extend the reach of the DRC. Local faith-based and volunteer organizations often provide services such as debris removal and temporary home repair. They may also collect donations that can be distributed. The Department of Health can assist in providing vital records to those who may have lost theirs during the disaster. The Tax Collector can assist in providing replacement Driver's Licenses. Florida Legal Services, Goodwill Industries, The Salvation Army, American Red Cross, and CERT are additional organizations that can provide resources to the public.

- IV. Public Assistance Process. When the President issues a major disaster declaration that includes Sarasota County, the City will receive notice from the State. The City EOC will ensure that this information is transmitted to City departments for coordination of financial reimbursement. Each City department is then responsible for the collection and documentation of reimbursement information and identification of Public Assistance projects.

The EOC, in coordination with the County will also coordinate communications of funding opportunities to faith-based organizations, non-profit partners, and other qualifying local agencies. This includes information regarding FEMA town halls, virtual Public Assistance information sessions, and fact sheets. The County maintains a list of Public Assistance qualifying entities which the City may request if needed.

The Emergency Management Director will transmit disaster declaration, recovery assistance information, and technical assistance resources to the city departments via fax, conference calls, e-mail, web page, media outlets, and other communications mechanisms. The Emergency Management Director will also coordinate with the County Emergency Management to ensure two-way communication regarding Public Assistance funding opportunities, deadlines, and documentation requirements and processes.

Projects for Public Assistance are identified as they meet the minimum funding threshold and developed based on the Public Assistance Program and Policy Guide. The Grant Division Manager or designated Coordinator will enter the projects into the FEMA Grants Portal for reporting, tracking, and progress documentation. A consultant may be contracted to assist with this process depending on the level of impacts sustained by the city (typically, if debris monitoring is activated).

- V. Debris Management. In some cases, debris clearance, removal and disposal actions can be accomplished quickly using community resources augmented by assistance from neighboring communities, State agencies, and contractor resources. In many other cases,

however, the damage and debris are so extensive that a comprehensive debris clearance, removal and disposal management plan is required to efficiently and effectively control the operations.

The City of North Port has a FEMA approved Debris Management Plan (Appendix H) to provide guidance to City management in planning, mobilizing, organizing and controlling a large-scale debris clearance, removal and disposal operation. These response efforts may be accomplished with local force account labor and equipment, contractors, volunteers, and assistance from adjacent communities. The Plan identifies key staff members and their responsibilities for managing and controlling debris clearing, removal, and disposal operations. This staff will be immediately activated whenever a natural disaster occurs. Staff members will document the critical decisions made in response to the disaster and provide the debris manager, local, State, and Federal officials with a clear plan of action. The debris clearing, removal, and disposal operations may extend for weeks or months and insufficient documentation of the evolving plan could cause confusion and inefficiency.

VI. Community Outreach/Relations Teams. Private citizens and businesses are advised through the media and Community Outreach/Relations Teams of:

- Open shelter locations for immediate housing needs
- City, American Red Cross, Salvation Army, and other distribution points where food and water can be obtained
- FEMA's toll-free number to register for long term disaster recovery assistance (through the Individual Assistance Program)
- Location and hours of operation of Disaster Recovery Centers that can assist and guide persons in their individual recovery efforts.

The Community Outreach teams consist of a Federal, State, and local team member.

VII. Unmet Needs Coordination.

The Sarasota County Human Service Director, in conjunction with Sarasota County COADs, has the lead responsibility for coordinating unmet needs during long-term recovery. With assistance from the member groups and other volunteer organizations, the COAD will utilize existing lists of community service providers, local churches, community outreach programs, and municipalities to fulfill all requests. A Volunteer Reception Center may be established in the county to support unmet needs coordination and operations. Human Needs Assessment Teams, municipalities, and local officials will meet to help identify unmet needs. The Sarasota COAD maintains the lists of volunteers and community organizations.

Generally, agencies (both nonprofit and profit) will notify the EOC of the needs of the communities which they canvas. SCEM has a cooperative relationship with a multitude of

field agencies in both emergency and non-emergency times. During a major disaster operation, FEMA will provide Community Relations Teams. Sarasota County, along with the American Red Cross, will field damage assessment teams to get a sense of the community's needs. Emphasis areas for the teams will be:

- A. Areas of the greatest disaster impact
- B. Isolated and rural areas
- C. Low socio-economic areas
- D. Elderly, special needs, and socially isolated individuals

Training and workshops are available through several resources such as health care organizations that specialize in home health care, workshops provided or coordinated by SCEM staff, and training provided to members of volunteer organizations such as American Red Cross and United Way.

VIII. Un-Declared Events. The City will recovery to an un-declared event in the same manner it would to a declared event. All recovery actions would remain the same. However, since there will be no Public Assistance available to the City, cost recovery actions will not need to be taken. Tracking processes may be altered based on the level of recovery needed. No Individual Assistance will be available for residents who were impacted. Therefore, local resources will need to be leveraged, including partnerships with volunteer organizations and non-governmental organizations, the County and the State to assist in personal recovery for individuals with unmet needs. A Multi-Agency Resource Center and a Long-Term Recovery Group may be organized to assist with unmet needs.

VIII. Post-Disaster Emergency Housing. In a catastrophic disaster, many homes may be destroyed which may require the use of non-permanent structures, such as mobile homes, travel trailers, and recreational vehicles, as temporary housing by individuals and families who have been displaced from their primary residence. In general, City Code prohibits the use of these structures.

In 2009, City Commission adopted an ordinance (09-08) which permits the use of these structures for temporary housing on their declaration of a housing emergency. Residents would be able to live in a trailer on their property while their home is being repaired and allow the creation of a FEMA-style mobile home park for those from apartment buildings or condominiums until they can locate and transition into permanent housing. All structures must have water, sanitary sewer, and electricity connections approved by the City. Residents would be permitted to remain in the temporary structure for up to 18 months, with additional increments of six months on application to the City's Neighborhood Development Services Department (NDS). NDS will coordinate with the County to help identify potential areas for group sites. The County coordinates with the Local Disaster Housing Task Force per their CEMP.

The county may establish an expedited permitting process which may include “one-stop permitting” centers staffed by county permitting representatives for implementing streamlined permit processing. The purpose of this process is to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The County may establish such centers and procedures in coordination with other governmental entities that may provide services and support, such as the Florida Division of Emergency Management, FEMA, SBA, and HUD. These centers combine the presence of multiple agencies to provide better coordination of information that disaster victims may need to rebuild.

A. Transitional Housing

If it is determined that shelter residents and evacuees will not be able to return to their homes for an extended period, it may be necessary to activate transitional shelters until more suitable and longer-term housing options are available. Such transitional shelters can be operated in churches, community centers, convention centers, barracks, or similar existing structures. The Federal Emergency Management Agency’s Transitional Sheltering Assistance (TSA) Program may approve, fund, and administer the use of hotels and motels as transitional shelters, which is not charged against disaster survivors’ maximum amount of Individual and Housing Program financial assistance. The Federal Emergency Management Agency can also provide reimbursement for hotel/motel accommodations to eligible applicants (County/municipality/special district) through the Housing Assistance Program, which is subject to the Individual and Housing Program financial assistance limit.

B. Interim Housing

The main objective of interim housing is to identify interim housing solutions with the goal of providing safe and functional temporary housing that allows a family to live together, with a reasonable amount of privacy, while meeting the physical accessibility needs of the household. This includes providing essential utilities, and access to areas for food preparation and bath facilities. Interim housing requires coordination between the Disaster Housing Task Force, municipal partners, and the Joint Field Office. Interim housing is designed to provide a solution for a period of generally up to 18 months. Interim housing may include:

- Rental properties
- Hotels and motels
- Mobile home and RV parks
- Seasonal housing units
- Mobile housing units on private property or group sites
- Big box facilities
- Cruise ships

ANNEX B

MITIGATION ACTIVITIES

The general purpose of the mitigation annex is to clarify emergency management responsibilities with regard to local mitigation activities. Florida Rule 27P-22 directs counties to have a Local Mitigation Strategy (LMS) and a formal LMS Working Group. The City of North Port is active in the Sarasota County LMS Working Group, attending regular meetings, providing input, and requesting funding for Mitigation Projects.

- I. The City of North Port has adopted the Sarasota County Local Mitigation Strategy Multi-Jurisdictional Plan – which is State and FEMA-approved and expires on February 23, 2026.
- II. The City’ Emergency Manager is responsible for coordinating mitigation activities with the Local Mitigation Strategy Working Group. This person currently serves as a member of the group and helps to coordinate all City mitigation activities that are required to maintain compliance with the Sarasota County Local Mitigation Strategy Multi-Jurisdictional Plan.
- III. The City of North Port Emergency Manager, in conjunction with the Sarasota County Emergency Management Operations Section, Recovery Branch, is responsible for conducting damage assessment operations throughout the City including Special Flood Hazard Areas (SFHAs), in collaboration with the jurisdiction. The Recovery Branch will forward all damage assessment reports to the Planning Section Documentation Unit. The Planning Section Chief will forward to each jurisdiction’s Floodplain Manager the final damage assessment reports including damage to SFHAs, for their review. Additional assistance for the Floodplain Managers can be found within each jurisdiction damage assessment division or by requesting assistance to the Recovery Branch Director through the Planning Section Chief.