

The City of North Port, Florida

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Prepared by:
City of North Port Fire Rescue
2023





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Promulgation Statement

The City of North Port, Florida (City) hereby promulgates 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 charter officers and departmental senior leadership, and specifies their roles during an emergency or disaster situation.

Each charter officer and leader is to become familiar with this plan to ensure efficient and effective execution of their emergency responsibilities. Each must develop and maintain implementation plans, protocols, procedures, and guidance, as applicable.

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 the City Commission of the City of North Port, as well as 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 Attorney, City Clerk, North Port Public Library, Sarasota County Emergency Management, and Florida Division of Emergency Management.
- b) The City's 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.
- d) A master copy of the CEMP, with a master Record of Changes Log, is maintained by Emergency Management.



Record of Changes

Change Number	Date of Change	Name	Summary of Change	EM Approval



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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. This CEMP consists of a Base Plan and supporting Annexes and Appendices that 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 its own plans, policies, and procedures, including updating Emergency Management when a change needs to be made to the CEMP.

1.1 Purpose

This 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

This 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 statutes, and



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

This CEMP is a living document and Emergency Management will update it 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 City Commission and within five business days, will send a memorandum of changes to the City Commission. All changes will be tracked and changed to every book, regardless. The CEMP will be redistributed to all partners when any updates are made (see distribution list below). The CEMP is required to be presented to the City 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
City Attorney	N/A	1 copy
City Clerk	N/A	2 copies
Libraries (North Port and Shannon Staub)	N/A	1 copy each
Sarasota County Emergency Management	Yes	2 copies
Florida Division of Emergency Management	N/A	1 copy

Changes made to the CEMP will follow the below process:

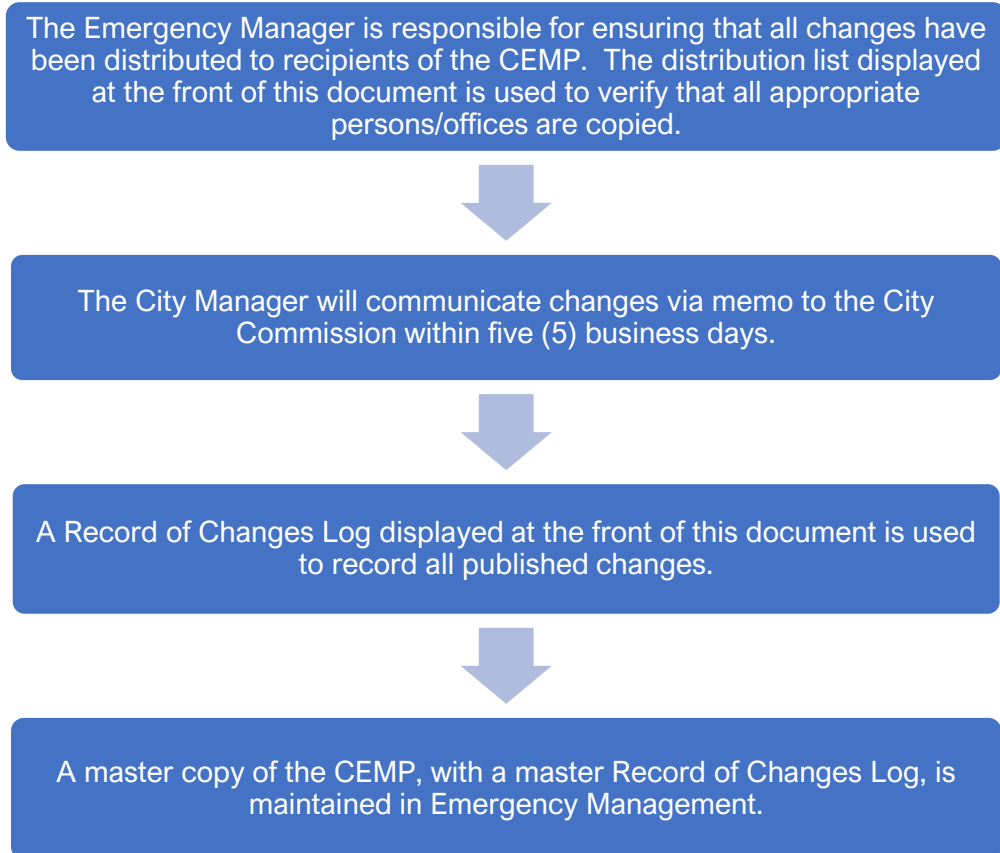


Figure 1: Implementation of Changes Process

1.4 Planning Assumptions

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

- All essential City staff will serve their emergency roles;
- Partners will follow on their obligations pursuant to mutual aid agreements (MAA) and memorandums of understanding (MOU) and new MAAs and MOUs will be entered into as necessary; and
- 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 City of North Port City Commission.



The chart below identifies the hazards to which the City is vulnerable, the extent of the damage the hazard could cause, and the probability of the hazard occurring. Details about each hazard, including records of past incidents, appear in the 2021 Sarasota County LMS, and 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 citywide.

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 updated 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.

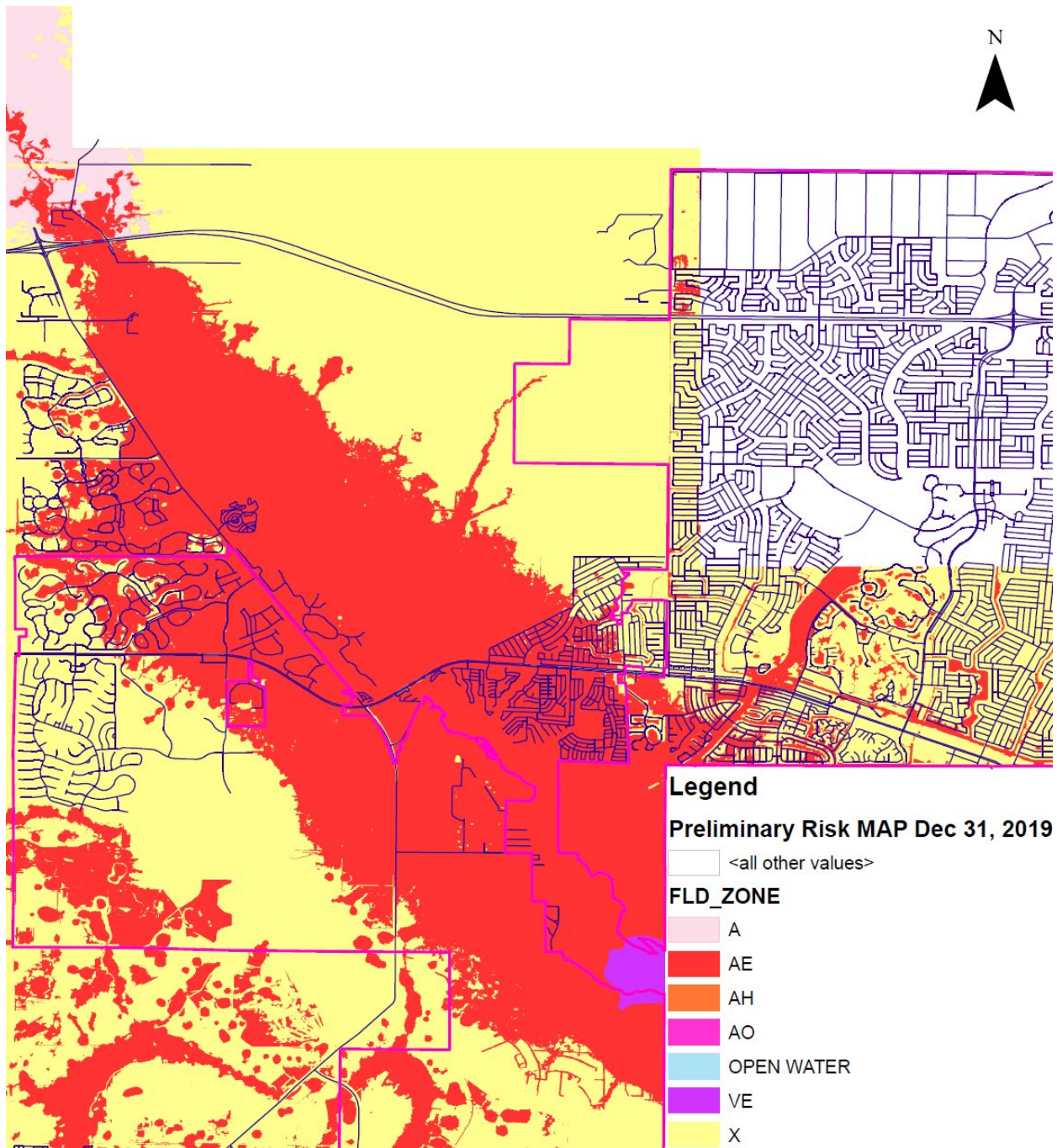


Figure 2: FEMA Flood Map for the City of North Port



2.2 Demographic Profile

The following information about the City of North Port is based on data collected by the United States Census Bureau¹ and the Bureau of Economic and Business Research (BEBR)²:

Table 3: Demographic Profile

City of North Port Demographic Data	
Total Population (BEBR 2023 Estimate)	86,552
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 – 87.5% • Black or African American alone – 6.3% • Alaska Native or American Indian – 0.1% • Asian Alone – 2.1% • Pacific Islander – 0.0% • Two or more races – 3.2% • Hispanic or Latino – 8.5% • White alone, not Hispanic or Latino – 79%
Access and Functional Needs	10.9% (under the age of 65) ³
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 ⁴

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 FEMA, 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 <https://bebr.ufl.edu/population/population-data/>

³ Information regarding access and functional needs over the age of 65 was not available.

⁴ The City of North Port does not have an inmate facility



Labor power decrease and damage from natural disasters often negatively impact the tourism sector. Severe damage from disasters may contribute to job loss, supply shortages, and prolonged construction of businesses. Disasters may delay transportation, shift government funds away from tourism and influence negative media. Disasters can also influence a tourist's 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 often impact water sources directly. Agriculture is particularly vulnerable because of 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 approximately 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

Per the 2020 census data, the median property value in the City was \$227,400 and the per capita income was \$36,331.⁵

⁵ <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

This 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;
- 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;
- c) On the issuance of a declaration of a State of Local Emergency by the Sarasota County Board of County Commissioners;
- d) On notification of the Sarasota County Emergency Management, or the Sarasota County EOC, that Sarasota County has implemented its CEMP;
- e) On the declaration of State of Local Emergency by the City of North Port City Commission, by the City of North Port City Manager pursuant to Ordinance No. 2019-23, or by the Chief of Police of the North Port Police Department pursuant to Florida Statutes Sections 870.042 through 870.047; 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 this 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 for a State of Local Emergency using the following measures:

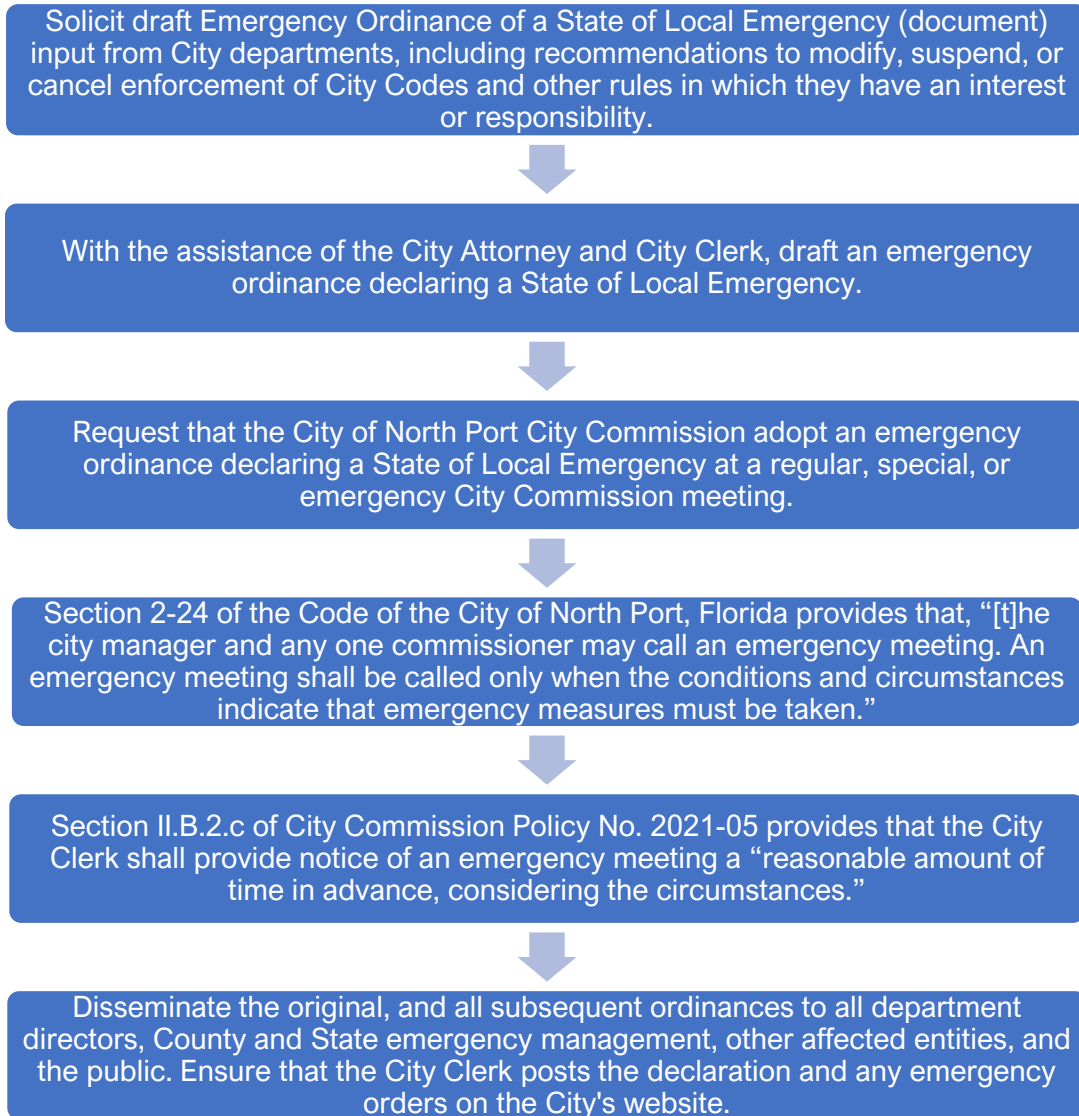


Figure 3: State of Emergency Process

Ordinance No. 2019-23 authorizes the City Manager or designee to declare a state of local emergency when four (4) or more members of the City Commission cannot meet within a reasonable time under the circumstances, after reasonable efforts have been made to convene. If that occurs, the City Manager or designee will issue an Administrative Declaration of a State of Local Emergency Pursuant to Ordinance No. 2019-23.

There are situations in which the Police Chief may declare a State of Local Emergency due to Civil Unrest, per Florida Statutes Section 870.043. This authority arises when the Police Chief determines that there has been an act of violence or a flagrant and substantial defiance of,



or resistance to, a lawful exercise of public authority and that there is reason to believe that there exists a clear and present danger of a riot or other general public disorder, widespread disobedience of the law, and substantial injury to persons or to property, all of which constitute an imminent threat to public peace or order and to the general welfare of the jurisdiction affected or a part or parts thereof. This type of emergency is governed by Florida Statutes Sections 870.041 through 870.047. Florida Statutes Chapter 252, which governs other types of local emergencies, including weather related emergencies, does not apply.

The City Attorney's current templates for a declaration of a State of Local Emergency may be found as Appendix A to the CEMP. This includes an ordinance for the City Commission's declaration, an administrative declaration by the City Manager, and an administrative declaration by the Police Chief. These templates may change from time to time. The City Attorney is the custodian of the most up-to-date templates.

The City Attorney provides advice and guidance regarding any legal questions/issues to the City Commissioners, the City Manager, Assistant City Managers, Fire Chief, Police Chief, and Emergency Manager concerning legal responsibilities and potential issues related 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. The Emergency Manager designates relevant departments to report to the EOC. Departments not reporting to the EOC must provide a point of contact that allows Emergency Management to directly coordinate with these departments. Emergency Management also has a direct line to Sarasota County to ensure that 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 Economic Development Division.

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. The COOP may be required if an emergency threatens or incapacitates operations, and the relocation of selected personnel/functions is required. The COOP is composed of a Base Plan which serves as a citywide policy guide and 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

River Road, Sumter Boulevard, Toledo Blade Boulevard, Tamiami Trail (US Highway 41) and I-75 are designated as primary evacuation routes through the City of North Port. Although all routes can be considered primary, citizens are urged to use I-75 and US Highway 41 as a last resort. Because most people are familiar with I-75 and US Highway 41, use of these roads during



an evacuation will be high. Since these routes run along the coast and historically have been crowded during an evacuation, people are urged to use US Highway 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 Sarasota County School District, is statutorily responsible for sheltering operations in a tropical cyclone event for the general public. The Florida Department of Health will also staff shelters for medically dependent populations. Shelters opened 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. Additional mass care needs can be coordinated through non-government organizations and 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 departments are to poll employees to find out how many spaces 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 FDEM 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 4: Evacuation Center Types



3.7 Re-Entry

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

The North Port Police Department will manage appropriate traffic control points (TCP), as identified by number and intersection on 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. Documentation of residency in the evacuated area also 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 Populations with Special Needs (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

Appendix G outlines messages to inform parents and others how care for children in various situations, such as sheltering in place, cold weather sheltering, and school evacuations. During EOC activation, the City's 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

The City's Crisis Communications and Public Information Plan is attached as Appendix G. The Plan outlines the roles, responsibilities, and protocols to guide the City in promptly sharing information with all the City's audiences during an emergency or crisis. The City 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 with residents and City employees. Reasonable efforts will be made for American Sign Language translators at live press conferences to translate emergency messaging for persons who are hearing impaired. The City of North Port website is ADA compliant and screen reader compatible.



3.1.3 Pets and Service Animals

Evacuation center operations are Sarasota County’s primary responsibility. All evacuation centers operated by the County allow pets and service animals to be sheltered at those locations. Appendix G provides instructions for pet owners on how to care for their pets during an evacuation.

4. Organization and Assignment of Responsibilities

The City of North Port is organized to 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 do the City Clerk and City Attorney.

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

- a) Maintaining ongoing coordination with County and State counterparts;
- b) Coordinating City involvement in trainings and exercises;
- c) Coordinating the development of internal training programs;
- d) Maintaining and updating the CEMP, approving and making changes to the CEMP, and distributing updates or changes to copy holders of the CEMP;
- e) Maintaining the EOC and supporting supplies in a state of readiness; and
- f) Coordinating public awareness and education campaigns.



Figure 5: 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:

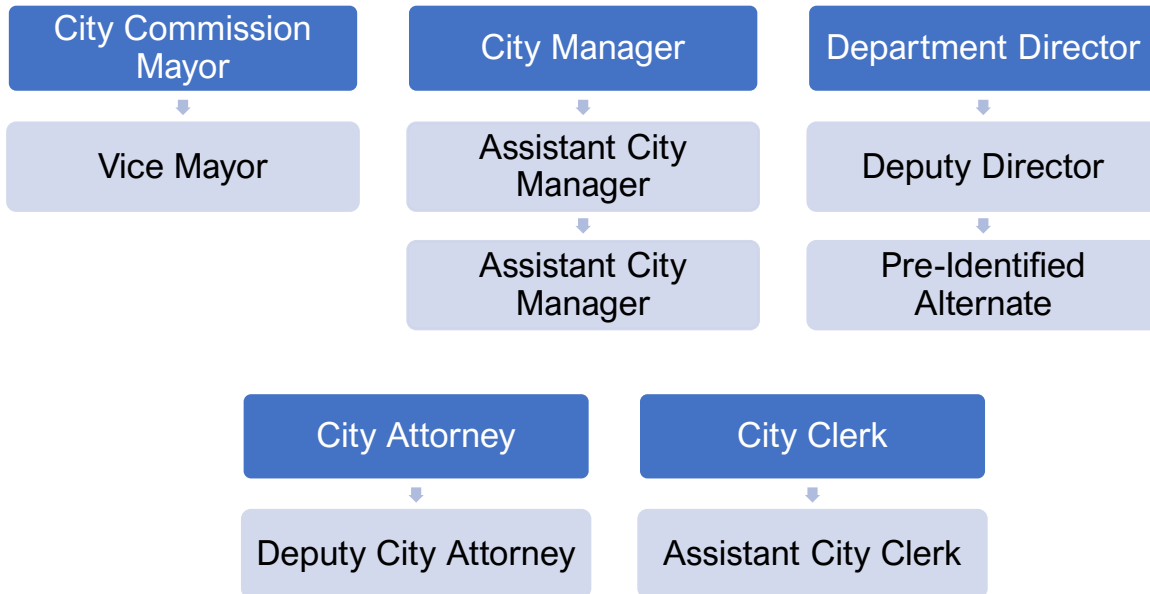


Figure 6: Line of Succession

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 Manager and EOC managers during a disaster.

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



Department Essential for their Continuity of Operations (COOP).	Emergency Operations Center (EOC) Essential.	Support role.
<ul style="list-style-type: none"> •Each department is responsible for designating COOP- or EOC-essential employees. Essential employees are required to report to their regular work assignment to assist with the department’s role in the response and recovery effort. 	<ul style="list-style-type: none"> •Employees designated as EOC-essential are required to report to their EOC work assignment to assist with the Emergency Management’s role in the response and recovery efforts. 	<ul style="list-style-type: none"> •All employees not otherwise designated.

Figure 7: 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 Managers, 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 City Commission to provide updates regarding the response and recovery efforts. The City Manager will work closely with the Policy Group and the City Attorney to identify any policies, codes, laws, etc. that may impede the ability to protect lives and property (i.e. curfew implementation, re-entry policies, etc.). The City Commission may give guidance and recommendations to the City Manager but will not give specific direction to the Policy Group or attempt to assume management of the incident or disaster.

4.3.2 Command Staff

On activation of the CEMP and initiation of ICS, the City Manager will notify the department directors and City Commissioners of the emergency and the identified Incident Commander (IC). The City Manager will select the IC, Liaison Officer, and Safety Officer from qualified City staff. The Public Information Officer (PIO) shall be the individual holding the role during normal



operations and will coordinate with the City Manager regarding internal and external communications.

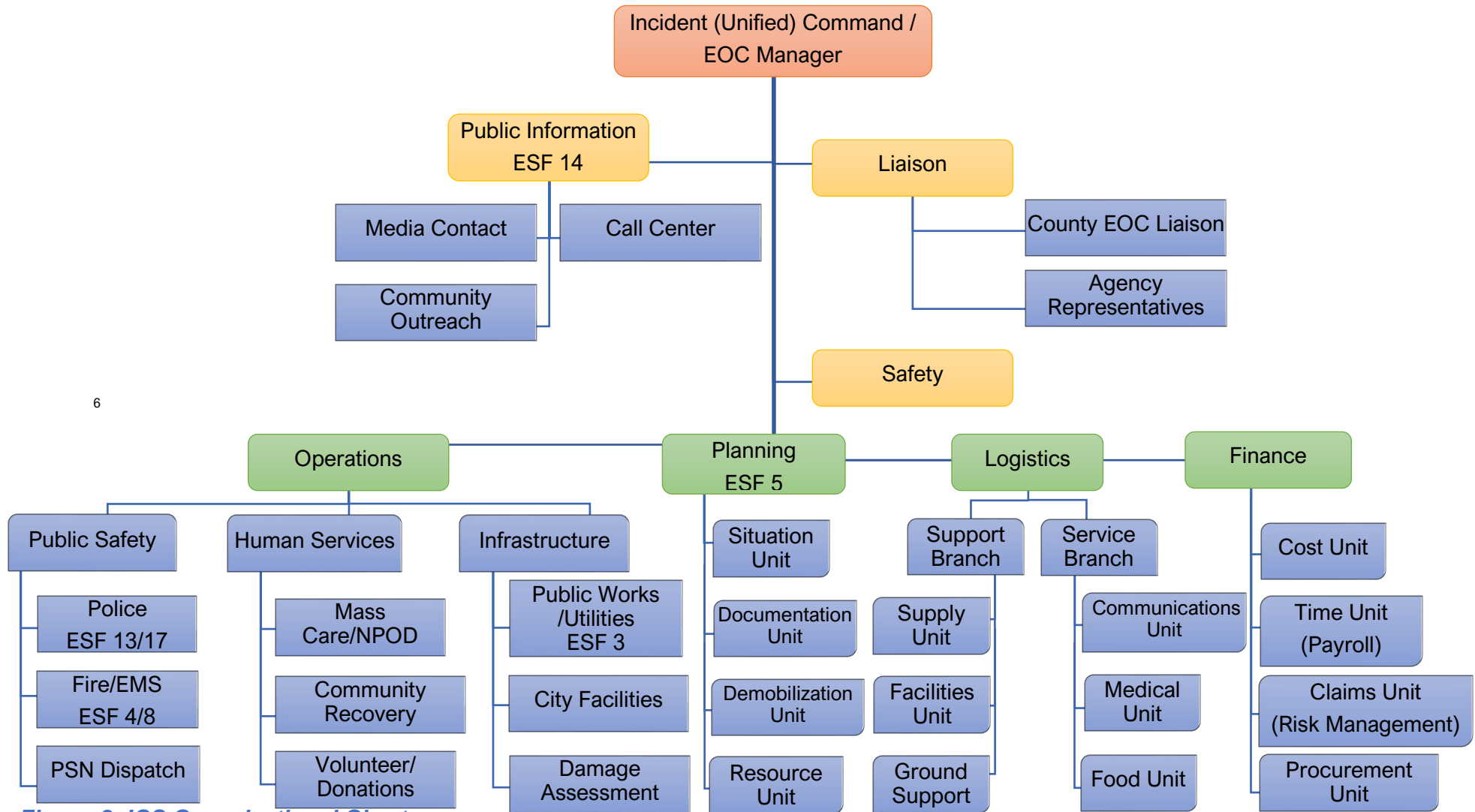
The ICS structure will be scaled appropriately for the size and type of the incident. The IC will have overall responsibility for management of the disaster. However, for some instances, the City Manager may enact Unified Command (UC) to share command decision-making and resources among the involved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

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 as appropriate for the scale of the disaster. Information released by the JIC must be pre-approved by the Emergency Manager. The JIC will be composed of PIO elements from each responding department/agency to include but not limited to City, County, 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.



6

Figure 8: ICS Organizational Chart

⁶ The Incident Command Structure is modular and allows for the activation of positions as the disaster necessitates. Some instances may not require the activation of all positions, some positions may move to other sections, and one person may work multiple roles.

4.4 Emergency Operations Center

The Incident Commander selects an Emergency Operations Center site that is most suitable for managing the incident. The site may be mobile or fixed. City Hall room 244 will serve as the City's Primary EOC until a more capable structure is established. The Incident Commander may also opt to continue operations from a different fixed location or a mobile position.

The Incident Commander may select an EOC based on the nature of the incident and the capability of the location. Potential EOC locations include but are not limited to the Municipal Complex – Fire Rescue Headquarters or Police Headquarters, the Morgan Family Community Center, or the 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 manner. 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 follows the definitions of “emergency” and the various levels of “disasters” provided in Florida Statutes Section 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 citywide 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 • 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 9: 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 Commission	<ul style="list-style-type: none"> • 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 emergency session as soon as is practicable. • Declare state of local emergency pursuant to Florida Statutes Section 252.38(3)(a)(5). Extend or terminate disaster declaration as necessary.
City Manager	<ul style="list-style-type: none"> • If applicable, declare state of local emergency pursuant to Ordinance No. 2019-23 and Florida Statutes Section 252.38(3)(a)(5). Extend or terminate disaster declaration as necessary. • Provide to Emergency Management a line of succession, naming the two officials in sequence authorized to act with the City Manager’s authority in the City Manager’s absence. • 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 departments 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 times of emergency.



<p>City Attorney</p>	<ul style="list-style-type: none"> • Provide to Emergency Management a line of succession, naming the two officials in sequence authorized to act with the City Attorney’s authority in the City Attorney’s absence. • Provide legal counsel as required throughout the emergency with emphasis on state of local emergency declaration, administrative orders, and the legal parameters of the City Manager’s and Police Chief’s emergency authority, curfew, sales restrictions, and re-entry issues. • Draft the declaration of a state of local emergency.
<p>City Clerk</p>	<ul style="list-style-type: none"> • Provide to Emergency Management a line of succession, naming the two officials in sequence authorized to act with the City Clerk’s authority in the City Clerk’s absence. • Staff the City EOC on request. • Schedule the City Commission to convene emergency session as soon as 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>Information Technology Manager</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>Social Services Manager</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>Communications Division Manager / 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 Officer to develop and disseminate public information messaging, as required by the incident. • Determine need to declare a state of local emergency. • Work with partners and stakeholders to maintain situational awareness through all means available. • Plan for future operational periods. • Establish and 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>Economic Development Manager</p>	<ul style="list-style-type: none"> • The Economic Development Manager 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 from 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 statewide 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 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 regulations or other City rules due to an emergency or disaster. • Conduct damage assessment of public infrastructure in coordination with Utilities and Public Works. • 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 citywide 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, Florida. • 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 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 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 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.
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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.

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Figure 10: Local Liaisons to State ESFs



Table 6: Local Recovery Roles

Discipline	Local Lead Agency
Damage Assessment	CNP 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 volunteers.⁷ 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 update 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 done 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 possible

⁷ See the Sarasota County CEMP for additional details.



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.

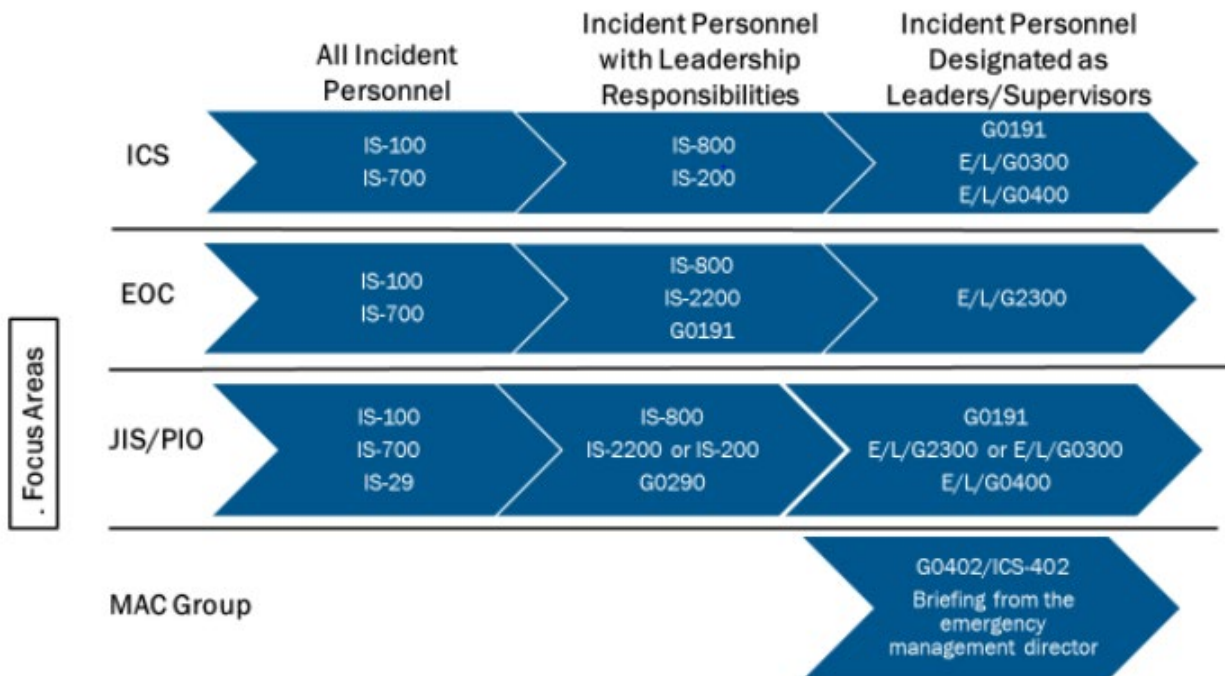


Figure 11: NIMS Training Recommendations by Responder Type

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 that offer such.

Citywide 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 (PSN)

Medically Dependent Persons Program. Sarasota County is mandated under Florida Statutes Section 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.



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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 as to the parameters of the City Manager's emergency authority. 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 NPFD	Word of Mouth GIS	Needed as soon as possible post-impact
Missing Persons/ Casualties	Notification	Dispatch On-Scene Personnel	NPPD NPFD 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 12: 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
- Homeowners 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” talk groups 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 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, Florida Statutes Section 252.38(2) states a municipality is not required to coordinate with the County regarding 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, Florida, 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. In order to ensure cost recovery, the greatest level of competition practicable should be utilized.

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 Florida Statutes Section 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. 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 the Stafford Disaster Relief and Emergency Act [Public Law 92-288] which requires 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 Grant Division is the primary contact for the 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 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:

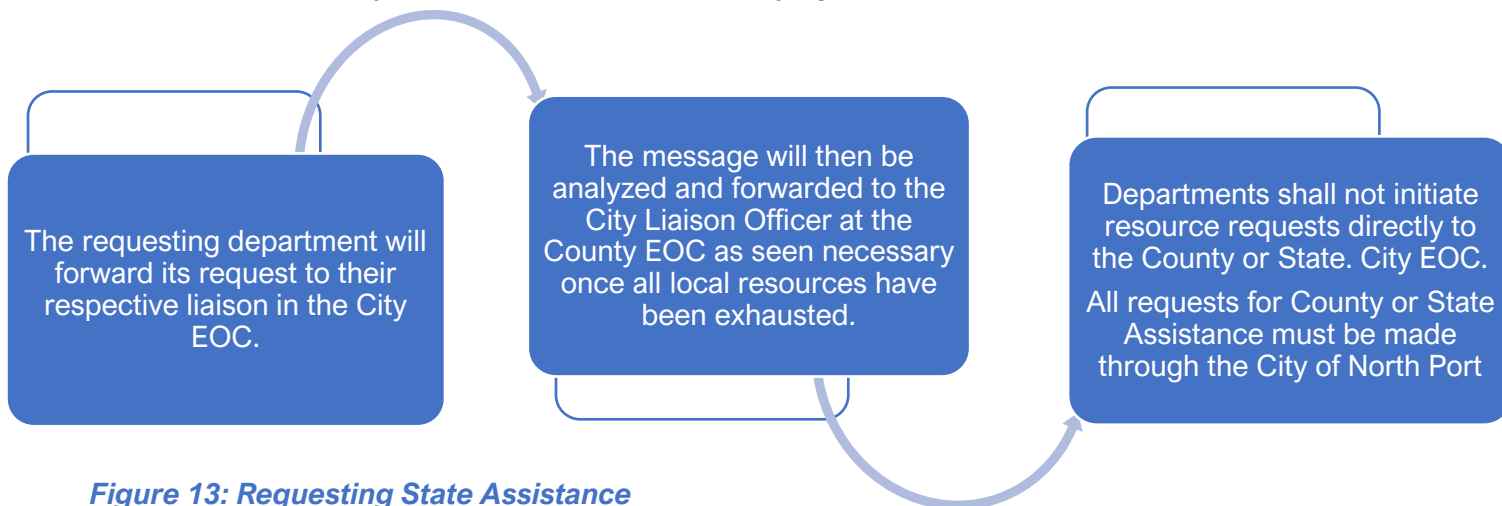


Figure 13: Requesting State Assistance



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.

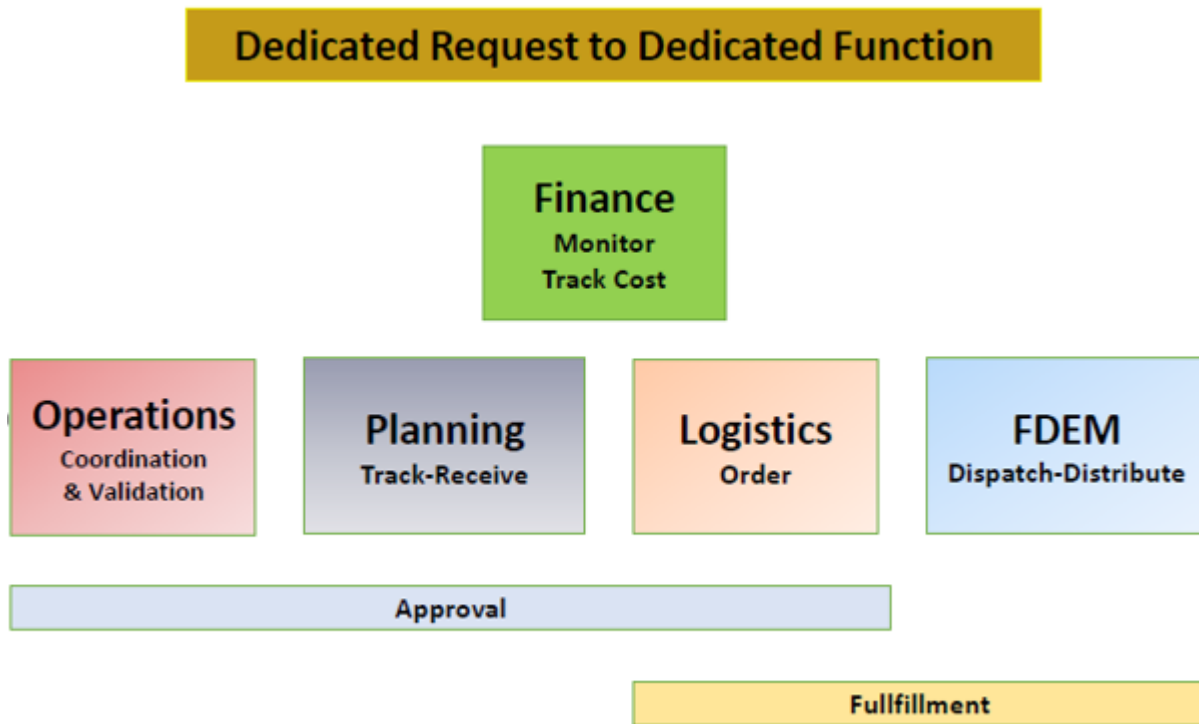


Figure 14: Sarasota County Resource Request Process



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) Chapters 165-185, Municipal 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 (Sec. 7.02, Emergency ordinance)



- b) Code of the City of North Port, Florida and Unified Land Development Code
- c) Ordinance No. 2019-23 (City Manager authority to declare state of local emergency)
- d) City Commission Policy No. 2021-05 (requirements for emergency meeting)
- e) Human Resources Department, Risk Management Manual
- f) Human Resources Department, Personnel Rules and Regulations
- g) Finance Department, Claims Handling Procedures
- h) Fire Rescue, Standard Operations Guidelines
- i) Police Department, Emergency Operations
- j) 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