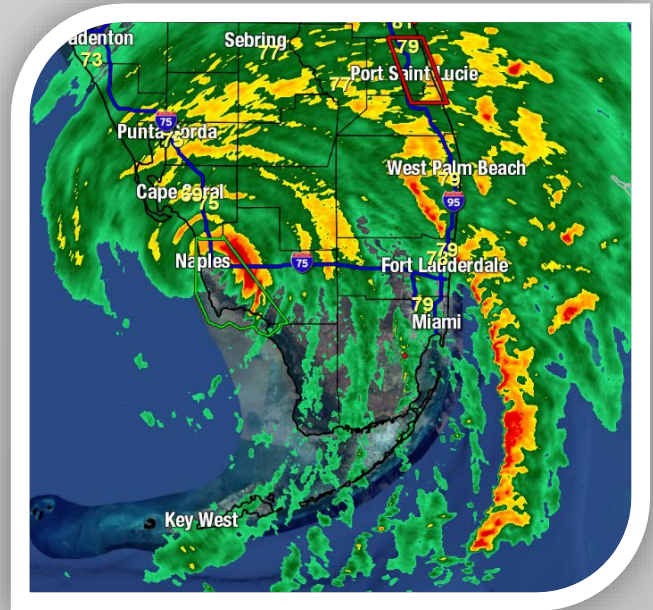


Southwest Florida *Water Management District*



Comprehensive Emergency Management Plan

2018



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DISTRICT OFFICES

Headquarters

2379 Broad Street
Brooksville, Florida 34604-6899
(352) 796-7211 / 1-800-423-1476

Bartow Service Office

170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 / 1-800-492-7862

Tampa Service Office

7601 Highway 301 North
Tampa, Florida 33637-6759
(813) 985-7481 / 1-800-836-0797

Sarasota Service Office

6750 Fruitville Road
Sarasota, Florida 34240-9711
(941) 377-3722 / 1-800-320-3503

FOREWORD

This plan provides guidance to the staff of the Southwest Florida Water Management District (SWFWMD) on the implementation of an "operations-based" approach to emergency planning. The purpose of this plan is to establish general guidelines, roles and responsibilities for emergency actions; it does not institute rigid procedures, nor is it intended to replace experience, common sense, or professional judgment in decision-making. The action or actions taken associated with an emergency event will be primarily determined by the nature of the situation, condition and the speed of onset.

This plan is basically consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) framework and criteria as it applies to the structure and mission of the SWFWMD. On February 28, 2003, former President Bush issued Homeland Security Presidential Directive 5 (HSPD-5) that directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provides a consistent nationwide approach for Federal, State and local governments to work effectively together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS utilizes the Incident Command System (ICS), a standardized management tool comprising a flexible, scalable organizational framework that can be leveraged to manage any incident. ICS represents "best practices" and has become the standard for emergency management across the country. NIMS/ICS is used by the District to manage severe weather-related events such as wildfire or flooding, as well as dam failures and other technological or man-made incidents. These types of events require action planning, information coordination and unified management.

The Governing Board of the Southwest Florida Water Management District formally established NIMS and ICS as the standard for incident management at the District on September 27, 2005 (Resolution No. 05-20 in **Annex C**).

RECORD OF CHANGES

(Only Emergency Coordination Officer authorized to make changes to CEMP)

NATURE OF CHANGE	DATE OF CHANGE	PAGE (S) AFFECTED
Updated CEMP Basic Plan	May 2009	Entire Basic Plan
Annexes A-I distributed	July 2009	All Annexes
Updated CEMP - Basic Plan & Annexes	June 2013	Entire Plan
Updated CEMP - Basic Plan & Annexes	September 2018	Entire Plan

Note: It is the responsibility of each recipient of the CEMP to ensure that changes are posted and incorporated promptly.

I. INTRODUCTION

Southwest Florida is vulnerable to a variety of hazards that threaten our population, businesses, critical infrastructure and the environment. The Southwest Florida Water Management District (District), per Chapter 252, Florida Statutes (State Emergency Management Act) (**see Annex C**), has developed a Comprehensive Emergency Management Plan (CEMP) to guide the District's emergency management program and to ensure that SWFWMD is prepared to deal with the hazards that may impact the District. The CEMP is coordinated and consistent with the State CEMP and establishes a framework through which the District prepares for, responds to, recovers from and mitigates the impacts of emergency incidents that could adversely affect life, property and/or the environment within the District. It provides guidance to staff on procedures, organization, functional roles and responsibilities associated with the District's emergency operations program. The "Basic Plan" provides a general overview of operational concepts. District emergency operations job responsibilities are detailed in the Annexes.

This is an operations-based plan that addresses pre-disaster preparation, post-disaster response and recovery, deployment of resources, communications and warning procedures and annual training and exercises.

A. PURPOSE

The CEMP establishes a framework for an effective system of comprehensive emergency management, to include preparedness, response, mitigation and recovery activities, by:

- Providing an emergency management program that establishes the NIMS and ICS as the standard for incident management at the District. Links to pertinent NIMS and ICS information are presented in **Annex C**.
- Identifying and planning for major threats to life, property and/or the environment within the District that are known or thought to exist.
- Describing predetermined actions to be taken by the District to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
- Documenting the current District capabilities and existing resources that must be maintained to accomplish those predetermined actions.
- Assigning emergency management responsibilities and tasks. Providing for effective assignment and utilization of District employees through the use of ICS during emergency response and recovery operations.

B. SCOPE

The CEMP is District-wide in scope and establishes the fundamental policies, assumptions and program strategies for SWFWMD's emergency management program. It addresses the various types of emergencies that are likely to occur in the District from minor to major or catastrophic disasters. The CEMP prioritizes protection of citizens as a first priority and the preservation and protection of property as the second priority. It comprises a flexible and expandable approach to emergency management, applicable to minor, major or catastrophic events. Any part or section of the plan may be utilized separately if required by the situation.

The CEMP outlines an organizational structure appropriate for the District to facilitate delivery of immediate assistance, as well as direction and control of emergency management operations, from initial monitoring and emergency response through post-disaster recovery and mitigation efforts. It assigns specific functional responsibilities to appropriate District staff, and establishes the procedures to coordinate with local, regional, state and federal emergency management agencies, organizations and programs. The plan identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities, outlining the structure for coordinating with county and municipal resources in a unified approach to manage the disaster. This unified direction and control structure is described in accordance with National Incident Management System (NIMS) and Incident Command System (ICS) guidelines.

C. METHODOLOGY AND PROMULGATION

1. Methodology

The CEMP establishes an effective format for emergency management by identifying the types of hazards that can occur within the district, determining SWFWMD's vulnerability to various types of disasters and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken. The SWFWMD includes a variety of departments, groups and stakeholders in the development, routine review and maintenance of this plan, to include the District's Governing Board, executive leadership and staff from each Division and office, from Finance, General Services, Risk Management, Information Technology, Natural Systems & Restoration, Water Resources and Public Affairs to Operations and Land Management, Data Collection and the Water Use Permit Bureau; as well as state and local first responders and emergency management stakeholders.

The CEMP is a dynamic, NIMS-compliant document that adapts to changes in policy, priorities and needs. State and federal statutes, regulations, and priorities guide development of the document. An annual review cycle, incorporating training and exercises on the CEMP plan, will assure the plan is maintained and regularly updated.

At a minimum, this plan shall be thoroughly reviewed every five years. Any substantive changes made to the plan must be made with the knowledge of the SWFWMD. Once approved, this plan

shall be distributed to the County Manager, department heads and other appropriate supervisors. It should also be made available to all employees and the public (appendices which contain confidential or sensitive information will be redacted or withheld) through SWFWMD's website. A master copy of the CEMP, with a master Record of Revisions, will be maintained at SWFWMD offices.

2. Promulgation

The following State, local and Federal references and authorities were used in the development of this CEMP and may be consulted for further guidance. Other than those references and authorities with the inherent force and effect of law, the CEMP is not intended to incorporate them by reference.

1. Homeland Security Presidential Directive/HSPD-5
2. Homeland Security Presidential Directive/HSPD-8
3. Florida Field Operations Guide – Florida's Approach to All Hazards Incident Management, October 2012
4. United States Coast Guard Incident Management Handbook (P3120.17), 2001
5. NIMS Incident Command System Field Guide, 2006
6. Governing Board Resolution No. 05-20, September 27, 2005, Adoption of the NIMS for all incident management at the District
7. Chapter 112, Part II, Florida Statutes (F.S.), Interchange of Personnel between Governments
8. Chapter 119.071, F.S., General exemptions from inspection or copying of public records
9. Chapter 252.365(1), (2), F.S., Emergency coordination officers
10. Chapter 252.365 (3), (a), (b), (c), F.S., Disaster preparedness plans
11. Chapter 287, F.S., Purchase of goods and services by State agencies
12. Chapter 373.086(3)(a), Providing for district works
13. Chapter 373.119(2), F.S., Administrative enforcement procedures; orders
14. Chapter 373.175, F.S., Declaration of water shortage; emergency orders.
15. Chapter 373.246, F.S., Declaration of water shortage or emergency
16. Chapter 373.439, F.S., Emergency measures
17. Chapter 403.7071, F.S., Management of storm-generated debris
18. Chapter 590, F.S., Forest Protection
19. Chapter 40D, Florida Administrative Code, Southwest Florida Water Management District
20. Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, the Disaster Relief Act of 1974)
21. Public Law 84-99, Rehabilitation and Inspection Program
22. The South Florida Water Management District Comprehensive Emergency Management Plan, April 2006
23. The State of Florida Comprehensive Emergency Management Plan, February 2012

24. 2014 State of Florida Comprehensive Emergency Management Plan
25. 2018 State of Florida Comprehensive Emergency Management Plan - PRELIMINARY DRAFT
26. Florida Water Management Districts Mutual Aid Agreement for Catastrophic Emergency Response/Recovery, February 1995
27. Statewide Mutual Aid Agreement, February 2001
28. Southwest Florida Water Management District Flood Event Guideline, v. 5, May 2018
29. National Hurricane Center, Top Ten Most Hurricane-Prone States. July 3, 2012.
30. 2010 Debris Management Plan
31. Florida Department of Environmental Protection Guidance for Establishment, Operation, and Closure of Disaster Debris Management Sites (DDMS), May 4, 2018
32. Cooperative Fire Protection Agreement between Department of Agriculture and Consumer Services Division of Forestry and the Southwest Florida Water Management District, June 2007
33. Memorandum of Understanding between the Southwest Florida Water Management District and Hernando County for Catastrophic Emergency Operations, March 2007
34. Memorandum of Understanding between the Southwest Florida Water Management District and Tampa Bay Water, July 2009
35. Chapter 60A, Florida Administrative Code (re: purchase of goods and services by state agencies)
36. Florida DEM, Resource and Financial Management Policies and Procedures for Emergency Management
37. Southwest Florida Water Management District, Structure Operational Guidelines, 2018
38. Southwest Florida Water Management District, Continuity of Operations (COOP) Plan 2018

II. SITUATION (DISTRICT SUMMARY)

This section of the CEMP provides a summary of the District; its background, potential hazard considerations, geographic characteristics, support facilities and land use patterns of SWFWMD.

It also describes any planning assumptions that were taken into consideration during plan development.

A. BACKGROUND

Five water management districts oversee Florida's water resources; these are the Southwest Florida, South Florida, St. Johns River, Suwannee River and Northwest Florida Water Management Districts (**Figure 1**). The Southwest Florida Water Management District was established in 1961 by a special act of the Florida Legislature. The initial mission of the District was flood control, but this mission has since expanded to include water supply, flood protection, water quality management and natural systems management.

The District encompasses all or part of sixteen counties on the west-central coast of Florida, from Charlotte County in the south to Levy County in the north. It also extends from the Gulf of Mexico east to Polk and Highlands counties. The region contains the Green Swamp, and headwaters for the Peace, Hillsborough, Withlacoochee and Ocklawaha rivers. Thirteen major rivers and numerous smaller streams, canals and waterways flow through the western coastline of the District. Approximately 1,800 lakes that are ten acres in size or larger are located within the District, comprising about 23 percent of all such lakes in Florida, with Polk County having the greatest number. Wetlands

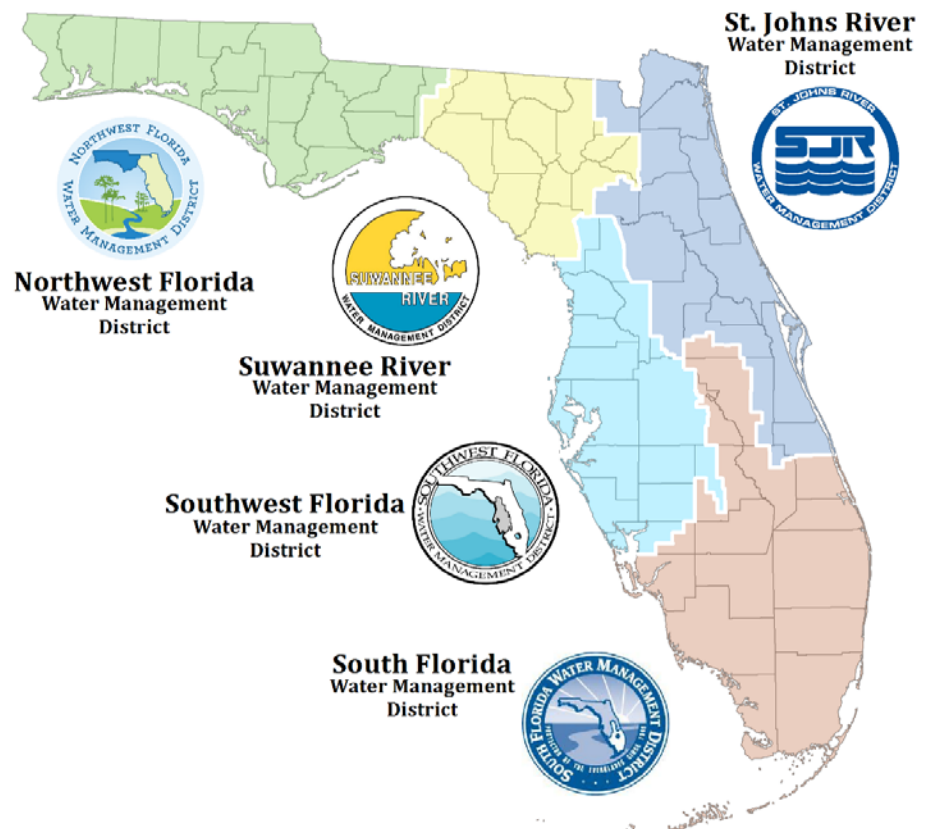


Figure 1. Five Water Management Districts

make up approximately 18 percent of the total land area in the District, or over 1.1 million acres.

A 13-member Governing Board oversees District activities. An Executive Director, who is appointed by the Governing Board, is empowered to hire staff to conduct the business of the District. The District's headquarters facility is in Brooksville, with service offices located in Tampa, Bartow and Sarasota.

The District contains 98 local governments spread over approximately 10,000 square miles and serves a population of 4.7 million people. **Figure 2** shows county boundaries and locations of major watersheds within the District.

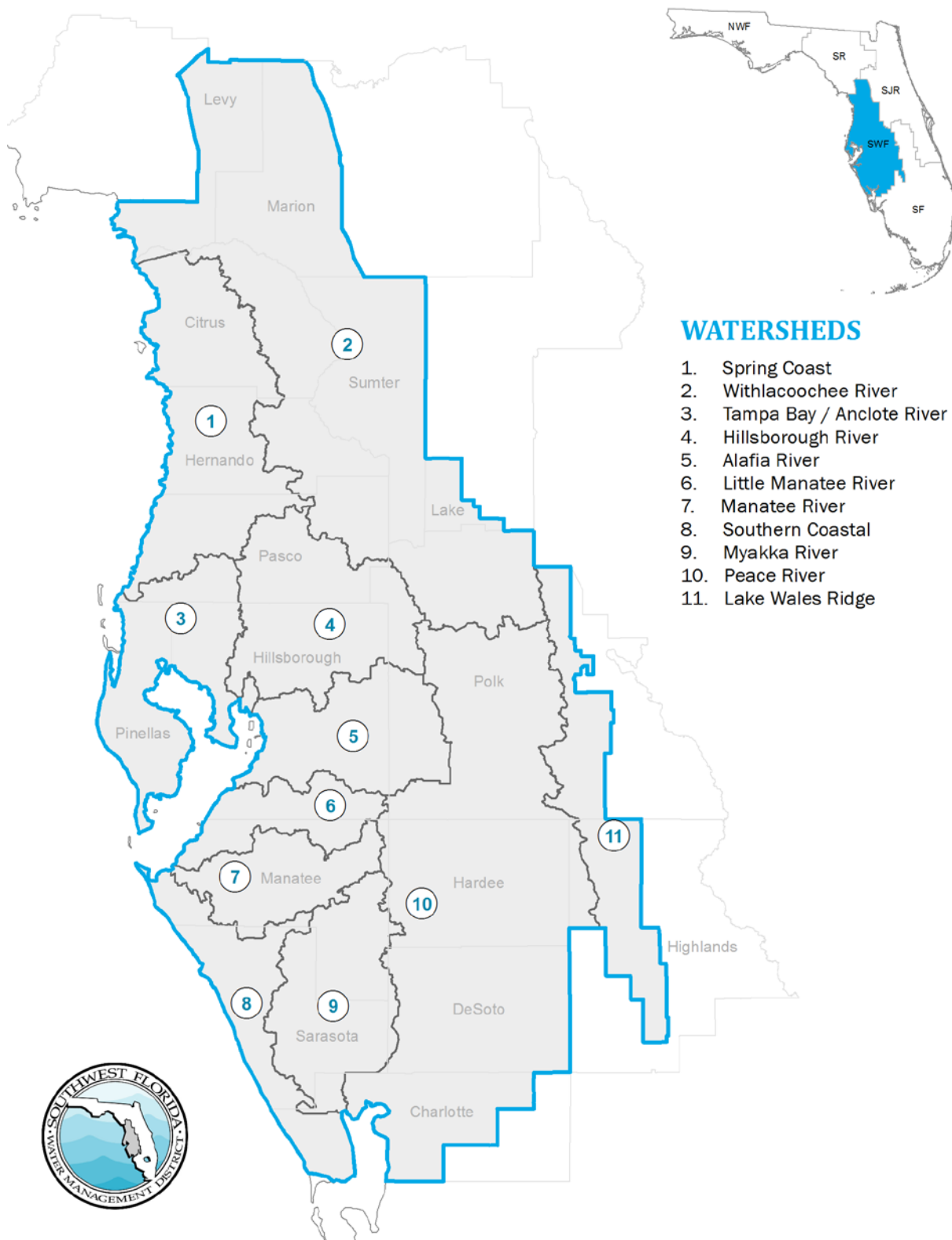


Figure 2. SWFWMD Counties & Watersheds

B. WATER CONTROL FACILITIES

The main purpose of water control structures is to control the flow of water. Water control structures may be temporary or permanent and utilized for multiple purposes. New construction, acquisitions and upgrades to the existing water management network enhance the District's ability to provide flood control, water conservation, and water supply protection, as well as preserve water quality and environmental assets. The District's water control structures can be classified into three main categories; flood control, salinity barriers, and water conservation structures. All District structures are shown in **Figure 3** and described in **Annex B**. Several structures are classified as multiple types. The District operates 88 water control structures of which 28 are categorized as dams. There are 12 canals the District maintains.

1. Flood Control Structures

Nineteen of the District's structures and related facilities are designed for flood control. Flood Control Structures are typically permanent structures and have the primary function of reducing the flood impact on the local area. Flood Control Structures were designed to handle larger capacities; the District has a series of smaller structures designed to hold backwater. If there is a need to start holding water, the process should typically be initiated days in advance. The District has guidelines for the level at which to keep major structure systems, especially during rainy season (guidelines for 7 of the structures were available online on the District's website as of September 2018).

Most of the flood control facilities owned, operated, and/or maintained by the District were constructed in the 1960s – 1980s as part of the Four River Basins Project, Florida. The largest and most significant of these are the Lower Hillsborough Flood Detention Area (LHFDA) and Tampa Bypass Canal (TBC); used to divert floodwaters from the Hillsborough River around the cities of Tampa and Temple Terrace. Floodwater diverted from the river is conveyed through the TBC and controlled by a series of structures (**Figure 4**) before being discharged into McKay Bay, sparing the two cities from potentially disastrous flooding. The TBC also protects the City of Tampa's Hillsborough River Dam and reservoir, which is the major source of drinking water for the City of Tampa and surrounding areas. Other District flood control facilities include the Sawgrass Lake structure in Pinellas County, the Inglis Main and Bypass Dams in Citrus and Levy Counties, respectively, and the S-11 and WC-2 structures in Sumter County.

It is important to note that while these flood control facilities can lessen the potential for human injury and property damage from flood events, they cannot prevent all flooding or related damages.

2. Salinity Barriers

Salinity barriers in the District include those located on Channels "A" and "G" in northwestern Hillsborough County (they also serve as flood control structures), S-551 on the Lake Tarpon Outfall Canal in Pinellas County (also flood control), and on Alligator Creek in Charlotte County. The

primary purpose of a salinity barrier is to prevent salt water from penetrating inland into freshwater channels.

3. Water Conservation Structures (See complete table in Annex B)

The majority of District structures are water conservation structures used to maintain desirable water levels in lakes. Their primary purpose is to protect and maintain natural systems. The capability of these structures to reduce flooding is quickly exceeded during storm events due to their small capacity and limitations of their downstream conveyance systems (e.g., ditches, canals, streams).

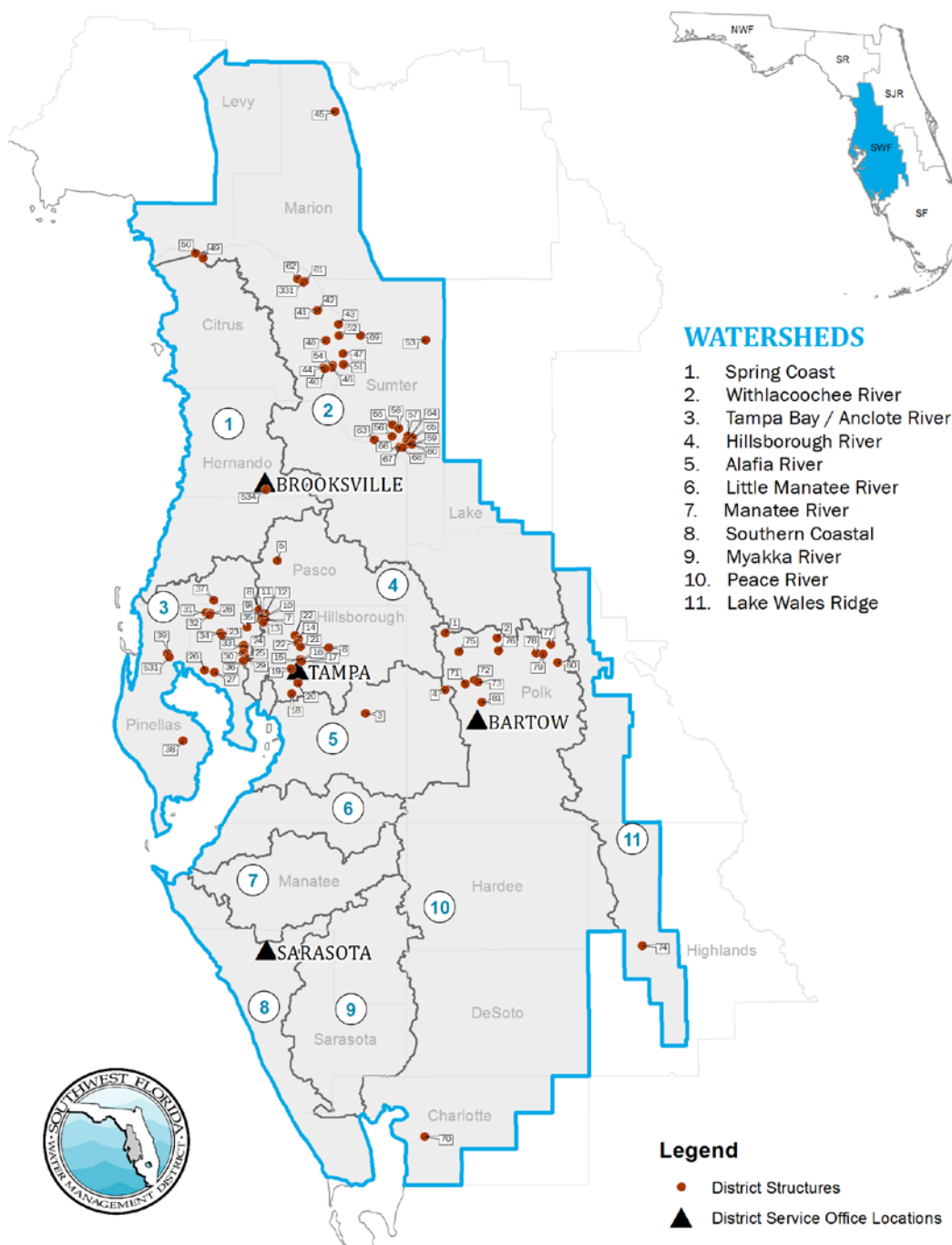


Figure 3. SWFWMD Structures & Watersheds

Lower Hillsborough Flood Detention Area and the Tampa Bypass Canal

The map illustrates the Lower Hillsborough Flood Detention Area and the Tampa Bypass Canal. Key features include:

- Water Control Structures:** L-112, S-155, S-163, S-159J, S-159M, S-159L, S-161, S-162, S-160, C-135.
- Water Treatment Plant:** WTP.
- Pumping Stations:** PS.
- Canals:** Harney Canal, Bypass Canal.
- Parks and Land:** Cypress Creek Preserve, New Tampa Flatwoods Park, Trout Creek structure, Flatwoods Bicycle Area, Morris Bridge Park, John B. Sargeant Memorial Park, Oak Ridge Equestrian Area, Hillsborough River State Park, McKay Bay.
- Roads:** I-75, I-4, I-275, I-80, I-81, I-82, I-83, I-84, I-85, I-86, I-87, I-88, I-89, I-90, I-91, I-92, I-93, I-94, I-95, I-96, I-97, I-98, I-99, I-100, I-101, I-102, I-103, I-104, I-105, I-106, I-107, I-108, I-109, I-110, I-111, I-112, I-113, I-114, I-115, I-116, I-117, I-118, I-119, I-120, I-121, I-122, I-123, I-124, I-125, I-126, I-127, I-128, I-129, I-130, I-131, I-132, I-133, I-134, I-135, I-136, I-137, I-138, I-139, I-140, I-141, I-142, I-143, I-144, I-145, I-146, I-147, I-148, I-149, I-150, I-151, I-152, I-153, I-154, I-155, I-156, I-157, I-158, I-159, I-160, I-161, I-162, I-163, I-164, I-165, I-166, I-167, I-168, I-169, I-170, I-171, I-172, I-173, I-174, I-175, I-176, I-177, I-178, I-179, I-180, I-181, I-182, I-183, I-184, I-185, I-186, I-187, I-188, I-189, I-190, I-191, I-192, I-193, I-194, I-195, I-196, I-197, I-198, I-199, I-200, I-201, I-202, I-203, I-204, I-205, I-206, I-207, I-208, I-209, I-210, I-211, I-212, I-213, I-214, I-215, I-216, I-217, I-218, I-219, I-220, I-221, I-222, I-223, I-224, I-225, I-226, I-227, I-228, I-229, I-230, I-231, I-232, I-233, I-234, I-235, I-236, I-237, I-238, I-239, I-240, I-241, I-242, I-243, I-244, I-245, I-246, I-247, I-248, I-249, I-250, I-251, I-252, I-253, I-254, I-255, I-256, I-257, I-258, I-259, I-260, I-261, I-262, I-263, I-264, I-265, I-266, I-267, I-268, I-269, I-270, I-271, I-272, I-273, I-274, I-275, I-276, I-277, I-278, I-279, I-280, I-281, I-282, I-283, I-284, I-285, I-286, I-287, I-288, I-289, I-290, I-291, I-292, I-293, I-294, I-295, I-296, I-297, I-298, I-299, I-300, I-301, I-302, I-303, I-304, I-305, I-306, I-307, I-308, I-309, I-310, I-311, I-312, I-313, I-314, I-315, I-316, I-317, I-318, I-319, I-320, I-321, I-322, I-323, I-324, I-325, I-326, I-327, I-328, I-329, I-330, I-331, I-332, I-333, I-334, I-335, I-336, I-337, I-338, I-339, I-340, I-341, I-342, I-343, I-344, I-345, I-346, I-347, I-348, I-349, I-350, I-351, I-352, I-353, I-354, I-355, I-356, I-357, I-358, I-359, I-360, I-361, I-362, I-363, I-364, I-365, I-366, I-367, I-368, I-369, I-370, I-371, I-372, I-373, I-374, I-375, I-376, I-377, I-378, I-379, I-380, I-381, I-382, I-383, I-384, I-385, I-386, I-387, I-388, I-389, I-390, I-391, I-392, I-393, I-394, I-395, I-396, I-397, I-398, I-399, I-400, I-401, I-402, I-403, I-404, I-405, I-406, I-407, I-408, I-409, I-410, I-411, I-412, I-413, I-414, I-415, I-416, I-417, I-418, I-419, I-420, I-421, I-422, I-423, I-424, I-425, I-426, I-427, I-428, I-429, I-430, I-431, I-432, I-433, I-434, I-435, I-436, I-437, I-438, I-439, I-440, I-441, I-442, I-443, I-444, I-445, I-446, I-447, I-448, I-449, I-450, I-451, I-452, I-453, I-454, I-455, I-456, I-457, I-458, I-459, I-460, I-461, I-462, I-463, I-464, I-465, I-466, I-467, I-468, I-469, I-470, I-471, I-472, I-473, I-474, I-475, I-476, I-477, I-478, I-479, I-480, I-481, I-482, I-483, I-484, I-485, I-486, I-487, I-488, I-489, I-490, I-491, I-492, I-493, I-494, I-495, I-496, I-497, I-498, I-499, I-500, I-501, I-502, I-503, I-504, I-505, I-506, I-507, I-508, I-509, I-510, I-511, I-512, I-513, I-514, I-515, I-516, I-517, I-518, I-519, I-520, I-521, I-522, I-523, I-524, I-525, I-526, I-527, I-528, I-529, I-530, I-531, I-532, I-533, I-534, I-535, I-536, I-537, I-538, I-539, I-540, I-541, I-542, I-543, I-544, I-545, I-546, I-547, I-548, I-549, I-550, I-551, I-552, I-553, I-554, I-555, I-556, I-557, I-558, I-559, I-560, I-561, I-562, I-563, I-564, I-565, I-566, I-567, I-568, I-569, I-570, I-571, I-572, I-573, I-574, I-575, I-576, I-577, I-578, I-579, I-580, I-581, I-582, I-583, I-584, I-585, I-586, I-587, I-588, I-589, I-590, I-591, I-592, I-593, I-594, I-595, I-596, I-597, I-598, I-599, I-600, I-601, I-602, I-603, I-604, I-605, I-606, I-607, I-608, I-609, I-610, I-611, I-612, I-613, I-614, I-615, I-616, I-617, I-618, I-619, I-620, I-621, I-622, I-623, I-624, I-625, I-626, I-627, I-628, I-629, I-630, I-631, I-632, I-633, I-634, I-635, I-636, I-637, I-638, I-639, I-640, I-641, I-642, I-643, I-644, I-645, I-646, I-647, I-648, I-649, I-650, I-651, I-652, I-653, I-654, I-655, I-656, I-657, I-658, I-659, I-660, I-661, I-662, I-663, I-664, I-665, I-666, I-667, I-668, I-669, I-670, I-671, I-672, I-673, I-674, I-675, I-676, I-677, I-678, I-679, I-680, I-681, I-682, I-683, I-684, I-685, I-686, I-687, I-688, I-689, I-690, I-691, I-692, I-693, I-694, I-695, I-696, I-697

Figure 4. LHFDA & Tampa Bypass Canal System

C. HAZARD ANALYSIS

This section details major natural, technological and human-made hazards to which SWFWMD is vulnerable. By determining what areas, populations, facilities and critical infrastructure assets within the county are most vulnerable to various hazards, SWFWMD aims to ensure measures can be taken to help mitigate against and prevent or reduce the potential impacts of such hazards. While the District may be vulnerable to some additional hazards, its all-hazards response will be similar to that described within the general EOC concept of operations. Major hazards that the District is concerned about include:

1. Natural Hazards

Phenomena associated with weather-induced events are generally categorized as natural hazards. Each natural hazard has its own characteristics, scope, duration and associated risks, as well as areas and seasons in which it may be most likely to occur. Weather hazards often occur in conjunction with one another, thereby increasing and intensifying the impacts. The primary natural hazards of concern for the District include damaging winds, tornadoes, inland and storm surge flooding, lightning, hail and winter storms. **Figure 5** below shows the total number of Federal Public Assistance and Individual Assistance declarations for all natural hazard emergencies in the State of Florida by county, from 1965 to 2017.

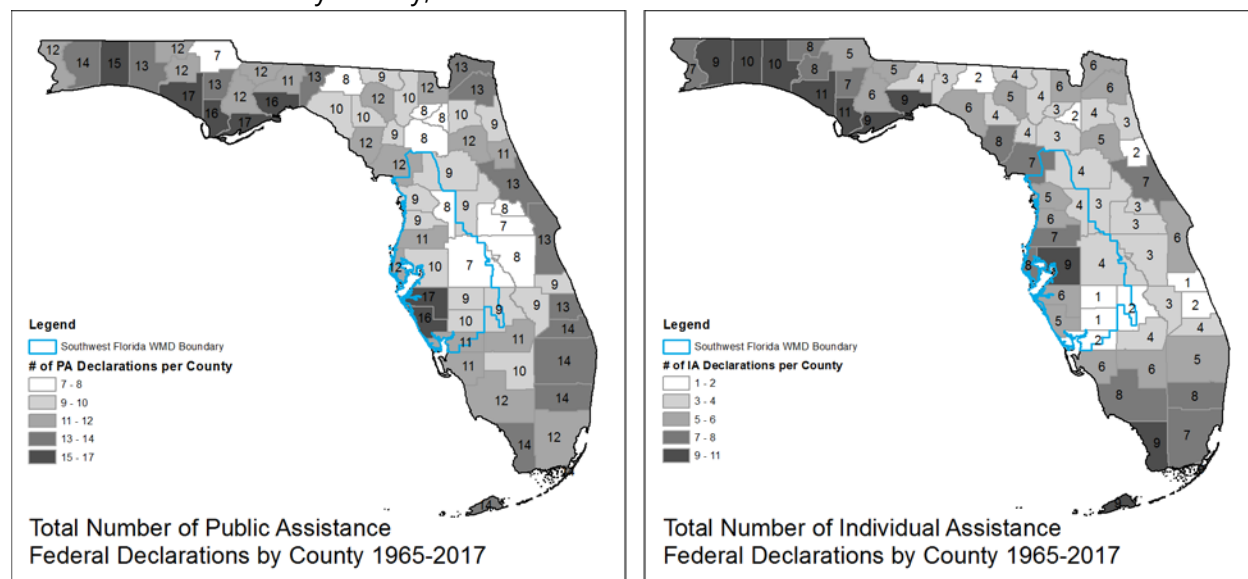
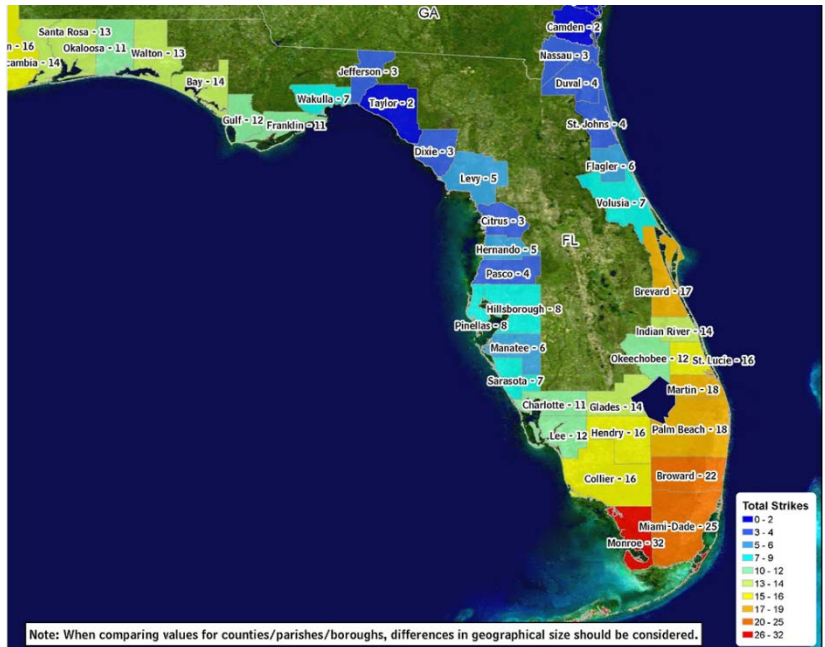


Figure 5. Federal PA and IA Declarations by County

a) Hurricane/Tropical Storm

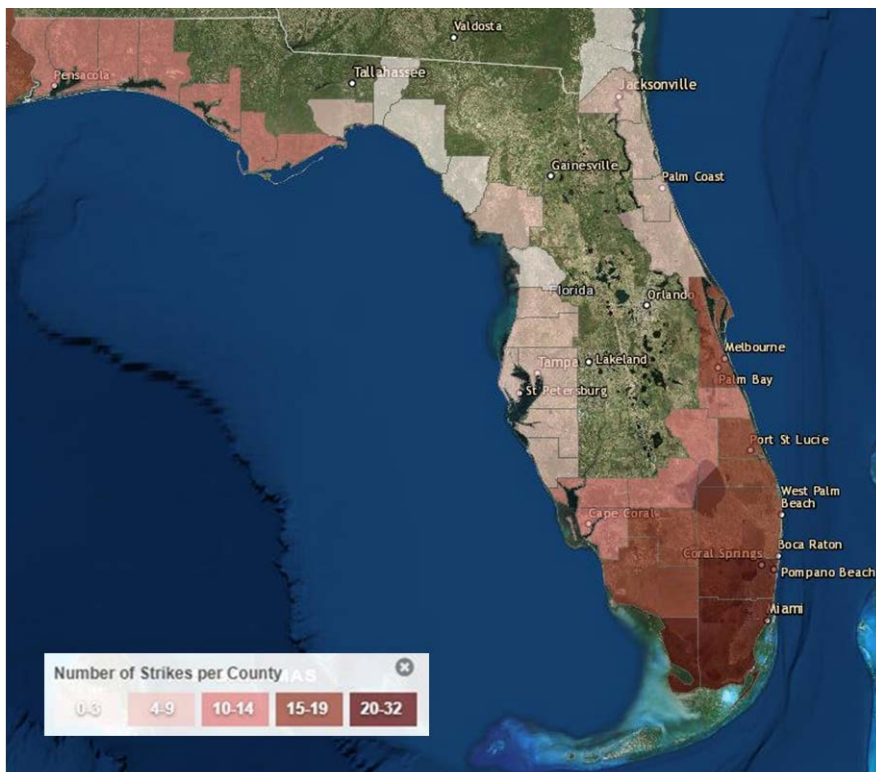
Tropical storms or hurricanes, also known as tropical cyclones, are some of the most destructive natural hazard types that causes considerable amounts of damages and losses in Florida. Hurricane season runs from June 1 through November 30. Florida is the most hurricane-prone state in the nation (per National Hurricane Center, 2012, as ranked by the number of hurricane

strikes since 1851) and is extremely vulnerable to the impacts of hurricanes due to its extensive coastline. Of the state's 67 counties, 35 have coastlines that front either the Atlantic Ocean or the Gulf of Mexico; nine of these (Levy, Citrus, Hernando, Pasco, Pinellas, Hillsborough, Manatee, Sarasota, and Charlotte) are within the District's area. **Figure 6** presents a summary of the total number of hurricane strikes in Florida by county, from 1900-2010. **Figure 7** presents a summary of the total number of hurricane strikes in Florida by county, from 1851 – 2017. Primary and secondary effects from a hurricane may include extremely high amounts of precipitation,



Total number of hurricane strikes by counties/parishes/boroughs, 1900-2010
Data from NWS NHC 46: Hurricane Experience Levels of Coastal County Populations from Texas to Maine.
Jerry D. Jarrell, Paul J. Hebert, and Max Mayfield. August 1992, with updates.

Figure 6. Hurricane Strikes by County, 1900 to 2010



Total number of hurricane strikes by county, 1851-2017
Data from NOAA Digital Coast – Historical Hurricane Tracks Viewer

Figure 7. Hurricane Strikes by County, 1851 to 2017

storm surge, high winds, tornadoes and inland flooding.

Storm surge is the direct result of rising sea levels associated with the wind and low-pressure effects from a tropical cyclone. Storm surge produces most of the flood damage and drowning associated with storms that make landfall or that closely approach the coastline. Of the hurricane hazards, storm surge is one of the most dangerous for coastal areas due to the associated risk of drowning.

(1) High Wind

High winds are one of the most devastating characteristics of tropical cyclones, tornadoes or other severe storms. Tropical storms or hurricanes are characterized by sustained high velocity winds circulating around a moving low-pressure center. They form and develop over warm water due to atmospheric instability and can impact entire regions, thus affecting the lives of thousands of people, homes, critical infrastructure and businesses. Mitigating against high wind hazards may involve assessing the risk and vulnerabilities of populations and structures to high velocity winds and taking preemptive measures to protect people and structures from high wind damage; for instance, by securing loose items that may be carried away or cause damage to people or things, repairing or reinforcing weathered roofing, replacing shingles or roofing tiles and in some cases, implementing roofing retrofits and/or secondary waterproofing.

(2) Severe Thunderstorm/Hailstorm

Though not all are classified as “severe,” some thunderstorms may can produce wind gusts over 50 miles per hour and hail over one inch in diameter. Both wind and hail of this magnitude may damage landscaping, roofs and vehicles. The winds associated with severe thunderstorms may damage trees and cause large branches to break off, posing a threat to people, structures and vehicles in their paths. Other potential characteristics of thunderstorms, including tornadoes, dangerous lightning and flash flooding, may pose a threat to life safety as well as utilities and critical infrastructure.

b) Flooding

Per the SWFWMD Flood Event Guideline (v. 5, 2018), flooding is an overflow of water that submerges land which is normally dry. Flooding can occur from a variety of man-made and meteorological events. A “flood event” is defined by SWFWMD as any situation where:

- A storm or rainfall of such magnitude occurs as causes flooding beyond the scale of local “works,” per Chapter 373.403(5) F.S., with such works being under the ownership and/or management of private entities or local governments;
- A storm or rainfall event involves response of two or more Bureaus within the District and/or activation of the District’s EOC to a Level 2 or higher;
- A rainfall event results in the operation of District flood control and/or water conservation structures to address structure and/or infrastructure flooding within local, intermediate or regional conveyance systems; and/or
- Potential or impending failure of a District flood control structure occurs.

Flooding is an issue of *concern in SWFWMD as many* homes and businesses in its jurisdiction are in areas vulnerable to flood events, especially those near the large bodies of water, tributary streams, and low-lying areas (**Figure 8**). The non-elevated residential structures located in these areas are susceptible to being damaged by rising and ponding waters. *Critical utilities and supporting infrastructure*, such as electrical utilities, water and sewer, and other networks (i.e. roadways and waterways) *may also be impacted*.

In addition to the impacts on *residential, public and commercial* structures, flooding can also *severely damage agricultural* and environmental systems; standing water after *floodwaters subside* may create ecological problems, including the spawning of mosquito larvae. In addition, flooding may complicate evacuation procedures, limiting or disrupting traffic flow due to impassible, submerged roadways; some dirt roads in the rural areas of the *District* may even be washed out.

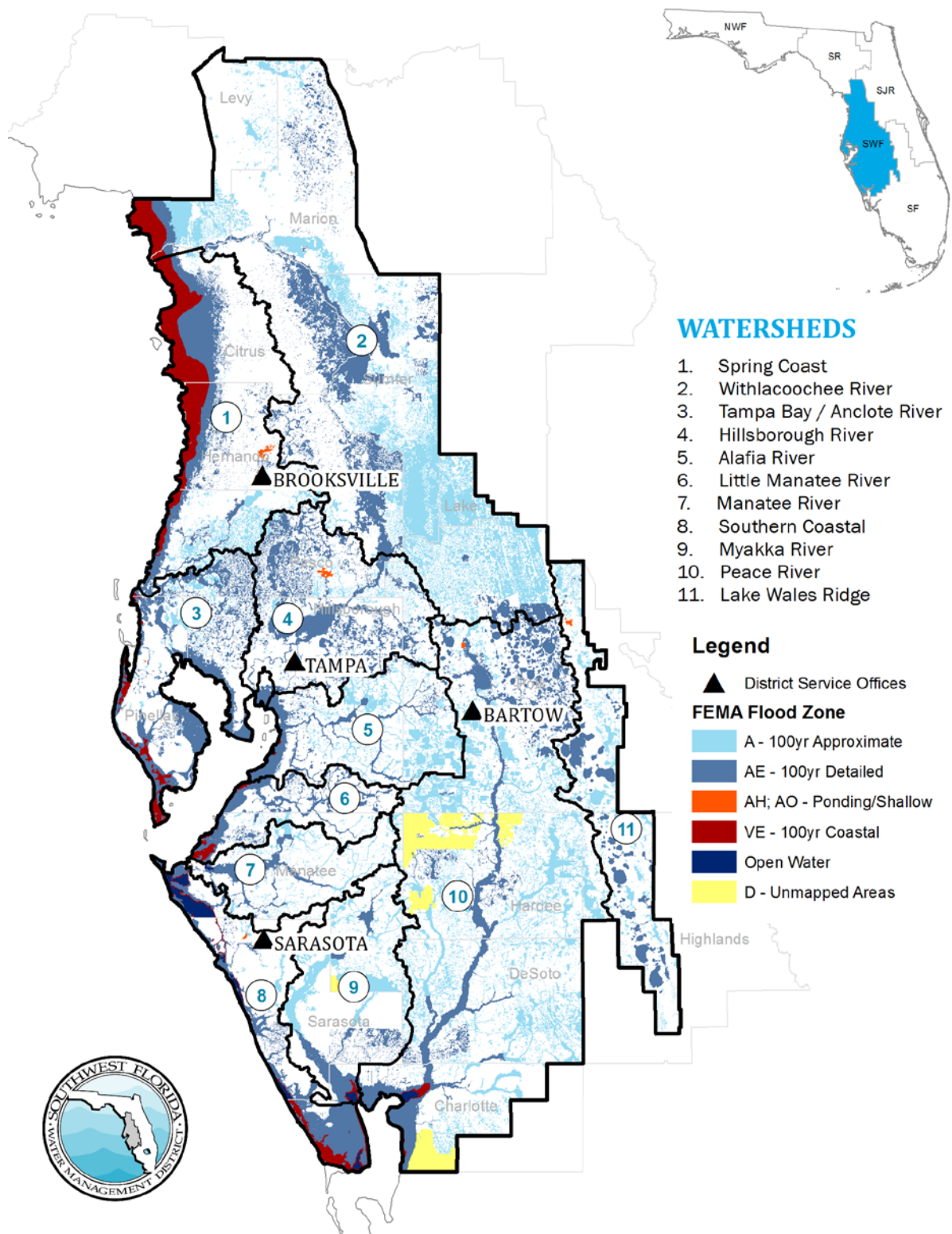


Figure 8. FEMA NFIP Floodplain Map

c) *Tornado*

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud, that may form alongside thunderstorms and hurricanes when cool air suddenly forces a band of warm air to rise rapidly. A tornado is a vertical column of air that rotates with enough force and velocity to tear through buildings or launch trees and vehicles from its path, which may result in physical damage to the District facilities and resources. A tornado may “touch down” when it extends from the base of a storm cloud to the ground. When formed by severe storms such as thunderstorms, tornadoes may resemble churning funnels made up of water droplets, dirt and debris. However, they may be hard to see, and their path difficult to predict, thus it may be difficult to ensure people and resources are safely out of the path. Tornadoes may also be spawned by land-falling hurricanes, especially in the right-front quadrant of the storm. Hurricane-related tornadoes are not usually accompanied by hail or lightning-the usual warning signs of tornadoes, thus making it difficult to ensure people, resources and equipment are a safe distance from a potential tornado’s path.

d) *Wildfire*

Wildfire, referring to a fire that occurs in a generally rural or unpopulated area with flammable vegetation, is particularly relevant to the SWFWMD, as a large portion of the District is made up of wetlands, swamp lands and vegetation. Wildfire may specifically refer to a forest fire, slow-burning peat or brush fire, or other vegetation fire. Impacts of wildfire may include flooding or disruption to transportation and utilities such as gas, power and/or communications, particularly when there is little rain and high winds. Furthermore, resulting changes in landscape and/or ground conditions may lead to increased risk of flooding (already a primary concern to the District) from heavy rain, flash flooding and/or mudflows. Flood risk in the affected area may remain elevated for years until vegetation is restored.

e) *Sinkhole/Landslide*

A sinkhole is a depression or hole in the ground resulting from land subsidence or collapse of the surface layer. It may be caused by karst, or by water flowing under the surface layer. A landslide is a surface subsidence, such as a rockfall, slope failure, shallow debris flow or other ground movement, typically caused by earthquake, heavy rainfall, water infiltrating the soil, or other event compromising the stability of the soil. SWFWMD is concerned with both types of events and their potential effects on the District’s water resources. Though events may vary in likelihood, duration and severity, sinkholes and landslides may impact groundwater and water resources for multiple counties.

f) *Drought*

Drought, as in prolonged shortage or absence of rainfall resulting in a shortage in the water supply, is one of several natural hazards particularly relevant to the SWFWMD’s CEMP. A prolonged drought will cause the water table to decline, which may contribute to an increased incidence of sinkholes once normal rainfall conditions have returned. In addition, an area in drought is at risk for wildfires.

2. Technological Hazards

A technological hazard (e.g. dam failure, hazardous materials incident or airplane crash) as herein referenced is typically accidental or unintentional, occurring as a direct result of the failure of a manmade system and/or the exposure of the population to a hazardous substance. Technological hazard events that could occur within the District may include a spill of a hazardous material into a District water body or a critical infrastructure disruption, such as the failure of an electrical power grid. The primary hazards associated with this category include hazardous materials spills, mass communication failures and critical infrastructure disruptions/failures such as major power failures.

a) ***Dam Failure***

There are many types of emergency events that could affect dams. Whenever people inhabit areas that may flood as a result of failure or improper operation of a dam, there is a potential for loss of life and damage to property. The Federal Emergency Management Agency (FEMA) encourages the development of Emergency Action Plans (EAPs) for high hazard dams. EAPs are formal documents that identify potential emergency conditions at a dam and specify pre-planned actions to be followed to minimize property damage and loss of life. The EAP lists actions that may moderate or alleviate the problems at the dam and contains procedures and information to assist with early notification of an emergency, to responsible emergency management authorities. It also contains inundation maps to illustrate critical areas that would require citizen evacuation in case of an emergency or dam failure.

The District has completed EAPs for all four of its high hazard structures:

- Inglis Main and Bypass Dams in Citrus and Levy Counties, respectively (owned by the Florida Department of Environmental Protection (DEP), operated by the District)
- Structure G-90 in Highlands County
- Medard Reservoir in Hillsborough County

During an activation of the District's Emergency Operations Center (EOC) that might involve the Medard Reservoir and residents downstream on the Alafia River, the Medard Reservoir Emergency Information Hotline will be activated. Once activated, this number bypasses the District switchboard and rings directly to the District EOC.

Medard Reservoir Emergency Information Hotline
1-866-824-6916

- Lower Hillsborough Flood Detention Area (LHFDA), S-155 and S-163, in Hillsborough County

Notification flow charts and inundation maps from each EAP are presented as **Annex D**. The EAPs in their entirety are available in the EOC

b) *Hazardous Material Spill*

There are 14 major ports in the state, three of which, Port of Tampa (the 18th largest port in the United States), Port of St. Petersburg and Port of Manatee, are within the District. Ports ship and receive hazardous materials (e.g., petroleum, ammonia) which may pose a risk to District water bodies should a spill occur. Each one of these potential hazards will require a unified, coordinated and speedy response, by several agencies other than the District, as well as attention to the short and long-term effects.

Hazardous materials at District facilities are not used or stored in quantities sufficient to warrant special permits. Any waste generated at the District is manifested and disposed of properly according to local/state/federal rules. Appropriate District bureaus track and record these transactions.

c) *Aircraft Crash*

Though generally not likely to affect the District on a regular basis, an aircraft crash could pose a substantial threat to people, facilities and supporting infrastructure. Aside from potential physical damage to the District's critical facilities and supporting structures, potential impacts could include critical infrastructure disruption such as power disruption and damage to utilities may affect multiple facilities.

3. *Manmade (Intentional) Hazards*

Manmade (intentional) hazards generally differ from technological hazards or accidents in that they involve an intent to cause harm, damage or injury and/or generally inspire fear and terror among the public. Although they may differ in terms of likelihood, frequency of occurrence and severity, some of the manmade hazards with which SWFWMD is concerned include sabotage (as in the intentional disruption of cyber networks, attack on supporting infrastructure or SCADA intrusion), conventional attack (such as an active shooter or complex coordinated attack) and terrorism.

a) *Sabotage (Incl. Cyber, SCADA Intrusion)*

Sabotage, whether to the physical infrastructure of the District facilities or through unauthorized access to, or an attack on District cyber networks or SCADA systems, may cause widespread damage to District networks and supporting infrastructure, and may even attempt to threaten the health and safety of the population served by the District. For instance, an incident involving unauthorized access to a cyber network on a District server may result in the intentional or unintentional exposure of sensitive data, such as the log-on passwords of authorized users, which may then be used by the intruder to steal information and/or interrupt software programs or communications on the cyber network. Similarly, unauthorized access to SCADA systems may allow an intruder to interrupt the power or utilities serving the District's critical utilities. Because the initial intrusions may be difficult to detect, it may be challenging to prevent nefarious activity until it is too late.

b) Conventional Attack (Incl. Active Shooter)

Because active shooter or complex coordinated attacks generally unfold quickly and without warning, they pose a significant concern for staff and stakeholders within the District. The perpetrator is typically focused on attempting to kill people in a confined and/or densely populated area, and in no pattern. District staff and stakeholders should follow the U.S. Department of Homeland Security and applicable local guidelines for these events, specifically Run – Hide – Fight, and should contact law enforcement by dialing 9-1-1 when it is safe to do so.

c) Terrorism

Terrorism, loosely defined as a criminal act that targets or deliberately disregards the safety of non-combatants with the intent to create fear and/or coerce an audience for the purpose of achieving an ideological or political goal, can be committed by an individual or group with varying degrees of organization and may be foreign or domestic in origin. As such, terrorist attacks may vary in scope and level of sophistication. Terrorism-related incidents can take many shapes and may include the use of weapons of mass destruction: chemical, biological, radiological, nuclear, or explosive. The District should plan for, train and exercise with staff and stakeholders on how to respond to potential terrorist threats within the District's EOO structure and mission, in coordination with first responders and local, state and Federal law enforcement stakeholders.

D. DISASTER MAGNITUDE (MINOR, MAJOR, CATASTROPHIC)

Section 252.35, F.S., requires the State CEMP and other agency CEMPs, to address minor, major and catastrophic disasters. These levels of disaster are defined as:

1. Minor Disaster: Any disaster that is likely to be within the response capabilities of the District and results in only minimal need for State or federal assistance.
2. Major Disaster: Any disaster that will likely exceed District capabilities and require a broad range of state and/or federal assistance.
3. Catastrophic Disaster: Any disaster that will require massive state and federal assistance.

If the situation is beyond the District's capability, a request for state and/or federal assistance may be in the form of an Emergency Order executed by the Executive Director and presented to the Governor of Florida through the Florida Division of Emergency Management (DEM). District on-scene first responders should be prepared for a 72-hour delay (at a minimum) for local, state and/or federal emergency response assistance.

E. ASSUMPTIONS

The following general operational assumptions apply to this plan.

1. All emergencies and disasters are local, but the District may require support from local, state and federal stakeholders.
2. Emergencies may occur with or without advance notice or warning. The District CEMP and emergency operations plans/procedures herein referenced are applicable to both "notice" (e.g. hurricane) and "no notice" (e.g. terrorism) events and emergencies.
3. Emergencies and disasters may result in injury or loss of life, damage to or destruction of property, disruption of critical utilities and daily life activities, displacement of persons and families, disruption of services including first responder and public safety services, damage to or destruction of documentation and records, environmental impacts and social and/or economic disruption.
4. The District will prioritize actions to ensure life safety above all other actions.
5. The District will request mutual aid assistance from other agencies through the applicable local and statewide mutual aid agreements and will use locally available resources and mutual aid prior to requesting state assistance.
6. The District will activate and staff its Emergency Operations Center(s) to support local operations as appropriate.

III. DECLARATION OF A DISTRICT EMERGENCY

A. GENERAL (OFFICE CLOSURE, EOO ACTIVATION)

The procedures herein outlined describe the District's process for declaring a District emergency; identify staff who are authorized to issue emergency orders or declarations; and describe the processes for closing District offices and activating the District's emergency operations center(s). District staff should all be familiar with the District's emergency declaration and response procedures in advance of any emergency.

- 1 In the event of a State emergency, or an impending emergency which seriously threatens the health, welfare and safety of the District's citizens or the operation of the District, this CEMP will be used as guidance to activate and mobilize the District's Emergency Operations Organization (EOO) (**Figure 9**). The Incident Commander (IC) in consultation with Executive staff has both the authority to declare a District emergency, and to deactivate the EOO once the emergency has passed.
- 2 The Executive Director may issue emergency orders/declarations and take other necessary actions, consistent with District policy and statutory authorization, to expedite access to resources needed to cope with the incident(s). Activation of the CEMP and/or proclamation of an emergency shall be reported to the DEM via notification to the State Watch Office (SWO), indicating the nature of the emergency, the area(s) threatened, and the condition(s) creating the emergency or threat.
- 3 The Executive Director may close District offices in emergency situations or in response to the Governor's decision to close local governmental operations. Decisions are based on the best available information from Hurrevac, a restricted-use computer program used by government emergency managers to track hurricanes and assist in evacuation decision-making. Ultimately, evacuation and staff placement decisions will be determined by the nature of the situation and the condition and speed of onset.
- 4 The IC shall determine the level of EOO activation and mobilization (i.e., which positions are necessary to facilitate the process of incident evaluation and planning, and to allocate resources to effectively respond to the incident). The compositions of the EOO and position responsibilities are detailed in **Section V** and **Annexes E** through **I**.

B. PERSONS AUTHORIZED TO ACTIVATE DISTRICT EMERGENCY OPERATIONS

The following persons are involved in activating the District's emergency operations as herein explained, pursuant to Chapter 252, F.S. and relevant State and District emergency response plans.

1. The Governor

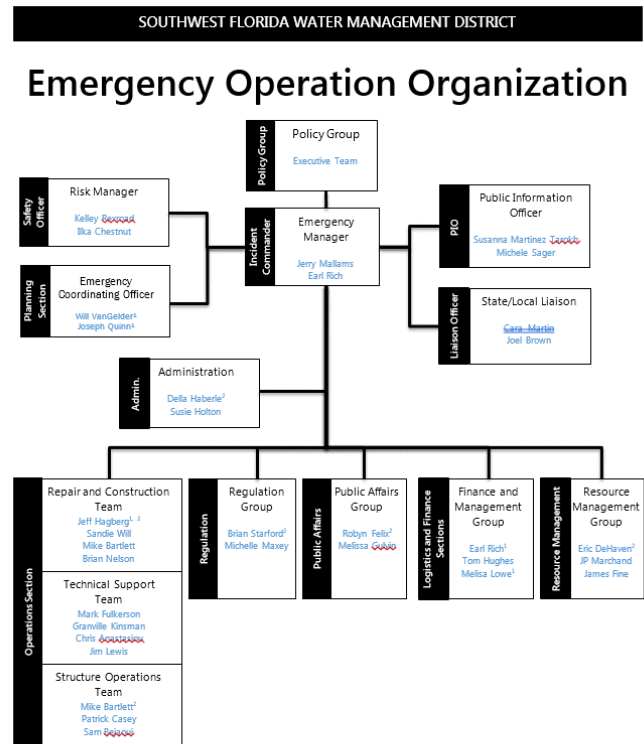
Under the provisions of Chapter 252, F.S., "the Governor may assume direct operational control over all or any part of the emergency management functions within this state. A state of emergency shall be declared by executive order or proclamation of the Governor if he/she finds an emergency has occurred."

2. The District Executive Director

Per Chapter 373.439, F.S., "The Executive Director, with the concurrence of the Governing Board or the DEP shall immediately employ any remedial means to protect life and property." Additional activation authorization found in Chapters 373.086, 373.119, 373.175, and 373.246, F.S.

3. The District Incident Commander

The IC in consultation with Executive staff has the authority to activate the District EOC and EOO. In the event of a sudden-onset incident requiring immediate attention, the highest ranking available member of the EOO may activate urgent response operations.



1. Section Chief
2. Group Leader

Figure 9. Emergency Operations Organization (EOO)

C. EMERGENCY INFORMATION TO EMPLOYEES (EMERGENCY INFO HOTLINE)

Rapid dissemination of information is vital for the health and safety of employees during and after emergencies and disasters. Depending on the situation, information may be available via:

- Direct contact with employees through their supervisors
- Voiceshot Rapid Notification Service
- District Internet or Intranet websites
- Announcements released to local radio and TV stations
- District staff emergency information hotline:

District's Emergency Information Hotline
1-866-788-4083

IV. DISTRICT'S EMERGENCY MANAGEMENT POLICIES

A. GENERAL

The following general assumptions apply specifically to the District's emergency management program and help to guide emergency response operations. Linking the comprehensive emergency management plan, including the District's emergency operations organization (EOO) structure, to other relevant District policies and procedures is crucial to ensure that the District response to an emergency is well organized and aligned with existing District policies and plans. All District staff should be familiar with the District's emergency management policies.

- 1 Overall management of the District's EOO is the responsibility of the District IC and Emergency Coordinating Officer (ECO) (see **Section VI**). For the District to develop and maintain a successful emergency operations program, all District bureaus with their resources and expertise are essential components of the EOO (**Section V** and **Annexes E through I**).
- 2 It is the responsibility of the District to undertake comprehensive emergency management practices to protect life and property from the effects of hazardous events (Chapter 252, F.S.). The State CEMP requires the District to establish liaisons with counties and other state organizations to support emergency management capabilities within Florida. Water Management Districts span multiple jurisdictions and can provide resources and services to support other functionally related systems in times of disaster.
- 3 District personnel are considered emergency responders by the State of Florida; they are considered first responders if first on the scene.
- 4 Each employee of the District is an integral part of the success of the District's emergency operations program and may be called upon to perform duties related to an emergency event. It is the responsibility of each employee to be familiar with the CEMP and to complete basic NIMS/ICS training available online as FEMA Independent Study (IS) courses 100, 200, 700 and 800. In addition, all employee position descriptions have been modified to include the following:

"The District plays a critical, emergency management role before, during and after major storm events and/or in conjunction with the overall emergency management strategy, operations and recovery for the State of Florida. The employee therefore may be required to perform duties as assigned before, during and after major storm events and emergency situations such as hurricanes or other declared emergencies. Such duties may include the employee's normal work functions or other emergency support functions as determined necessary by the District."

- 5 Since emergency duty is possible for every employee of the District, it is highly recommended that each employee develops a family disaster plan and maintain essential supplies to enable self-sufficiency for a minimum of 72 hours, as recommended by State of Florida emergency officials.

B. PHASES OF EMERGENCY MANAGEMENT

The District will meet its responsibility for protecting life and property from the effects of hazardous events by acting within each of the following four phases of emergency management:

1. Mitigation

Actions accomplished before an event to prevent or reduce its effects are often the most cost effective. The SWFWMD's mitigation efforts align with the State of Florida DEM and FEMA's mitigation guidance, as the District aims to reduce vulnerability to flooding and other all-hazards emergencies through mitigation planning and enhancement of its facilities and infrastructure, while promoting public and private sector awareness of hazard mitigation and disaster loss education. Examples of ongoing SWFWMD mitigation activities include structural reinforcement of District facilities, rehabilitation of canals and other works of the District, water supply and water quality regulatory programs, community and outreach programs, and land-use management.

2. Preparedness

Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and District control over the subsequent disaster response. Preparedness activities include:

- Training: Bureau chiefs, managers and supervisors are responsible for ensuring that appropriate employees are trained in NIMS and ICS protocols and structure (**Table 1**). Annual training should be conducted on the CEMP, and the roles and responsibilities herein outlined, to ensure all current SWFWMD staff and stakeholders fully understand their respective duties as well as District emergency management procedures, EOC activities and structure and emergency operational organization implemented by the District during emergency activation throughout response and recovery.
- Exercises: Bureau chiefs, managers and supervisors are to validate their staff's level of emergency readiness through internal drills and participation in EOC exercises. Ideally, drills and exercises will be conducted at least annually, to validate the CEMP and associated emergency action plans, gauge the District's current capabilities, and identify potential preparedness gaps in advance of any emergency activation.
- Planning: Exercise results will be captured in after action reports and lessons learned and used in a continuous planning effort to enhance the District's emergency readiness posture. This planning effort will be reflected in iterative revisions to the CEMP in the

constant attempt to achieve a higher state of readiness for an emergency or disaster response.

Table 1 - Southwest Florida Water Management District Training Guideline

SWFWMD NIMS/ICS TRAINING GUIDELINE

PERSONNEL	REQUIRED COURSES
<ul style="list-style-type: none"> ▪ Senior Staff 	IS-100.b: Introduction to ICS IS-700.a: NIMS, an Introduction
<ul style="list-style-type: none"> ▪ Field supervisors and field staff involved with emergency operations/response (all OPS & LND Bureau field staff – other Bureaus by Bureau Chief/Manager assignment) ▪ Planning Section Specialists (Communications, IT, Procurement, SCADA, GIS, Hydrologic Data, Food & Supply, Human Resources) ▪ Incident Dispatchers 	IS-100.b: Introduction to ICS IS-200.b: ICS for Single Resources and Initial Action Incidents IS-700.a: NIMS, an Introduction
<ul style="list-style-type: none"> ▪ <u>Group Supervisors (Operations Section):</u> <ul style="list-style-type: none"> ○ Service Office Coordination ○ Engineering & Debris Management ○ Field Operations ○ Structure Operations ○ Structure Maintenance ○ Regulatory Response ○ Dispatcher ▪ <u>Unit Leaders (Planning, Logistics, Finance Sections):</u> <ul style="list-style-type: none"> ○ Situation & Resources ○ Facilities, Equipment & Security ○ Cost 	IS-100.b: Introduction to ICS IS-200.b: ICS for Single Resources and Initial Action Incidents IS-300: Intermediate ICS IS-700.a: NIMS, an Introduction IS-800.b: National Response Framework, An Introduction
<ul style="list-style-type: none"> ▪ Incident Commander ▪ Safety Officer ▪ Liaison Officer ▪ Information Officer ▪ <u>Section Chiefs:</u> <ul style="list-style-type: none"> ○ Operations ○ Planning ○ Logistics ○ Finance 	IS-100.b: Introduction to ICS IS-200.b: ICS for Single Resources and Initial Action Incidents IS-300: Intermediate ICS IS-400: Advanced ICS IS-700.a: NIMS, an Introduction IS-800.b: National Response Framework, An Introduction

IS-195 = IS-100 + IS-200

IS-300 & IS-400 – Advanced ICS courses for Supervisors, Unit Leaders, Chiefs, and Command Staff

May 30, 2013

- District Resources: Resource typing and mutual aid are key components of the NIMS. Resource typing is the categorization and description of response resources, by capacity and capability, which are commonly exchanged in disasters through mutual aid agreements. The Facilities, Equipment and Security Unit has completed (by utilizing FEMA's National Integration Center Incident Management Systems Division's resource typing definitions) typing the District's resource inventories (see **Annex H**).

During an emergency, the District may have access to one WebEOC account for the State of FL; one for Hernando County; and/or potentially for other water management districts if needed to submit and/or fill resource requests. Resource requests, are coordinated through the State Emergency Operations Center (SEOC) when the SEOC is activated. For smaller incidents that do not involve the State, the District tracks resources and prioritizes needs on paper.

- Flood Protection Program: Guidance on flood events is available in the District's Flood Event Guideline, v. 5 (2018). The District is actively involved in several flood protection programs and initiatives, which include:
 - Data Collection
 - Comprehensive Watershed Management Initiative
 - Watershed Management Program
 - Topographic Information
 - Watershed Evaluation
 - Watershed Management Plan
 - Implementation of Best Management Practices
 - Maintenance of Watershed Parameters and Models
 - Flood Map Modernization
 - Minimum Flows and Levels
 - Land Acquisition
 - Environmental Resource Permitting
 - Facility Operation and Maintenance
 - Facility Inspections
 - Aquatic Plant Management
 - Technical Assistance and Funding
 - Communications and Outreach
- Wildfire Prevention Program: The District, in cooperation with and as a support agency to, the Department of Agriculture and Consumer Services, Division of Forestry (DOF), applies a prescribed fire and wildfire prevention and suppression program throughout its 16-county jurisdiction. Prescribed fires, burning approximately 30,000 acres per year, reduce the accumulation of vegetative fuels that can lead to frequent and severe wildfires. The District possesses the qualified staff and equipment resources necessary to manage this program. A Cooperative Fire Protection Agreement has been signed by the District and the DOF (**Annex J**).

- District Fuel Preparedness: District fleet management has arrangements to purchase fuel in emergency situations from the fleet services of both Hernando and Polk Counties and from the City of Tampa. In addition, the contract between "Fuelman," a proprietary operating system maintained by FleetCor Technologies, and the District, provides for:
 - Emergency Fueling Designation - As an emergency operations priority respondent, the District will be granted top priority/favored customer fueling authorization (the same as granted to law enforcement, fire, and local government emergency operations personnel) during any declared emergencies within the District's 16-county service area.
 - Topping off Brooksville fuel tanks - The Brooksville fuel tanks will be "topped-off" to maximum capacity within six (6) hours of a "declared emergency."
 - Pacific Pride/Smith Brothers Oil will provide fuel to the Bartow service office. Fleet management is negotiating with the Florida Department of Transportation and Hillsborough and Sarasota County fleet divisions to allow District vehicles and equipment to fuel at their facilities during emergency events. Streicher Mobile Fueling, Inc. will provide on-site vehicle and equipment fueling at the Tampa Service Office during emergency events.

3. Response

The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase. Emergency, disaster and incident responses are designed to minimize suffering, loss of life, property damage, and to speed recovery. Depending upon the scope of the emergency, response activities may include notifying key officials and warning the public of emergencies, activating emergency facilities, initiating emergency operations plans, mobilizing and deploying personnel and resources to address the emergency, conducting preliminary damage identification, managing emergency and short-term operations, and the return of vital operations/support systems to minimum operating standards.

When the District receives information about a potential emergency or disaster, an initial assessment will be conducted to determine the need to alert others, and to set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities may involve activating the EOO and/or the EOC to coordinate the response, help to save lives and property, provide supplies for responder needs and to protect vital resources and the environment. District responses to all emergencies and disasters will be guided by this CEMP.

4. Recovery

Emergency and disaster recovery efforts include both short-term and long-term recovery operations and the return of the District to normal operations. Recovery activities involve detailed damage assessments, complete restoration of vital systems, financial assistance and long-term restoration and/or mitigation. Short-term recovery activities may include restoration of vital

services, such as electrical power, water and sewer systems, roadway clearing, and providing immediate emergency assistance to disaster survivors. Long-term disaster recovery activities may include rebuilding of substantially damaged structures or facilities, and complete restoration or reconstruction of damaged infrastructure, as well as implementation of post-disaster mitigation programs. There is no definite point at which response ends and recovery begins, however, most recovery efforts will occur after a return to day-to-day functions.

- Debris Management: After a severe weather event, debris of all kinds becomes a serious impediment to recovery efforts. The District, in an effort to expedite both land and water debris removal immediately after an event, is currently updating a list of pre-qualified debris removal contractors and engineering consultants. Guidance to the District regarding debris collection and disposal is available via the 2010 Debris Management Plan.
- Disaster Debris Management Sites: Pursuant to 403.7071, Florida Statutes (F.S.), solid waste generated as a result of a storm event that is the subject of an emergency order issued by the Department of Environmental Protection (Department) may be managed with field authorizations for disaster debris management sites (DDMSs). Guidance for disaster debris management is provided in the Florida Department of Environmental Protection Guidance for Establishment, Operation, and Closure of Disaster Debris Management Sites (DDMS), May 4, 2018

V. EOO AND ASSIGNED ROLES AND RESPONSIBILITIES

A. ORGANIZATION

Per Chapter 252, F.S., local and state governments must adhere to statutory responsibilities therein prescribed. Pre-planned coordination, to include a pre-determined incident command structure and emergency operations organization, is crucial to ensure that the District response to an emergency is outlined, and that staff are familiar with District emergency declaration and response procedures.

This CEMP establishes the District's emergency operations program. To maintain a viable emergency operations program, it is essential that all District staff assigned to the EOO be familiar with this document, know their roles and assignments and participate in training and exercises as herein referenced.

Emergency incident management at the District will be directed, both in the EOC and on-scene, using the ICS. ICS forms will be used to document and report significant aspects of the event (all forms presented as **Annex K**). Bureaus responsible for fulfilling emergency operations functions and for occupying ICS positions in the EOO must assign at least three (3) staff for each position (i.e., for each "box" in the EOO org chart) to ensure sufficient depth of coverage. This is imperative to ensure that relief staff are available as needed. Since each emergency is unique, varying in nature, scope and complexity, the organizational configuration of the EOO will vary in accordance with the characteristics of the event.

B. THE EMERGENCY OPERATIONS ORGANIZATION (EOO)

The EOO is made up of District staff with the expertise and authority necessary to facilitate emergency operations. For the most part, the emergency functions of EOO members will parallel their normal day-to-day functions.

Roles, responsibilities and descriptions of all EOO positions are detailed in **Annexes E** through **I**.

The chiefs, managers, supervisors and key staff assigned to this team shall:

- Have the authority to allocate resources to the emergency operation.
- Be prepared to perform extra functions. Day-to-day business that does not contribute directly to the emergency operation may be suspended for the duration of the event. Resources and equipment normally required to perform day-to-day functions may be redirected to accomplish emergency tasks.
- Take their station, as needed, in the EOC or at an Incident Command Post (ICP) during an event.

- Complete NIMS/ICS training and participate in emergency preparedness exercises.
- Develop and maintain a Suggested Operating Guideline (SOG) for their Section/Group/Unit.

The EOO is made up of:

- The Policy Group - the Governing Board, Executive Director, Assistant Executive Director, and Legal counsel are responsible for establishing Incident Objectives related to the emergency event. Incident Objectives are statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Division Directors are responsible for ensuring all Bureaus are prepared to support emergency operations.
- Command Staff positions - Per NIMS/ICS guidance, the term "Command Staff" is generally used to refer to the IC and the Safety, Liaison, and Information Officers.
- General Staff positions – Per NIMS/ICS guidance, the term "General Staff" is generally used to refer to the Operations, Planning, Logistics, and Finance Section Chiefs. The SWFWMD's Branch or Group Supervisors, Unit Leaders and Planning Section Specialists report to the General Staff.

VI. CONCEPT OF OPERATIONS

This section of the CEMP outlines the incident management framework, emergency activation levels, communications available during emergencies and general organizational roles and responsibilities of District staff for emergency response operations, as well as non-emergency operations. Procedures for requesting emergency support from local, state and federal agencies and other stakeholders are outlined within the discussion of mutual aid and jurisdictional relationships.

A. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND INCIDENT COMMAND SYSTEM (ICS) FRAMEWORK

The District's emergency response organization and EOC operations are consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) framework and criteria as they apply to the structure and mission of the District. The District has referenced the NIMS and ICS in designing its emergency operations center staffing plan and will use ICS structure to manage its response to natural disasters such as wildfire or flooding, as well as dam failures, critical infrastructure disruptions and other technological or man-made hazards.

B. SUPPORT TO THE STATE EMERGENCY RESPONSE TEAM (SERT)

In the event of a statewide natural disaster, such as a hurricane or tropical storm, representatives from the District may be requested to support statewide emergency management efforts. The District's representation to the State Emergency Response Team (SERT) will be coordinated by the District's Executive Director.

1. Emergency Coordinating Officer (ECO) and Alternate ECO

The District's Emergency Coordinating Officer (ECO) and Alternate ECO, designated by the Executive Director per Chapter 252.365(1), F.S., (see **Annex C** for current designations) are responsible for coordinating with the DEM regarding emergency preparedness and response issues, and administering a District emergency operations program. They represent the District as part of the State's Emergency Response Team (SERT).

The SERT is made up of agency-appointed ECOs and staff from state agencies, and volunteer and non-governmental organizations that operate under the direction and control of the Governor and State Coordinating Officer (SCO). The SERT is grouped into 18 Emergency Support Functions (ESFs) that carry out coordination and completion of response and recovery activities in the State Emergency Operations Center (SEOC) during an emergency or disaster. These ESFs are grouped by function rather than agency, with each ESF headed by a primary state agency and supported by additional state agencies. The ESF structure is a mechanism that consolidates jurisdictional and subject matter expertise of agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions.

The District serves as a support agency for ESF 1 (Transportation), ESF 3 (Public Works and Engineering), and ESF 10 (Environmental Protection) as indicated in **Table 2**. The lead agencies for ESF 1 & 3, and 10 are the Department of Transportation and the Department of Environmental Protection, respectively.

The DEM, pursuant to the State CEMP and Chapter 252, F.S., may request the District respond to emergencies within, as well as outside District boundaries. Requests of this type will typically be made to the District ECO or Alternate ECO. The Executive Director and the IC will approve all such requests.

2. SERT Mission Requests

Typically, mission requests from the DEM will be made to the District by way of their web-based incident management system, WebEOC. Missions will include a mission number, description of mission/task to be performed, on-scene contact person and phone number, and reporting location.

Table 2 - State Emergency Support Functions

ESF #	FUNCTION NAME	LEAD STATE ORGANIZATION
1	Transportation	Department of Transportation
2	Communications	Department of Management Services
3	Public Works & Engineering	Department of Transportation
4	Firefighting	Department of Financial Services, Division of State Fire Marshal
5	Plans	Division of Emergency Management
6	Mass Care	Department of Business and Professional Regulation and Department of Children and Families
7	Resource Management	Department of Management Services, Division of Purchasing
8	Health and Medical	Department of Health
9	Search & Rescue	Department of Financial Services, Division of State Fire Marshal
10	Environmental Protection	Department of Environmental Protection
11	Food & Water	Department of Agriculture & Consumer Services
12	Energy	Public Service Commission, Department of Agriculture and Consumer
13	Military Support	Department of Military Affairs, Florida National Guard
14	External Affairs – Public Information	Executive Office of the Governor, Office of Communications
15	Volunteers & Donations	Governor's Commission on Volunteerism and Community Service (Volunteer Florida)
16	Law Enforcement & Security	Department of Law Enforcement
17	Animal & Agricultural Issues	Department of Agriculture & Consumer Services
18	Business, Industry and Economic Stabilization	Department of Revenue, Department of Economic Opportunity

C. DISTRICT NORMAL OPERATIONS (DAY-TO-DAY ORGANIZATIONAL STRUCTURE)

While the routine functions of most District bureaus are not of an emergency nature, pursuant to the CEMP, all employees of the District must be prepared to respond to emergency situations and may be required to perform extra functions during emergency activations.

D. DISTRICT EMERGENCY OPERATIONS

District emergency operations should align with the CEMP, as well as other relevant operational plans, including the District Continuity of Operations Plan (COOP) and Emergency Operations Plan (EOP). Basic responsibility for District emergency planning and response lies with the EOO, overseen by the Incident Commander (IC). Each section/group/unit within the EOO is responsible for developing, maintaining, and exercising its own SOG. These SOGs (see **Annexes E through I**) will be used to guide them before, during, and after an emergency event.

E. DISTRICT EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATION

The District's EOC is a facility through which the District provides direction and control during any type of emergency event. It supports the on-scene response, and functions as both a management tool and the coordination center for incident communications, resource dispatch and tracking, and information collection, analysis and dissemination. Once activated, all emergency response efforts and resource deployment are coordinated through the EOC, in accordance with the NIMS and ICS framework.

The IC in consultation with Executive staff has the authority to fully activate the District EOC and the EOO. Activated Section Chiefs (i.e., Operations, Planning, Logistics and Finance) will notify and mobilize the appropriate Groups/Units under their authority.

1. Command Staff

It is vital to maintain unified command in large-scale incidents and emergencies involving multiple jurisdictions, to prevent duplicate, ad hoc, uncoordinated or disconnected operations from developing. Fragmented operations can complicate and inhibit emergency response activities such as public safety, create unnecessary competition for urgently-needed limited resource and cause misinformation or miscommunication to the public.

The District's command staff will include the Incident Commander or Unified Command, Public Information Officer, Safety Officer, and Liaison Officer. The latter three report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

2. General Staff

General Staff for the District EOC will include incident management personnel organized according to function and reporting to the Incident Commander. Per the NIMS/ICS, the General

Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Section Chief.

3. Functional Branches, Groups, Units

The District's EOC structure will align with the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence, may be established, if required to meet incident management needs, though this function is typically specific to emergency activations and exercises relating to special events or terrorism.

Per the EO chart (see **Figure 9**, and **Annexes E through I**), the first name listed in each Group or Team serves as the lead, with the exception of the Technical Support Team, where each member is a lead of a different technical area (e.g. Chris Anastasiou leads meteorology and prediction of rainfall, Granville Kinsman leads assessment of hydrologic conditions and rainfall for each of the District's systems, Mark Fulkerson leads ongoing monitoring/reporting relating to the Withlacoochee, Jim Lewis leads SCADA/IT); and the Logistics and Finance area, where Melisa Lowe is lead for Finance and Earl Rich is lead for Logistics.

4. Preparedness

The District will maintain the CEMP, Flood Guideline, and all-hazards preparedness plans and programs through an ongoing cycle of planning, training and exercises designed to ensure the District is prepared for any emergency or disaster activation. All-hazards planning may include contribution of input to the CEMP and Continuity of Operations plan. Natural hazards planning may include contribution of input to the District's Flood Event Guideline and natural hazard-focused training and exercises. Technological hazards planning may include contribution of input to hazardous material spill plans, dam failure and emergency action plans, risk management plans and Emergency Planning and Community Right-To-Know Act (EPCRA) data collection efforts as necessary, as well as participation in emergency response training and exercises. Terrorism or intentional human-made hazard planning may likewise involve contributing input to the CEMP, EAPs and risk management plans, and participation in emergency response training and exercises. The Information Technology bureau staff may contribute input to the CEMP, emergency action plans, technological hazard plans and EOC planning section efforts as necessary, particularly related to potential cyber intrusion and SCADA attack hazard scenarios; they may also participate in emergency response training and exercises.

5. Financial Management

Financial management for emergency and disaster response should be coordinated through the EOC Finance Section (referred to as the EOC "Finance and Management Group," per **Figure 9** and **Annexes E through I**). The District's designated Finance Section Chief(s), currently Melisa Lowe, will report directly to the Incident Commander.

Chapter 287, F.S. and Chapter 60A, Florida Administrative Code are the laws that govern the purchase of goods and services by state agencies. Chapter 60A permits emergency purchases

under circumstances designated in the rule. During a declared state of emergency, the state's procurement rules may be suspended to allow for timely purchase of emergency response supplies, services and equipment. See the DEM's *Resource and Financial Management Policies and Procedures for Emergency Management* for additional information.

6. Recovery

As response operations unfold, the District emergency response staff will simultaneously initiate planning for disaster recovery operations. To this end, the District will identify a lead for recovery operations. The recovery lead will function as a Deputy to the Incident Commander for the recovery phase. If District staff is requested at the State's recovery office or a Joint Field Office during recovery, the District's recovery lead (or Deputy IC for Recovery) will serve as the coordinator for such recovery activities and/or deployment. Recovery activities may include:

- Assist the Incident Commander in the District EOC during response.
- Coordinate with local impacted facilities and communities to deploy preliminary damage assessment (PDA) teams to determine the extent of damage that has been sustained.
- Coordinate with District Legal to determine the type of information needed and ensure reporting requirements are met.
- Support the State's recovery section, disaster recovery operations and Joint Field Office as necessary.
- Coordinate with other local, state and federal agencies to assist impacted facilities and communities.
- Coordinate with local and state agencies to identify and track all eligible federal costs incurred by local and state government assets during the emergency for reimbursement by the federal government.
- Coordinate with the state and FEMA in the JFO to provide recovery assistance to areas impacted by the disaster.

F. EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS AND OPERATIONAL CONDITIONS

Three operational conditions (Operational Condition 1 through Operational Condition 3), associated with each EOC activation level have been established to assist the EOC with all-hazard emergency planning and emergency operations center (EOC) activation procedures.

1. EOC Activation Levels

The EOC has three activation levels for all-hazard emergencies, consistent with the levels of activation used by the State of Florida DEM, that are indicative of the stage of the emergency and/or its magnitude. Associated with each activation level is an operational condition that defines pertinent readiness procedures and checklists. Operational conditions are detailed in the SOGs. Keep in mind that activation levels and associated actions taken are event dependent and variations from the descriptions below are possible.

MONITORING ONLY

Either a specific situation has been detected that must be monitored or a general state of monitoring exists, as during the hurricane season. The IC and key EOO staff monitor the situation during normal business hours and under normal operating conditions.

During this period:

- IC maintains open communications with Executive staff and notifies them of critical SERT updates, including any changes in the State's EOC activation level.
- Planning Section Chief interfaces with the State Emergency Operations Center (SEOC) and notifies District IC of critical SERT updates, including any changes in the State's EOC activation level.
- Operations Section Chief notifies the Operations Bureau that they are on standby. Equipment is readied, and resources inventoried.
- Planning Section Chief activates other EOO units, as needed.
- Planning Section Chief may develop a pre-event Situation Report (SitRep) to describe current conditions (event dependent).
- For detailed Operation Condition 3 procedural checklists see annex SOGs.

PARTIAL ACTIVATION

The situation expands to a point whereby the District may be adversely affected by an all-hazards emergency.

In any case involving an imminent hazard or threat to life safety (i.e. structure fire, anthrax or active shooter threat), the District follows the appropriate shelter-in-place or evacuation protocol and monitors the emergency rather than staffing the EOC until it is safe to do so.

In the case of certain natural hazards, such as a hurricane/tropical storm or flood event, advance warning of the impending inclement weather may be possible. In such cases, at approximately 72 hours prior to impact (e.g. hurricane landfall or the arrival of tropical storm force winds) somewhere within the District, the EOC assumes a Level 2 or Partial Activation. In the case of a tropical storm or hurricane, the decision to escalate to a higher level of activation is based on information from Hurrevac.

In the case of other all-hazard events, such as a sinkhole/landslide, dam failure, technological accident or manmade (intentional) hazard, advance warning may not be available. In such cases,

the Incident Commander, in coordination with the EOO and the appropriate local and state government Emergency Management agencies, will make the decision to activate the EOC at a Level 2 or Partial Activation based on the most accurate, timely and consistent emergency information available per the latest communication with the SEOC and SERT.

Appropriate EOO team members are activated and report to the EOC for briefings (they can return to normal work stations but be prepared to relocate when needed) during extended business hours (10-12 hours per day). The rest of the District remains at normal operating conditions but is at a heightened state of alert.

During this period:

- The EOO will coordinate the District's readiness and response procedures.
- Planning Section Chief and the IC expand the EOO, as the situation demands.
- Facilities, Equipment and Security Unit prepares facilities and equipment.
- Liaison Officers establish direct communications with the SEOC/FDOT and affected County EOCs.
- Planning Section Specialists perform EOC connectivity/system and communications checks.
- Planning Section Chief and IC monitor SEOC daily conference calls with the National Hurricane Center and Counties (for hurricane/tropical storm emergencies).
- SitReps developed and submitted to the SEOC, as needed.
- IC presents daily (or as-needed) briefings to Executive and/or Senior staff.
- Planning Section ensures current emergency management information is distributed to all District staff.
- For detailed Operation Condition 2 procedural checklists see annex SOGs.

Level 1 EOC Activation

Operational Condition 1

FULL ACTIVATION

A situation has developed into an all-hazards emergency and is expected to adversely affect the District.

In any case involving an imminent hazard or threat to life safety (i.e. structure fire, anthrax or active shooter threat), the District follows the appropriate shelter-in-place or evacuation protocol and monitors the emergency rather than staffing the EOC until it is safe to do so.

In the case of certain natural hazards, such as a hurricane/tropical storm or flood event, advance warning of the impending inclement weather may be possible. In such cases, at approximately 24 hours prior to landfall (e.g. the arrival of tropical storm force winds) somewhere within the District,

the EOC assumes a Level 1 or Full Activation. The decision to escalate to Level 1 activation is based on information from Hurrevac as well as the latest communication with the SEOC and SERT.

In the case of other all-hazard events, such as a sinkhole/landslide, dam failure, technological accident or manmade (intentional) hazard, advance warning may not be available. In such cases, the Incident Commander, in coordination with the EOO and the appropriate local and state government Emergency Management agencies, will make the decision to activate the EOC at a Level 2 or Partial Activation based on the most accurate, timely and consistent emergency information available per the latest communication with the SEOC and SERT.

Appropriate EOO team members are activated and report to the EOC for briefings (they can return to normal work stations but be prepared to relocate when needed) during extended business hours (10-24 hours per day). **Normal bureau functions throughout the District that might interfere with emergency operations are suspended.** The response to the emergency takes precedence.

During this period:

- The EOO will coordinate the District's readiness and response procedures.
- Planning Section Chief and the IC expand the EOO, as the situation demands.
- Facilities, Equipment and Security Unit prepares facilities and equipment.
- Liaison Officers establish direct communications with the SEOC/FDOT and affected County EOCs.
- Planning Section Specialists perform EOC connectivity/system and communications checks.
- Planning Section Chief and IC monitor SEOC daily conference calls with the National Hurricane Center and Counties (for hurricane/tropical storm emergencies).
- SitReps developed and submitted to the SEOC, as needed.
- IC presents daily (or as-needed) briefings to Executive and/or Senior staff.
- IC and Executive Director will determine the need for any District office closures based on information from Hurrevac (for hurricane/tropical storm emergencies).
- Planning Section ensures current emergency management information is distributed to all District staff.
- For detailed Operation Condition 1 procedural checklists see annex SOGs.

2. Primary EOC Location

The District's EOC is located in Building 6 at SWFWMD Headquarters in Brooksville, Florida. Under certain extreme conditions it may become necessary to evacuate this EOC. The decision to evacuate will be made by the IC, in consultation with Executive staff, based on information from

Hurrevac. Should Brooksville lie anywhere within Hurrevac's cone of uncertainty of a storm's predicted track, the EOC will be evacuated giving EOC staff at least 6 hours before tropical storm force wind (40 miles per hour) hits the area.

District's Primary EOC Location:

SWFWMD Headquarters, Building 6

2379 Broad Street

Brooksville, Florida 34604-6899

352-796-7211 or 1-800-423-1476

(Non-emergency Calls)

Direct lines to the EOC in Brooksville (Emergency Calls Only):

354-754-6739 or 352-544-5119

3. Alternate EOC Locations

The District's alternate EOC sites, in priority order, and the EOC personnel that would staff them, include:

- Tampa Bay Water's Infrastructure and Emergency Management Building, Cypress Creek Operations Facility, Land O' Lakes – accommodations for five staff maximum (i.e., IC, Planning Section Chief, Structure Operations Group Supervisor, Information Officer, Logistics Section Chief).

Tampa Bay Water Alternate EOC Location:

Tampa Bay Water, Infrastructure and Emergency Management Building

Cypress Creek Operations Facility,

8865 Pump Station Rd,

Land O Lakes, FL 34639

Direct line to the EOC in Tampa Bay: 813-929-4500

- Hernando County's EOC – accommodations for three staff maximum (i.e., IC, Planning Section Chief, and Structure Operations Group Supervisor).

Hernando County Alternate EOC Location:

**Hernando County EOC
18900 Cortez Blvd,
Brooksville, FL 34601**

Direct line to the EOC in Hernando County: 352-754-4083

- The remaining activated EOO personnel will work from home with their laptops and broadband cards, monitoring events as needed.

G. COMMUNICATIONS

Ensuring all levels within the organization have consistent, timely and accurate information available during an emergency is critical to the success of the District's response. Mobile/smart phones, digital 2-way radio units and the District's email system, along with counties' and State DEM's incident management systems, are available to the EOO to enable efficient communications.

1. Emergency Notifications

Upon declaration of an emergency, all District staff will be notified immediately via email. The District's Emergency Manager is responsible for relaying key information to the communications manager. The Communications Manager will facilitate communication to employees using the following methods:

Email: All-user emails will be used to keep staff informed during flood events when the District's offices remain open.

Emergency Telephone Hotline: The emergency hotline (1-866-788-4083) will be used to relay information to staff after hours or on the weekends about whether an office is closed. Staff will be instructed to call the hotline to stay informed of office closures, and other information deemed necessary based on the specific event.

District Website: The District's website, WaterMatters.org, may also be used to communicate office closure and other important information to staff as well as the general public.

Social Media: The District's Facebook and Twitter pages may be used to provide information as appropriate.

Employee Call Notification: VoiceShot may be used to call employees to relay the status of any emergency office closures. However, the District is charged a fee for each telephone call so VoiceShot is only used when there is an unexpected situation that was not communicated to staff by other communication processes (e.g. email).

SCADA: The District uses a Supervisory Control and Data Acquisition (SCADA) system to communicate with remote data collection sites and to remotely operate 39 water control structures. SCADA collects, manages and provides timely and accurate water resource data and analysis to support the decision-making efforts, especially those dealing with structure gate operations, necessary during an emergency event. The primary SCADA server and a backup are located in the Brooksville EOC; a secondary backup server has been installed in Building 2 at the Tampa Service Office; a third backup server has been installed in the Communications Room at the Bartow Service Office.

2. Updating the District's Emergency Communications Information

The Public Affairs Bureau maintains an Emergency Operation Communications Protocol, which outlines how the District will communicate to employees as well as the news media and local governments during an emergency.

Employees will be reminded annually with the Hurricane Season Memorandum from the EOC to update their contact information in the Human Resource Bureau's "Because You Matter" portal in

State Watch Office Telephone Numbers
EMERGENCIES: 800-320-0519 or 850-413-9911
NOTIFICATION ONLY: 850-413-9900

case the District should need to use its voice notification service to contact staff in the event of an emergency.

An After Hours Contact List is used by the District's after hour answering service. The contact list provides who to call during a declared emergency. The contact list is updated annually prior to hurricane season.

3. Coordination with the State Watch Office (SWO)

The situation may warrant direct contact with the State Watch Office (SWO) should the emergency be District-related only and the SEOC is not activated.

The DEM operates the SWO as a 24-hour emergency communications center located at the SEOC. The SWO provides the State with a single point to disseminate information and warnings to governmental officials that a hazardous situation exists. Developing or existing emergency conditions which should be reported to the SWO include those that have or may result in fatalities, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts (e.g., dam failure).

H. MUTUAL AID AGREEMENTS

In accordance with Chapter 252.40 and Part III, Chapter 252, F.S., all political subdivisions of the State are authorized to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. Local mutual aid agreements and memoranda of understanding are vital primary resources for emergency management planning, response and recovery activities, and should be leveraged between local municipalities prior to requesting state resources. The two main types of mutual aid in the state are the Statewide Mutual Aid Agreement (per 252.40 F.S.) and the Emergency Management Assistance Compact, or EMAC (per Chapter 252, Part III, F.S.). The latter is administered through the SERT Operations Section and enables the Governor of Florida to deploy or mobilize state resources to another impacted state when that state has depleted its resources.

- 1 Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. All agreements are presented as **Annex J**.
- 1 The Statewide Mutual Aid Agreement allows "Participating Parties" (i.e., counties, local and regional governments, educational districts, etc.) to request assistance for a major or catastrophic disaster. The District is a signatory of this agreement.
- 2 All five water management districts have signed the "Florida Water Management Districts Mutual Aid Agreement for Catastrophic Emergency Response/Recovery."
- 3 The District and Hernando County have signed a Memorandum of Understanding for "Catastrophic Emergency Operations" which enables the District to utilize the County's EOC if needed.
- 4 The District and Tampa Bay Water (TBW) have signed a Memorandum of Understanding for reciprocal emergency aid including the use of TBW's EOC by the District.
- 5 A Cooperative Fire Protection Agreement between the Division of Forestry and the District details fire protection and fire management duties of both agencies within the 16 counties where the District has jurisdictional responsibilities.

I. JURISDICTIONAL RELATIONSHIPS

1. Local

It is expected that agents of each government jurisdiction within District boundaries will manage the application of disaster relief resources within their jurisdictional areas. Mutual aid agreements and disaster declarations serve to make additional resources available to an affected jurisdiction.

However, mutual aid, state, and federal assistance will have no effect on government jurisdictional prerogatives.

2. State

In the event of a statewide emergency or disaster, the District may be called upon to provide support to the State Emergency Response Team (SERT). The District's Emergency Coordinating Officer (ECO) and Alternate ECO, designated by the Executive Director per Chapter 252.365(1), F.S., (see **Annex C** for current designations) are responsible for coordinating with the DEM regarding emergency preparedness and response issues, and will represent the District as part of the State's Emergency Response Team (SERT). The District ECO or Alternate ECO will support ESF 1 (Transportation), ESF 3 (Public Works and Engineering), and ESF 10 (Environmental Protection) as indicated in **Table 2**.

Pursuant to the State CEMP and Chapter 252, F.S., Florida DEM may request the District respond to emergencies within, as well as outside District boundaries. Requests of this type will typically be made to the District ECO or Alternate ECO. The Executive Director and the IC will approve all such requests.

VII. ADMINISTRATIVE PROCEDURES

A. EMERGENCY ADMINISTRATIVE PROCEDURES

District administration must facilitate procedures to carry out appropriate emergency and disaster response actions. Those emergency administrative procedures that depart from business-as-usual are summarized below:

- Formal procurement procedures may be waived based upon a determination by the Executive Director that the procurement of services without competition is necessary to respond to an immediate danger to public health, safety, welfare or other substantial loss to the public. Also, should the President of the United States, the Governor of the State of Florida, or the Secretary of the DEP formally declare that a major disaster area exists anywhere within the boundaries of the District, or an emergency order temporarily suspends the application of any specified laws otherwise applicable to the operations of the District, formal procurement procedures may be waived.
- The District's "Procurement (P) Card" order system will be used whenever possible. When circumstances dictate, emergency response field personnel will be given purchasing authority after coordination with Procurement Specialists of the Planning Section. A complete and accurate record of all supplies and equipment purchased in support of the emergency response shall be maintained.
- The District's Cost Unit of the Finance Section has developed procedures to streamline processes for the tracking of expenditures related to emergency events. Field staff responding to an event will be provided a "yellow packet" that will include a timesheet, a vehicle/equipment utilization form, a travel voucher, and a P-card envelope. The completed packet will be submitted to the Cost Unit when timesheets are due and will be audited by Finance.
- Pursuant to the CEMP, it may be necessary to draw on the personal skills of individuals and use them in areas of greatest need. District day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Resources and equipment normally required to perform those functions may be redirected to accomplish emergency tasks.

B. MAINTENANCE OF THE CEMP

The ECO ensures necessary changes and revisions to the CEMP are prepared, coordinated, published and distributed to all bureaus. It is the responsibility of all bureau chiefs to ensure that all staff within their bureau have access to the CEMP and understand its importance. The District should ensure that the CEMP is viable and operational; that it aligns with NIMS and ICS framework and criteria; and that it remains compatible with the District's related guidelines, including the

District COOP, Flood Guideline and Emergency Operations Plan, as well as with the State of Florida's CEMP.

1. Exercise and Plan Revisions

The CEMP will undergo revision whenever:

- Exercises or drills reveal deficiencies or "shortfalls"
- There are changes in District organizational structure that impact the CEMP
- There are changes in federal or state emergency operations that impact the CEMP
- District situations change
- New hazards are identified
- State or federal requirements change

2. Implementation and Evaluation Plan

The CEMP is developed and updated regularly through an iterative, ongoing process with assistance from all Divisions and Bureaus within the Southwest Florida Water Management District, state and local agency partners and District stakeholders. The District maintains the CEMP and amends it to align with new guidance, incorporate new concept of operations activities, or account for new information from after action reports, best practices or lessons learned.

- 1 The ECO is responsible for coordinating the preparation and continuous updating of the CEMP and ensuring its compatibility with the State of Florida CEMP and the requirements of the NIMS.
- 2 Updates and revisions will be posted electronically. CEMP owners are responsible for posting and recording any changes to their copy.
- 3 Revised copies will be dated and marked to show where changes have been made.
- 4 The ECO will post the most recent version of the CEMP on the District's Intranet site (Emergency Operations webpage)

3. Annual Training and Exercise Plan

The District may conduct "no notice" unplanned exercises as well as annual, scheduled and pre-planned exercises and drills to implement and test the capabilities of the District's emergency response operations. Drills may be held to test a specific EOC function or element(s) of the overall emergency organization. Tabletop Exercises (TTX) may be held periodically to test one or more sections of the District CEMP; these may focus on one specific emergency scenario or type of hazard (i.e. natural disaster, technological accident or intentional human-made threat). Functional Exercises or Full-Scale Exercises (FSE) may involve the actual activation of the EOC and deployment of people, equipment and resources for exercise purposes, to test response times, equipment capabilities, and /or the ability of staff to effectively operate District equipment in an emergency

or disaster scenario, identify any preparedness gaps, and document lessons learned and any recommendations for buying down risk-based preparedness gaps in the District's after action reports.

Ideally, the District may implement an annual training and exercise program aligned with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capability- and performance-based exercise program that provides standardized policy, methodology and terminology for exercise design, development, conduct, evaluation and improvement planning. HSEEP compliance would entail adherence to specific processes for exercise program management and exercise design, development, conduct, evaluation and improvement planning. For instance, DEM currently complies with the following HSEEP requirements:

- Conduct an annual Training and Exercise Planning Workshop (TEPW) and maintain a Multi-Year Training and Exercise Plan.
- Plan and conduct exercises in accordance with the HSEEP policy guidelines.
- Develop and submit properly formatted After Action Reports (AAR)/Improvement Plans (IP).
- Track and implement corrective actions identified in the AAR/IP.

Comprehensive Emergency Management Plan

Annex A

Abbreviations and Acronyms

ABBREVIATIONS & ACRONYMS

AAR	After Action Report
CEMP	Comprehensive Emergency Management Plan
DEM	Florida Division of Emergency Management
DEP	Florida Department of Environmental Protection
DOF	Division of Forestry (Dept. of Agriculture & Consumer Services)
DOT	Florida Department of Transportation
EAP	Emergency Action Plan
ECO	Emergency Coordinating Officer
EMnet	Emergency Management Network
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EPCRA	Emergency Planning and Community Right-To-Know Act
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
F.S.	Florida Statutes
GIS	Geographic Information System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HURREVAC	Hurricane Evacuation (software program)
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IT	Information Technology
LHFDA	Lower Hillsborough Flood Detention Area
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NWS	National Weather Service
SCADA	Supervisory Control and Data Acquisition
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SITREP	Situation Report
SOG	Suggested Operating Guideline

SFWMD	South Florida Water Management District
SWFWMD	Southwest Florida Water Management District
SWO	State Watch Office
TBC	Tampa Bypass Canal
TBW	Tampa Bay Water
TEPW	Training and Exercise Planning Workshop
WMD	Water Management District

Comprehensive Emergency Management Plan

Annex B

SWFWMD Structures List

Map ID	Structure Name	County	Watershed	Type	Operation Mode	U.S. National Grid	Longitude (LL)	Latitude (LL)
1	Lake Gibson	Polk	Peace River	WC	R	17RMM0664709138	81° 57' 1.25" W	28° 6' 16.03" N
2	Lake Arietta (P-3)	Polk	Peace River	WC/D	M	17RMM2053107682	81° 48' 32.10" W	28° 5' 31.99" N
3	Medard Dam (High Hazard)	Hillsborough	Alafia River	FC/WC/D	R-G	17RLL8500587793	82° 10' 6.80" W	27° 54' 36.37" N
4	Scott Lake	Polk	Alafia River	WC	M	17RML0650893864	81° 57' 1.99" W	27° 57' 59.67" N
5	Cypress Creek	Pasco	Hillsborough River	WC/D	M	17RLM6179028869	82° 24' 33.28" W	28° 16' 42.92" N
6	Flint Creek	Hillsborough	Hillsborough River	WC	R-G	17RLM7543405396	82° 16' 3.53" W	28° 4' 5.21" N
7	Lake Hanna	Hillsborough	Hillsborough River	WC	M	17RLM5830913152	82° 26' 34.14" W	28° 8' 10.98" N
8	Lake Kell	Hillsborough	Hillsborough River	WC	M	17RLM5690715779	82° 27' 26.67" W	28° 9' 35.79" N
9	Keene Lake #1	Hillsborough	Hillsborough River	WC	M	17RLM5748213831	82° 27' 4.75" W	28° 8' 32.74" N
10	Keene Lake #2	Hillsborough	Hillsborough River	WC	M	17RLM5783013841	82° 26' 51.99" W	28° 8' 33.20" N
11	Keene Lake #3	Hillsborough	Hillsborough River	WC	M	17RLM5743213646	82° 27' 6.52" W	28° 8' 26.68" N
12	Sherry's Brook	Hillsborough	Hillsborough River	WC	M	17RLM5824714737	82° 26' 37.11" W	28° 9' 2.45" N
13	Lake Stemper	Hillsborough	Hillsborough River	WC	M	17RLM5784812341	82° 26' 50.70" W	28° 7' 44.46" N
14	S-155 (High Hazard)	Hillsborough	Hillsborough River	FC/D	R-G	17RLM6719407727	82° 21' 6.30" W	28° 5' 18.05" N
15	S-159 Upper	Hillsborough	Hillsborough River	FC/D	R-G	17RLM6778002502	82° 20' 42.72" W	28° 2' 28.51" N
16	S-159 Middle	Hillsborough	Hillsborough River	FC/FW	N/A	17RLM6778002502	82° 20' 42.64" W	28° 2' 21.93" N
17	S-159 Lower	Hillsborough	Hillsborough River	FC/FW	N/A	17RLM6797001806	82° 20' 35.48" W	28° 2' 5.97" N
18	S-160	Hillsborough	Hillsborough River	FC/D	R-G	17RLL6529493235	82° 22' 9.92" W	27° 57' 25.24" N
19	S-161	Hillsborough	Hillsborough River	FC/D	R-G	17RLL6518299883	82° 22' 16.80" W	28° 1' 2.48" N
20	S-162	Hillsborough	Hillsborough River	FC/D	R-G	17RLL6698896057	82° 21' 9.10" W	27° 58' 58.83" N
21	S-163 (High Hazard)	Hillsborough	Hillsborough River	FC/D	M	17RLM6776105732	82° 20' 44.73" W	28° 4' 13.46" N
22	Trout Creek	Hillsborough	Hillsborough River	FC	M	17RLM6632408812	82° 21' 38.61" W	28° 5' 52.98" N
23	Lake Armistead	Hillsborough	Tampa Bay/Anclore River	WC	R-G	17RLM4679309070	82° 33' 34.23" W	28° 5' 53.77" N
24	Bay Lake	Hillsborough	Tampa Bay/Anclore River	WC	R-G	17RLM5268105569	82° 29' 56.03" W	28° 4' 3.73" N
25	Lake Carroll	Hillsborough	Tampa Bay/Anclore River	WC	M	17RLM5302103179	82° 29' 43.44" W	28° 2' 44.92" N
26	Channel A Salinity Barrier	Hillsborough	Tampa Bay/Anclore River	FC/SB/D/C	R-A-G	17RLL4196499679	82° 36' 26.62" W	28° 0' 46.64" N
27	Channel G Salinity Barrier	Hillsborough	Tampa Bay/Anclore River	FC/SB/D/C	R-A-G	17RLL4461099151	82° 34' 49.54" W	28° 0' 30.61" N
28	Crescent Lake	Hillsborough	Tampa Bay/Anclore River	WC	R	17RLM4363115054	82° 35' 32.96" W	28° 9' 6.82" N
29	Lake Elaine	Hillsborough	Tampa Bay/Anclore River	WC	M	17RLM5311102758	82° 29' 39.01" W	28° 2' 31.73" N
30	Lake Ellen-Lipsey	Hillsborough	Tampa Bay/Anclore River	WC	R	17RLM5255104284	82° 30' 1.17" W	28° 3' 21.92" N
31	Island Ford Lake	Hillsborough	Tampa Bay/Anclore River	WC	R	17RLM4254015135	82° 36' 13.01" W	28° 9' 8.98" N
32	Keystone Lake	Hillsborough	Tampa Bay/Anclore River	WC	R	17RLM4254015135	82° 35' 37.80" W	28° 8' 49.40" N
33	Lake Magdalene	Hillsborough	Tampa Bay/Anclore River	WC	R	17RLM5258806369	82° 30' 0.76" W	28° 4' 28.39" N
34	Lake Pretty	Hillsborough	Tampa Bay/Anclore River	WC/D	R	17RLM4644109621	82° 33' 47.43" W	28° 6' 11.50" N
35	Saddleback Lake	Hillsborough	Tampa Bay/Anclore River	WC	M	17RLM5347311090	82° 29' 30.44" W	28° 7' 2.11" N
36	White Trout Lake	Hillsborough	Tampa Bay/Anclore River	WC	M	17RLM5243002161	82° 30' 4.65" W	28° 2' 11.62" N
37	Anne-Parker	Pasco	Tampa Bay/Anclore River	WC	M	17RLM4474718351	82° 34' 53.65" W	28° 10' 54.40" N
38	Sawgrass Lake	Pinellas	Tampa Bay/Anclore River	FC/D	R-G	17RLL3613280907	82° 39' 50.76" W	27° 50' 34.30" N
39	S-551	Pinellas	Tampa Bay/Anclore River	FC/SB	R-G	17RLM3204404254	82° 42' 32.09" W	28° 3' 10.89" N
40	Lake Bradley	Citrus	Withlacoochee River	WC	M	17RLM7494480200	82° 16' 50.64" W	28° 44' 35.28" N
41	Brogden Bridge	Citrus	Withlacoochee River	WC/D	R	17RLM7297495834	82° 18' 9.57" W	28° 53' 2.50" N
42	Brogden Bridge Culvert	Citrus	Withlacoochee River	WC	M	17RLM7326095902	82° 17' 59.03" W	28° 53' 4.80" N
43	Bryant Slough	Citrus	Withlacoochee River	WC	R	17RLM7864692044	82° 14' 38.76" W	28° 51' 1.33" N
44	Lake Consuella	Citrus	Withlacoochee River	WC	M	17RLM7475180623	82° 16' 57.91" W	28° 44' 48.97" N
45	Fairfield Sink	Marion	Withlacoochee River	WC	M	17RLN7827249079	82° 15' 14.95" W	29° 21' 54.00" N
46	Floral City	Citrus	Withlacoochee River	WC/D	R	17RLM7672780638	82° 15' 45.08" W	28° 44' 50.13" N
47	Flying Eagle Berm	Citrus	Withlacoochee River	WC	M	17RLM7978084269	82° 13' 53.96" W	28° 46' 49.07" N
48	Golf Course	Citrus	Withlacoochee River	WC/D	R	17RLM7532487821	82° 16' 39.65" W	28° 48' 43.44" N
49	Inglis Main Dam	Citrus/Levy	Withlacoochee River	FC/D	R-G	17RLN4254610079	82° 36' 59.77" W	29° 0' 33.00" N
50	Inglis Bypass Spillway (High Hazard)	Levy	Withlacoochee River	FC/D	R-G	17RLN4053911442	82° 38' 14.60" W	29° 1' 16.38" N
51	Leslie Heifner	Citrus	Withlacoochee River	WC/D	R	17RLM7992881321	82° 13' 48.32" W	28° 45' 13.84" N
52	Moccasin Slough	Citrus	Withlacoochee River	WC	R-G	17RLM7882289031	82° 14' 32.07" W	28° 49' 23.93" N
53	Okahumpka	Sumter	Withlacoochee River	WC	M	17RMM0201887682	82° 0' 14.91" W	28° 48' 46.82" N
54	Orange State	Citrus	Withlacoochee River	WC	M	17RLM7706081120	82° 15' 32.98" W	28° 45' 5.91" N
55	S-10	Sumter	Withlacoochee River	WC	M	17RLM9274265134	82° 5' 49.47" W	28° 36' 31.58" N
56	S-11	Sumter	Withlacoochee River	FC/D	M	17RLM9257462064	82° 5' 53.65" W	28° 34' 53.06" N
57	S-12	Sumter	Withlacoochee River	GS	M	17RLM9707062000	82° 3' 9.10" W	28° 34' 51.02" N
58	S-13	Sumter	Withlacoochee River	WC	M	17RLM9463364054	82° 4' 39.47" W	28° 35' 57.06" N
59	S-14	Sumter	Withlacoochee River	GS	M	17RLM9660059793	82° 3' 25.67" W	28° 33' 39.18" N
60	S-18	Sumter	Withlacoochee River	WC	M	17RLM9816059748	82° 2' 28.25" W	28° 33' 38.18" N
61	S-353	Citrus	Withlacoochee River	FC/D	R	17RLN6972103756	82° 20' 12.92" W	28° 57' 18.64" N
62	Van Ness	Citrus	Withlacoochee River	WC	R	17RLN6775504289	82° 21' 25.76" W	28° 57' 35.25" N
63	WC-2	Sumter	Withlacoochee River	FC	M	17RLM8796961059	82° 8' 43.72" W	28° 34' 17.73" N
64	WC-3	Sumter	Withlacoochee River	WC	M	17RLM9666860755	82° 3' 23.50" W	28° 34' 10.46" N
65	WC-4	Sumter	Withlacoochee River	WC	M	17RLM9832261506	82° 2' 22.86" W	28° 34' 35.33" N
66	WC-5	Sumter	Withlacoochee River	WC	M	17RLM9480559119	82° 4' 31.50" W	28° 33' 16.77" N
67	WC-6	Sumter	Withlacoochee River	WC	M	17RLM9483758987	82° 4' 30.31" W	28° 33' 12.49" N
68	WC-7	Sumter	Withlacoochee River	WC	M	17RLM9563358901	82° 4' 0.96" W	28° 33' 9.91" N
69	Wysong Lock & Dam	Citrus/Sumter	Withlacoochee River	WC/D	R-G	17RLM8454388957	82° 11' 0.00" W	28° 49' 23.00" N
70	Alligator Creek Salinity Barrier	Charlotte	Peace River	SB	M	17RMK0003274236	82° 0' 23.57" W	26° 53' 10.56" N
71	Banana Lake	Polk	Peace River	WC	M	17RML1184695505	81° 53' 47.08" W	27° 58' 54.32" N
72	Circle B Center	Polk	Peace River	WC	M	17RML1438796409	81° 52' 14.28" W	27° 59' 24.31" N
73	Circle B East	Polk	Peace River	WC	M	17RML1532795882	81° 51' 39.80" W	27° 59' 7.40" N
74	G-90 (High Hazard)	Highlands	Lake Wales Ridge	WC/D	R	17RML5875924852	81° 25' 1.03" W	27° 20' 46.39" N
75	Lake Parker	Polk	Peace River	WC	R	17RMM1021904125	81° 54' 48.99" W	28° 3' 34.04" N
76	Lake Lena (P-1)	Polk	Peace River	WC	R	17RMM2083704285	81° 48' 20.07" W	28° 3' 41.67" N
77	Lake Henry (P-5)	Polk	Peace River	WC/D/C	R	17RMM3492605920	81° 39' 44.29" W	28° 4' 37.56" N
78	Lake Smart (P-6)	Polk	Peace River	WC/D/C	R	17RMM3094903562	81° 42' 9.52" W	28° 3' 20.19" N
79	Lake Fannie (P-7)	Polk	Peace River	WC/D/C	R-G	17RMM3278303225	81° 41' 2.26" W	28° 3' 9.58" N
80	Lake Hamilton (P-8)	Polk	Peace River	WC/D/C	R	17RMM3664501051	81° 38' 40.39" W	28° 1' 59.62" N
81	Lake Hancock (P-11)	Polk	Peace River	WC/D	R-G	17RML1628190672	81° 51' 3.51" W	27° 56' 18.31" N
82	Lake Hancock Pump Station	Polk	Peace River	WC	R	17RML1628190672	81° 50' 12.76" W	27° 56' 48.63" N
83	Lake Hancock Wetland Splitter Box	Polk	Peace River	WC	M	17RML1628190672	81° 50' 15.81" W	27° 56' 46.53" N
84	Lake Hancock Wetland Cell #2 Outflow	Polk	Peace River	WC	M	17RML1628190672	81° 50' 7.52" W	27° 56' 8.16" N
85	Lake Hancock Wetland Cell #3 Outflow	Polk	Peace River	WC	M	17RML1628190672	81° 49' 42.28" W	27° 55' 40.95" N
86	Lake Hancock Wetland Cell #1a Outflow	Polk	Peace River	WC	M	17RML1628190672	81° 49' 57.10" W	27° 56' 14.27" N
87	Lake Hancock Wetland Cell #1b Outflow	Polk	Peace River	WC	M	17RML1628190672	81° 49' 35.45" W	27° 56' 12.64" N
88	S-162 MFL Pump Station	Hillsborough	Hillsborough River	WC	R	17RLL6698896057	82° 21' 9.10" W	27° 58' 58.83" N
112	TBC L-112 Levee (High Hazard)	Hillsborough	Hillsborough River	D	N/A	17RLM6714406757	82° 21' 7.76" W	28° 4' 46.52" N
135	Tampa Bypass Canal (C-135)	Hillsborough	Hillsborough River	C	N/A	17RLL6698896057	82° 21' 9.10" W	27° 58' 58.83" N
136	Harney Canal (C-136)	Hillsborough	Hillsborough River	C	N/A	17RLL6518299883	82° 22' 16.80" W	28° 1' 2.48" N
200	Channel H	Hillsborough	Tampa Bay/Anclore River	C	N/A	17RLL4196499679	82° 31' 32.65" W	28° 0' 54.96" N
331	Tsala Apopka Outfall Canal (C-331)	Citrus	Withlacoochee River	C	N/A	17RLN6931803406	82° 20' 27.66" W	28° 57' 7.14" N
531	Lake Tarpon Outfall Canal (C-531)	Pinellas	Tampa Bay/Anclore River	C	N/A	17RLM3254003320	82° 42' 13.45" W	28° 2' 40.75" N
534	Masaryktown Canal (C-534)	Hernando	Springs Costal	C	N/A	17RLM5876847995	82° 26' 32.56" W	28° 27' 3.10" N

Operation Mode:

A – Automatic
M – Manual
G – Generator
R – Remotely Operated

Type:

FC – Flood Control
FW – Fixed Weir
WC – Water Conservation
SB – Salinity Barrier

GS – Grade Stabilization
D - Drainage

High Hazard:

FEMA Classification

Comprehensive Emergency Management Plan

Annex C

NIMS and Emergency Management Information

Chapter 252 - Emergency Management Act

<http://www.flsenate.gov/Laws/Statutes/2012/Chapter252/All>

National Incident Management System

<http://www.fema.gov/national-incident-management-system>



**FLORIDA DIVISION OF EMERGENCY MANAGEMENT
STATE WATCH OFFICE**

Telephone: (850) 413-9900 – Emergencies: (800) 320-0519 or (850) 413-9911

Fax (850) 488-7841 – E-mail: swp@em.myflorida.com

ECO CONTACT CHANGE FORM

PLEASE NOTE: Fields in **BOLD** are required. Complete **BOTH** section 1 and section 2 below.

Data will be automatically processed after review; please type information EXACTLY as requested below.

Agency Name:	Southwest Florida Water Management District		
Select ALL that apply:	New Contact:	Update Contact Information:	Change ECO Status:

1. CONTACT INFORMATION:

Title:			
First Name:		Last Name:	

Mailing Address:			
Address 1:		Address 2:	
City:		State:	Zip Code:
Interoffice Mail Address (if applicable):			

Contact Data:			
E-mail Address:			
Office Telephone:		Office Fax:	
Mobile Phone:		Home/Other Phone:	
<small>NOTE: Home/Other phone is for SWO Emergency Notifications as a final backup and will NOT be publicly visible.</small>			

2. ECO STATUS:

State Agency ECO status is contact's status as an ECO WITHIN the state agency they represent.

SERT ESF ECO status is a contact's status as an ECO for an ESF on the State Emergency Response Team. Some ESF's are comprised of many state agencies or response partners; however the ESF has designated primary and alternate ECO's.

State Agency ECO for State Agency:	Southwest Florida Water Management District	Primary:		Alternate:	
SERT ESF ECO for ESF Number:		Not Applicable:		Primary:	
				Alternate:	

Save Form

Click here to E-mail completed form to EOC-DutyOfficer@em.myflorida.com

RESOLUTION NO. 05-20

**RESOLUTION OF THE GOVERNING BOARD OF THE
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT
SYSTEM FOR ALL INCIDENT MANAGEMENT AT THE DISTRICT PURSUANT
TO THE PRESIDENT'S HOMELAND SECURITY DIRECTIVE HSPD-5**

WHEREAS, the President, in Homeland Security Directive HSPD-5 (HSPD-5), directed the Secretary of the Department of Homeland Security (Department) to develop and administer a National Incident Management System (NIMS), which will provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the President, in HSPD-5 directed that beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary is directed to develop standards and guidelines for determining whether a State or local entity has adopted and is compliant with the NIMS; and

WHEREAS, as part of the standards for adoption and compliance with NIMS, the Secretary requires formal adoption of the NIMS by an agency; and

WHEREAS, in developing NIMS, the Department has developed the nation's first-ever standardized approach to incident management and response. Federal, State, local, and tribal organizations will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the Department anticipates continuing development and refinement of NIMS; and

WHEREAS, this integrated system makes America safer by establishing a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the District's ability to utilize federal funding to enhance agency readiness and streamline incident management processes.

NOW, THEREFORE, be it resolved by the Governing Board of the Southwest Florida Water Management District that:

1. The National Incident Management System (NIMS), dated March 1, 2004, and as further developed and refined by the Department is established as the standard for all incident management for the Southwest Florida Water Management District (District).
2. The District shall undertake activities necessary to maintain compliance with the NIMS and its principles and policies as existing and as developed and refined by the Department.
3. The Incident Command System of NIMS will also become an integral part of incident management activities throughout the District, including emergency management training programs.

This Resolution shall become effective upon approval by the District Governing Board.

APPROVED by Governing Board of the Southwest Florida Water Management District the 27th day of September, 2005

By: Heidi B. McCree
Heidi B. McCree, Chair

Attest: Patsy C. Symons
Patsy C. Symons, Secretary

(Seal)

Filed this 26TH day of
October, 2005.

W. J. Lee
Agency Clerk



Comprehensive Emergency Management Plan

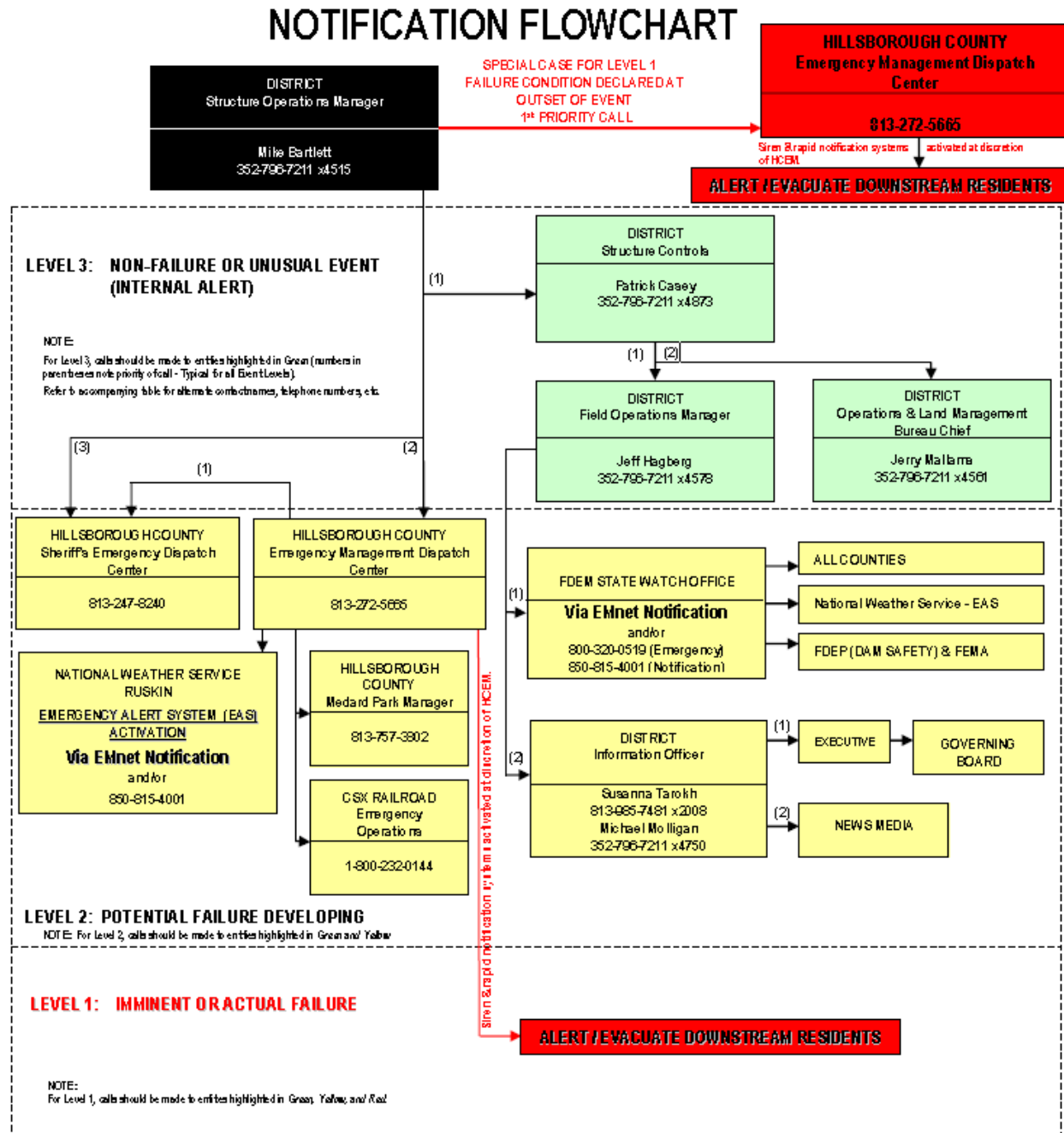
Annex D

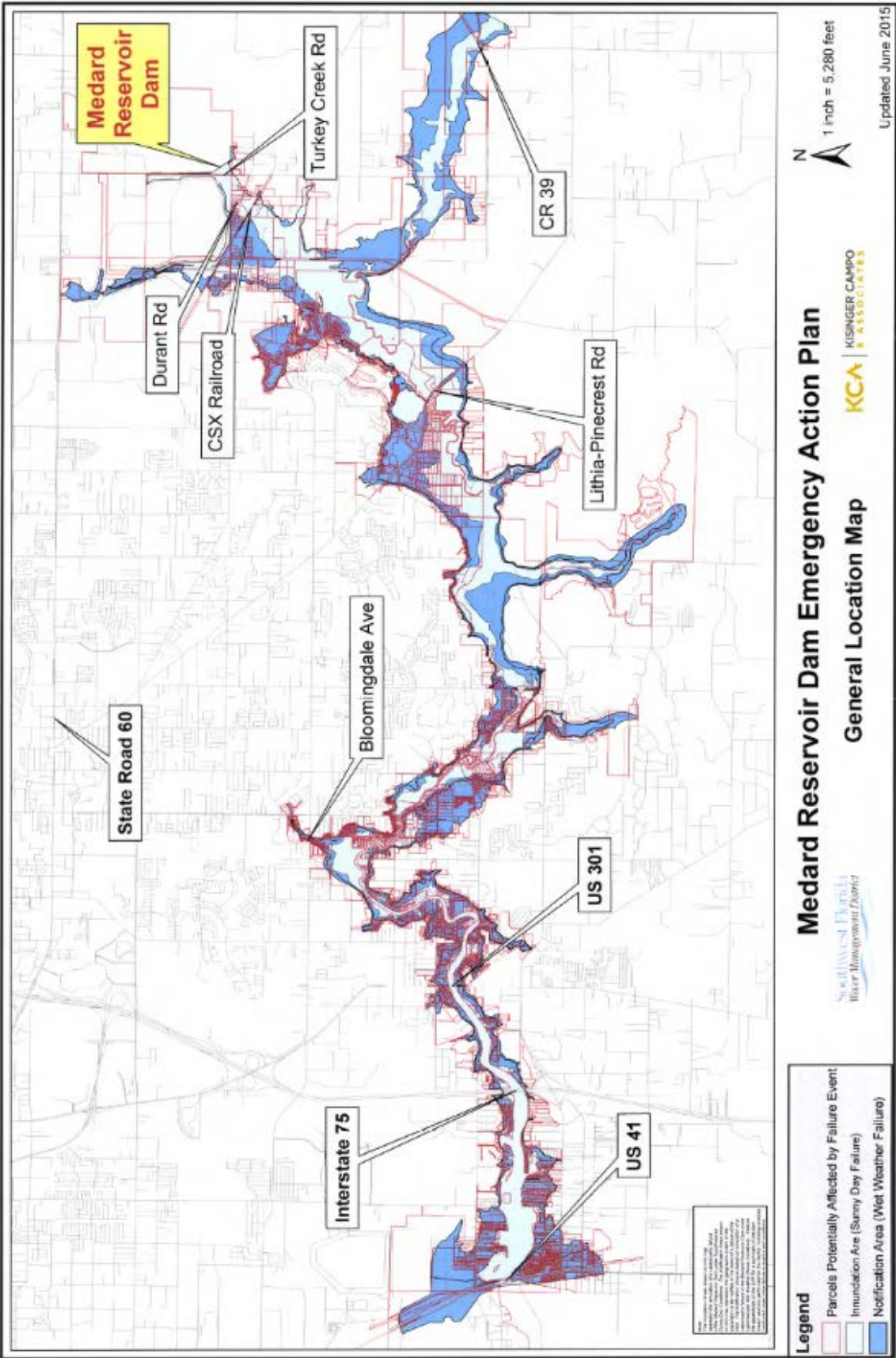
High Hazard Structures

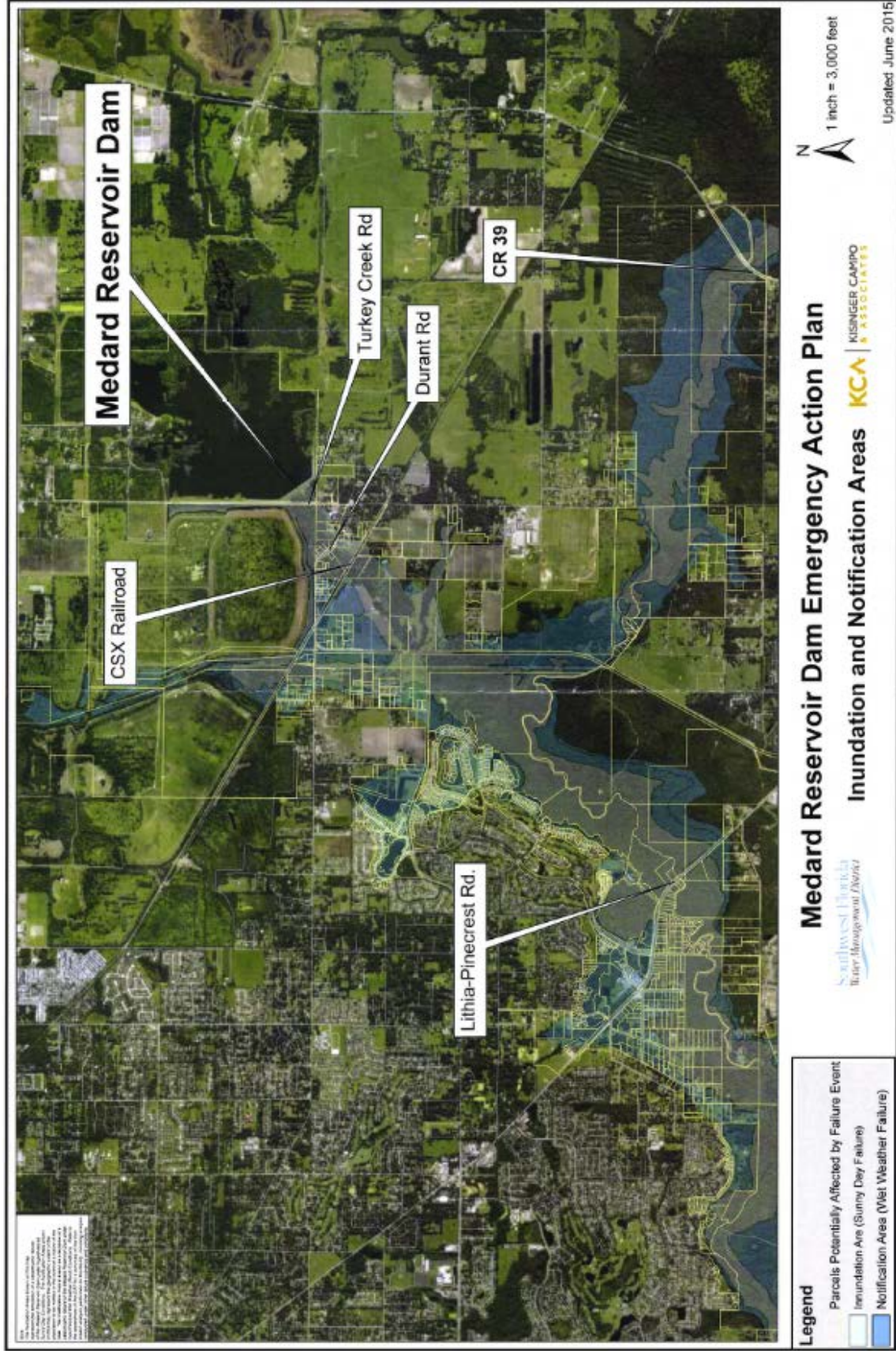
Emergency Action Plan Information

Edward Medard Reservoir Dam

Source: June 2018 EOC Directory







Map prepared by KCSA/KISINGER CAMPO ASSOCIATES, Inc. for the Southwest Florida Water Management District. The map is for informational purposes only and does not constitute a warranty or representation of any kind. The map is based on data provided by the Southwest Florida Water Management District and is subject to change without notice. The map is not to be used for any purpose other than the one for which it was prepared.

Legend

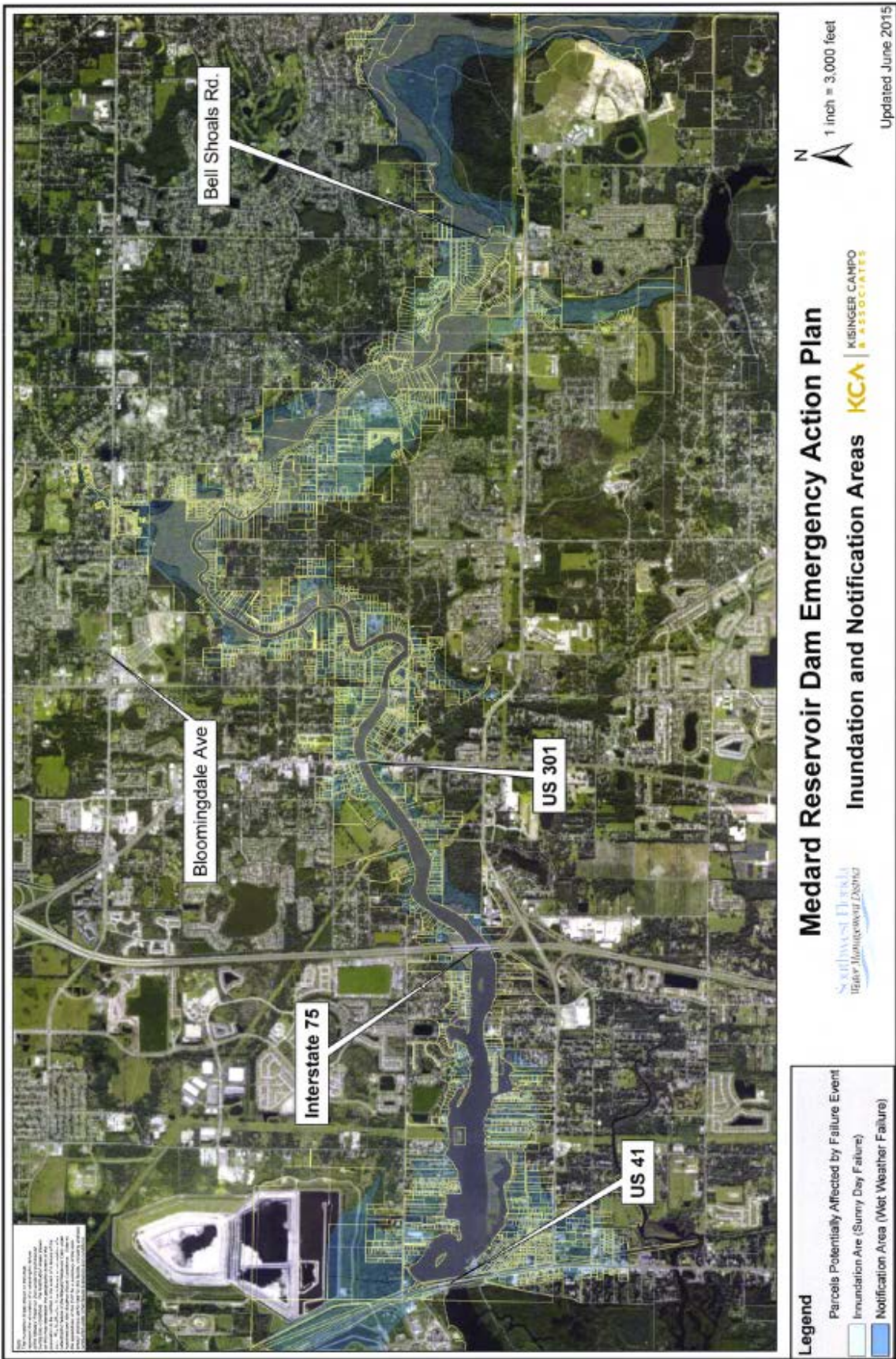
- Parcels Potentially Affected by Failure Event
- Inundation Area (Sunny Day Failure)
- Notification Area (Wet Weather Failure)

Medard Reservoir Dam Emergency Action Plan
Inundation and Notification Areas

1 inch = 3,000 feet

Updated June 2015

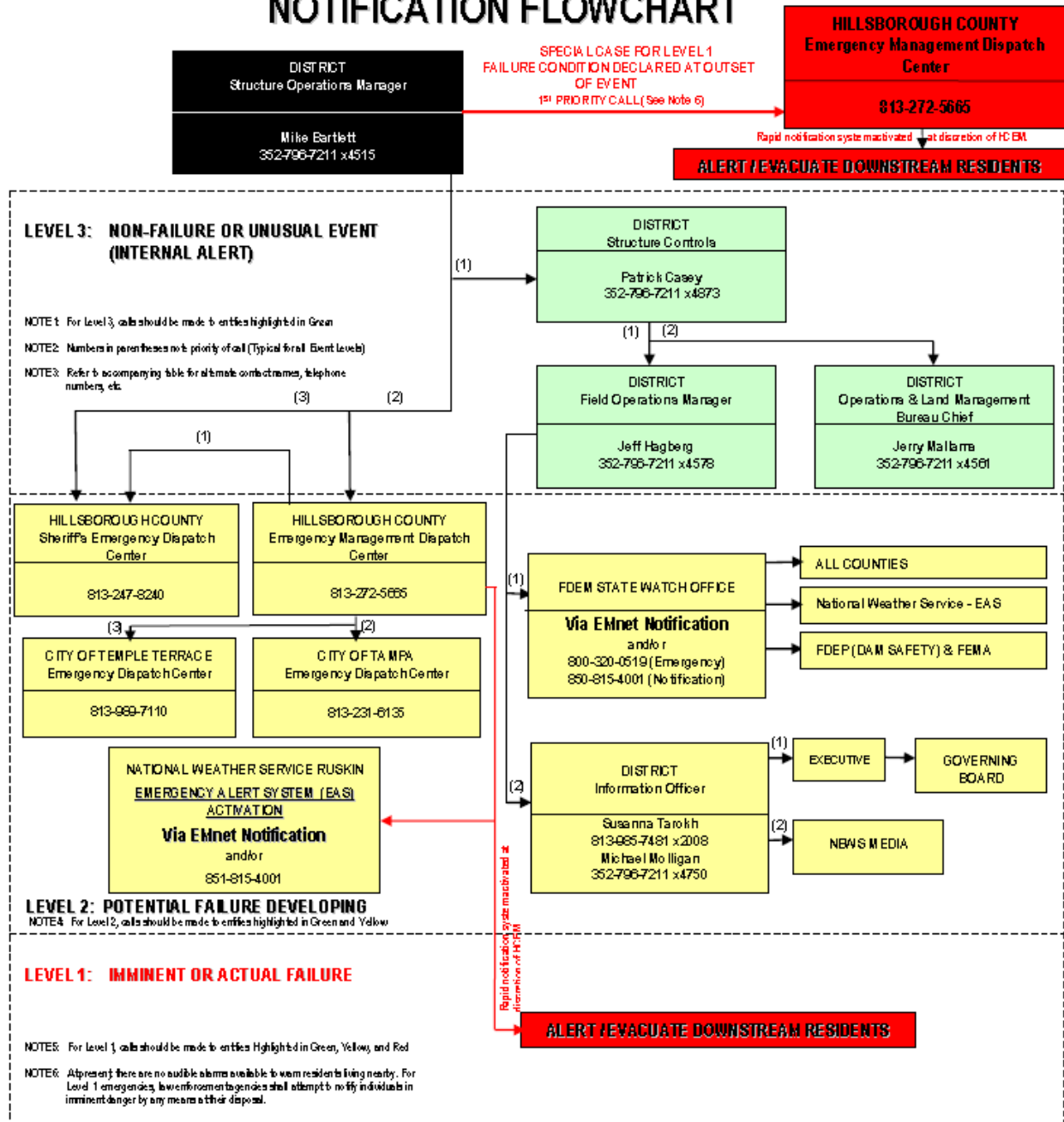




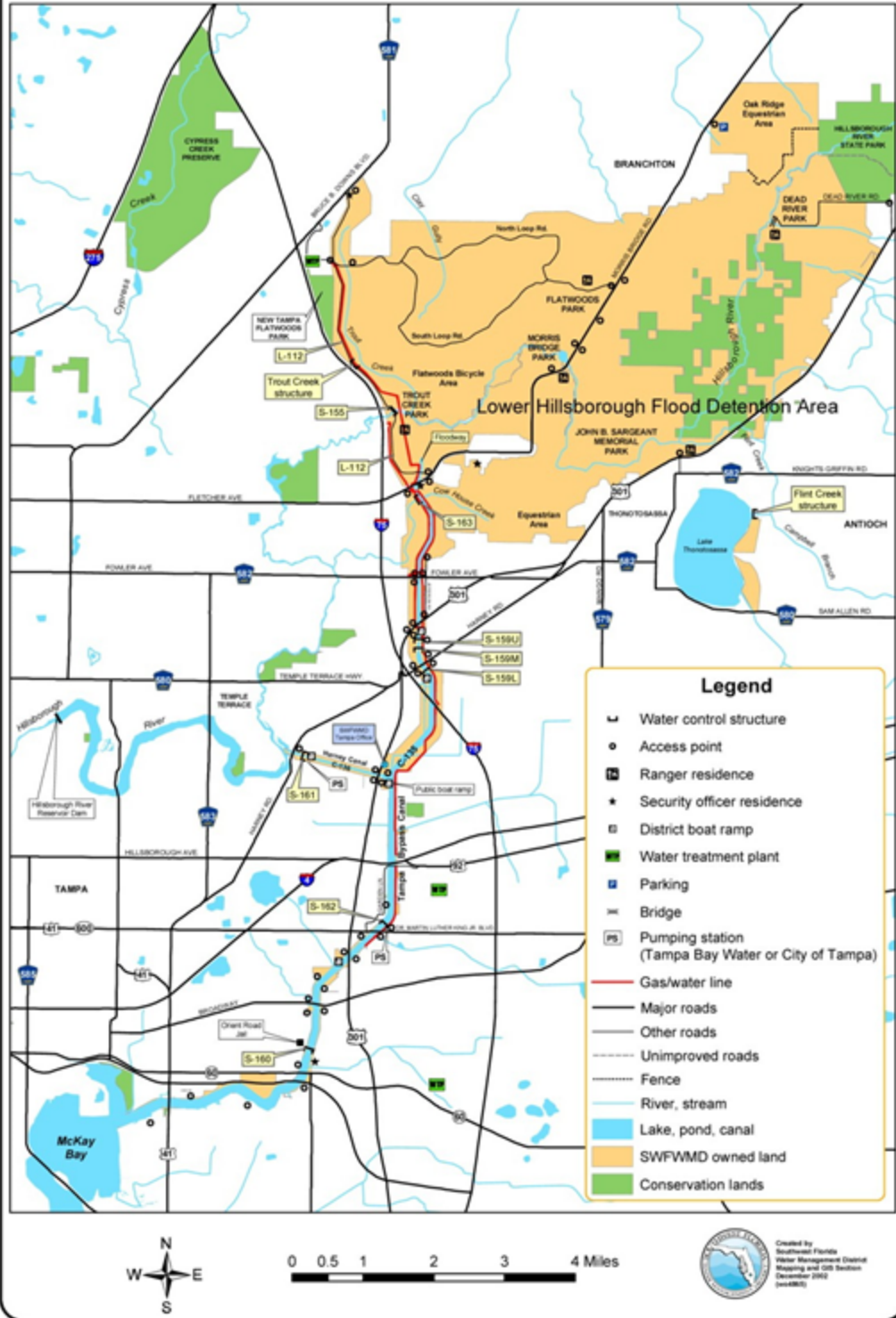
Lower Hillsborough Flood Detention Area S155 and S-163

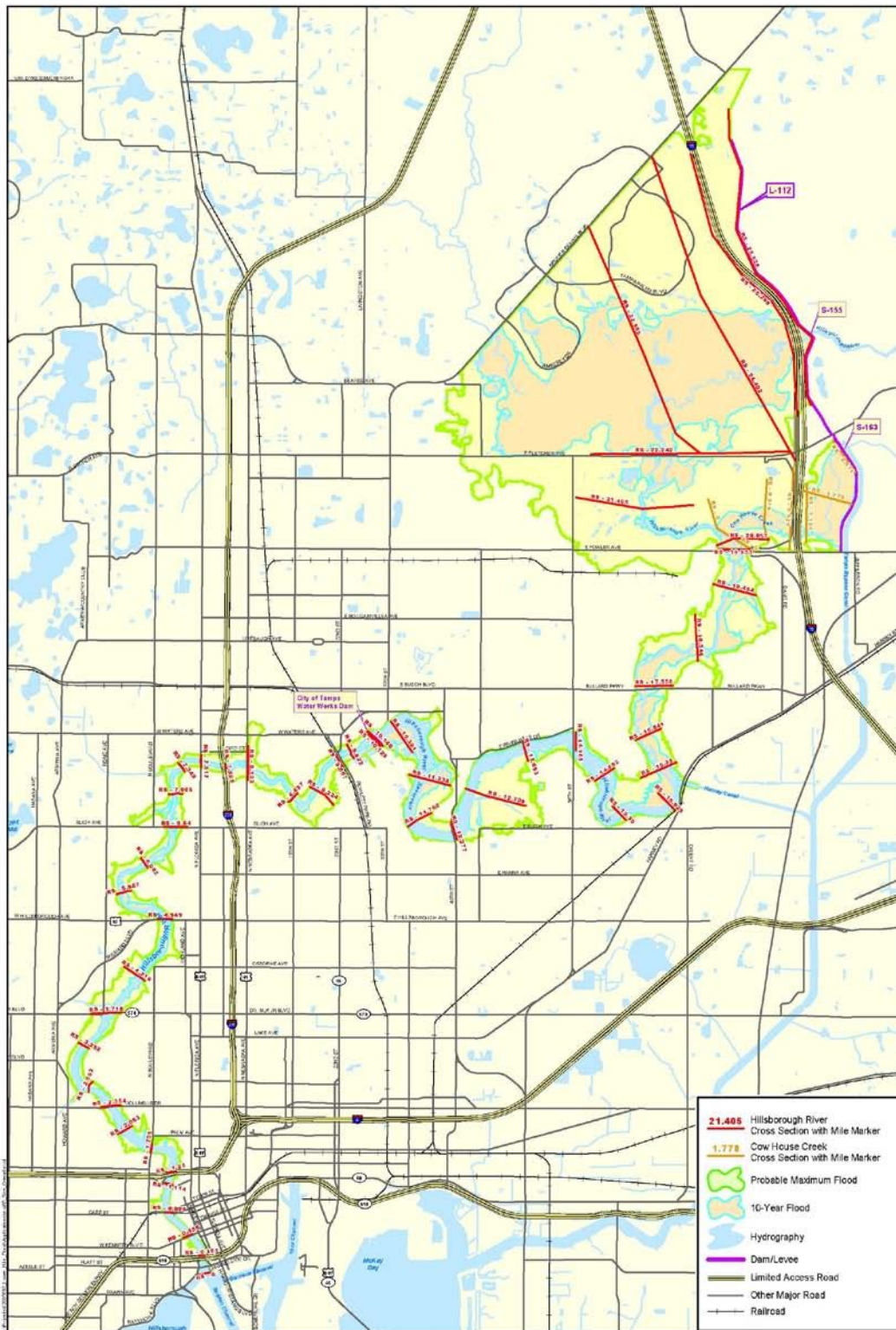
Source: June 2018 EOC Directory

NOTIFICATION FLOWCHART

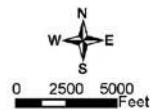


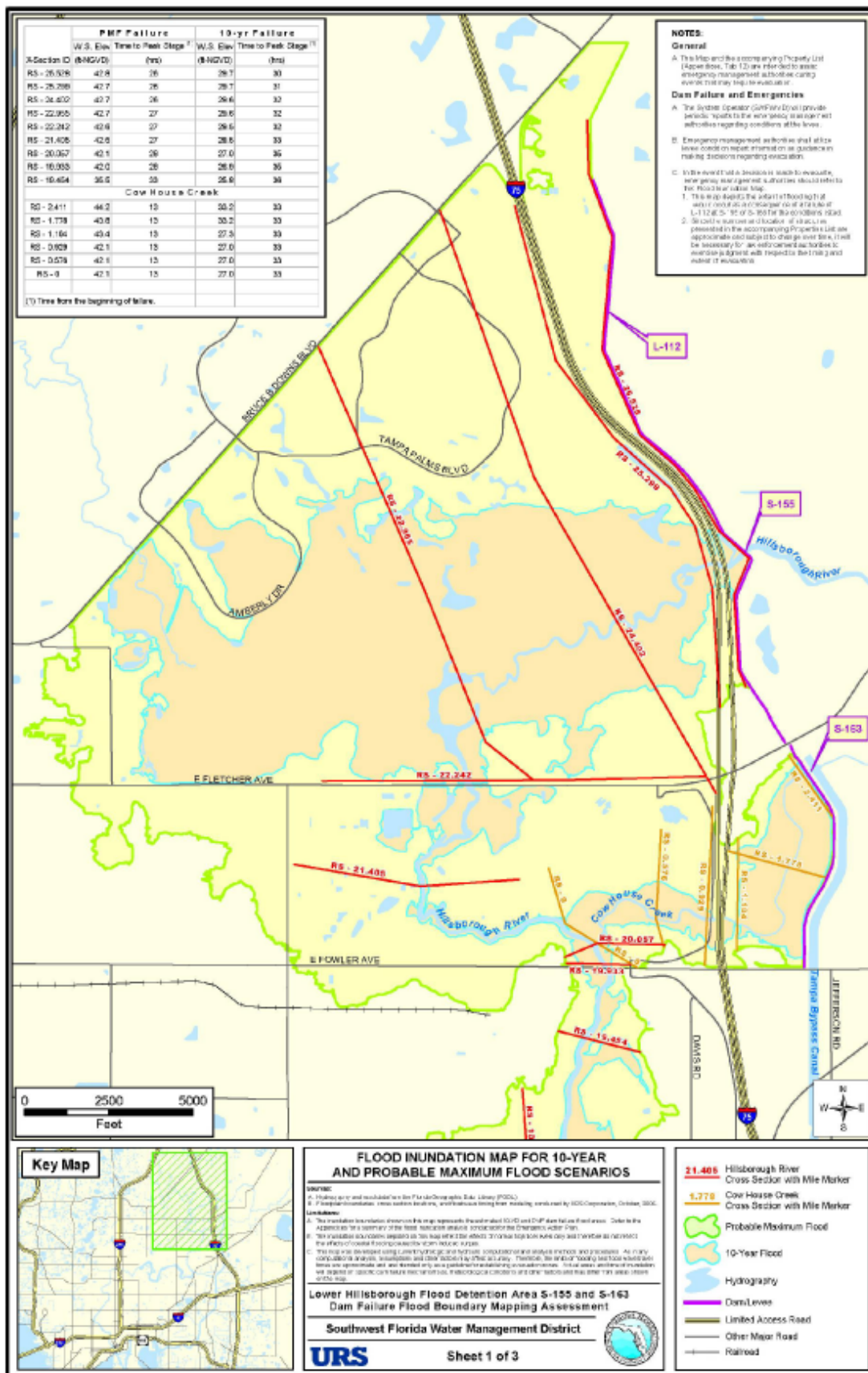
Lower Hillsborough Flood Detention Area and the Tampa Bypass Canal

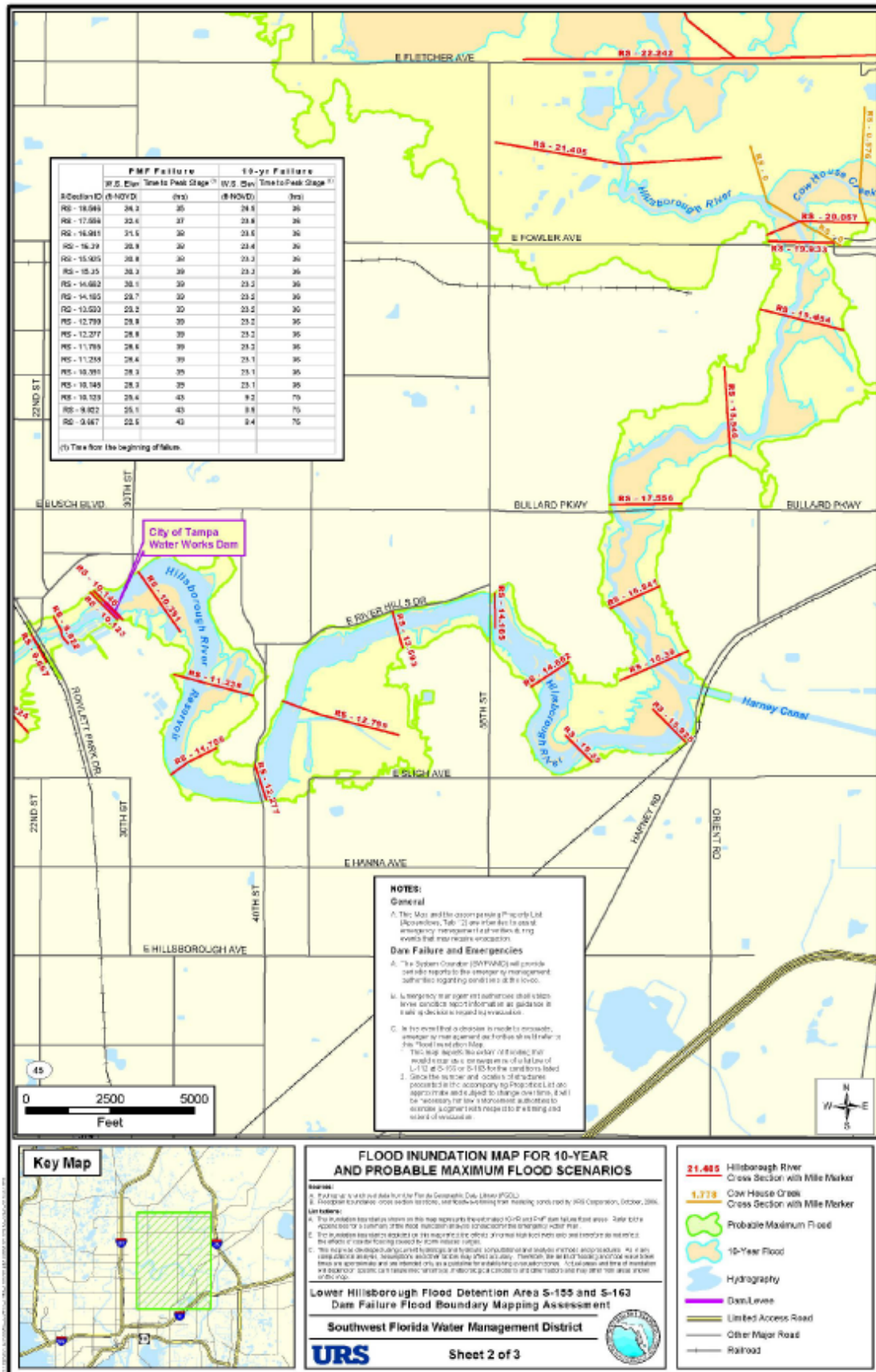


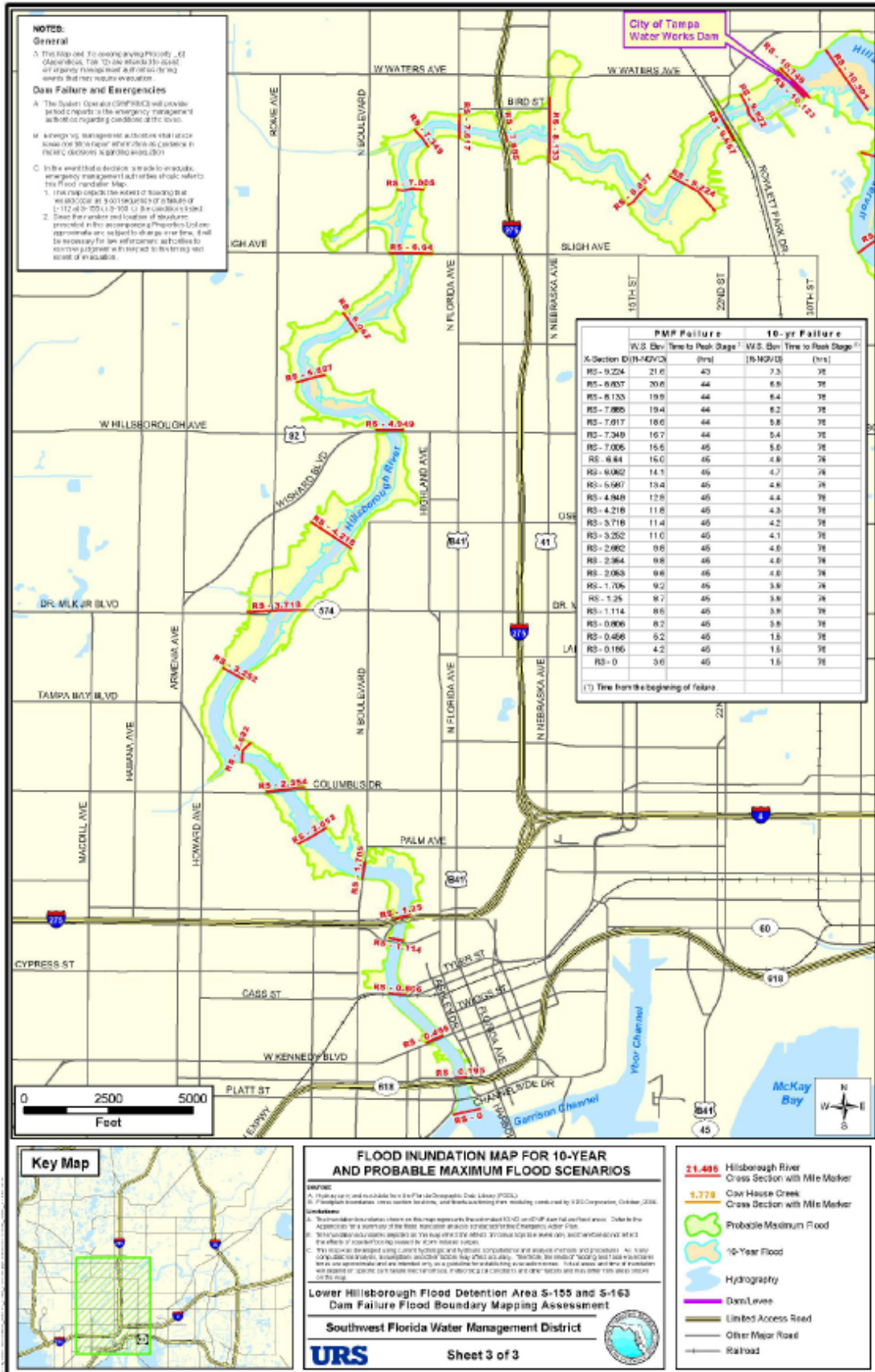


Southwest Florida Water Management District
 Lower Hillsborough Flood Detention Area S-155 and S-163
 Dam Failure Flood Boundary Mapping Assessment





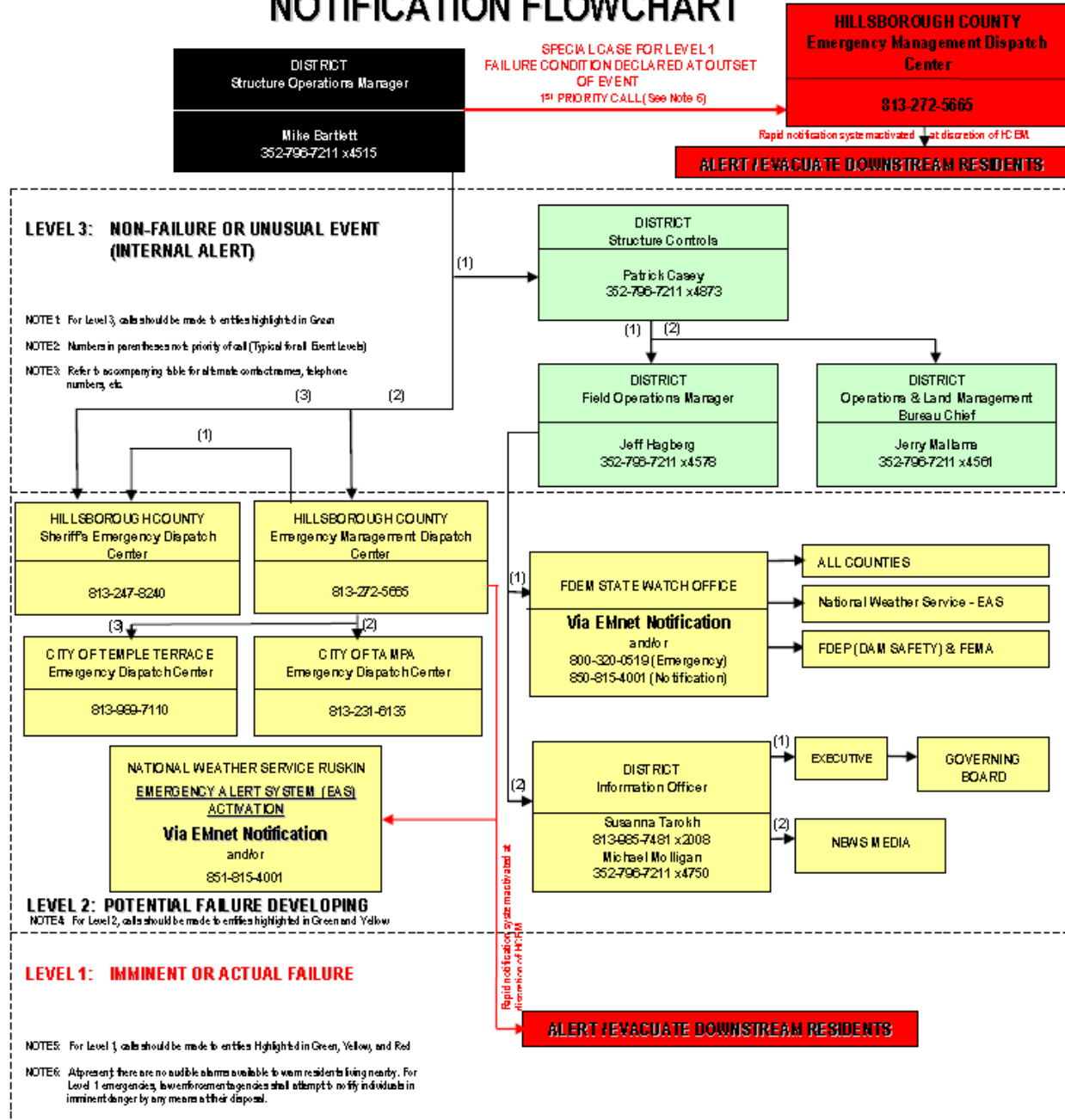




Inglis Main Dam & Inglis Bypass Spillway Structure

Source: June 2018 EOC Directory

NOTIFICATION FLOWCHART



**FLOOD INUNDATION MAP
FOR
FAIR WEATHER FAILURE
BYPASS CHANNEL DAM**

SHEET 1 OF 2

NOTES:

General

This map and the accompanying Property List (Appendices, Tabs 1-2) are intended to assist local law enforcement authorities during events that may require evacuation.

Dam Failure Events and Emergency

- The Dam Operator (BDFMUD) will provide periodic reports to law enforcement and the public regarding the status of the dam and any potential failure events.
- Law enforcement authorities shall utilize dam condition report information as guidance in making decisions regarding evacuation.
- The peak flood resulting from a complete failure of the Bypass Channel Dam is indicated in blue below the finished floor elevation of all surveyed structures along the lower reach of the Whitecooke River. Thus, debris, vehicles, and other objects may be carried away by the flood. Flooded areas are not at all likely to flood. Nevertheless, it will be necessary to evacuate areas shown on this map and adjacent areas to provide guidance in making decisions regarding evacuation.
- In the event that a decision is made to evacuate, law enforcement authorities should refer to the Flood Inundation Map.

Limitations

- This flood inundation map is not a warranty for the reliability of the Flood Inundation Map. Refer to the Appendix for a summary of the Flood Inundation Map. The Flood Inundation Map is not intended to be used for any purpose other than the purpose for which it was prepared. The Flood Inundation Map is not intended to be used for any purpose other than the purpose for which it was prepared. The Flood Inundation Map is not intended to be used for any purpose other than the purpose for which it was prepared.
- The flood inundation map is not intended to be used for any purpose other than the purpose for which it was prepared. The flood inundation map is not intended to be used for any purpose other than the purpose for which it was prepared. The flood inundation map is not intended to be used for any purpose other than the purpose for which it was prepared.

Flood Zone



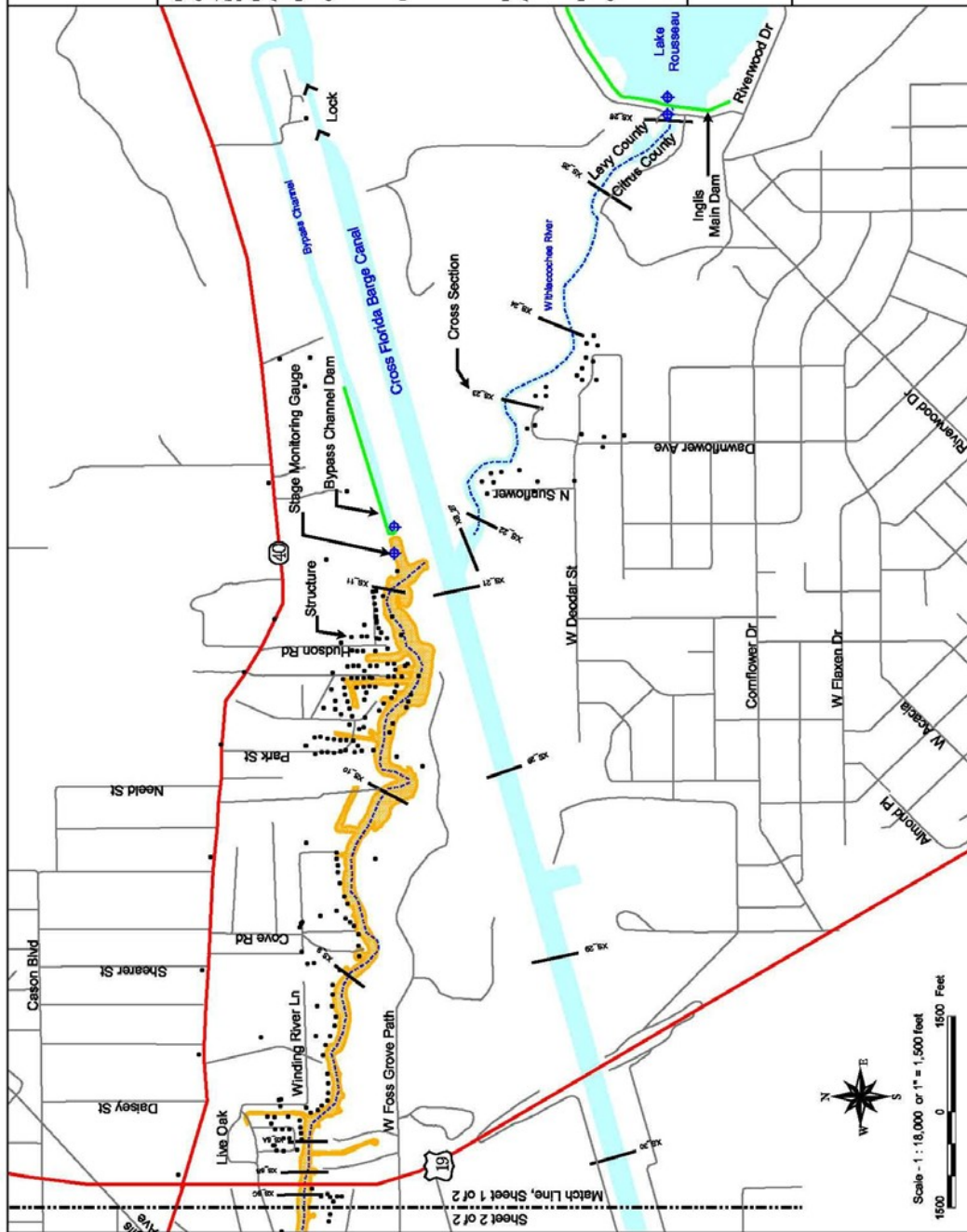
Flood Zone

Emergency Action Plan
For the
Ingles Main Dam and Bypass Channel Dam

Southwest Florida Water Management District
And
Florida Department of Environmental Protection



February, 2003



J:\projects\238266\Map\Map\location\map\Ingles_EAP\Ingles_map.apr

**FLOOD INUNDATION MAP
FOR
FAIR WEATHER FAILURE
BYPASS CHANNEL D**

SHEET 2 OF 2

NOTES

1

This map and the accompanying Property List (Appendices, Tab 12) are intended to assist local law enforcement authorities during events that may require evacuation.

Dam Failure Events and Emergency

- A. The Dam Operator (SWFWMD) will provide periodic reports to law enforcement authorities regarding conditions at the dam.
- B. Law enforcement authorities shall utilize dam condition report information as guidance in making decisions regarding evacuation.

2. The peak load resulting from a complete failure of the Bypass Channel D is restricted to stages below the finished floor elevation of all surveyed structures along the lower reach of the Willacooche River. Thus, docks

upland structures are not as likely to flood. Nevertheless, it will be necessary for law enforcement authorities to utilize chain of custody report information as guidance in making decisions regarding evacuation.

1. This map depicts the extent of flooding that would occur as a

2. Since the number and location of structures shown on the Flood Inundation

Map and accompanying Proportion List are approximate and subject to change over time. It will be necessary for law enforcement authorities to exercise judgement with respect to the timing and extent of execution.

Indications

A. The hunderf boundary shown on this map represents the estimated

The Dam Break Analysis that was conducted for this facility, including additional inundation maps for dam failure scenarios associated with theoretical severe precipitation events.

3. The inundation boundaries depicted on this map do not reflect the effects of coastal flooding caused by above normal high tides or storm induced surges.

This map was developed using current hydrologic computational and analysis methods and procedures. As in any computational analysis, assumptions and other factors may affect accuracy. Therefore, the levels of flooding are approximate and are intended only as a guideline for reliability in evacuation.

zones. Actual areas and time of inundation will depend on specific dam failure mechanism(s), meteorological conditions and other factors and may differ from areas shown on the map.

Flood Zone

 Flood Zone

Emergency Action Plan

For the Ingles Main Dam and Bypass Channel Dam

Southwest Florida Water Management District

Florida Department of Environmental Protection

URS
February 2003

Scale - 1 : 18,000 or 1" = 1,500 feet

1500 0 1500 Feet

J:\projects\28.828\dap\Applications\ap\Vngl's EA\Plngl's eap.apr

...ma Canal

Sheet 2 of 2
Sheet 1 of 2

Sheet 2 of 2
Sheet 1 of 2

Flood Zone

 Flood Zone

Emergency Action Plan For the

**Southwest Florida Water Management District
And
Florida Department of Environmental Protection**

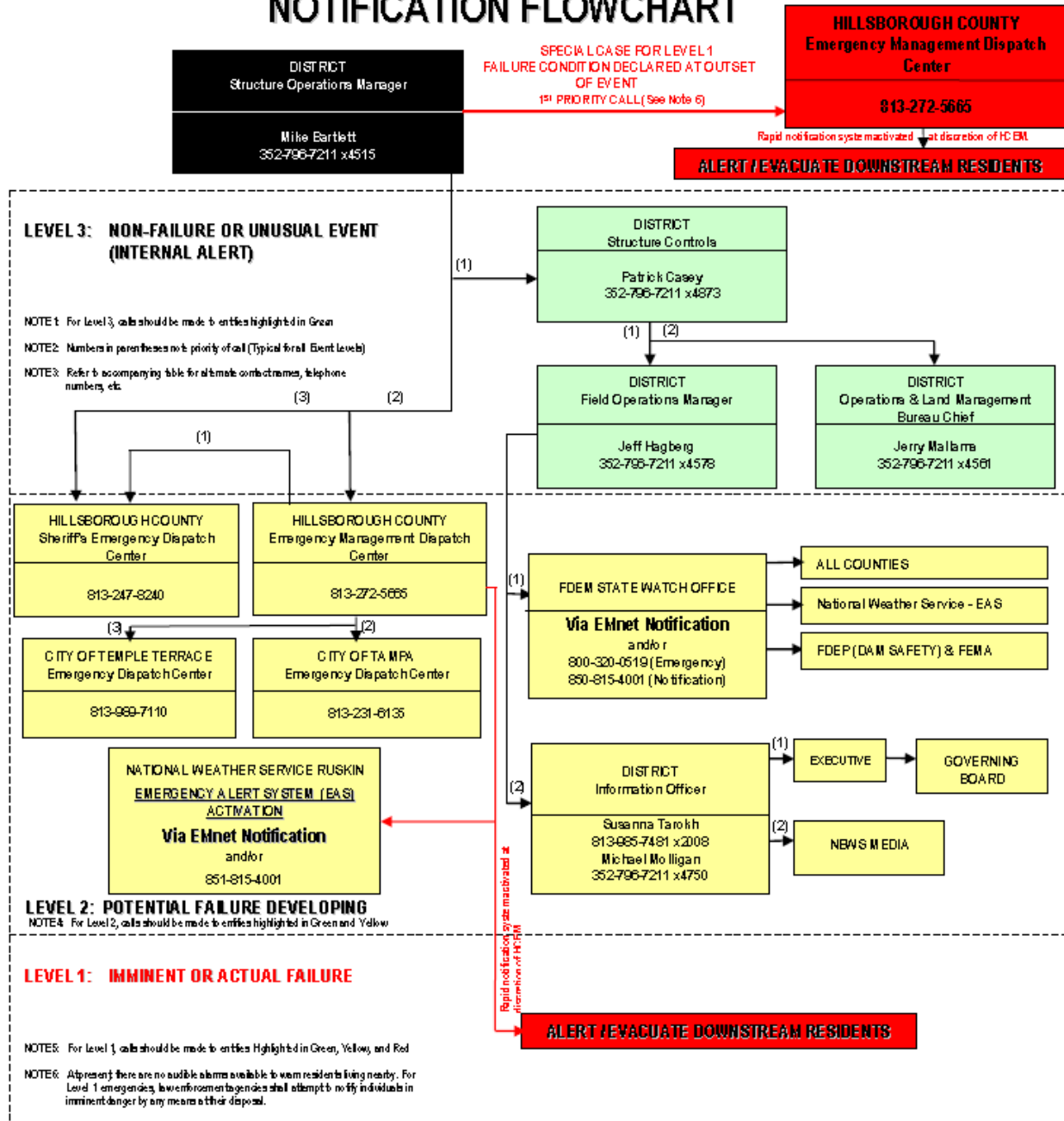
URS

February, 2003

Water Control Structure G-90

Source: June 2018 EOC Directory

NOTIFICATION FLOWCHART

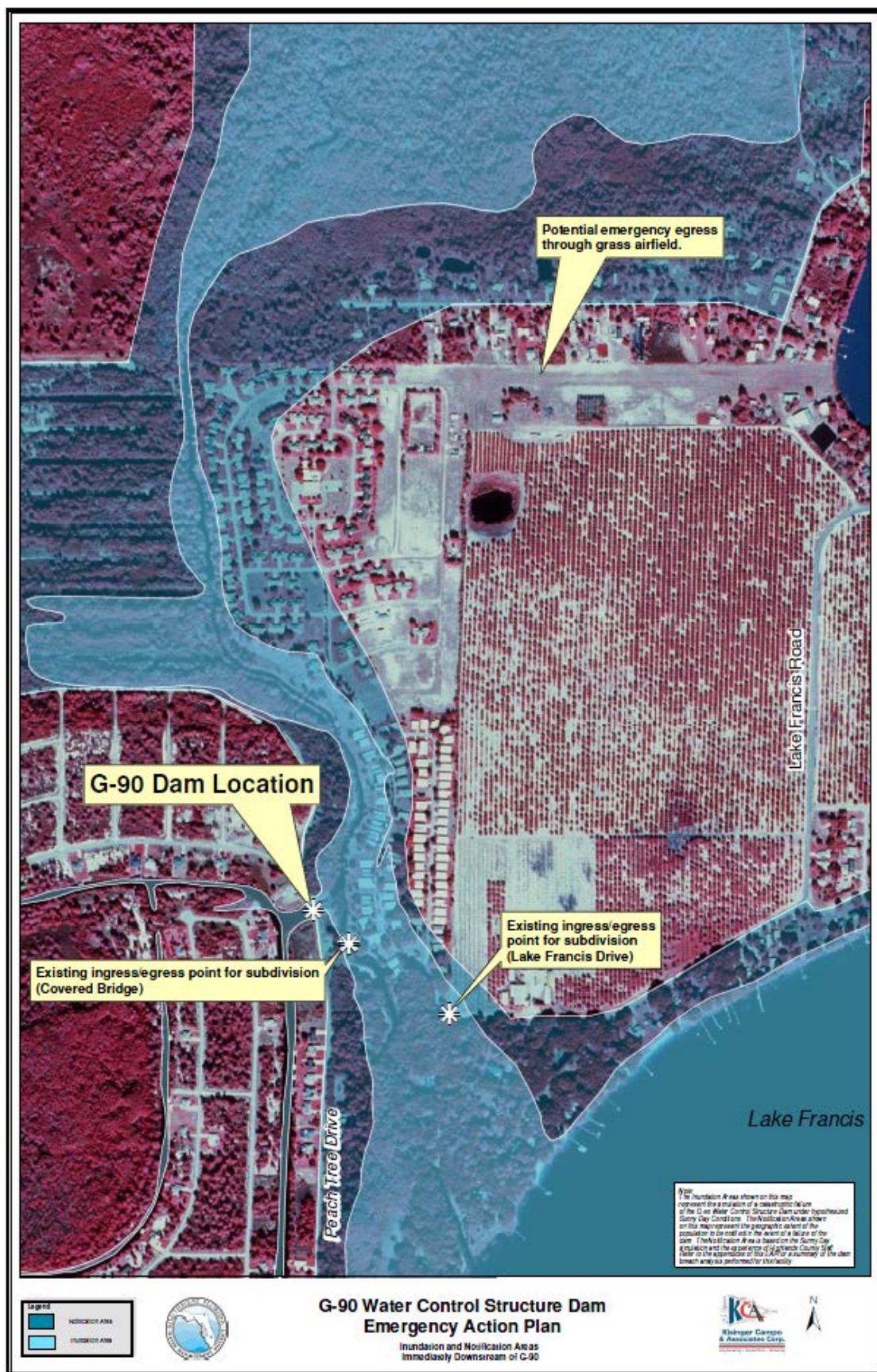


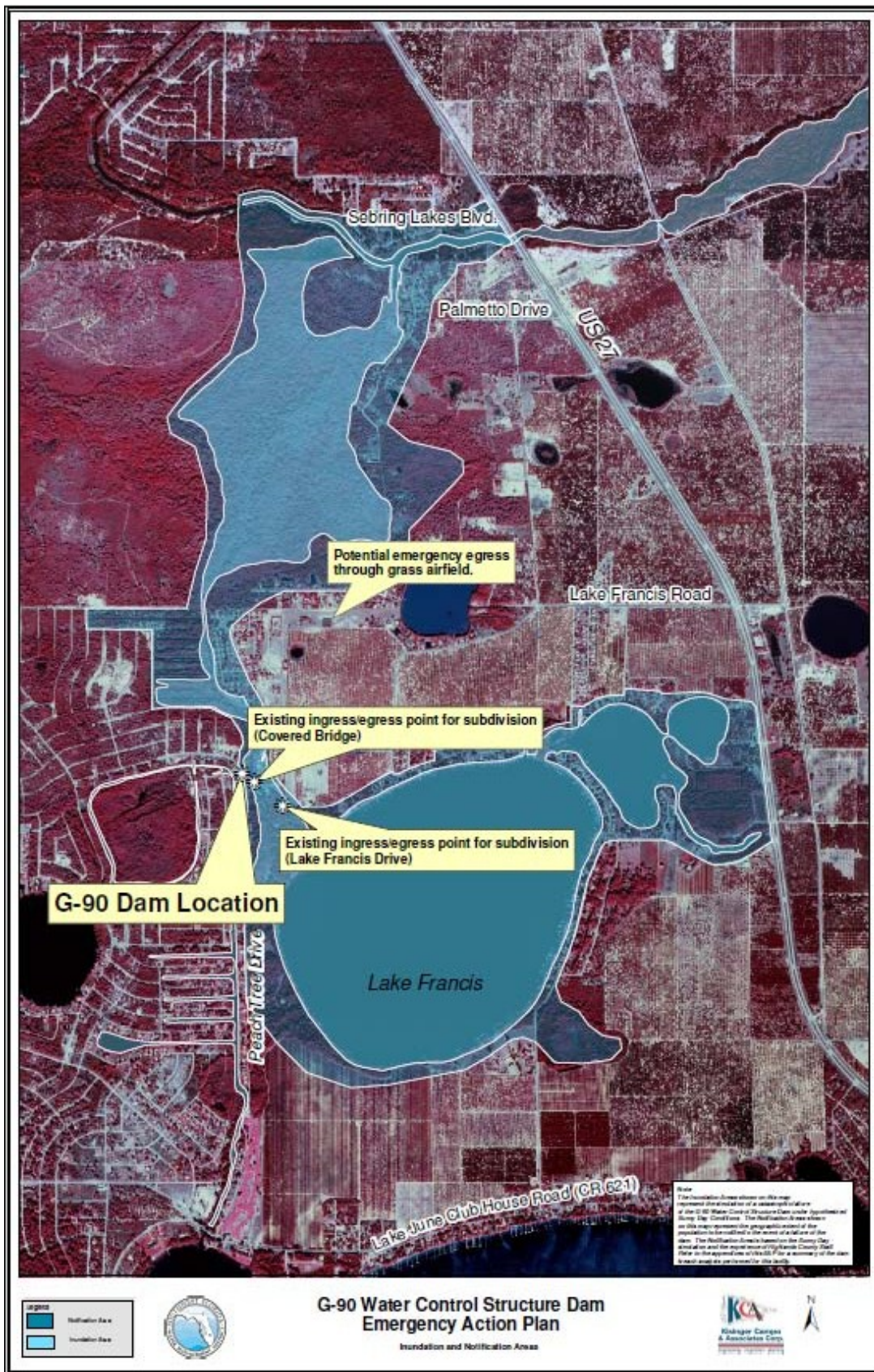
AFTER NOTIFICATION PROCESS IS COMPLETE, PROCEED AS FOLLOWS:

IF LEVEL 3 Condition Declared: Go to TAB 3

IF LEVEL 2 Condition Declared: Go to TAB 4

IF LEVEL 1 Condition Declared: Go to TAB 5



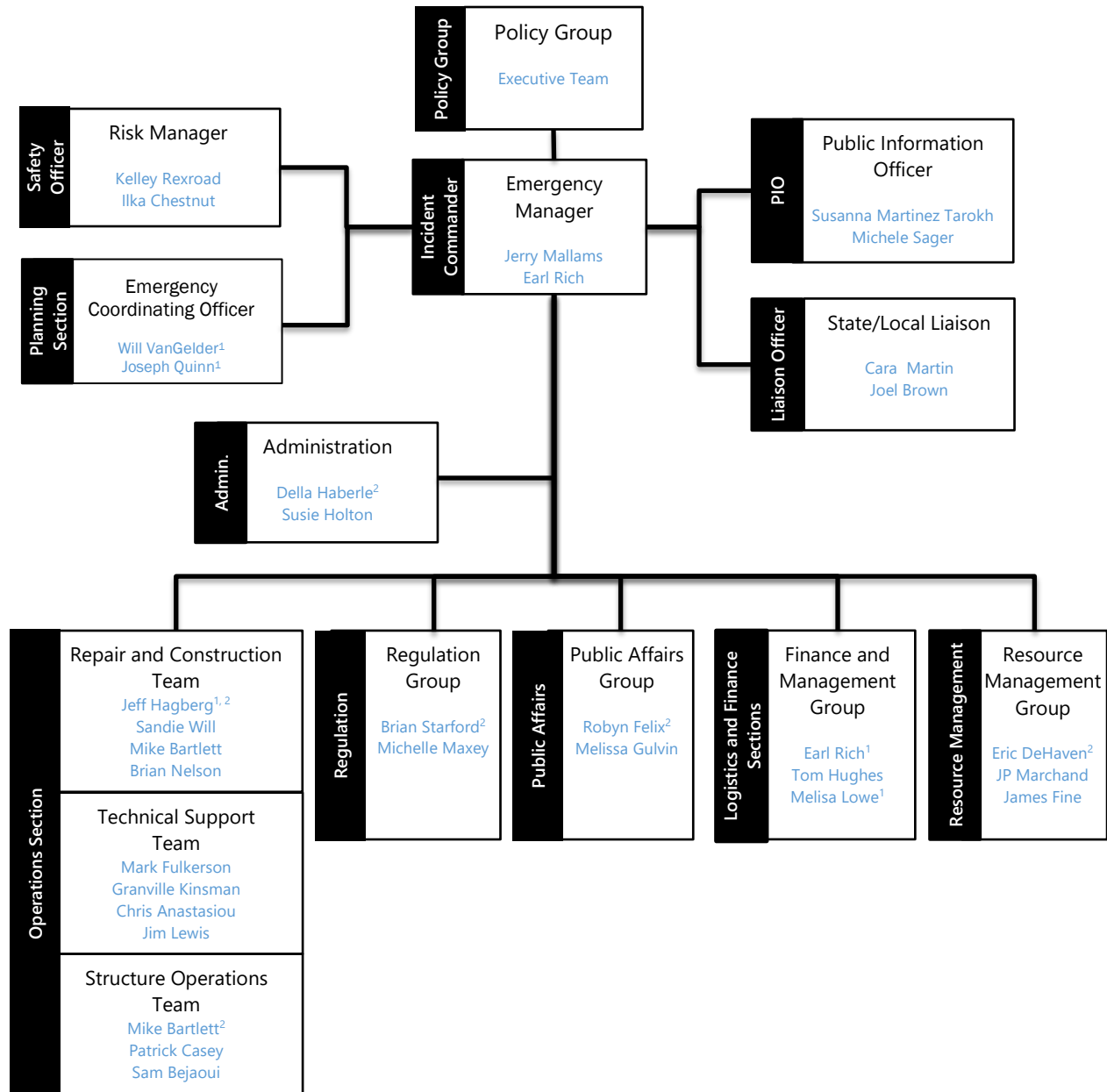


Comprehensive Emergency Management Plan

Annex E

Command Staff

Emergency Operation Organization



1. Section Chief
2. Group Leader

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST****1. Incident Name****2. Date****3. Time****4. Operational Period****POSITION****NAME/CONTACT NUMBER****SWFWMD Position****5. Command Staff****Incident Commander**

Jerry Mallams and Earl Rich

No specific Position(s)

Information Officer

Susanna Martinez Tarokh and Michele Sager

Public Information Officer

Safety Officer

Kelley Rexroad and Ilka Chestnut

Liaison Officers

Cara Martin and Joel Brown

6. Operations Section**Chief**

Jeff Hagberg

Field Operations Manager

Repair and Construction Group

Jeff Hagberg

Field Operations Manager

Engineering & Debris Management Group

(non-EOO) Jeff Hagberg

Field Operations Manager

Technical Support Group

No Group Lead; Each member is an individual SME

No Specific Position(s)

Structure Operations Group

Mike Bartlett

Dispatcher Group

(Non-EOO) Della Haberle

7. Planning Section**Chief**

Will VanGelder and Joseph Quinn (also ECOs)

No specific Position(s)

Public Affairs**Chief**

Robyn Felix

Communications and Board Services BC

Resource Management**Chief**

Eric DeHaven

Assistant Division Director Resource Management

Regulatory Section**Chief**

Brian Starford

Assistant Division Director Resource Regulation

8. Logistics Section**Chief**

Earl Rich

General Services Bureau Chief

9. Finance Section**Chief**

Melisa Lowe

Finance Bureau Chief

Prepared by (Name and Position):

COMMON RESPONSIBILITIES

The following responsibilities are applicable to all District emergency operations (EOPS) personnel:

1. Read and be familiar with the District's Comprehensive Emergency Management Plan (CEMP).
2. Be proficient in GROOVE (the District's incident management software through FY2013 – a replacement application is currently under review).
3. Attend training, conducted by the Cost Unit and Planning Section Specialists, which details how to complete the paperwork contained in the emergency event "Yellow Packet" (i.e., timesheet, travel voucher, vehicle utilization, etc.).
4. Receive assignment which will include;
 - Emergency Operations Organization (EOO) position assignment/title
 - Reporting time and location
 - Travel instructions/preparations
 - Any special communications instructions (e.g., 2-way radio channel, etc.)
5. Upon arrival, check in at the:
 - Incident Command Post (ICP) or,
 - Emergency Operations Center (EOC) or,
 - In the field - check in with the Group Supervisor or OPS Section Chief
6. Receive briefing from immediate supervisor and from staff being relieved.
7. Acquire work materials.
8. EOO Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
9. EOO Supervisors shall organize and brief their assigned personnel.
10. Use clear text (i.e., no 10-codes) in all radio communications (see radio use guide placed in all District vehicles for detailed information).
11. Complete all required forms (all ICS forms are presented in Annex K) and reports and submit to Section Chief or IC. All required forms except ICS-214 (Daily Activity Log) and ICS-215 (Operational Planning Worksheet) are to be completed prior to the daily Planning Meeting (normally held between 1600-1800 hrs). One ICS-214 must be completed for each Section/Unit/Group/Specialist at the end of each operational period and ICS-215 is completed by the Operations Section Chief during the Planning Meeting.

12. Demobilize when directed.

COMMAND STAFF

INCIDENT COMMANDER (IC)

The Incident Commander is responsible for the overall management of the incident. Every incident, no matter the size, shall have an IC. The IC is selected by qualifications and experience. The IC is responsible for providing direction and guidance to the command and general staff. Command must analyze the overall requirements of the incident and determine the most appropriate direction for the management team to follow during the response. This is accomplished by making key decisions, setting priorities, developing response objectives, and assigning work (tasks) to primary staff within the first operational period and ongoing throughout the incident/event.

The major responsibilities of the IC include:

1. Review common responsibilities.
2. Assume all the Command Staff functions (Public Information, Safety, and Liaison Officers) when these functions are not formally activated.
3. Assume all the General Staff functions (Operations, Planning, Logistics, and Finance/Administration Section Chiefs and all Unit Leaders) when these functions are not formally activated.
4. Determine incident objectives (working with the Policy Group) and develop a strategy.
5. Assess the situation and/or obtain a briefing from the prior IC.
 - (What have I got? Where is it going? What do I need to control it? What resources do I need and where to get them?)
6. Establish the immediate incident priorities (life safety, incident stabilization, property conservation).
7. Establish an Incident Command Post (ICP) (e.g., service office near the incident).
8. Define strategic goals based on incident priorities:
 - Protection or evacuation of vulnerable citizens via notification to appropriate county/city emergency response agency (e.g., in the case of District high hazard structure failure)
 - Confinement and control of incident
 - Minimize environmental/property damage
9. Select the strategic mode:
 - Is it safe to conduct operations?
 - Is resource capability (present and projected) adequate for operations to control the incident?
 - Is outside assistance needed?

10. Establish tactical activities:
 - Assignment of resources
 - Nature and location of tactical activity
 - Tactical actions performed in sequence or coordinated with other tactical actions?
11. Establish appropriate ICS organization (will change throughout incident in accordance with the developing situation).
12. Manage all incident operations.
13. Brief and coordinate activity for all Command Staff and Section Chiefs.
14. Ensure planning meetings are scheduled as required – attend planning meetings.
15. Approve and authorize the implementation of an Incident Action Plan (IAP) (see Planning Section).
16. Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.
17. Approve requests for additional resources or for the release of resources.
18. Keep Executive informed of incident status.
19. Participate in State Emergency Operations Center (SEOC) conference calls.
20. Coordinate with the Information Officer and authorize release of information to the news media or other agencies.
21. Complete Incident Briefing form (ICS-201) for initial response and assessment and for short-term responses that are small in scope and/or duration (e.g., few resources working one operational period). For small or short events, this form may be all that's necessary. ICS-201 functions as the IAP for the initial response and remains in force – and continues to develop - until the response ends or the Planning Section generates the incident's first IAP. It is also suitable for briefing those newly assigned to the Command and General Staff as well as for initial assessment briefings. ICS-201 is essential for future planning and the effective management of initial response activities. All ICS forms are presented in Annex K.
22. Complete daily Activity Log (ICS-214).
23. Order the demobilization of the incident when appropriate.
24. Develop and maintain an Incident Commander Suggested Operating Guideline (SOG) to be used for training and as a reference during events.

INFORMATION OFFICER

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, to District stake-holders, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident.

The major responsibilities of the Information Officer include:

1. Review common responsibilities.
2. Determine from the IC if there are any limits on information release.
3. Manage all aspects of emergency public information on behalf of the District including the assignment of staff to answer the telephones and handle calls from the general public at the EOC and/or the Incident Command Post.
4. Manage all media and public inquiries.
5. Establish and maintain contact with the media.
6. Establish any restrictions for media access.
7. Provide liaison between media and incident personnel.
8. Coordinate with Human Resources Specialists, who are responsible for notifications to staff via the District Emergency Information Hotline, District incident management software, District email, District internet/intranet sites, or Voiceshot Rapid Notification Service to prepare and disseminate informational notifications to District personnel.
9. Respond to special requests for information.
10. Prepare and participate in daily planning meetings.
11. Develop material for use in media briefings. Serve as the dissemination point for all media releases. Other sections wishing to release information to the public should coordinate through the Information Officer.
12. Obtain IC approval of any news releases. Coordinate, as necessary, to ensure that the public receives complete, accurate, and consistent information about emergency status and other information and services.
13. Interact with other EOCs and agencies and coordinate with the District's Liaison Officers to provide and obtain information relative to public information operations.
14. Determine what external public information activities are being performed for this incident.
15. Coordinate and conduct media briefings.
16. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to dispel rumors.
17. Obtain media information that may be useful to incident planning.
18. Maintain current information summaries on the status of the incident.

19. Complete daily Activity Log (ICS-214).
20. Demobilize as directed by the IC.
21. Develop and maintain an Information Officer SOG to be used for training and as a reference during events.

LIAISON OFFICER

District Liaison Officers are assigned to the state EOC (SEOC) when requested by FDOT/ESF 1 and 3 or FDEP/ESF 10 and county EOCs (as requested) and are responsible for overseeing all liaison activities between the District, outside agencies, and state/county EOCs. The Liaison Officer will maintain contact with all involved agencies/counties.

The major responsibilities of the Liaison Officer include:

1. Review common responsibilities.
2. Be a contact point between the District and the SEOC and county EOCs and other agencies.
3. Assist in establishing and coordinating interagency contacts.
4. Maintain close contact with the District EOC and IC.
5. Receive briefing from county contacts or the EOC Operations Officer or IC and obtain, when possible:
 - A summary of the incident and latest situation status including critical facilities status (road closures, operations, etc.)
 - Agencies currently involved
 - County IAP and/or Situation Report
 - Any special instructions concerning the incident
6. Keep the state and counties involved with the incident apprised of the District's status. Coordinate with the Information Officer for briefing state/county officials of District's situation and response activities.
7. Determine level of activation of county facilities and obtain any intelligence or situation information that may be useful to the District's EOC.
8. Compile list of contact names and phone numbers for SEOC and county EOCs and make available to District EOC for dissemination.
9. Monitor incident operations to identify current or potential inter-organizational problems.
10. Coordinate any requests for resources through the District's EOC and IC.
11. Participate in daily District planning meetings (via teleconferencing if necessary).
12. Complete daily Activity Log (ICS-214).
13. Demobilize as directed by the IC.
14. Develop and maintain a Liaison Officer SOG to be used for training and as a reference during events.

SAFETY OFFICER

The Safety Officer will develop and recommend measures for assuring personnel safety and to assess and/or anticipate hazardous or unsafe situations. The Safety Officer has the authority and obligation to alter, delay, suspend, or terminate any, and all operations immediately dangerous to life and health of any personnel. The Safety Officer will be responsible for continuous monitoring of the status of emergency response staff for the duration of the event and will advise the IC on all matters relating to operational safety. Only one Safety Officer will be assigned for each incident.

The major responsibilities of the Safety Officer include:

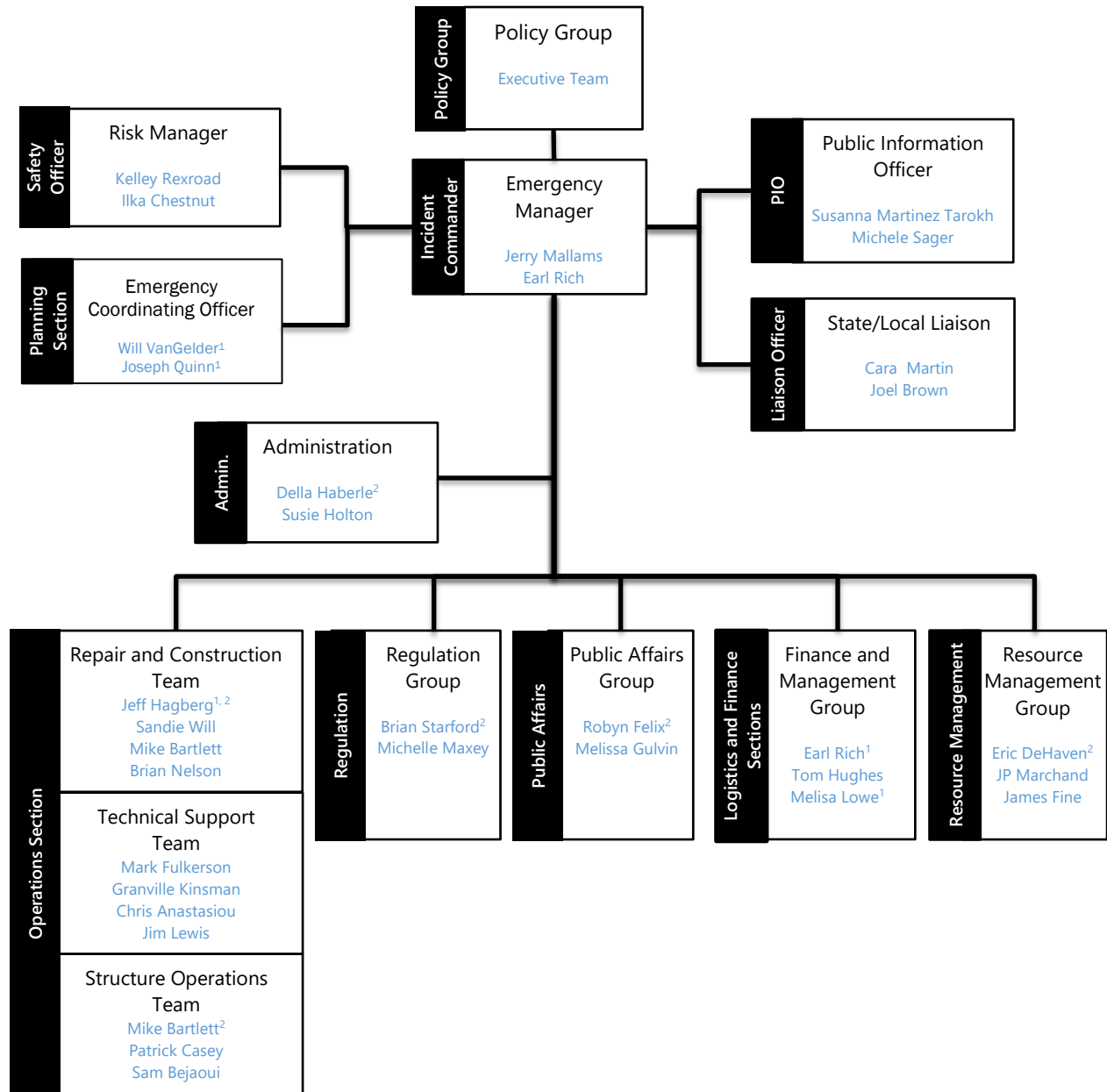
1. Review common responsibilities.
2. Participate in daily planning meetings. Conduct safety briefing during planning meeting.
3. Identify hazardous situations associated with the incident.
4. Review the IAP for safety implications. May add safety messages to the IAP.
5. Ensure the selection of Personal Protective Equipment and other equipment meets the needs of the incident.
6. Ensure that a staff accountability system is in place for all personnel – coordinate with Planning Section.
7. Ensure that working conditions are monitored and work/rest guidelines are followed.
8. Exercise emergency authority to stop or prevent unsafe acts.
9. Correct unsafe acts or conditions.
10. Investigate accidents that have occurred within the incident area.
11. Complete the Medical and Safety Plan (ICS-206), as required.
12. Complete daily Activity Log (ICS-214).
13. Demobilize as directed by the IC.
14. Develop and maintain a Safety Officer SOG to be used for training and as a reference during events.

Comprehensive Emergency Management Plan

Annex F

Operations Section

Emergency Operation Organization



1. Section Chief
2. Group Leader

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST****1. Incident Name****2. Date****3. Time****4. Operational Period****POSITION****NAME/CONTACT NUMBER****SWFWMD Position****5. Command Staff****Incident Commander**

Jerry Mallams and Earl Rich

No specific Position(s)

Information Officer

Susanna Martinez Tarokh and Michele Sager

Public Information Officer

Safety Officer

Kelley Rexroad and Ilka Chestnut

Liaison Officers

Cara Martin and Joel Brown

6. Operations Section**Chief**

Jeff Hagberg

Field Operations Manager

Repair and Construction Group

Jeff Hagberg

Field Operations Manager

Engineering & Debris Management Group

(non-EOO) Jeff Hagberg

Field Operations Manager

Technical Support Group

No Group Lead; Each member is an individual SME

No Specific Position(s)

Structure Operations Group

Mike Bartlett

Dispatcher Group

(Non-EOO) Della Haberle

7. Planning Section**Chief**

Will VanGelder and Joseph Quinn (also ECOs)

No specific Position(s)

Public Affairs**Chief**

Robyn Felix

Communications and Board Services BC

Resource Management**Chief**

Eric DeHaven

Assistant Division Director Resource Management

Regulatory Section**Chief**

Brian Starford

Assistant Division Director Resource Regulation

8. Logistics Section**Chief**

Earl Rich

General Services Bureau Chief

9. Finance Section**Chief**

Melisa Lowe

Finance Bureau Chief

Prepared by (Name and Position):

COMMON RESPONSIBILITIES

The following responsibilities are applicable to all District emergency operations (EOPS) personnel:

1. Read and be familiar with the District's Comprehensive Emergency Management Plan (CEMP).
2. Be proficient in GROOVE (the District's incident management software through FY2013 – a replacement application is currently under review).
3. Attend training, conducted by the Cost Unit and Planning Section Specialists, which details how to complete the paperwork contained in the emergency event "Yellow Packet" (i.e., timesheet, travel voucher, vehicle utilization, etc.).
4. Receive assignment which will include;
 - Emergency Operations Organization (EOO) position assignment/title
 - Reporting time and location
 - Travel instructions/preparations
 - Any special communications instructions (e.g., 2-way radio channel, etc.)
5. Upon arrival, check in at the:
 - Incident Command Post (ICP) or,
 - Emergency Operations Center (EOC) or,
 - In the field - check in with the Group Supervisor or OPS Section Chief
6. Receive briefing from immediate supervisor and from staff being relieved.
7. Acquire work materials.
8. EOO Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
9. EOO Supervisors shall organize and brief their assigned personnel.
10. Use clear text (i.e., no 10-codes) in all radio communications (see radio use guide placed in all District vehicles for detailed information).
11. Complete all required forms (all ICS forms are presented in Annex K) and reports and submit to Section Chief or IC. All required forms except ICS-214 (Daily Activity Log) and ICS-215 (Operational Planning Worksheet) are to be completed prior to the daily Planning Meeting (normally held between 1600-1800 hrs). One ICS-214 must be completed for each Section/Unit/Group/Specialist at the end of each operational period and ICS-215 is completed by the Operations Section Chief during the Planning Meeting.
12. Demobilize when directed.

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. This Chief activates other EOO sections (i.e., Planning, Logistics, Finance/Administration), in accordance with the Incident Action Plan (IAP), directs the IAP execution and modifications, and requests or releases resources. The Operations Section Chief maintains close communication with the Incident Commander (IC) and reports all operations actions to her. At the District, the Operations Section Chief oversees the Service Office Coordination, Engineering & Debris Management, Field Operations, Structure Operations, Structure Maintenance and Dispatcher Groups and the Incident Dispatchers.

The major responsibilities of the Operations Section Chief include:

1. Review common responsibilities.
2. Obtain briefing from the IC regarding strategic goals for the incident.
3. Develop operations portion (tactical objectives) of IAP based on information provided by the Planning Section Chief which includes:
 - Resource availability
 - Situation status
 - Incident behavior prediction
 - Weather
 - Communications capability
 - Environmental impacts
4. Staff, organize and supervise Operations Section:
 - Receive information routinely about operation activities (i.e., work progress, plan modification, tactical changes)
 - Implement necessary changes in operations
 - Coordinate response activity to any local issue with County, District Liaison Officer and, as needed, the Service Office Coordination Group
 - Provide for the general welfare and safety of operations personnel – coordinate with the Safety Officer.
5. Develop tactical operations for each Operations Section group.
6. Brief and assign Operations Section personnel in accordance with the IAP.
7. Participate in daily planning meetings.

8. Completion of ICS-215 (Operational Planning Worksheet) during the planning meeting to be used by the Situation/Resources Unit in the Planning Section to track and order resources.
9. Determine need and request additional resources through the Planning Section – review suggested IAP list of resources needed and approve their release.
10. Evaluate adequacy of operations by reviewing reports from field and adjust as needed.
11. Report information about special activities, events, and occurrences to the IC.
12. Complete daily Activity Log (ICS-214).
13. Develop and maintain an Operations Section Suggested Operating Guideline to be used for training and as a reference during events.

GROUP SUPERVISOR

Group Supervisors report to the Operations Section Chief and are responsible for the implementation of their assigned portion of the IAP, assignment of resources within their Group, and reporting on the progress of their operations and the status of their resources. Seven Groups exist within the Operations Section at the District; Service Office Coordination, Engineering & Debris Management, Field Operations, Structure Operations, Structure Maintenance, Regulatory Response, and Dispatcher Groups.

The major responsibilities of the Group Supervisor include:

1. Review common responsibilities.
2. Implement the IAP for the Group.
3. Brief subordinates regarding assignments and incident activities – assign tasks.
4. Coordinate activities with other Groups.
5. Track resources within the Group and report status to Operations Section Chief or Situation/Resources Unit Leader of the Planning Section.
6. Determine need for assistance on assigned tasks.
7. Report hazardous situations or significant events to Operations Section Chief.
8. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
9. Resolve logistics problems within the Group.
10. Participate in the development of plans for the next operational period.
11. Complete daily Activity Log (ICS-214).
12. Develop and maintain a Group Suggested Operating Guideline to be a part of the Operations Section SOG and that will be used for training and as a reference during events.

GROUPS

Service Office Coordination Group Supervisor

- Assist the Operations Section Chief with coordination of various response activities associated with the incident that occur within areas proximate to their home service office.

Engineering & Debris Management Group Supervisor

- Provide engineering expertise to other Groups when requested.
- Coordinate District water control structure damage assessment teams with the Structure Maintenance Group.
- Coordinate debris assessment teams with the Field Operations Group.
- Participate in field inspection tours; pre- and post-event.
- Develop and maintain Debris Management Plan.

Field Operations Group Supervisor

- Oversee all field response activities from the field and/or Incident Command Post.
- Maintain close communications with the Operations Section Chief concerning status of field response.
- Coordinate with Dispatcher Group with regards to assignment of Incident Dispatcher(s) and other communications concerns.
- Coordinate with Logistics Section (i.e., Facilities, Equipment & Security Unit) and Planning Specialists (i.e., Food & Supply) concerning personnel lodging and provisions.
- Assist with updates of Debris Management Plan.

Structure Operations Group Supervisor

- Oversee all structure operations pre- and post-event.
- Maintain close communications with the Operations Section Chief concerning status of response efforts.
- Coordinate with Dispatcher Group with regards to assignment of Incident Dispatcher(s) and other communications concerns.
- Coordinate all structure repair activities with the Structure Maintenance Group.
- Coordinate with Logistics Section (i.e., Facilities, Equipment & Security Unit) and Planning Specialists (i.e., Food & Supply) concerning personnel lodging and provisions.

Structure Maintenance Group Supervisor

- Oversee all structure damage repairs.
- Maintain close communications with the Operations Section Chief concerning status of response efforts.
- Coordinate with Dispatcher Group with regards to assignment of Incident Dispatcher(s) and other communications concerns.
- Coordinate with Logistics Section (i.e., Facilities, Equipment & Security Unit) and Planning Specialists (i.e., Food & Supply) concerning personnel lodging and provisions.

Regulatory Response Group Supervisor

- Respond to flooding complaints received at the District.
- Implement emergency permitting review/approval process for emergency event response.
- Maintain close communications with the Operations Section Chief concerning status of response efforts.

Dispatcher Group Supervisor

- Responsible for supervision and training of the Incident Dispatchers.
- Responsible for overseeing the operation and maintenance of the District's 2-way radio communications system.
- Determine event communications needs and assign Incident Dispatchers where needed.
- Coordinate with Planning Section Specialists (i.e., Communications & Information Technology) and Dispatchers concerning radio equipment needs.
- Ensure an equipment accountability system is established.
- Complete and update the event Communications Plan (ICS-205).

Incident Dispatchers

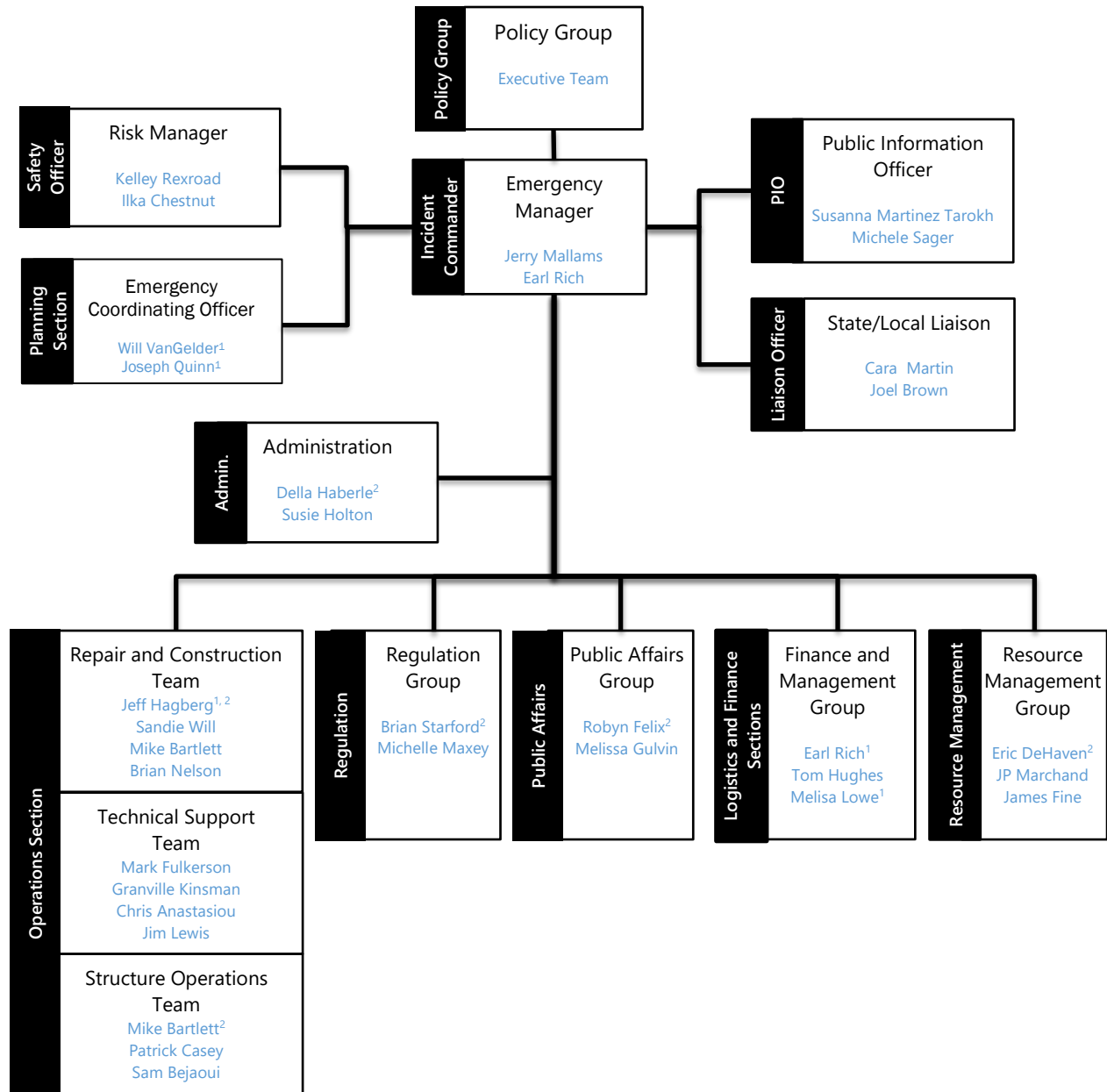
- Review the IAP to be familiar with the incident organization and Communications Plan (ICS-205).
- Be proficient in the use of the District's 2-way radio system equipment and be responsible for receiving and transmitting radio and telephone messages among and between incident personnel and to provide dispatch services at the incident.
- Be prepared to operate equipment at the Emergency Operations Center, the Service Office(s), or the Incident Command Post, as required.
- Complete daily Activity Log (ICS-214).

Comprehensive Emergency Management Plan

Annex G

Planning Section

Emergency Operation Organization



1. Section Chief
2. Group Leader

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST****1. Incident Name****2. Date****3. Time****4. Operational Period****POSITION****NAME/CONTACT NUMBER****SWFWMD Position****5. Command Staff****Incident Commander**

Jerry Mallams and Earl Rich

No specific Position(s)

Information Officer

Susanna Martinez Tarokh and Michele Sager

Public Information Officer

Safety Officer

Kelley Rexroad and Ilka Chestnut

Liaison Officers

Cara Martin and Joel Brown

+

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Field Operations Manager

Repair and Construction Group

Jeff Hagberg

Field Operations Manager

Engineering & Debris Management Group

(non-EOO) Jeff Hagberg

Field Operations Manager

Technical Support Group

No Group Lead; Each member is an individual SME

No Specific Position(s)

Structure Operations Group

Mike Bartlett

Dispatcher Group

(Non-EOO) Della Haberle

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Earl Rich

General Services Bureau Chief

9. Finance Section**Chief**

Melisa Lowe

Finance Bureau Chief

Prepared by (Name and Position):

COMMON RESPONSIBILITIES

The following responsibilities are applicable to all District emergency operations (EOPS) personnel:

1. Read and be familiar with the District's Comprehensive Emergency Management Plan (CEMP).
2. Be proficient in GROOVE (the District's incident management software through FY2013 – a replacement application is currently under review).
3. Attend training, conducted by the Cost Unit and Planning Section Specialists, which details how to complete the paperwork contained in the emergency event "Yellow Packet" (i.e., timesheet, travel voucher, vehicle utilization, etc.).
4. Receive assignment which will include;
 - Emergency Operations Organization (EOO) position assignment/title
 - Reporting time and location
 - Travel instructions/preparations
 - Any special communications instructions (e.g., 2-way radio channel, etc.)
5. Upon arrival, check in at the:
 - Incident Command Post (ICP) or,
 - Emergency Operations Center (EOC) or,
 - In the field - check in with the Group Supervisor or OPS Section Chief,
6. Receive briefing from immediate supervisor and from staff being relieved.
7. Acquire work materials.
8. EOO Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
9. EOO Supervisors shall organize and brief their assigned personnel.
10. Use clear text (i.e., no 10-codes) in all radio communications (see radio use guide placed in all District vehicles for detailed information).
11. Complete all required forms (all ICS forms are presented in Annex K) and reports and submit to Section Chief or IC. All required forms except ICS-214 (Daily Activity Log) and ICS-215 (Operational Planning Worksheet) are to be completed prior to the daily Planning Meeting (normally held between 1600-1800 hrs). One ICS-214 must be completed for each Section/Unit/Group/Specialist at the end of each operational period and ICS-215 is completed by the Operations Section Chief during the Planning Meeting.
12. Demobilize when directed.

UNIT LEADER COMMON RESPONSIBILITIES

A number of the Unit Leader's responsibilities are common to all units in all sections of the organization. Common Unit Leader responsibilities include:

1. Review Common Responsibilities.
2. Upon check-in, receive briefing from Incident Commander or Section Chief, and from Unit Leader being relieved.
3. Participate in daily planning meetings, as needed.
4. Determine the current status of Unit activities and personnel.
5. Determine Unit resource needs and order additional resources through the Situation & Resources Unit.
6. Conduct briefings, as needed.
7. Assign specific duties to staff; supervise staff.
8. Develop and implement accountability, safety, and security measures for Unit personnel and resources.
9. Supervise demobilization of Unit including storage of equipment.
10. Complete daily Activity Log (ICS-214).
11. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

PLANNING SECTION

PLANNING SECTION CHIEF

The Planning Section Chief is accountable for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to:

- Understand the current situation
- Predict the probable course of incident events
- Prepare alternative strategies for the incident
- Complete the Situation Report (SitRep) (template at end of this annex)
- Complete the Incident Action Plan (IAP) (cover sheet at end of this annex)

The Planning Section Chief provides/receives input to/from the Incident Commander and the Operations Section Chief in preparing the IAP. The Planning Section Chief oversees all Units and Specialists within the Planning Section. The Situation & Resources Unit and Specialists (i.e., Emergency Operations (EOPS) & Yellow Packets, Communications & Information Technology, Procurement, SCADA, GIS, Hydrologic Data, Food & Supply, and Human Resources) comprise the Planning Section.

The major responsibilities of the Planning Section Chief include:

1. Review common responsibilities.
2. Work closely with the Operations Section Chief and the IC in formulating the best possible picture of the current situation and in determining the incident strategy and tactical objectives.
3. The IC will activate the Emergency Operations Center (EOC) and Emergency Operations Organization (EOO) staff - the Planning Section Chief will coordinate the activation. Sequence of events may include:
 - Event detected – progression monitored.
 - If the incident is a weather event, a District Situation Report (SitRep) will be sent daily to senior staff via email or Groove by about 1400 hrs - after the 1100 hrs National Weather Service advisory and the 1115 hrs SEOC conference call.
 - The SitRep will include:
 - Current event situation
 - State actions
 - District actions
 - Latest Hurrevac forecast track (if weather event)
 - Latest National Hurricane Center advisory (if weather event)

- As each Section/Group/Unit is activated, the Planning Section Chief will ensure that the other Chiefs and Group/Unit Leaders are briefed and adequately equipped to perform their EOO functions at their assignment locations.
4. Staff, organize and supervise the Planning Section.
 5. Assign Specialists, as needed.
 6. Monitor the Florida Division of Emergency Management's web-based, mission tracking database, EM Constellation, for District mission assignments. IC approval is needed prior to delegation of the mission to the EOO.
 7. Monitor any emergency communications sent via the EMnet.
 8. Assemble information, from Operations and Specialists, on alternative strategies.
 9. Report any significant changes in incident status; compile and distribute incident status information.
 10. Coordinate and chair planning meetings and participate in other meetings as required.
 11. The Planning Meeting fine tunes event objectives and priorities, identifies and solves problems, and defines work assignments and responsibilities on a completed ICS-215 form (Operational Planning Worksheet). One Planning Meeting will be conducted per day, normally held between 1600-1800 hrs. The IAP developed via this meeting will be used for the next day's operational period (0700 – 1900 hrs).
 12. Coordinate with the IC to complete the Incident Objectives form (ICS-202) for the next operational period, should there be changes.
 13. Prepare the IAP per direction from the IC and Operations Section Chief.
 14. The IAP is comprised of:
 - ICS Forms 201 (Incident Briefing), 202 (Incident Objectives), 203 (Organization Assignment List), 205 (Incident Communications Plan), and 206 (Medical & Safety Plan), and any other plans or documents as needed
 - Contains specific tactical actions needed for the next operational period (i.e., to do list)
 - Outlines and directs/coordinates all incident or event operations
 - Documents personnel accountability procedures
 15. Any deviation from the IAP must be approved by both the Operations Section Chief and the IC.
 16. Establish information requirements (what forms need to be completed for use in preparing the IAP) and deadlines to submit them for all EOO organizational elements.
 17. Ensure the IAP is distributed to all incident personnel.
 18. Assign appropriate resources (human and equipment) for the proper response.
 19. Supervise the tracking of all resources through the Situation/Resources Unit.

20. Determine the need for any specialized resources in support of the incident; oversee specialized resources.
21. Identify resources needed to implement alternative strategies.
22. Oversee preparation and implementation of demobilization.
23. Complete daily Activity Log (ICS-214).
24. Develop and maintain a Planning Section Suggested Operating Guideline to be used for training and as a reference during events.

SITUATION & RESOURCES UNIT LEADER

The Situation & Resources Unit Leader is responsible for the collection, processing and organization of all incident information and for maintaining the status of all assigned resources (personnel and equipment) at an incident. Resource tracking is achieved by overseeing the check-in/check-out of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all incident resources.

The major responsibilities of the Situation & Resources Unit Leader include:

1. Review common responsibilities.
2. Review common Unit Leader responsibilities.
3. Maintain close communication with the Planning Section Chief.
4. Establish the check-in procedures at incident location, Incident Command Post, and/or Emergency Operations Center and work to achieve total accountability and tracking of all incident resources (personnel and equipment).
5. Prepare Organization Assignment Lists (ICS-203, ICS-203a).
6. Participate in daily planning meetings and assist the Planning and Operations Section Chiefs with the completion of ICS-215 (Operational Planning Worksheet) during the planning meeting. The Unit will use this form to track/order needed resources.
7. Track resource status as Assigned, Available, or Out of Service.
8. Maintain and post the current status and location of all resources.
9. Maintain master roster of all resources checked in at the incident.
10. Begin collection and analysis of incident data as soon as possible.
11. Prepare, post, or disseminate resource and situation status information as required.
12. Coordinate with Planning Section Specialists as they are needed.
13. Complete daily Activity Log (ICS-214).
14. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

SPECIALISTS

These personnel have specialized knowledge and expertise and are activated only when needed. Specialists normally function within the Planning Section but can work in any Section depending on the need. Specialists, for the most part, perform the same duties during an incident as they do in their day-to-day jobs. At the District, EOPS & Yellow Packets, Communications & Information Technology, Procurement, SCADA, GIS, Hydrologic Data, Food & Supply, and Human Resources specialists have been identified.

EOPS & Yellow Packets Specialist

- Yellow Packets are travel folders (yellow in color) containing all forms (i.e., timesheet, vehicle/equipment utilization, travel voucher, and P-card envelope) that must be completed by EOPS personnel to track expenditures related to an emergency event. The EOPS & Yellow Packets Specialists have extensive knowledge of the District's financial accounting system and assist the Cost Unit with training prior-to an event and distribution of packets during an event.
- Will ensure that the completed packets are submitted to the Cost Unit when timesheets are due and that they are audited by Finance prior to finalization.

Communications & Information Technology Specialist

- Is responsible for testing of communications equipment and oversight of maintenance and repair of communications equipment, in coordination with the Dispatcher Group.
- Assist the Dispatcher Group with the implementation of the Incident Communications Plan (ICS-205).
- Provide technical information to incident personnel on:
 - Use of radio equipment
 - Adequacy of communications systems currently in operation; equipment capabilities/limitations
 - Geographic limitations of communications systems
- Provide the EOC and EOO with priority IT assistance, as needed.

Procurement Specialist

- Is responsible for reviewing incident needs and determining any special procedures.
- Prepare and authorize contracts and lease agreements.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Operations and Planning Sections and the supply vendors.
- Maintain proper records/accounting.
- Interpret contracts and agreements; resolve disputes.
- Complete final processing of contracts and send documents for payment.

- Brief the Planning Section Chief on current problems and recommendations, outstanding issues and follow-up requirements.

SCADA Specialist

- Is responsible for operating and maintaining the District's Supervisory Control and Data Acquisition (SCADA) system (used to perform data collection and operational control tasks at remote sites).
- Deploy field staff, as conditions permit, to make necessary repairs to radio or data logging equipment.
- Coordinate with the Structure Operations Group and report problems to the Structure Operations Group Supervisor and/or the Operations Section Chief.

Geographic Information System (GIS) Specialist

- Is responsible for gathering and compiling updated incident information and providing various map products.
- Coordinate with the Situation & Resources Unit to ensure accurate and rapid dissemination of incident information.
- Participate in briefings and daily planning meetings, as needed.

Hydrologic Data Specialist

- Is responsible for designing, installing, and maintaining data collection sites in support of the District's resource monitoring and technical analysis.
- Provide staff with accurate and reliable data used to determine proper structure operations, critical during extreme weather events.
- Participate in briefings and daily planning meetings, as needed.

Food & Supply Specialist

- Is responsible for supplying the food, water, and office supply needs of all incident personnel regardless of assignment location.
- Order office supplies; receives, stores, and distributes all supplies for the incident; and maintains an inventory of incident supplies.
- Review the Incident Action Plan to determine personnel assignment locations and anticipate food/supply needs.
- Determine food, water, and ice requirements.
- Coordinate contracts and orders with the Procurement Specialist.
- Receive and respond to requests for food/supplies.
- Determine the method of food distribution to best fit each facility or situation.

- Obtain necessary equipment and supplies.
- Ensure that sufficient potable water is available to meet all incident needs.
- Ensure that all appropriate food health and safety measures are being followed.

Human Resources Specialist

- Is responsible for providing direct human resources services to response personnel, including ensuring compliance with all labor-related laws and regulations.
- Provide a point of contact for incident personnel to discuss human resource issues.
- Participate in daily briefings and planning meetings to provide appropriate human resource information.
- Coordinate with the District Information Officer in order to prepare and disseminate informational notifications to District personnel via the District Emergency Information Hotline, District incident management software, District email, District Internet/Intranet sites, and/or the web-based Voiceshot Rapid Notification Service.
- Post human resource information, as needed.
- Maintain employee skills/special training information database and coordinate its use with the Situation & Resources Unit Leader.
- Receive and address reports of inappropriate acts or conditions through appropriate lines of authority.

1. Incident Name	2. Operational Period of IAP (Date / Time) From: _____ To: _____	SWFWMD IAP COVER SHEET
3. Approved by: Incident Commander: _____ Planning Section Chief: _____ Operations Section Chief: _____ Logistics Section Chief: _____ Finance Section Chief: _____ _____: _____ _____: _____		
<div style="text-align: center;">INCIDENT ACTION PLAN</div> <p style="text-align: center;">The items checked below are included in this Incident Action Plan</p> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-201 (Incident Briefing) </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-202 (Incident Objectives) </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-203 (Organization Assignment List) </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-205 (Communications Plan) </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-206 (Medical & Safety Plan) </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-_____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-_____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS-_____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> _____ </div>		

Southwest Florida
Water Management District



Headquarters

2379 Broad Street
Brooksville, FL 34604
(352) 796-7211
1-800-423-1476
SUNCOM 628-4150

Bartow Service Office

170 Century Blvd.
Bartow, FL 33830
(863) 534-1448
1-800-492-7862
SUNCOM 572-6200

Tampa Service Office

7601 Highway 301 N.
Tampa, FL 33637
(813) 985-7481
1-800-836-0797
SUNCOM 578-2070

Sarasota Service Office

6750 Fruitville Road
Sarasota, FL 34240
(941) 377-3722
1-800-320-3503
SUNCOM 531-6900

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
EMERGENCY OPERATIONS CENTER ACTIVATION LEVEL _____
SITUATION REPORT # _____
Tropical Storm/Hurricane _____
Date, Time _____

CURRENT SITUATION

STATE ACTIONS

SWFWMD ACTIONS

HURREVAC FORECAST TRACK

NATIONAL HURRICANE CENTER ADVISORY

SWFWMD Major Structures Operational Status:

Structure	Date/Time	Structure Position	Operator	Comments
Medard Reservoir (Hillsborough County)				
Flint Creek (Lk. Thonotosassa) (Hillsborough County)				
S-160 (Tampa Bypass Canal) (Hillsborough County)				
S-161 (Tampa Bypass Canal) (Hillsborough County)				
Channel A (Hillsborough County)				
Channel G (Hillsborough County)				
Lake Pretty (Hillsborough County)				
S-551 (Lake Tarpon) (Pinellas County)				
S-353 (Tsala Apopka Chain) (Citrus County)				
Inglis Main Dam (Citrus & Levy Counties)				
Inglis Bypass Dam (Levy County)				

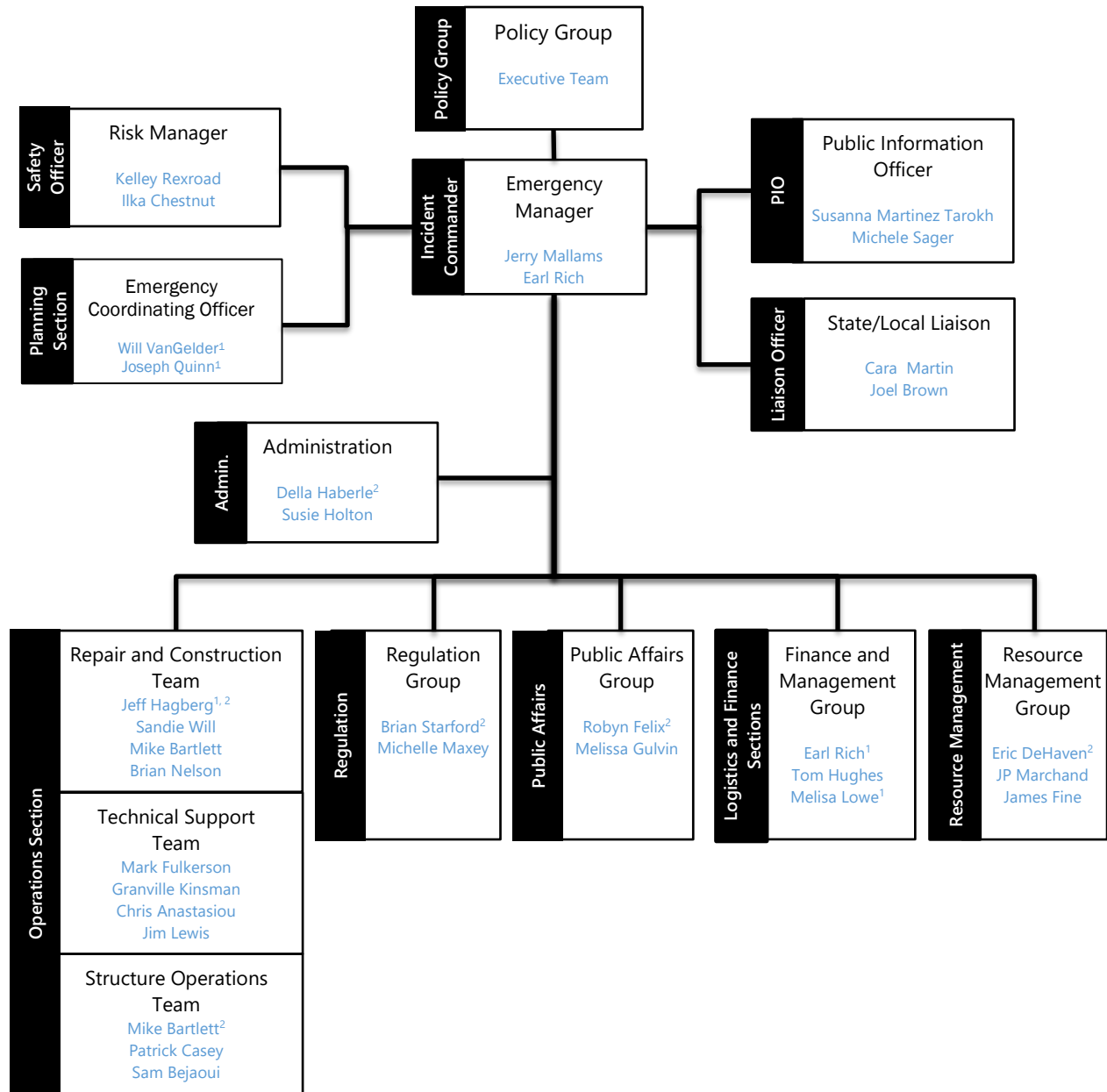
Wysong Lock & Dam (Citrus & Sumter Counties)				
G-90 (Highlands County)				
Peace River Basin Structures (Polk County)				

Comprehensive Emergency Management Plan

Annex H

Logistics Section

Emergency Operation Organization



1. Section Chief
2. Group Leader

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST**

1. Incident Name

2. Date

3. Time

4. Operational Period

POSITION

NAME/CONTACT NUMBER

SWFWMD Position

5. Command Staff**Incident Commander**

Jerry Mallams and Earl Rich

No specific Position(s)

Information Officer

Susanna Martinez Tarokh and Michele Sager

Public Information Officer

Safety Officer

Kelley Rexroad and Ilka Chestnut

Liaison Officers

Cara Martin and Joel Brown

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Technical Support Group

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Prepared by (Name and Position):

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2. Be proficient in GROOVE (the District's incident management software through FY2013 – a replacement application is currently under review).
3. Attend training, conducted by the Cost Unit and Planning Section Specialists, which details how to complete the paperwork contained in the emergency event "Yellow Packet" (i.e., timesheet, travel voucher, vehicle utilization, etc.).
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 - Reporting time and location
 - Travel instructions/preparations
 - Any special communications instructions (e.g., 2-way radio channel, etc.)
5. Upon arrival, check in at the:
 - Incident Command Post (ICP) or,
 - Emergency Operations Center (EOC) or,
 - In the field - check in with the Group Supervisor or OPS Section Chief
6. Receive briefing from immediate supervisor and from staff being relieved.
7. Acquire work materials.
8. EOO Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
9. EOO Supervisors shall organize and brief their assigned personnel.
10. Use clear text (i.e., no 10-codes) in all radio communications (see radio use guide placed in all District vehicles for detailed information).
11. Complete all required forms (all ICS forms are presented in Annex K) and reports and submit to Section Chief or IC. All required forms except ICS-214 (Daily Activity Log) and ICS-215 (Operational Planning Worksheet) are to be completed prior to the daily Planning Meeting (normally held between 1600-1800 hrs). One ICS-214 must be completed for each Section/Unit/Group/Specialist at the end of each operational period and ICS-215 is completed by the Operations Section Chief during the Planning Meeting.
12. Demobilize when directed.

UNIT LEADER COMMON RESPONSIBILITIES

A number of the Unit Leader's responsibilities are common to all units in all sections of the organization. Common Unit Leader responsibilities include:

1. Review Common Responsibilities.
2. Upon check-in, receive briefing from Incident Commander or Section Chief, and from Unit Leader being relieved.
3. Participate in daily planning meetings, as needed.
4. Determine the current status of Unit activities and personnel.
5. Determine Unit resource needs and order additional resources through the Situation & Resources Unit.
6. Conduct briefings, as needed.
7. Assign specific duties to staff; supervise staff.
8. Develop and implement accountability, safety, and security measures for Unit personnel and resources.
9. Supervise demobilization of Unit including storage of equipment.
10. Complete daily Activity Log (ICS-214).
11. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

LOGISTICS SECTION

Logistics Section Chief

The Logistics Section meets support needs for the incident, including ordering resources. It provides facilities, transportation, and equipment maintenance and fueling for incident personnel. The Logistics Section Chief participates in the development and implementation of the IAP and activates and supervises the Unit within the Section (i.e., Facilities, Equipment & Security Unit).

The major responsibilities of the Logistics Section Chief include:

1. Review common responsibilities.
2. Assign work locations and preliminary work tasks to Section personnel.
3. Notify the Situation & Resources Unit of the names and locations of assigned Section personnel.
4. Maintain close communication with the Situation & Resources Unit.
5. Meet with Section staff for briefings, as needed.
6. Participate in the daily Planning Meeting and in the preparation of the IAP.
7. Review the Operational Planning Worksheet (ICS-215) and estimate Logistics Section needs for the next operational period.
8. Advise on current Logistics Section capabilities and resource availability and estimate future requirements.
9. Ensure general welfare and safety of all Logistics Section personnel.
10. Assist Planning Section with demobilization.
11. Complete daily Activity Log (ICS-214).
12. Develop and maintain a Logistics Section Suggested Operating Guideline to be used for Section training and as a reference during events.

Facilities, Equipment & Security Unit Leader

The Facilities, Equipment & Security Unit Leader is primarily responsible for the maintenance, management, set-up, and activation of incident facilities (e.g., Incident Command Post, alternate operating locations, staging areas) as well as any security services required to support incident operations. This Unit provides for the sleeping and sanitation needs of incident personnel managing all incident facilities and also provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

The major responsibilities of the Facilities, Equipment & Security Unit Leader include:

1. Review common responsibilities.
2. Review common Unit Leader responsibilities.
3. Obtain briefing from the Logistics Section Chief.
4. Review the IAP.
5. Coordinate with the Operations and Planning Section Chiefs to determine locations suitable for incident support facilities and secure permission to use through appropriate means.
6. Determine requirements for each facility; activate and prepare incident facilities; provide sleeping and sanitary facilities, as needed.
7. Ensure that all facilities are maintained in a clean, orderly and safe manner.
8. Provide security services to protect incident personnel and equipment, as needed.
9. Provide facility maintenance services (sanitation, lighting, trash removal, etc.).
10. Coordinate with Planning Section when demobilizing incident facilities.
11. Maintain facility records.
12. Complete NIMS Resource Typing, by capacity and capability, of all District equipment per NIMS Standards and update annually (NIMS requirement).

13. Review the IAP to determine locations for assigned resources, staging area locations, and fueling and service requirements for all resources.
14. Obtain all necessary equipment and associated supplies.
15. Provide maintenance and fueling according to schedule.
16. Provide transportation and support vehicles for incident use.
17. Inspect equipment and ensure proper working condition.
18. Coordinate with the Dispatcher Group to ensure all 2-way radio equipment is in proper working condition.
19. Ensure supplies (e.g., gasoline, diesel, oil and parts) needed to maintain equipment in an efficient operating condition are available.
20. Review the Operational Planning Worksheet (ICS-215) and coordinate with the Situation & Resources Unit Leader to determine equipment needs.
21. Maintain equipment rental records.
22. Maintain equipment service and use records.
23. Check all service repair areas to ensure that all appropriate safety measures are being taken.
24. Complete daily Activity Log (ICS-214).
25. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

Resource:						
Category:		Public Works and Engineering (ESF #3)			Dump Trailer	
Minimum Capabilities:		TYPE I		TYPE II	Kind:	Equipment 2086,2082
Component	Metric					
Description		Dump Trailer # 2086		H/D Dump Trailer # 2082	Triple Crown Dump Trl # 2108	
Length	FT	32		14	14	
Side Height	FT	5		2	2	
Gate Height	FT	5		2	2	
Body Width	FT	8		7	7	
Side Ladders		driver side/rear outside		N/A	N/A	
Brakes		ABS		Electric	Electric	
Floor		250-Inch high tensile steel		250-Inch high tensile steel	250-Inch high tensile steel	
Hydraulic Hoist		8-inch, 5-stage, 250-inch		4-inch, single stage, 28.5-inch	Single Cylinder	
Tarp System		Electric flip tarp w/84-inch black mesh x 34-inch w/reinf web		Tarp kit	Tarp Kit (manual)	
Controls		Cab mounted		Remote on trailer	Remote	

Resource:						
Category:		Public Works and Engineering (ESF #3)			Dump Truck-Off Road	
Minimum Capabilities:		TYPE I		TYPE II		Equipment #2080
Component	Metric					TYPE IV
Description		JCB Articulated Dump Trk 250D Turbo Chrg 494Cl Eng				OTHER
Gross Power	kw/hp	268 SAE (200 kw)				
Net Power	kw/hp	258 SAE (192 kw)				
Maximum Torque	N/m/1070	789 lb-ft (1070 Nm) at 1,200 - 1,400 rpm				
Operating Empty Weight	kg/lbs	17,700/39,021				
Body Weight	tons	25				
Capacity	cy	18				
Payload Capacity	lb	28,968				
Transmission (forward 1- 6)	mph/km/h	4.2/6.7 to 31.3/50.4				
Transmission (reverse)	mph/km/h	4.9/7.9				
Fuel Tank (Diesel))	L/gal	340/90				
Cooling System	L/gal	26.5/7				
Steering System	angle lock-lock turn	45 degrees side to side 4.1				

Resource: Dump Truck-On Road						
Category:		Public Works and Engineering (ESF #3)			Kind:	
Minimum Capabilities:		TYPE I			Equipment: #2087, #2094, #2100	
Component	Metric	TYPE II			TYPE IV	OTHER
Description		Mack Dump Truck 4x6 CV713 Tandem Axle			Mack Dump Truck Tri-Axle	
Equipment		G.V.W.R 64,000 Capacity 17-19 Yards Stopping Distance Capacity 18 - 20 Yards material and debris			G.V.W.R 64,000 Capacity 18 - 20 Yards material and debris	
Transmission TM308		Diesel Powered 6-speed automatic Allison Trans- mission-4500RDS Ratios low/high 4.70/0.67			Diesel Powered 6-Speed automatic Allison Trans- mission- 4500 RDS Ratios low/high 4.70/0.67	
Engine		Mack, AMI-300 ASET			Mack MP-7	
Front Axle FAW12	lb/kg	12,000/5,443 capacity			18000 lb	
Rear Axle SS38R	lb/kg	38,000/17,237 capacity			10433 lb	
Length		27.5+			27.5	
Width		9.5+			9.5	
Brakes		ABS			ABS	
Fuel (Diesel)	Gallon	150			150	

Resource: Flat Bed Trailer Truck					
Category:	Public Works and Engineering (ESF #3)		Kind:	Equipment # 2081, #2083, #2105	
Minimum Capabilities:	TYPE I		TYPE III		TYPE IV
Component	Metric		TYPE II		OTHER
Description	8 5x25 Tandem Dual 20-ft deck 5-ft dove tail		8x16 Flat Bed + 4-ft Dove tail		8 5x25 Flat Bed Tow Behind
Equipment	20,000 -lbs GVW Self cleaning dove tail Pintle hook hitch Tandem dual oil bath axles Electric brakes 7-Way blade style plug Tires-235/85/D16 10,000-lbs Jack		8,000-lbs Dexter Axles Poly toolbox 2,500 lbs Winch 2-inch Pressure treated pine deck Sliding 6-inch strap downs Deck-over center members are at Maximum 12-inch I-beam the deck-over cross members are 3-inch channel with 2x3x3/16 the deck-over ramps are 5 feet with 5-inch channel Electric brakes 8 lug wheels Tires-235/80/R16		40,000 - lbs Tool Box 12,000 lb Winch Rubber Flooring ABS System w/Spring Brakes 36"x8' Elec/Hyd Wood Ramps Tires 215-75R17.5 Hyd. Parking Jack 10 Stud Wheels

Resource:					
Category:		Public Works and Engineering (ESF #3)		Hydraulic Excavator (medium)	
Minimum Capabilities:		Equipment # 2076		Equipment # 2076	
Component	Metric	TYPE I	TYPE II	TYPE III	TYPE IV
Description		Walking Excavator Kaiser S2-4			OTHER
Equipment		Diesel engine 125hp at 1,900 rpm Diesel fuel capacity 100 gal Cabin steel construction ROPS safety system Hydraulic cab tilt Four triple reduction wheel drives with multi disk, wet brake sun gear disengagement device for free wheel capacity, 50% grade ability speed up to 6-mph front & rear tires 52 x 20.5-20			
Front leg spread		Swing torque 48kNm (min-32,500 ft lbs)			
Rear leg spread		8-17 (drivable) 6.5-14.5 (drivable)			
Water Depth to leg		plus/minus 6-feet			
Water Depth to turntable		plus/minus 9-feet			
Boom Break out Tensile		Lifting power minimum (ISO 6015 rated) Min-74 kN (ISO 6015 rated) Min-89 kN			
Hoe Reach Arm/Bracket		Max-26-ft, Dig Depth-max-19-ft Excav Hght-max-33-ft, Dischg hght-max-27-ft, telescope max- 4.5-ft, 360 swivel rad-max-8.5-ft			

Resource:						
Track Dozer						
Category:	Public Works and Engineering (ESF #3)			Kind:	Equipment #2010, 2036, 2050, 2106	
Minimum Capabilities:		TYPE I		TYPE II		TYPE III
Component						OTHER
	Metric					
Description		(2) John Deere Dozer 650H-LGP		(1) John Deere Dozer 750C-LGP	(1) John Deere Dozer 650J-LPG	
Rated Power		2,200 RPM		2,100 RPM	2,200 RPM	
SAE Operating weight				All-Hydraulic (PAT) DZ		
		19,750-lb/(8977 kg)		36,576-lb/16,625 kg	19,750-lb/(8977 kg)	
Track shoes	lb/kg	19,100/8,660		42 each	40 each	
Blade capacity		2.29 cyd(1.75 m3)		4.84 cyd/3.70 m3	2.57 cyd/1.96 m3	
Digging depth	in/mm	19.7/500		33.4/848	19.7/500	
Height	in/mm	109/2,768		120.7/3,065	109/2,769	
Ground clearance	single bar	14.3/363		14.6/371	14.3/363	
	swamp shoes	15.1/384		add 2.6-in/66-mm		
Total tilt	in/mm	15.7/399		19.1/484	15.7/399	
Blade lift height	in/mm	32.2/819		35.4/899	32.2/818	
Track length grd	in/mm	87/2,210		109.5/2,781	92/2,337	
Overall length	in/mm	160/4,064		195.1/4,956 / 197.3/5,011	167/4,242	
4000S Winch	lb/kg	1,437/653			1,437/653	
Fuel capacity	gal/l	47/178		74/280	47/178	
Blade angle	Degrees	22.2		24	22.2	
Angled width	in/mm	107.9/2,742		139.4/3,541	107/2,705	
Cut reach	in/mm	0.4/10		5.7/144	0.2/2,464	
Width over track	in/mm	97/2,464		116/2,946	97/2,464	
Cast reach	in/mm	10.5/267		14.4/366	111/236	

Resource:							
Category:			Kind:				
Minimum Capabilities:			Equipment- 876, 2056, 2087, 2105				
Component	Metric		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
Description			DLBT50-3 Wallace Lowboy Trailer	Interstate Trailer Lowboy DGN50	Rolls Rite Goose Neck Trlr	Easy Loader 20XPT Trailer	
Capacity	Tons		50	50	7	20	
Overall Length	Ft		54.2	55.1	20 + 5 s/c dovetail	31	
Main deck length	Ft		48.7	24	20	25	
Arch Hitch Length Hitch Length	In		91	82			76
Arch Hitch Height Hitch Height	In		50	50			34
Upper Deck Length	Ft/in		10.10	10.10			21
Rear Deck Length	Ft/in		19.3	19.3			4
Slope			17	17			10
Width	Ft		9.11	9	8.5		8.5
Platform			8.5x24	8.5x24	8.5x20		8.5x20
Axles			3 (25,000)	3(25,000)	2(7,000)		2(20,000)
Brakes			Air brakes	Air brakes	Electric brakes		Air brakes
Tire size			255/70R	255/70R	235/80R		215/75R
Load range			F	F	E		H
Rim size			22.5	22.5	18		17.5

Resource:						
Category:			Public Works and Engineering (ESF #3)		Water Truck	
Minimum Capabilities:			TYPE I		TYPE II	
Component			Metric		Kind:	
Description			TYPE I		TYPE III	
			Sterling Water Tanker		TYPE IV	
			Tandem Axle		OTHER	
GVWR	LB		54,000			
Gallons			3,000			
			Diesel powered 350 horsepower Allison 4500 RDS automatic w/PTO provisions and auxiliary cooler. ABS equipped, Rockwell "Q" type "S" cam air brakes with automatic slack adjustment. Engine mounted, air brake compressor for brakes 14.0 cfm.			

Resource: Wheel Dozer						
Category:		Public Works and Engineering (ESF #3)			Equipment- #2025, 2071	
Minimum Capabilities:		TYPE I		TYPE II	TYPE III	TYPE IV
Component	Metric					OTHER
Description		Supertrak SK Foster 4 Wheel drive		Cat 525C SP Wheel Skidder		
Gross Power	HP	300		196		
Est. Operating Weight	LB	38,000		39,045		
Blade Height	FT/IN	9		54.4		
Width	KG/IN	138-in		133.8		
Length	IN	25-ft		329.49		
Decking Blade dig depth	FT/IN			17.95		
Ground Clearance	IN	25		22.9		
Arch (single Function) Reach highest	IN	9 132		84.2		
Arch (dual function) Reach highest	IN			108.9		
Drum Capacity (winch) (7/8 Cable)	FT	105		105		
Fuel Tank (Diesel)	Gallon	120		83.2		

Wheel Loader (Med)						
Resource:		Public Works and Engineering (ESF #3)				
Category:		Kind:				
Minimum Capabilities:		Equipment- #2081, 2077				
Component	Metric	TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
Description		(2) John Deere 544J Wheel Loader				
Bucket Capacity	cy	3				
Peak Net	Horsepower	167				
Full Turn Tipping load	lb	18,320				
Breakout Force	lb	18,968				
Operating weight	lb	30,459				
Fuel Capacity (Diesel)	Gallon	85				

Resource: Generator						
Category:	Public Works and Engineering (ESF #3)			Kind:	Equipment # 2068, 3124	
Minimum Capabilities:	TYPE I			TYPE II	TYPE III	TYPE IV
Component	Metric			OTHER		
Description	Kohler 60 KCR			Onan		
KW	60			20		
Engine	Diesel driven					
Fuel	Diesel			Dieseltank		
Mobile	Trailer mounted			Trailer mounted		
	3 phase 120/208 volt 1 phase 240 volt			3 Phase 120-240V		

Resource: (Engine, Fire (Pumper)									
Category:		Firefighting (ESF #4)		Kind:		Equipment- Unimogs & Pickup Trucks			
Minimum Capabilities:		TYPE I		TYPE II		TYPE III		TYPE IV	
Component	Metric	TYPE I		TYPE II		TYPE III		TYPE IV	
Description									
# 2065 & 2072 #1131,1132,1180, 1246 ,1223, 1322									
Pump Rating	GPM PSI							Unimog (4x4) 50 100 30 100	
Tank Capacity Range	Gallons							400-750 150-400	
Hose, 2 1/2"	Feet								
Hose, 1 1/2"	Feet							300 300	
Hose, 1"	Feet							300 300	
Ladders									
Master Stream (GPM)									
Personnel (Minimum)								1 2	

Various High Capacity Pumps									
Category	Minimum Capacity (gpm)	Flow (ft)	Pump Equipment -						
Component	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)	Flow (ft)
Description P1	3-inch diesel pump with 60 gallon fuel tank, 11.5 hp, 1500 rpm, 2,500 lbs. Capable of 2,500 gpm at 2,100 ft of head. Fuel line to run at 15 ft of head. 1,200 to 1,500 ft of head. 1,200 to 1,500 ft of head.								
Description P2	3" by 3" automatic dry-priming pump with 34 gallon fuel tank, 11.5 hp, 1500 rpm, 2,500 lbs. Capable of 2,500 gpm at 2,100 ft of head. Fuel line to run at 15 ft of head. 1,200 to 1,500 ft of head. 1,200 to 1,500 ft of head.								



P1

Moving Water Industries

PRIMERITE™ CTO08
8" x 8" Automatic Dry Priming Pump

Applications

- Construction Dewatering
- Sewage Bypass
- Flood Drainage
- Mining/Quarries
- Municipal
- General Industrial

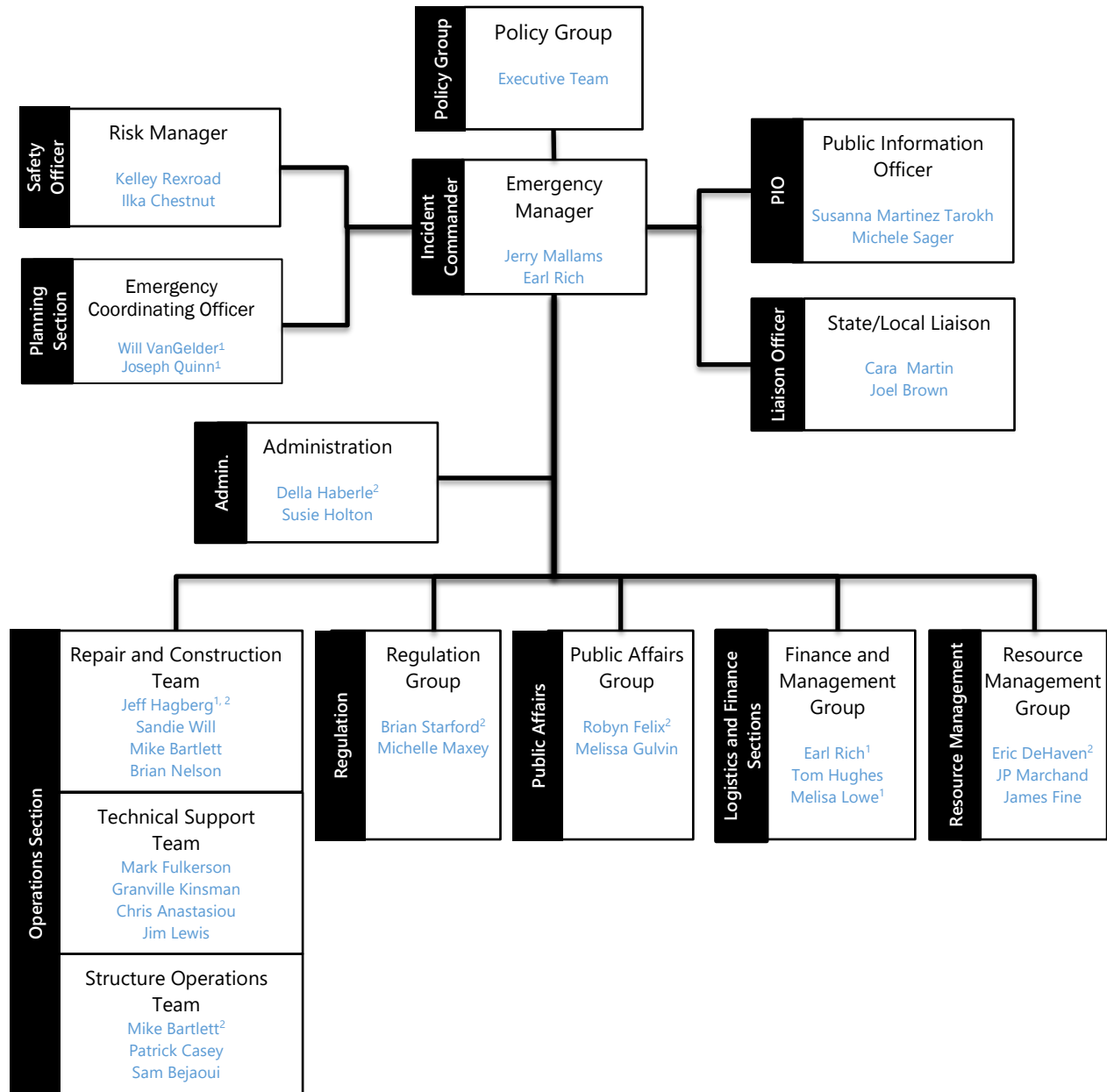
P2

Comprehensive Emergency Management Plan

Annex I

Finance Section

Emergency Operation Organization



1. Section Chief
2. Group Leader

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST****1. Incident Name****2. Date****3. Time****4. Operational Period****POSITION****NAME/CONTACT NUMBER****SWFWMD Position****5. Command Staff****Incident Commander**

Jerry Mallams and Earl Rich

No specific Position(s)

Information Officer

Susanna Martinez Tarokh and Michele Sager

Public Information Officer

Safety Officer

Kelley Rexroad and Ilka Chestnut

Liaison Officers

Cara Martin and Joel Brown

+

6. Operations Section**Chief**

Jeff Hagberg

Field Operations Manager

Repair and Construction Group

Jeff Hagberg

Field Operations Manager

Engineering & Debris Management Group

(non-EOO) Jeff Hagberg

Field Operations Manager

Technical Support Group

No Group Lead; Each member is an individual SME

No Specific Position(s)

Structure Operations Group

Mike Bartlett

Dispatcher Group

(Non-EOO) Della Haberle

7. Planning Section**Chief**

Will VanGelder and Joseph Quinn (also ECOs)

No specific Position(s)

Public Affairs**Chief**

Robyn Felix

Communications and Board Services BC

Resource Management**Chief**

Eric DeHaven

Assistant Division Director Resource Management

Regulatory Section**Chief**

Brian Starford

Assistant Division Director Resource Regulation

8. Logistics Section**Chief**

Earl Rich

General Services Bureau Chief

9. Finance Section**Chief**

Melisa Lowe

Finance Bureau Chief

Prepared by (Name and Position):

COMMON RESPONSIBILITIES

The following responsibilities are applicable to all District emergency operations (EOPS) personnel:

1. Read and be familiar with the District's Comprehensive Emergency Management Plan (CEMP).
2. Be proficient in GROOVE (the District's incident management software through FY2013 – a replacement application is currently under review).
3. Attend training, conducted by the Cost Unit and Planning Section Specialists, which details how to complete the paperwork contained in the emergency event "Yellow Packet" (i.e., timesheet, travel voucher, vehicle utilization, etc.).
4. Receive assignment which will include;
 - Emergency Operations Organization (EOO) position assignment/title
 - Reporting time and location
 - Travel instructions/preparations
 - Any special communications instructions (e.g., 2-way radio channel, etc.)
5. Upon arrival, check in at the:
 - Incident Command Post (ICP) or,
 - Emergency Operations Center (EOC) or,
 - In the field - check in with the Group Supervisor or OPS Section Chief
6. Receive briefing from immediate supervisor and from staff being relieved.
7. Acquire work materials.
8. EOO Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
9. EOO Supervisors shall organize and brief their assigned personnel.
10. Use clear text (i.e., no 10-codes) in all radio communications (see radio use guide placed in all District vehicles for detailed information).
11. Complete all required forms (all ICS forms are presented in Annex K) and reports and submit to Section Chief or IC. All required forms except ICS-214 (Daily Activity Log) and ICS-215 (Operational Planning Worksheet) are to be completed prior to the daily Planning Meeting (normally held between 1600-1800 hrs). One ICS-214 must be completed for each Section/Unit/Group/Specialist at the end of each operational period and ICS-215 is completed by the Operations Section Chief during the Planning Meeting.
12. Demobilize when directed.

UNIT LEADER COMMON RESPONSIBILITIES

A number of the Unit Leader's responsibilities are common to all units in all sections of the organization. Common Unit Leader responsibilities include:

1. Review Common Responsibilities.
2. Upon check-in, receive briefing from Incident Commander or Section Chief, and from Unit Leader being relieved.
3. Participate in daily planning meetings, as needed.
4. Determine current status of Unit activities and personnel.
5. Determine Unit resource needs and order additional resources through the Situation & Resources Unit.
6. Conduct briefings, as needed.
7. Assign specific duties to staff; supervise staff.
8. Develop and implement accountability, safety, and security measures for Unit personnel and resources.
9. Supervise demobilization of Unit including storage of equipment.
10. Complete daily Activity Log (ICS-214).
11. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

FINANCE SECTION

FINANCE SECTION CHIEF

The Finance Section Chief is responsible for overseeing financial reimbursement (Public Assistance program), cost/expenditure tracking (Yellow Packets), cost analysis, and financial/operations record reconciliation activities. The Finance Section Chief activates and supervises the Cost Unit.

The major responsibilities of the Finance Section Chief include:

1. Review common responsibilities.
2. Assign work locations and preliminary work tasks to Section personnel.
3. Notify the Situation & Resources Unit of the names and locations of assigned Section personnel.
4. Maintain close communication with all Section Chiefs.
5. Meet with Finance Section staff for briefings, as needed.
6. Manage all financial aspects of the incident.
7. Brief IC on all incident-related financial issues needing attention or follow-up.
8. Participate in the daily Planning Meeting.
9. Complete daily Activity Log (ICS-214).
10. Develop and maintain a Finance Section Suggested Operating Guideline to be used for Section training and as a reference during events.

COST UNIT LEADER

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident and also overseeing the cost reimbursement process through FEMA's Public Assistance grant program.

The major responsibilities of the Cost Unit Leader include:

1. Review common responsibilities.
2. Review common Unit Leader responsibilities.
3. Obtain briefing from the Finance Section Chief; establish cost reporting procedures.
4. Collect and record all cost data; provide financial and cost analysis information as requested.
5. Provide regular incident cost estimates to the SEOC, as requested by the State's Finance Chief; develop incident cost summaries.
6. Make cost-saving recommendations to the Finance Section Chief.
7. Plan for continued payroll payments to staff; identify cash needs.
8. Gather pertinent information from briefings with cooperating agencies, (e.g., FEMA, NRCS, and Counties).
9. Coordinate with the EOPS & Yellow Packets Specialist to ensure that all personnel emergency event forms contained within travel "Yellow Packets" are accurately completed.
10. Compile and file all necessary applications, forms and other documentation required for expenditure reimbursement via FEMA's Public Assistance grant program; be proficient in use of FDEM's web-based application, FloridaPA.
11. Complete daily Activity Log (ICS-214).
12. Develop and maintain a Unit Suggested Operating Guideline to be used for Unit training and as a reference during events.

Comprehensive Emergency Management Plan

Annex J

Mutual Aid Agreements

MUTUAL AID AGREEMENTS

1. Statewide Mutual Aid Agreement (Original - July 31, 2000)
2. Statewide Mutual Aid Agreement (Revised - August 20, 2007)
3. Statewide Mutual Aid Agreement (SMAA) (2018)
4. Florida Water Management Districts Mutual Aid Agreement for Catastrophic Emergency Response/Recovery
5. Memorandum of Understanding between SWFWMD and Hernando County for Catastrophic Emergency Operations
6. Memorandum of Understanding between SWFWMD and Tampa Bay Water for Catastrophic Emergency Operations
7. Cooperative Fire Protection Agreement between Department of Agriculture and Consumer Services Division of Forestry and SWFWMD



July 31, 2000

F. The existence in the State of Florida of special districts, educational districts, and other regional and local governmental entities with special functions may make additional resources available for use in emergencies.

Based on the existence of the foregoing conditions, the parties agree to the following:

ARTICLE I. Definitions. As used in this Agreement, the following expressions shall have the following meanings:

A. The "Agreement" is this Agreement, which also may be called the Statewide Mutual Aid Agreement.

B. The "Participating Parties" to this Agreement are the Department and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

C. The "Department" is the Department of Community Affairs, State of Florida.

D. The "Division" is the Division of Emergency Management of the Department.

E. The "Requesting Parties" to this Agreement are Participating Parties who request assistance in a disaster.

F. The "Assisting Parties" to this Agreement are Participating Parties who render assistance in a disaster to a Requesting Party.



July 31, 2000

G. The "State Emergency Operations Center" is the facility designated by the State Coordinating Officer for use as his or her headquarters during a disaster.

H. The "Comprehensive Emergency Management Plan" is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Fla. Stat. (1999).

I. The "State Coordinating Officer" is the official whom the Governor designates by Executive Order to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order and the Comprehensive Emergency Management Plan.

J. The "Period of Assistance" is the time during which any Assisting Party renders assistance to any Requesting Party in a disaster, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

K. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of § 189.403(1), Fla. Stat. (1999), regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

L. An "educational district" is any School District within the meaning of § 230.01,



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Fla. Stat. (1999), or any Community College District within the meaning of § 240.313(1), Fla. Stat. (1999).

M.. An "interlocal agreement" is any agreement between local governments within the meaning of § 163.01(3)(a), Fla. Stat. (1999).

N. A "local government" is any educational district and any entity that is a "local governmental entity" within the meaning of § 11.45(1)(d), Fla. Stat. (1999).

O. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, as amended.

ARTICLE II. Applicability of the Agreement. A Participating Party may request assistance under this Agreement only for a major or catastrophic disaster. If the Participating Party has no other mutual aid agreement that covers a minor disaster, it may also invoke assistance under this Agreement for a minor disaster.

ARTICLE III. Invocation of the Agreement. In the event of a disaster or threatened disaster, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party or from the Department if, in the judgment of the Requesting Party, its own resources are inadequate to meet the disaster.

A. Any request for assistance under this Agreement may be oral, but within five (5) days must be confirmed in writing by the Director of Emergency Management for the County



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of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the disaster for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by the Director of Emergency Management for the County of the Requesting Party to either the Division or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Department, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. If any requests for assistance under this Agreement are submitted to the Division, the Division shall relay the request to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the Comprehensive Emergency Management Plan.

D. Notwithstanding anything to the contrary elsewhere in this Agreement, nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Department or by other agencies of the State of Florida for use in responding to a disaster pending the assignment of such personnel, equipment, supplies, services and other resources to a mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in



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accordance with the Comprehensive Emergency Management Plan.

ARTICLE IV. Responsibilities of Requesting Parties. To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the damage sustained or threatened;
- B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;
- C. A description of the specific type of assistance needed within each Emergency Support Function;
- D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;
- E. A description of any public infrastructure for which assistance will be needed;
- F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;



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G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and

H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

ARTICLE V. Responsibilities of Assisting Parties. Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable given its personnel, equipment, resources and capabilities. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form C attached to this Agreement, and the completion of Form C by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;

B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;



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C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

ARTICLE VI. Rendition of Assistance. After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisors of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) days notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of catastrophic and major disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For minor disasters, the Requesting Party shall



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be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, the Requesting Party shall to the fullest extent practicable coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment.

ARTICLE VII. Procedures for Reimbursement. Unless the Department or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. The Department shall pay the costs incurred by an Assisting Party in responding to a request that the Department initiates on its own, and not for another Requesting Party, upon being billed by that Assisting Party in accordance with this Agreement.



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B. An Assisting Party shall bill the Department or other Requesting Party as soon as practicable, but not later than thirty (30) days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Department or the Requesting Party, as the case may be, protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) days shall constitute agreement to the bill and the items on the bill.

D. If the Department protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) days from the date of protest to present the bill or item to the original Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot agree with the Department or the Requesting Party, as the case may be, to the settlement of any protested bill or billed item, the Department, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Department or a Participating Party elects binding arbitration, it may select as an arbitrator any elected official of another Participating Party or any other official of an-



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other Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Department, or if an Assisting Party has rendered assistance without being requested to do so by the Department, the Department shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency for the reimbursement of costs incurred by any Participating Party shall be made by and through the Department.

I. If the Federal Emergency Management Agency denies any request for reimbursement of costs which the Department has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Department, but the Department may waive such repayment for cause.



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ARTICLE VIII. Costs Eligible for Reimbursement. The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting



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Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.



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D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of the Federal Emergency Management Agency and applicable circulars issued by the Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Department and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays other than official holidays.

ARTICLE IX. Insurance. Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.



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C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

ARTICLE X. General Requirements. Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting



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Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for a proper preaudit and post audit thereof. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with applicable requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Department or the Division under this Agreement shall be sent to the Director, Division of Emergency Management, Department of Community Affairs, Sadowski Building, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on Form A attached to this Agreement. For the



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purpose of this Section, any such communication may be sent by the U.S. Mail, may be sent by the InterNet, or may be faxed.

ARTICLE XI. Effect of Agreement. Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.



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D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall be automatically renewed one (1) year after its execution unless within sixty (60) days before that date the Participating Party notifies the Department in writing of its intent to withdraw from the Agreement.

F. The Department shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) days after its execution by the Department. Such amendment shall take effect not later than sixty (60) days after the date of its execution by the Department, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Department in writing of its intent to do so within that time in accordance with Section E of this Article.

ARTICLE XII. Interpretation and Application of Agreement. The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this



July 31, 2000

Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase or other portion of the Agreement shall remain in full force and effect, it being the intent of the Department and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable.

E. The waiver of any obligation or condition in this Agreement in any instance by a Participating Party shall not be construed as a waiver of that obligation or condition in the same instance, or of any other obligation or condition in that or any other instance.



July 31, 2000

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on
the date specified below:

DIVISION OF EMERGENCY MANAGEMENT
DEPARTMENT OF COMMUNITY AFFAIRS
STATE OF FLORIDA

By: _____
Director

Date: _____

ATTEST:
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY
STATE OF FLORIDA

By: _____
Deputy Clerk

By: _____
Chairman

Date: _____

Approved as to Form:

By: _____
County Attorney



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DIVISION OF EMERGENCY MANAGEMENT
DEPARTMENT OF COMMUNITY AFFAIRS
STATE OF FLORIDA

By: _____
Director

Date: _____

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____
City Attorney



July 31, 2000

TRAINING &
EDUCATION SECTION

01 FEB 19 PM 2:26

DIVISION OF EMERGENCY MANAGEMENT
DEPARTMENT OF COMMUNITY AFFAIRS
STATE OF FLORIDA

By: G. R. [Signature]
Director

Date: 2/27/01

SOUTHWEST FLORIDA WATER
MANAGEMENT DISTRICT,
STATE OF FLORIDA

WITNESS:

By: Deanna M. Brass
Title: Administrative Supervisor

By: [Signature]
E. D. "Sonny" VERGARA
Title: Executive Director

Date: 2-5-01

Approved as to Form:

By: Rose Hiebelink
Attorney for District

DISTRICT APPROVAL	INITIALS	DATE
LEGAL	<u>RH</u>	<u>1-22-01</u>
RISK MGMT	<u>[Signature]</u>	<u>1/25/01</u>
CONTRACTS	<u>[Signature]</u>	<u>2/26/01</u>
DEPT DIR	<u>[Signature]</u>	<u>1-31</u>
DEPUTY EXEC DIR	<u>[Signature]</u>	<u>1/27/01</u>
GOVERNING BOARD		



July 31, 2000



STATEWIDE MUTUAL AID AGREEMENT

FORM A

Date: December 28, 2000

Name of Government: SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Mailing Address: 2379 Broad Street.

City, State, Zip: Brooksville, FL 34609-6899

Authorized Representatives to Contact for Emergency Assistance:

Primary Representative

Name: George E. Poole, Jr.

Title: Operations Director

Address: 2379 Broad Street, Brooksville, FL 34609-6899

Day Phone: 352-796-7211 x4524 Night Phone: 813-920-3637

Telecopier: 352-754-6881 InterNet: george.poole@swfwmd.state.fl.us

First Alternate Representative

Name: Scott E. Stevens

Title: Structures Manager

Address: 2379 Broad Street, Brooksville, FL

Day Phone: 313-796-7211 x4513 Night Phone: 813-689-9558

Telecopier: 352-754-6881 InterNet: scott.stevens@swfwmd.state.fl.us

Second Alternate Representative

Name: Dale Ravencraft

Title: Field Manager

Address: 2379 Broad Street, Brooksville, FL 34609-6899

Day Phone: 352-796-7211 x4535 Night Phone: 813-980-1229

Telecopier: 352-754-6881 InterNet: dale.ravencraft@swfwmd.state.fl.us

PLEASE UPDATE AS ELECTIONS OR APPOINTMENTS OCCUR

Return to: Department of Community Affairs-Division of Emergency Management
2555 Shumard Oak Boulevard - Tallahassee, Florida 32399-2100



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STATEWIDE MUTUAL AID AGREEMENT

Form B

Date: _____

Name of Requesting Party: _____

Contact Official for Requesting Party:

Name: _____

Telephone: _____

InterNet: _____

1. Description of Damage: _____

2. Emergency Support Functions: _____

3. Types of Assistance Needed: _____



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STATEWIDE MUTUAL AID AGREEMENT

Form B

4. Types of Resources Needed: _____

5. Description of Infrastructure: _____

6. Description of Staging Facilities: _____

7. Description of Telecommunications Resources: _____



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STATEWIDE MUTUAL AID AGREEMENT

Form B

8. Time, Place and Date to Deliver Resources: _____

9. Names of Supervisors for Requesting Party: _____



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STATEWIDE MUTUAL AID AGREEMENT

Form C

Date: _____

Name of Assisting Party: _____

Contact Official for Assisting Party:

Name: _____

Telephone: _____

InterNet: _____

1. Description of Resources : _____

2. Estimated Time Resources Available: _____



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STATEWIDE MUTUAL AID AGREEMENT

Form C

3. Estimated Time and Date to Deliver Resources: _____

4. Description of Telecommunications Resources: _____

5. Names of Supervisors for Assisting Party:



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT
"State Emergency Response Team"

CHARLIE CRIST
Governor

W. CRAIG FUGATE
Director

MEMORANDUM

TO: All Counties

DATE: August 20, 2007

RE: Modification to Statewide Mutual Aid Agreement.

Please be advised that the Statewide Mutual Aid Agreement (SMAA) has been updated. The changes are largely superficial and will not require any current signatory to re-execute the SMAA. If, however, your local government, special district, or educational institution has not yet executed a SMAA please use the attached SMAA template.

For your records, the following changes have been made:

- Article I (L) has been modified to reference current statutory citations as it relates to educational districts.
- The SMAA header has been modified.
- Signature pages have been modified and additional signature pages have been added for universities, community colleges, and community development districts.

Effective September 1, 2007, any local government executing the 2001 version of SMAA will not be accepted by the Division.

Please contact Lessie Holton at 850.413.9886 if you have any questions.

2555 SHUMARD OAK BOULEVARD S TALLAHASSEE, FLORIDA 32399-2100
Phone: 850.413.9969 Suncom: 850.293.9969 FAX: 850.488.1016
Internet address: <http://www.FloridaDisaster.org>

LONG TERM RECOVERY OFFICE s 36 Skyline Drive s LAKE MARY, FLORIDA 32746
Phone: 407-268-8608 FAX: 407-268-8970



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST
Governor

W. CRAIG FUGATE
Director

STATEWIDE MUTUAL AID AGREEMENT

This Agreement is between the FLORIDA DIVISION OF EMERGENCY MANAGEMENT ("Division") and the local government signing this Agreement (the "Participating Parties"). This agreement is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the emergency with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, Chapter 252, provides each local government of the state the authority to develop and enter into mutual aid agreement within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to deal with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Pursuant to Chapter 252, the Division has the authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.

Based on the existence of the foregoing conditions, the parties agree to the following:

ARTICLE I

Definitions: As used in this Agreement, the following expressions shall have the following meanings:

A. The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").

B. The "Participating Parties" to this Agreement are the Division and any and all special districts,

educational districts, and other local and regional governments signing this Agreement.

C. The "Division" is the Division of Emergency Management.

E. The "Requesting Parties" to this Agreement are Participating Parties who request assistance during a declared state of emergency.

F. The "Assisting Parties" to this Agreement are Participating Parties who render assistance in a disaster to a Requesting Party.

G. The "State Emergency Operations Center" is the facility designated by the State Coordinating Officer to manage and coordinate assistance to local governments during a disaster.

H. The "Comprehensive Emergency Management Plan" is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Florida Statutes.

I. The "State Coordinating Officer" is the official whom the Governor designates, by Executive Order, to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order, Chapter 252, Florida Statutes, and the State Comprehensive Emergency Management Plan.

J. The "Period of Assistance" is the time during which any Assisting Party renders assistance to any Requesting Party in a declared disaster, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

K. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of § 189.403(1), Florida Statutes, regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

L. An "educational district" is any school district within the meaning of § 1001.30, Florida Statutes and any community school and state university within the meaning of § 1000.21, Florida Statutes.

M. An "interlocal agreement" is any agreement between local governments within the meaning of § 163.01(3)(a), Florida Statutes.

N. A "local government" is any educational district and any entity that is a "local governmental entity" within the meaning of § 11.45(1)(e), Florida Statutes.

O. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act.

ARTICLE II.

Applicability of the Agreement. A Participating Party may request assistance under this Agreement only for a "major" or "catastrophic disaster" as defined in § 252.34, Florida Statutes. If the Participating Party has no other mutual aid agreement that covers a "minor" disaster, it may also invoke assistance under this Agreement for a "minor disaster."

ARTICLE III.

Invocation of the Agreement. In the event of a disaster or threatened disaster, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party, or from the Division if, in the judgment of the Requesting Party, its own resources are inadequate to meet the disaster.

A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the County Emergency Management Agency of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the disaster for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by County Emergency Management Agency of the Requesting Party to either the Division, or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

D. Nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Division, or by other agencies of the State of Florida, for use in responding to a disaster pending the assignment of such personnel, equipment, supplies, services and other resources to a emergency support function/mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in accordance with the Comprehensive Emergency Management Plan, and general accounting best practices procedures and protocols.

ARTICLE IV.

Responsibilities of Requesting Parties. To the extent practicable, all Requesting Parties seeking assistance under

this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use *Form A* attached to this Agreement, and the completion of Form A by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the damage sustained or threatened;
- B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;
- C. A description of the specific type of assistance needed within each Emergency Support Function;
- D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;
- E. A description of any public infrastructure for which assistance will be needed;
- F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;
- G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

ARTICLE V.

Responsibilities of Assisting Parties. Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources and capabilities can render assistance. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use *Form B* attached to this Agreement, and the completion of Form B by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the

date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

ARTICLE VI.

Rendition of Assistance. After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisor(s) of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) calendar days notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of *catastrophic* and *major* disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For *minor* disasters, the Requesting Party shall be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, it shall to the fullest extent practicable, coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment.

ARTICLE VII.

Procedures for Reimbursement. Unless the Division or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. In accordance with this Agreement, the Division shall pay the costs incurred by an Assisting Party in responding to a request that the Division initiates on its own, and not for another Requesting Party.

B. An Assisting Party shall bill the Division or other Requesting Party as soon as practicable, but not later than thirty (30) calendar days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Division or the Requesting Party protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) calendar days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) calendar days shall constitute agreement to the bill and the items on the bill and waive the right to contest the bill.

D. If the Division protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) calendar days from the date of protest to present the bill or item to the original Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot reach a mutual agreement with the Division or the Requesting Party to the settlement of any protested bill or billed item, the Division, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Division or a Participating Party elects binding arbitration it may select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency (FEMA) for the reimbursement of costs incurred by any Participating Party shall be made by and through the Division.

I. If FEMA denies any request for reimbursement of costs which the Division has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Division, but the Division may waive such repayment for cause.

ARTICLE VIII.

Costs Eligible for Reimbursement. The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party

in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Division and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX.

Insurance. Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.

C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

ARTICLE X.

General Requirements. Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for auditing purposes. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with applicable requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Division under this Agreement shall be sent to the Director, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on **Form C** attached to this Agreement. For the purpose of this Section, any such communication may be sent by the U.S. Mail, e-mail, or by facsimile.

ARTICLE XI.

Effect of Agreement. Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.

D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renewed one (1) year after its execution unless within sixty (60) calendar days before that date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.

F. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with Section E of this Article.

ARTICLE XII.

Interpretation and Application of Agreement. The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Party may be required to execute the Agreement with the adopted changes. Your continued or subsequent use of this Agreement following the posting of minor changes to this Agreement will mean you accept those changes.

E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: On August 20, 2007, this Agreement was modified by the Division of Emergency Management. This document replaces the July 31, 2000 edition of the Statewide Mutual Aid Agreement; however, any and all Agreements previously executed shall remain in full force and effect. Any local government, special district, or educational institution which has yet to execute this Agreement should use the August 20, 2007 edition for the purposes of becoming a signatory.

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on the date specified below:

FOR ADOPTION BY A COUNTY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____
Director

Date: _____

ATTEST:
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY,
STATE OF FLORIDA

By: _____
Deputy Clerk

By: _____
Chairman

Date: _____

Approved as to Form:

By: _____
County Attorney

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____
Director

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____
City Attorney

FOR ADOPTION BY A EDUCATIONAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____
Director

Date: _____

SCHOOL DISTRICT,
STATE OF FLORIDA

By: _____

Title: _____

By: _____

Title: _____

Date: _____

Approved as to Form:

By: _____
Attorney for District

FOR ADOPTION BY A COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____
Director

Date: _____

ATTEST:

BOARD OF TRUSTEES
OF _____ COMMUNITY COLLEGE,
STATE OF FLORIDA

BOARD OF TRUSTEES
OF _____ UNIVERSITY,
STATE OF FLORIDA

By: _____
Clerk

By: _____
Chairman

Date: _____

Approved as to Form:

By: _____
Attorney for Board

FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____
Director

SPECIAL DISTRICT,
STATE OF FLORIDA

By: _____ By: _____
Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____
Attorney for District

FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____
Director

Date: _____

ATTEST:

BOARD OF TRUSTEES
OF _____ AUTHORITY,
STATE OF FLORIDA

By: _____
Clerk

By: _____
Chairman

Date: _____

Approved as to Form:

By: _____
Attorney for Board

FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____
Director

COMMUNITY DEVELOPMENT DISTRICT,
STATE OF FLORIDA

By: _____ By: _____
Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____
Attorney for District

Date: _____

FORM A

ASSISTANCE REQUEST FORM

*****TO BE COMPLETED BY THE REQUESTING PARTY*****

Date: _____

Name of Requesting Party: _____

Contact Information for Requesting Party:

Name: _____

Telephone: _____

Mobile: _____

Email: _____

Description of Damage:

Types of Assistance Needed:

FORM A
ASSISTANCE REQUEST FORM
(continued)

Date and Time to Deliver Resources: _____

Delivery Location of Requested Resources: _____

Authorized Official's Name: _____

Authorized Official's Signature: _____

FORM B

ASSISTANCE CONFIRMATION FORM

*****TO BE COMPLETED BY THE ASSISTING PARTY*****

Date: _____

Name of Assisting Party: _____

Contact Information for Assisting Party:

Name: _____

Telephone: _____

Mobile: _____

Email: _____

Description of Resources Available:

Estimated Time of Resource Availability:

From: _____ To: _____

Estimated Time of Resource Delivery:

Day: _____ Time: _____

Authorized Official's Name: _____

Authorized Official's Signature: _____

FORM C

CONTACT INFORMATION FOR AUTHORIZED REPRESENTATIVES

Name of Government: _____

Mailing Address: _____

Authorized Representative Contact Information

Primary Authorized Representative

Name: _____
Title: _____
Address: _____
Day Phone: _____ Night Phone: _____
Facsimile: _____ Email: _____

1st Alternate Authorized Representative

Name: _____
Title: _____
Address: _____
Day Phone: _____ Night Phone: _____
Facsimile: _____ Email: _____

2nd Alternate Authorized Representative

Name: _____
Title: _____
Address: _____
Day Phone: _____ Night Phone: _____
Facsimile: _____ Email: _____

PLEASE UPDATE AS ELECTIONS OR APPOINTMENTS OCCUR

**SAMPLE AUTHORIZING RESOLUTION
FOR ADOPTION OF
STATEWIDE MUTUAL AID AGREEMENT**

RESOLUTION NO. _____

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistances in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by _____
that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: _____

DATE: _____

I certify that the foregoing is an accurate copy of the Resolution adopted by
_____ on _____.

BY: _____

TITLE: _____

DATE: _____

STATEWIDE MUTUAL AID AGREEMENT Type or print all information except signatures Form B			
PART I: TO BE COMPLETED BY THE REQUESTING COUNTY			
Dated: / /	Time: : Hrs (local)	From the County of:	
Contact Person:	Telephone () -	FAX () -	
To the County of:	Authorized Rep:		
Incident Requiring Assistance:			
Type Assistance / Resources Needed (for more space, attach Part III):			
Date & Time Resources Needed:			
Approximate Date/Time Resources Released:		Staging Area:	
Authorized Official's Name:		Authorized Official's Signature:	
Title:	Agency:	Mission No:	
Form C: TO BE COMPLETED BY THE ASSISTING COUNTY			
Contact Person:	Telephone () -	FAX () -	
Type of Assistance Available:			
Date & Time Resources Available From:		Estimated Total Mission Cost:	
Staging Area Location:		To:	
Approx. Daily Total Costs for Labor, Equipment and Materials: \$			
Transportation Costs from Home Base to Staging Area: \$		Transportation Costs to Return to Home Base: \$	
Logistics Required from Requesting County: Yes _____ (Provide information on attached Part III) No _____			
Authorized Official's Name:		Title:	
Authorized Official's Signature:		Agency:	
Dated: / /	Time: : Hrs (Local)	Mission No:	
Form B, Part II: REQUESTING COUNTY'S APPROVAL			
Authorized Official's Name:		Title:	
Signature:		Agency:	

STATEWIDE MUTUAL AID AGREEMENT
Type or print all information except signatures
Form B/C (continued)

PART III:	MISCELLANEOUS ITEMS / OTHER MISSION INFORMATION
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PART III:	MISCELLANEOUS ITEMS / OTHER MISSION INFORMATION
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[illegible]

**FLORIDA WATER MANAGEMENT DISTRICTS
MUTUAL AID AGREEMENT
FOR CATASTROPHIC EMERGENCY RESPONSE/RECOVERY**

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes political subdivisions of the state to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, Chapter 252, Florida Statutes, sets forth details concerning powers, duties, rights, privileges, and immunities of political subdivisions of the state rendering outside aid; and

WHEREAS, the State of Florida is geographically vulnerable to hurricanes, tornadoes, freshwater flooding, sinkhole formations, and other natural disasters that in the past have caused severe disruption of essential human services and severe property damage to public roads, utilities, buildings, parks, and other governmental owned facilities; and

WHEREAS, the Parties to this Agreement recognize that additional manpower and equipment may be needed to mitigate further damage and restore vital services to the citizens of the affected community should such disasters occur; and

WHEREAS, to provide the most effective mutual aid possible, each Party intends to foster communications between the personnel of the other Parties by visits, exchange of information and development of plans and procedures to implement during emergencies;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and promises contained herein, the Parties hereto agree as follows:

SECTION 1. DEFINITIONS

- A. **"AGREEMENT"** - the Mutual Aid Agreement for Catastrophic Emergency Response/Recovery. Copies of the agreement with original signatures and copies of authorizing resolutions and insurance letters shall be filed and maintained at the Division of Emergency Management, Florida Department of Community Affairs, Tallahassee, Florida.
- B. **"REQUESTING PARTY"** - the water management district requesting aid in the event of an emergency.
- C. **"ASSISTING PARTY"** - the water management district furnishing equipment and/or

manpower to the Requesting Party.

- D. **"AUTHORIZED REPRESENTATIVE"** - an employee of a participating government authorized by that government to request, offer, or provide assistance under the terms of this Agreement. The list of authorized representatives for the water management districts is attached to this Agreement as Appendix A, and may be periodically updated as needed.
- E. **"DISASTER"** - any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, Governor, or the President of the United States.
- F. **"EMERGENCY"** - any occurrence, or threat thereof, whether accidental, natural, or caused by man, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of public property.
- G. **"PARTICIPATING GOVERNMENT"** - any political subdivision of the State of Florida which executes this mutual aid agreement.
- H. **"PERIOD OF ASSISTANCE"** - the period of time beginning with the departure of any personnel of the Assisting Party from any point for the purpose of traveling to the Requesting Party in order to provide assistance and ending upon the return of all personnel and equipment of the Assisting Party, after providing the assistance requested, to their residence or regular place of work, whichever occurs first. The period of assistance shall not include any portion of the trip to the Requesting Party during which the personnel of the Assisting Party are engaged in a course of conduct not reasonably necessary for their safe arrival at or return from the Requesting Party.
- I. **"WORK OR WORK-RELATED PERIOD"** - any period of time in which either the personnel or equipment of the Assisting Party are being used by the Requesting Party to provide assistance and for which the Requesting Party will reimburse the Assisting Party. Specifically included within such period of time are rest breaks when the personnel of the Assisting Party will return to active work within a reasonable time. Specifically excluded from such period of time are breakfast, lunch, and dinner breaks.

SECTION 2. PROCEDURES

When a participating government becomes affected by an emergency, it shall invoke emergency related mutual aid assistance by declaring a state of local emergency. The following procedures shall then be followed to request mutual aid from another participating government.

- A. The Requesting Party shall contact the authorized representative of one or more of the participating governments and provide them with the following information:

1. A general description of the damaged sustained;
2. Identification of the emergency service function for which assistance is needed (e.g. fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the type of assistance needed;
3. Identification of the public infrastructure system for which assistance is needed (canal cleaning, debris removal, tree trimming, structure repair, inspection services, etc.) and the type of work assistance needed;
4. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
5. The need for sites, structures or buildings within the Assisting Party's political subdivision to serve as relief centers or staging areas for incoming emergency goods and services; and
6. A specific time and place for a representative of the Requesting Party to meet the personnel and equipment of the Assisting Party.

B. When contacted by a Requesting Party, the authorized representative of a participating government shall assess his government's situation to determine whether it is capable of providing assistance. No participating government shall be under any obligation to provide assistance to a Requesting Party. If the authorized representative determines that his Participating Government is capable of and willing to provide assistance, he shall so notify the authorized representative of the Requesting Party and provide him with the following information.

1. A complete description of the personnel, equipment, and materials to be furnished to the Requesting Party;
2. The estimated length of time the personnel, equipment, and materials will be available;
3. The areas of experience and abilities of the personnel and the capability of the equipment to be furnished;
4. The name of the person or persons to be designated as supervisory personnel; and
5. The estimated time when the assistance provided will arrive at the location designated by the authorized representative of the Requesting Party.

C. The personnel, equipment and resources of the Assisting Party shall remain, at all times, under the direct supervision and control of the designated supervisory personnel of the Assisting Party. Representatives of the Requesting Party shall submit work tasks to the supervisory personnel of the Assisting Party. The designated supervisory personnel of the Assisting Party shall have the exclusive responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Party. The designated supervisory personnel of the Assisting Party shall maintain daily personnel time records, material records and a log of equipment hours; shall be responsible for the operation and maintenance of the equipment furnished by the Assisting Party; and shall report work progress to the Requesting Party.

D. Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure.

E. Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for providing communications between the personnel of the assisting Party and the Requesting Party.

F. Whenever the employees of the Assisting Party are rendering outside aid pursuant to this Agreement, such employees shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation, incidental to their employment.

G. The Requesting Party shall complete a written agreement regarding the assistance to be rendered, setting forth the terms agreed upon in the telephone request to the Assisting Party, and shall transmit it by the quickest practical means to the Assisting Party for approval. The form to serve as this written agreement is attached as Appendix B. The Assisting Party shall acknowledge the written agreement by executing and returning a copy to the Requesting Party by the quickest practical means, maintaining a copy for its files.

SECTION 3. REIMBURSABLE EXPENSES

The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the involved Parties and specified in the written agreement executed in accordance with paragraph 2.G. of this Agreement.

- A. **PERSONNEL** - During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect payroll costs and expenses incurred during the period of assistance, including, but not limited to, employee pensions and benefits as provided by Generally Accepted Accounting Principles (GAAP). However, the Requesting Party shall not be responsible for reimbursing any amounts paid or due

as benefits to employees of the Assisting Party under the terms of the Florida Workers' Compensation Act due to personal injury or death occurring while such employees are engaged in rendering aid under this Agreement. Both the Requesting Party and the Assisting Party shall be responsible for payment of such benefits only to their own employees.

- B. **EQUIPMENT** - The Assisting Party shall be reimbursed for the use of its equipment during the period of assistance according to either a pre-established hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. The Assisting Party shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of the Assisting Party, fuels, miscellaneous supplies, and minor repairs for the Assisting Party's equipment during the period of assistance may be provided by the Requesting Party, if practical. The total equipment charges to the Requesting Party shall be reduced by the total value of the fuels, supplies, and repairs furnished by the Requesting Party. For those instances in which costs are reimbursed by FEMA, the eligible direct cost shall be determined in accordance with 44 CFR 206.228.
- C. **MATERIALS AND SUPPLIES** - The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the Assisting Party's personnel. The Assisting Party's Personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be the cost plus ten (10) percent of such cost. In the alternative, the Parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228.
- D. **RECORD KEEPING** - The Assisting Party shall maintain records and submit invoices for reimbursement by the Requesting Party using formats used or recommended by FEMA publications as indicated by 44 CFR, Part 13, and applicable Office of Management and Budget Circulars. Requesting Party finance personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel. The Requesting Party may ask the Assisting Party to assist in maintaining the necessary records for personnel, equipment, materials and supplies for submittal to FEMA for payment.
- E. **PAYMENT** - Unless otherwise mutually agreed in the written agreement executed in accordance with paragraph 2.G. or a subsequent written addendum to the agreement, the Assisting Party shall bill the chief fiscal officer of the Requesting

Party for all reimbursable expenses with an itemized Notice not later than sixty (60) days following the period of assistance; and the Requesting Party shall pay the bill in full not later than sixty (60) days following the billing date. An extension of the sixty (60) days payment requirement will be allowed if the deadline is extended for identifying damage in accordance with 44 CFR, Part 206. The Requesting Party shall pay the bill, or advise of any disputed items, not later than the sixty (60) days following the billing date. Further, these time frames may be modified by mutual agreement. Unpaid bills shall become delinquent upon the 61st day following the billing date and once delinquent shall accrue interest at the rate of twelve (12) percent per annum.

SECTION 4. INSURANCE

Each participating government shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. If a participating government is insured, its file shall contain a letter from its insurance carrier authorizing it to provide and receive assistance under this Agreement, and indicating that there will be no lapse in its insurance coverage either on employees, vehicles, or liability. If a participating government is self-insured, its file shall contain a copy of a resolution authorizing its self-insurance program. A copy of the insurance carrier's letter or the resolution of self-insurance shall be attached to the executed copy of this Agreement which is filed with the Director, Division of Emergency Management, Florida Department of Community Affairs, Tallahassee, Florida. Each Assisting Party shall be solely responsible for determining that its insurance is current and adequate prior to providing assistance under this agreement.

SECTION 5. INDEMNIFICATION

To the extent permitted by law, and without waiving sovereign immunity, each Party to this Agreement shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions, and the actions of its personnel, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement.

SECTION 6. LENGTH OF TIME FOR EMERGENCY

The duration of such state of emergency declared by the Requesting Party is limited to seven (7) days. It may be extended, if necessary, in 72-hour increments.

SECTION 7. TERM

This Agreement shall be in effect for one (1) year from the date hereof and shall automatically renew in successive one (1) year terms unless terminated in writing by the participating government. Written notice of such termination shall be made in writing and shall

be served personally or by registered mail upon the Director, Division of Emergency Management, Florida Department of Community Affairs, Tallahassee, Florida.

SECTION 8. EFFECTIVE DATE OF THIS AGREEMENT

This Agreement shall be in full force and effect upon approval by the participating government and upon proper execution thereof.

SECTION 9. ROLE OF DIVISION OF EMERGENCY MANAGEMENT

The responsibilities the Division of Emergency Management, Florida Department of Community Affairs under this Agreement are to serve as a central depository for executed Agreements, to maintain a current listing of Participating Governments with their Authorized Representatives and contact information, and to provide a copy of the listing to each of the Participating Governments on an annual basis during the second quarter of the calendar year.

SECTION 10. SEVERABILITY

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and affect without regard to the section, portion, or subsection or power invalidated.

In the event that any parties to this Agreement have entered into other mutual aid agreements, pursuant to Section 252.40, Florida Statutes, or interlocal agreements, pursuant to Section 163.01, Florida Statutes, those parties agree that said agreements are superseded by this Agreement only for emergency management assistance and activities performed in emergencies pursuant to this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed this
22nd day of February, 1995.

ATTEST:

South Florida Water Management District

By: [Signature]

By: [Signature]
Executive Director



APPROVED AS TO FORM:
Office of the Attorney

By: [Signature]

ATTEST:

Northwest Florida Water Management District

By: [Signature]

By: [Signature]
Executive Director
Douglas E. Barr



APPROVED AS TO FORM:
Office of the Attorney

By: _____

ATTEST:

By: Rosanna M. Brass

Southwest Florida Water Management
District

By: Peter G. Duhon
Executive Director

APPROVED AS TO FORM:
Office of the Attorney

By: Terry L. Davis

ATTEST:

By: Bradley C. Powell

St. Johns River Water Management District

By: [Signature]
Executive Director

APPROVED AS TO FORM:
Office of the Attorney

By: [Signature]

ATTEST:

By: Linda R. Smith



Suwannee River Water Management
District

By: [Signature]
Executive Director

APPROVED AS TO FORM:
Office of the Attorney

By: Timothy Brown

APPENDIX A

MUTUAL AID AGREEMENT FOR CATASTROPHIC RESPONSE/RECOVERY

Date: _____

Name of Government: _____

Mailing Address: _____

City, State, Zip: _____

Authorized Representatives to Contact for Emergency Assistance:

Primary Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

Fax No.: _____

1st Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

2nd Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

APPENDIX B

MUTUAL AID AGREEMENT FOR CATASTROPHIC RESPONSE/RECOVERY

Date: _____

(Name and Address of Assisting Government)

SUBJECT: Assistance Request

In recognition of the personnel, equipment, or other emergency assistance being sent to us by your government in accordance with a telephone request from our _____ to your _____ on _____, we agreed to be bound by the Mutual Aid Agreement for Catastrophic Response/Recovery.

(Insert any mutually agreeable changes or exceptions here).

REQUESTING GOVERNMENT NAME: _____

Address: _____

Authorized Representative's Signature: _____

Typed Name and Title: _____

FAX No.: _____

DATE: _____

REPLY:

This government agrees to provide the emergency assistance request by the government of _____ and agrees to be bound by the Mutual Aid Agreement for Catastrophic Response/Recovery with the exceptions noted above.

ASSISTING GOVERNMENT NAME: _____

Address: _____

Authorized Representative's Signature: _____

Typed Name and Title: _____

FAX No.: _____

REQUIRED INFORMATION

Each request for assistance shall be accompanied by the following information, to the extent known:

1. General description of the damage sustained:
2. Identification of the emergency service function for which assistance is needed (e.g. fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the particular type of assistance needed:
3. Identification of the public infrastructure system for which assistance is needed (e.g. sanitary sewer, potable water, streets, or storm water systems) and the type of work assistance needed:

REQUIRED INFORMATION (continued)

4. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed:

5. The need for sites, structures or buildings outside the Requesting Party's political subdivision to serve as relief centers or staging areas for incoming emergency goods and services:

6. A specific time and place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party.

REQUIRED INFORMATION (continued)

ACKNOWLEDGEMENT

To be completed by each Assisting Party.

NAME OF ASSISTING PARTY: _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT NUMBER/PROCEDURES: _____

1. Assistance To Be Provided:

Resource Type	Amount	Assignment	Est. Time Arrival
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2. Availability of Additional Resources:

3. Time Limitations, if any:

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AND
HERNANDO COUNTY FOR CATASTROPHIC EMERGENCY OPERATIONS**

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 16th day of March, 2007, by and between HERNANDO COUNTY, a public subdivision of the State of Florida (the "COUNTY"), having a mailing address of 20 North Main Street, Brooksville, Florida 34601, and the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public corporation, having a mailing address of 2379 Broad Street, Brooksville, Florida 34604-6899 (the "DISTRICT").

WITNESSETH:

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes ("F.S."), authorizes political subdivisions of the state to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the DISTRICT is authorized to enter into this Memorandum pursuant to Section 373.083, F.S.

WHEREAS, the COUNTY, has constructed an Emergency Operations Center located at 18900 Cortez Boulevard, Brooksville, Florida, that is built to withstand the wind threshold of a Category 4 hurricane event; and

WHEREAS, the Emergency Operations Center of the DISTRICT was constructed in 1976 and is currently determined not to be able to withstand the wind threshold of a Category 4 hurricane event; and

WHEREAS, the COUNTY desires to implement a computer systems configuration that will allow for the maximum utilization of space in the previously identified COUNTY Emergency Operations Center; and

WHEREAS, the DISTRICT has identified virtualization application software and an associated preliminary hardware configuration that would begin to meet the needs of the COUNTY; and

WHEREAS, in exchange for the purchase of the aforementioned software and hardware by the DISTRICT for placement at the COUNTY'S Emergency Operations Center, the COUNTY will allow the DISTRICT limited space (to include tables and chairs and the relocation of essential systems) and will provide an IP Telephony-capable phone for installation at the DISTRICT'S

Emergency Operations Center as an alternative communications service between these agencies during an event situation.

NOW, THEREFORE in consideration of the foregoing and the mutual covenants and promises contained herein, the Parties hereto agree as follows:

1. In the event of an emergency which affects or is expected to affect the Hernando County area and the Emergency Operations Center of the DISTRICT is determined to be inoperable by virtue of damage or by virtue of the severity of a pending emergency, the DISTRICT will relocate a maximum of three (3) staff positions to the Emergency Operations Center of the COUNTY.
2. The DISTRICT may also relocate to the COUNTY'S Emergency Operations Center mission critical data, associated applications, essential hardware and network communications (to be determined at a later date) utilizing virtualization software and associated support hardware and communication services.
3. In exchange for such relocation privileges, the DISTRICT will purchase the initial virtualization software license, the management console application for the virtualization software, and (1) Dual CPU server for a total cost of \$18,633.00. The DISTRICT will also assist the COUNTY in configuration and implementation of the aforementioned software application and hardware.
4. The COUNTY will assume on-going support costs for the aforementioned software after the initial one-year maintenance agreement has expired. The DISTRICT will maintain the on-going hardware support cost for a period of three years since this equipment will be shared and utilized by both of these agencies.
5. The DISTRICT will provide available staff and equipment to the COUNTY as needed to assist in any mitigation and recovery efforts caused by the emergency excluding information technology (IT) administrative services beyond those noted in the aforementioned item 3 & 4.

Project Managers

DISTRICT:
Lucy Petruccelli
2379 Broad Street
Brooksville, Florida 34604
352-796-7211

COUNTY:
Thomas J. Leto
18900 Cortez Boulevard
Brooksville, Florida 34601
352-754-4083

Indemnification and Hold Harmless

Each party hereto agrees to indemnify and hold the other harmless, to the extent allowed under Section 768.28, F.S., from all claims, loss, damage and expense,

including attorney fees and costs and attorney fees and costs on appeal, arising from the negligent acts or omissions of the indemnifying party's officers, employees, contractors and agents related to its performance under this Agreement. This provision does not constitute a waiver of either party's sovereign immunity under Section 768.28, F.S. or extend either party's liability beyond the limits established in Section 768.28, F.S.

Term of Agreement

This Agreement will be effective upon execution by all parties and will remain in effect for one (1) year from the date thereof and shall automatically renew in successive one (1) year terms unless terminated in writing by either party. Notice of such termination will be made in writing and will be sent via U.S mail to the Project Manager of the other party.

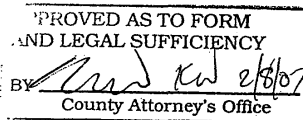
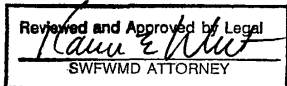
IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By *David L. Moore* 1-29-07
David L. Moore, Executive Director Date

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS

By *Gary Kuhl* 3-6-07
Gary Kuhl, County Administrator Date



**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AND
TAMPA BAY WATER**

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 1st day of July, 2009, by and between TAMPA BAY WATER, a special district, with offices at 2575 Enterprise Road, Clearwater, Florida, 33763, and the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public corporation, having a mailing address of 2379 Broad Street, Brooksville, Florida 34604-6899 (the "DISTRICT").

WITNESSETH:

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes ("F.S."), authorizes political subdivisions of the state to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the DISTRICT is authorized to enter into this Memorandum pursuant to Section 373.083, F.S.; and

WHEREAS, the territories and emergency operation activities of the DISTRICT and TAMPA BAY WATER are synonymous; and

WHEREAS, during a weather event, the DISTRICT can provide equipment and engineering information that can benefit TAMPA BAY WATER under emergency conditions; and

WHEREAS, TAMPA BAY WATER maintains its Operations Facility, including an Emergency Operations Center, at its Cypress Creek Facility, 8865 Pump Station Road, Land O'Lakes, Florida; and

WHEREAS, the Cypress Creek Emergency Operations Center has been constructed to withstand a Category 5 storm event; and

WHEREAS, the DISTRICT's primary Emergency Operations Center is housed at its headquarters located at 2379 Broad Street, Brooksville, Florida, in a facility that is currently hardened to a Category 3 storm event;

NOW, THEREFORE in consideration of the foregoing and the mutual covenants and promises contained herein, the Parties hereto agree as follows:

1. In the event of an emergency which results in the activation of the Emergency Operations Center of either the DISTRICT or TAMPA BAY WATER, the DISTRICT may relocate a maximum of three (3) staff positions to the TAMPA BAY WATER facility located at 8865 Pump Station Road, Land O'Lakes, Florida.
2. Staff members should bring with them any computerized communication equipment (computers, cellular phones, etc) as may be necessary to carry out business activities.
3. TAMPA BAY WATER will provide space and internet access only, as reasonably necessary to accommodate DISTRICT staff and may be limited to a single office, depending on the circumstances of the activation, at the discretion of TAMPA BAY WATER. No administrative services or equipment/supplies will be supplied to the DISTRICT for the duration of the relocation, except as determined by TAMPA BAY WATER.
4. During the period of the emergency event, TAMPA BAY WATER may request assistance from the DISTRICT in the form of equipment and/or engineering expertise. The DISTRICT will make reasonable efforts to timely evaluate a request for assistance and will make reasonable efforts to provide assistance, in accordance with its resources and abilities to do so on a quid pro quo basis.
5. The maximum timeframe for this temporary relocation of staff is not to exceed a period of 30 days, unless mutually agreed upon in writing.

Project Managers

DISTRICT:
Lucy Petruccelli
379 Broad Street
Brooksville, Florida 34604
352-796-7211

TAMPA BAY WATER:
Tommy Brown
8865 Pump Station Road
Land O'Lakes, Florida 34639
813-929-4527

Indemnification and Hold Harmless

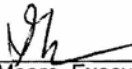
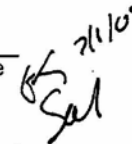
Each party hereto agrees to indemnify and hold the other harmless, to the extent allowed under Section 768.28, F.S., from all claims, loss, damage and expense, including attorney fees and costs and attorney fees and costs on appeal, arising from the negligent acts or omissions of the indemnifying party's officers, employees, contractors and agents related to its performance under this Agreement. This provision does not constitute a waiver of either party's sovereign immunity under Section 768.28, F.S. or extend either party's liability beyond the limits established in Section 768.28, F.S.

Term of Agreement

This Agreement will be effective upon execution by all parties and will remain in effect for one (1) year from the date thereof and shall automatically renew in successive one (1) year terms unless terminated in writing by either party. Notice of such termination will be made in writing and will be sent via U.S mail to the Project Manager of the other party.

IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By  7-02-2005 Date  7/1/09
David L. Moore, Executive Director

TAMPA BAY WATER

By  6-26-09 Date
Gerald J. Seeber, General Manager

~~PROVED AS TO FORM~~


CARRIE S. BUENAVENTURA
ASSISTANT GENERAL COUNSEL

COOPERATIVE FIRE PROTECTION AGREEMENT BETWEEN FDACS CONTRACT #
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES 012973
DIVISION OF FORESTRY AND SOUTHWEST FLORIDA WATER
MANAGEMENT DISTRICT

THIS COOPERATIVE AGREEMENT (this Agreement), by and between the Florida Department of Agriculture and Consumer Services, Division of Forestry (the Division), and Southwest Florida Water Management District (the District) for the purpose of providing fire protection and certain general fire management activities within the sixteen counties where the District has jurisdictional responsibilities: Levy, Marion, Citrus, Sumter, Lake, Polk, Hernando, Pasco, Hillsborough, Pinellas, Manatee, Sarasota, Hardee, DeSoto, Charlotte and Highlands counties in the State of Florida.

WHEREAS, the Division has the primary responsibility for prevention, detection, and suppression, of wildfires wherever they may occur and the Division is mandated to provide leadership and direction in the evaluation, coordination, allocation of resources, and monitoring of wildfire management and protection by authority of Section 590.01, Florida Statutes (F.S.); and

WHEREAS, Division employees, and the firefighting crews under their control and direction, may enter upon any lands for the purpose of preventing and suppressing wildfires and investigation of smoke complaints or open burning not in compliance with authorization and to enforce provisions of Chapter 590, (F.S.) by authority of Subsection 590.02(2), F.S.; and

WHEREAS, employees of the Division and of federal, state and local agencies, and all other persons and entities that are under contract or agreement with the Division to assist in firefighting operations as well as those entities called upon by the Division to assist in firefighting may, in the performance of their duties, set counter fires, remove fences and other obstacles, dig trenches, cut fire lines, use water from public and private sources, and carry on all customary activities in the fighting of wildfires without incurring liability to any person or entity by authority of Subsection 590.02(3) F.S.; and

WHEREAS, the District owns and manages public conservation lands within its sixteen county jurisdiction pursuant to Chapter 373, F.S., integral to which is the application of prescribed fire and wildfire prevention and suppression in cooperation with the Division, and possesses the qualified staff, to the Division standard, and equipment resources necessary to carry out those functions; and

WHEREAS, the parties recognize that the efficient and cost-effective application of prescribed fire on the District and Division conservation lands can play a significant role in mitigating the size and intensity of wildfires, and the potential ecological and property damage that can result, and that it is in the mutual benefit of the Division, the District and the citizens of Florida that the parties coordinate aerial burning operations on certain District and Division lands to maximize these benefits.

NOW THEREFORE, in consideration of the mutual terms, covenants and conditions set forth herein, it is agreed by the parties that:

MUTUAL AID:

The District may offer assistance to the Division in suppression efforts on a wildland fire should it threaten the resources of District lands and/or Division lands.

Other assistance may be provided by the District to the Division in suppression efforts on wildland fires threatening lands not owned by the District within its sixteen county jurisdictional area through the Incident Command System (ICS) in the event the Governor of the State of Florida by proclamation declares the existence of an extraordinary fire hazard ("declared incidents") provided that such assistance will in no way jeopardize the ability of the District's staff to protect the District's property.

WILDFIRE ASSISTANCE:

The District shall:

Provide, upon written request from the Division, qualified staff and equipment resources, to the Division's standard, to assist the Division in the suppression of wildfires, subject to availability.

By January 1 of each year, provide to the Division a current inventory of equipment resources that may be made available upon request for wildfire suppression assistance.

Provide to the Division a list of the personnel, vehicles, equipment and supplies to be provided for each request, the estimated time it will take to deliver them and the estimated length of time they will be available, including common communications with the Division.

Provide a list of all personnel qualified, to the Division's standard, to act in a supervisory role if required.

Provide its personnel, when requested by the Division, with equipment and supplies sufficient to make them as self-sufficient as possible.

Ensure that all responding personnel provided possess the required training and personal protection equipment to carry out the incident support duties required. Minimum training includes S-130 Basic Fire Suppression 8-190 Introduction to Wildland Fire Behavior and 1-100 Introduction to ICS. Minimum personal protective equipment is: Fire resistant Nomex or cotton fire shirt and pants or coveralls, Leather or Nomex gloves, Safety goggles or face shield, Hardhat, Leather boots and Fire Shelter with case

Agree that District resources will work under the direct supervision of the Division's incident commander or other officers designated by Division as supervisor of those resources. Qualified District personnel may be delegated the role of strike team or task force leader by the Division

IC or subordinate command staff

District resources shall work in support of primary Division initial incident resources, and shall not independently attack a running fire front unless, in the opinion of the specific resource involved, life or property is in immediate jeopardy and the involved resource is qualified to safely conduct the attack.

The District:

- . Shall provide daily personnel time and equipment hour/mileage records to the Division.
- . Under non-declared incidents, assume all costs in support of its resources supporting the incident.
- . Under declared incidents, qualify for cost reimbursement through FEMA or other state or federal source.
- . Under declared incidents, furnish to the Division an itemized statement of the reimbursable expenses incurred to include the following:
 - o The date, name of the fire, and Resource Order Number.
 - o Name of personnel, purpose for being at fire, social security number, starting work time, ending work time, total time on duty, hourly pay rate, and total pay.
 - o Type of equipment furnished, total miles, or total hours operated and overhead expenses.
 - o Billing will be for actual operating hours only, standby time will not be charged.
 - o Statement attesting to the fact that the work performed was done on lands in which the District
- . Under declared incidents when reimbursement is available, the Division shall administer required reimbursement forms and requests for District's reimbursable expenditures related to the incident.
- . Coordinate its communications as directed by the Division, so as not to compromise the safety of its personnel.

PRESCRIBED BURNING:

Joint Cooperative Aerial Ignition Green Swamp Prescribed Burning Project

The Division shall:

Assign a project manager to coordinate burn scheduling, pre-burn planning and briefing, and assign crew and equipment for aerial burning operations with the District.

Provide personnel and equipment, including aircraft, pilot and associated staff, resources

required to conduct jointly planned prescribed aerial burning operations on District lands when conducted coincidentally with aerial burns on adjoining or proximate Division lands.

The District shall:

By November 1 of each year, provide to the Division a schedule of proposed aerial ignition burns including target range of dates, locations and burn prescriptions.

Assign a project manager to coordinate burn scheduling, pre-burn planning and briefing and crew and equipment assignments with the Division.

Provide personnel and equipment for burning operations on District lands including a certified burn manager for the flight crew to direct firing operations, ground crews and equipment sufficient for holding and mop-up operations, aerial ignition spheres, glycol and aerial ignition sphere dispenser (if required).

Designate a helispot location for each burn acceptable to the Division's flight crew.

Provide personnel and equipment resources required to conduct jointly planned prescribed aerial burning operations on Division lands when conducted coincidentally with aerial burns on adjoining or proximate District lands.

LIABILITY:

Each party hereto agrees that it shall be solely responsible for the acts or omissions of its officers, employees, contractors and agents; however, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the limitations set forth in Section 768.28, F.S.

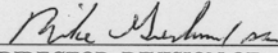
This is a "trial" agreement for the period of two years from the effective date of this agreement.

Either party may withdraw from this Agreement upon written notice of cancellation.

The remainder of this page is intentionally left blank.

THE PARTIES HERETO have signed this agreement on the dates shown below.

STATE OF FLORIDA, DEPARTMENT
OF AGRICULTURE AND CONSUMER
SERVICES, DIVISION OF FORESTRY






BY: 
DIRECTOR, DIVISION OF
ADMINISTRATION

SOUTHWEST FLORIDA WATER
MANAGEMENT DISTRICT

BY: 
EXECUTIVE DIRECTOR

DATE: 7-18-07

DATE: 5-22-07

APPROVED BY:	INITIALS	DATE
Attorney	<u></u>	<u>5/3/07</u>
Risk Manager	<u></u>	<u>6/1/07</u>
LND Manager	<u></u>	<u>4-25-07</u>
LND Director	<u></u>	<u>7-17-07</u>
Deputy Exec. Director	<u></u>	<u>5-4-7</u>

Comprehensive Emergency Management Plan

Annex K

ICS Forms

ICS-201 SWFWMD INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time						
	4. Map								
5. Current Organization									
<table border="1"><tr><td><u>Incident Commander</u></td><td><u>Information Officer:</u></td></tr><tr><td></td><td><u>Safety Officer:</u></td></tr><tr><td></td><td><u>Liaison Officers</u> SEOC: County:</td></tr></table>				<u>Incident Commander</u>	<u>Information Officer:</u>		<u>Safety Officer:</u>		<u>Liaison Officers</u> SEOC: County:
<u>Incident Commander</u>	<u>Information Officer:</u>								
	<u>Safety Officer:</u>								
	<u>Liaison Officers</u> SEOC: County:								
<u>Operations</u>	<u>Planning</u>	<u>Logistics</u>	<u>Finance</u>						

ICS-201 (Page 2)**6. Resources Summary**

Resources Ordered	Resource Identification	ETA On Scene	Location/Assignment

7. Summary of Current Actions

Prepared by (Name and position):

ICS-202 SWFWMD INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			
8. ATTACHMENTS (✓ IF ATTACHED)			
<div> <input type="checkbox"/> INCIDENT BRIEFING (ICS 201) <input type="checkbox"/> MEDICAL & SAFETY PLAN (ICS 206) <input type="checkbox"/> _____ </div> <div> <input type="checkbox"/> ASSIGNMENT LIST (ICS 203) <input type="checkbox"/> INCIDENT MAP <input type="checkbox"/> _____ </div> <div> <input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205) <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div>			
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	

ICS-203**SWFWMD ORGANIZATION ASSIGNMENT LIST****1. Incident Name****2. Date****3. Time****4. Operational Period****POSITION****NAME/CONTACT NUMBER****ASSIGNMENT LOCATION****5. Command Staff****Incident Commander****Information Officer****Safety Officer****Liaison Officers****6. Operations Section****Chief****Service Office Coordination
Group****Engineering & Debris
Management Group****Field Operations Group****Structure Operations Group****Structure Maintenance Group****Regulatory Response Group****Dispatcher Group****Dispatchers****7. Planning Section****Chief****Situation & Resources Unit****Specialists:****EOPS & Yellow Packets****Communications & IT****Procurement****SCADA****GIS****Hydrologic Data****Food & Supply****Human Resources****8. Logistics Section****Chief****Facilities, Equipment &
Security Unit****9. Finance Section****Chief****Cost Unit****Prepared by (Name and Position):**

ICS-203.a**SWFWMD EMERGENCY OPERATIONS ORGANIZATION
SUPPLEMENTAL ASSIGNMENT LIST****1. INCIDENT NAME:****2. SECTION/UNIT/GROUP:**

DATE	OPERATIONAL PERIOD	NAME/CONTACT NUMBER	ASSIGNMENT LOCATION

3. SECTION/UNIT/GROUP:

DATE	OPERATIONAL PERIOD	NAME/CONTACT NUMBER	ASSIGNMENT LOCATION

4. SECTION/UNIT/GROUP:

DATE	OPERATIONAL PERIOD	NAME/CONTACT NUMBER	ASSIGNMENT LOCATION

5. SECTION/UNIT/GROUP:

DATE	OPERATIONAL PERIOD	NAME/CONTACT NUMBER	ASSIGNMENT LOCATION

Prepared by (Name and Position):

ICS-205 SWFWMD INCIDENT COMMUNICATIONS PLAN

2-WAY RADIO CHANNEL UTILIZATION

<u>Mobile</u> (installed in vehicle) & <u>Portable</u> (Handheld) Channels	Location	Frequency	<u>Approximate</u> Coverage
		Base & Repeater Transmit-Receive	
1 ANALOG	District Wide Area Wide Simplex	151.175 - 151.175 TPL Code: 4B 146.2	Mobile-to-mobile throughout District (5-7 miles) Mobile-to-base for all <u>except Lecanto & Arcadia</u> (within each tower radius of coverage) Portable-to-portable talk around (2-3 miles)
2 BROOKSVILLE A & B DIGITAL	Brooksville	159.345 - 151.250	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
3 BROOKSVILLE C & D DIGITAL	Brooksville	151.370 - 159.360	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
4 TAMPA A & B DIGITAL	Tampa	159.420 - 151.490	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
5 BARTOW A & B DIGITAL	Bartow	159.360 - 151.370	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
6 LECANTO A & B DIGITAL	Lecanto	159.420 - 151.490	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
7 ARCADIA A & B DIGITAL	Arcadia	159.345 - 151.250	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)
8 MANATEE A & B DIGITAL	Manatee	136.025 - 136.025	<u>Tested Reception Range:</u> Mobile-to-tower (38 miles) Portable-to-tower (15 miles) Mobile-to-mobile talk around (2-3 miles) Portable-to-portable talk around (2-3 miles)

ICS-205 SWFWMD INCIDENT COMMUNICATIONS PLAN (cont.)		
PORTABLE RADIOS		
ID Number	Assigned To	Assignment Location
Prepared by (Name and Position):		

ICS-206 SWFWMD MEDICAL & SAFETY PLAN		1. Incident Name	2. Date Prepared	3. Time Prepared		4. Operational Period	
5. Hospitals							
Name	NORTH AREA: Address	Phone	Helipad Yes No		Burn Center Yes No		
Name	CENTRAL AREA: Address	Phone	Helipad Yes No		Burn Center Yes No		
Name	SOUTH AREA: Address	Phone	Helipad Yes No		Burn Center Yes No		
6. Medical Emergency and Safety Procedures							
Prepared by (Name and Position):							

ICS-211 SWFWMD INCIDENT CHECK-IN LIST	1. Incident Name	2. Check-In Location (complete all that apply)			3. Date/Time
		<input type="checkbox"/> EOC	<input type="checkbox"/> ICP	<input type="checkbox"/> Other	
CHECK-IN INFORMATION					
4. Personnel Name	5. Equipment Kind/Type		6. Incident Assignment	7. Date/Time Check-In	8. Date/Time Check-Out
9. Prepared by (Name and Position):					

[illegible]

ICS-215 SWFWMD OPERATIONAL PLANNING WORK SHEET				1. Incident Name	2. Date Prepared	3. For Operational Period (Date/Time)	
					Time Prepared		
4. Group/Unit or Other	5. Work Assignment	6. Resources - Staff or Equipment [Required – On Hand = Needed]				7. Notes / Remarks	8. Reporting Location / Time
9. Total Resources Required							
Total Resources On Hand							
TOTAL RESOURCES NEEDED							
Prepared by Operations Section Chief:							

Southwest Florida Water Management District

**Headquarters**

2379 Broad Street
Brooksville, FL 34604
(352) 796-7211
1-800-423-1476
SUNCOM 628-4150

Bartow Service Office

170 Century Blvd.
Bartow, FL 33830
(863) 534-1448
1-800-492-7862
SUNCOM 572-6200

Tampa Service Office

7601 Highway 301 N.
Tampa, FL 33637
(813) 985-7481
1-800-836-0797
SUNCOM 578-2070

Sarasota Service Office

6750 Fruitville Road
Sarasota, FL 34240
(941) 377-3722
1-800-320-3503
SUNCOM 531-6900

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT EMERGENCY OPERATIONS CENTER ACTIVATION LEVEL _____

SITUATION REPORT # _____

Tropical Storm/Hurricane _____

Date, Time _____

CURRENT SITUATION

STATE ACTIONS

SWFWMD ACTIONS

HURREVAC FORECAST TRACK

NATIONAL HURRICANE CENTER ADVISORY

SWFWMD Major Structures Operational Status:

Structure	Date/Time	Structure Position	Operator	Comments
Medard Reservoir (Hillsborough County)				
Flint Creek (Lk. Thonotosassa) (Hillsborough County)				
S-160 (Tampa Bypass Canal) (Hillsborough County)				
S-161 (Tampa Bypass Canal) (Hillsborough County)				
Channel A (Hillsborough County)				
Channel G (Hillsborough County)				
Lake Pretty (Hillsborough County)				
S-551 (Lake Tarpon) (Pinellas County)				
S-353 (Tsala Apopka Chain) (Citrus County)				
Inglis Main Dam (Citrus & Levy Counties)				
Inglis Bypass Dam (Levy County)				

Wysong Lock & Dam (Citrus & Sumter Counties)				
G-90 (Highlands County)				
Peace River Basin Structures (Polk County)				

1. Incident Name	2. Operational Period of IAP (Date / Time) From: To:	SWFWMD IAP COVER SHEET
3. Approved by: Incident Commander: _____ Planning Section Chief: _____ Operations Section Chief: _____ Logistics Section Chief: _____ Finance/Administration Section Chief: _____ _____: _____ _____: _____		
<div>INCIDENT ACTION PLAN The items checked below are included in this Incident Action Plan</div> <div><input type="checkbox"/> ICS-201 (Incident Briefing)</div> <div><input type="checkbox"/> ICS-202 (Incident Objectives)</div> <div><input type="checkbox"/> ICS-203 (Organization Assignment List)</div> <div><input type="checkbox"/> ICS-205 (Communications Plan)</div> <div><input type="checkbox"/> ICS-206 (Medical & Safety Plan)</div> <div><input type="checkbox"/> ICS-_____</div> <div><input type="checkbox"/> ICS-_____</div> <div><input type="checkbox"/> ICS-_____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div>		