

**St. Johns County
Florida**

***Comprehensive Emergency
Management Plan***

2016



CEMP DISTRIBUTION LIST

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20	Duval County Emergency Management
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23	Florida Division of Emergency Management
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PLAN DEVELOPMENT AND MAINTENANCE

The St. Johns County Director of the Division of Emergency Management is mandated to coordinate the development and annual review of this plan by the officials and agencies involved and will coordinate necessary revision efforts through the Division of Emergency Management. This shall include critique of the actions taken in support of the plan following any event necessitating implementation of the plan.

This plan shall be exercised annually in lieu of actual response to real emergency events.

This plan shall be considered a “living plan” and with each use, either by exercise or incident, the plan shall be reviewed by ESF agencies and public officials with the intent of improving it.

RECORD OF REVISIONS

Plan Copy Number: _____

Agency: _____

REVISION NUMBER	DATE OF REVISION	DATE ENTERED	REVISION MADE BY

ST. JOHNS COUNTY CEMP SUMMARY OF CHANGES

Page Reference	Change Made

Revision Instructions: Please remove and replace or add pages as indicated in the table above. File this page behind your Revision Record in the CEMP.

RESOLUTION NO. 2016 - 234

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA APPROVING AND ADOPTING THE ST. JOHNS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, as provided by Section 252.38 Fla. Stat., each Florida county must develop a Comprehensive Emergency Management Plan (CEMP) that is coordinated and consistent with the State of Florida Comprehensive Emergency Management Plan, unless otherwise exempted; and

WHEREAS, in accordance with Rule 27P-6, F.A.C., such Plan must be renewed each four year period, and the St. Johns County Plan is due for renewal; and

WHEREAS, the Plan must be adopted by resolution of the governing body of the jurisdiction before it becomes the Comprehensive Emergency Management Plan for such local government; and

WHEREAS, the new St. Johns County CEMP has been approved by the Florida Division of Emergency Management and the County has been notified of such approval by the Florida Division of Emergency Management, Bureau of Preparedness via correspondence dated July 7, 2016; and

WHEREAS, to maintain compliance with the Florida Division of Emergency Management, the County must notify the Division that the County has adopted the new County Plan;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County that:

The new County Comprehensive Emergency Management Plan attached and incorporated herein as Exhibit A is hereby approved and adopted effective immediately.

The St. Johns County Director of Emergency Management is hereby directed to timely notify the Florida Division of Emergency Management of the date of the County's approval and adoption of the new County Comprehensive Emergency Management Plan.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 2nd day of August, 2016.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: Jeb S. Smith
Jeb S. Smith, Chair

ATTEST: Hunter S. Conrad, Clerk
By: Pam Walther

RENDITION DATE 8/3/16



LETTER OF PROMULGATION

Approval Date: 2016

TO: Officials, Employees, and Citizens of St. Johns County

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. St. Johns County, in cooperation with the county's constitutional officers, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan established the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the State Comprehensive Emergency Management Plan. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The St. Johns County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the St. Johns County Comprehensive Emergency Management Plan, constitutes the adoption of the plan, and the adoption of the Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

Chairman, Board of County Commissioners

**ST. JOHNS COUNTY
AGENCIES AND EMERGENCY SUPPORT FUNCTIONS
SIGNED CONCURRENCE**

The **County Administrator** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Administrator

The **Director of Emergency Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Emergency Management Director

The **St. Johns County Sheriff** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Sheriff

The **St. Johns County Director of Public Works** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Public Works Director

The **St. Johns County Director of Growth Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Growth Management Director

The **St. Johns County Attorney** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Attorney

The **St. Johns County Finance Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Finance Director

The **Clerk of County Court** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Clerk of County Court

The **St. Johns County Property Appraiser** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Property Appraiser

The **Superintendent of Schools** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – School Superintendent

The **St. Johns County Health Department Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Health Department Director

The **Salvation Army** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Salvation Army Corp Officer

FORWARD

The jurisdictions in St. Johns County have a responsibility for the safety of its citizens. Their safety and security depends on the continuation of government services, during and following an emergency or disaster.

St. Johns County Government is mandated by federal, state and local laws to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured and recovery is achieved, efficiently and effectively, before, during and after man-made and natural disasters (i.e., fires, hurricanes, tornadoes, chemical spills, floods, domestic and foreign acts of terrorism, etc.) that occur in St. Johns County. Through the County Administrative Code, adopted by the St. Johns County Board of County Commissioners, St. Johns County Division of Emergency Management has assumed the responsibility for countywide emergency management.

One of the primary responsibilities of the St. Johns County Division of Emergency Management is to develop a local emergency management plan. This plan addresses, as much as possible, all emergency response functions of local governmental departments and agencies, public officials, and other public and private organizations, during emergencies or disasters. The Division of Emergency Management in cooperation and coordination with local municipalities has achieved that objective by developing the St. Johns County Comprehensive Emergency Management Plan. This plan is designed to ensure that jurisdictions in St. Johns County can effectively prepare for, respond to and recover from emergencies and disasters. This plan was developed with input from all local government departments and agencies that play a pivotal and functional role in emergencies or disasters.

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) is an operation-orientated document authorized by Chapter 252, Florida Statutes. The CEMP establishes the framework to ensure that St. Johns County and its Municipalities will be adequately prepared to deal with all hazards threatening the lives and property of St. Johns County citizens. The CEMP outlines the roles, responsibilities and coordination mechanisms of local county and municipal governments, state and federal agencies and volunteer organizations in a disaster. The CEMP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups under the National Incident Management System and Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards. The St. Johns County Division of Emergency Management extends its appreciation to all partner organizations that participated in the planning effort to create this document.

The Plan addresses the four phases of emergency management (preparedness, response, recovery, and mitigation), parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the "National Response Framework," and describes how local, state, and national resources will be coordinated to supplement local response and recovery capability. The CEMP is in compliance with the criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) in July of 2012.

The CEMP is organized into five (5) essential elements as follows:

The Basic Plan – outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the St. Johns County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.

Annex I – Recovery Functions. This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within St. Johns County designed to facilitate both immediate and long-term recovery after a disaster has occurred. These functions will provide for a rapid and orderly reestablishment of persons and property affected by a disaster occurring in St. Johns County. Specific tasks may be described in Standard Operating Procedures (SOP's) or other operational plans utilized within St. Johns County.

Annex II – Mitigation Functions. The mitigation annex includes projects, policies, and programs that reduce the county’s vulnerability to the impacts of disasters before they occur. Much of the information, including a more in-depth analysis, for this Annex can be found in the Local Mitigation Strategy. The annex also details requirements and programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.

Annex III – National Incident Management System (NIMS) / Emergency Support Functions (ESF’s). These Emergency Support Function annexes detail by name and organization the lead, support, and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster and/or emergency event. The tasks identified in this Annex utilize the Emergency Support Function (ESF) concept of the federal and state plans and is also applied to specific functions within the National Incident Management System (NIMS). These specific tasks may be described in Standard Operating Procedures (SOP’s) or other operational plans utilized within St. Johns County by Emergency Management or other response and recovery agencies. Each ESF will respond when activated by the County Emergency Management Director.

Annex IV – Appendices. Appendices are located at the end of the plan and provide additional information associated with the CEMP.

The St. Johns County Comprehensive Emergency Management Plan is considered a “living document” in that it is subject to continuous review and revision based on an ever-changing environment. CEMP participants are encouraged to question the effectiveness of their sections as they strive to provide the most efficient, effective response and recovery procedures possible with the available resources at their command.

Due to economic considerations, minor typographical errors that do not change the meaning of the CEMP or threaten life safety will be corrected during the annual review.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
Instructions for Use

Overview: The St. Johns County Comprehensive Emergency Management Plan (CEMP) is an all-hazard disaster plan developed using State of Florida guidelines. This plan is divided into five main areas: The Basic Plan, Recovery Annex, Mitigation Annex, National Incident Management System (NIMS)/Emergency Support Function Annexes, and Appendices. All or part of the CEMP may be activated during emergencies or disasters depending on the type, magnitude, and duration of the event. Because disasters are dynamic, resource intensive, and unpredictable, this CEMP cannot cover every possibility that could occur. Instead, it covers those common activities needed to respond to and recover from emergencies and disasters.

I. Basic Plan

The Basic Plan details the policies, organization, concept of operations, and assignment of responsibilities necessary for St. Johns County's response and recovery operations. The Basic Plan includes attachments and appendices as necessary.

II. Recovery Annex

The Recovery Annex details the procedures for damage assessment, requests for Federal Disaster Assistance, Public and Individual Assistance Programs and Hazard Mitigation.

III. Mitigation Annex

The Mitigation Annex details the mitigation process during disaster situations. This Annex is supplemented with the St. Johns County Local Mitigation Strategy, with the majority of mitigation information being found in that document.

IV. National Incident Management System / Emergency Support Function Annexes

The Emergency Support Functions (ESF's) are organized into functional sections under the National Incident Management System (NIMS). Each section maintains an annex to the Basic Plan detailing the concept of operations for that section and the ESF's within that section. A standard outline is used for each section and ESF annex in order to ensure continuity of the CEMP and allow for easy reference.

V. Appendices and Standard Operating Procedures (SOP's)

Included as Appendices, are the supporting documents to the Comprehensive Emergency Management Plan. For the St. Johns County Comprehensive Emergency

Management Plan to be complete, each EOC staff position and ESF lead agency must develop Standard Operating Procedures (SOP's). ESF Support agencies are encouraged to develop their own SOP's or checklists. Additionally, Emergency Management has developed and maintains National Incident Management System SOP's and / or checklists for the Emergency Operation Center as appropriate. Upon completion, each SOP will become part of this plan by reference, but is not included in this CEMP. SOP's are available from the lead ESF agencies. Additional SOP's, as needed, will be developed by St. Johns County and be included in the CEMP.

These SOP's will contain, in detail, those actions that are necessary to fulfill the EOC / ESF functional responsibilities under this plan. Each SOP should include some generic information such as increased readiness activities, disaster assignments, and resource lists. All SOP's will be dated and reviewed / updated annually.

Emergency Management will review each SOP for consistency with the CEMP. Inconsistencies or conflicts between departmental actions will be addressed and resolved by the departments / agencies or by the County Administrator or Board, if necessary.

EOC and ESF members may deviate from SOP's to respond to unique needs in a particular response. Major variations from procedures shall be coordinated with the EOC manager. Strict adherence to the SOP by agencies is not required.

TERMS AND DEFINITIONS

Activation - Monitoring Activation – will be implemented whenever the Division of Emergency Management (DEM) receives notice of an incident, which may escalate to threaten public safety.

Activation – Partial/Hazard Specific Activation – may be implemented by the EMD, or upon request of the Incident Commander (or their designees). Only those ESF's impacted by the hazard or involved in the response will be represented at the EOC.

Activation - Full County Activation – may be implemented for a major event. All ESF's, the Policy Group, the Liaison Group and Support Staff will be staffed 24 hours per day.

Advisory - A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

Agency - A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative - A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Amateur Radio Emergency Service (ARES) - a volunteer group of amateur radio operators who may be activated by the Division of Emergency Management or ESF-2 to provide communications support in times of emergency

Area Command (Unified Area Command) - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment - The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments - Tasks given to resources to perform within given operational periods that are based on operational objectives defined in the IAP.

Assistant - Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency - An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources - Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Basic Plan - describes the various types of emergencies, which are likely to occur in St. Johns County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the County and municipal governments will operate in response to natural and technological disasters.

Branch - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Burn Sites - open areas identified for the collection and open burning of disaster caused debris.

Catastrophic Disaster - An incident that overwhelms the capability of local and state resources and requires federal assistance and / or resources. Examples include a Category four or five hurricane.

Chain of Command - A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In - The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief - The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Clearance Time - the clearance time is the mobilization, travel, and queuing delay time and is based on the number of people required to evacuate, the number of vehicles that may be used, the suitability of the roads (capacity, elevation, location, etc.) and then any special evacuation considerations such as medical facilities and people with special needs.

Coastal High Hazard Area - as defined in F.S. 252, is the Category 1 hurricane evacuation area.

Code Red - a system that enables local government officials to record, send and track personalized messages to thousands of citizens in minutes via phone, text message, and email.

Comfort Stations - are managed under ESF 6 to provide basic emergency services to survivors such as food and water, health and first aid treatment, relief supplies, information, and temporary refuge.

Command - The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff - In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture - A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Comprehensive Emergency Management (CEM) - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government and the private sector.

Comprehensive Emergency Management Plan (CEMP) - the purpose of the CEMP is to establish uniform policy and procedures for the effective coordination of response to a wide variety of natural and technological disasters.

Cooperating Agency - An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate - To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

County Logistical Staging Area (CLSA) – location in the County where supply donations and volunteers will be received from the Regional Recovery Center for redistribution to County distribution points. RSC's may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

County Warning Point - is the location that the State will contact in case of an emergency. The primary County Warning Point is located in the Communications Center in the St. Johns County Fire / Rescue Dispatch Center. It is staffed 24 hrs a day.

Critical Facility - A structure from which essential services and functions for health and human welfare, continuation of public safety actions, and / or disaster recovery are performed or provided.

Damage Assessment - An estimation of damages made after a disaster has occurred which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

Deputy - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster Recovery Center (DRC) - is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs. These are only set up after federally declared disasters.

Dispatch - The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division - The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Drill - an activity that tests, develops, or maintains skills in a single emergency response procedure (communication drills, fire drills, emergency operation center drills, etc.). A drill usually involves actual field response, activation of emergency communications networks, equipment, and apparatus that would be used in a real emergency.

Emergency - Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS) - replaces the Emergency Broadcasting System as the primary relay and notification system for delivering emergency information to residents through the broadcast media.

Emergency Operations Centers (EOCs) - The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan - The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information - Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response - An incident is in progress or has occurred requiring local resources only. This includes vehicle accidents, fires, utility losses, etc.

Emergency Response Provider - Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency Support Function (ESF) - A functional area of response activity established to facilitate the delivery of county and / or state assistance required during the immediate response and recovery phases. The concept uses a functional approach to group response actions, which are most likely to be needed, under eighteen Emergency Support Functions (ESF's).

EM Net - is the 24 hour dedicated digital communications link between the State Emergency Operations Center and the 67 counties, 6 local weather forecast offices, and 14 key local media outlets. It also has the ability to broadcast EAS messages.

Evacuation - Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation Zones - areas pre-designated by local emergency management officials as requiring evacuation for hazard vulnerability. Hurricane evacuation zones are normally based on salt water, river and lake flooding from storm surge as determined by surge model data.

Event - A planned, none emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal - Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO) - the senior federal official appointed in accordance with the provisions of the Stafford Act to coordinate the overall federal response and recovery activities.

Federal Emergency Management Agency (FEMA) - the lead agency for federal emergency management planning and response.

Field Hospitals / Emergency Clinics - those sites where Disaster Medical Assistance Teams (DMAT's) or local hospitals / physicians may set-up temporary emergency clinics to provide emergency medical care in the disaster area. The locations are established to supplement the pre-existing medical network.

Full-scale Exercise - an exercise intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations in a stress environment. This type of exercise includes the mobilization of personnel and resources and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

Function - Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Functional Exercise - an exercise intended to test or evaluate the capability of an individual function, or complex activity with a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity.

General Staff - A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative (GAR) - is designated as the lead person to represent the Governor in disaster response and recovery.

Group - Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

Hazard - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation - is the process of potential improvements that would reduce or remove the hazard vulnerability.

Hazardous Material Sites - sites pre-identified in the County Hazardous Materials Vulnerability Analysis as containing extremely hazardous substances.

Hazard Vulnerability Analysis (HVA) - The process of collecting information about local hazards, risks to those hazards, the extent to which they threaten local populations, and the vulnerability the hazards present. An HVA may include mitigation measures required to abate the hazards, priority/goal settings, and funding mechanisms available for hazard reduction.

Hurricane - a tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder and lightning, and storm surge. Hurricanes often spawn tornadoes.

Hurricane Eye - the roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. ** Do not go outdoors while the eye is passing, the intensity of the storm will reoccur in minutes.*

Hurricane Landfall - the point and time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

Hurricane Season - the six-month period from June 1st through November 30th considered the hurricane season.

Hurricane Warning - An announcement from the National Hurricane Center that

hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Watch - An announcement from the National Hurricane Center that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Incident - An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP) - The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) - A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) - The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives - Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Individual Assistance - is provided to individuals and private business in the form of grants and low interest loans by the Federal government.

Initial Action - The actions taken by those responders first to arrive at an incident site.

Initial Response - Resources initially committed to an incident.

In-Place Shelter - means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off. In-place sheltering should not be implemented when the sheltering duration is expected to exceed two hours. If it is determined that sheltering will exceed two hours, it is best to evacuate.

Intelligence Officer - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Field Office (JFO) - is established in or near the designated area to support State and Federal response and recovery operations. The DFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS) - Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort;

and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction - A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Landing Zone - Any designated location where a helicopter can safely take off and land. Some heliports may be used for loading of supplies, equipment, or personnel.

Liaison - A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Local State of Emergency - will be declared whenever an evacuation is ordered by the Board of County Commissioners or the County Administrator / Director of Emergency Management, normal community functions are severely disrupted, St. Johns County Government requires outside assistance, or as deemed necessary by the Policy Group.

Logistics - Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Logistics Section - All incident support needs are provided by the Logistics Section. The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. The Logistics Section consists of the following units: Supply Unit, Facilities Unit, Ground Support Unit, Communications Unit, Food Unit, and Medical Unit.

Logistical Staging Area (LSA) - may be established by the State to receive, classify, and account for emergency relief and sustainment supplies and goods solicited by the State and which may, upon request, be distributed to county distribution points.

Long -Term Recovery Phase - begins within a week of the disaster impact and may continue for years. Long-term recovery activities include: on-going human service delivery; rebuilding the economy, infrastructure, and homes; implementation of hazard

mitigation projects, and funds recovery.

Major Disaster - As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective - A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mandatory Evacuation Order - will be issued when there is a definite threat to life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.50.

Mass Feeding Sites - temporary locations strategically placed near the disaster area where residents can go for a meal. Food may also be distributed to take home from these locations.

Minor Disaster - An incident that is likely to be within the response capability of local government and to result in only minimal need for State and Federal assistance.

Mitigation - The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization - The process and procedures used by all organizations— Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Systems - Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident - An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement - Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National - Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System (NDMS) - is a federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to supplement an integrated National medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters. The National Response Framework utilizes the NDMS as part of the Department of Health and Human Services, Office of Preparedness and Response, under Emergency Support Function 8, Health and Medical Services.

National Incident Management System - A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response

NFIP Flood Zones - areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and / or freshwater flooding based on the 100 and 500 year storms. Flood zones include inland areas.

Nongovernmental Organization - An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a

public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period - The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability - The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plan - A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Planning Meeting - A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Points of Distribution (POD) - locations where donations of food, water, and other supplies received from the State Resource Center will be given directly to residents. Distribution Points may be located in parking lots or open fields in the disaster area, as close to survivors as possible.

Post-Impact Response Phase - begins once the disaster occurs and may continue for up to a month. This phase includes the following activities: communications, public information, hazard abatement, search and rescue (SAR), emergency medical service delivery, temporary shelter, impact / needs assessment, security, re-entry, traffic control, debris clearance, resource distribution, and volunteer management.

Pre-Impact Response Phase - is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 48 hours before an incident (hurricane) and continues until the disaster occurs. This phase includes hazard monitoring / tracking, incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place and relocation), and communications and coordination activities.

Preliminary Damage Assessment (PDA) – is performed immediately after a disaster event in order to gauge the impacts to a community and to determine if the disaster event is beyond the capacity of state and local resources. It is a data collection process performed by federal, state and local officials. The data collected is then reported to the state for a determination to be made as to whether a presidentially declared disaster should be requested.

Preparedness - The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations - The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency - each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities.

Private Sector - Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Assistance - is the reimbursement and emergency assistance provided to State and local governments and private non-profit entities from the Federal government.

Public Information Officer - A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management - The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification - This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Rapid Response Team (RRT) - A set of four types of operations teams established by the State of Florida to provide assistance to impacted counties using personnel from non-impacted counties.

Reception Area - This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recommended Evacuation - will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property, but it is not expected to threaten life safety.

Recovery - The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan - A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources - Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is

maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management - Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response - Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Saffir / Simpson Hurricane Wind Scale - is used by the National Hurricane Center and is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity.

Safety Officer - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section - The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration. The section is organizationally situated between the branch and the Incident Command.

Security Checkpoints - those locations where all traffic will be stopped to check for identification in order to determine access to the disaster area.

Shelters - temporary emergency shelters activated prior to a disaster impact, operated during the disaster and closed as soon as residents can be returned to their homes or relocated to long-term shelters or temporary housing areas.

Short-Term Recovery Phase - may begin immediately after the disaster impact and continues for approximately six months. The Short-Term Recovery Phase includes the implementation of individual assistance programs, through Disaster Application Centers (DAC's) and Red Cross Service Centers, and public assistance programs through damage survey teams and forms completion. Other short-term activities include: long-term sheltering (hotels / motels, mobile homes, tent cities, etc.), on-going human service delivery, debris removal, contractor licensing, permitting and inspections.

Situation Report (SITREP) - a summary of events, actions taken and anticipated in response to an emergency. SITREP's will be issued as needed. As a guide SITREP's should be issued daily during a monitoring activation and at least twice per day during a full activation.

Span of Control - The number of individuals a supervisor is responsible for usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Special Needs Program - the program through which impaired persons who need special assistance in times of emergency, are registered, evacuated, and sheltered.

Staging Area - Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedure (SOP) - A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the CEMP. They are developed by primary and support agencies as needed to implement their responsibilities under the ESF Annexes.

State - When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Emergency Response Team (SERT) - coordinates State of Florida response and recovery functions through 17 Emergency Support Functions.

SERT Liaison Officer (SERTLO) - provides the communication and coordination link between the SERT in the State Emergency Operations Center and the County EOC Team.

State of Emergency - issued by the Governor.

Statewide Mutual Aid Agreement for Disaster Response and Recovery (SMAA) - is the chief agreement, between counties and the State for providing mutual aid assistance, which details request and reimbursement procedures.

State Watch Office (SWO) - is the 24-hour answering point in the State Emergency Operations Center for reports of emergencies and / or requests for State assistance.

Storm Surge - An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Storm Surge Model Data - is based on the SLOSH (Sea Lake and Overland Surges from Hurricanes) model that shows those areas expected to be inundated with salt water flooding during a hurricane. County evacuation zones are based on storm surge model data.

Strategic - Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team - A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy - The general direction selected to accomplish incident objectives set by the IC.

Support Agency – agency in support for one or more ESF's based on their resources and capabilities to support the functional area.

Supporting Technologies - Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Tabletop Exercise - an activity in which exercise participants are presented with simulated emergency situations without time constraints. It is intended to evaluate plans and procedures, and to resolve questions of coordination and assignments of responsibility. Tabletop exercises are not concerned with time pressures, stress, or actual simulation of specific events.

Task Force - Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance - Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Temporary Housing Areas - where tents or mobile home units may be set-up for residents to live before they are able to return to their own homes or until they find a new home.

Temporary Debris Storage Area - park, open area or landfill space where debris will be held after debris clearance until it can be moved to a landfill, incinerator, or other appropriate disposal location.

Terrorism - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat - An indication of possible violence, harm, or danger.

Tools - Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tornado - A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena. In Florida they form most frequently in spring and summer.

Tornado Warning - is issued by the local National Weather Service office (NWFO) when a funnel is sighted by spotters or indicated by radar. It will include where the tornado was located and what towns will be in its path.

Tornado Watch - is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours.

Tribal - Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tropical Storm - a tropical cyclone with sustained surface winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Tropical Storm Watch – is issued by the National Hurricane Center when tropical storm conditions winds of 39 to 73 mph, are possible within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone

Tropical Storm Warnings - issued by the National Hurricane Center when tropical storm conditions, winds of 39 to 73 mph, are expected somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone. If a hurricane is expected to strike a coastal area, separate tropical storm warnings may precede hurricane warnings.

Traffic Control Points - key intersections on the road network where staff may be needed to physically control traffic flow.

Transportation Bottlenecks - those locations identified by transportation planners where traffic back-ups during evacuation or re-entry are expected to occur.

Type - A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command - A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit - The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer - For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

ACRONYMS

ACP	Area Contingency Plan
AHCA	Agency for Health Care Administration
ALF	Assisted Living Facility
ALS	Advanced Life Support
AOR	Area of Responsibility
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BC	Bureau Chief
BFE	Base Flood Elevation
BPR	Bureau of Preparedness and Response
BRM	Bureau of Recovery and Mitigation
CAP	Civil Air Patrol
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Order
CERT	Community Emergency Response Team
CIC	Citizens Information Center
CO	Central Office / Commanding Officer
COG	Continuity of Government
CONUS	Continental United States
COOP	Continuity of Operations
CP	Command Post
CRS	Community Rating System
CSBG	Community Service Block Grant
CWP	County Warning Point
DACS	Department of Agriculture and Consumer Services
DAP	Disaster Assistance Programs
DAT	Damage Assessment Teams
DCA	Department of Community Affairs
DCF	Department of Children and Families
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DHSMV	Department of Highway Safety & Motor Vehicles
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team

DMORT	Disaster Mortuary Response Team
DMS	Department of Management Services
DO	Duty Officer
DOC	Department of Corrections
DOD	Department of Defense
DOEA	Department of Elder Affairs
DOF	Division of Forestry
DOJ	Department of Justice
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSCO	Deputy State Coordinating Officer
EAS	Emergency Alerting System
EBS	Emergency Broadcast System
ECC	Emergency Communications Center
ECO	Emergency Coordinating Officer
EEI	Elements of Essential Information
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Director
EMI	Emergency Management Institute
EMPA	Emergency Management Preparedness and Assistance Trust Fund
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right-To-Know Act
ERT	Emergency Response Team – Federal
ESF	Emergency Support Function
ETO	Exercise Training Officer
F.S.S	Florida State Statute
FSERT	Forward State Emergency Response Team
FAC	Florida Administrative Code
FCC	Federal Communications Commission
FCG	Florida Coordinating Group
FCO	Federal Coordinating Officer
FDEM	Florida Division of Emergency Management
FDLE	Florida Department of Law Enforcement
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association

FWCC	Florida Fish and Wildlife Conservation Commission
FFS	Florida Forest Service
FHP	Florida Highway Patrol
FIRM	Flood Insurance Rate Map
FDOT	Florida Department of Transportation
FMAP	Flood Mitigation Assistance Program
FMP	Florida Marine Patrol
FNG	Florida National Guard
FOG	Field Operations Guide
FP&L	Florida Power and Light
GAR	Governors Authorized Representative
GIS	Geographic Information System
GR	General Revenue
HAZMAT	Hazardous Materials
HCD	Housing and Community Development
HES	Hurricane Evacuation Study
HLS	Hurricane Local Statement
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program – Federal
HMO	Hazard Mitigation Officer
HSPD-5	Homeland Security Presidential Directive - 5
HURREVAC	Hurricane Evacuation Tracking Program
HVA	Hazard Vulnerability Analysis
IA	Individual Assistance or Impact Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
IRS	Internal Revenue Service
JCC	Joint Coordination Center – Federal
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JSAC	Joint State Area Command
LEPC	Local Emergency Planning Committee

LMS	Local Mitigation Strategy
LO	Liaison Officer
LSA	Logistical Staging Area
LTR	Long Term Redevelopment – DCA
MAA	Mutual Aid Agreement
MCI	Mass Casualty Incident
MEOW	Maximum Envelope of Wind / Water
MIC	Meteorologist In Charge – NWS
MOA	Memorandum of Agreement
MOM	Maximum of the Maximums
MOU	Memorandum of Understanding
MRE	Meals Ready-to-Eat
MSU	Medical Support Unit
NAWAS	National Warning System / National Attack Warning and Alert System
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NGO	Nongovernmental Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NOFA	Notice of Funding Availability
NRF	National Response Framework
NRT	National Response Team
NWS	National Weather Service
OSC	On-Scene Commander
PA	Public Assistance
PAG	Protective Action Guide
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PSA	Public Service Announcement
PW	Project Worksheet
RC	Recovery Centers/Regional Council/Regional Coordinator
RCMP	Residential Construction Mitigation Program
RDSTF	Regional Domestic Security Task Force
RFA	Request For Federal Assistance
RFP	Request For Proposal / Request For Payment
SA	Salvation Army

SAR	Search and Rescue
SBA	Small Business Administration
SAME	Specific Area Message Encoder (weather radio)
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFHA	Special Flood Hazard Area
SHMPAT	State Hazard Mitigation Plan Advisory Team
SITREP	Situation Report
SLOSH	Sea, Lake and Overland Surges for Hurricanes
SMAA	Statewide Mutual Aid Agreement
SN	Special Needs
SO	Safety Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOW	Scope of Work
STARC	State Area Command
SWO	State Watch Office
TDD	Telephone Device for the Deaf
UASI	Urban Area Security Initiative
UC	Unified Command
USAR	Urban Search and Rescue
VA	Veterans Administration
VOAD	Volunteer Organizations Active in Disasters
WCM	Warning Coordination Meteorologist – NWS
WMD	Water Management District / Weapons of Mass Destruction
WFO	Weather Forecast Office