

COLLIER COUNTY, FLORIDA

Comprehensive Emergency Management Plan

**HURRICANE
RESPONSE
ANNEX D**

March 16, 2021

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ANNEX D

EMERGENCY RESPONSE TEAM GUIDELINES FOR HURRICANE OPERATIONS

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Executive Summary

The Collier County Response Team Guidelines for Hurricane Operations, Annex D to the Collier County Comprehensive Emergency Management Plan identifies the actions that may be taken by governmental agencies within Collier County in preparing for, responding to, recovering from and mitigate hurricane event. This Annex addresses the role of State and local government in providing the necessary support to the Collier County Board of County Commissioners in its statutory responsibilities in responding to and recovering from the effects of a hurricane.

The Collier County Emergency Management Division has the overall responsibility to update and coordinate this Annex with other response and support agencies. The Annex is a living document; being reviewed and updated at the conclusion of each hurricane exercise or event, at least annually. It is presently divided into four (4) Chapters as follows:

Chapter 1 – Introduction: Provides a discussion of the purpose, scope and planning assumptions used to prepare the Annex.

Chapter 2 - The Response Organization: Identifies the various levels of support that may be provided through the Emergency Operations Center (EOC) structure. It describes the circumstances under which the various agencies will unify under a single command structure in preparing for, responding to, recovering from and mitigating the effects of a hurricane by the components of governmental agencies. This Chapter also addresses the delegation of authority during a hurricane event.

Chapter 3 - The Concept of Operation: Presents the key guidelines that will be used to make key decisions during the event: Pre- and Post-Disaster Operations and Activities. Based on joint considerations discussed and determined by the county's liaison agencies of the Unified Command (Cities and Constitutional Officers), several guidelines for the three levels of activation (Monitoring, Partial, and Full) for the Collier County Emergency Operations Center during a hurricane event have been developed.

Chapter 4 - Public Information/Warning and Information Flow: Discusses the information, notification and warning process for hurricane activities to the public, governmental agencies, surrounding counties and the State Watch Office.

References and Authorities

The authority for the development, implementation and maintenance of this Annex and all compatible county/municipal plans in support of the Collier County's Board of County Commissioners (through the Emergency Management Division) in its statutory responsibilities in preparing for, responding to, and recovering from the effects of a hurricane event is derived from **Chapter 252 of the Florida Statutes and local ordinances.**

The Federal Emergency Management Agency policy on requesting Federal Disaster Assistance is contained within **44 CFR Part 206.**

The Collier County BCC's **Human Resources Practices & Procedures** addresses various aspects of Collier County government during emergency.

CHAPTER I – INTRODUCTION

I. General

Annex D (The Collier County Emergency Response Team Guidelines for Hurricane Operations) identifies the actions that may be taken by the governmental agencies within Collier County in preparing for, responding to and recovering from a hurricane event. This Annex addresses the role of State and local government in providing the necessary support to the Collier County Board of County Commissioners in its statutory responsibilities in preparing for, responding to, and recovering from hurricanes.

II. Purpose

The Collier County Emergency Management Division has the overall responsibility for coordination of the support to the Board of County Commissioners and the local governments in response to a hurricane event in Collier County.

The Emergency Management Division will update and coordinate the plans with other response and support agencies.

III. Scope

This Annex addresses hurricanes that affect Collier. The purpose of the response is to protect lives, property and mitigate the effects of the storm.

IV. Assumptions

- A. The Collier County Board of County Commissioners is statutorily responsible for preparing for, responding to and recovering from the damaging effects of a hurricane upon the residents of Collier County once a Declaration of a Local State of Emergency (LSE) is made.
- B. Once under an LSE, all governmental activities within Collier County, to include the schools, fall under operational control of the Board of County Commissioners.
- C. The Governor of Florida, through Executive Order, may cause the Emergency Operations Center to be activated in support of Emergency Operations throughout the State.
- D. Once under an LSE, the Board of County Commissioners, through the Emergency Management Office, orders evacuations as necessary to protect the public.
- E. The Governor of Florida, through Executive Order (EO), may require Collier County to open its shelters to support host-county sheltering operations.
- F. Collier County's resources will be overwhelmed by the direct hit of any category of hurricane and will require mutual aid, State and Federal assistance to recover from the effects of the disaster.

CHAPTER 2 – THE RESPONSE ORGANIZATION

I. General

This Chapter of the Annex describes the organization to be used to coordinate Collier County's agencies support of the response during the hurricane event. It describes the Unified Command Structure the various agencies will work under to respond to and recover from a hurricane. Also, it addresses the circumstances under which Collier County supports other jurisdictions in Florida in response to a hurricane.

II. Response Organization

A. Local

Using the principles of the National Incident Management System (NIMS), the Emergency Operations Center's team, comprised of locally trained local governmental and volunteer agencies, is organized as described in the "Basic Plan", Figure 9, Collier County EOC Organization Chart. This team will direct implementation of major external response and recovery activities. It gets its direction from the Policy Group, comprised of the BOCC, Constitutional officers and city liaison officers.

B. State

The Florida Division of Emergency Management (FDEM) may deploy liaison officers for both response and recovery activities to the Emergency Operations Center pre-impact of the storm. The liaison team will work with the Emergency Management Division to facilitate coordination and communication with the State.

III. Responsibilities

A. Collier County Emergency Management Division

1. Monitor storm development, keeping both the governmental agencies and the public informed about potential impact.
2. Participate in Regional and State conference calls coordinating risk and/or host county activities.
3. Activate the Emergency Operations Center to the level appropriate to the storm's threat.
4. Additionally, the Division will monitor the operation so as to request the Board of County Commissioners issue a Local Declaration of Emergency and issue warnings to the affected communities as the situation warrants.
5. Act as the Functional Lead for each Incident Management activity, i.e., Operations, Planning/Intelligence, Administration and Logistics, at the EOC for the County Manager.

6. Provide liaison to the State and FEMA during post-disaster activities.

B. Collier County Department Administrators

The Administrators will prepare their personnel and organizations for the storm and staff positions within the Emergency Operations Center as required by the Response Manager.

C. Collier County Constitutional Officers and City Officials

The Constitutional Officers and city officials will be allowed to participate within the Policy Group and support decisions made by the Board of County Commissioners.

D. Private Non-Profit Agencies (PNPs)

The PNPs, represented in the EOC, will coordinate their service activities with the Response and Recovery Managers.

E. Collier County Fire/EMS Chiefs' Association (CCFEMSCA)

The Collier County Fire/EMS Chief's Association provides the coordinated response activities throughout the county.

F. Growth Management Community Development Department

1. Act as the Lead Agency responsible for Damage/Impact Assessment activities within the county.
2. Work with appropriate Federal and State agencies to identify site locations for temporary housing, establish permitting standards for rebuilding; determine re-habitability of structures, etc.
3. Lead the business recovery activities.
4. Establish Recovery Information Centers for the public and businesses.

IV. Delegation of Authority

Personnel assigned to an Emergency Support Function (ESF) within the Emergency Operations Center possess the authority of the Department head for who they represent. These individuals have the power to commit resources and personnel of their Department.

CHAPTER 3 – THE CONCEPT OF OPERATION

I. General

This section of the Annex presents key guidelines that can be used to make key decisions during the course of the event. These decisions will be based on experience, the best evaluation of the current situation, and the forecast for the near future. All hurricane responses will fall under the umbrella of the Incident Management System established by the Collier County Board of County Commissioners (BOCC).

Since a hurricane is a disaster that we can see approaching, we have defined general phases of activity based on the anticipated arrival of tropical storm force winds. Based on joint considerations discussed and determined by the County's liaison agencies of the Unified Command several guidelines for the three levels of activation (Monitoring, Partial and Full*) for the Collier County Emergency Operations Center during a hurricane event have been developed. (* A "full" EOC activation may be virtual when using the WebEOC software and conference calls/webinars.)

II. Level Three, Monitoring Phase:

The Emergency Management Division will:

1. Monitor the weather system
2. Participate in/Initiate conference calls with other counties, the State, other agencies.
3. Regularly transmit warning and preparedness information through all communications media.
4. Brief the elected officials.
5. Implement Time-Delineated Schedule (TDS) activities.
6. Prepare to activate the EOC.

III. Level Two, Partial Activation

The Collier County Emergency Operations Center may be activated, either physically or virtually, to a Level Two based on a variety of considerations.

A. The Request for Issuing a Local Declaration of Emergency

When appropriate, the Emergency Management Division will request a Local Declaration of Emergency from the Board of County Commissioners based on the following factors:

1. Activating shelters (Host or Risk).
2. Ordering evacuation(s).

3. Closing down/reducing “normal” governmental operations.
4. Expending county monies in response to the Hurricane Threat.
5. Five-day prediction of Category 4 Hurricane, or higher, paralleling or directly hitting Collier County.
6. Three-Day prediction of Category 3 Hurricane, or higher, paralleling or directly hitting Collier County.

B. The Collier County Liaisons to the County Emergency Operations Center

Once the Collier County Emergency Operations Center has gone to Level Two, the following agencies will either maintain a presence in the EOC while activated or in WebEOC, if virtually activated:

- ESF-1, Transportation
- ESF-3, Public Works/Engineering
- ESF-4, Firefighting
- ESF-6, Mass Care
- ESF-8, Health, Medical & Human Services
- ESF-9, Search & Rescue
- ESF-14, Public Information/Collier Emergency Information Hotline
- ESF-16, Law Enforcement
- Liaisons (Private & Municipalities)

IV. Level One, Full Activation

A. The Emergency Management Division Guidelines to Fully Activate the County Emergency Operations Center, either virtually or in-person.

The Emergency Management Director, in consultation with the County Manager, will make the decision when to activate the County Emergency Operations Center to a Level One. The following factors may be used in the decision-making process:

1. When a response to the hurricane event requires the resource and/or logistical support from a majority of the County’s Emergency Support Functions.
2. When the threat of a hurricane event necessitates evacuations that require resource support from neighboring counties.

B. The Governmental Employee Shelter Activation

When the EOC becomes fully activated due to a hurricane threat and a major evacuation is anticipated, the County Manager may direct the opening of Employee Shelter(s) so that governmental services may be maintained/restored.

V. Resources

All resource requests will be coordinated through ESF-7, Resource Support.

CHAPTER 4 – PUBLIC INFORMATION AND INFORMATION FLOW

I. General

This Chapter provides how information will be shared during the activation of the County Emergency Operations Center, Emergency Support Function (ESF)-14 (Public Information) has the responsibility to establish a mechanism that efficiently provides and disseminates information to the public. The County Manager will appoint a Lead Public Information Officer who will facilitate the logistical support and orientation for all Public Information Officers working in the County Emergency Operations Center.

II. Unified Public Information

When the County Emergency Operations Center is activated (Level 2 or 1), State, Local and County agencies will provide experienced Public Information Officers to ESF-14 or provide access to Public Information Officers to respond to information requests of that agency. In the initial stages of any activation, a plan will be developed to mainly staff & activate the Collier Emergency Information Hotline (CEIH).

III. Information Flow

A. Hurricane Response Activity

1. The Emergency Management Director will notify the State Watch Office of any significant activities that develop.
2. The ESF-14 coordinator will notify the Emergency Operations Center Manager of any significant activities that develop.
3. The criteria for significant activities includes:
 - a. Lives and/or property imminently jeopardized.
 - b. Evacuation issues/problems.
 - c. Injuries or deaths related to the hurricane event.
 - d. Road closures to major thoroughfares.

B. Situation Report Information

The ESF-5, Planning & Intelligence, will produce situation reports.