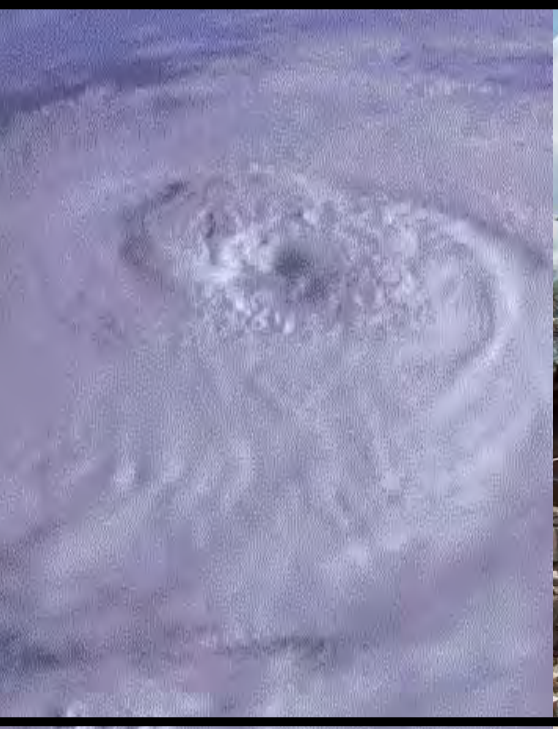
CITY OF BRADENTON, FLORIDA
EMERGENCY MANAGEMENT PLAN



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CITY OF BRADENTON EMERGENCY MANAGEMENT PLAN

for the

CITY OF BRADENTON, FLORIDA

Prepared under the direction of
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Special thanks and consideration goes to the following for their cooperation and/or active participation in the 2008 compilation of this Plan.
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Updated 2012, with contributions from representatives of all departments.

CITY OF BRADENTON EMERGENCY MANAGEMENT PLAN

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CITY OF BRADENTON EMERGENCY MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 PREFACE

As per Chapter 252.38 of the Florida Statutes, municipalities are authorized and encouraged to establish emergency management programs. These are to be municipal counterparts of the State of Florida plan and must be consistent with the respective County CEMP.

With a continuing effort to provide a high level of service to the citizens of Bradenton, this plan was developed to address natural or man-made disaster management. The intended audience is all City of Bradenton employees. For this or any disaster plan, cooperation is the primary ingredient of efficient implementation. Therefore, the City of Bradenton has adopted the Manatee County Comprehensive Emergency Management Plan (MCCEMP) as per Resolution 08-52 (Appendix A) and by reference. Manatee County's CEMP provides the overall structure and guidance under which the City of Bradenton Emergency Management Plan (COBEMP) was designed. The COBEMP, while intended to be consistent and interact with the MCCEMP, is more specific to the needs of its citizens and operations of its personnel. For incidents where the City does not have sufficient resources, the MCCEMP shall provide direction.

This Plan shall define the responsibilities of the City of Bradenton and the functional roles and responsibilities of personnel in every City department.

1.2 PURPOSE

The purpose of this plan is to provide guidance to those with responsibility for the safety of our community and to assist the administration in operation of the City before, during, and after an emergency event. All emergency events cannot be neatly defined nor have concrete guidelines drawn, therefore this plan shall be a flexible "living" document. Individual judgment is still the most important factor in any given situation. Being prepared will greatly increase the effectiveness in reacting to emergencies or disasters.

This EMP serves to guide City operations in the:

- prevention and reduction of loss of life, injury, and property damage;
- recovery from emergencies through the expeditious implementation of restorative programs;
- dissemination of emergency situational awareness, education, prevention and mitigation.

The official policies, procedures, assumptions, and strategies within this EMP are applicable to all disasters regardless of size. However, they are flexible depending on the emergency situation and needs. Any part or section of the plan may be utilized independently if required.

The EMP is intended to coordinate with Local, Regional, State, and Federal agencies, organizations, and programs. It was written giving consideration to NIMS guidelines to maximize the interoperability among agencies during large scale incidents.

The EMP is a medium for identifying vulnerabilities; establishing roles and responsibilities; and addressing each phase of emergency management:

- **Preparedness**: Utilizing lessons learned from previous incidents, this phase involves adequate planning to pre-determine the best use of resources, and the identification and training of personnel for emergency roles and responsibilities.
- **Response**: Gives direction to personnel on their pre-assignment roles and responsibilities while working toward recovery. Every employee shall have an assigned disaster role that may or may not be utilized based on the situation.
- **Recovery**: Initiates procedures to assess needs, establish priorities, coordinate with representatives from other agencies and levels of government.
- **Mitigation**: This phase involves identification of preventative and/or corrective initiatives to prevent future or further loss of life and/or property damage. The Manatee County Local Mitigation Strategy will serve as a guiding document in the mitigation effort.

1.3 METHODOLOGY

This EMP was formulated based on the prior City Plan, the MCCEMP, and research into other plans in effect throughout the State of Florida. Representatives from every department of the City were involved in the development of and updates to this Plan. It is the intention of the governing body that EMP Managers review the Plan every spring, or as warranted by change or following an incident, and update as necessary.

The COBEMP shall be published in hardcopy format to an approved and limited distribution list. It will also be posted in amended form (without sensitive information) on the City intranet and internet. As the Plan is a living document; changes are inevitable and will be maintained primarily by the EMP Coordinator or designee. The EMP Chief shall be responsible for ensuring that changes are distributed and posted promptly. Minor changes after initial adoption will not require City Council approval. City Council must formally adopt the initial Plan along with subsequent major changes. A master copy of the Plan along with a record of changes will be maintained by the EMP Chief.

The EMP is organized into three (3) sections as follows:

1. **The Main Plan** – provides general information about the CEMP, as well as an overview of preparedness, response, recovery, and mitigation responsibilities. Activation of this CEMP enables the Bradenton City Council to discharge their responsibility for providing direction and control during any large-scale emergency situation.
2. **Appendices -** Appendices provide additional support and/or information.
3. **Annexes –** address the City's responsibilities, by department. Each outlines tasks and/or functions that may be carried out before, during and after an emergency event. More specific department tasks may be addressed in separate Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs) or other operational plans utilized within the City of Bradenton departments and support agencies.

1.4 ROLES AND RESPONSIBILITIES

EMP Chief – The City employee designated as the lead coordinator and executor of this document. This assignment has been delegated to the Fire Chief.

EMP Coordinator – The City employee responsible for compiling information from all departments into the overall Plan. This assignment has been delegated to the BFD Program Administrator.

EMP Manager – The City employee(s) from each department given the authority to form and direct a department specific team to formulate and maintain their portions of the Plan.

1.5 DEFINITIONS/ACRONYMS/INITIALISMS

CEMP – Comprehensive Emergency Management Plan

ComCent – Command Center: The City of Bradenton's command center for City operations before, during, and after an incident. The ComCent is established at the BFD Central Station (1010 9th Avenue West).

COOP – Continuity of Operations Plan

EMP – Emergency Management Plan

ESF – Emergency Support Function

FEMA – Federal Emergency Management Agency: The federal agency to which requests for disaster assistance and emergency work reimbursement are made.

IAP – Incident Action Plan

ICS – Incident Command System: standardized, on-scene, all-hazard incident management protocol for multi-agency response.

MCCEMP – Manatee County Comprehensive Emergency Management Plan

MCEOC – Manatee County Emergency Operations Center

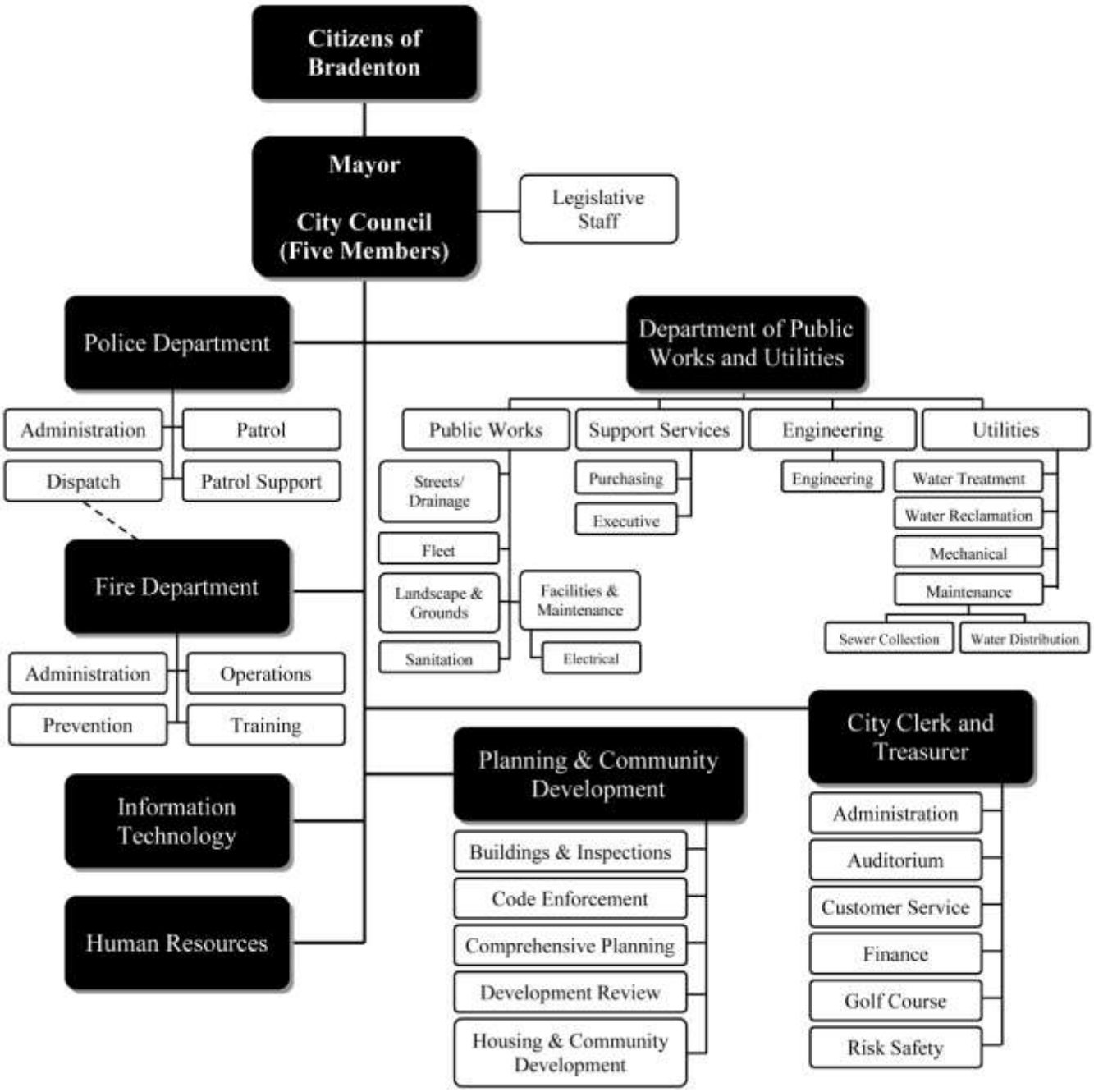
NIMS – National Incident Management System: Standardized approach to incident management and response. Developed and released in March 2004 by the Department of Homeland Security at the request of the President. It enables responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity (including catastrophic acts of terrorism and disasters).

SEOC – State Emergency Operations Center

Standard Operating Procedures/Guidelines (SOPs / SOGs) – SOPs and SOGs are specific procedures and guidelines developed by departments to describe how duties and responsibilities are accomplished. The collection of procedures and guidelines should exist in a living, stand alone document. They may address a host of department specific actions, but for the purposes of this CEMP, they should exist to direct personnel how to carry out emergency management activities specific and necessary for that department. Every process-oriented task or responsibility described in the CEMP and ESFs should have a SOP or SOG.

1.9 CITY ORGANIZATION

The City of Bradenton is governed by a Mayor and five-member Council. Each department has a Director that is responsible for the functions of his/her department. The upper-levels organization of each department, along with contact information, is available for limited distribution as Appendix B.



1.10 ELECTED OFFICIALS ROLES AND RESPONSIBILITIES

Preparedness:
One of the most important things elected officials can do to prepare for an emergency is to participate in training and exercises, such as those offered by FEMA's Emergency Management Institute (http://training.fema.gov). Much of this training is online and free. Participation in workshops and exercises is also highly beneficial as a good opportunity to familiarize oneself and practice the execution of the City and County Emergency Operations Plans.
Further, elected officials have the opportunity to set a good example for the community by developing a family disaster plan and by creating an emergency supplies kit for both the home and workplace.

Response:
During the response phase, elected officials shall be in the ComCent or sheltered nearby with their families. It is expected that during this time, elected officials will receive calls from constituents and the media. Officials are to reassure citizens that first responders are doing all they can, but take care not to raise unrealistic expectations or make empty promises. However, all inquires should be directed to the Public Information Officer (PIO) so that elected officials can concentrate on their leadership role during emergencies.
Cultivating good relationships with the media before an emergency will garner better support from them during an emergency. During these situations, all media requests shall flow through the PIO. The PIO will be designated based on the incident (from Fire, Police, or other). Elected officials will be made aware of who the PIO is during situational briefings.
If an official is requested for an interview, the on-scene IC and/or PIO will provide the most current information and guidance so that the official may provide the media with the appropriate information.
Due to safety concerns, elected officials should not visit disaster scenes. However, if they do choose to visit, they must report to the IC upon arrival on scene and be prepared to follow the IC's guidance. If access is denied, it is for safety reasons.

Recovery:
Recovery involves all of the cleanup, repair, and financial assistance needed to return an area back to pre-disaster conditions. As soon as it is safe to do so, teams will conduct preliminary damage assessments to determine the level of damage to private property and community infrastructure. This will help FEMA determine what assistance can be offered.

During this phase, elected officials will receive regular briefings from ComCent on the extent of damage and status of the recovery process. These briefings will keep officials informed and better able to answer questions from constituents.

State and local priorities follow the same order:
1. Life safety
2. Scene stabilization
3. Property and environmental preservation

During and after a disaster, the first priority of first responders is to save lives. Often, residents think that officials are ignoring their individual situations because they are unaware of the scope of a disaster. Elected officials must reassure the public that their concerns will be addressed appropriately.

It is anticipated that elected officials will not participate in a "hands-on" fashion during recovery, rather their participation will be as a policy maker and support role.

Mitigation:
Mitigation is taking sustained actions to reduce the future impact of natural hazards on people and property. The cornerstone of emergency management, mitigation can also be the most difficult concept to understand. Mitigation activities protect people and structures and reduce the cost of response and recovery. For example, maintaining strong building codes can reduce property damage from storms, and storm water management can minimize flooding risks. (Reference Section 6 of this Plan)

Sometimes it is not until after an emergency incident do we realize what mitigation initiatives would be the most beneficial to our community. Elected officials are expected to use their experiences before, during, and after an incident to make notes about mitigation projects that may be added to the Manatee County Local Mitigation Strategy Initiatives List.

2.0 SITUATION

2.1 COMMUNITY INFORMATION

The City of Bradenton is located in Manatee County, south of the Tampa Bay area on Florida's Gulf Coast. To the north of the City is the Manatee River, near the eastern boundary of the City is the Braden River, to the west of the City are Anna Maria Island and the Gulf of Mexico. The City's boundaries are irregular due to growth through annexations at the request of property owners. The total area is approximately 15 square miles with a population of about 50,000. As Manatee County's governmental seat and its largest city, the City of Bradenton represents about 17% of the County's population and 2% of its land area.

For more information on the area's topography, land use, climate, economics, property values, etc., please see the MCCEMP Basic, II (Situation), B (Geographic Information) and D (Economic Profile).

2.2 VULNERABILITY IDENTIFICATION

The City of Bradenton is vulnerable to a host of natural and non-natural disasters and disturbances. This Plan will provide direction for operations in exceptionally serious/catastrophic incidences that directly impact one or more areas or departments of the City, such as: local terrorist incident, tornado, flooding, direct tropical storm/hurricane, fire, explosion, bomb threat, plane crash, gas leaks, hazardous materials incidents, hostage situation, violent threat, riot, etc.

For non-exceptional reoccurring natural, non-natural, and other disturbances, departments may reference the General Hazards guidelines in Appendix C. This appendix addresses preparedness and responses to weather events that are unlikely to require evacuation, such as thunderstorms, lightning, localized flooding, as well as power outages and other incidences that can be managed without EOC activation.

Table 1: Manatee County Hazard Vulnerability Matrix (courtesy of MCCEMP)

Hazard	Vulnerability	Impact	Frequency	Area
Avalanche	None	N/A	N/A	N/A
Drought	Medium	Minor	5 - 10 Yrs	County Wide
Earthquake	Low	Major	Unknown	County Wide
Flooding (rainfall)	Medium	Moderate	1 - 2 Yrs	County Wide
Hurricane / Trop Storm/Minor Impact/Major Impact	High/High	Moderate/Severe	1 - 7 Yrs 25 - 100 Yrs	County Wide
Landslide	None	N/A	N/A	N/A
Tornado	High	Moderate	1 - 5 Per Yr	County Wide
Tsunami	Low	Major	Unknown	County Wide
Volcano	None	N/A	N/A	N/A
Wildfire	Medium	Minor	1 - 5 Yrs	East County
Urban Fire	Medium	Minor	1 - 2 Yrs	County Wide

Winter Storm	Medium	Moderate	1 - 2 Yrs	County Wide
Fixed Facility HAZMAT	Medium	Moderate	5 -10 Per Yr	Bradenton, Palmetto and East County
Transportation HAZMAT	Medium	Moderate	30 - 50 Per Yr	I-75, I-275, US 301, US 41, US 19, SR 64 & 70
Power Failure	Medium	Moderate	1 - 5 Yrs	County Wide

Table 2: At Risk Population by County-wide Evacuation Zones (courtesy of MCCEMP)

Evacuation Level	Cumulative Population
A	117,230
B	142,982
C	158,702
D	177,350
E	201,020

It should be noted that the City of Bradenton has identified areas of concern that are prone to flooding as a result of heavy rains. Historically, these areas and roadways have proven to become impassable by normal vehicular traffic. Therefore, extra care should be taken in the following locations:

- Riverview Boulevard along the Manatee River
- East Riverside Drive along the Manatee River
- 1000 block of East Manatee Avenue
- All roadways along Wares Creek

These locations are not certain to flood, nor are they inclusive of all that will flood. This is only a guide to identify areas prone to flooding based on past incidences. All personnel that must be on the roadways following heavy rains should always maintain awareness of standing water and take appropriate precautions.

For a more detailed hazards analysis, please reference MCCEMP Basic, II (Situation), A (Hazards Analysis) and C (Vulnerability Analysis – Demographics).

2.3 CRITICAL FACILITIES

City owned and maintained critical facilities have been identified in Appendix D and included in the City of Bradenton's Geographic Information System (GIS). Facilities with functions essential to the operations of the City will be given special priority in restoring operational status. Those facilities include, but are not limited to, fire and police facilities, government offices, lift stations, and essential roadways.

Further, County-wide critical facilities have been identified by in the Manatee County Local Mitigation Strategy (LMS) Critical Facilities list. All agencies participating in the LMS identified facilities within their area of responsibility of which they deemed critical. The compiled list contains facilities deemed critical in function, life safety risk, resource(s) provided, and/or environmental risk to the community. As the list is very comprehensive, not all have been mapped. The Manatee County Division of Emergency Management chose to maintain operations centers and staging areas, government buildings, fire and EMS stations, law enforcement offices, medical services, potable water supply/treatment facilities, Florida Power & Light substations, sewer/treatment facilities, schools and universities, convalescent and assisted living facilities, evacuation shelters, airports, flood control devices, radio/cellular/TV towers, Manatee County landfill and hazardous material storage sites in the Manatee County GIS.

3.0 EMERGENCY PREPAREDNESS

3.1 DIRECTION AND CONTROL

The Mayor of the City of Bradenton has the responsibility and authority to authorize emergency event operations within the City limits. Emergency event operations execution, roles, and responsibilities have been assigned herein to City departments and personnel. For large scale events impacting the entire County, the Mayor or designee becomes part of the Manatee County Policy Group and City emergency operations must be in coordination with those of Manatee County as directed by the Emergency Management Chief.

Should there be an emergency event beyond the control or capability of the City of Bradenton and/or Manatee County, the Governor may assume operational control as per Florida Statutes Section 252.36 and outlined in MCCEMP, Basic – 56, 57. The State Director of Emergency Management has oversight for all emergency government operations in wartime and natural disaster along with State assistance programs. All requests for immediate State assistance must be forwarded through the MCEOC. Requests for immediate Federal assistance will be handled by the State Division of Emergency Management.

Public announcements pertaining to City operations will come from the acting PIO. During an emergency declaration, the Mayor will be the City's primary PIO but he/she may designate someone else who will speak on behalf of him/her and maintain a record of all public statements.

At any time, the Mayor may convene an emergency meeting of the Council to establish emergency procedures as outlined under the City of Bradenton Code of Ordinances, Chapter 26, *Civil Emergencies* and the Florida Statutes, Chapter 252, *Emergency Management*.

In the event of an emergency, the line of succession will be as follows:

Overall City Direction and Control
1. Mayor
2. Vice-Mayor

Incident response operations will be the responsibility of the Incident Commander who will be determined on a case-by-case basis.

3.2 TRAINING

City employees have taken ICS courses and are, at minimum, familiar with the structure. Further, the COB has adopted the National Incident Management System (NIMS) via Resolution 05-57 (Appendix E) and will comply with all training requirements. All employees will complete the required level of ICS/NIMS training via online and/or classroom courses.

Each Department Head is responsible for ensuring their employees have received the appropriate level of training and that compliance certificates are copied to Human Resources for official records and reporting. New employees must complete their required ICS/NIMS training within their probationary period.

EMP Managers will make further recommendations on training requirements to Department Heads as necessary.

Certain personnel from each department will participate in additional training as warranted by their roles in the Plan. This may include Florida Governors Hurricane Conference and FEMA courses. Each Department Head will determine what additional training is required and will budget accordingly. All emergency management/disaster related training will be recorded by Human Resources.

3.3 PERSONAL READINESS

All personnel should prepare, for themselves and their families, a disaster supply kit that can be quickly transported to a shelter or work location. Recommended items for this kit are listed in Appendix F.

PROTECTIVE MEASURES

EVACUATIONS

Most evacuations will be local in scope and will be initiated by an incident commander and authorized by the Mayor, designee, or County Administrator. For County evacuations, the Manatee County Emergency Management Division will provide assistance under the various County agencies' normal statutory authority through coordination. However, in the event of a multi-jurisdictional operation, the Manatee County Board of County Commissioner's Chair may issue a declaration of a local state of emergency and evacuation order in support of a municipality. This decision will be made following consultation with the EOC and representatives of the jurisdictions involved.

SHELTERS

The Manatee County Chapter of the American Red Cross (ARC) is the primary agency with responsibility for ESF-6, general population sheltering. The ARC, in consultation with the Manatee County Policy Group and support agencies tasked under ESF-6, will open those shelters, or initiate alternatives deemed necessary to meet the needs of persons affected by an event. The Manatee County Health Department is the primary agency for Special Needs Shelter operations. Current shelter locations can be found in the annually published hurricane guide and at www.mymanatee.org.

SANDBAGS

The availability of sandbags, along with the location(s), will be made known in advance via the City's website and through media outlets.

3.4 DISASTER DECLARATIONS

Pre-disaster declarations shall be made during a regular or emergency convention of the Mayor and City Council. The City Council is authorized to adopt a resolution declaring the incident. The declaration authorizes City departments to carry out their assigned emergency operations as outlined in this EMP and their respective department SOPs/SOGs.

3.5 NOTIFICATION, PLAN ACTIVATION AND OPERATIONS

City officials will be notified of a disaster or imminent disaster from City fire or law enforcement, Manatee County EOC, or other official sources. All department heads will then be briefed by the Incident Commander, Fire Chief, or designee, and must enact their department specific emergency plans, made part of this Plan as Annexes.

The ComCent will be activated at the Central Fire Station (1010 9th Avenue West). The BFD will be responsible for the in-house activation of the ComCent as per their guidelines (4.2.40 Command Center Activation Guidelines – Appendix G). The ComCent will be staffed by representatives from all departments for as long as necessary. Shifts of 12-24 hours will be established, as needed.

Representatives from Fire, Police, and Public Works may be tasked with duties in their respective ESFs at MCEOC until released by the EOC Operations Chief. Assignment of MCEOC responsibilities can be found in MCCEMP Basic, III (Concept of Operations), B (Assignment of Responsibilities).

The ComCent will report to and request additional resources through the MCEOC. The MCEOC maintains a Level III activation (monitoring) daily. Communication is maintained between the MCEOC and the State Emergency Operations Center (SEOC) via the County warning point.

From MCCEMP:

> General Staff in the EOC and ESF representatives will contact the designated emergency coordinators to identify needed and anticipated resources and contact persons. Resource requests, which exceed the capability of the County, will be forwarded to the State EOC. The goal for each ESF is to have at least three individuals operating in 12 hour shifts, who are fully trained with decision making authority for their respective areas. Each activation is unique and, not all ESFs may be activated or require 24 hour staffing. It is anticipated that due to the size of the county and availability of staff, outside resources may be necessary to conduct 24 hour staffing.

ComCent Activation Levels (mirror MCEOC Activation Levels)

Level III – Monitoring Activation. Incidents are monitored for escalation and possible threat to public safety.

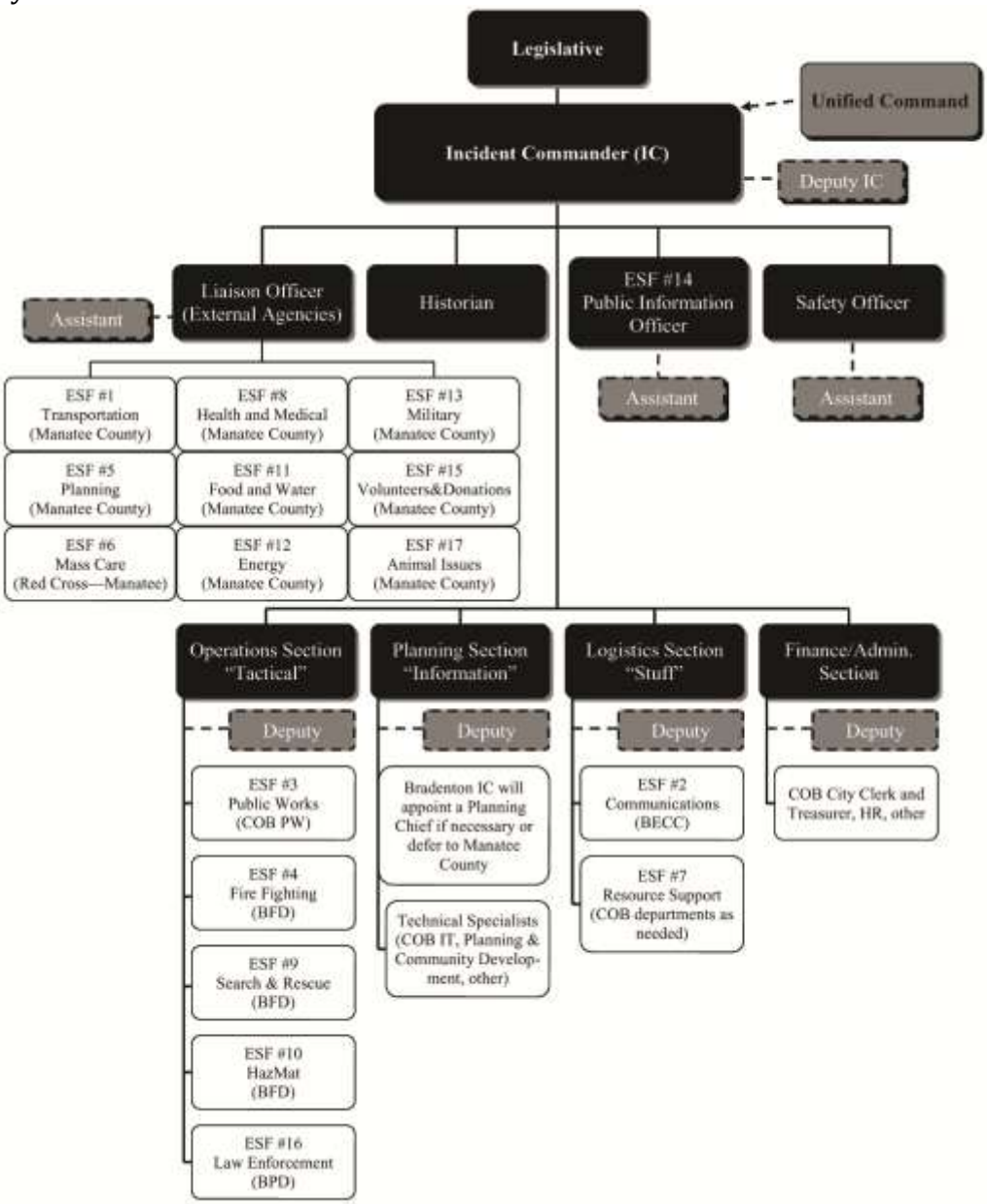
Level II – Partial Activation. Representatives from only those ESFs impacted by the hazard or involved in the response will be represented at the ComCent and/or MCEOC (if county-wide).

Level I – Full Activation. Representatives from all ESFs will be represented at the ComCent. Representatives from ESFs with City oversight will be represented at the MCEOC.

4.0 CONCEPT OF OPERATIONS

4.1 RESPONSE STRUCTURE

The individuals assigned to some emergency roles will vary by incident, complexity, personnel availability and expertise. The organizational chart below depicts where City operations fall within County ESFs and ICS structure.



Response priorities will be established based on the Incident Action Plan developed by the Planning Section.

First: Tasks relating to lifesaving or life protection, and search and rescue operations.
Second: Tasks relating to stabilizing the scene(s).
Third: Tasks relating to property protection and environmental preservation.

4.2 ESF ASSIGNMENTS

Emergency Support Functions (ESFs) are in use multi-jurisdictionally as an approach to the assignment and organization of emergency operations. Manatee County employs the ESF structure and most COB departments will report to one or more while executing their department specific SOGs.

All COB departments have emergency management SOGs in place that have been made part of this Plan as Annexes, and each department's ESF assignments (if any) are noted within. These SOGs exist primarily to give direction to the employees of those departments. Not all employees will be working within their department during the recovery phase of operations. Employees working in other roles will be notified beforehand or may be called upon during recovery to fill a need.

Annex	City Department	ESF(s)
1	Bradenton Emergency Communications Center / Dispatch (BECC)	2 - Communications
2	Public Works	3 – Public Works and Engineering
3	Bradenton Fire Department (BFD)	4 – Firefighting, 9 – Search and Rescue, 10 - HazMat
4	Bradenton Police Department (BPD)	16 – Law Enforcement
5	PIO/Mayor	14 – Public Information
6	Information Technology	N/A
7	Human Resources	N/A
8	City Clerk	N/A

Manatee County, or other designee, is the primary agency for ESFs 1 (Transportation), 5 (Information and Planning), 6 (Mass Care), 7 (Resource Support), 8 (Health and Medical), 11 (Food and Water), 12 (Energy), 13 (Military Support), 15 (Volunteers and Donations), and 17 (Animal Issues).

4.3 RECOVERY OPERATIONS

Recovery operations take place during a period of time beginning immediately after the response operations have ceased. This period may last from a few days to several weeks or months. Manatee County Emergency Management has led the way in program development in the proactive approach to recovery operations throughout the County. A Recovery Operations Center (ROC) will be activated to manage, coordinate, control and direct response and recovery efforts. Responsibilities of the ROC can be found in MCCEMP Annex II.

Recovery operations may include the following:

- **First-In Teams** comprised of representatives from County and municipality public safety agencies, along with utility companies, will commence operations from their seven (7) pre-staged locations throughout the County.
- **Damage Assessment Teams** comprised of local, County, municipal, and non-profit organizations will work to conduct assessments for the purpose of gathering information vital in supporting requests for federal disaster assistance. Individual, business and government preliminary damage assessments are essential to gauge the physical and economic damage. The Manatee County Building Department Director is the overall coordinator and all teams will report Damage Assessment to the ROC Operations Chief or designee.
- **Human Needs Assessment Teams** will disperse to provide an impact analysis immediately following a disaster. Their information will be reported to MC ESF #5 twice daily for relay to SEOC. (Reference: Manatee County Human Services SOG)
- As many as three fixed and four mobile **Disaster Recovery Centers** may be established in the impacted area(s) to provide information and tele-registration for assistance. Exact locations will be determined by Manatee County on a case-by-case basis.
- **Temporary housing** needs will be determined and coordinated by Manatee County as needed. No suitable locations have been identified within the COB.
- Eighteen (18) **Points of Distribution (PODs)** will provide essentials such as food, water, tarps, and other supplies as available and warranted. Each POD will have a County employee pre-assigned to the role of Manager. POD locations are listed below. For more detail on the PODs, please reference Manatee County Logistics SOG, Annex B.

County	Site Name	Street Address	CityName	Zip	Long	Lat
* Manatee Site #1	County Staging Area/Tropicana	1000 13th Ave E	Bradenton	34208	-82.556614	27.484807
Manatee Site #2	Myakka City	Carlton Ave & Arcadia Rd	Myakka City	34251	-82.164267	27.350351
Manatee Site #3	Duette	SR 62 Keentown Rd (Duette School)	Duette	33834	-82.123165	27.589738
Manatee Site #4	Parrish/Ellenton	5317 19th St E (Closed Leverocks)	Ellenton	34222	-82.05873	27.528611
Manatee Site #5	Lakewood Ranch HS	Stadium Parking Lot	Bradenton	34202	-82.435973	27.441926
* Manatee Site #6	River Run Golf Course Parking Lot	27th St E & 18th Ave E	Bradenton	34208	-82.526851	27.481608

Manatee Site #7	West Lake Plaza (Closed Winn-Dixie)	4500 53rd Ave E (SR 70 & 45 St E)	Bradenton	34204	-82.504564	27.444929
Manatee Site #8	MC Fair Grounds	14th Ave W & 12 St W	Palmetto	34221	-82.58032	27.524948
Manatee Site #9	Buffalo Creek Park Parking Lot	7550 69th St E	Palmetto	34221	-82.482383	27.577971
Manatee Site #10	Bravo Parking Lot	2004 14th St W	Bradenton	34205	-82.575713	27.481338
Manatee Site #11	Bayshore H.S. Old Parking Lot	5300 34th St W	Bradenton	34210	-82.595046	27.447207
Manatee Site #12	Beachway Shopping Plaza	7400 Manatee Ave W	Bradenton	34209	-82.634334	27.496288
Manatee Site #13	St. Bernard Catholic Church Parking Lot	248 S. Harbor Dr	Holmes Beach	34217	-82.709858	27.499658
Manatee Site #14	Tallevast/Airport	7135 16th St E	Bradenton	34243	-82.543919	27.413907
* Manatee Site #15	Cortez Commons Shopping Center	5502 W Cortez Ave	Bradenton	34209	-82.618244	27.463163
Manatee Site #16	Royal Palm 20 Parking Lot	2507 53rd Ave East	Bradenton	34203	-82.582833	27.449593
* Manatee Site #17	Closed Eckard Drug	7500 W. Cortez Ave	Bradenton	34205	-82.637675	27.462759
Manatee Site #18	Closed Kash n Karry	5800 14th St W	Bradenton	34207	-82.576472	27.437077
* located within City limits.						

- **Volunteer Reception Centers**, under the auspices of MC ESF #15, will be established when and where needed. Volunteers that may arrive at COB locations must be directed to the Centers for coordination and assignments.

4.4 RECOVERY ROLES AND RESPONSIBILITIES

All employees are considered essential during recovery, whether it be in their pre-incident position (first responders) or in a role necessary for recovery operations. Below is a list of disaster roles along with a brief description of what the role entails, and specific training or skills if needed. Department heads/supervisors will provide employees with the roles they have been assigned, if any. If an employee reviews the list and sees a role that may better fit his/her skills, the department head/supervisor should be informed directly.

If possible, employees will need to provide their own transportation to their assignment unless advised otherwise.

Upon determination of an *impending* emergency situation, all City personnel should enact department specific SOGs, and non first responders may be released to standby status. Personnel should also enact their personal family and home safety procedures, and be prepared to be on alert status.

Upon confirmation of a local disaster or impending severe weather, all City personnel will be placed on alert. This will require personnel to maintain contact with their respective departments and/or call the emergency phone number for further information and direction.

When contacted, when directed by emergency phone number recording, or upon conclusion of a severe weather event, all personnel not already assigned a pre-determined work location should report to the Public Works Annex at 1411 9th Street West for direction on where and when to commence recovery operations.

Emergency Phone Number for City Employees: 800-983-0339

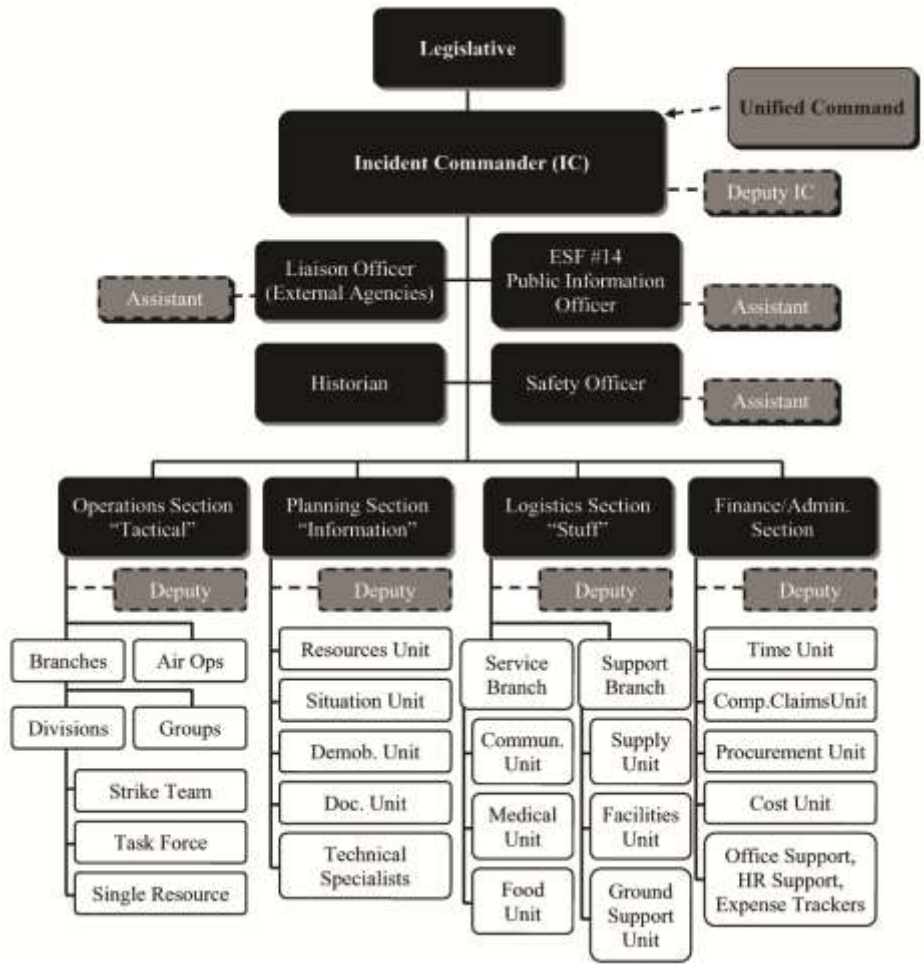
The Emergency Phone Number for City Employees will be updated by the Human Resources Director before and after an incident.

SHIFT SCHEDULING

COB Emergency Recovery Operations may be operational 24 hours per day for several weeks. Outside of first responders, all other 40-hour employees may work one of two 12 hour shifts until notified otherwise. Day Shift will be 0700–1900 (7:00 AM - 7:00 PM), and Night Shift will be 1900-0700 (7:00 PM - 7:00 AM). The number of shifts worked by any one employee is subject to change. It will be essential for all employees to accurately complete their emergency time sheets and submit to a supervisor daily to ensure proper compensation.

Employees arriving for duty must check in with the site supervisor of at their work location. For those without a pre-determined work location, check-in must be at the Public Works Annex. Employees should proceed to set up their workstations and review position responsibilities. All duties will be logged chronologically on the Emergency Time Sheet throughout the shift.

Employees should arrive 30 minutes early for their shift to receive a full transition briefing on the events that occurred during the previous 12 hours. All employees should bring a "duty" bag with them for their work shift (see Appendix F for suggested items). While each shift is scheduled for 12 hours and most personnel will be able to go home during their off duty time, it is possible they may be at their assigned location for an extended period of time due to weather or road conditions. Off-going employees should leave a phone number with the site supervisor where they can be reached.



POSITIONS and RESPONSIBILITIES:

It shall be understood that all of these positions will be filled by City personnel only in the event that the incident is small in scale and isolated to the COB. For large scale and/or multi-jurisdictional incidences, Manatee County Emergency Management will take the lead in appointing appropriate people who may or may not be from within the COB. ICS forms needed for these positions can be found in Appendix H.

Incident Commander (IC): Responsible for ensuring clear authority and incident safety; establishing an Incident Command Post; obtaining information from the prior IC (if one) and/or assessing the situation; establishing immediate priorities; determining objectives and strategies; establishing the organization; approving and implementing the Incident Action Plan (IAP); coordinating Command and General Staff; approving requests for/release of resources and use of personnel; authorizing the release of information to the media; ordering demobilization; and ensuring incident after-action reports are complete. Essentially: manages people, things, and money. Will not necessarily be the most technically knowledgeable person. Will be

determined based on incident type, complexity, personnel availability and expertise.

COMMAND STAFF (report directly to the IC)

Assigned to carry out the staff functions needed to support the IC. Command comprises the IC, Interagency Liaison, Incident Safety, and Public Information. The Historian position works for/with Command, but does not serve a command role. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements.

Public Information Officer: Responsible for interfacing with the public, media, and/or other agencies. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. Only one incident PIO should be designated, though assistants may be assigned from other agencies/departments. Reference Annex and Manatee County ESF 14. *(Must be a presently active PIO from BFD, BPD, or Mayor's Office)*

Safety Officer: The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC or Unified Command and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous situations. *(Will likely be appointed from within the BFD.)*

Liaison Officer: Responsible for communicating to and from the ESFs for which MCEOC has the lead. May appoint an assistant to manage the timely and accurate flow of communication to and from the COB IC and MCEOC.

Historian: Administratively support the IC; type all command decisions and activities into a Word document. Must be able to type quickly, accurately, and be able to create bullet narrative. (*Proficiency with Microsoft Word)*

OPERATIONS SECTION

Operations will be handled entirely by the Fire Department, Police Department, and Public Works. Any operational assistance will be requested through MCEOC. Support staff may be recruited from within respective agencies, or others as necessary.

Operations Section Chief: Responsible for managing all tactical operations at an incident; assisting in the development of the operations portion of the IAP; supervising the execution of the operations portion of the IAP; maintaining close contact with subordinate positions; ensuring safe

tactical operations; requesting additional resources to support tactical operations; approving release of resources from active assignments (not release from the incident); making or approving expedient changes to the operations portion of the IAP; maintaining close communication with the IC.

Operations Section positions will be exclusively staffed by first responders already familiar with the duties and responsibilities. For definitions of these positions, please reference Appendix I.

PLANNING SECTION

Collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, formal briefings, or through map and status board displays.

Planning Section Chief: Will be determined based on incident type, complexity, personnel availability and expertise. Responsible for collecting and managing all incident-relevant operational data; providing input to the IC and Ops Section Chief for use in preparing IAP; supervises the preparation of the IAP; conducting and facilitating planning meetings; reassigning personnel as needed and appropriate; establishing information requirements and reporting schedules; determining the need for specialized resources; assembling and disassembling task forces and strike teams not assigned to Operations; establishing specialized data collection systems; assembling information on alternative strategies and contingency plans; compiling, displaying, and reporting on significant changes in incident status; and overseeing preparation of the demobilization plan .

Resources Unit Leader: Responsible for maintaining the status of all assigned resources (primary and support – people and things) at an incident. This person will receive requests for resources from within the ICS structure, request and obtain the needed resources, then disseminate accordingly. Must work with Finance/Administration Section to ensure that all expenses are documented and site supervisors deliver labor, equipment, and materials forms to Expense Trackers daily, or as otherwise noted. *(Requires high level of proficiency in organizational and communication skills.)*

Situation Unit Leader: Responsible for the collection and analysis of incident data as soon as possible; preparation, posting, or dissemination of resource and situation status information; preparation of the Incident Status Summary Form (ICS Form 209); and providing photographic services and maps if required. This person will have oversight for tracking what, when, and where COB personnel are operating. *(Requires high level of proficiency in organizational and communication skills.)*

Documentation Unit Leader: Responsible for the maintenance of accurate, up-to-date incident files; the duplication of files, and the storage of incident files for legal, analytical, and historical purposes. *(Requires high level of proficiency in organizational and communication skills.)*

Demobilization Unit Leader: Responsible for developing, distributing, and supervising an incident demobilization plan detailing specific responsibilities and release priorities and procedures. *(Requires high level of proficiency in organizational and communication skills.)*

Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. They may functions within the Planning Section, or be assigned wherever their services are required. In the Planning Section, they may report to the Planning Section Chief or a designated Unit Leader.

IT Support: Provide support to the IT Director in the transfer, set-up, operation, and maintenance of all information technology equipment. *(ALL current IT Staff along with other educated/qualified individuals as determined by the IT Director.)*

Damage Assessment Member: For small scale, isolated, City-impacted only incidences, members will participate on the City teams that go out into the field after a disaster to assess the overall damage. For large scale, multi-jurisdictional incidences, members will participate with pre-designated County teams and follow their procedures for damage assessment. Standard forms and equations are used. *(Must have participated in City, County, and/or other Damage Assessment training.)*

LOGISTICS SECTION

Responsible for providing facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for responders, and all off-incident resources.

Logistics Section Chief: Provides all incident support needs with the exception of logistics support to air operations; manages all incident logistics; provides logistical input to the IC in preparing the IAP; briefs Logistics Branch Directors and Unit Leaders as needed; identifies anticipated and known incident service and support requirements; requests/orders additional resources as needed; develops the Communications, Medical, and Traffic plans; and oversees demobilization of the Logistics Section.

Communications Unit Leader: Responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communication Center; and the distribution and maintenance of communications equipment.

Medical Unit Leader: Responsible for developing an Incident Medical Plan; procedures for managing major medical emergencies; provides medical care for those in the ICS structure; and assists the Finance/Admin Section with processing injury-related claims. Note: medical assistance to the public or victims of the emergency falls under the covenant of the Operations Section.

Food Unit Leader: Responsible for determining the food and water requirements for all involved in incident response/recovery; supplying those needs for the entire incident; and supervising other Food Unit personnel as appropriate.

Supply Unit Leader: Responsible for ordering, receiving, processing and storing all incident-related resources. This includes tactical and support resources (including personnel), and all expendable and non-expendable support supplies.

The Supply Unit Leader may have an Ordering Manager and a Receiving and Distribution Manager. The Receiving and Distribution Manager may have a Tool and Equipment Specialist to service and repair all hand tools.

Facilities Unit Leader: Responsible for set-up, maintenance and demobilization of all incident support facilities except Staging Areas; and for providing security services to the incident as needed.

The Facilities Unit Leader may have a Security Manager, Base Manager, and Camp Manager.

Ground Support Unit Leader: Responsible for the maintenance, service, and fueling of all mobile equipment and vehicles (except aviation resources); ground transportation of personnel, supplies, and equipment; and the development of the Incident Traffic Plan.

The Ground Support Unit Leader may have an Equipment Manager responsible for the service, repair, and fuel for all equipment; transportation and support vehicles services; and to maintain equipment use and service records.

Logistics Support: May assist any Logistics Section Leader with the purchase of supplies and food products for workers, tracking food logs, assisting with kitchen setup/clean-up and feeding operations, securing staff sleeping areas, locating and/or securing needed items for operations, or other duties as needed. *(No prior training needed.)*

FINANCE/ADMINISTRATION SECTION

Not all incidents will require this section. Only when the involved agencies have a specific need for finance services will the Section be activated.

Finance/Admin Chief: Responsible for managing all financial aspects of an incident, including providing financial and cost analysis information; ensuring compensation and claims functions are being addressed relative to the incident; gathering pertinent information from briefings with responsible agencies; developing an operating plan for the Finance/Admin Section; filling Section supply and support needs; determining need to set up and operate an incident commissary; meeting with assisting and cooperating agency representatives as needed; maintaining daily contact with agency(ies) administrative headquarters on finance matters; working with Expense Trackers to ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies; providing financial input for demobilization planning; ensuring that all obligation documents initiated at the incident are properly prepared and completed; brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

Time Unit Leader: Responsible for ensuring the accurate recording of daily personnel time on Emergency Time Sheets and submits cost estimate data to the Cost Unit as required.

The Time Unit Leader may have a Personnel Time Recorder, herein referred to as an Expense Tracker; and a Commissary Manager who will establish, maintain, and demobilize commissary.

Compensation Claims Unit Leader: Responsible for establishing contact with the Safety Office and Liaison Officer; determining the need for Compensation-for-injury and Claims Specialists and ordering personnel as needed; establishing a work area within or close to the Medical Unit; reviewing the Incident Medical Plan and procedures for handling claims with Procurement Unit; ensuring logs and forms are complete, routed appropriately, and in compliance with policies.

The Compensation Claims Unit Leader may have a Compensation-for Injury Specialist to administer financial matters arising from serious injuries and deaths; and a Claims Specialist to manage all claims-related activities.

Procurement Unit Leader: Responsible for establishing local sources for equipment and supplies; managing equipment rental agreements; processing all rental and supply invoices; and ensuring Expense Trackers have all information needed to maintain equipment time records.

The Procurement Unit Leader may have an Equipment Time Recorder, herein referred to as an Expense Tracker.

Cost Unit Leader: Responsible for ensuring the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

Expense Tracker: Working with the Time, Procurement, and Cost Unit Leaders, Expense Trackers are responsible for tracking, compiling, recording and reconciling time for all personnel, equipment, and materials assigned to an incident; and the recording of all personnel-related items (e.g.: transfers, promotions, etc.) and charges or credits for fuel, parts, service, etc. used by equipment.

Expense Trackers will be assigned one or more departments, ESFs, or Sections. Information will be acquired and compiled daily on approved forms to meet the needs of the Admin/Finance Section and to potentially obtain Public Assistance. *(Prior experience in FEMA reimbursement highly recommended.)*

Human Resources Support: Perform all essential human resources duties such as tracking personnel insurance issues, worker's compensation claims, etc. *(At least one current Human Resources staff member must be available to give direction and oversight.)*

5.0 FINANCIAL MANAGEMENT

5.1 GENERAL

This portion of the Plan provides guidance for financial management during an emergency when standard operations are no longer feasible. In an emergency, financial operations will likely be carried out hastily and under pressure, necessitating non-routine procedures. This does not diminish the requirements of financial management to remain sound and accountable.

During a declared local state of emergency, standard purchasing procedures will likely be halted in lieu of emergency purchasing procedures (Appendix J).

5.2 RECORDS AND DOCUMENTATION

The preservation of essential records is of utmost importance. Every department is expected to have a plan to secure and/or move records as appropriate. This plan may be a stand-alone or made part of the respective department's Continuity of Operations Plan (COOP). Please contact your department's EMP/COOP Manager or Assistant Records Coordinator for direction.

Documentation of Expenses

Ultimately, the City Clerk's office is responsible for tracking all finances during and after a disaster. In addition to City Clerk's Office personnel, pre-determined Expense Trackers will be responsible for ensuring expenses are documented throughout all phases of emergency operations. This information must be accurate and supported by backup documentation (receipts, timesheets, equipment and materials logs, etc.) as it will be vital in obtaining assistance from alternative funding sources.

Outside of the City budget, funding sources that may be available for emergency management activities and operations include the State of Florida Emergency Management Preparedness and Assistance (EMPA) Trust Fund, Emergency Management Competitive Grant Program, and State Homeland Security Grant Program. Pre-disaster funding sources include the Pre-Disaster Mitigation (PDM) Program and Flood Mitigation Assistance. Post-disaster funding sources include the Hazard Mitigation Grant Program (HMGP) and FEMA Public Assistance Program.

5.3 FEMA PUBLIC ASSISTANCE

The most commonly used financial assistance program following a declared disaster is FEMA's Public Assistance Program. The City of Bradenton has personnel educated and experienced with working with this program who have developed methods for management of such. These Expense Trackers will use the approved FEMA forms for compiling emergency work labor hours (regular time and overtime), equipment usage, supplies, etc. from the Equipment Usage Tracking Sheets, Materials Logs, and department specific Emergency Work Time Sheets. The latter three forms (Appendix K) shall be used daily, submitted to Supervisors as often as noted, then routed to the Expense Trackers daily or as soon as possible.

6.0 HAZARD/DISASTER MITIGATION

6.1 POST INCIDENT

Following every Plan activation, there is an opportunity to review what was executed well and what lessons were learned. It is the intention of the EMP Group to conduct a post-incident analysis of this Plan within 60 days of the conclusion of the incident. Lessons learned will then be incorporated into a revision of the Plan and appropriate training will be delivered to all impacted personnel.

6.2 MITIGATION INITIATIVES

The Manatee County Local Mitigation Strategy (LMS) Group has maintained a current list of mitigation initiatives, including those submitted by COB representatives (Appendix L). All departments of the COB are encouraged to identify, prepare, and present proposed mitigation initiatives to the LMS group for consideration. These initiative projects must accomplish one of the following life-safety benefits:

- prevent loss of life;
- aid in the safety of personnel and/or citizens;
- prevent the damage or loss of public or private property;
- provide some direct life-safety benefit to the community overall.

All projects are evaluated using scoring criteria and ranked by each projects tally from the corresponding score sheet (Appendix L).

RESOLUTION NO. 08 - 52

A RESOLUTION OF THE CITY OF BRADENTON, FLORIDA, TO ADOPT THE MANATEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (MCCEMP) AS THE OVERALL STRUCTURE AND GUIDANCE FOR COUNTY-WIDE EMERGENCY MANAGEMENT FUNCTIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 252.38 of Florida Statutes states that municipalities are authorized and encouraged to establish emergency management programs as counterparts of the State of Florida plan and consistent with respective County Comprehensive Emergency Management Plans; and

WHEREAS, Manatee County has implemented a Comprehensive Emergency Management Plan establishing a framework within the four phases of emergency management to include preparedness, response, recovery, and mitigation; and

WHEREAS, the City of Bradenton will soon implement its own Emergency Management Plan specific to the needs of its citizens and operations of its personnel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bradenton, as follows:

1. The City of Bradenton does hereby adopt the Manatee County Comprehensive Emergency Management Plan as a guiding document and by reference in the development of the City of Bradenton Emergency Management Plan.

2. This resolution shall take effect immediately upon its adoption.

3. A copy of this Resolution shall be furnished to the appropriate officers and agencies.

APPROVED AND ADOPTED at regular meeting of the City Council of the City of Bradenton,

Florida, this 25 day of June, 2008.

Mayor

ATTEST:

City Clerk and Treasurer

APPROVED AS TO FORM:

City Attorney

City of Bradenton Department Organizational Charts

LEGISLATIVE
932-9400

City Council
Councilman Gene Gallo

Councilwoman Marianne Barnebey

Councilman Patrick Roff

Councilman Bemis Smith

Councilman Harold Byrd

Mayor Wayne Poston

Legislative Services

Aide to the Mayor
Kelly Beyerlein

Public Information Officer
Tim McCann

City Attorney
William Lisch

City Clerk & Treasurer, Chief of Staff
Carl Callahan

Planning / Community Development Director
Tim Polk

Police Chief
Michael Radzilowski

Fire Chief
Chuck Edwards

Public Works Director
Claude Tankersley

Information Technology Manager
Bruce Williams

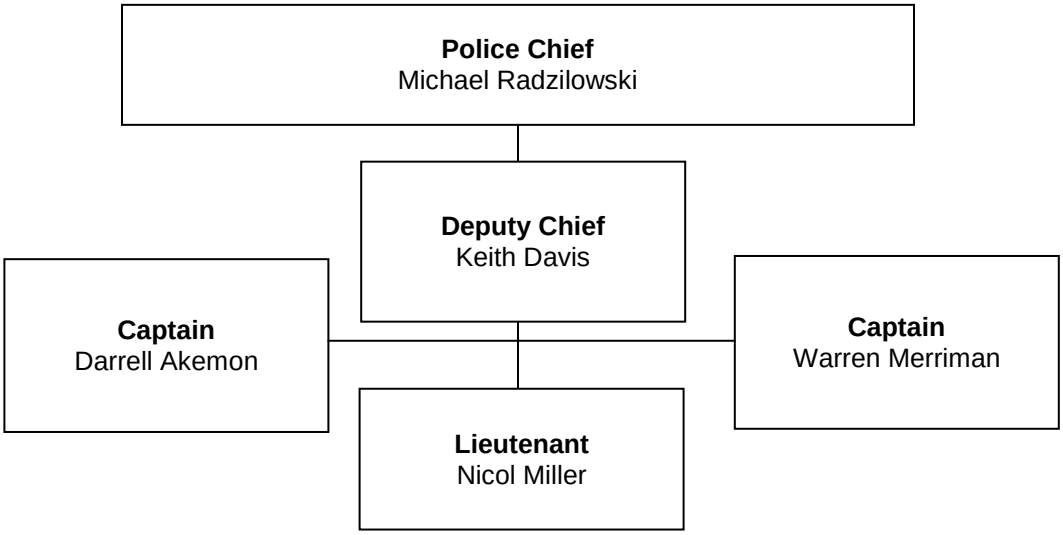
Human Resources Director
Barbara Hitzemann

Office Phone Numbers:

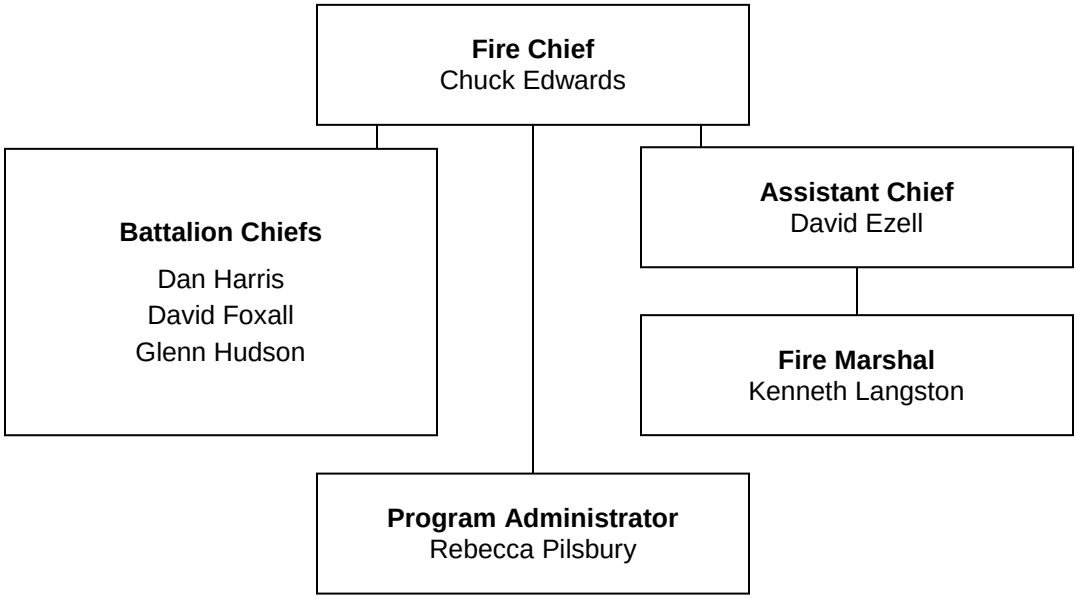
City Hall: 932-9400 Public Works: 708-6300 Police: 932-9300 Fire: 932-9600

City of Bradenton Department Organizational Charts

BRADENTON POLICE DEPARTMENT
932-9300 / Dispatch: 932-9397

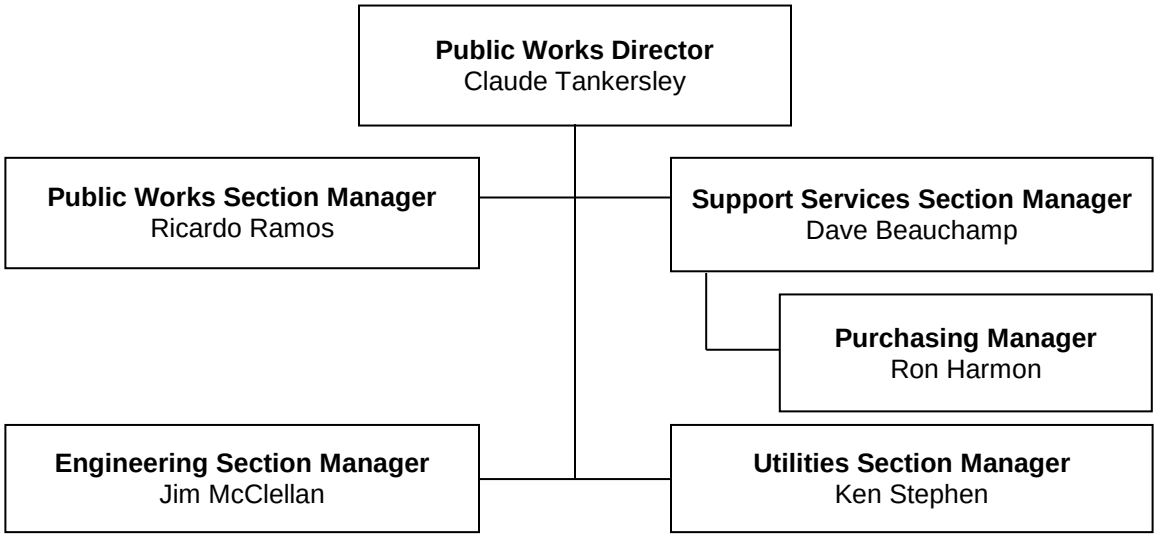


BRADENTON FIRE DEPARTMENT
932-9600

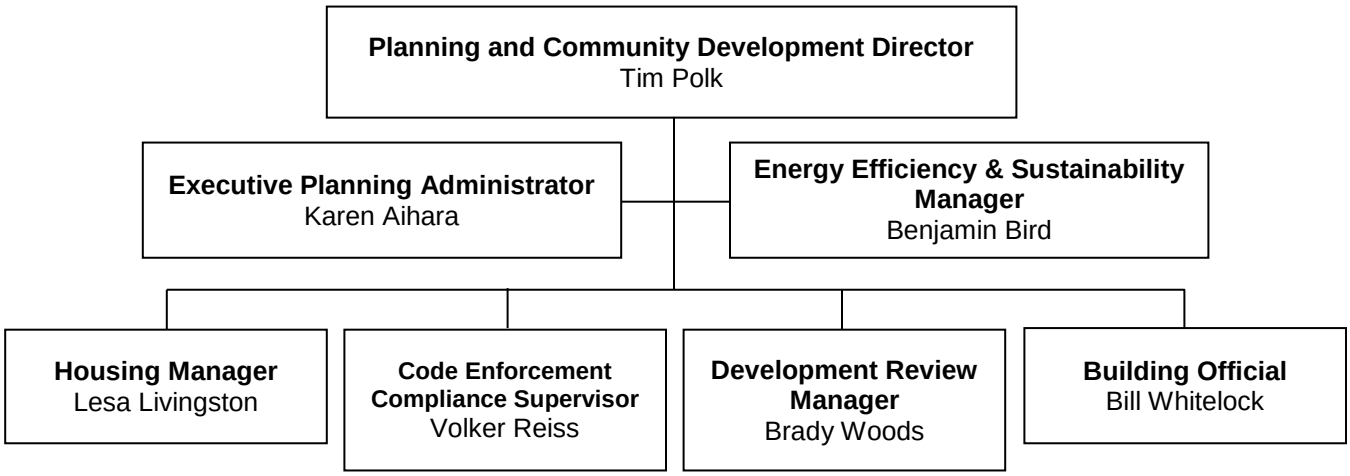


City of Bradenton Department Organizational Charts

PUBLIC WORKS DEPARTMENT
708-6300 / Emergency: 708-6351

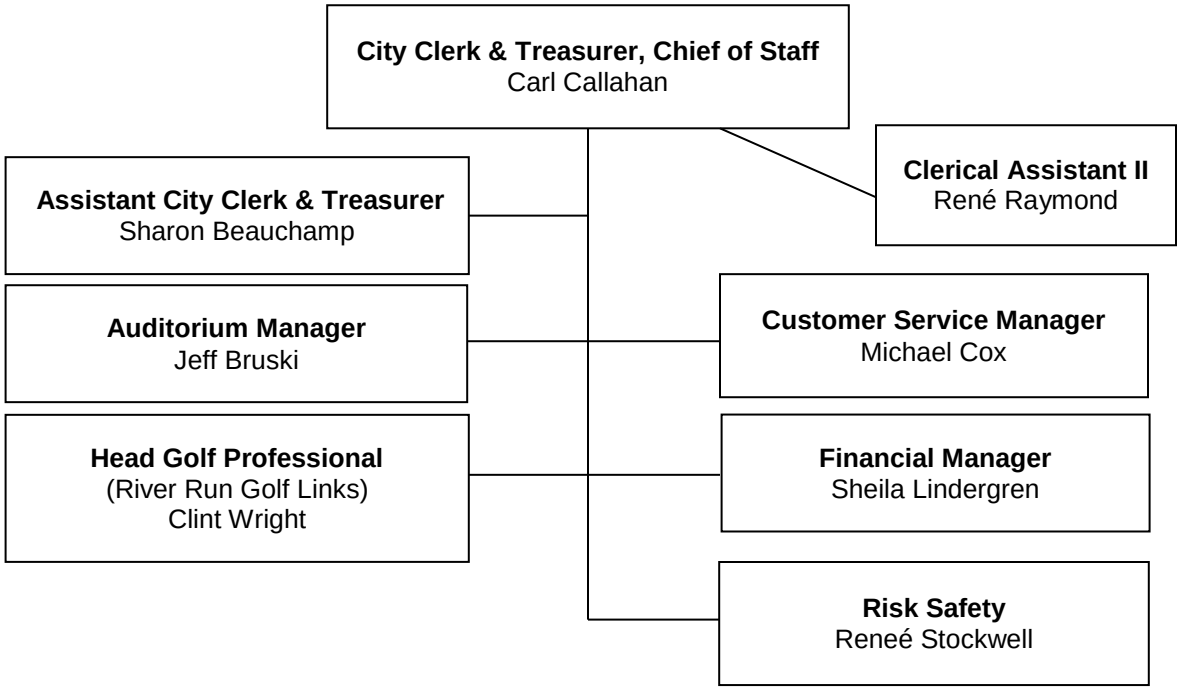


PLANNING AND COMMUNITY DEVELOPMENT
932-9423

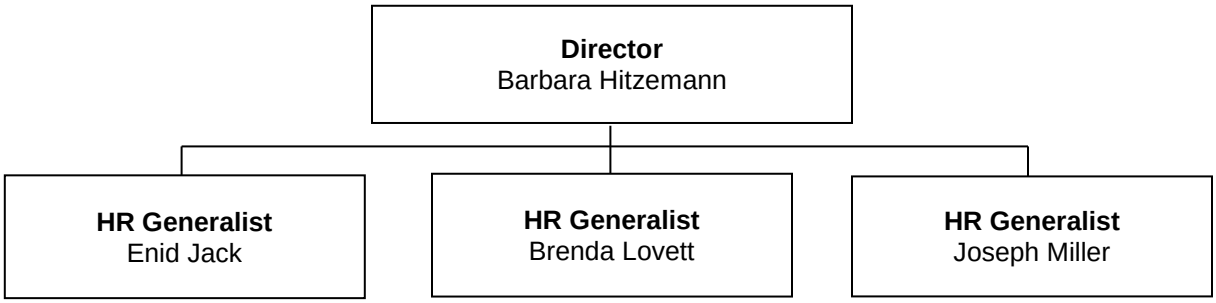


City of Bradenton Department Organizational Charts

GENERAL SERVICES (CITY CLERK)
932-9400

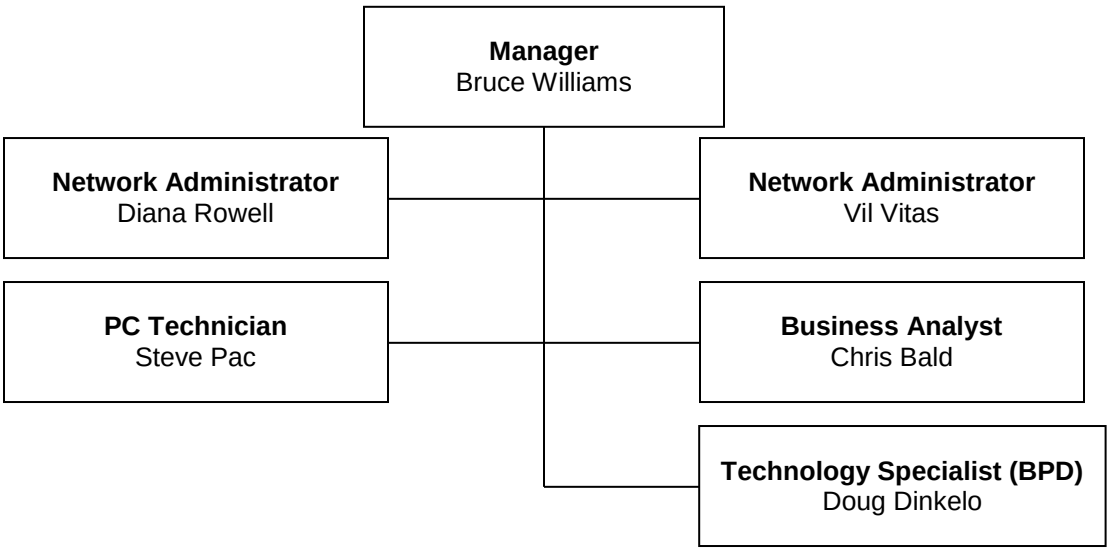


HUMAN RESOURCES DEPARTMENT
932-9400

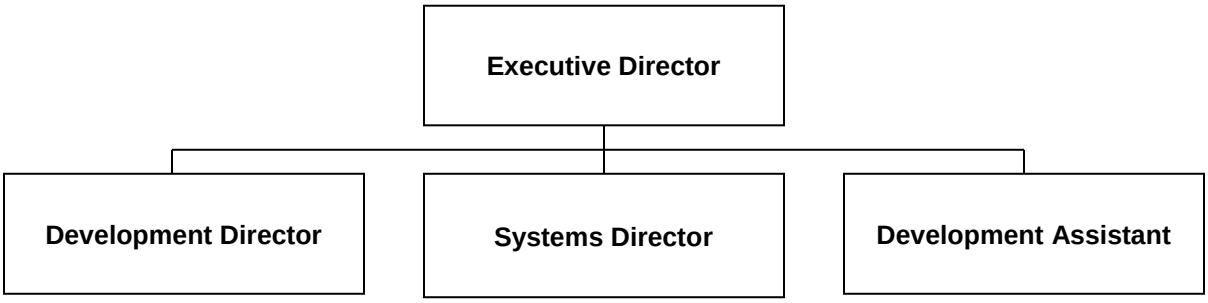


City of Bradenton Department Organizational Charts

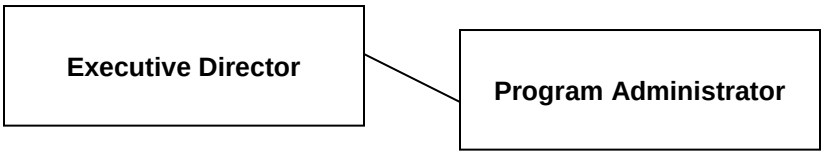
INFORMATION TECHNOLOGY DEPARTMENT
932-9400 / IT Info Line: 1-800-983-0339



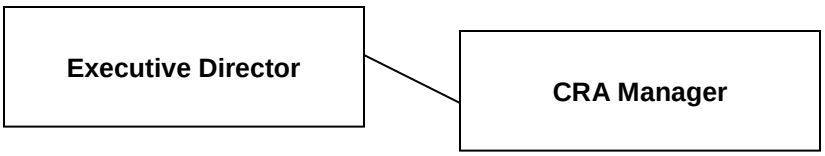
BRADENTON HOUSING AUTHORITY
748-5568



DOWNTOWN DEVELOPMENT AUTHORITY
932-9440



CENTRAL COMMUNITY REDEVELOPMENT AUTHORITY
744-2362



City of Bradenton General Hazards Guidelines

Purpose

To establish a uniform policy and procedure to ensure all occupants of the City of Bradenton structures are prepared for emergencies and if necessary to execute a safe and efficient exiting of a facility during an emergency.

Scope

1. This plan includes but is not limited to:
    a. Adverse Weather Conditions
    b. Fires
    c. Bomb Threats
    d. Any other conditions that may present a threat to the City of Bradenton staff and customers
2. This Plan provides guidance for encountering adverse weather conditions during field operations. Supervisors should use discretion to alter their functions should conditions change rapidly.
3. This plan should be followed under all circumstances for evacuation except as directed by credible authority (uniformed law enforcement or fire department personnel).

Training

The designated Evacuation Facilitator for each facility, assisted by Risk Management and the Fire Department, will conduct evacuation drills each year. Evacuation Facilitators and their Alternates will be trained as they are selected. See Section 2 D for more information about Evacuation Facilitators.

Plan Distribution

Copies of this plan are available to all employees of the City of Bradenton's facilities via intranet or hardcopy.

SECTION 1 – EMERGENCY SITUATIONS

A. Lightning

Lightning storms are common in and around the Tampa Bay area and are encountered frequently. Personnel not actively involved in emergency operations should remain inside their vehicle or structures during frequent local lightning.

1. Aerial operations should be halted during lightning conditions.
2. At no time shall any employee use a tree or a wooded area as shelter from lightning.
3. Acceptable building shelters for employees shall include fully walled buildings. Internal rooms not adjacent to outer walls are preferred over open bay areas, large windows, screen rooms or other open areas.
4. Acceptable vehicle/equipment shelter choices shall include vehicles/equipment with a metal roof, full chassis and glass enclosure including closable doors. Poor vehicle choices include tractors or other mobile equipment with no roof, golf carts, small electric or gas powered utility vehicles, all terrain vehicles, open mowers, and water craft (unless with full cabin).

B. Wind

Sustained wind conditions can be very hazardous. At sustained wind speeds above 25 MPH aerial operations should be halted. At sustained wind speeds above 35 MPH only critical fire/rescue operations will be undertaken at the BFD's discretion. At sustained wind speeds above 50 MPH all vehicles, including fire/rescue, should be sheltered or out of use.

C. Tornadoes

1. When a tornado or funnel cloud is observed in the field, if possible, employees should drive away from it at right angles to its direction of travel. If proximity to the tornado prevents escape, the vehicle should be abandoned and personnel should seek shelter and keep together.
2. When a tornado Warning is issued, an announcement will be made over the public address system (if applicable) or through the Department Head or Supervisor in charge of the facility.

3. The announcement or warning will direct all building occupants to move to the interior of the floor and away from the windows until the ALL CLEAR is announced. Department Heads will identify and designate safe areas within their facility. The safe area(s) for the City Centre will be the stairwell landings or any room without windows.
4. Evacuation Facilitators are responsible for ensuring their floors' occupants have heard the announcement and are moving to the interior/ safe area away from windows.
5. Once the ALL CLEAR is received, an announcement will be made over the public address system or through the Department Head or Supervisor in charge of the facility.

D. Flooding

Supervisors must exercise considerable judgment and discretion relative to personnel safety when entering flooded areas. Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches.

Vehicles, except those as designated by first responders, shall not travel in flood waters if the level of the water reaches the lowest part of the vehicle /running boards. Under no circumstances shall drivers create a wake while driving in flood waters.

E. Hurricanes/ Tropical Storms:

Each department should refer to the City of Bradenton Emergency Management Plan for Hurricane/Tropical Storm procedures.

F. Bomb Threat

If a bomb threat is received, stay calm and try to keep the caller on the line. As soon as possible, alert a coworker to:

1. Dial **911** and provide the emergency operator as much information as possible.
2. Notify the management in your area and contact the Mayor's Office.
3. Stay on the telephone unless otherwise ordered.

G. Chemical or Biological Threat or Suspicious Packages

1. If a chemical or biological emergency arises, immediately dial **911** and provide the emergency operator as much information as possible.
2. If a suspicious package is found or delivered through the mail, leave it in place and immediately dial **911** and provide the emergency operator as much information as possible.
3. When an emergency arises controlled entry will commence. All occupants will go the interior rooms and lock the doors. Lock Down Procedures will be lifted by the Bradenton Police Department when the emergency is over.

SECTION 2 – EMERGENCY EVACUATION PROCEDURES

A. Who Evacuates When?

All building occupants shall evacuate when:

1. A Fire Alarm sounds (unless prior announcement of testing is made).
2. Any time an evacuation announcement is made over the public address system or by the Department Head.
3. Any time instructions to evacuate are given by a credible authority.

B. How to Evacuate

Upon receipt of an evacuation notice:

1. Gather personal belongings (i.e., purse, briefcase, car keys, etc.) and secure valuables as safety permits.
2. Proceed to nearest exit. NEVER USE ELEVATORS.
3. Evacuation Facilitators will notify the Incident Commander of the location of physically impaired individuals unable to exit.
4. Physically impaired individuals (i.e., those unable to exit without assistance) must wait at the nearest exit area where they will be assisted by an Evacuation Facilitator. Rescue personnel will search each stairwell (if applicable) upon their arrival to ensure all are evacuated safely.
5. Upon reaching an exit to the outside, leave the facility and proceed to the Safe Area designated for each facility.
6. All employees must know the locations of stairwells (if applicable) and the quickest, easiest route to them. Floor plans indicating evacuation routes and fire pull stations are displayed in prominent places in every City facility.

Only uniformed emergency response personnel are permitted to enter a City facility during and evacuation, unless directed otherwise by the Command Post.

C. Exit Routes

1. An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. Exit routes are to be kept free of obstacles and other articles which would impede an unrestricted access.
2. All exit routes must be adequately lighted so that an employee with normal vision can see along the route. Each exit must be clearly visible and marked by a sign reading "Exit". Each exit must be free of decorations or signs that obscure the visibility of the exit route door.

D. Evacuation Team

1. Each building will have Evacuation Facilitator(s) and Alternate(s). The Facilitators and their alternates are designated based on their willingness to accept the responsibilities and their familiarity with the building layout and the employees whose normal work activities occur in their assigned sections.
2. The number of Evacuation Facilitator's will be determined by the size of the facility.
3. The Evacuation Facilitator(s) and Alternate(s) will be designated annually, or as often as necessitated by separation, by the Department Head or Supervisor in charge of the facility. The Department Head or designee of the facility will keep a current list of Facilitators and Alternates, and ensure replacements are designated as necessary.
4. Upon receipt of an evacuation notification the designated Evacuation Facilitator (or Alternate) will:
    a. Ensure the departure of all occupants in their building, directing individuals unfamiliar with the building layout to the appropriate exit and Safe Area. (This should be done with consideration of the Facilitator's safety.)
    b. Evacuation Facilitators make note of persons unable to exit and report that information to the Fire Department personnel.
    c. Notify the Incident Commander either "floor is clear" or "a suspicious object has been found (specific location)".

[ATTACHMENT 1]

CITY CENTRE EVACUATION FACILITATORS

CITY HALL

1st FLOOR: VOLKER REISS, PCD / Brady Woods, PCD (Alternate)
BILL ACKLES, Business Tax / Tricia Caruso, Water (Alternate)

2nd FLOOR: KELLY BEYERLEIN / René Raymond (Alternate)
STEVE PAC, I.T. / Vil Vitas (Alternate)

AUDITORIUM

1st FLOOR: DARRYL SCHUE / Frank Bielawski (Alternate)

2nd FLOOR: JEFF BRUSKI / Shirley Henderson (Alternate)

POLICE DEPARTMENT

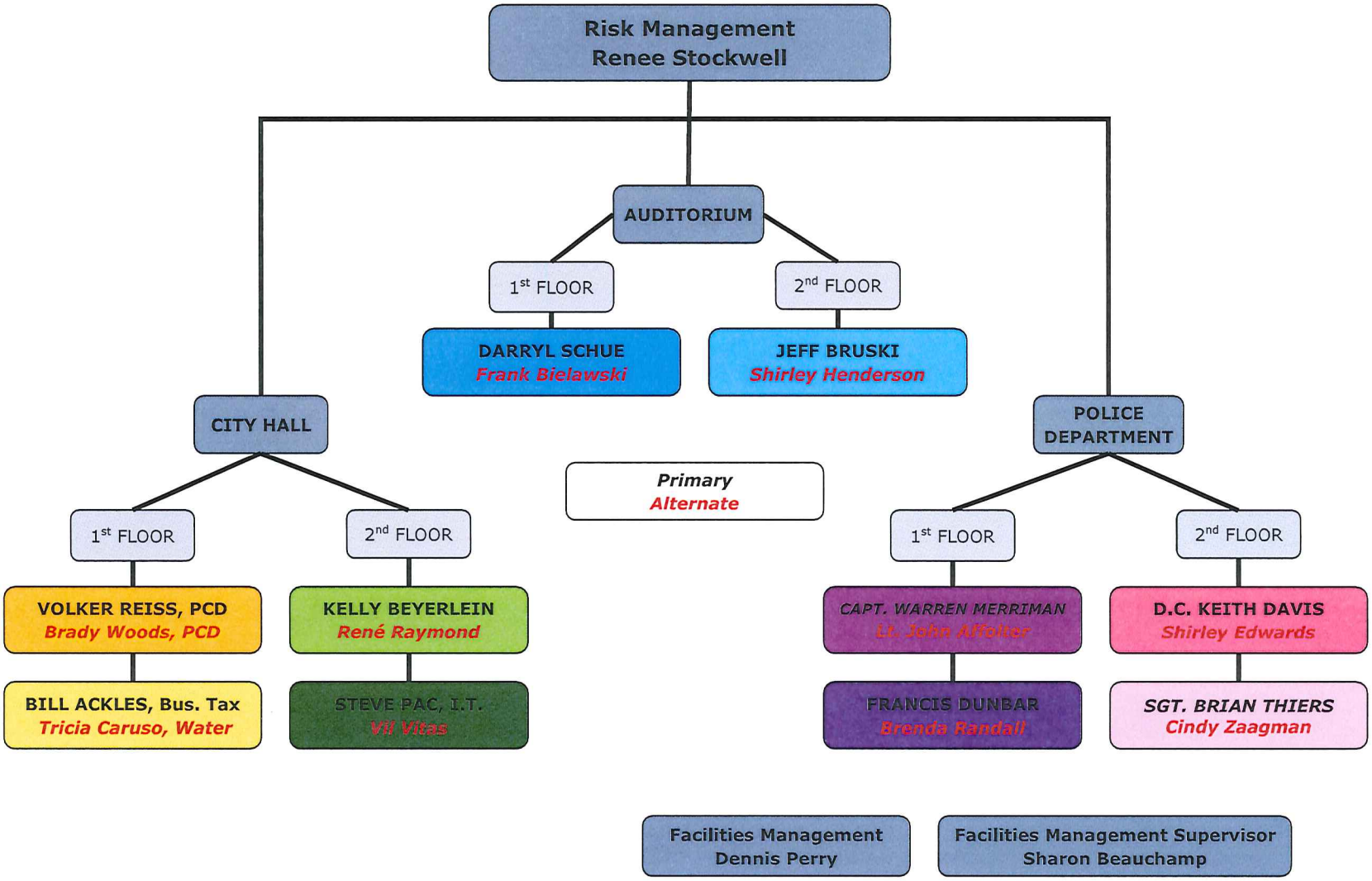
1st FLOOR: CAPT. WARREN MERRIMAN / Lt. John Affolter (Alternate)
FRANCES DUNBAR / Brenda Randall (Alternate)

2nd FLOOR: D.C. KEITH DAVIS / Shirley Edwards (Alternate)
SGT. BRIAN THIERS / Cindy Zaagman (Alternate)

Facilities Management – Dennis Perry
Facilities Management Supervisor – Sharon Beauchamp

Rev. 03/26/12
Risk Management

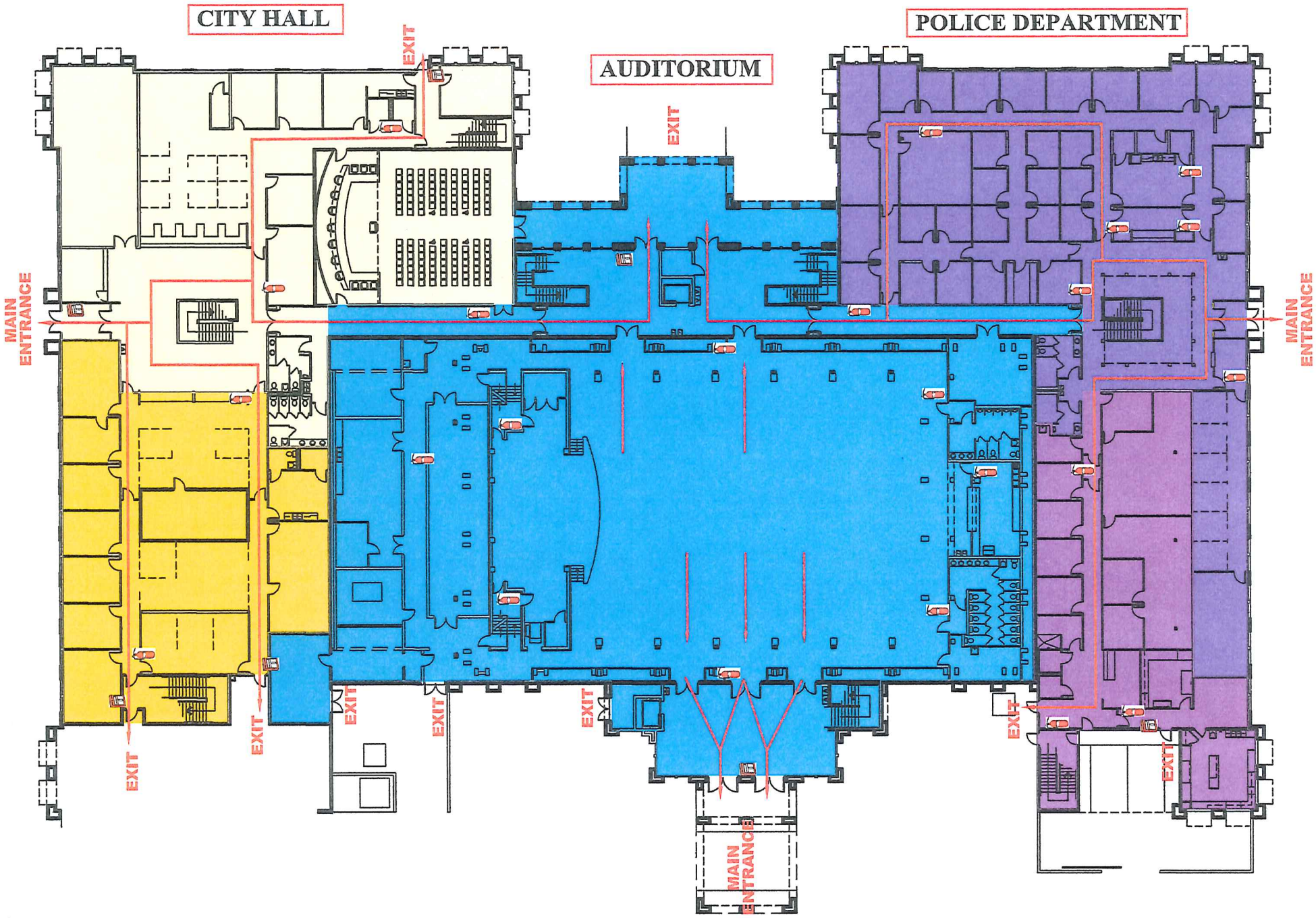
CITY CENTRE EVACUATION FACILITATORS



Updated 04/10/12

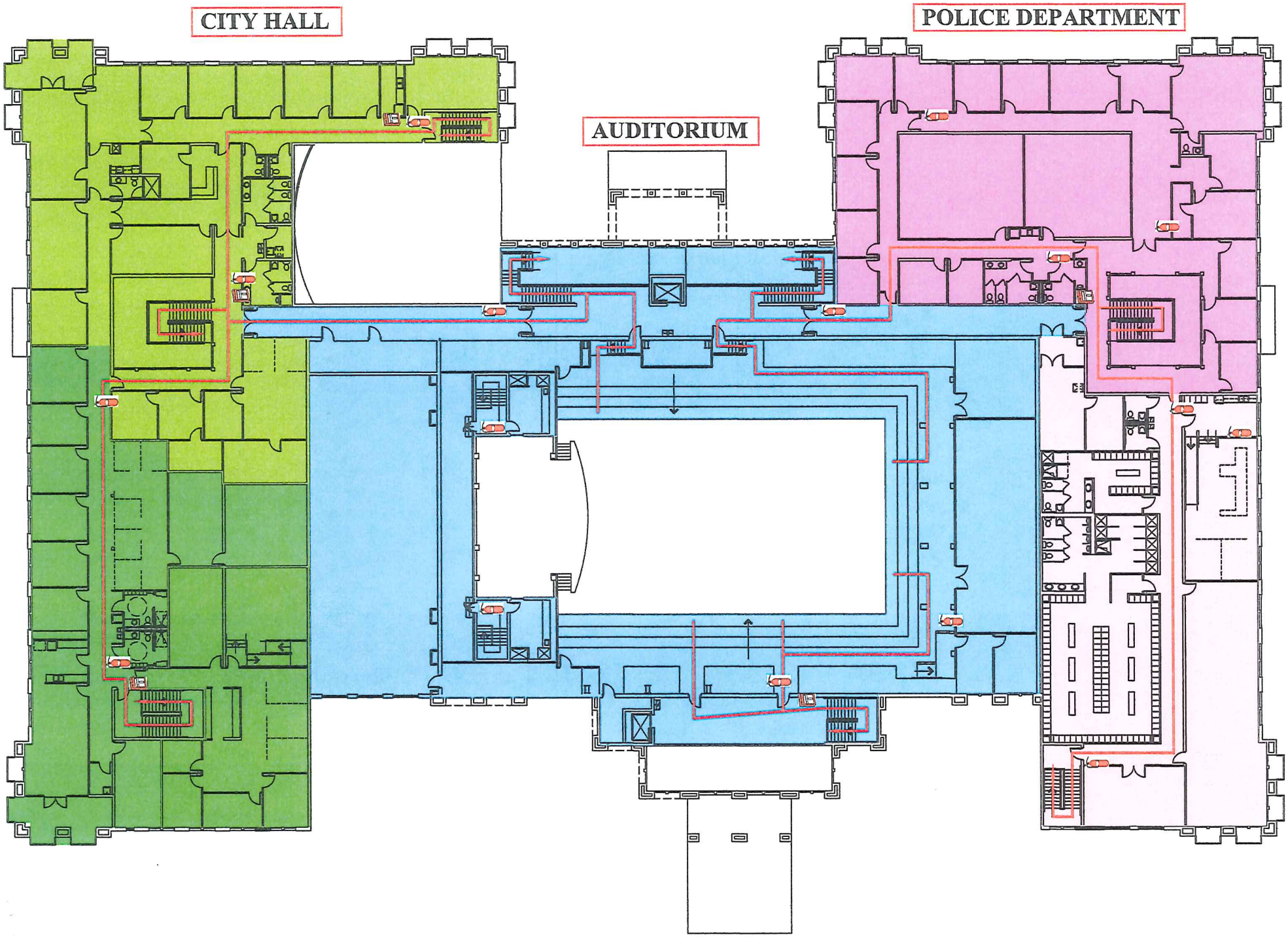
Attachment 2

CITY CENTRE FIRST FLOOR



Attachment 3

CITY CENTRE SECOND FLOOR



COB CRITICAL FACILITIES

The priority of restoration may vary by incident and will be determined by policy makers at the time.

Site Name	Address	Phone
City Hall	101 Old Main St. 34205	932-9400
City Yard	700 13th Avenue West	708-6300
Electrical Department	701 2nd Street West	708-6334
Elevated Tank No. 1	702 2nd St West	--
Elevated Tank No. 2	2905 6th Ave West	--
Elevated Tank No. 3	1915 8th Ave West	--
Elevated Tank No. 4	1801 17th St West	--
Elevated Tank No. 5	2901 59th St West	--
Elevated Tank No. 6	4851 San Ortebello Drive	--
Fire 2	1401 7th Ave. East	708-6244
Fire 3	2901 59th St W	708-6254
Fire 1	1010 9th Ave. West 34205	932-9600
Garage	705 13th Ave West 34205	708-6380
High Service pump station	700 1st St West	--
Judicial Center Parking Deck	615 12th St. W	
Lift Station Department	128 8th Avenue Drive West	708-6330
	Liftstations	
1	108 11th St E	
2	1800 Riverside Dr E	
3	2598 2nd Av E	
4	600 27th St E	
5	200 2nd St E	
6	200 20th St W	
7	1700 8th Av W	
8	1500 1st Av W	
9	4502 47th Av W	
10	400 Manatee Av W	
11	231 13th Av E	
12	1300 20th St W	
13	100 25th St Ct E	
14	1901 17th Av W	
15	1217 Oak leaf Blvd	
16	107 22nd St E	
17	422 9th Av W	
18	1200 15th St E	
19	1800 27th St E	
20	7001 23 Av W	
21	3800 43St W	
22	1701 39th St W	
23	3200 59th St W	
24	SR.64 # C SWR E	
25	3811 24th Av W	
26	1614 54th St W	

27	1014 Baytree Rd	
28	2500 13th Av E	
29	1900 34th St W	
30	3901 71st St W	
31	Blake Hospital	
32	2100 59th St W	
33	4800 34th Av W	
34	5303 26th Av Ct W	
35	3300 Carlton Arm Dr	
36	6520 Heritage Ln	
37	3250 43 St W	
38	4107 66th St Cir. W	
39	3551 68th St W	
40	204 3ed St W	
41	11000 Bristol Bay Dr	
42	4700 SR 64 E	
43	1801 27th St E	
44	1011 30th St E	
45	900 48th St Ct. E	
46	1101 Edgewater Cir	
47	1901 16th Av E	
48	1801 27th St E	
49	7410 Hamilton Rd.	
50	5315 44th Av W	
51	4965 SR 64 E	
52	3825 SR 64 E	
53	5325 4TH Av. Cir.E	
54	145 Americas Cup Blvd	
55	4650 TIDEWATER PERS. St.	
56	937 RIVERSCAPE St.	
57	712 3Rd Ave. W (Promende)	
58	Tide Water	
59	Boys Club/John Cumming Training	
Meter Shop	231 6Th Ave W	
Langscape & Grounds	1520 6th Street West	708-6176
Pirate City		
Police Dept	100 10th St. West	932-9300
Public Works Annex	1411 9TH St West	708-6300
Purchasing Department	1300 6th Street West	714-7500
Sign Shop	703 2nd Street West	708-6333
Solid Waste	1520 6th St West	708-6340
Water Reclamation Facility	1810 1st ST West	708-6350
Water Treament Plant	5600 Natalie Way	727-6360

RESOLUTION NO. 05-57

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BRADENTON, FLORIDA, SUPPORTING THE UTILIZATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS); PROVIDING AN EFFECTIVE DATE.

WHEREAS, President Bush issued Homeland Security Presidential Directive (HSPD-5) Management of Domestic Incidents, on February 28, 2003, directing the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS); and

WHEREAS, NIMS will provide a consistent nationwide approach allowing federal, state, local, and tribal governments to work effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents; and

WHEREAS, the Department of Homeland Security has sought extensive input on NIMS from state, local, and tribal officials, the emergency response community, and the private sector and has incorporated the best practices currently in use by incident managers; and

WHEREAS, effective homeland security incident management involves new concepts, processes and protocols that will require refinement over time; the collective input and guidance from all homeland security partners has been, and will continue to be, vital to the further development of an effective and comprehensive national incident management system; and

WHEREAS, NIMS was published by the Department of Homeland Security on March 1, 2004; HSPD-5 and NIMS require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

WHEREAS, HSPD-5 and NIMS require federal department and agencies to make state, tribal and local organizations adopt NIMS as a condition for federal preparedness assistance beginning in federal FY 2005; and

WHEREAS, failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the state, local or tribal entity for costs expended during and after a declared emergency or disaster or for training and preparation for such disasters and emergencies.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bradenton, Florida

1. All departments of the City of Bradenton shall utilize the National Incident Management Systems (NIMS) prescribed by the Department of Homeland Security; shall direct all departments to train the appropriate personnel on the NIMS and the Incident Command System (ICS) and to maintain a current Integrated Emergency Management Plan; and shall assess its compliance with NIMS using the Department of Homeland Security NIMSCAST assessment tool prior to September 30, 2005 and develop an implementation plan for compliance to be achieved on or before September 30, 2006.

2. The Mayor and City Clerk are authorized to execute this Resolution and forward to all proper agencies.

3. This Resolution shall take effect immediately.

PASSED AND DULY ADOPTED, this 14th day of September 2005.

ATTEST:

Carl Callahan
City Clerk and Treasurer

Wayne H. Poston
Mayor

Approved As To Form:

William R. Lisch
City Attorney

CITY OF BRADENTON PERSONAL DISASTER SUPPLY KIT LIST

The scope and location of your post-disaster work should dictate the supplies needed for your shift. The recommendations below are for on-duty personnel working extended recovery operations. For a Family Disaster Plan with a customized, complete list of recommended supplies, please visit www.floridadisaster.org.

Your "Duty" Kit may contain the following:

☐ City identification

☐ Personal identification (and wallet items as deemed necessary, such as credit card, cash, insurance card, etc.)

☐ 2 changes of clothing and sturdy pairs of shoes

☐ 1 pillow and 1 blanket/sleeping bag

☐ Personal toiletries (i.e.: feminine hygiene, toilet paper, toothbrush, toothpaste, etc.)

☐ Mosquito repellent and sunscreen

☐ Disinfectant wipes

☐ Prescription medication

☐ Two gallons of drinking water

☐ A two-day supply of canned or nonperishable food that requires little or no preparation or heating. Some suggestions include:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juice, and soup
- High energy foods, like peanut butter, granola bars, trail mix
- Powdered coffee or tea
- Dried fruits and nuts
- Bread and crackers
- Vitamins
- Sugar, salt and pepper
- Fun foods! Like cookies, hard candy, lollipops
- And don't forget a manual can opener, bowl, plate, utensils, and a container!

Please have your kit with you for every work shift.

4.2.40 COMMAND CENTER (ComCent) ACTIVATION GUIDELINES

SCOPE: This standard establishes guidelines for the activation and operation of the City of Bradenton Command Center (ComCent) within the BFD Central Station 1 at 1010 9th Avenue West. The ComCent was established for the response, command, control, observation, coordination, and documentation of large-scale incidents, usually within the city limits.

A. Reasons for Activation

1. Major incidents such as floods, riots, storms, hurricanes, tornadoes, downed aircraft, notable incidents, and other disasters that may require a response by all or most of the BFD's resources and/or City's departments.
2. Long-term incidents.
3. Parades, open houses, and other large-scale public events.

B. Alert

An alert condition would be the first stage of the ComCent activation. On-duty BFD personnel shall take the following steps, as applicable to the incident:

1. Check the 800 MHz radios to ensure proper operation.
2. Have at least one portable 800 MHz unit with fresh batteries and a charger.
3. Test the VHF radios and weather radios and ensure the batteries are charged or replaced.
4. Ensure all six portable MSAT satellite phones are fully charged and disseminate to City personnel as determined by Command.
5. Test available weather stations and ensure units are operable and have fresh batteries.
6. The chief officer shall contact the BFD executive committee, Legislative personnel, and Department Directors as appropriate to advise that an alert condition exists and brief on current conditions.
7. Establish the dates and times for follow-up briefings and the duration of operations plans.
8. Ensure that support staff is advised of the alert condition.
9. The incident commander will be responsible for developing an incident action plan to be followed.
10. Check all stations - secure doors, gates, and loose items if necessary.

11. Inventory perishables to determine food and water to obtain. Additional station supplies should also be obtained from City Purchasing.
12. Fill water barrels, if necessary.
13. Secure storm shutters accordingly.
    a. Panel Installation

       Retrieve panels from the established storage area along with any tracks, wingnuts, and numbered map (station 1 only). Each panel protected window and doorway has multiple panels, one being smaller than the others. This is important to remember during installation, as the smallest panel is the last to be installed. Panels should fitted from left to right with wingnuts securely fastened at the bottom. NOTE: For those panels protecting the doorways at station 3, the bottom track must be installed in the prepared holes prior to panel installation.

    b. Rolldown Closure

       Using the removable crank handle, turn clockwise until the shutter is down and fully compressed where no light is visible between slats. NOTE: The crank assembly is located on the inside at station 1 and outside at stations 2 and 3.

    c. Accordion Closure

       Pull both sides of the accordion together, latch securely, and lock with the key available in the lieutenant's office. For the accordion assembly at the station 1 office entry door, the bottom track must be installed in the prepared holes prior to closure.
14. If sheltering personnel in stations, set up cots and air mattresses (stored in City Auditorium).
15. Fuel all vehicles and equipment, including starting each unit to ensure operation.
16. Notify the Dock Master and relocate Marine 12 from the boat lift at the Twin Dolphin Marina to a secured location within the bay at BFD Station 3.
17. Note the hours and mileage on each piece of equipment, including all staff vehicles, using the City Emergency Response Vehicle and Equipment Log (BFD will use BFD089 Equipment, Vehicle, and Generator Usage Form).
18. Check the generators for fuel and operation. BFD personnel shall record data on BFD089.
19. Begin tracking all personnel time using the approved City Emergency Time Sheets.

C. Upon Activation

1. Contact all members of the BFD executive committee for response to the ComCent.
2. Conduct an executive briefing upon arrival of all available members.
3. Develop a strategy and mission and obtain any mission numbers issued by the State of Florida.
4. Use the white boards in the conference room for tracking unit movement.
5. Allow all personnel to prepare their families. Contact off-duty personnel and advise them of the situation. Develop an overtime list.
6. Administrative offices will be used as needed.
7. Coordinate with the Manatee County E.O.C. for all resources.
8. Set up and test the VHF radios.
9. Determine the need for overtime personnel.
10. Develop an answer sheet for potential questions from the community to be given to firefighters (phone calls).
11. Develop an action plan for liaison officer assigned to city officials.
12. Consider assigning department and City personnel to ICS support positions.

D. During Activation

1. Maintain regular contact with other agencies and/or Manatee County EOC, as applicable.
2. Conduct regular briefings of BFD executive staff, Legislative, and Department Directors as appropriate.

E. Recovery / Post Activation

1. Reference COB Emergency Management Plan for recovery actions, including damage assessment and public assistance.
2. Conduct a debriefing – The executive staff will debrief and determine if any further standby will be required.
3. Demobilize ComCent room.
4. Complete an After Action Report – This will be a detailed report completed by the incident commander with the assistance of all personnel involved. This report should include the number of calls and staffing costs.
5. Determine a date and time for the Post Incident Analysis.

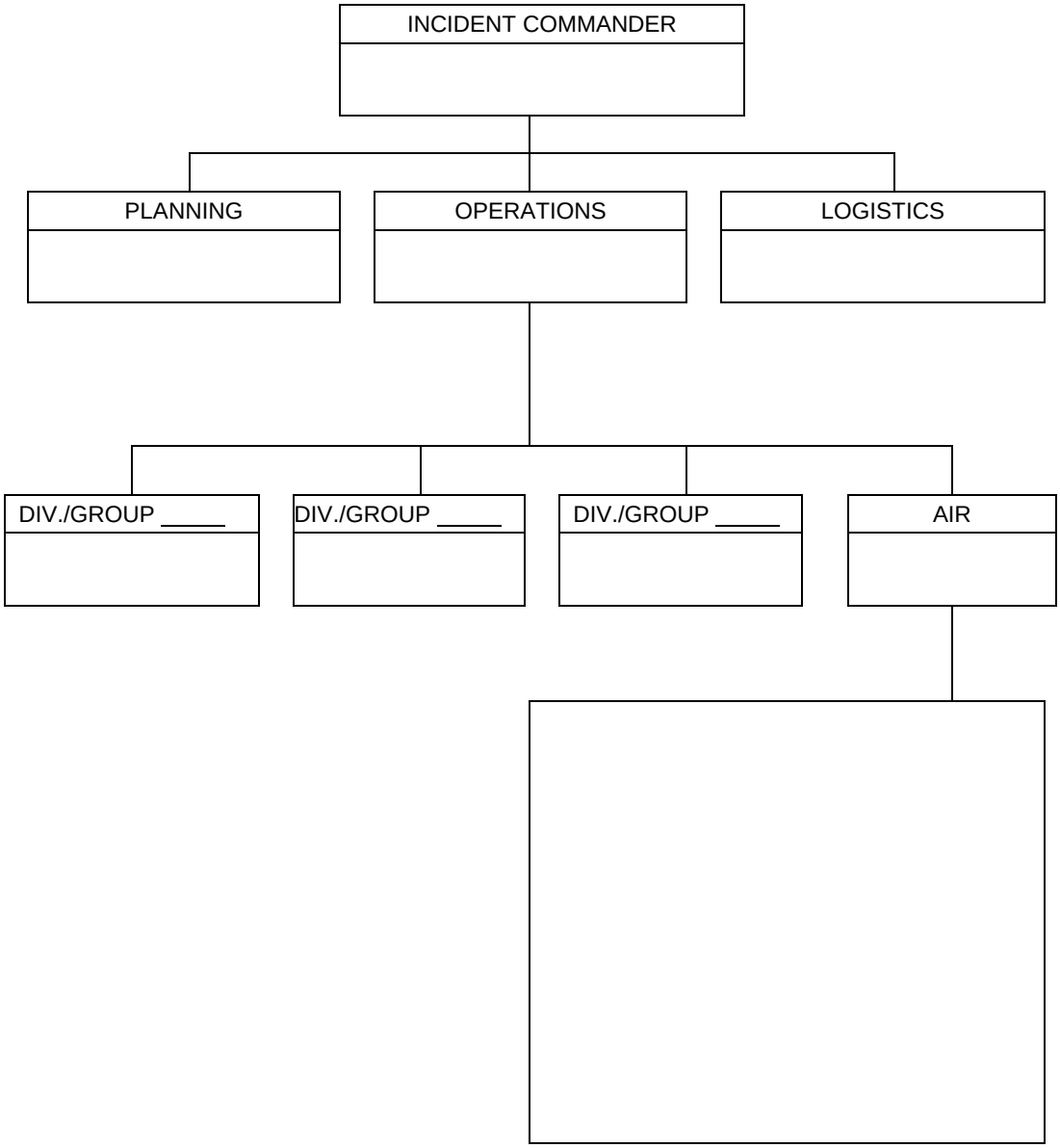
INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. MAP SKETCH

ICS 201 (12/93) **NFES 1325**	PAGE 1	5. PREPARED BY (NAME AND POSITION)

6. SUMMARY OF CURRENT ACTIONS

7. CURRENT ORGANIZATION



8. RESOURCES SUMMARY

RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE √	LOCATION/ASSIGNMENT

INCIDENT OBJECTIVES

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD (DATE/TIME)

5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)

6. WEATHER FORECAST FOR OPERATIONAL PERIOD

7. GENERAL SAFETY MESSAGE

8. ATTACHMENTS (√ IF ATTACHED)

☐ ORGANIZATION LIST (ICS 203)	☐ MEDICAL PLAN (ICS 206)	☐ _____
☐ ASSIGNMENT LIST (ICS 204)	☐ INCIDENT MAP	☐ _____
☐ COMMUNICATIONS PLAN (ICS 205)	☐ TRAFFIC PLAN	☐ _____

9. PREPARED BY (PLANNING SECTION CHIEF)	10. APPROVED BY (INCIDENT COMMANDER)

ORGANIZATION ASSIGNMENT LIST

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

POSITION	NAME

4. OPERATIONAL PERIOD (DATE/TIME)

5. INCIDENT COMMANDER AND STAFF

INCIDENT COMMANDER	
DEPUTY	
SAFETY OFFICER	
INFORMATION OFFICER	
LIAISON OFFICER	

6. AGENCY REPRESENTATIVES

AGENCY	NAME

7. PLANNING SECTION

CHIEF	
DEPUTY	
RESOURCES UNIT	
SITUATION UNIT	
DOCUMENTATION UNIT	
DEMOBILIZATION UNIT	
TECHNICAL SPECIALISTS	

8. LOGISTICS SECTION

CHIEF	
DEPUTY	
a. SUPPORT BRANCH	
DIRECTOR	
SUPPLY UNIT	
FACILITIES UNIT	
GROUND SUPPORT UNIT	
b. SERVICE BRANCH	
DIRECTOR	
COMMUNICATIONS UNIT	
MEDICAL UNIT	
FOOD UNIT	

9. OPERATIONS SECTION

CHIEF		
DEPUTY		
a. BRANCH I- DIVISION/GROUPS		
BRANCH DIRECTOR		
DEPUTY		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
b. BRANCH II- DIVISION/GROUPS		
BRANCH DIRECTOR		
DEPUTY		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
c. BRANCH III- DIVISION/GROUPS		
BRANCH DIRECTOR		
DEPUTY		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
DIVISION/GROUP		
d. AIR OPERATIONS BRANCH		
AIR OPERATIONS BR. DIR.		
AIR TACTICAL GROUP SUP.		
AIR SUPPORT GROUP SUP.		
HELICOPTER COORDINATOR		
AIR TANKER/FIXED WING CRD.		

10 FINANCE/ADMINISTRATION SECTION

CHIEF	
DEPUTY	
TIME UNIT	
PROCUREMENT UNIT	
COMPENSATION/CLAIMS UNIT	
COST UNIT	

PREPARED BY (RESOURCES UNIT)

1. BRANCH	2. DIVISION/GROUP	**ASSIGNMENT LIST**

3. INCIDENT NAME	4. OPERATIONAL PERIOD DATE _____ TIME _____

5. OPERATIONAL PERSONNEL

OPERATIONS CHIEF _____ DIVISION/GROUP SUPERVISOR _____

BRANCH DIRECTOR _____ AIR TACTICAL GROUP SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD

STRIKE TEAM/TASK FORCE. RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME

7. CONTROL OPERATIONS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				COMMAND	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL					GROUND TO AIR				

PREPARED BY (RESOURCE UNIT LEADER)	APPROVED BY (PLANNING SECT. CH.)	DATE	TIME

INCIDENT RADIO COMMUNICATIONS PLAN

1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME

4. BASE RADIO CHANNEL UTILIZATION

SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCYTONE	ASSIGNMENT	REMARKS

5. PREPARED BY (COMMUNICATIONS UNIT)

MEDICAL PLAN	1. INCIDENT NAME	2 DATE PREPARED	3.TIME PREPARED	4. OPERATIONAL PERIOD

5. INCIDENT MEDICAL AID STATIONS

MEDICAL AID STATIONS	LOCATION	PARAMEDICS	
		YES	NO

6. TRANSPORTATION

A. AMBULANCE SERVICES

NAME	ADDRESS	PHONE	PARAMEDICS	
			YES	NO

B. INCIDENT AMBULANCES

NAME	LOCATION	PARAMEDICS	
		YES	NO

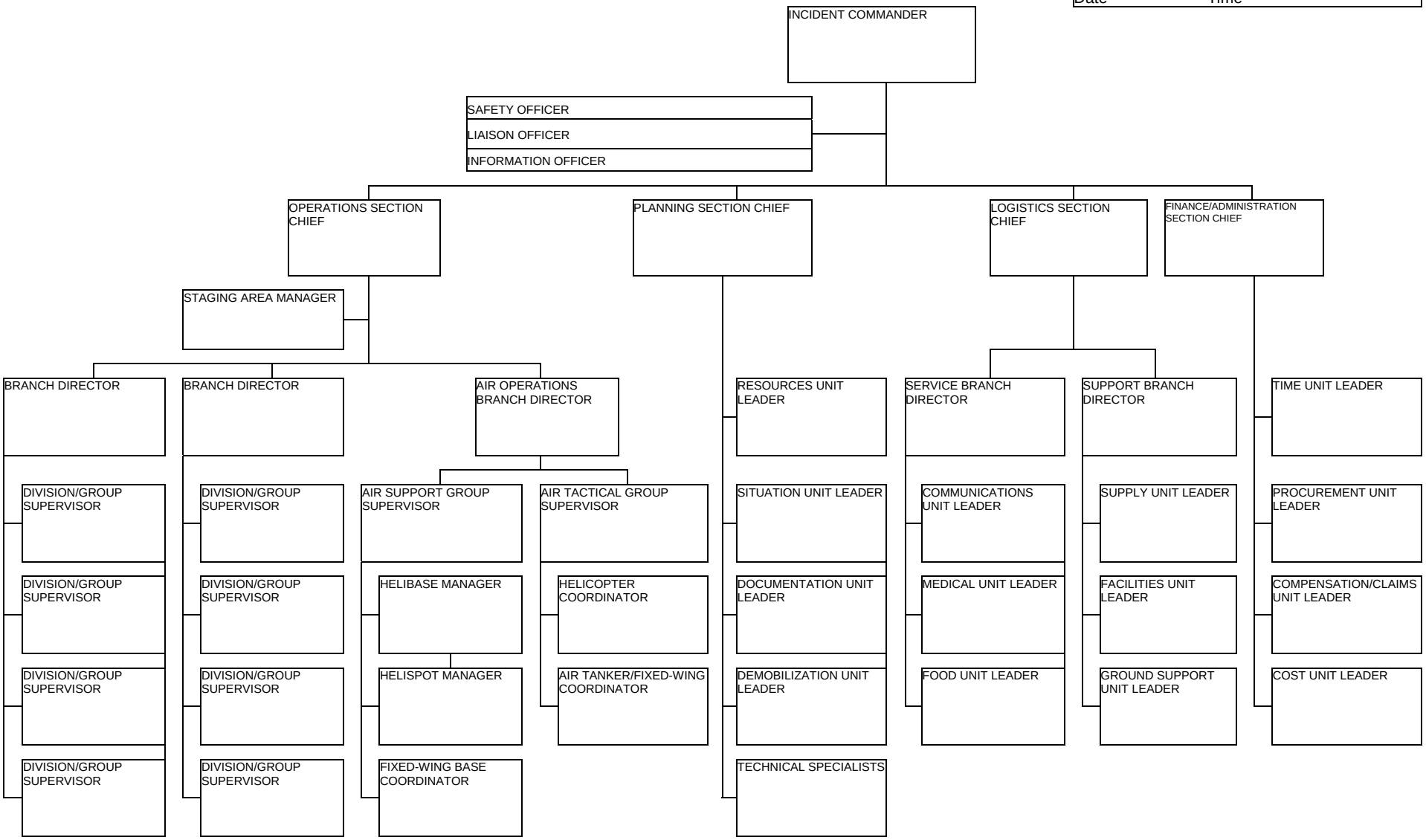
7. HOSPITALS

NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO

8. MEDICAL EMERGENCY PROCEDURES

206 ICS 8/78	9. PREPARED BY (MEDICAL UNIT LEADER)	10. REVIEWED BY (SAFETY OFFICER)

Incident Name _____
Operational Period _____
Date Time



Incident Status Summary (ICS 209)

1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name

6: Incident Kind	7: Start Date Time	8: Cause	9: Incident Commander	10: IMT Type	11: State-Unit

12: County	13: Latitude and Longitude Lat: Long:	14: Short Location Description (in reference to nearest town):

Current Situation

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:	18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information

25: Threat to Human Life/Safety:
- Evacuation(s) in progress ☐
- No Evacuation(s) imminent ☐
- Potential future threat ☐
- No likely threat ☐

Type of Structure	# Threatened	# Damaged	# Destroyed
Residence			
Commercial Property			
Outbuilding/Other			

26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

12 hours:

24 hours:

48 hours:

72 hours:

27: Critical Resource Needs (kind & amount, in priority order):

1.

2.

3.

28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

29: Resources threatened (kind(s) and value/significance):

30: Current Weather Conditions Wind Speed: mph Temperature: Wind Direction: Relative Humidity:	31: Resource benefits/objectives (for prescribed/wildland fire use only):

32: Fuels/Materials Involved:

Select the predominant fuel model:

33. Today's observed fire behavior (leave blank for non-fire events):

34: Significant events today (closures, evacuations, significant progress made, etc.):

Outlook

35: Estimated Control Date: Time:	36: Projected Final Size:	37: Estimated Final Cost:	38: Tomorrow's Forecasted Weather Wind Speed: mph Temperature: Wind Direction: Relative Humidity:

39: Actions planned for next operational period:

40: Projected incident movement/spread during next operational period:

41: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -

42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?

43: Projected demobilization start date:

44.: Remarks:

45: Committed Resources

Agency	CRW 1		CRW 2		HEL 1	HEL 2	HEL 3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

46: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

47: Prepared by:	48: Approved by:	49: Sent to: by: Date: Time:

DESIGNATOR
NAME/ID. NO. _____

STATUS

☐ ASSIGNED ☐ AVAILABLE ☐ O/S REST

☐ O/S MECHANICAL ☐ O/S MANNING

_____ ETR (O/S = Out of Service)

FROM	LOCATION	TO
	DIVISION/GROUP	
	STAGING AREA	
	BASE/ICP	
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGES

TIME _____

RESTAT PROCESS ☐

ICS FORM 210 6/83

STATUS CHANGE CARD

NFES 1334

CHECK-IN LIST

1. INCIDENT NAME

2. CHECK-IN LOCATION

☐ BASE ☐ CAMP ____ ☐ STAGING AREA ☐ ICP RESOURCES ☐ HELIBASE

3. DATE/TIME

CHECK-IN INFORMATION

4 PERSONNEL (OVERHEAD) BY AGENCY & NAME – OR-LIST EQUIPMENT BY THE FOLLOWING FORMAT					5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.
AGENCY	SINGLE T/F S/T	KIND	TYPE	I.D. NO./NAME	ORDER/ REQUEST NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	MANIFEST YES	MANIFEST NO	CREW WEIGHT INDIVIDUAL WEIGHT	HOME BASE	DEPARTURE POINT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT	OTHER QUALIFICATION	SENT TO RESOURCES TIME/INT.

17. PAGE ___ OF ___

18. PREPARED BY (NAME AND POSITION) USE BACK FOR REMARKS OR COMMENTS

*U.S. GPO: 1009-793-975

GENERAL MESSAGE

TO:	POSITION
FROM	POSITION

SUBJECT	DATE

MESSAGE:

DATE	TIME	SIGNATURE/POSITION

213 ICS 1/79
NFES 1336

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

SENDER REMOVE THIS COPY FOR YOUR FILES

UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATORS	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	HOME BASE

8. ACTIVITY LOG (CONTINUE ON NEXT PAGE)

TIME	MAJOR EVENTS

NFES 1337

TIME	MAJOR EVENTS
214 ICS 5-80	9. PREPARED BY (NAME AND POSITION)

OPERATIONAL PLANNING WORKSHEET

1. INCIDENT NAME	2. DATE PREPARED	3. OPERATIONAL PERIOD (DATE/TIME)
	TIME PREPARED	

4. DIVISION OR OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCES BY TYPE (SHOW STRIKE TEAM AS ST)																								7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
		RESOURCE																									
		TYPE																									
		REQ																									
		HAVE																									
		NEED																									
		REQ																									
		HAVE																									
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		HAVE																									
		NEED																									
	9. TOTAL RESOURCES REQUIRED	SINGLE RESOURCES																								10. PREPARED BY (NAME AND POSITION)	
		STRIKE TEAMS																									
	TOTAL RESOURCES ON HAND	SINGLE RESOURCES																									
		STRIKE TEAMS																									
	TOTAL RESOURCES NEEDED	SINGLE RESOURCES																									
		STRIKE TEAMS																									

215 ICS 9-86

RADIO REQUIREMENTS WORKSHEET

1. INCIDENT NAME	2. DATE	3. TIME

4. BRANCH	5. AGENCY	6. OPERATIONAL PERIOD	7. TACTICAL FREQUENCY

8. DIVISION/GROUP	DIVISION/GROUP	DIVISION/GROUP	DIVISION/GROUP
_____	_____	_____	_____
AGENCY _____	AGENCY _____	AGENCY _____	AGENCY _____

9. AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS

216 ICS 3-82	PAGE	10. PREPARED BY (COMMUNICATIONS UNIT)

*GPO 1985-0-593-005/14028

RADIO FREQUENCY ASSIGNMENT WORKSHEET

1. INCIDENT NAME

2. DATE

3. OPERATIONAL PERIOD (DATE/TIME)

3. RADIO DATA / 4. INCIDENT ORGANIZATION				BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	INCIDENT COMMANDER	SAFETY OFFICER	OPERATIONS SECTION CHIEF	AIR OPERATIONS	AIR TACTICAL GROUP SUPERVISOR	PLANNING SECTION CHIEF	GROUND SUPPORT UNIT	BASE UNIT								COMM CENTER	TOTAL BY REQ.
SOURCE	FUNCTION	CH#	FREQUENCY																														
5. AGENCY	ID.		CH#	FREQUENCY																													
6. TOTAL RADIOS REQUIRED																																	

7. PREPARED BY (NAME/POSITION)

SUPPORT VEHICLE INVENTORY (USE SEPARATE SHEET FOR EACH VEHICLE CATEGORY)	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

VEHICLE INFORMATION

a. TYPE	b. MAKE	c. CAPACITY/SIZE	d. AGENCY/OWNER	e. I.D. NO.	f. LOCATION	g. RELEASE TIME

218 ICS 8-78	PAGE	5. PREPARED BY (GROUND SUPPORT UNIT)

NFES 1341

GREEN CARD STOCK (CREW)

AGENCY	ST	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

LEADER NAME

CREW ID NO./NAME (FOR STRIKE TEAMS)

NO. PERSONNEL	MANIFEST	WEIGHT
	☐ YES ☐ NO	

METHOD OF TRAVEL
☐ OWN ☐ BUS ☐ AIR

OTHER

DESTINATION POINT	ETA

TRANSPORTATION NEEDS
☐ OWN ☐ BUS ☐ AIR

OTHER

ORDERED DATE/TIME	CONFIRMED DATE/TIME

REMARKS

ICS 219-2 (Rev. 4/82) CREW NFES 1344

AGENCY	TF	KIND	TYPE	I.D. NO./NAME

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1990-794-001

BLUE CARD STOCK (HELICOPTER)

AGENCY	ST	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

PILOT NAME

DESTINATION POINT	ETA

REMARKS

INCIDENT LOCATION	TIME

STATUS
- ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
- ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
- ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
- ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346

AGENCY	TYPE	MANUFACTURER	I.D. NO.

INCIDENT LOCATION	TIME

STATUS
- ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
- ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
- ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
- ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
- ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
- ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1988-594-771 NFES 1346

ORANGE CARD STOCK (AIRCRAFT)

AGENCY	TYPE	MANUFACTURER	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DATE/TIME RELEASED

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-6 (4/82) AIRCRAFT

AGENCY	TYPE	MANUFACTURER NAME/NO.	I.D. NO.

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 695-162-1986 NFES 1348

YELLOW CARD STOCK (DOZERS)

AGENCY	ST TF	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.

DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

LEADER NAME

RESOURCE ID. NO.S/ NAMES

DESTINATION POINT

ETA

REMARKS

INCIDENT LOCATION

TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-7 (Rev. 4/82) DOZERS NFES 1349

AGENCY	ST TF	KIND	TYPE	I.D. NO.

INCIDENT LOCATION

TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION

TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION

TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION

TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1990-794-006

AIR OPERATIONS SUMMARY

PREPARED BY:

PREPARED DATE/TIME:

1. INCIDENT NAME

2. OPERATIONAL PERIOD DATE: START TIME: END TIME: SUNRISE: SUNSET:

3. REMARKS (Safety Notes, Hazards, Air Operations Special Equipment, etc.)

4. MEDEVAC A/C:

5. TFR:

Radius: _____ NM

Altitude: _____ MSL

Centerpoint: Lat: _____

Long: _____

6. PERSONNEL	Phone	**7. FREQUENCIES**	AM	FM	**8. FIXED WING** # Available/ Type/ Make-Model/FAA N# / Bases
AOBD:		AIR/AIR FW:			Airtankers
ATGS:		AIR/AIR RW:			
HLCO:		AIR/GROUND:			
AGSG:		COMMAND: (Simplex)			Leadplanes
HEBM:		COMMAND RPT	Rx:	Tx:	Base FAX #
ATB MGR:		DECK FREQ:			ATGS Aircraft
		TOLC FREQ:			
					Other

9. HELICOPTERS (Use Additional Sheets As Necessary)

FAA N#	TY	MAKE/MODEL	BASE	AVAIL	START	REMARKS	FAA N#	TY	MAKE/MODEL	BASE	AVAIL	START	REMARKS

AIR OPERATIONS SUMMARY

10. TASK/MISSION/ASSIGNMENT (Type/Function includes Air Tactical, Retardant, Recon, Personnel Transport, Water Dropping, S&R, etc.)

TYPE/FUNCTION	NAME OF PERSONNEL OR CARGO (if applicable) OR INSTRUCTIONS FOR TACTICAL AIRCRAFT	MISSION START	FLY FROM	FLY TO

DEMOBILIZATION CHECKOUT

1. INCIDENT NAME/NUMBER	2. DATE/TIME	3. DEMOB NO.

4. UNIT/PERSONNEL RELEASED

5. TRANSPORTATION TYPE/NO.

6. ACTUAL RELEASE DATE/TIME

7. MANIFEST ☐ YES ☐ NO

NUMBER _____

8. DESTINATION

9. AREA/AGENCY/REGION NOTIFIED

NAME _____

DATE _____

10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING

11. UNIT/PERSONNEL YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING:

(DEMOB. UNIT LEADER CHECK √ THE APPROPRIATE BOX

LOGISTICS SECTION

☐ SUPPLY UNIT _____

☐ COMMUNICATIONS UNIT _____

☐ FACILITIES UNIT _____

☐ GROUND SUPPORT UNIT LEADER _____

PLANNING SECTION

☐ DOCUMENTATION UNIT _____

FINANCE/ADMINISTRATION SECTION

☐ TIME UNIT _____

OTHER

☐ _____

☐ _____

12. REMARKS

_____

_____

221 ICS 1/83

NFES 1353 INSTRUCTIONS ON BACK

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT (ICS FORM 221)

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

Item Number	Item Title	Instructions
1.	Incident Name/No.	Print Name and/or Number of incident.
2.	Date/Time	Enter Date and Time prepared.
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual over-head or staff personnel being released.
5.	Transportation Type/No.	Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12.
6.	Actual Release Date/time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7.	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
8.	Destination	Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc.
9.	Area/Agency/ Region Notified	Identify Area, Agency, or Region notified and enter date & time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note, not all agencies require these ratings.
11.	Unit/Personnel	Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc.
12.	Remarks	Any additional information pertaining to demobilization or release.

*GPO 1985-0-593-005/14032

CREW PERFORMANCE RATING

INSTRUCTIONS: This rating is to be used only for determining an individual's fire fighting qualifications. All blocks must be completed. Crew will be rated by the immediate supervisor, not crew representative. If deficiencies are indicated for items 9 and 10, explain in item 11.

1. Crew Name and Number	2. Fire Name and Number	3. Crew Boss *(name)*

4. Crew Home Unit and Address	5. Location of Fire *(complete address)*

6. Crew Representative	7. Dates on Fire	8. Number of Shifts Worked

9. Crew Evaluation

Rating Factors	Excellent	Satisfactory	Deficient	Needs To Improve
Physical Condition				
Hot Line Construction				
Mop-Up				
Off Line Conduct				
Use of Safe Practices				
Crew Organization and Equipment				
Other *(specify)*				
10. Supervisory Performances				
Crew Boss				
Squad Bosses				
Crew Representative				

11. Areas Needing Improvement

12. Names of Outstanding Workers *(comment)*

13. Names of Individuals Needing Improvement *(indicate area(s))*

14. Remarks

15. Crew Boss (*signature)* This rating has been discussed with me.	16. Date

17. Rated By (*signature)*	18. Home Unit (*address)*	19. Position on Fire	20. Date

INCIDENT PERSONNEL PERFORMANCE RATING	*INSTRUCTIONS*: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE

1. Name	2. Fire Name and Number
3. Home Unit *(address)*	4. Location of Fire *(address)*

5. Fire Position	6. Date of Assignment From: To:	7. Acres Burned	8. Fuel Type(s)

9. Evaluation

Enter **X** under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:

0 – Deficient. Does not meet minimum requirements of the individual element.

DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.

1 – Needs to improve. Meets some or most of the requirements of the individual element.

IDENTIFY IMPROVEMENT NEEDED IN REMARKS.

2 – Satisfactory. Employee meets all requirements of the individual element.

3 – Superior. Employee consistently exceeds the performance requirements.

Rating Factors	Hot Line				Mop-Up				Camp				Other (specify)			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																
Ability to obtain performance																
Attitude																
Decisions under stress																
Initiative																
Consideration for personnel welfare																
Obtain necessary equipment and supplies																
Physical ability for the job																
Safety																
Other *(specify)*																

10. Remarks

11. Employee(*signature)* This rating has been discussed with me.			12. Date
13. Rated By (*signature)*	14. Home Unit (*address)*	15. Position on Fire	16. Date

INDIVIDUAL PERFORMANCE RATING

INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.

1. NAME	2. INCIDENT NAME AND NUMBER — START DATE OF INCIDENT
3. HOME UNIT ADDRESS	4. INCIDENT AGENCY AND ADDRESS

5. POSITION HELD ON IINCIDENT	6. TRAINEE POSITION	7. INCIDENT COMPLEXITY	8. DATE OF ASSIGNMENT
	☐ YES ☐ NO	☐ I ☐ II ☐ III	FROM: TO:

9. List the main duties from the Position Checklist, on which the position will be rated. Enter X under the appropriate column indicating the individuals level of performance for each duty listed.	PERFORMANCE LEVEL				
	Did not apply on this incident	Unacceptable	Need to Improve	Fully Successful	Exceeds Successful
	EXPLAIN IN REMARKS				

10. REMARKS

11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)	12. DATE

13. RATED BY (Signature)	14. HOME UNIT	15. POSITION HELD ON THIS INCIDENT	16. DATE

*U.S. GPO: 1991-594-696/40141

INCIDENT/PROJECT ORDER NUMBER

RESOURCE ORDER

INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME	3. INCIDENT / PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

5. DESCRIPTIVE LOCATION/RESPONSE AREA	6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER	9. JURISDICTION/AGENCY
	7. MAP REFERENCE					10. ORDERING OFFICE

11. AIRCRAFT INFORMATION			LAT.		LONG.			
BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS

12. Request Number	Ordered Date/Time	From/To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To/From	Time	Agency ID	RESOURCE ASSIGNED	ETD/ETA	RELEASED Date	RELEASED To	Time/ETA

13. ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN	ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN

CONTINUATION SHEET NO. ___ OF ___

Order No.	RESOURCE ORDER	2. INCIDENT/PROJECT NAME	3. INCIDENT / PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

12. Request Number	Ordered Date/Time	From / To	Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA

INCIDENT COMMAND SYSTEM

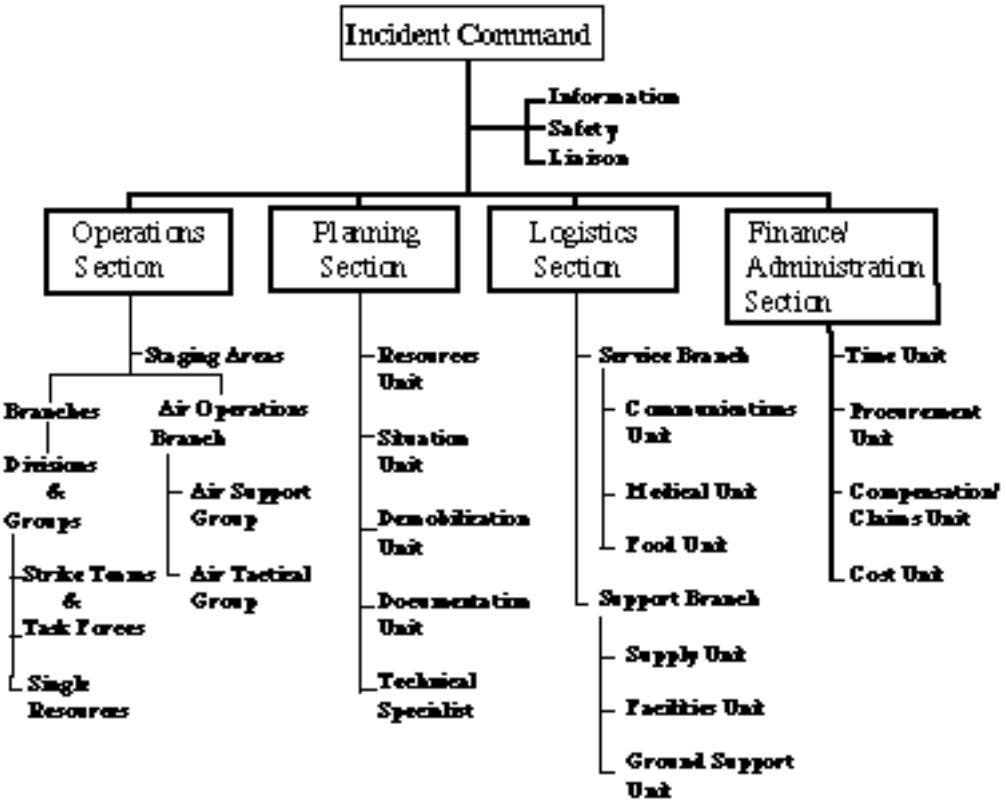
NATIONAL TRAINING CURRICULUM

ICS POSITION DESCRIPTIONS AND RESPONSIBILITIES

October 1994

Provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS.

Incident Command System



I. Introduction

The ICS organization develops around five major functions that are required on any incident whether it is large or small. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

The following are the major responsibilities and duties of all ICS positions. Individual agencies may have additional responsibilities and more detailed lists of duties.

II. Incident Commander and Command Staff

A. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

Responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

B. Command Staff

1. Information Officer

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multijurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Responsibilities:

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Information Officer which would generally apply on any incident:

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain Unit Log.

2. Liaison Officer and Agency Representatives

a. Liaison Officer

Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Liaison Officer major responsibilities and duties:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain Unit Log.

b. Agency Representatives

In many multijurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

Responsibilities:

- Ensure that all agency resources are properly checked-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

3. Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

Responsibilities:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain Unit Log.

III. The ICS General Staff Positions

The General Staff consists of the following positions:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

A. Operations Section

1. Operations Section Chief

Responsibilities:

- Manage tactical operations.
  - Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
  - Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).
- Assist in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
  - Maintain close contact with subordinate positions.
  - Ensure safe tactical operations.
- Request additional resources to support tactical operations.

- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

2. Branch Director (Branches may be functional or geographic)

   Responsibilities:

   - Obtain briefing from the Operations Section Chief.
   - Supervise Branch operations.
   - Develop alternatives for Branch control operations.
   - Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
   - Be prepared to attend incident planning meetings at the request of the Operations Chief.
   - Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
   - Assign specific work tasks to Division/Group Supervisors.
   - Monitor and inspect progress and make changes as necessary.
   - Resolve logistics problems reported by subordinates.
   - Maintain Unit Log.

3. Division/Group Supervisor

   Responsibilities:

   - Obtain briefing from the Operations Section Chief or appropriate Operations Branch Director.
   - Review assignments with subordinates.
   - Inform Resource Unit (if established) of status changes of resources assigned to the Division/Group.
   - Coordinate activities with adjacent Divisions/Groups.
   - Monitor and inspect progress and make changes as necessary.
   - Keep supervisor informed of situation and resources status.
   - Resolve tactical assignment and logistics problems within the Division/Group.
   - Keep supervisor informed of hazardous situations and significant events.
   - Ensure that assigned personnel and equipment get to and from their assignments in a timely and orderly manner.

- Maintain Unit Log.

4. Task Force/Strike Team Leader

Responsibilities:

- Obtain briefing from supervisor (Division/Group Supervisor, Operations Section Chief, or Incident Commander, depending upon how the incident is organized).
- Review assignment with subordinates and assign tasks.
- Travel to and from active assignment area with assigned resources.
- Monitor and inspect progress and make changes as necessary.
- Coordinate activities with adjacent Task Force/Strike Team, single resources, or with a functional group working in the same location.
- Keep supervisor advised of situation and resource status.
- Retain control of assigned resources while in available or out-of-service status.
- Maintain Unit Log.

5. Single Resource

The person in charge of a single tactical resource will carry the unit designation of the resource.

Responsibilities:

- Obtain briefing from the Division/Group Supervisor or Task Force/Strike Team Leader.
- Review assignments.
- Obtain necessary equipment/supplies.
- Review weather/environmental conditions for assignment area.
- Brief subordinates on safety measures.
- Monitor work progress.
- Ensure adequate communications with supervisor and subordinates.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of problems with assigned resources.
- Brief relief personnel, and advise them of any change in conditions.
- Return equipment and supplies to appropriate unit.
- Complete and turn in all time and use records on personnel and equipment.

6. Staging Area Manager

The Staging Area manager reports to the Operations Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled.

Responsibilities:

- Establish layout of Staging Area.
- Post areas for identification and traffic control.
- Provide check-in for incoming resources.
- Determine required resource reserve levels from the Operations Section Chief or Incident Commander.
- Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Respond to Operations Section Chief or Incident Commander requests for resources.
- Request logistical support for personnel and/or equipment as needed.
- Maintain Staging Area in an orderly condition.
- Demobilize or move Staging Area as required.
- Maintain Unit Log.

7. Air Operations Branch Director

Responsibilities

- Obtain briefing from Operations Section Chief.
- Organize preliminary Air Operations.
- As appropriate, initiate request for temporary flight restrictions.
- Participate in the preparation of the Incident Action Plan.
- Perform Operational Planning for Air Operations.
- Prepare and distribute the Air Operations Summary Worksheet (ICS Form 220).
- Supervise air operations branch personnel and coordinate with incident and off-incident personnel and agencies.
- Evaluate helibase locations.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft into the incident area.
- Evaluate requests for non-tactical use of incident aircraft.

- Resolve conflicts concerning non-incident aircraft involved in incident over-flights.
- Monitor for accidents or special incidents.
- Maintain Unit Log.

a. Air Tactical Group Supervisor

Responsibilities:

- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Operations Branch Director or Operations Section Chief. If possible, obtain a copy of the current Incident Action Plan.
- Determine type and quantity of aircraft (fixed-wing and helicopters) operating on the incident; report to Air Operations Branch Director.
- Determine potential availability of additional aircraft resources and their approximate flight time to the incident.
- Make recommendations to Air Operations Branch Director regarding adequacy of available aircraft to accomplish incident objectives.
- Based upon the Incident Action Plan, manage all air tactical activities.
- Establish and maintain communications with (as appropriate):

  Pilots
  Air Operations
  Helicopter Coordinator
  Air Tanker/Fixed-Wing Coordinator
  Air Support Group (e.g., Helibase Manager)
  Fixed-wing bases

- Coordinate flights in restricted air space by non-incident aircraft or non-tactical flights (flight approval to be granted by the Air Operations Branch Director).
- Report on violations of restricted air space area by non-incident aircraft.
- Receive briefing from the Air Operations Branch Director on air traffic external to the incident.
- Recommend tactical strategy to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- Advise Air Operations Branch Director of tactical recommendations, and keep the Director updated on all air activities.
- Report conflicts or potential conflicts in the air traffic control system caused by incident air activities.

- Report accidents and incidents to the Air Operations Branch Director.
- Supervise the Helicopter Coordinator and the Air Tanker/ Fixed-Wing Coordinator.

1. Helicopter Coordinator

Responsibilities:

- Check-in and receive incident assignment.
- Obtain briefing from the Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident assignment area; report to the Air Tactical Group Supervisor.
- Determine whether available helicopters are capable of accomplishing incident objectives; report to the Air Tactical Group Supervisor.
- Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
- Coordinate air traffic control procedures with:

  Pilots
  Air Operations Branch Director
  Air Tactical Group Supervisor
  Air Tanker/Fixed-Wing Coordinator
  Air Support Group (usually Helibase Manager)
- Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:

  Air Tactical Group Supervisor
  Incident Communications Unit
  Local agency dispatch center (as necessary)
- Assign and ensure use of appropriate operating frequencies by incident helicopters. Frequencies will be in the Incident Communications Plan or established by the Air Tactical Group Supervisor.
- With the Air Tactical Group Supervisor, coordinate and make geographical assignments for helicopter operations.
- Implement and monitor all air safety requirements and procedures.
- Ensure that approved night flying procedures are being followed.

- Supervise all helicopter activities:

  Receive assignments
  Brief pilots
  Assign missions
  Report on mission completion; reassign as directed

- Coordinate activities with:

  Air Tactical Group Supervisor
  Air Tanker/Fixed-Wing Coordinator
  Air Support Group Supervisor
  Ground Personnel

- Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., aircraft malfunction, maintenance difficulties).
- Request equipment or assistance as needed.
- Immediately report accidents or incidents to Air Tactical Group Supervisor and Air Operations Branch Director.
- Maintain records of activities.

2. Air Tanker/Fixed-Wing Coordinator

Responsibilities:

- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident area of assignment.
- Determine fixed-wing aircraft capabilities and limitations.
- Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., hazards, aircraft malfunctions, maintenance difficulties).
- As needed, coordinate air traffic control procedures with:

  Pilots
  Air Operations
  Air Tactical Group Supervisor
  Helicopter Coordinator
  Air Support Group (usually Helibase Manager)

- Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:

  Air Tactical Group Supervisor
  Incident Communications Unit
  Local agency dispatch center

- Implement all air safety requirements and procedures.
- Supervise all fixed-wing aircraft activities:

  Receive assignments
  Brief pilots
  Assign missions
  Report on mission completion; reassign as directed

- Coordinate activities as appropriate with:

  Air Tactical Group Supervisor
  Helicopter Coordinator
  Ground operations personnel

- As necessary, provide information to ground resources.
- Request equipment or assistance as needed.
- Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
- Maintain records of activities.

Major functions performed at helibases, helispots, and air bases include:

- Providing fuel and other supplies.
- Maintenance and repair of aircraft (not at helispots).
- Supplies, equipment and personnel loading and off-loading.
- Retardant mixing and loading.
- Maintaining records of aircraft activity.
- Enforcement of safety regulations.

Helibase or helispot managers, under the direction of the Air Support Group Supervisor, are responsible for all helicopters on the ground and during take-off and landing.

b. Air Support Group Supervisor

Responsibilities:

- Check in and obtain briefing from Air Operations Branch Director or Operations Section Chief.

- Review Incident Action Plan and Air Operations Summary Worksheet (prepared by Air Operations Branch Director).
- Provide input to Air Operations Branch Director for incident planning.
- Keep the Air Operations Branch Director updated on Air Support Group activities.
- Identify resources/supplies on order for Air Support Group; review adequacy of retardant and dust abatement chemicals for use at helibases and helispots.
- Request special air support items from Logistics Section.
- Working with the Air Operations Branch Director, identify helibase and helispot locations, taking into consideration:

  Safety -- Is the facility safe for operation? Are approach and departure routes clear of obstructions?

  Flight routes -- Do helicopters fly over residential areas?

  Will locations allow expansion and 24-hour operations?

  Are adequate and easily accessible fuel, maintenance, safety and support resources in close proximity to the base?

- If helibases are located adjacent to major roads, determine need for traffic control and implement control measures.
- Determine personnel and equipment needs at each helibase and helispot; review with the Air Operations Branch Director.
- Monitor and ensure compliance with each agency's requirements for day and night operations.
- Inform Air Operations Branch Director of night flying capability.
- Coordinate special requests for air logistics.
- Coordinate with airbases supporting the incident.
- Obtain assigned ground-to-air frequency for helibase and helispot operations from Communications Plan (ICS Form 205) or Communications Unit Leader.
- Ensure the establishment and activation of air traffic control procedures between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, and Air Tanker/Fixed-Wing Coordinator.
- Supervise the implementation of dust abatement procedures at helibase and helispots.
- Provide crash/rescue service for helibases and helispots.
- Maintain Unit Log.

1. Helibase Manager

Responsibilities:

- Receive briefing from the Air Support Group Supervisor.
- Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
- Participate in Air Support Group planning.
- Upon reporting to assigned helibase, brief pilots and assigned personnel.
- Keep Air Support Group Supervisor updated on helibase activities.
- Ensure that helibase is adequately posted and cordoned.
- Manage resources/supplies dispatched to helibase; as needed, order additional resources from Air Support Group Supervisor.
- Coordinate air traffic control procedures at the helibase with:

  Pilots
  Air Support Group Supervisor
  Air Tactical Group Supervisor
  Helicopter Coordinator
  Takeoff and Landing Controller
- Post copies of work schedule and other organizational information at each helibase, including assigned radio frequencies and helispot organization.
- Supervise loading operations, including any retardant mixing that might be required.
- Supervise helicopter fueling, maintenance, and repair services.
- Supervise manifesting and loading of personnel and cargo.
- Ensure that dust abatement procedures are in use at helibases and helispots.
- Ensure that adequate security is in place at each helibase and helispot.
- Ensure that crash/rescue services are provided for the helibase.
- Respond to special requests for air logistics.
- Supervise the maintenance of all agency records, including reports of helicopter activities, Check-In List (ICS Form 211) and Unit Log (ICS Form 214).

- Solicit and record pilot input concerning selection and adequacy of helispots, communications, air traffic control, operational concerns, and safety problems.

2. Helispot Manager

Responsibilities:

- Receive briefing from Helibase Manager.
- Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
- Report to assigned helispot.
- Review and take steps to alleviate potential hazards/problems, including:

  Adequate dust control
  Debris that may blow into rotor systems
  Excessively steep touchdown slope
  Insufficient rotor clearance

- Coordinate with pilots for safe and efficient landing and takeoffs, and loading and unloading.
- Manage all resources/supplies assigned to helispot.
- As needed, request special air support items from Helibase Manager.
- Keep Helibase Manager informed of all helispot activities.
- As needed, coordinate air traffic control and communications with:

  Pilots
  Helibase Manager
  Helicopter Coordinator
  Air Tanker/Fixed-Wing Coordinator
  Air Tactical Group Supervisor

- Ensure the availability of crash/rescue resources.
- Supervise or perform retardant or other resource loading.
- Manifest and load personnel and cargo as required.
- Maintain agency records and reports regarding helicopter activities.

3. Deck Coordinator

Responsibilities:

- Receive briefing from Helibase Manager.

- Review Air Operations Summary Worksheet (ICS Form 220).
- Establish and mark landing pads.
- Establish emergency landing areas.
- Ensure that crash/rescue procedures are fully understood by deck personnel.
- Ensure that deck area and emergency landing areas are posted.
- Review adequacy of personnel to safely load and unload personnel and cargo; order additional staff as needed.
- Supervise deck management personnel (Loadmasters and Parking Tenders).
- Ensure that all assigned personnel are posted to the daily organization chart.
- Maintain vehicle control procedures.
- As needed, perform or supervise dust control procedures.
- Ensure proper manifesting and load calculations.
- Ensure that air traffic control is coordinated with the Landing and Takeoff Coordinator.
- Maintain appropriate agency records.

4. Loadmaster

Responsibilities:

- Obtain briefing from Deck Coordinator.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Ensure the proper posting of loading and unloading areas.
- Manifest and load personnel and cargo; supervise loading and unloading crews.
- Review crash/rescue procedures with loading and unloading crews.
- Ensure that sling load equipment is safe.
- Coordinate with Takeoff and Landing Controller.

5. Parking Tender

Responsibilities:

- Receive briefing from the Deck Coordinator.

- Supervise landing pad activities (e.g., personnel and helicopter movement, vehicle traffic, etc.).
- Review crash/rescue procedures.
- Tend fire extinguisher during any fueling operations.
- Ensure that any required agency procedures and checklists are being followed.
- Review safety procedures with passengers.
- Ensure that the landing pad is properly marked and maintained (e.g., dust/debris abatement).
- Ensure that helicopter pilot support needs are met.
- Check personnel seatbelts, cargo restraints and helicopter doors.

6. Take-off and Landing Controller

Responsibilities:

- Receive briefing from Helibase Manager.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Perform thorough check of radio system.
- Coordinate helicopter flight routes and patterns with Helibase Radio Operator.
- Maintain communications with all incoming and outgoing helicopters.
- Maintain constant communications with Helibase Radio Operator.
- Coordinate with Deck Coordinator and Parking Tender prior to commencing operations and during operations.

7. Helibase Radio Operator

Responsibilities:

- Receive briefing from Helibase Manager.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Establish helibase communication system.
- Ensure that orders/communications from Air Operations Branch Director are relayed to Helibase Manager.
- Verify daily radio frequencies with Helibase Manager.

- Establish and post helicopter identification call numbers.
- Establish and enforce proper radio procedures.
- Receive clearance from Air Tactical Group Supervisor prior to launching helicopters.
- Maintain constant communications with helicopters and Takeoff and Landing Controller.
- Maintain a log of all helicopter takeoff/landings, ETAs, ETDs, and flight route check-ins.
- Supervise helicopter time keeping.
- Immediately notify Helibase Manager of any overdue or missing helicopters.
- Review crash/rescue procedures.

8. Helicopter Timekeeper

Responsibilities:

- Receive briefing from the Helibase Radio Operator.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Determine number of assigned helicopters (by agency).
- Determine agencies' helicopter timekeeping needs.
- Record operating time for all helicopters.
- Obtain required timekeeping forms from agencies.
- As necessary, complete all agency time reports.

B. Planning Section

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff.

There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

1. Planning Section Chief

Responsibilities:

- Collect and process situation information about the incident.
- Supervise preparation of the Incident Action Plan.

- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
- Maintain Unit Log.

2. Unit Leader Responsibilities

In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit listings below:

- Obtain briefing from Section Chief.
- Participate in incident planning meetings, as required.
- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff; supervise staff.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Maintain unit records, including Unit Log.

3. Resources Unit

This unit is responsible for maintaining the status of all assigned resources (primary and support) at an incident. It achieves this through:

- Overseeing the check-in of all resources.

- Maintaining a status-keeping system indicating current location and status of all resources.
- Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

Responsibilities:

- Establish check-in function at incident locations.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- A Check-In Recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident.

4. Situation Unit

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

Responsibilities:

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested.
- Prepare the Incident Status Summary Form (ICS Form 209).
- Provide photographic services and maps if required.

Three positions report directly to the Situation Unit Leader:

- Display Processor -- Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- Field Observer -- Collects and reports on situation information from the field.
- Weather Observer -- Collects current weather information from the weather service or an assigned meteorologist.

5. Documentation Unit

The Documentation Unit is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

Responsibilities:

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

6. Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

Responsibilities:

- Review incident resource records to determine the likely size and extent of demobilization effort.
- Based on above analysis, add additional personnel, work space and supplies as needed.
- Coordinate demobilization with Agency Representatives.
- Monitor ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on and off-site).
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the incident demobilization plan.

- Brief Planning Section Chief on demobilization progress.

7. Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required. In the Planning Section, Technical Specialists may report to the following:

- Planning Section Chief
- A designated Unit Leader

C. Logistics Section

All incident support needs are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch.

The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

1. Logistics Section Chief

Responsibilities:

- Manage all incident logistics.
- Provide logistical input to the IC in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.

- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of Logistics Section.

2. Supply Unit

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources.

All off-incident resources will be ordered through the Supply Unit, including:

- Tactical and support resources (including personnel).
- All expendable and non-expendable support supplies.

Responsibilities:

- Provide input to Logistics Section planning activities.
- Provide supplies to Planning, Logistics, and Finance/Administration Sections.
- Determine the type and amount of supplies en route.
- Order, receive, distribute, and store supplies and equipment.
- Respond to requests for personnel, equipment, and supplies.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment, as needed.

Two Managers report directly to the Supply Unit Leader:

- Ordering Manager -- Places all orders for incident supplies and equipment.

- Receiving and Distribution Manager -- Receives and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment.

  For some applications, a Tool and Equipment Specialist may be assigned to service and repair all hand tools. The specialist reports to the Receiving and Distribution Manager.

3. Facilities Unit

This unit is responsible for set up, maintenance and demobilization of all incident support facilities except Staging Areas. The Facilities Unit will also provide security services to the incident as needed.

Responsibilities:

- Participate in Logistics Section/Support Branch planning activities.

- Determine requirements for each incident facility.
- Prepare layouts of facilities; inform appropriate unit leaders.
- Activate incident facilities.
- Obtain and supervise personnel to operate facilities, including Base and Camp Managers.
- Provide security services.
- Provide facility maintenance services, e.g., sanitation, lighting, etc.
- Demobilize base and camp facilities.

Three managers report directly to the Facilities Unit Leader. When established at an incident, they have important responsibilities.

- Security Manager -- Provides safeguards necessary for protection of personnel and property from loss or damage. Duties of the Security Manager will include but are not limited to:
    - Establish contacts with local law enforcement agencies as required.
    - Contact the resource use specialists (if assigned) or Agency Representatives to discuss any special custodial requirements which may affect operations.
    - Request required personnel to accomplish work assignments.
    - Ensure that support personnel are qualified to manage security problems.
    - Develop a security plan for incident facilities.
    - Adjust the security plan for personnel and equipment changes and release.
    - Coordinate security activities with appropriate incident personnel.
    - Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
    - Prevent theft of all property.
    - Investigate and document all complaints and suspicious occurrences.
    - Demobilize in accordance with the Incident Demobilization Plan.
- Base Manager -- Ensures that appropriate sanitation, security, and facility management services are in place at the Base. Duties of the Base Manager will include but are not limited to:
    - Determine requirements for establishing an Incident Base.
    - Understand and comply with established restrictions.
    - Determine personnel support requirements.

- Obtain necessary equipment and supplies.
- Ensure that all facilities and equipment necessary for base support operations are set up and functioning.
- Make sleeping area assignments.
- Ensure strict compliance with applicable safety regulations.
- Ensure that all facility maintenance services are provided.
- Ensure that adequate security and access control measures are being applied.
- Demobilize Base when directed.

- Camp Manager -- On large incidents, one or more camps may be established. Camps may be in place several days or they may be moved to various locations.

  - Determine or establish number of personnel assigned to camp.
  - Determine any special requirements or restrictions on facilities or operations.
  - Obtain necessary equipment and supplies.
  - Ensure that all sanitation, shower, and sleeping facilities are set up and properly functioning.
  - Make sleeping arrangements and assignments.
  - Provide direct supervision for all facility maintenance and security services.
  - Ensure strict compliance with safety regulations.
  - Ensure that all camp-to-base communications are centrally coordinated.
  - Ensure that all camp-to-base transportation scheduling is centrally coordinated.
  - Provide overall coordination of camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
  - Demobilize the camp in accordance with the Incident Action Plan.

4. Ground Support Unit

The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

Responsibilities:

- Participate in Support Branch/Logistics Section planning activities.

- Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
- Order maintenance and repair supplies (e.g., fuel, spare parts).
- Provide support for out-of-service equipment.
- Develop the Incident Traffic Plan. (Should be done by a person experienced in traffic management.)
- Maintain an inventory of support and transportation vehicles.
- Record time use for all incident-assigned ground equipment (including contract equipment).
- Update the Resources Unit with the status (location and capability) of transportation vehicles.
- Maintain a transportation pool on larger incidents as necessary.
- Maintain incident roadways as necessary.

An Equipment Manager reports to the Ground Support Unit Leader and is responsible for the service, repair, and fuel for all equipment; transportation and support vehicle services; and to maintain equipment use and service records.

5. Communications Unit

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

Responsibilities:

- Advise on communications capabilities/limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Establish and supervise the Incident Communications Center and Message Center.
- Establish telephone, computer links, and public address systems.
- Establish communications equipment distribution and maintenance locations.
- Install and test all communications equipment.
- Oversee distribution, maintenance and recovery of communications equipment, e.g., portable radios and FAX machines.
- Develop and activate an equipment accountability system.
- Provide technical advice on:
    - Adequacy of communications system
    - Geographical limitations
    - Equipment capabilities
    - Amount and types of equipment available

- Potential problems with equipment

6. Food Unit

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

Responsibilities:

- Determine food and water requirements.
- Determine method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water from the Supply Unit.
- Maintain an inventory of food and water.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- Supervise caterers, cooks, and other Food Unit personnel as appropriate.

7. Medical Unit

The Medical Unit will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.

Note that the provision of medical assistance to the public or victims of the emergency is an operational function, and would be done by the Operations Section and not by the Logistics Section Medical Unit.

Responsibilities:

- Determine level of emergency medical activities prior to activation of Medical Unit.
- Acquire and manage medical support personnel.
- Prepare the Medical Emergency Plan (ICS Form 206).
- Establish procedures for handling serious injuries of responder personnel.
- Respond to requests for:
  - medical aid
  - medical transportation
  - medical supplies

- Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.

D. Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated.
There are four units which may be established within the Finance/Administration Section:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

1. Finance/Administration Section Chief

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or followup.

2. Time Unit

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies, and managing commissary operations if established at the incident.

As applicable, personnel time records will be collected and processed for each operational period.

Responsibilities:

- Determine incident requirements for time recording function.
- Contact appropriate agency personnel/representatives.
- Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- Maintain separate logs for overtime hours.
- Establish commissary operation on larger or long-term incidents as needed.
- Submit cost estimate data forms to Cost Unit as required.
- Maintain records security.
- Ensure that all records are current and complete prior to demobilization.
- Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Two positions may report to the Time Unit Leader:

- Personnel Time Recorder -- Oversees the recording of time for all personnel assigned to an incident. Also records all personnel-related items, e.g., transfers, promotions, etc.
- Commissary Manager -- Establish, maintain, and demobilize commissary. Also responsible for commissary security.

3. Procurement Unit

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records.

The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.

Responsibilities:

- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain Incident Procurement Plan.
- Prepare and authorize contracts and land use agreements, as needed.
- Draft memoranda of understanding.
- Establish contracts and agreements with supply vendors.

- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes.
- Coordinate with Compensation/Claims Unit for processing claims.
- Coordinate use of imprest funds as required.
- Complete final processing of contracts and send documents for payment.
- Coordinate cost data in contracts with Cost Unit Leader.

Equipment Time Recorder -- Oversees the recording of time for all equipment assigned to an incident. Also posts all charges or credits for fuel, parts, service, etc., used by equipment.

4. Compensation/Claims Unit

In ICS, Compensation-for-Injury and Claims are contained within one Unit. Separate personnel may perform each function, however, given their differing activities. These functions are becoming increasingly important on many kinds of incidents.

Compensation-for-Injury oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential.

Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

Responsibilities:

- Establish contact with incident Safety Officer and Liaison Officer (or Agency Representative if no Liaison Officer is assigned).
- Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- Establish a Compensation-for-Injury work area within or as close as possible to the Medical Unit.
- Review Incident Medical Plan.
- Review procedures for handling claims with Procurement Unit.
- Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.

- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

Two specialists report to the Compensation/Claims Unit Leader.

- Compensation-for-Injury Specialist -- Administers financial matters arising from serious injuries and deaths on an incident. Work is done in close cooperation with the Medical Unit.

- Claims Specialist -- Manages all claims-related activities (other than injury) for an incident.

5. Cost Unit

The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

Responsibilities:

- Coordinate with agency headquarters on cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources-use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.

POLICIES AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT

A. PURPOSE

To establish procedures for purchasing goods and or services following a disaster declared by the City of Bradenton

B. SCOPE

These procedures apply to all City of Bradenton Departments authorized to procure goods and or services after a declared disaster

C. RESPONSIBILITIES

1. The Purchasing Department will distribute an **Emergency Disaster Vendor Directory** to include contact names, phone numbers and any other relevant information

2. Designated Departments shall be responsible for the solicitation and purchase of goods and services before and after an emergency disaster has been declared by the city.

3. Purchasing Department Personnel (Public Works - Support Services Section) will have the responsibility to distribute the City of Bradenton requisition books (Form No. 592004) to Designated Department Procurement Personnel. Individuals chosen for these positions will be selected by the Support Services Manager. The Support Services Section will maintain a log indicating which Department has been assigned which numbered books. Each Requisition Book has 50 two-part requisitions.

4. The Purchasing Department, using the Eden system, will begin generating Purchase Order Numbers using Vendor Number 00011 (Hurricane Supplies). Fifty Eden-generated Purchase Order numbers will be assigned with each Purchase Requisition book.

5. Department Directors or their designees are responsible for maintaining copies of all requisitions and all other documents, i.e. packing slips etc. relative to purchases.

6. Following a Declaration of Emergency to facilitate expediency, Department designees will be exempt from Bid/Quote requirements. If time allows, a competitive environment should be maintained.

D. PROCEDURES

1. Purchasing (Public Works - Support Services Section) will generate Eden assigned purchase order No.'s all attached to Vendor Number 00011 (Hurricane Supplies). Once these numbers are assigned, they are distributed with every purchase requisition book. Fifty Purchase Order numbers will be assigned with every Requisition Book (50 two part forms).

2. Purchasing (Public Works - Support Services Section) will maintain a log indicating which Departments received Requisition Books and which corresponding Eden generated Purchase Orders.

3. All Departments responsible for issuing Purchase Orders should fill out the Requisition form (see sample) as follows:

   A. Enter date you issue Purchase Order
   B. Enter next Purchase Order number from issued Purchase Order list
   C. Enter name and address of entity Purchase Order is issued to
   D. Requisitioner (Individual making Purchase Request)
   E. Designated approval authority
   F. Name of Department requesting goods/services
   G. Account charge number for the Accounting Department
   H. Quantity, Unit Measure, Description, Estimated Cost (in case an estimate is involved) - estimates should be avoided if at all possible, and Actual Cost as available. Note: accuracy of this information is very important if governmental reimbursement should become an issue.
   I. Name of the person the order is placed with should verification be required.

4. Once the order has been placed, the top requisition copy should be given to the supplier if they require a hard copy.

5. When the order is completed, all documents, i.e. packing lists, confirmations invoices, etc. should be submitted along with the remaining Requisition Book copy to the Purchasing Department (Public Works - Support Services Section).

6. When all supporting documentation is received, once power is restored, the data will be input into the Eden system using the pre emergency generated Purchase Order numbers. While during the order input process the pre-assigned vendor can be changed to reflect the actual vendor the order went to.

CITY OF BRADENTON

PURCHASE REQUISITION

A. DATE _____ ENTERED _____ REQUISITION NUMBER 174601

B. PURCHASE ORDER NUMBER

VENDOR OR POSSIBLE VENDORS:

C. Company 1. _____ 2. _____

Address _____ _____

City _____ _____

I hereby certify that the supplies/services specified in this REQN/RFP are necessary for use in this department, and that funds are available in the department's budget for this expenditure.

D. _____ REQUISITIONER

E. _____ APPROVED-HEAD OF DEPARTMENT

CONSUMER CERTIFICATE OF EXEMPTION
CERTIFICATE NO. 51-02-028326-54C
CITY OF BRADENTON, FLORIDA

DATE WANTED	CHARGE DEPT. F.	CHARGE ACCOUNT G.	DELIVER TO
DATE PROMISED	TERMS / F.O.B. / VIA		

H.

QTY	UNIT	STK.	DESCRIPTION	ESTIMATED COST PER UNIT	ACTUAL COST UNIT COST	ACTUAL COST TOTAL
INVOICE #						

I. CONFIRMED TO: _____ DATE _____ TOTAL _____

NOTE: ALL INVOICES TO BE RENDERED IN DUPLICATE.

592004, 9/00

SUNCOAST FORMS & SYSTEMS, INC., PO. BOX 49457, SARASOTA, FL 34230 (941) 366-1123

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Public Works Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to Steve Sibert daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **DEPT.:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK DATE:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

Pay Code Descriptions:

100 - Emergency Response Regular Pay - For hours worked during regular duty hours.
200 - Emergency Response Over Time - For hours worked beyond regular duty hours.
300 - Emergency Response Extra Pay **SALARIED** Employees - For hours worked beyond regular duty hours as authorized by the Mayor via Resolution. (Paid at the equivalent of regular hourly rate).

PAY CODE	TIME IN (nearest half hour)	TIME OUT (nearest half hour)	WORK TIME	EQUIPMENT USED (vehicle ID and gas/electric tools)	LOCATION WORKED AT AND DETAILED DESCRIPTION OF WORK Enter the "TIME OUT" when stopping work for meals and rest periods. When resuming work, enter "TIME IN" on a new line. Meals and rest periods must be listed separately from actual work time.
TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Fire Department Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to REBECCA PILSBURY daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

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TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Police Department Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to LIEUTENANT MERRIMAN daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

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TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Legislative Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to an Expense Tracker daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

Pay Code Descriptions:

100 - Emergency Response Regular Pay - For hours worked during regular duty hours.
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300 - Emergency Response Extra Pay **SALARIED** Employees - For hours worked beyond regular duty hours as authorized by the Mayor via Resolution. (Paid at the equivalent of regular hourly rate).

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TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Information Technology Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to an Expense Tracker daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

Pay Code Descriptions:

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200 - Emergency Response Over Time - For hours worked beyond regular duty hours.
300 - Emergency Response Extra Pay **SALARIED** Employees - For hours worked beyond regular duty hours as authorized by the Mayor via Resolution. (Paid at the equivalent of regular hourly rate).

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TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Human Resources Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to an Expense Tracker daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

Pay Code Descriptions:

100 - Emergency Response Regular Pay - For hours worked during regular duty hours.
200 - Emergency Response Over Time - For hours worked beyond regular duty hours.
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PAY CODE	TIME IN (nearest half hour)	TIME OUT (nearest half hour)	WORK TIME	EQUIPMENT USED (vehicle ID and gas/electric tools)	LOCATION WORKED AT AND DETAILED DESCRIPTION OF WORK Enter the "TIME OUT" when stopping work for meals and rest periods. When resuming work, enter "TIME IN" on a new line. Meals and rest periods must be listed separately from actual work time.
TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

City Clerk & Treasurer Department Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to an Expense Tracker daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

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PAY CODE	TIME IN (nearest half hour)	TIME OUT (nearest half hour)	WORK TIME	EQUIPMENT USED (vehicle ID and gas/electric tools)	LOCATION WORKED AT AND DETAILED DESCRIPTION OF WORK Enter the "TIME OUT" when stopping work for meals and rest periods. When resuming work, enter "TIME IN" on a new line. Meals and rest periods must be listed separately from actual work time.
TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

Planning & Community Development Daily Emergency Response Time Card

Please complete this form DAILY and submit to your regular or site supervisor.
Supervisors MUST submit these forms to an Expense Tracker daily or ASAP.

PRINT EMPLOYEE #: _____ **PRINT EMPLOYEE NAME:** _____ **WORK DATE:** _____

INCIDENT NAME and/or NUMBER _____ / _____ **WORK LOCATION:** _____ **PAGE** _____ **OF** _____

EMPLOYEES: Use this form for recording emergency preparedness and response work as directed by your Supervisor. Record only ONE DAY **12:00 A.M.-11:59 P.M. per form (use more forms for each day as necessary). This form will be used in addition to the regular time cards and overtime forms filled out by Supervisors or department payroll processors.**

Pay Code Descriptions:

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PAY CODE	TIME IN (nearest half hour)	TIME OUT (nearest half hour)	WORK TIME	EQUIPMENT USED (vehicle ID and gas/electric tools)	LOCATION WORKED AT AND DETAILED DESCRIPTION OF WORK Enter the "TIME OUT" when stopping work for meals and rest periods. When resuming work, enter "TIME IN" on a new line. Meals and rest periods must be listed separately from actual work time.
TOTAL HOURS					

Employee signature certifies that the above is true and correct to the best of his/her knowledge.

Employee Signature:

Supervisor's Signature:

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Public Works Emergency Response Equipment / Vehicle Log

This form MUST be submitted to Steve Sibert when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting		Ending		Total	
		Time	Meter Hrs	Time	Meter Hrs	Time	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time	Meter Hrs	Time	Meter Hrs	Time	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time	Meter Hrs	Time	Meter Hrs	Time	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time	Meter Hrs	Time	Meter Hrs	Time	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Fire Department Emergency Response Equipment / Vehicle Log

This form MUST be submitted to Rebecca Pilsbury when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Police Department Emergency Response Equipment / Vehicle Log

This form MUST be submitted to Lieutenant Merriman when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Date	Operator Name	Starting		Ending		Total	
		Time/Miles	Meter Hrs	Time/Miles	Meter Hrs	Time/Miles	Meter Hrs
Description of work performed with this equipment				Location of Work (Be Specific)			

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Legislative Emergency Response Equipment / Vehicle Log

This form MUST be submitted to an Expense Tracker when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Information Technology Emergency Response Equipment / Vehicle Log

This form MUST be submitted to an Expense Tracker when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Human Resources Emergency Response Equipment / Vehicle Log

This form MUST be submitted to an Expense Tracker when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

City Clerk & Treasurer Emergency Response Equipment / Vehicle Log

This form MUST be submitted to an Expense Tracker when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Planning and Community Development Emergency Response Equipment / Vehicle Log

This form MUST be submitted to an Expense Tracker when completed.

Incident Name and/or Number: _____ **Equipment / Vehicle #:** _____ **(ONLY ONE ITEM PER FORM)**

Equipment/Vehicle Name and/or Description: _____

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Date	Operator Name	Starting Mileage	Ending Mileage	Total Mileage
Description of work performed with this equipment (i.e. personnel/materials transport)			**Location of Work (Be Specific)**	

Employee signature certifies that the above is true and correct to the best of his/her knowledge.	
Employee Signature:	**Date Signed:**
Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Public Works Emergency Response
Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to Steve Sibert.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Fire Department Emergency Response
Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to Rebecca Pilsbury.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Police Department Emergency Response Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to Lieutenant Merriman.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Legislative Emergency Response Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Information Technology Emergency Response Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Human Resources Emergency Response
Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

City Clerk and Treasurer Emergency Response Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00 FED. I.D.: 59-6000-283

Planning and Community Development Emergency Response Materials Purchasing Log

NOTE: This form is for the tracking of materials purchased and used in the ***EMERGENCY RESPONSE ONLY***

Example: Sand, Sand bags, Building Materials, Drinking Water & Food for Workers etc…

Remember to include a COPY of any invoice listed on this sheet.
DO NOT SUBMIT THE ORIGINAL INVOICE **as part of this paperwork.**
The original invoice needs to be processed through EDEN and/or following the Emergency Purchasing Procedures.
This paperwork MUST be submitted to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____ **Department:** _____ **Department Number:** _____

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Date Purchased	Req. Number	P.O. Number	Quantity	Unit Cost	Material	Vendor	Purchased By:

Date Used	Location Used	Description of work performed

Supervisor's signature certifies that the above is true and correct to the best of his/her knowledge.

Supervisor's Signature: _____ **Date Signed:** _____

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

City of Bradenton Emergency Response
Generator Log

Please submit this form to an Expense Tracker ASAP.

Incident Name and/or Number: _____ / _____

Location: _____ **Generator ID**_____ **Size of Generator in Kv:** _____

Date	Time	Starting Hours	Ending Hours	Hourly Usage	Logged By: (Please Print)	Employee Signature
Total Usage					***Employee signature certifies that the above is true and correct to the best of his/her knowledge.***	

Supervisor's Signature:	**Date Signed:**

FIPS: 081-07950-00

FED. I.D.: 59-6000-283

City of Bradenton Emergency Response
Copier/Printer Log

Please submit this form to an Expense Tracker ASAP.

NOTE: This Log is Only for Copy and Prints Relating to the Emergency Response

Incident Name and/or Number: _____ / _____ **Department / Location:** _____

Date	Discription of what was copied	Quanity Black & White				Quanity Color				Logged By:
		Letter	Legal	11 x 17	24 x 36	Letter	Legal	11 x 17	24 x 36	
Total Usage:										

Section VIII LMS Mitigation Initiatives

A. Scoring

Section B contains a listing of those projects identified by the participating jurisdictions in Manatee County as necessary for the successful implementation of the LMS process. Each participating jurisdiction/agency has submitted initiatives which are intended to mitigate the identified hazards as they may impact that jurisdiction/agency. Upon submittal, the individual initiative is scored using the 19 criteria identified by the participants as being the most reflective of the mitigation needs of Manatee County. Included in this listing are the three review criteria deemed by FEMA as important: Cost effectiveness (represented by the cost/benefit ratio), technical feasibility, and environmental soundness. The submitting jurisdiction/agency scores each initiative prior to submittal to the Technical/Working Group. The Technical/Working Group reviews the initiative and the recommended scoring. Upon review, the initiative is then placed in the list of Manatee County LMS initiatives.

For purposes of this section, all the projects have a cost/benefit ratio greater than one (1). Jurisdictions' will conduct a cost/benefit ratio analysis of its highest rated projects prior to submittal for federal grants. The cost/benefit ratio analysis will be conducted using FEMA's cost/benefit guidelines.

All jurisdictions within Manatee County have reviewed their projects for all hazards. Each jurisdiction has or had a project the mitigates a potential hazard.

B. LMS Initiatives

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
1	56		City of Anna Maria	Shuttering	1, 2, 3		Install shutters at City Hall		City Hall - Install shutters		6 months
2	56		City of Anna Maria	Shuttering	1, 2, 3		Install Shutters at Anna Maria Community Center		Anna Maria Community Center - Install Shutters		6 months
3	56		City of Bradenton Beach	Shuttering	1, 2, 3	Lisa Marie Phillips	Install storm shutters on all City buildings		Installation of Storm Shutters on all City Buildings		1 year
4	55		City of Bradenton Beach/FDOT	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Drainage System - SR 789		To combat flooding of evacuation route.		5 years
5	55		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Marina Drive Drainage		Street & Structure Flooding; Evacuation Route; Repetitive Loss Area		3 years
6	55		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Marina Drive Drainage Study and Engineering	Study: $11,250; $64,000 est. construction	Street & Structure Flooding; Evacuation Route; Repetitive Loss Area	Phase 1 complete	3 years
~~7~~	~~55~~	-	~~Manatee County Planning - Comp Plan Policy 4.4.3.2~~	~~Redevelopment Plan~~	~~1-14~~	-	~~Prepare a Post-Disaster Redevelopment Plan~~	-	~~There is no current plan in place.~~	~~In Progress 2008 (Cooperative Grant with County & DCA)~~ Completed 2009	~~To be adopted on August 6, 2009~~

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
8	54		City of Bradenton	Generators	1-14	Arlan Cummings	Generators for intersection signals - Manatee Ave.	$10,000.00	To combat Power Failures.		6 months
9	54		Manatee County Emergency Management	Security/Safety/ Emergency Response	1-10, 13	~~Dick Haynes~~ Laurie Feagans	Community Emergency Response Team	$5,000.00	To provide a coordinated community response in a time of emergency or catastrophic disaster situation. CERT is designed to prepare individuals to help themselves, their families, and their neighbors when professional emergency services are overwhelmed by a large-scale emergency. Then, as a team, they can assist within their own community until more qualified help arrives.		40 hours
10	54		North River Fire District	Fire Building Relocation	1-10		Relocation of Station 3	$640,000.00	Flood area - inability to operate when flooded; location impedes adequate coverage	In Progress	5 years
11	53		Cedar Hammock Fire Rescue	Shuttering	1, 2, 3		Fire Station Shuttering	$67,362.00	This project will shutter three fire stations and the administration building. They propose to shutter all windows, glass openings, and bay doors.		6 months

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
12	53		City of Bradenton Beach	Communications	1-14	Lt. John Cosby	Communications	$35,000.00	Add 8 more 800Mhz units, cell phones, and pagers to Police Department and Public Works for communications with Fire Department, EOC, State, and mutual aid units.		1 year
13	53		City of Bradenton Beach	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Raise Road, Install proper drainage system - Highland Avenue		To combat flooding of private homes, roadways, and evacuation routes.		5 years
14	53		City of Bradenton Beach	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Raise road and install proper drainage system - Highland Avenue		Raise road and install proper drainage system to reduce incidence of flooding		5 years
15	53		Manatee County Natural Resources Department	Education	10	Paul Panik	Publish and Distribute Educational Material to HazMat Facilities		To combat risk of hazardous releases.		2 years
16	53		Manatee County Planning - Comp Plan Policy 2.9.3.1	Evacuation Routes & Drainage	1-5, 11		Establish a community planning program to study specific drainage needs		To combat flooding.		3 years
~~17~~	~~52~~	-	~~City of Bradenton~~	~~Evacuation Routes & Drainage~~	~~1-5, 11~~	~~Arlan Cummings~~	~~Raise Road, Curb w/drainage - Manatee Av at 3rd St W~~	~~$200,000.00~~	~~To combat flooding.~~	Completed 12/2011	~~3 years~~

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
18	52		City of Bradenton/ Manatee County Transportation	Evacuation Routes & Drainage	1-5, 11	Claude Tankersley/ Sia Mollanazar	Wares Creek Dredging		To combat flooding.	Under construction	5 years
19	52		Manatee County Utility Operations Department	Debris Removal	1-5, 8, 9, 11, 14		Portable Truck Scale	$50,000.00	To combat the problem with removal of debris caused by flooding.		6 months
20	52		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Gulf Drive Drainage Study and Engineering	Study: $18,750; $225,000 est. constr.	Street & Structure Flooding; Area of Repetitive Loss		3 years
21	52		City of Palmetto	Evacuation Routes & Drainage	1-5,11		Stormwater conveyance system and new outfall - from east 14th Ave to 20th Ave and from north of 10th St to 8th St; System G-3 Drainage	$1,803,900.00	To combat flooding.		3 years
22	51		Manatee County Public Safety	Communications	1-14		Weather Alert System (w/800 MHz radio system); add Additional Phone Lines, and new Mother-Board.		Poor emergency warning system could hinder protection of at-risk population/businesses; Responders need immediate notification of weather conditions		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
23	51		Manatee County Utility Operations Department	Generators	1-14		Generator System for MCUOD Annex	$68,000.00	Purchase and install generator, fuel tank, transfer switch and elevated concrete pad for the Annex at MCUOD. This critical facility houses the security division for MCUOD. The security division consists of security, safety, emergency response, hazardous materials and communications for emergency operations before, during, and after a disaster, whether it is a natural or man-made disaster.	In Progress	2 years
24	51		Manatee County Utility Operations Department	Communications	1-14		UHF Radio System	$500,000.00	Upgrade existing 2 - frequency UHF radio system. This system will reduce overloading of the county's 800MHz radio system and allow MCUOD to have a radio system that is less expensive to purchase equipment for and maintain. This system will also function as a backup should the county's 800MHz system fail. This system can also add AVL to service units to provide better service to the public as well as for security purposes.	In Progress	2 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
25	51	6/06	Manatee County Utility Operations Department	Bury overhead power	1-3, 14		Bury overhead power to reduce disruption to pumping stations and wells during high wind events	$725,000.00	Replace overhead power at County Water Plant to minimize risk of power disruption to pumping stations and wells during high wind events	In Progress	2 years
26	51		City of Bradenton Beach	Security/ Safety/ Emergency Response	1, 2, 4, 5, 11		Two 6- wheel drive Vehicles	$40,000.00	Two high 6x6 vehicles for emergency assistance during floods and tropical storm events (4-5 times a year, high tide events cause road flooding of 6" or more).		1 year
27	51		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Intersection Drainage Study and Engineering - Intersection of Palm Dr, Marina Dr, Key Royale Dr, and 66th St.	Study: $11,250; $75,000 est. construction	To combat Flooding of Evacuation Route.	In Progress	3 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
28	50		Manatee County Public Safety	Communications	1-14		911 Emergency Cellular Backup	$100,000.00	Current ECC 911 system is land line dependent and is subject to disruption if land line systems fail. With the approval to proceed on the construction of a new Public Safety ECC and EOC, this plan changes to have the current ECC become the back-up ECC in June 2007 as the new center becomes operational. Partial funds ($56,000) were budgeted in 2006 to improve the ECC backup Center. The new ECC will not have the frailties of the current center but will be include a CAT5 resistant state of the art comm center facility with route diversity on all critical circuits and redundancy on all critical systems.	In progress, to be operational 06/07	3 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
29	50		Manatee County Public Safety Department, ECC Division	Communications	1-14		Multi-Agency Interoperability Communication Systems	$500,000.00	The systems and equipment that comprise this project will provide interoperability and interjurisdictional communications needed as result of WMD, man-made or natural disaster within or outside Manatee County. All radio and satellite communication systems will be standardized and programmed with all available Federal, State and local mutual aid and emergency response/dispatch channels. Specifically, currently exploring potential for broadband satellite circuit(s) to be terminated in new 911 switch in new PSTMC which will be used for (a) ensuring an ability to receive 911 calls even if LEC infrastructure is gone (b) outside world connections for EOC during major catastrophe (c) communications facilities to ensure continuity of govt operations (d) all of the above including VoIP connections and data/internet access. In 2006 installed and made operational state-wide PSAP interop system provided by STO (Motobridge). Also installed and tested Sarasota/Manatee radio interop system due to go into service May 1, 2006.	In Progress	3 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
29	50		Manatee County Public Safety Department, ECC Division	Communications	1-14		Multi-Agency Interoperability Communication Systems	$500,000.00	The systems and equipment that comprise this project will provide interoperability and interjurisdictional communications needed as result of WMD, man-made or natural disaster within or outside Manatee County. All radio and satellite communication systems will be standardized and programmed with all available Federal, State and local mutual aid and emergency response/dispatch channels. Specifically, currently exploring potential for broadband satellite circuit(s) to be terminated in new 911 switch in new PSTMC which will be used for (a) ensuring an ability to receive 911 calls even if LEC infrastructure is gone (b) outside world connections for EOC during major catastrophe (c) communications facilities to ensure continuity of govt operations (d) all of the above including VoIP connections and data/internet access. In 2006 installed and made operational state-wide PSAP interop system provided by STO (Motobridge). Also installed and tested Sarasota/Manatee radio interop system due to go into service May 1, 2006.	In Progress	3 years
30	50		Manatee County Utility Operations Department	Communications	1-14		AM Broadcast Station for the Water Treatment Plant	$80,000.00	Purchase and install an AM Broadcast Station and install signage to provide emergency information to residents near the Manatee County Water Treatment Plant and Dam to warn and update on and for flooding events, evacuations, as well as other pertinent information in regard to emergency events.		6 months

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
31	50		Manatee County Utility Operations Department	Education	1-14		EENET System and Modulators	$10,000.00	System will be used to receive, record, and distribute/transmit FEMA, Government, Public Safety, Security, and other educational programs for the department's Security/Emergency Response/Safety/Communications programs.		6 months
32	50		Manatee County Utility Operations Department	Communications	1-14		Mutual Aid and Interoperable Communications	$50,000.00	Purchase additional mobile and portable VHF radio equipment to all MCUOD Strike First Teams to communicate with emergency responders during disaster operations inside and outside of Manatee County	In Progress	1 year
33	50		Manatee County Utility Operations Department	Communications	1-14		Satellite WAN Data and Internet System	$130,000.00	Purchase and install Satellite WAN System for DATA and Internet/Intranet at critical MCUOD facilities: Utilities Administration, Utilities Administration Annex, Utilities Compound (Distribution, Utilities Maintenance and Sewage Collections), Water Treatment Plant, Southwest and Southeast Regional Treatment Plants, North County Regional Treatment Plant, Bayshore Lift Stations and Solidwaste Landfill Operations. This system will link our critical systems such as SCADA, Radar, EENET, and will allow secure data transmission and access at all MCUOD sites to provide services during daily and emergency operations.		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
34	50	2/09	Manatee County Public Works	Shuttering	1, 2, 3	Sue Sandhoff	Install hurricane shutters		Furnish and install hurricane shutters on Public Works Building located at 1022 26th Avenue East to provide facility protection in case of catastrophic events. The building serves as secondary command center location during emergency events, and the protection of the facility is vital to ensure that staff and resources are available, and coordination and support services are operational during and after a storm other emergency event. Logistics operations for Manatee County Public Works and other related services are manned from this location.		6 months
35	50		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		Periwinkle Plaza Neighborhood Drainage Study and Engineering	Study: $18,750; $338,500 est. constr.	Evacuation Route Flooding		3 years
36	49		City of Palmetto	Generators	1-7, 9, 11, 14		Purchase 6 back-up generators for traffic signals on evacuation routes through City of Palmetto	$33,000	Power outages negatively impact evacuation. Back-up power generators for traffic signals will mitigate problem of unnecessary congestion on evacuation routes.		1 year
37	49		Manatee County ESF 17	Education	1-14		Educational Program: Emergency Plan for Pets	$2,500.00	Public fails to plan for pets safety in the event of evacuations		1 year
38	49		Manatee County Public Safety	Communications	1-14		I-NET Cable Channel		Inability to communicate disaster information with other EOCs, PSAT, and First responders within Manatee County System		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
39	49		Manatee County Utility Operations Department	Public Health	1-5, 8, 10, 11		Gravity Sewer System Control	$200,000.00	Raw sewage escape; side of road discharge		2 years
40	49		Manatee County Utility Operations Department	Facility Hardening	1, 2, 4, 5, 11	Brian Sharkey	Retrofit 3 Water Treatment Plants	$120,000.00	Flooding & Safety	In Progress 2008	2 years
41	49		Manatee County Utility Operations Department	Facility Hardening	1, 2, 4, 5, 11		Seal Openings - SW Water Treatment Plant	$41,000.00	Flooding		2 years
42	49		Manatee County Utility Operations Department	Security/Safety/ Emergency Response	13		Security Camera System for Manatee County Utility Operations Department	$250,000.00	Upgrade and install security camera systems, monitors, and records a MCUOD Administration Building and Utility Operations Complex, Water Treatment Plant, Southwest and Southeast Regional Sewage Treatment Plants, North County Regional Sewage Treatment Plant and the Landfill.	In Progress	3 years
43	49		Sarasota Bradenton International Airport	Communications	1-14		Communications Update	$50,000.00	Update and replace portable and fixed radios in the fire and police departments. At the present time we only have communications with one county and the airport lies in two counties. The acquisition of new communication equipment would afford us the ability to communicate with both counties in the event of an emergency. It will also afford us the ability to place more personnel in the field with reliable communication equipment to better serve the citizens of Sarasota and Manatee Counties.		2 years
~~44~~	~~49~~	~~-~~	~~Town of Longboat Key~~	~~Shuttering~~	~~1, 2, 3~~	~~-~~	~~Flood Proof Panels and Shutters - Lift Station D~~	~~$14,000.00~~	~~Hazard vulnerability below floodplain~~	Completed 1/2012	~~6 months~~
~~45~~	~~49~~	~~-~~	~~Town of Longboat Key~~	~~Communications~~	~~1-14~~	~~-~~	~~Radio System Upgrade~~	~~$45,000.00~~	~~Dependent upon and must remain consistent with Manatee County System~~	~~Pending~~ Completed 2011	~~1 year~~

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
46	49		City of Bradenton Beach	Evacuation Routes & Drainage	1-5, 11		Master Drainage Study	$250,000.00	Two major flood areas hinder evacuation from all island communities. Project on State Roads.	In Progress	3 years
47	49		City of Bradenton Beach/Manatee County	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Installation of Sand Dunes on Beach	$52,000.00	Beach, roadway, and evacuation route flooding		2 years
48	48		City of Palmetto	Evacuation Routes & Drainage	1-5, 11		Stormwater Conveyance System 900 B1 17th Street West	$573,900.00	Problem with flooding of secondary evacuation route.		3 years
49	48		Manatee County Public Safety	Communications	1-14		Radio Equipment and Accessories	$500,000.00	Outdated communications equipment for Public Safety. In 2006 all radio consoles updated to the latest Maestro software and new hardware platforms and added a 4th radio; purchased 14 new portables with ProScan and ProVoice -- latest from MA/Com; much replacement equipment still required	In progress, additional funding required	1 year
50	48		Manatee County Utility Operations Department	Evacuation Routes & Drainage	1-5, 11		Removable Controllers for Satellite Lift Stations	$120,000.00	Flooding		2 years
51	48		Town of Longboat Key	Evacuation Routes & Drainage	1-5, 11		Australian Pines Removal	$50,000.00	problem with trees being easily uprooted and causing blockage of evacuation routes	Pending funding	6 months
~~52~~	~~48~~	-	~~Town of Longboat Key~~	~~Facility Hardening~~	~~1-4~~	-	~~Roof Replacement for Lift Station "D"~~	~~$150,000.00~~	~~Hazard Vulnerability~~	Completed 1/2012	~~1 year~~
53	48		Town of Longboat Key	Evacuation Routes & Drainage	1-5, 11		Streets and Drainage Improvement	~~$500,000.00~~ $600,000	Flooding	In Progress	~~3~~4 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
54	48		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		North Shore Drive Evacuation Route		North Shore Drive, north of Pine Ave. which runs one block east of the Gulf of Mexico and lies in a Velocity zone per the FEMA FIRM. The location of this evacuation route for the city serves as a connection route to Gulf Dr. for half of the City's population.		2 years
55	48		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		Northern Neighborhood Drainage Study and Engineering	Study: $18,750; $410,000 est. constr.	Problem with street and structure flooding in area of multiple repetitive loss		3 years
56	47		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Gulf Drive Drainage Study and Engineering - 77th Street to Marina Drive	Study: $15,000; $210,000 est. constr.	Problem with street and structure flooding		3 years
57	47		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		South/Central Neighborhood Drainage Study and Engineering	Study: $11,250; $60,000 est. constr.	Problem with street and structure flooding		3 years
58	47	4/06	City of Palmetto	Evacuation Routes & Drainage	1-5, 11		Seawall Improvement, Riverside Drive West	$200,000.00	Build seawall to protect residences on Riverside Drive, as well as Bridge across Manatee River		2 years
59	47		Manatee County Utility Operations Department	Communications	1-14		MCUOD Portable Emergency Operations Unit	$160,000.00	The purpose of this transportable emergency operations unit is to ensure the MCUOD is equipped with all necessary communications and resource management capabilities for site and field operations to adequately perform all coordination and control functions in effectively dealing with pre and post disaster (natural and terrorism) events.	In Progress	1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
60	47		Sarasota Bradenton International Airport	Shuttering	1, 2, 3		Firehouse Update	$87,000.00	Placement of shutters on all windows and main doors. Replacement of 7 apparatus bay doors as they are not rated doors. This is to make the station a safer place to bring people caught on the airport when cover must be taken. This will also secure the equipment so it can be pressed into service when needed. This project is to protect lives and property and keep the airport ready to serve the needs of this area.		6 months
~~61~~	~~47~~	-	~~Town of Longboat Key~~	~~Shuttering~~	~~1, 2, 3~~	-	~~Mid Key Water Plant - Shutters and Flood Proof Panels~~	~~$12,000.00~~	~~Hazard vulnerability: Structure below floodplain~~	~~In Progress~~ Completed June 2011	~~6 months~~
~~62~~	~~47~~	-	~~Town of Longboat Key~~	~~Communications~~	~~1-14~~	-	~~Upgrade Early Warning System~~	~~$12,506.60~~	~~Dependent upon NWS reports and distribution of information in timely manner.~~	Completed with Code Red System	~~6 months~~
63	47		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		South Bay Neighborhood Drainage Study and Engineering	Study: $15,000; $145,000 est. constr.	Problem with street and structure flooding.		3 years
~~64~~	~~47~~	-	~~City of Bradenton~~	~~Evacuation Routes & Drainage~~	~~1-5, 11~~	~~Arlan Cummings~~	~~Traffic Signal Improvement~~	~~$2,000,000.00~~	~~Problem with hazard/evacuation route. Need to replace existing system with mast arm system for 5 intersections at Manatee Avenue and 39th, 51st, 59th, 66th, and Village Green Parkway~~	All installed with mast arm system except Village Green Parkway (span wire)	~~3 years~~
65	46		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Southern Neighborhood Drainage Study and Engineering	Study: $11,250; $75,000 est. construction	Problem with street and structure flooding.	Basin #1 Complete	3 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
66	46		FDOT	Evacuation Routes & Drainage	1-5, 11		Drainage System for Manatee Avenue from 26th through 59th Streets West		Problem with evacuation route flooding. Manatee Avenue is main evacuation route		3 years
67	46		FDOT	Evacuation Routes & Drainage	1-5, 11		Drainage System for Cortez Road from 26th through 71st Streets West		Problem with evacuation route flooding. Cortez Road is a main route of evacuation.		3 years
68	46		Manatee County ISD /Radio Division	Communications	1-14		Two Tower Replacements	$200,000.00	Replace two aged, 150' towers located at/near EMS annex. Both towers serve to provide backup communications (VHF and UHF) for Fire and EMS.		1 year
69	46		Manatee County Emergency Management	Generators	1-14	Don Hermey	Special Needs Generator	$1,200,000.00			12 months
70	46		Manatee County Public Works /Transportation	Evacuation Routes & Drainage	1-5, 11	Sia Mollanazar	Wares Creek Drainage System		Problem with street and structure flooding.		5 years
71	46		Manatee County Utility Operations Department	Generators	1-14		Generators for Satellite Lift Stations	$705,000.00	Need fifteen 65 KW generators at $25,000 each and ten 35 KW generators at $18,000 each to combat loss of power from flooding.	In Progress	5 years
72	46		Manatee Glens	Emergency Lighting	1-14		Manatee Glens Hospital Shelter Upgrade	$9,000.00	Manatee Glens Hospital serves as the psychiatric receiving center and the emergency housing shelter for inpatient psychiatric hospital clients for Manatee County. Our request is for additional emergency lighting to increase the square footage of shelter. Our goal is to keep psychiatric clients in an appropriate setting during times of evacuation.		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
73	46		Manatee Glens	Generators	1-14		Manatee Glens Hospital Shelter Upgrade	$7,200.00	Manatee Glens Hospital serves as the psychiatric receiving center and the emergency housing shelter for inpatient psychiatric hospital clients for Manatee County. Our request is for an additional fuel tank to increase the square footage of shelter. Our goal is to keep psychiatric clients in an appropriate setting during times of evacuation.		6 months
74	46	5/09	North River Fire District	Shuttering	1, 2, 3	Michael Williamson	Station 6	$2,000.00	Station 6 will be the backup EOC if Station 2 EOC goes down.		6 months
75	46	4/06	City of Anna Maria; Anna Maria Island Community Center, Inc.	Hardened Facility	1-4		Harden Anna Maria Island Community Center during rebuild		Harden new gym building at time of construction, so post-storm, the facility can be used as a shelter/staging facility for the community		6 months
76	46	2/15/08	City of Palmetto	Garage Door	1-3, 13	Ron Koper	Garage Door Replacement - Fleet Maintenance Shop	$29,100.00	Existing doors are approx. 30 years old. Existing doors have been causing numerous maintenance and operational issues for several years. Existing doors do not meet current wind protection standards. Must manually lock down.		6 months
77	45		City of Bradenton	Shuttering	1-3, 13	Arlan Cummings	Shutters and Doors for City Garage, Public Works, Purchasing, and Sanitation Office	$250,000.00	Hazard vulnerability		2 years
78	45		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Key Royale Drive Drainage Study and Engineering	Study: $7,500; $20,000 est. construction	Problem with street and structure flooding.		3 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
79	45		City of Anna Maria	Facility Hardening	4		Citywide Residential Floodproofing	$106,000.00	Problem with repeated structure flooding.		2 years
80	45		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		Lake La Vista Neighborhood Drainage Study and Engineering	Study: $11,250; $55,000 est. construction	Problem with street and structure flooding.		2 years
81	45	04/10	West Manatee Fire Rescue District	Hardening & Shuttering	1-4, 9, 13	Brett Pollock	Harden and Shutter a new critical facility	$22,500	New Administration Building for Fire District.		1 year
82	44	04/10	West Manatee Fire Rescue District	Generator	1-14	Brett Pollock	Generator for new critical facility.	$50,000	New Administration Building for Fire District.		6 months
83	44		City of Anna Maria	Evacuation Routes & Drainage	1-5, 11		North/Central Neighborhood Drainage Study and Engineering	Study: $11,250; $75,000 est. construction	Problem with street and structure flooding.		2 years
84	44		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Central Neighborhood Drainage Study and Engineering	Study: $11,250; $60,000 est. construction	Problem with street and structure flooding.	Drainage Study Complete	2 years
85	44		City of Holmes Beach	Evacuation Routes & Drainage	1-5, 11		Holmes Boulevard Drainage Study and Engineering	Study: $7,500; $35,000 est. construction	Problem with street and structure flooding.	In Progress	2 years
86	44	10/02	City of Palmetto Public Works/Risk Management	Shuttering	1, 2, 3		Carnegie Library	$27,000.00	To cover all windows and doors with 3m protective shield film. This protective measure will help ensure preservation of many artifacts and historical records currently displayed for public view.		6 months
87	44		Manatee County Utility Operations Department	Generators	1-14		35KW Generator for Manatee County Landfill	$18,000.00	Problem with power loss due to flooding.		6 months

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
88	44		Manatee County Utility Operations Department	Repetitive Loss	1, 2, 4		Buyout of Repetitive Loss Properties	$1,000,000.00	Buyout 4-6 repetitive loss residences downstream of Lake Manatee.	In Progress	5 years
89	44		Myakka City Fire District	Generators	1-14	Chris Melzer	Generator system for station 6	$50,000.00	Install propane, generator, and transfer switch for automatic emergency power for Myakka City Fire Station.	In Progress	6 months
90	44		Myakka City Fire District	Shuttering	1, 2, 3	Chris Melzer	Shuttering of Station 6	$40,000.00	Install Miami-Dade approved hurricane shutters on fire station with 6 windows and 1 overhead roll-up at front door. Replace 8 bay doors. Only agency initiative.		6 months
91	44		City of Anna Maria	Education	1-14		Public Information Booklet	$3,000.00	Educate public as to the value of storm and wind proofing.		6 months
92	44		City of Bradenton Fire Department	Shuttering	1, 2, 3, 13	Rebecca Pilsbury	Shutter City Centre Building	$500,000	Harden entire building with Miami-Dade approved shutters over all vulnerable openings, to protect building contents from adverse effects of severe weather.		1 year
93	43		Manatee County ISD/Radio Division	Communications	1-14		Replacement of East County Tower	$2,000,000.00	Replace aged East County 800MHz tower.		1 year
94	43		Manatee County Sheriff's Office	Generators	1-14		MSO District II and III UPS		These are two primary substations for patrol operations. If power is interrupted county wide these districts should be operational by generator to support law enforcement services to their assigned area of the county.		6 months

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
95	43		Manatee Glens	Shuttering	1, 2, 3		Manatee Glens Hospital Shelter Upgrade	$429,792.00	Manatee Glens Hospital serves as the psychiatric receiving center and the emergency housing shelter for inpatient psychiatric hospital clients for Manatee County. Our request is for motorized shutters for the skylights and rolldown shutters for the windows. Total square footage for skylights: 56 and windows: 3000. Our goal is to keep psychiatric clients in an appropriate setting during times of evacuation.		2 years
96	43		City of Bradenton Beach	Facility Hardening	1-5	Bldg. Official /PW Director	Elevate City Hall	$520,000.00	Elevate City Hall		5 years
97	43		City of Bradenton Beach	Facility Hardening	1-5	Bldg. Official /PW Director	Elevate Public Works Building	$520,000.00	Elevate Public Works Building		5 years
98	42		City of Bradenton Fire Department	Homeland Security	13	Rebecca Pilsbury	Purchase and installation of equipment, and private, underground fiber optic link between multiple facilities	$200,000	Equipment and underground private fiber optic link with high bandwidth and availability will enable the Legislative, ECC, and Police Department branches to be moved to the Fire Department, and the Accounting Department to be relocated to the City Parking Garage. This will allow for a quick turn around time to relocate and resume normal operation.		1 year
99	42	10/02	City of Palmetto Public Works/Risk Management	Evacuation Routes & Drainage	1-5, 11	Ron Koper	ARCGIS 3 (ARC Info/ARC View/ARC Pad)	$63,300.00	Locate and map all evacuation routes, drainage systems, street signage, municipal infrastructure, coordinate with local jurisdictions in disaster recovery operations.	In Progress 2008	2 years

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
100	42		Manatee County ISD/Radio Division	Communications	1-14		Tower Replacement at Radio Shop	$15,000.00	Replace aged 50' tower located at radio shop. Needed to place outside antennas for 800MHz radio equipment to monitor/maintain radio system.		1 year
101	42		City of Bradenton Beach	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Raise road and install proper drainage system - Avenue A	$300,000.00	Raise road and install proper drainage system to reduce incidence of flooding on Avenue A		2 years
102	42	2/08	City of Bradenton	Education	1-5, 8, 9, 11	Jeana Winterbottom	Neighborhood Pattern Book	$39,493.00	Develop a citywide pattern book for community neighborhoods. Book will provide overview of historic design patterns, architectural styles and landscape designs in existence in the City of Bradenton.		1 year
103	41		Manatee County Public Works/Transportation	Hardened Facility Addition	1-4, 14		Facility Hardening and Extension	$60,000.00	20' x 100' hardened building extension/addition to house critical electronics: electrical traffic signals and fabrication (sign) equipment during emergency response/recovery, staging and crew assembly.		1 year
104	41	10/16/2008	Manatee County Administration	Communications	1-14	Randall Beckwith	Allow MGA-TV to broadcast uninterrupted in the event of an emergency.	$47,000.00	Duplicate Manatee County's Government Access Channel (MGA-TV) broadcasting facility at the Manatee County ECO to keep the public informed of developing events during an emergency or to continue broadcasting for an extended time period in the event the County Administration building is destroyed.		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
105	41	2/9/2009	Manatee County Parks and Recreation Department	Shuttering	1, 2, 3	Mike Whelan	Hardening roof structure & roll down window shutters		Hardening roof structure to recommended FEMA storm wind - strata level & roll down window shutters for the new G. T. Bray Park Administration Building and Recreation Center. NOTE: The Gymnasium is designated as a Federal Disaster Recovery Center (DRC) for Manatee County. Hardening of the new center is even more important in managing resources and manpower during and after such weather. or other related, crisis event(s).		2 years
106	41		City of Bradenton Beach	Evacuation Routes & Drainage	1-5, 11	Bldg. Official /PW Director	Install proper drainage system - Bay Drive South	$170,000.00	Install proper drainage system to reduce the incidence of flooding on Bay Drive South		5 years
107	41	1/08	Manatee County Building Department	Portable Permitting Systems	1-14	Tammy Boggs	Field Permit Notebooks and Equipment	$150,000.00	Purchase 27 notebook computers, portable printers, GPS units, connection equipment to plug into a vehicle, a generator to run equipment from the Building Department offices, and other necessary equipment. All of this equipment is to be used in the event of a loss of power due to a hurricane or other disaster, so that permits can be issued in emergency situations from the field, satellite office, or downtown office and accurately tracked.		3 months

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
108	41	5/2011	Manatee County Public Safety	Communication	1-14	Greg Bacon	Extend 6 power and communication conduit, wire and connection boxes through the stabilized parking lot to the perimeter road for mutual aid groups during major disasters.	$40,000	This project would provide electrical, phone and internet capability to the stabilized parking lot on the east side of the Public Safety Center during major disasters. The ability to provide power and communication capability to mutual aid organizations in the stabilized parking area at the PSC is non-existent. This project would provide conduit, wiring and connection boxes at strategic locations along the fence line in the stabilized parking area. The installation of this capability would allow more space for additional equipment since portable generators would not be needed. The communications capability would be enhanced.		1 year
109	40	5/2011	Manatee County Public Safety	Other	1-14	Greg Bacon	Extend the existing PSC sidewalk north to the perimeter road to provide a stable, dry area to stand on while plugging the many power codes from mutual aid command vehicle into the power stanchions that will be on the west side of the sidewalk against the parking lot fence.	$15,400	This present stabilized parking lot area is susceptible to standing water during major storms and tropical cyclones. The probability of electrical shock to personnel plugging equipment into the electrical boxes, while standing in water along the fence line, is very high. Placing a sidewalk along the fence line would reduce that possibility. This sidewalk would also provide a dry path to use for personnel working in the stabilized parking area.		1 year

NUMBER	SCORE	MO/YR Ranked	SPONSOR	CATEGORY	HAZARD	CONTACT	INITIATIVE	COST	COMMENTS	STATUS	TIMELINE FOR PROJECT
110	40	4/06	West Manatee Fire and Rescue District	Garage Door Retrofit	1-4, 13		Installation of hurricane rated garage doors on garage/maintenance building		Harden structure by installing hurricane rated garage doors on garage/maintenance building		6 months
111	40	2/09	Cedar Hammock Fire Rescue	Facility Hardening	1-3	Chief Robert Permane	Re-enforce roof structure to meet current code.	$200,000.00	The trusses are not fastened properly to the ring beam and do not meet current code. The aluminum soffit is 40" deep and has no structural support. Losing it could mean losing the roof system. The roof system need modified or replaced to withstand storm force winds.		2 years
112	40	2/09	Cedar Hammock Fire Rescue	Facility Hardening	1-4	Chief Robert Permane	Re-enforce roof structure to meet current code.	$250,000.00	The roof system (roof tiles, sheathing, and trusses) are not fastened to meet current code and need to be modified or replaced to withstand storm force winds.		2 years
113	35	11/07	Manatee County Housing Authority	Facility Hardening (public housing 41 bldgs; 33 affordable rental bldgs)	1-4		Install Impact Resistant Windows, wind resistant doors, hardening of the roof structure	$1,332,000.00	Install impact resistant windows, wind resistant doors, harden roof structure utilizing retrofit building procedures of existing trusses, sheating, application of water barrier and secured shingles to all Public Housing and affordable rental housing units.		5 years
114	33		City of Anna Maria	Generators	1-5, 7, 11, 14		Generator for City Hall		To serve as a mid-point for residents and Sheriff deputies for a pick-up point.		6 months

Hazard Category	Number
Hurricane	1
Severe Storms	2
Tornadoes	3
Floods/Severe Rain Events	4
Coastal and Riverine Erosion	5
Winter Storms/Freezes	6
Droughts/Heat Wave	7

Hazard Category	Number
Sinkholes/Landslides	8
Wildfires	9
Hazard Materials	10
Dam/Levee Failures	11
Port Vessel Collision/Open Water	12
Spill	13
Terrorism/Homeland Security	14
Utility Failure/Power Outages	

C. Project Completion/Ongoing Review

The following is a list of projects which were completed since the adoption of the LMS. This list includes both projects which were identified as initiatives in the original LMS and those projects which, by their nature, served in the fulfillment of the overall intent of the LMS.

Manatee County

- Building Department – Retrofit and harden specific areas of Administration Building
- Emergency Management – Created an alternate Emergency Operations Center
- Public Safety Department – Replace generator for east county tower
- Public Safety Department – Auxiliary power system for EMS VHF repeater
- Public Safety Department – Mobile 911/Dispatch Unit
- Public Safety Department, ECC Division – Rip and Run Systems for EMS and Fire States
- Utility Operations Department – Utility Operations Command Staff 800 MHz Radios
- Transportation Department – Facility hardening and expansion for critical field operations support during emergency response/recovery, staging and crew assembly
- Public Safety Department - New Emergency Operations and 911/Dispatch Center
- Utility Operations - Protective fencing for the Water Treatment Plant
- Utility Operations – Satellite Radio/Telephone systems
- Utility Operations – New radio tower for UHF, VHF, Skycell, 800 MHz, and Ham radio base units
- Utility Operations – Hardening the Utility Operations Department Annex building for security, safety, emergency response, hazardous material and communications for daily and emergency operations
- Utility Operations – Shuttering the Utility Operations Department Annex building for security, safety, emergency response, hazardous material and communications for daily and emergency operations
- Utility Operations – Shuttering the Water Treatment Plan Laboratory
- Utility Operations – Upgrade existing operations to function as a command center at the Water Treatment Plan during an emergency

- Utility Operations – Shuttering the North County Regional Sewage Treatment Plant
- Utility Operations – Shuttering the Southeast Regional Sewage Treatment Plan

City of Bradenton

- Evacuation Routes & Drainage – Seawall improvement in East Bradenton to combat flooding
- Education – Outreach – Educational Mail-out Program to combat unpreparedness

City of Palmetto

- Shutters and Doors for Wastewater Treatment Plant
- Evacuation Routes & Drainage upgrade for Oak Ridge Apartments
- Evacuation Routes & Drainage – 13th Ave; 10th and 11th Ave from 8th St to 9th St; System E1, E2, E3
- Evacuation Routes & Drainage – Purchased EuroMack to clear ditches for optimum drainage
- Generators – Purchased generator, propane tank, and tower communications to combat excessive wind, flooding and communication problems
- Evacuation Routes & Drainage – Purchase adequate parcels of land and built a retention pond to mitigate flooding damage to residential properties.
- Forcemain Re-route – Lift Station #4 Forcemain reroute sewage to eliminate sewage spilling into the street and backing up into holes during heavy rainfall

City of Holmes Beach

- Evacuation Routes & Drainage – 6th Ave Flooding – Cleaned out and structurally improved drainage to a "thru-street" that had a 15 year history of flooding and serious ponding following significant rainfall

City of Bradenton Fire Department

- Fire Stations 1, 2, 3 – Install shutters and doors
- Homeland Security – Purchased and installed computer-controlled security card entry system at all three (3) City Fire Stations

Myakka City Fire District

- Communications – Weather Station to obtain up to the minute weather information for operation in tropical weather

Town of Longboat Key

- Built new Police Facility in the Manatee County portion of Longboat Key
- Built new Public Works Facility in the Manatee County portion of Longboat Key
- Renovated Mid-key Water Distribution Plant
- Renovated and elevated South Key Water Distribution Plant controls and generator building.
- Provided sub-aqueous water main interconnected with Sarasota County.
- Renovated and elevated Lift Station D controls and generator building, plant discharges all waste water from island to SW Manatee County Treatment Plant.

East Manatee Fire District

- Station 2 – Shuttering - Install shutters on nine (9) windows and a overhead roll-up shutter on front door
- Station 4 – Shuttering – Install shutters on six (6) windows and a overhead roll-up shutter on front door
- Communications - Weather Station to obtain up to the minute weather information for operation in tropical weather

West Manatee Fire and Rescue District

- Station #4 – Generator for the Administration building for the district's operations center during tropical weather
- Station #4 - Installation of shutters and apparatus bay doors

Myakka City Fire District

- Station 1 – Shuttering - Install shutters on six (6) windows, a overhead roll-up shutter on front door, and replace eight (8) bay doors
-

North River Fire District

- Relocation of Station #2

Parrish Fire District

- Shuttering – Eight (8) Bay Doors

Each participating jurisdiction/agency submitting projects as part of this LMS update will re-evaluate at least 20% of their approved initiatives using the FEMA Cost-Benefit Analysis during this update cycle. Subsequent evaluations will be conducted on the remaining and new projects before the next 5-year revision cycle in 2014.

Local Mitigation Strategy (LMS)

Group Initiative Worksheet

Date: _____

Evaluating Contact Person: _____

Sponsor Organization: _____

Evaluator's Phone: _____

Evaluator's E-mail: _____

Name of Sponsor's Project: _____

Estimated Cost of Project (if available):_____

☒ Please mark category:

❒ Education
❒ Generators
❒ Fire Building Relocation
❒ Shuttering
❒ Communications
❒ Evacuation Routes & Drainage

❒ Other (brief description): _____

_____

Evaluator's Notes: _____

_____

_____

_____

_____

Continued ☞

Group Ranking by Initiative (refer to attached score sheet):

✍ Write figure next to category numbers:

☐ 1 - Identified Problem	☐ 12 - CRS Credit
☐ 2 - Location of Project (FIRM)	☐ 13 - In Existing Comp Plan
☐ 3 - % of At Risk Population	☐ 14 - In Existing CEMP
☐ 4 - % of Jurisdiction Population	☐ 15 - Public Acceptance
☐ 5 - Health & Safety Benefit	☐ 16 - Environmental Considerations
☐ 6 - Identified by Multiple Jurisdictions	☐ 17 - Matching Funds
☐ 7 - Jurisdictions Benefited	☐ 18 - Time Frames
☐ 8 - Threat of Loss	☐ 19 - Partnership
☐ 9 - Life Expectancy of Initiative	**TOTAL**
☐ 10 - Cost Effectiveness	☐
☐ 11 - Probability of Funding	

For questions regarding this form please contact:

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941/749-3070 x6841
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Mitigation Initiatives Evaluation Score Sheet

	Category & Explanation	Max. Points Avail.	Scoring Instructions	Points Awarded
1	**Identified Problem**: Decide how important a mitigation initiative this is.	5	Major concern to Manatee County & all its jurisdictions	5
			Major concern to more than one jurisdiction	4
			Considered an important concern	3
			Considered moderately important	2
			Considered necessary but not an immediate need	1
2	**Location of Project based on FEMA FIRM Maps**: Take into consideration whether the project is identified in one of the FIRM map zones.	5	V-zone location	5
			A-zone location	4
			Outside Flood Plain	0
3	**Percentage of Total County Population Benefited**: Take into consideration the percentage of the County wide population who would directly or indirectly benefit from implementation of this proposal.	5	76% to 100%	5
			51% to 75%	4
			26% to 50%	3
			11% to 25%	2
			10% or less	1
4	**Percentage of Affected Jurisdiction(s) /Organization(s) Population Benefited**: (i.e. population served by agency/ department) Take into consideration the percentage of the population in the total number of jurisdictions which would benefit from the proposed mitigation initiative.	5	76% to 100%	5
			51% to 75%	4
			26% to 50%	3
			11% to 25%	2
			10% or less	1
5	**Health & Safety Benefit**: Take into consideration the benefit to those served directly by proposed mitigation initiative.	5	76% to 100%	5
			51% to 75%	4
			26% to 50%	3
			11% to 25%	2
			10% or less	1
6	**Identified by Multiple Jurisdictions**: Take into consideration the number of jurisdictions which have identified the same mitigation initiative.	5	Five jurisdictions or more	5
			Four jurisdictions	4
			Three jurisdictions	3
			Two jurisdictions	2
			One jurisdiction	1
7	**Jurisdictions Benefited**: Take into consideration the number of jurisdictions which would benefit from the proposed mitigation initiative.	5	Five jurisdictions or more	5
			Four jurisdictions	4
			Three jurisdictions	3
			Two jurisdictions	2
			One jurisdiction	1

8	**<u>Threat of Loss</u>**: Take into consideration the frequency of loss or damage due to hazard(s). Take into consideration the severity of the loss, including casualties, property damage, economic loss, loss of services, size of are impacted, and size of population impacted. Based on the Vulnerability Analysis, historical data, and local knowledge, assign a maximum score to projects which mitigate frequent loss areas, reducing the score assigned to projects as frequency of events decline. This will be a judgment call, based on the Hazard Vulnerability Analysis, historical data, local knowledge, and your experience.	5	High probability of recurrence	5
			High probability of occurrence	4
			Moderate probability of occurrence	3
			Low probability of occurrence	2
			Minimal probability of occurrence	1
9	**<u>Effective Life Expectancy of Initiative</u>**: Take into consideration the expected useful life of the mitigation initiative.	2	More than 25 years	2
			Less than 25 years	1
10	**<u>Cost Effectiveness</u>**: Take into consideration the benefit/cost ratio of the mitigation initiative.	1	Cost Effective	1
			Not Cost Effective	0
11	**<u>Probability of Funding</u>**: Take into consideration the availability of funds and the potential for future funding. If funding is currently available, mitigation initiatives may be enacted more quickly. A low score here does not lessen the importance of the initiative; it simply indicates that the project may not be as immediately do-able.	3	Funding sources now available for this type of project.	3
			Funding sources availability expected within 2-5 years.	2
			Funding sources availability expected within 3-5 years.	1
			Funding sources availability expected to be over 5 years.	0
12	**<u>Community Rating System Credit</u>**: Take into consideration whether the proposed initiative would provide points towards improving CRS Classification and reducing flood credit insurance rates.	1	Conveys credit points	1
			Conveys no credit points	0
13	**<u>Identified in Existing Comprehensive Growth Management Plan</u>**: Take into consideration that mitigation initiatives must comply with the Comprehensive Growth Management Plan of the jurisdiction; consider whether it is also an initiative which has been identified within the Plan.	2	Identified in Comprehensive Plan	2
			Consistent with Comprehensive Plan	1
			Inconsistent with Comprehensive Plan	0

14	**<u>Identified in Existing CEMP or other Functional Plan</u>**: Take into consideration any functional plan developed by any Government entity (e.g.: NFIP, NPDS, EPDS, etc.)	1	Identified in any functional plan	1
			Not identified in any Government plan	0
15	**<u>Public Acceptance</u>**: Take into consideration public support for and acceptance of this initiative.	1	Public support	1
			No public support	0
16	**<u>Environmental Considerations</u>**: Take into consideration whether there are any environmental drawbacks.	1	Positive environmental impact	1
			No environmental impact	0
			Negative environmental impact	-1
17	**<u>Matching Funds</u>**: Take into consideration whether matching funds will be required and the availability of matching funds.	3	No matching funds required	3
			Matching funds required and readily available	2
			Matching funds are required and will delay initiative	1
			Cannot raise or obtain required matching funds	0
18	**<u>Time Frame</u>**: Take into consideration the time it will take from inception *of funding commitment* for the mitigation initiative to accomplish its stated goal(s).	5	Within one year of inception initiative	5
			Within two years	4
			Within three years	3
			Within four years	2
			Within five years	1
			Over five years	0
19	**<u>Partnership</u>**: Take into consideration whether project will be cooperative effort between public and private interests.	1	Yes	1
			No	0

ANNEX 1 - Communications

CITY OF BRADENTON Department: Bradenton Emergency Communications Center

Manatee County ESF: 2

I. GENERAL

A. Primary Agency: City of Bradenton Emergency Communications Center

B. Support Agencies: City of Bradenton Information Technology Department
City of Bradenton Police Department
City of Bradenton Fire Department
Manatee County Emergency Communication Center
Brighthouse Networks
Verizon
Sprint/Nextel

II. INTRODUCTION

A. Purpose

To support the provision of required communications to state, county and municipal response efforts before, during and immediately following a catastrophic, major disaster, or incident.

1. Identify communication facilities available for use within the affected area(s).

2. Coordinate the actions of commercial telecommunications companies to restore services.

3. Identify local communications facilities, equipment, and personnel that could be used to support recovery efforts.

4. Coordinate the acquisition and deployment of communications equipment, personnel and resources necessary to establish temporary

communications capabilities within the affected area.

5. Maintain normal dispatching operations for the City of Bradenton Police and Fire as well as supporting the requirements of the Communication Center.

B. Scope

1. Includes coordination of all types of communication assets from all state agencies, county agencies, volunteer groups, local industry, federal government agencies and the U.S. Military.

2. Includes eventual restoration of all normal communication methods to the City of Bradenton.

C. Planning Assumptions

1. Normal day-to-day communications may be interrupted as a result of a natural or man-made emergency. Emergencies could overload surviving communications channels. Land line phones will most likely be inoperable and communications could be dependent on radios and satellite phones.

2. Large numbers of skilled personnel, engineers, and equipment operators, with communications expertise and materials may be needed from outside the disaster area.

3. All available Emergency Communications Center resources may be committed to maintaining dispatch and additional help may be needed to handle 911 and general emergency calls.

4. If the Bradenton Emergency Communications Center is relocated to the Manatee County Emergency Communications Center in order to provide continued support for Police and Fire, a representative capable of managing communications requirements at the City of Bradenton EOC will be assigned to the City of Bradenton EOC.

5. All agencies are responsible for tracking the committed and uncommitted status of their communication resources before, during and following an incident.

III. CONCEPT OF OPERATIONS

A. General

The Bradenton Emergency Communications Center is the primary agency and is responsible for the coordination and the management of combined agency efforts and resources to restore communications.

B. Organization

1. Primary Agency and Local Support: A representative will be dedicated to the City of Bradenton EOC to support the full deployment and utilization of emergency resources as needed. Bradenton Emergency Communications Center is a priority and will be fully manned to support an incident. A coordinator will be designated to work with the Manatee County ESF 2 if needed.

2. State Support: Mutual aid resources outside Manatee County must be requested through Manatee County ESF 2.

3. Resource Coordination - If additional resources are needed for large scale County-wide events, the Manatee County ESF 2 Coordinator(s) will plan, coordinate, and control activities, mobilization of resources and jurisdictional assignment of personnel and equipment.

IV. ACTIONS

A. Preparation

Primary Agency Responsibilities

1. Maintain a list of assets critical to providing communications.

2. Assign mobile and portable resources from the Bradenton Police Department, Bradenton Fire Department, and other agencies/departments based on information and planned assignments.

3. If City Hall is closed, update City Hall phone system with citizen information.

Support Agency Responsibilities

Bradenton Emergency Communications Center support agency representatives will identify their organizations capability to provide communication personnel, mobile command, and communications equipment.

B. Response

1. Assess needs in order to pre-stage communication assets for rapid deployment.

2. If Bradenton Police Department is evacuated, move Bradenton Emergency Communications Center and forward 911 and other phone lines to Manatee County EOC.

C. Recovery

1. During situations where emergency services are temporarily suspended, determine communications restoration priorities and coordinate the queuing of emergency service requests until normal services are available.

2. Accumulate status of communications equipment from assessment teams, the telecommunications industry, the Bradenton Emergency Communications Center, and other city, county state, and federal agencies.

3. Assemble a listing of all local communications assets available to support a mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the effort. Industrial resources may also be considered for availability and effectiveness. Availability, operational condition and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will be evaluated.

4. Assess the need for and obtain telecommunications industry support as required.

5. Prioritize the deployment of services based on available resource and critical needs. Priority will be given to safety of life-related entities to include, but not limited to, the Bradenton Emergency Communications Center, medical facilities, emergency response agencies, and other

critical infrastructure.

6. Coordinate communications support to all governmental, quasi-governmental, and volunteer agencies as required based upon available resources and critical needs.

7. Prioritize damaged 800MHZ tower sites and coordinate with Manatee County Information Services for repairs. Telephone lines will be repaired in a priority set by vendors.

8. Obtain information from ESF 1 - Transportation, regarding road, rail and air transportation conditions, and whether mobile communications systems can be moved into the area.

9. Assess the need to request assistance (mobile or transportable equipment) from MCEOC/SEOC.

10. Develop action plans to meet the short and long-term communication needs.

11. Coordinate communication needs and time frames with SEOC and all others as required. Work to resolve all conflicts regarding communication resource allocation requests.

V. Financial Management

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A – Resource Listing

Resource	Number	Agency	Contact
MSAT Satellite Phone/Radios - Semi-Portable	6	BFD	Main: 941-708-6233
800MHz Base Station Radios	3	BFD	Main: 941-708-6233
800MHz Mobile Unit Radios - Vehicle Installed	19	BFD	Main: 941-708-6233
800MHz Portable Radios - Assigned	31	BFD	Main: 941-708-6233
800MHz Portable Radios - Spare	15	BFD	Main: 941-708-6233
VHF Mobile Radios - Vehicle Installed	16	BFD	Main: 941-708-6233
VHF Mobile Radios - Portable	4	BFD	Main: 941-708-6233
VHF Portable Radios	15	BFD	Main: 941-708-6233
VHF Portable Radios	15	BPD	
CB Radios - Vehicle Installed	3	BFD	Main: 941-708-6233
VHF Marine Radio - Portable	1	BFD	Main: 941-708-6233
MSAT Satellite Phone/Radios - Semi-Portable	2	BPD	Main: 941-932-9300
800MHz Base Station Radios	3	BPD	Main: 941-932-9300
800MHz Mobile Unit Radios - Vehicle Installed (63)within Vehicles(3)within Communications	66	BPD	Main: 941-932-9300
800MHz Portable Radios - Assigned	100	BPD	Main: 941-932-9300
800MHz Portable Radios - Spare	15	BPD	Main: 941-932-9300
VHF Portable Radios	15	BPD	Main: 941-932-9300

APPENDIX B – Communications Contact List

COMPANY	INFO/CONTACT NAME	PHONE	EMAIL
Verizon	Call for all Fire and Public Works Centranet phone line repairs.	1-800-483-6413	
Verizon	Call for Fire 1 and Public Works Annex phone systems.	1-800-483-2000	
FDN	Call for City Hall, Police and G&A phone line repairs.	Cust Service 1-877-433-6435 Repair 1-877-433-6435	
	Debbie Owens	(407)835-0375	dowens@mail.fdn.com
Bell South	Call for City Hall, Police and G&A phone system repairs.		
	Catherine Vance	Office (813)636-7505 Mobile (813)478-8667	Catherine.Vance@BellSouth.com

APPENDIX C – Lines to Be Forwarded

DEPARTMENT	LINE TO FORWARD	FORWARD TO	CONTACT WHO
City Hall	(941)932-9400	(941)708-6233	FDN
Bradenton Police Dept	911	Manatee County EOC	Bill Hutchinson County EOC
BPD Alarm Line	(941)932-9390	(941)708-6233	FDN
BPD Alarm Line	(941)932-9391	(941)708-6233	FDN
BPD Front Desk	(941)932-9300	(941)708-6233	FDN
BPD Front Desk	(941)932-9301	(941)708-6233	FDN

ANNEX 2 – Public Works

COB Department: Bradenton Public Works

Manatee County ESF: 3

I. GENERAL

A. Primary Agency: City of Bradenton Public Works Department

B. Support Agencies: Jones Edmunds & Associates, Consulting Engineers
Manatee County Public Works Department
Manatee County Utility Operations Department
Manatee County Health Department
City of Palmetto Public Works Department

II. INTRODUCTION

A. Purpose

To coordinate and organize the efforts of the City of Bradenton Public Works Department in order to facilitate the delivery of services (including water, wastewater, solid waste disposal/debris management, and related), and to provide technical assistance, engineering expertise, construction management, and other support before, during and immediately following a catastrophic, major disaster, or incident.

B. Scope

1. Includes emergency removal of debris from City of Bradenton streets, facilities, infrastructure and any damaged public areas, to clear passage(s) for emergency personnel, supplies and equipment for lifesaving rescues during the immediate response phase.

2. Includes technical advice, emergency repair and operational services for the Bill Evers Reservoir and the Water Treatment Plant (WTP); water transmission and distribution systems; Water Reclamation Facility (WRF); sewage collection and transmission systems (lift

stations); streets and drainage (including bridges); street lights and traffic signals;

3. Includes support of emergency efforts through vehicle maintenance at the City of Bradenton Garage and maintenance of the emergency generators at City of Bradenton facilities.

4. Includes restoration of normal Public Works services to the City of Bradenton.

C. Planning Assumptions

1. Damaged areas may not be readily accessible. Emergency debris clearance and repairs will have top priority to provide access for response personnel and equipment.

2. Rapid impact and damage assessment will be necessary to determine potential workload.

3. Debris monitors will be required to support proper monitoring of debris contractor clearing activities.

4. Standard communications equipment may be disrupted or destroyed.

5. Mutual aid contracts with debris contractors are in place and reciprocal agreements have been established with Manatee County and other local municipalities for a seamless response effort.

6. All available Public Works resources may be committed and may be in need of additional help to complete the restoration/repair of its facilities and infrastructure.

7. The private utility sector owns or operates infrastructure within the City of Bradenton (e.g., FPL, Verizon, TECO, etc.) and may be a required partner and/or lead for the rapid restoration of infrastructure-related services.

8. Private-sector mutual aid and assistance networks may be needed in order to support response and recovery.

D. Policies

1. All agencies will obtain emergency environmental waivers and legal clearances as needed for disposal of materials from debris clearance.

2. All agencies will comply with appropriate environmental and historic preservation statutes.

III. CONCEPT OF OPERATIONS

A. General

The City of Bradenton Public Works Department is the primary agency and is responsible for facilitating the delivery of services (including water, wastewater, solid waste disposal/debris management, and related), and to provide technical assistance, engineering expertise, construction management, and other support as needed within the City of Bradenton.

B. Organization

1. Primary Agency and Local Support - The City of Bradenton Public Works serves as the primary agency. Public Works may request local support using formal Mutual/Automatic Aid agreements with public works departments within Manatee County. A coordinator will be designated to work with the Manatee County ESF 3 if needed.

2. State Support - Mutual aid resources outside Manatee County must be requested through Manatee County ESF 3.

3. Resource Coordination - If additional resources are needed for large scale County-wide events, the Manatee County ESF 3 Coordinator(s) will plan, coordinate, and control activities, mobilization of resources and jurisdictional assignment of personnel and equipment.

IV. ACTIONS

A. Preparation

Primary Agency Responsibilities

1. Coordinate meetings, plans, exercises, training, and other activities with both the City of Bradenton and County EOCs, the private sector, and support agencies.

2. Notify support agencies of the pending situation and put them on alert.

3. Respond to requests concerning the emergency supply of water; restoration of water treatment and distribution system with the provision of water for fire suppression; restoration of the sewage collection, transmission and treatment system; restoration of drainage systems; debris removal and solid waste management; fleet maintenance.

4. Locate debris staging areas for pre and post-incidents, secure contracts and contractors for debris removal and site management.

5. Contact support and mutual aid contractors to place them on standby for timely responses if needed.

6. Coordinate with support agencies to identify all available resources and their location.

7. Brief key personnel that will assist with debris management. Review priorities established for roadway corridors, debris removal collections and solid waste/landfill.

8. Place City of Bradenton Garage on standby for repairs to vehicles used during the storm event. Contact all departments to top off fuel in vehicles and equipment. The Garage Superintendent will be responsible for obtaining the extra fuel needed in the event of a catastrophic event.

9. Water & Wastewater Treatment facilities will harden their buildings and take necessary steps to bring in additional personnel as needed.

10. All other departments will be on standby for deployment.

11. Review the steps necessary for proper documentation of FEMA reports.

12. Ready vehicles and equipment.

13. Establish duty schedules for post disaster periods.

14. Secure all sites and facilities.

15. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

Support Agency Responsibilities

Provide responsible representatives as emergency points of contact.

B. Response / Recovery

Primary Agency Responsibilities

1. All employees shall report to their pre-assigned work locations and check-in with designated site leader to begin recovery operations.

2. First-in/first-push, crews will disperse throughout the City of Bradenton to paint street numbers/names on curbs, streets, and intersections. If addresses of critical facilities are no longer visible, crews may also paint the address and name of the location on the structure.

3. Crews will begin clearing of roadway debris to allow access into the disaster area.

4. The Water Treatment Plant & Waste Water Treatment Plant will take inventory of any damages to buildings, vehicles and provide written reports.

5. The Lift Station Department will maintain the flow of sewer to the treatment plant and take inventory of any damages to buildings, lift stations, or vehicles and provide written reports.

6. The Garage will have crews available to make repairs to vehicles or equipment as needed and provide written reports.

7. Crews will assess and evaluate obstructions and/or damage to the City of Bradenton's infrastructure in the impacted area.

8. The Public Works Engineering Department will assess all City of Bradenton properties and provide a written report.

9. Public Works priorities will continually be reassessed to address the most critical needs and develop strategies. Management will pro-actively assess and routinely develop action plans to meet the short- and long-term needs of the threatened and/or impacted areas.

10. Teams will routinely prepare and file situation reports to include pertinent information about the response, restoration and repair progress.

11. Upon request, crews will assist other areas with available resources to ensure public health and safety concerns are addressed.

Support Agency Responsibilities

1. Respond to local requests for public works and engineering assistance.

2. Provide a list of available resources, such as types of equipment and personnel available to implement restoration of public infrastructure. Continuously track the committed and uncommitted status of resources.

3. Ensure that assigned personnel have proper access to their agency's resources and a pre-determined and authorized work site.

V. Financial Management

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX – DEBRIS SITES

At present there are five possible sites identified for debris staging area they are as follows. City owned sites should be utilized before any private sites are used. Contracts need to be created and signed for private sites.

River Run Golf Links (City owned)
1801 27th Street East
Lat. 27° 28' 54.1848" - Long. W82° 31' 48.7848"

Boys Club (City owned)
1417 9th Street West

Pirate City (agreement required)
1701 27th Street East
Lat. 27° 29' 2.328" - Long. W82° 31' 48.8316"

Village Green Golf Course (agreement required)

Riviera Southshore Properties (agreement required)

APPENDIX – VEHICLE AND EQUIPMENT PREPARDNESS POLICY

Stand-by Alert (Storm path may cross area)

- Fuel and make ready all vehicles
- Verify readiness of all essential supplies, gear, and equipment.
- Check fuel and test run emergency pumps and generators.
- Notify employees that storm clean-up efforts may be required and emergency call-outs may be necessary.
- Supervisors review storm duties with staff.
- Prepare sandbag production area for use.
- Garage – check fuel supplies.

Full Alert (Storm path projected to cross our area)

- Water Treatment Plant fill all storage tanks and maintain maximum practical level.
- Bring in barricades from job sites or secure them against high winds.
- Prepare supply of sandbags.
- Alert all essential staff to remain on alert for call-out for storm related efforts.
- Public Works staff meeting to assess situation and make final assignments and storm plan.
- Garage – maximum fuel supply should be on hand.

During and Immediately Following a Storm

- During sustained high winds, Public Works staff should remain sheltered and not drive vehicles until winds subside. Water
  Treatment Plant and Water Reclamation Facility should take all practical steps to maintain service from sheltered locations. Executive, Engineering, and other staff will maintain a command communications center in the Annex. Following a storm, when conditions allow, Public Works staff will begin clean-up, repair and operations restoration. All Public Works staff should report for duty as directed by their Supervisor. The following basic goals listed below:

Parks & Recreation	Clear roads and public buildings access in the City. Repair City buildings.
Solid Waste	Remove debris to designated sites.
Roads & Streets	Clear roads and make necessary repairs.
Storm Drainage	Restore drainage in problem areas.
Water Treatment Plant	Assess facility conditions, repair as required, and restore service as necessary.
Water Reclamation Facility	Assess facility conditions, repair as necessary, and restore service as necessary.
Electrical Department	Restore traffic signal operation. Repair water, wastewater and other electrical facilities as required.
Engineering	Assess damages and assist with coordination of restoration efforts. Maintain vehicles as necessary.
Garage	Maintain vehicles necessary for storm related activities.
Executive	Direction of emergency efforts and communications.

ANNEX 3 – Firefighting / Search and Rescue / Hazardous Materials

COB Department: Bradenton Fire

Manatee County ESF: 4

I. GENERAL

A. Primary Agency: City of Bradenton Fire Department (BFD)

B. Support Agencies:
Fire Departments in Manatee County
Manatee County Fire Chiefs Association (MCFCA)
Florida Fire Chiefs Association (FFCA)
City of Bradenton Police Department (BPD)
City of Bradenton Public Works Department
Manatee County Sheriff's Office (MSO)
Manatee County Public Health
Manatee County Department of Agricultural and Natural Resources
Municipal Police Departments in Manatee Co.
Bradenton/Sarasota Airport Authority
Manatee County Solid Waste Division
Port Manatee Fire Brigade

II. INTRODUCTION

A. Purpose

To coordinate and control fire suppression and related emergency services, urban search and rescue (USAR) support and provide for the coordination of local resources to an actual or potential discharge and/or release of hazardous materials before, during and immediately following a major or catastrophic incident.

B. Scope

1. Includes all normal firefighting activities and providing other such services to provide for the safety of the general public.

2. Includes conducting coordinated operations, maximizing the use of both existing governmental assets and resources from non-governmental interests that have emergency management responsibilities and capabilities. Emphasis is placed upon the assembly and effective utilization of appropriate, trained personnel, facilities and equipment.

3. Includes searching for live victims of structural collapse and entrapment, extricating them and providing for pre-hospital medical treatment.

4. Includes a coordinated, effective and efficient response to discharges and releases of hazardous materials.

C. Planning Assumptions

1. A significant natural disaster, emergency condition or other major incident may damage Emergency Services resources and infrastructures such as water supplies for firefighting, roads and bridges, power, water lines and communication systems. Local agencies may be disrupted.

2. Available local resources may be committed and be unable to respond to all needs.

3. Passage of Emergency Vehicles will require clearance of roadways. Small or damaged bridges may be unsafe and must be assessed for stability by qualified engineers before use.

4. The agency must be self-supporting for at least 72 hours, requiring pre-disaster storage of food, water, and fuel supplies, preparation of electrical generators, and coordination of available radio systems.

5. Damaged areas may be restricted by debris and may not be readily accessible. If there is rain or water involved, flooding may be widespread and traveling to and from the disaster area mayl be difficult.

6. Secondary events or disasters may threaten lives and property as well as emergency responders.

7. Public and private facilities housing hazardous materials may

sustain a considerable degree of damage. This damage may greatly influence the return of populations to evacuation zones due to hazards that may still be present (gas leaks, chemical plumes, etc.).

8. A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities such as sites which use, store or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions or pipeline accidents. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks and drums.

9. The damage to fixed facilities may exceed the capabilities of local response agencies to respond to releases of chemicals from these sites. Other fixed facilities that are not releasing may require monitoring on an ongoing basis until repair of storm damage to critical areas can be accomplished.

10. The initial assistance will rely heavily on the response capabilities of individual agencies and any pre-storm containment measures at fixed facilities, as well as any resources available to the facility owner/operators.

11. Emergency exemptions from normal procedures for disposal of hazardous materials may be needed post-storm to deal with the quantity of material/waste recovered and contained.

12. All suppression personnel have been trained at a Life Safety Operations and Command level. This enables all personnel to perform a rescue in a Level “A” chemical suit or bunker gear if the situation was such that entry into the hot zone was training the personnel received.

13. During declared states of local emergency, the MCHMT is responsible for coordinating city-wide response to hazardous materials incidents.

III. CONCEPT OF OPERATIONS

A. General

The BFD is the primary agency and is responsible for controlling fire suppression, search and rescue and all related emergency services within the City of Bradenton. The BFD is also responsible for responding to hazardous material incidents at an operational level in accordance with Code of Federal Regulations (CFR) 1910.120.q within the City of Bradenton.

B. Organization

1. Bradenton Fire Department under the Fire Chief's command will provide 24-hour coverage.

2. Primary Agency and Local Support - The BFD may request local support using formal Mutual/Automatic Aid agreements with fire departments within Manatee County. A coordinator will be designated to work with the Manatee County CEMP ESF 4/9/10 if needed.

3. State Support - Mutual aid resources outside Manatee County and FFCA statewide Fire-Rescue Disaster Response Plan resources must be requested through Manatee County ESF 4/9/10.

4. Resource Coordination - If additional resources are needed for large scale County-wide events, the Manatee County ESF 4/9/10 Coordinator(s) will plan, coordinate, and control activities, mobilization of resources and jurisdictional assignment of personnel and equipment.

IV. ACTIONS

A. Preparation

1. Coordinate meetings, plans, exercises, training, and other activities with both, City of Bradenton and County EOCs, the private sector, and support agencies.

2. Contact support and mutual aid contractors to place them on

standby for timely responses if needed.

3. Develop, test, and maintain a manual, or automated listings of:

   a. Agency emergency points of contacts.

   b. Bradenton Fire Department available resources from within the agency, such as types of equipment and supplies.

4. Coordinate with support agencies to identify all available resources and their location.

5. Review the steps necessary for proper documentation of FEMA reports.

6. Ready vehicles and equipment.

7. Establish duty schedules for post disaster periods.

8. Secure all sites and facilities.

9. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

10. Assign personnel to inventory perishables and determine food and water to obtain. Additional station supplies should also be obtained from City Purchasing.

B. Response / Recovery

1. Perform core mission emergency response functions.

   - Fire fighting and rescue services
   - Structural collapse services
   - Swift water rescue
   - Emergency Medical services
   - Urban Search and Rescue (USAR)

- Confined space rescue
- Trench and excavation
- Vehicle and machinery extrication
- Rope rescue
- Hazardous Material Response

2. Activate (as needed) local and formal Mutual Aid agreements. Set up the Incident Command structure in conjunction with local agencies.

3. Request activation of statewide and/or national support through MCEOC. Federal or state support should not be expected in less than 72 hours.

4. Staff the ComCent and MCEOC, and identify Incident Command posts, operating facilities, staging area, communications systems and reporting systems.

5. Agency personnel will advise the IC of the availability and status of resources following inspection.

6. The IC may then notify and activate personnel, equipment and resources to report to designated staging areas.

7. BFD personnel may be assigned to participate in First-In Teams (reference Manatee County First in Teams SOG), damage assessment and debris clearing as determined by the IC or MCEOC.

8. For large scale responses, the agency and personnel will reference MCCEMP ESFs 4/9/10.

V. <u>Financial Management</u>

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A – City of Bradenton Contacts

Manatee County Fire Chiefs' Contact List

AGENCY	CHIEF	ADDRESS	PHONE
Bradenton Fire Department	Mark Souders	1010 9th Avenue West Bradenton, FL 34205	941-708-6233
Cedar Hammock Fire Control District	Randy Stulce	5200 26th Street West Bradenton, FL 34207	941-751-7090
Duette Fire and Rescue District	Jim Leonard	34010 SR 62 Duette, FL 33834	941-776-9900
East Manatee Fire Rescue District	Byron Teates	8800 SR70 Bradenton, FL 34202	941-751-5611
Florida Division of Forestry	Duana Weis	4723 53rd Avenue East Bradenton, FL 34203	941-751-7627
Longboat Key Fire Department	Julias Halas	5490 Gulf of Mexico Drive Longboat Key, FL 34228	941-316-1944
Manatee County Public Safety Department	Bill Hutchison	P.O. Box 1000 Bradenton, FL 34206	941-749-3500
Myakka City Fire Control District	Dan Cacchiotti	26636 SR 70 East Myakka City, FL 34251	941-322-6526
North River Fire District	John McInnis	1225 14th Avenue West Palmetto, FL 34221	941-721-6700
Parrish Fire Control District	Mike Johnson	P.O. Box 185 Parrish, FL 34221	941-721-2093
Southern Manatee Fire Rescue District	Tom Hennessy	2451 Trailmate Drive Bradenton, FL 34243	941-751-7676
Trailer Estates Fire Control District	Richard Jones	P.O. Box 5182 Bradenton, FL 34281	941-758-6453
West Manatee Fire Rescue District	Andy Price	6001 Marina Drive Holmes Beach, FL 34217	941-741-3900

ANNEX 4 - Police

COB Department: Bradenton Police

Manatee County ESF: 16

I. GENERAL

A. Primary Agency: City of Bradenton Police Department (BPD)

B. Support Agencies:
Manatee County Sheriff's Office (MCSO)
Municipal Police Departments in Manatee County
Florida Highway Patrol (FHP)
Florida Department of Law Enforcement
Florida National Guard Reserve

II. INTRODUCTION

A. Purpose

To provide for coordination of all law enforcement personnel, their equipment and activities before, during and immediately following a catastrophic, major disaster, or incident.

B. Scope

1. Includes traffic and crowd control, maintain order, prevention of looting, building and shelter security, search and rescue, evacuation and providing other such services to provide for the safety and security of the general public.

2. Includes implementing local evacuation orders imposed through the Manatee County Emergency Operations Center.

3. Includes assisting in non-urban search and rescue operations. Related responsibilities include attempting to locate missing persons involved in an emergency incident.

4. Includes providing security for and ensuring evidentiary scene protection for a disaster or emergency incident.

5. Includes investigating and documenting all deaths resulting from a disaster with the Manatee County Medical Examiner's Office.

6. Includes conducting coordinated operations, maximizing the use of both, existing governmental assets and resources from non-governmental interests that have emergency management responsibilities and capabilities. Emphasis is placed upon the assembly and effective utilization of appropriate, trained personnel, facilities and equipment.

C. Planning Assumptions

1. A dramatic increase in traffic congestion will accompany the evacuation of residents (particularly those residing on barrier islands, in mobile homes and in low-lying areas) and this will create increased demands on law enforcement personnel.

2. The opening of public shelters for evacuees and the need to support the safety and security of the shelters occupants will create increased demands on law enforcement personnel.

3. Maintaining public order, enforcing curfew orders, protecting specially designated businesses or facilities, preventing looting, suppressing civil disorders and carrying out other such order maintenance functions shall be a priority task for law enforcement personnel.

4. Urban search and rescue locating, extricating and treating injured persons from collapsed buildings shall be the primary responsibility of Bradenton Fire Department. Members of the City of Bradenton Police Department's Special Weapons and Tactics (S.W.A.T.) Team will be assigned to Search and Rescue duties in conjunction with the Bradenton Fire Department.

5. All police have all been assigned Riot Gear, and trained in how to properly quell civil disorders in order to maintain public order, enforce curfew orders, protect specially designated businesses or facilities, prevent looting, and suppress civil disorders and to carry out other such orders.

6. If the Bradenton Police Department is evacuated, public safety 911 and radio systems may be transferred to the Manatee County Emergency Operations Center. Bradenton Police Department Communications Center staff will work out of provided workstations within the MCEOC. In the event that radio and computer communications cease to exist, the law enforcement officers shall be stationed at one of the three (3) Bradenton Fire Departments, which is where they will be dispatched as needed.

7. During emergencies where the Bradenton Police Department has the primary control responsibility, (i.e., as civil disturbances or riots) all available resources will be applied to the extent necessary to effectively control the incident. The assistance of other agencies will be requested when needed, and their operations will be coordinated with those of this Department through a liaison process. Since no two emergencies are exactly the same in nature, scope, or magnitude, it is necessary for plans to be basic, flexible, and subject to modification as the need arises. Every department, district, division, and section of the Bradenton Police Department has some responsibility related to the control of disasters or other emergencies. Accordingly, all Command Staff and supervisors are responsible for the efficient activation, maintenance, and conclusion of those duties related to their areas of command.

8. If the Bradenton Police Department's Main Station is evacuated, Police personnel that are not stationed at one (1) of the three (3) Bradenton Fire Departments shall report to the Florida National Guard Armory located at 2100 13th Ave. East.

D. Policies

1. In the event of an approaching hurricane, the City of Bradenton Police Department will follow procedures outlined in the Bradenton Police Department's General Orders and the Unusual Occurrence Plan 505.

2. In the event of another type of disaster or emergency condition, responding personnel will take appropriate action utilizing the procedures set forth within the Bradenton Police Department's General Orders and the Unusual Occurrence Plan 505.

3. Under the City of Bradenton Police Department General Orders, sworn members will be responsible for maintaining public safety areas accessible to sworn members, preventing crimes such as looting, offering public assistance and making status reports to a command post by whatever means of communication is available. These sworn members will make only those arrests that are necessary.

4. In situations in which a disaster has inflicted major damage, many areas may be left devastated and unprotected. In addition, many high priority emergency operations may be performed in the disaster's aftermath. As a result, there may be a need to tightly control access to the affected area in order to protect damaged property, and reduce the impact of unnecessary traffic on emergency operations. A strict interdiction and control policy will be implemented in the immediate aftermath of a major disaster, and that control will be maintained until sufficient levels of services and infrastructure are available to support the returning population.

5. During recovery from a major disaster certain additional regulatory controls may become necessary to protect health and safety and to limit activity that would otherwise be permitted. Such emergency ordinances might address curfews, sale of certain items and the pricing of essential commodities.

6. These procedures support the implementation of actions as outlined in the Florida Mutual Aid Plan for law enforcement pursuant to Chapter 23.1231, Florida State Statutes, titled the Florida Mutual Aid Act.

7. The Bradenton Police Department distinguishes between disasters and other emergencies; the difference can be attributed to degree.

   a) Disasters: Disasters are calamities that threaten to affect extraordinary loss of life and / or property.

During major disasters, which involve all Manatee County, the Sheriff is the Chief of Manatee County law enforcement services. He will coordinate law enforcement activities of all Manatee County business, industrial, and law enforcement services and private and voluntary forces, including deputized and special deputies. Chiefs of municipal law enforcement agencies who have jurisdictional responsibilities will serve as deputies to the Sheriff in a unified command to direct their respective units.

This authority is derived in accordance with procedures set forth in F.S. 252.38 to assist the Office of Emergency Management.

Disasters severely test our ability to: protect lives and property, maintain order, and preserve the peace. Few occurrences generate as much public attention as an incident of disastrous magnitude. Consequently, it is essential that we not only conduct ourselves in a professional manner, but also demonstrate through our actions a degree of expertise that generates public approval and confidence.

b) Emergencies: Emergencies involve potential or actual personal injury and / or property loss. At times, the Bradenton Police Department will declare an emergency alert and the Manatee County Sheriff's Office, other municipal police departments, outside agencies, and organizations may be used in the control effort. During any disaster or other emergency, we must quickly restore conditions to as normal as possible. Our command objective must assure this action is completed as efficiently as possible. The control tactics we employ must take into account priorities, alternatives, and costs. They depend upon the type and magnitude of the situation, personnel, and equipment available, number of persons affected, and the extent of damage. The tactics outlined in this plan must be viewed as guidelines. Although somewhat detailed, it is impossible to prescribe for every conceivable action or procedure.

III. CONCEPT OF OPERATIONS

A. General

The City of Bradenton Police Department is the primary agency and is responsible for coordination of all law enforcement personnel, equipment and activities within the City of Bradenton.

B. Organization

1. Law enforcement officers under the Chief of Police's command will provide 24-hour coverage.

2. Primary Agency and Local Support - The City of Bradenton Police Department (BPD) serves as the primary agency. The BPD may request local support using formal Mutual/Automatic Aid agreements with law enforcement agencies within Manatee County. A coordinator will be designated to work with the Manatee County CEMP ESF 16 if needed.

3. State Support -Mutual aid resources outside Manatee County and FFCA statewide Law Enforcement Rescue Disaster Response Plan resources must be requested through Manatee County ESF 16.

4. Resource Coordination - If additional resources are needed for large scale County-wide events, the Manatee County ESF 16 Coordinator(s) will plan, coordinate, and control activities, mobilization of resources and jurisdictional assignment of personnel and equipment.

C. Planning Priorities

There are several emergency management objectives of this plan. These objectives are to:

1. Reduce or minimize the loss of life and property

2. Care for the injured and maintain public health

3. Alleviate suffering and hardship

4. Maintain law and order

5. Restore essential services and provide vital resources to affected areas

6. Provide for continuity of government

7. Provide the basis for subsequent recovery.

8. Coordinate with support agencies.

IV. ACTIONS

A. Preparation

1. Local evacuation orders imposed through the Manatee County Emergency Operations Center (EOC) will be implemented by BPD. Patrol Units will be posted at all major intersections to ensure that the flow of traffic from the barrier islands to the interstate proceed in the most expeditious manner.

2. The School Resource Officers will be assigned to the shelters that are within the City of Bradenton's Jurisdiction.

3. In the continuous recovery effort for non-hurricane disasters or emergency conditions, duty hours will be adjusted to an established 12 hour schedule in two (2) squads 7:00 a.m. – 7:00 p.m. / 7:00 p.m. – 7:00 a.m., and relief will be provided on a needed basis.

4. Coordinate meetings, plans, exercises, training, and other activities with both City of Bradenton and County EOCs, the private sector, and support agencies.

5. Contact support and mutual aid contractors to place them on standby for timely responses if needed.

6. Develop, test, and maintain a manual, or automated listings of:

7. Agency emergency points of contacts.

8. Bradenton Police Department available resources from within the agency, such as types of equipment and supplies.

9. Coordinate with support agencies to identify all available resources and their location.

10. Review the steps necessary for proper documentation of FEMA reports.

11. Ready vehicles and equipment.

12. Establish duty schedules for post disaster periods.

13. Secure all sites and facilities.

14. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

B. Response

1. There will be approximately seven (7) Police Officers staged at each of the City of Bradenton Fire Department stations. This will allow for the Police Officers to be deployed immediately from three (3) different areas within the City of Bradenton.

2. If the Bradenton Police Department is evacuated, the public safety radio systems will be transferred to the Manatee County Emergency Operations Center (E.O.C.) Bradenton Police Department Communications Center staff will work out of provided workstations within the Manatee County E.O.C. Bradenton Police Department Communications Center staff shall be evacuated to the Manatee County Emergency Operations Center (E.O.C.) thirty-six (36) hours prior to any pending disaster.

3. If the Bradenton Police Department is evacuated, all evidence that is related to criminal investigations will be loaded into departmental van(s), trucks and transported to a safe and secure location by the Property and Evidence Supervisor/Support Personnel. A sworn law enforcement officer(s) shall accompany each vehicle for security purposes.

C. Recovery

1. Facilitate Reentry into Disaster Areas - The highest priority in the aftermath of a disaster will be to secure the affected area and control re-entry in accordance with the policies set forth by the Manatee County Emergency Operations Center. Bradenton Police Department S.W.A.T. members may be deployed to support the Bradenton Fire Department Search and Rescue teams entering the area to search for survivors. Only after these actions have been completed will other government and private sector recovery operations (e.g. debris removal, utilities restoration) be allowed to begin.

2. Interdiction - In the immediate aftermath of a disaster, control and restrict access to the impacted area. This will be done at the direction of the Manatee County Emergency Operations Center. Additional resources and manpower needed to carry out this operation will be determined by the Joint Law Enforcement Command Desk at the Manatee County Emergency Operations Center based on an assessment of the size of the area to be covered. These requirements will be forwarded to the County Emergency Operations Center, and included in the request to the Governor for Florida National Guard assistance if required.

3. Enact Curfews - In support of security operations, a curfew may be enacted for the affected areas by Executive Order of the Governor or by local proclamation. The length and duration of such a curfew will depend on the extent of damage and the progress of recovery efforts.

4. Issue Ordinances - During the recovery phase of a disaster or other such emergency, certain additional regulatory controls may become necessary to protect health and safety by limiting activity that would otherwise be permitted. Such state of emergency ordinances would address such things as curfews, sale of specified items and the pricing by vendors of essential commodities.

5. Provide security for and ensuring evidentiary scene protection for a disaster or emergency incident shall be a law enforcement function.

As weather conditions permit, a law enforcement officer will be assigned to protect the integrity of any crime scene, with one entry/exit point.

6. Investigate and document all deaths resulting from a disaster shall be a law enforcement function, conducted in cooperation with the Manatee County Medical Examiner's Office.

7. Intelligence - Information relative to any incident may be gathered from a myriad of sources including field units, NCIC teletype, FCIC teletype, FLASH, NOAA Weather Service, National Weather Service, Weather Satellite, ESATCOM, EAS and SEOC.

8. In the event that radio and computer communications cease to exist, law enforcement officers shall be stationed at one of the three (3) Bradenton Fire Departments, which is where they will be dispatched from on a needed basis.

V. Financial Management

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A – Agency Emergency Contact Numbers

AGENCY	NAME	PHONE	EMAIL
Manatee County Sheriff's Office	Lt. Lorenzo Waiters	941-747-3011	lorenzo.waiters@manateesheriff.com
Palmetto Police Department	Lt. Rex Hannaford	941-723-4587	rhannaford@palmettopd.com
Holmes Beach Police Department	Lt. Dale Stephenson	941-708-5800	deputychief@holmesbeach.org
Bradenton Beach Police Department	Lt. John Crosby	941-778-6311	jacbbpd@hotmail.com
Florida Department of Law Enforcement	Various	813-878-7300	Various
Florida Highway Patrol	Sgt. James Vaught	941-751-7647	vaught.james@fhp.hsmv.state.fl.us
Florida National Guard	Various	941- 741-3078	Various

APPENDIX B – List of Agency Equipment Used During an Unusual Occurrence

1. Above-Ground Emergency Generator – Mr. Ron Deglopper
2. Emergency Generator – Mr. Ron Deglopper
3. S.W.A.T. Generator – Sgt. James Wilkinson
4. Traffic Unit Generator – Sgt. Brian Thiers
5. Lighting Equipment – Sgt. Brian Thiers

ANNEX 5 – Public Information

COB Department: Mayor's Office

Manatee County ESF: 14

I. GENERAL

A. Primary Agency: City of Bradenton Public Information Office

B. Support Agencies: City of Bradenton
Manatee County
State of Florida
Other government entities
Local and/or other Media

II. INTRODUCTION

A. Purpose

To compile and coordinate the release of information before, during and immediately following a catastrophic, major disaster, or incident.

B. Scope

Includes the use of all available means to provide the public with:

1. A description of the actions they should take should a disaster threaten. Information includes data on the background and type of disaster, combined with the what, who, when, and why.

2. All measures being taken by the City of Bradenton to deal with the emergency, including all governmental decisions, recommendations, and instructions.

C. Planning Assumptions

1. A significant natural disaster, emergency condition or other major incident may be of such severity and magnitude that the means of

dispensing public information in the disaster area may be severely affected or cease to function. Outside the disaster area, the demand for information concerning the disaster may be overwhelming.

2. Extensive destruction of media communications facilities and loss of electrical power might severely disrupt the normal flow and dispensing of information in the disaster area.

3. The demand for public information in the disaster area might exceed the capability of the City of Bradenton to provide service, or the nature of the disaster might cause inquiries from state agencies requiring responses. Additional support might be requested from the Manatee County EOC or the State of Florida.

4. If City Hall is not available, the City of Bradenton PIO will operate out of the City of Bradenton EOC with access to computers, phones and internet as those services are restored. The City of Bradenton PIO will need access to technology in order to communicate with the media, other governmental organizations, etc. Priority systems include access to phones to call media and agencies, access to e-mail, and access to the internet to gather and disseminate information.

5. In the aftermath of a disaster, information will frequently be erroneous, vague, difficult to confirm and contradictory.

6. The news media will be a valuable asset in communicating timely and accurate information to the public.

7. In the aftermath of a disaster, there may be significant demand to know what volunteer resources are needed.

D. Policy

The work of the City of Bradenton PIO during a declared emergency represents a conduct of public business accessible to the media under the existing provisions of Florida's Sunshine Law. This policy, therefore, represents an attempt to comply with that law while providing provisions for emergency deliberations and decision making.

III. CONCEPT OF OPERATIONS

A. General

The City of Bradenton Public Information Office is the primary agency and is responsible compiling and coordinating the release of information to the public. A coordinator will be designated to work with the Manatee County ESF 5 as needed.

IV. ACTIONS

A. Preparation

1. Information disseminated during normal operations includes written disaster preparedness materials, public speaking engagements, news releases, news features, and radio and television spots. This information is designed to instruct residents on potential hazards, and individual responsibilities and actions which can be taken to minimize loss of life and property during a disaster.

2. Activities also include the development of working relationships with media personnel and organizations to facilitate prompt, accurate news coverage of disaster operations.

3. Emergency information begins with a determination by appropriate authorities that conditions, which could result in an emergency situation, are present or probable. As the disaster approaches, estimates of the probable impact on the threatened area will be issued, emergency public information and instructions will become specific, and accurate accounts of the existing situation will be continually reported. Information disseminated during this phase will be primarily directed toward the survival and health and safety of the population within the disaster area.

B. Response / Recovery

1. Press releases will give estimates of conditions, what is being done to alleviate the problems, and descriptions of emergency assistance available, including where and how disaster victims may apply for such assistance.

2. Initial actions by City of Bradenton PIO.

   a. Staff City of Bradenton PIO as needed.

   b. Gather information from meetings conducted by City of Bradenton officials, Manatee County EOC officials, or other officials to provide updates to the news media concerning disaster conditions and local actions taken pursuant to those conditions.

   c. Establish an initial press briefing, in coordination with the Incident Commander.

   d. Gather information for City of Bradenton HR Director to assist in the dissemination of such information to the City of Bradenton employees.

   e. Constantly monitor local media outlets for the accuracy of information presented to the public, immediately correcting any misinformation if found.

   f. Document all requests for information, coordinating with the appropriate ESF to clarify requests for information.

   g. Continue to coordinate with Manatee County EOC.

   h. Continue to provide updates to the news media concerning disaster conditions and actions taken pursuant to those conditions.

   i. Regularly disseminate information from situation report to the news media.

   j. As soon as possible, provide updates to City of Bradenton Website (www.cityofbradenton.com).

V. Financial Management

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX – Local media

BRADENTON HERALD
NEWSROOM: 745-7000
FAX: 745-7097
Staff
Joan Krauter, executive editor, 745-7000, jkrauter@bradenton.com
Gary Taylor, editor, 745-7011, cell 224-xxxx, gtaylor@bradenton.com
Joe Saunders, editor, 745-7040, jsaunders@bradenton.com
Mark Masferrer, editor, mmasferrer@bradenton.com
Grace Agostin, City Reporter, 748-0411, ext. 2620 cell: 813-xxx-xxxx, gagostin@bradenton.com
Duane Marsteller, Transportation Reporter, 745-7080 Ext. 2630, cell 321-xxxx, dmarsteller@bradenton.com

MANATEE HERALD-TRIBUNE
FAX: 742-6169
NEWSROOM: 742-6150
Staff
Dale White, asst. editor, cell 315-xxxx, Dale.White@heraldtribune.com
Anthony Cormier, reporter, cell 315-xxxx, Anthony.cormier@heraldtribune.com
Yvette Kimm, (941) 448-3943, xxxxxx
Barry Tarleton, SNN Assignment Manager, cell 356-xxxx 24-7
wk 361-xxxx mon----fri

ABC 7
DESK: (941) 923-6397
FAX: 923-8709
xxxxxxxx
Sarasota, FL 34236
Staff
Michelle Rieg, reporter, cell 941-xxx-xxxx, mrieg@mysuncoast.com
Melissa Parker, Assignment Mgr. & Staff Writer, (941) 552-xxxx, mparker@mysuncoast.com
Kay Mathers, News Director/Editor phone 941-522-3019, cell is 302-xxxx, kmathers@mysuncoast.com
Lindsay Bramson, Assignment Editor; phone: 941-552-xxxx, lbramson@mysuncoast.com

BAY NEWS 9
DESK: 748-3816
FAX: 727-329-2434
Staff
Emily Maza, 727-xxx-xxxx cell; 941 748-3816 extension 24126
Jen Anderson, Jennifer.anderson@baynews9.com

FOX 13
DESK: 813-870-9630
FAX: 813-871-5815
xxxxxxxxx
Tampa, Fla. 33609
Richard Russo, Assignment Editor , 813-870-9630, ext. 456; 941-xxx-xxxx (cell), Richard.russo@foxtv.com
Lori Boex, Good Day Planning Editor, (813) 870-xxxx, lori.boex@foxtv.com

WBRD – 1420 AM (Spanish)
DESK: 955-1420
FAX: 723-9831
xxxxxxxxx
Ramiro Lerma, morning reporter

WJIS 88.1 FM
DESK: 753-0401
thejoyfm@thejoyfm.com

WIBQ 1220 AM
Sarasota
Doug Miles
952-xxxx
xxxxxxxxxx

WWRM – 94.9 FM
Desk: 727-579-2264
xxxxxxxx

WWPR-AM 1490
DESK: 761-8843
Ed Edwards
xxxxxxxxxxxxx

xxxxxxxxxxxxxx

TAMPA BAY BUSINESS JOURNAL
DESK: (813) 342-2477
FAX: 813-876-1827 or 813-873-0219
xxxxxxxxxxxxxxxxx
Tampa, FL 33607
Staff
Michael Hinman, Direct: (813) 342-xxxx, Cell: (813) xxx-xxxx, mhinman@bizjournals.com
Jane Meinhardt, Mobile 727-xxx-xxxx, Main 813-342-xxxx, jmeinhardt@bizjournals.com

CHANNEL 10
DESK: 727-577-6397 or desk@tampabays10.com
FAX: 727-576-6924
WTSP Tampa Bay's 10
xxxxxxxxxxxxxx
St. Petersburg, FL 33702
Staff
Susan Wilson, Editor, 813-xxx-xxxx; 727-xxx-xxxx-Direct, swilson@tampabays10.com
Jim Peppard, Night News Desk, (727) 577-xxxx

TEMPO NEWS
Susie Copeland, (941)748-xxxx, xxxxxxxxxxxxx
FAX: 941-xxx-xxxx
xxxxxxxxxxxxxxxxx
Bradenton, FL 34208

NEWSMANATEE.COM
Mike Quinn, publisher
xxxxxxxxxxxxxxxxxx
(941) 746-xxxx phone
(941) 746-xxxx fax

LAKEWOOD RANCH NEWS
DESK: 757-1542
FAX: 757-1543
Lisa Lentz, editor
xxxxxxxxxxxxxxxxx
Cell: 812-xxxx

Tampa Bay-area media

TELEVISION

Channel 8 – WFLA
Phone: 813-221-5788
Fax: 813-225-2770
news@wfla.com

Channel 28 - WFTS
Phone: 877-833-2828
Fax: 813-8702828
newstip@abcactionnews.com

Channel 32 – WMOR
(entertainment news)
Phone: 813-626-3232
Fax: 813-622-7732
dlawrence@herst.com

Channel 62 – WVEA (Spanish)
Phone: 813-872-6262
Fax: 813-998-3600
noticiastampa@entravision.com

RADIO

WFLZ – 93.3 FM
800-409-9393

WQYK – 99.5 FM
800-992-1099

WPOI – 101.5 FM
877-999-1015

WDUV – 103 FM
888-723-9388

ANNEX 6 – Information Technology

COB Department: Information Technology

Manatee County ESF: N/A

I. GENERAL

A. Primary Agency: City of Bradenton Information Technology (IT)

B. Support Agencies: Technology Vendors (See Appendix)

II. INTRODUCTION

A. Purpose

To restore technology services and support recovery efforts following a catastrophic, major disaster, or incident.

B. Scope

1. Priority actions include providing access to the internet, e-mail, and Eden to the ComCent only.

2. Includes eventual restoration of normal IT services to the COB.

C. Planning Assumptions

1. If City Hall is not available, the IT department will operate out of the ComCent.

2. The COB has active contracts with Tyler Technologies for Eden and Sprint for E-mail access.

3. All workstations located at the ComCent and a number of additional laptops will be available for shared use.

4. The ComCent has adequate and consistent power to restore and maintain a computing environment.

5. The ComCent has adequate and consistent access to the internet for Eden and E-mail.

III. CONCEPT OF OPERATIONS

A. General

The COB IT Department will work under the direction of the department's Director to set priorities and restore technology services.

IV. ACTIONS

A. Preparation

1. In order to minimize damage and protect all assets, all COB employees who have computers shall move their computer equipment off the floor and cover it with a plastic bag to protect the equipment from water damage (either from flooding or sprinkler systems). All equipment located near windows should be labeled for that user and moved to an inside office, off the floor and bagged. All doors should be shut.

2. The IT staff will:

    a. Remind users to secure their equipment.
    b. Remind users to drop off laptops and power cords at the ComCent.
    c. Begin to shut down servers and start emergency tape backups. Remind remote sites to run their backups. Secure all backups off site at the ComCent.
    d. Notify Tyler Technologies of emergency, FTP Eden backup and test access.
    e. Notify Sprint of emergency, shut down E-mail server and test access.
    f. All systems not needed during an emergency will be shut down to conserve power.

3. Review the steps necessary for proper documentation of FEMA reports.

4. Notify support agencies of the pending situation and put them on alert.

5. Ready vehicles and equipment.

6. Establish duty schedules for post disaster periods.

7. Secure all sites and facilities.

8. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

B. Recovery/Response:

1. The first priority will be to build a new network at the ComCent. Systems will be restored in this order:

    a. Assemble and power up workstations
    b. Restore internet access
    c. Restore access to E-mail
    d. Restore access to Eden

2. Contact vendors as to the status of the situation. Coordinate services via vendors if needed to restore systems.

3. Other priorities are as follows:

    a. Attempt to salvage the equipment from City Hall and other locations.
    b. Order new equipment where necessary.
    c. Attempt to restore all systems.

V. <u>Financial Management</u>

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A – EQUIPMENT TO BE MOVED TO THE COBEOC

Any staff with laptops not working the storm should drop off their laptops at the City of Bradenton EOC.
Micr printer from Accounting
Emergency Box of Spare Equipment (wireless router, switches, patch cables, mice, keyboard, printer ribbons)
GIS Worksation (s)

APPENDIX B – Technology Contacts

COMPANY	NAME	PHONE	EMAIL
PHONE SYSTEMS			
BellSouth	Kevin McCarthy Catherine Vance	XXX	
FDN	Debbie Owens Customer Service Denise Valade	XXX	
Verizon	Centranet Repair Phone Systems	XXX	
Alltel	Chris Conners Michael McDonald Charles Stephens	XXX	
CABLE			
Bright House	Meghan Delong Jeff Merta	XXX	
APPLICATIONS			
HTE Sungard – OSSI	Mickey Boylan	XXX	
Eden – Tyler Technologies	Jeff Green	XXX	
BIS Digital – DCR Recording	Jordan Dozier Ed Puccio	XXX	
MCCI – LaserFiche	Bob Kinsey	XXX	
RCS – PCI	Reid Landers Chris Rolston	XXX	
DCR	Kevin Mathes Jennifer Waymire	XXX	
AVE – GovOffice City of Bradenton Website	Mike Chaloupka	XXX	
Sprint – Email	Dawn Robison Pete Weldon	XXX	

Happy -	Thom Siragusa	XXX	
Fire House	Roger DeDoncker	XXX	
OTHER CITIES			
Palmetto	Geoff Campbell	XXX	
Sarasota	Bill Culver	XXX	
FLGISA	Ric Dugger	XXX	
Manatee County - IT	Diane Frenz	XXX	
Venice	Lance Heiss	XXX	
Palm Beach Gardens	Eric Holt	XXX	
Manatee County – Dispatch	Bill Hutchison	XXX	
TECH VENDORS			
Coleman Tech	Bob Ottens	XXX	
Ricoh	Victor Ernst	XXX	
SHI	Trevor Golden	XXX	
Acuity Solutions	Jeremy Frey Julio Sanchez	XXX	
Tribridge Inc.	Andy Swenson	XXX	
Communication Contractors	Ron Galan	XXX	
Bayshore Technologies	Ken Griffin Frank Mann	XXX	
HARDWARE			
Gateway	Brad Danke	XXX	
Dell	Michael Dickenson Stephen Dyer Drew Weems	XXX	
Roger Heroux	CDWG	XXX	
CMS Communications	Amber Manley	XXX	
Insight	Stephen Storey	XXX	
Optimus Solutions	AJ Glatt	XXX	
VMWare	Tech Support	XXX	
SMS	Tech Support	XXX	
Symantec Backup	Tech Support	XXX	

HP	Tech Support Customer Service	XXX	
Microsoft	Tech Support	XXX	
Juniper	Support	XXX	

ANNEX 7 – Human Resources

COB Department: Human Resources

Manatee County ESF: N/A

I. GENERAL

A. Primary Agency: City of Bradenton Human Resources

B. Support Agencies:
Great West Healthcare – Health Insurance
Florida Retirement - Retirement
Comp Benefits – Dental and Vision
Reliance Standard – Voluntary Life Insurance, Short Term Disability (STD), Long Term Disability (LTD)
Pinnacle
Finance Department City of Bradenton - Payroll
Eden
Preferred Governmental Claim Solutions (PGCS) - Workers' Compensation

II. INTRODUCTION

A. Purpose

To restore human resource services and support recovery efforts following a catastrophic, major disaster, or incident.

B. Scope

1. Includes Human Resource services for employees and retirees of the City of Bradenton. These services include Hiring, Payroll, Termination, Benefit Administration, and Workers' Compensation.

2. Includes eventual restoration of normal Human Resources services to the City of Bradenton.

C. Planning Assumptions

1. If the City of Bradenton City Hall is not available, Human Resources will operate out of COBEOC with access to computers, phones and internet as those services are restored. Human Resource will need access to technology in order to support Employees. Priority systems include access to phones to call employees and vendors, access to Eden for Human Resource records and access to the internet to access vendor sites.

2. All Healthcare, Dental and Vision and Life Insurance, STD and LTD can be issued and/or approved from a vendor site if needed.

3. Workers' Compensation checks can be issued from PGCS in Orlando without a signature from City of Bradenton. PGCS will mail the checks from their site until City Hall is either reopened or an alternative site is chosen.

III. CONCEPT OF OPERATIONS

A. General

City of Bradenton Human Resources Department will work under the direction of the City of Bradenton's Human Resources Director to set priorities and restore services to employees.

IV. ACTIONS

A. Preparation

1. All Human Resource file cabinets and computers will be covered with plastic bags to protect the records and machines from flooding and sprinkler systems.

2. All doors will be shut.

3. All laptops will be taken to City of Bradenton EOC by Human Resource Director.

4. All critical records from insurance companies and workers'

compensation files will be placed in binders to be used until systems are available at the City of Bradenton EOC. Where possible, electronic copies will be placed on USB drives and all other files will be printed. All forms and files will be taken to City of Bradenton EOC when employees are released in anticipation of the pending disaster.

5. Notify support agencies of the pending situation and put them on alert.

6. Remind supervisors to update their Department call trees and distribute them to all employees.

7. Email all providers of the emergency situation and to implement the disaster agreement.

8. Update the Employee 1-800 phone message.

9. Review the steps necessary for proper documentation of FEMA reports.

10. Establish duty schedules for post disaster periods.

11. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

B. Response / Recovery

1. Until the Eden is available, Human Resources will operate from paper files.

2. Update the 1-800 employee message with recovery information, where and when to report to work.

3. Contact providers as to the status of the situation.

4. Assist employees, their families and retirees in the event of illness, injury or death with securing services.

5. As soon as e-mail is operational, assist with email blasts to all

employees having computers.

6. Other priorities are as follows:
   a. Attempt to salvage the records from City Hall.
   b. Order new equipment where necessary.
   c. Attempt to restore all Human Resource functions.

V. Financial Management

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

Appendix A – Instructions for update the Employee 1-800 number

1-800-XXX-XXXX

To change the message:

- Dial XXX-XXX-XXXX
- Press # to access mailbox number XXX-XXX-XXXX, password XXXX
- Follow the prompts to update the message

APPENDIX B – Human Resource Contacts

COMPANY	NAME	PHONE	EMAIL
GreatWest Health	Kelley Swanman	XXX	XXX
Comp Benefits	Leslie Nolan	XXX	XXX
Reliance Standard			
PGCS	Martha Turner	XXX	XXX
Dana Andrews		XXX	XXX
Greg Hearing		XXX	XXX
Pinnacle	Dr. Soler	XXX	XXX
FRS		XXX	XXX
Health Department		XXX	XXX

APPENDIX C – Checklist of Files to Take to COB EOC

1. Benlink (Great West) Spreadsheet
2. Reliance Standard – Voluntary Life, STD, LTD Spreadsheet
3. CompBenefits – Spread Sheet
4. Job Descriptions
5. Forms Book
6. AFLAC
7. Evacuation Spreadsheet
8. Employee Handbook
9. FRS Pension Books
10. PBA Pension Booklet
11. FFA Pension Booklet
12. Police and Fire Contracts
13. Current Position Allocation Report from Eden

ANNEX 8 – Finance & Purchasing

COB Department: Clerk & Treasurer

Manatee County ESF: N/A

I. GENERAL

A. Primary Agency: City of Bradenton Clerk & Treasurer's Department

B. Support Agencies:
City of Bradenton Finance
City of Bradenton Purchasing
Bank of America (BOA)
City of Bradenton Human Resources
City of Bradenton Information Technology

II. INTRODUCTION

A. Purpose

To restore financial services and support recovery efforts following a catastrophic, major disaster, or incident.

B. Scope

1. Includes the efforts necessary to locate and purchase critical needs such as emergency supplies, equipment, contracted services and other essential services or material resources.

2. Includes the efforts necessary to provide payroll to employees and retirees.

3. Includes the efforts to support the financial management requirements of the ComCent.

4. Includes eventual restoration of normal City Clerk services to the City of Bradenton.

C. Planning Assumptions

1. If the COB City Hall is not available, Clerk & Treasurer Department will operate out of the ComCent with access to computers, phones and internet as those services are restored.

2. Field Purchase Orders will be used until Eden access is restored.
   i. (See COBEMP - Appendix J - Emergency Purchasing Procedures)

3. Non-exception city payroll can be generated through Bank of America until city Eden access is restored.

4. Emergency funds will also be available through Bank of America.

III. CONCEPT OF OPERATIONS

A. General

City of Bradenton Clerk & Treasurer Department will work under the direction of the City Clerk & Treasurer to set priorities and restore financial services.

IV. ACTIONS

A. Preparation

1. Purchasing

   a. Obtain Field Purchase Order forms and take them to the City of Bradenton Parking Garage Vault Room.
   b. Print a copy of a current up-to-date vendor list with contact information. Download vendor list and contact information to USB drive.
   c. Print a copy of current inventory. Check availability of resources needed.
   d. Have available copies of any purchasing contracts that may be needed to support recovery functions.
   e. Process and export a copy of confirming purchase order numbers to be used with field purchase orders.

2. Finance

   a. Increase the authorized limit on the City of Bradenton commercial credit card accounts.
   b. Secure emergency cash on hand confirmations from BOA
   c. Backup up all BOA Certificates to a USB drive.
   d. Back up all Finance Procedures to a USB drive.
   e. Back up all banking contracts, bank account schematics, ACH procedures and wire transfer information to a USB drive.
   f. Review with BOA the City of Bradenton standing order form for cash emergencies.
   g. Print copies of the City of Bradenton Tax Exempt Certificate and backup to USB drive.
   h. Print copies of the City of Bradenton credit information and backup to USB drive.
   i. Review the last payroll issued for abnormalities and exceptions and review and run a non-exception payroll to be forwarded to BOA.
   j. Print payroll tax contact numbers, account numbers and websites necessary to pay taxes. Backup to a USB drive.

3. Perform checklist for Clerk, Facilities, Utility Billing, Administration, Safety, Golf Course - See Appendix B.

4. Update items contained in Recovery Box and take the box to the City of Bradenton Parking Garage Vault Room.

5. Take all laptops to the ComCent.

6. Notify support agencies of the pending situation and put them on alert.

7. Review the steps necessary for proper documentation of FEMA reports.

8. Ready vehicles and equipment.

9. Establish duty schedules for post disaster periods.

10. Secure all sites and facilities.

11. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

C. Response / Recovery Actions

1. Contact vendors as to the status of the situation. Coordinate services via vendors until systems are available.

2. Purchasing will work with supporting agencies to assist in acquisition of needed resources. Field Purchase Orders will be used until Eden access is restored. (See COBEMP - Appendix J - Emergency Purchasing Procedures)

3. When Eden is available, input field purchase orders issued into the system (Eden) and process new orders as they are received, through Standard Operating Procedures (SOP).

4. When Eden is available, run vendor checks and process payroll through SOP.

5. Perform necessary financial reporting to support ComCent.

6. Other priorities are as follows:
   a. Attempt to salvage the records from City Hall.
   b. Order new equipment where necessary.
   c. Attempt to restore all City Clerk functions.

V. <u>Financial Management</u>

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A

Items to be moved:

1. MICR Printer
2. Recovery Box
    a. Checks
    b. Insurance Documents and contacts
    c. Asset Listing – hard copy
    d. City Contracts
    e. Banking Documents
    f. Accounts Listing
3. Laptops will be transported to BFD Station 1 by City Clerk Staff

Key personnel:

1. Sheila Lindergren
2. Ron Harmon
3. David Beauchamp
4. Carl Callahan

APPENDIX B

Checklists Items For:

1. City Clerk
2. Facilities
3. Utility Billing
4. Administration
5. Risk/Safety
6. Golf Course

Clerk/Records

- Meeting (council) timelines, resolutions, public notice
- Inter-local agreements
- City contracts
- FEMA worksheets, schedules, rates and information to recovery box

Facilities Maintenance

- Check fuel for emergency generator (unit is currently test run every Monday)
  Generator uses 6 gal/hr under load, 850-1000 gal available, and approximately 140 hrs of continuous use.
- Fuel and relocate city vehicles to parking garage
- Secure city hall building
  - Readiness of supplies
  - Clean roof and drains
  - Check all a/c units and vent covers
  - Bring in outside furniture
  - Order 60 sand bags from Public works
  - Close blinds in outside offices
  - Tape outside doors
  - *See IT policy for computers and copiers.

Utility Billing

- Vehicles to parking garage (fuel, radio and supply check)
  - All 5 vehicles are equipped with radios
- Hand held meter reading devices to follow IT policy for computer equipment
- Account listings, billing and receiving information backed up daily as per IT plan
- Eden up - able to read – bill as normal
- Eden up – unable to read – bill on 6 month average billing per customer records.
- Eden down – no billing available – account listings with balances to recovery box with hard copy back up and usb

Administration

- Cash on hand deposited daily
- Cashiering register banks kept on site and locked in fire king
- RCS and IC Verify backed up daily as per IT procedures
- Local Business Tax records backed up daily per IT procedures

Risk/Safety

- All city insurance documents to recovery box with current contact information

Golf Course

- Check fuel inventory levels if needed later in other areas of city.

- Secure in the Maintenance building the following:
    - Flag sticks and cups
    - Trash cans
    - Water coolers
    - Tee markers
    - Signage
    - All yardage stakes
    - All turf equipment
    - Have all equipment serviced and full of fuel
    - Have all chains sharpened and adjusted

For the course prepare the following:

- Make sure all drain culverts are cleared
- Shut down entire irrigation system

Clubhouse and Cart building

Prepare the following:

- Back up of all computer system info (Chelsea system Contains Pro Shop and Snack Bar inventory.) and stored in recovery box. Also all deposits to bank, only daily bank to keep on hand in safe.
- Put furniture from the screened porch and place in the clubhouse
- Put all potted plants from the porch and place in the clubhouse
- Bring in American flag
- Bring in trash cans from around clubhouse and cart building
- Make sure all carts are filled with fuel and secured in cart building
- Board up clubhouse windows

ANNEX 9 – Planning

COB Department: Planning and Community Development

Manatee County ESF: N/A

I. GENERAL

A. Primary Agency: City of Bradenton Planning and Community Development

B. Support Agencies: Information Technology
Bradenton Fire Department
Manatee County Building Department

II. INTRODUCTION

A. Purpose

To assess the City of Bradenton for damage and report that information to the City of Bradenton, Manatee County EOC, and State of Florida Emergency Management and to restore Permitting and Inspection services for the recovery of the City of Bradenton.

B. Scope

1. Includes identification of areas where unsafe structures and appurtenances present a life safety hazard to citizens and recovery personnel.

2. Includes rapid assessment of the extent of damage within the City boundaries.

3. Includes restoration of normal municipal activities, primarily management of permitting and inspecting work for citizen recovery.

4. Includes coordination of the overall information and planning activities in support of Federal, state and county and jurisdictional recovery operations.

C. Planning Assumptions

1. The ComCent has available space for 2 GIS personnel to utlize as shelter during an incident.

2. Public Works Annex has available space for 12 Damage Assement Team personnel to utilize as shelter during an incident.

3. If City Hall is not available, the Planning Department will operate out of the ComCent.

4. Two GIS workstations can be housed at the ComCent and that the ComCent has adequate and consistent power support the GIS workstations.

5. The ComCent has a plotter and a printer that can be used by the GIS personnel.

6. Information received from Manatee County Building Department is accurate as to the format of the information to submit for FEMA.

7. Unlicensed contracting will be closely monitored and punishable by fines and possible arrest

D. Policies

1. Permitting will be required for all construction work with or without fees as determined by Gubernatorial Declaration.

2. All contractors engaged in construction work following a disaster must be either currently registered to work in the City of Bradenton, or register through one of the remote permitting sites by emergency registration procedures.

3. Homeowners may permit their own work with the appropriate affidavit.

IV. <u>CONCEPT OF OPERATIONS</u>

A. General

The City of Bradenton Planning and Community Development Department is the primary agency and is responsible for the damage assessment and reporting that information to the City of Bradenton, Manatee County EOC, and State of Florida Emergency Management and to restore Permitting and Inspection services for the recovery of the City of Bradenton.

B. Organization

The purpose of the Initial Damage Assessment is for rapid reporting of damage levels to State Division of Emergency Management so that if needed, declaration by the Governor of the State of Florida, as a Disaster Area can be established. The Initial assessment in the City of Bradenton will be carried out by six Damage Assessment Teams (DATs). DAT Teams will be pre-assigned to specific geographic districts, and pre-staged to facilitate quick activation following a disaster. Assessment will begin as soon as Incident Commander has been given clearance and should be conducted as rapidly and accurately as possible.

IV. ACTIONS

A. Preparation

1. Annual procedures shall be carried out during the first week of June, marking the start of hurricane season and include the following:
    a. Pre-incident operations Officer shall contact State agencies to verify procedures and forms.
    b. All employees shall review and update written procedures, checklists, organization charts, call lists, which pertain to their responsibilities before, during, and post incident.
    c. Locate and verify supplies are complete and available for quick distribution. (see Appendix F, G, I, J)
    d. Update GIS maps and create assessment packages. (see Appendix C)
    e. New employees assigned to teams shall receive training on procedures and equipment appropriate to their team responsibilities.

2. Once the partial activation Level II has been issued, the Commander (Director of Planning) shall contact the Operations Officer, who will coordinate the notification process. Notification will then be made to all key department personnel, and a staggered release of employees shall begin, for the final securing of home/family and preparation for deployment.

3. Review the steps necessary for proper documentation of FEMA reports.

4. Brief key personnel that will assist with damage assessment. Distribute supplies and assessment packages. Key personnel should be dismissed to secure their homes and obtain personal deployment gear and report to their staging areas (see Appendix A).

5. Those employees who remain at City Hall shall be responsible for the follow:
    a. Securing work area and moving computer/electronic equipment as directed by IT department and non-essential laptop computers to be taken to the ComCent.
    b. All City vehicles shall be fueled and moved to a secure parking area. All keys and fuel cards will be taken to the ComCent for storage.
    c. Mapping and copy equipment shall be moved to the ComCenter. (see Appendix G)

6. Assign relief personnel their post-disaster duty assignments and send home or to assigned shelters or duty stations.

B. Response / Recovery

1. All employees shall report to their pre-assigned work locations and check-in with designated site leader to begin recovery operations.

2. Begin rapid assessment of structural damage to all residential and commercial structures from the assigned staging areas.

3. The GIS team shall make preparations to receive data from damage assessment teams, to generate maps (see Appendix C).

4. Routinely prepare and file situation reports to include pertinent information about the response, restoration and repair progress.

5. If appropriate, establish remote site(s) to issue permits and establish procedures and teams to perform inspections. (see Appendix D, E)

6. Other priorities are as follows:
    a. Attempt to salvage the records from City Hall.
    b. Order new equipment where necessary.
    c. Attempt to restore all Planning & Community Development functions.

V. <u>Financial Management</u>

It is required that all uses of labor, equipment, and supplies be documented. Therefore, all assigned personnel will document activities and expenses in accordance with guidance set forth within the COBEMP Main.

APPENDIX A: HURRICANE STAGING AREAS FOR DAMAGE ASSESSMENT TEAMS & GIS TEAMS

The following locations will be used as staging areas before and after an emergency incident:

1.1 City of Bradenton Public Works (Annex) – 1411 9th Street West
GIS Team – 2 Persons

1.2 City of Bradenton Public Works (Annex) – 1411 9th Street West
Damage Assessment Teams 1, 2, 3, 4, 5 and 6 – 12 Persons

APPENDIX B: DAMAGE ASESSMENT PROCEDURES

1.1 Purpose

1.1.1 The purpose of the Damage Assessment is to efficiently assess damage resulting from an emergency or disaster affecting the City of Bradenton, and provide information regarding the request of State and Federal disaster assistance. The information will be relayed to Manatee County EOC who then will distribute the information to the State. This assessment will be used to possibly declare a State of Emergency and to reestablish priorities and actions plans for recovery by City leadership.

1.1.2 These guidelines is to delineate general steps to be taken for conducting damage assessment in the City of Bradenton, Florida in the event of a disaster, and identify the roles and responsibilities of individuals assigned to this function.

1.2 General Information

1.2.1 The initial assessment should be completed in the first twelve hours following the incident.

1.2.2 Each team will leave from their respective locations to perform a written assessment of their assigned areas. Each team will utilize a City vehicle, handheld radio, handheld GPS unit, and an Assessment form packet.

1.3 Pre-Incident Procedures

1.3.1 Damage Assessment Teams shall receive their Damage Assessment Equipment kits and double check all items on checklist.

1.3.2 Teams shall secure and refuel their vehicles before arrival at their designated staging area.

1.4 Initial Damage Assessment

1.4.1 Overview

1.4.1.1 The purpose Initial Damage Assessment is for rapid reporting of damage levels to State Division of Emergency Management so that if needed, declaration by the Governor of the State of Florida, as a Disaster Area can be established.

1.4.1.2 The Initial assessment in the City of Bradenton will be carried out by six Damage Assessment Teams (DATs). DAT Teams will be pre-assigned to specific geographic districts, and pre-staged to facilitate quick activation following a disaster.

1.4.1.3 Rapid assessment of structural damage to all residential and commercial structures.

1.4.1.4 Maps of the assigned districts are provided in each teams equipment. If topographic maps are available, they will also be furnished. Following a major incident, recognizable landmarks may be gone and locations may be identifiable only GPS units.

1.4.1.5 Assessment will begin as soon as Incident Commander has been given clearance and should be conducted as rapidly and accurately as possible. Team members shall maintain communications with Incident Commander via handheld radio. Under emergency conditions during a disaster, all radio communications must provide only essential information. Airtime becomes a valuable commodity and must be respected.

1.4.2 Procedures

1.4.2.1 Damage Assessment shall be executed through damage observed through exterior line of sight.

1.4.2.2 Categories of damage shall be assessed based on general percentage of damage ranging from 0% to 100% (see Appendix)

1.4.2.3 In cases where no visible landmark is shown, Damage Assessment Teams shall utilize their handheld GPS systems to navigate and locate damage properties.

1.4.2.4 Assessments shall be reported either in booklets or if conditions will allow assessments may be reported in laptops. Equipment supplies shall contain CD's with damage assessment information.

1.4.2.5 Damage Assessment results shall be assembled in city blocks, and reported back to the GIS Team to archive information.

1.4.2.6 This information shall be compiled and reported to the appropriate staff and transmitted to Manatee County.

1.4.3 Reporting

1.4.3.1 Damage Assessment Teams are equipped with formatted paper and digital templates for effortless data entry during assessments.

1.4.3.2 The Manatee County Impact Assessment Checklist shall be used by the city staff immediately following the initial assessment to coordinate information gathered into the format utilized by Manatee County for submission to state agencies. This format shall include the following information.

1.4.3.2.1 Type of incident, and extent and location of damages

1.4.3.2.2 Number of dead or injured

1.4.3.2.3 General impact of disaster on the city's infrastructure

1.4.3.2.4 Status of local response efforts

1.4.3.2.5 The checklist also provides the city with the means to prioritize later detailed damage assessment data in both the private and public sectors.

1.5 Post Incident Procedures

1.5.1 Damage Assessment Teams shall continue to assess damage in areas in need of more detail as directed by Commander.

1.5.2 Damage Assessment Teams shall report to their assigned post incident responsibilities.

1.5.3 Damage Assessment Teams shall coordinate with State and Federal agencies in the ongoing damage assessments of private and public properties.

1.6 Operations

1.6.1 Response

1.6.1.1 If possible, Damage Assessment personnel shall be pre-assigned to specific geographic areas and pre-staged prior to the event. (Note: Any emergency response unit required for response to a life threatening situation will discontinue the impact assessment process in order to respond. The process may be picked up again following response to the critical incident.)

1.6.2 Personnel

1.6.2.1.1 Trained individuals, such as non-responding law enforcement officers and/or volunteers may be assigned to assist with Damage Assessment, should emergency response personnel be unavailable or overwhelmed with response priorities.

1.6.3 Equipment

1.6.3.1.1 Appropriate personal protective equipment will be used at all times. Personal and department issued equipment requirements are listed in Damage Assessment Supply List.

1.6.4 Communications

1.6.4.1.1 Primary communications shall be conducted through hand held radio, and back up systems include cell phones, and/or assistance from emergency amateur radio operators, if assigned

to Damage Assessment teams. As a last resort, reports will be relayed to 911 communications.

1.6.5 Assigned Territory

1.6.5.1.1 Damage Assessment Teams will be pre-assigned to a specific geographic district, if possible, and pre-staged to facilitate quick activation following a hurricane. Maps of assigned districts should be provided in each Team's equipment kits. Following an incident, recognizable landmarks may be gone and locations may be identifiable only by GPS units.

1.6.6 Dispatch

1.6.6.1.1 Dispatch through hand held radios should be the primary response method, unless otherwise indicated. Units responding to requests from staging area must advise any problems encountered during dispatch, or any changes of assignment necessitate by personal observations.

1.6.6.1.2 Self Dispatch Based on Assessment may be necessary due to lack of communications with other staging areas. The officer in charge should do this based on the immediate situation assessment. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the except of providing life-saving assistance, a search will be conducted as soon as possible of pre-determined priority areas (i.e., public shelters, hospital, mobile home parks, nursing homes, etc.)

1.6.6.2 Safety and Hazard Identification

1.6.6.2.1 Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include, but are not limited to:

1.6.6.2.1.1 Power lines down
1.6.6.2.1.2 Gas leaks
1.6.6.2.1.3 Fires
1.6.6.2.1.4 Unsafe structures
1.6.6.2.1.5 Flooding
1.6.6.2.1.6 Hazardous material incidents
1.6.6.2.1.7 Traumatized animals
1.6.6.2.1.8 Heat stress

1.6.6.2.2 Every attempt should be made to abate these hazards, if it can be done safely and quickly. As with other incidents, personnel should keep themselves well hydrated.

1.6.6.3 On-going Assessment

1.6.6.3.1 During all emergency response operations, continued territory assessment is vital. This information must be communicated to fire department command locations as quickly as possible.

1.7 Demobilization

1.7.1 Relief Crews

1.7.1.1 Crews will be released with consideration being given to length of service, amount of work performed, and mental stress encountered. Incident Command must be advised of the need for replacement crews as soon as the need is identified.

1.7.2 Mutual Aid

1.7.2.1 Priority should be given to releasing mutual aid or other resources from outside agencies. The first-in/first-out concept should be used in determining a resource release schedule. The release of any resource should be cleared through Incident Command.

1.7.3 Critical Incident Stress Management (CISM)

1.7.3.1 Prior to releasing resources from the incident, the need for critical incident debriefing for the response personnel will be determined by the Operations Chief. Personnel who may require CISM should be identified and contacted prior to being released.

1.8 Normal Operations

1.8.1 Normal operations and scheduling will resume at the direction of incident command or fire chief.

APPENDIX C: GIS PROCEDURES

1.1. Purpose

1.1.1. The purpose of the GIS Team regarding emergency management is to provide graphic information and analysis of damage to properties within the City of Bradenton. This information shall be used to request State and or Federal disaster Assistance.

1.2. Annual Procedures

1.1 Review and update written procedures, equipment list, and GIS Layers list.

1.2 Update of Geographic Information Systems (GIS) information from the Manatee County database shall be performed.

1.2.1 Graphics Coordinator and Planner shall export the layers demonstrated in Appendix H, from the Manatee County GIS Database onto an external hard drive and two separate computers with ARC-GIS software installed.

1.2.2 Graphics Coordinator and Planner shall use the outlined boundaries set by the Police Department Response Zones layer to allocate specific zones to each Damage Assessment Team. Modify and rename the layer to reflect these changes.

1.2.3 Graphics Coordinator and Planner shall generate spreadsheet tables utilizing the “parcels” layer. These boundaries should correspond to the new Damage Assessment Team zones, and should be organized by address for efficiency and legibility.

1.2.4 Graphics Coordinator and Planner shall print and organize corresponding maps and tables on tabloid size paper to form individual booklets for each assessment zone. Sample Damage Assessment spread and map is available in Appendix I.

1.2.5 Graphics Coordinator and Planner shall laminate and spiral bound each color-coded area into individual booklets. These booklets will be placed in the corresponding Damage Assessment Team equipment containers.

1.2.6 Graphics Coordinator and Planner shall burn copies of each booklet on CD-Rom's to be placed in Damage Assessment Team equipment containers.

1.3 Pre-Incident Procedures

1.3.1 Graphics Coordinator and one Planner shall work jointly to assemble GIS Equipment Supply and GIS Layer Information necessary for emergency notification and reporting. Supplies shall be transferred to the ComCenter approximately 24 hours before the predicted incident, or at a time determined by Operations.

1.3.2 Graphics Coordinator and Planner shall require the use of a vehicle for the transport of the equipment.

1.3.3 Graphics Coordinator & Planner shall report the Public Works Annex twelve hours prior to predicted incident and shall remain during the incident.

1.4 Post Incident Procedures

1.4.1 All damage assessment information input and mapping shall be stationed at the ComCenter unless otherwise noted.

1.4.2 Damage Assessment forms will be returned to the ComCenter. Information on these assessment forms will be entered into corresponding spreadsheets by specified Data Entry Person, Planner, or Graphics Coordinator.

1.4.3 Graphics Coordinator will use the entered data on the spreadsheet to populate the "Parcel" layer and form maps to demonstrate the extent of the damage and show the progress of the urgent assessment. This information will determine the priorities of initial response activities and the immediate need for outside assistance.

1.4.4 Graphics Coordinator and Planner shall be responsible to document the magnitude of private and public damage for planning recovery activities and to justify requests for State and Federal assistance.

1.4.5 Graphics Coordinator and Planner shall manage with Manatee County GIS information officers to prepare the required information for submittal

APPENDIX D: PERMIT PROCEDURES

1.1. Purpose

1.1.1. The purpose of the Permit Team regarding emergency management is to issues emergency permits.

1.2. General Information

1.8.2 If City Hall cannot be reoccupied or if citizens do not have access to City Hall, remote permitting sites will be established. The ideal location would be Fire Station 2 and Fire Station 3; however, alternative sites such [East] Pirate City, [Central]12th Street Municipal Parking Garage,[West] G.T. Bray Park may be established based on the availability of these sites and the areas of the City requiring reconstruction.

1.8.3 Manual permits will be issued to citizens. These permits will be entered into Eden as soon as possible.

1.8.4 Contractors interested with the rebuilding effort in the City of Bradenton must be processed and recorded by the permitting teams to become eligible for work.

1.8.5 No plans reviews will be necessary for Emergency Permits, however if the scope of work for the modification of the building surpasses that of an emergency permit, then Plans Review will be applicable.

1.9 Operations Requirement

1.9.1 Regardless of the location a remote permitting site must have the following:

1.9.1.1 Shelter (tented station or serviceable building)

1.9.1.2 Tables and chairs

1.9.1.3 Forms and Applications

1.9.1.4 Office supplies

1.10 Post Incident Procedures

1.10.1 Emergency Permits will be issued for the following conditions

1.10.1.1 Roof repair

1.10.1.2 Door repair or replacement

1.10.1.3 Window repair or replacement

1.10.1.4 Tree removal shall not require permits, however notification to the Building Department of the removal is required

1.10.2 Only Emergency Permits will be issued after an incident under the discretion of the Commander.

1.11 Permit Procedure

1.11.1 To avoid chaos, applicants will be serviced by pulling a ticket number.
1.11.2 Applicant shall fill out a building permit application.
1.11.3 Permit # allocation is described by location the permit is issued, date the permit is issued, followed by the ticket number pulled by the applicant. This will be the Application Number when entered into Eden.
1.11.4 Verify the contactor is on approved contractor list. If the contractor has not been listed then register the contractor.
1.11.5 Make a copy of the permit for our files and issue the permit. If no copier is available then utilize carbon paper for copies.
1.11.6 File permits in order as issued.
1.11.7 Forward copy of the approved permit to inspections staging area.

1.12 Certified and Registered Contractor Approval Process

1.12.1 Contractor shall fill out an Application for Contractor Licensing.
1.12.2 Contractor shall also provide proof for all requirements for the licensing on application.
1.12.3 File contractors by alphabetical order.

APPENDIX E: INSPECTIONS PROCEDURES

1.1. Purpose

1.1.1. The purpose of the Inspections Team regarding emergency management is to ensure emergency permits are issued and perform inspections on those permits.

1.2. General Information

1.1.1 Inspectors will be assigned to geographical areas. The inspectors will drive through their areas daily, reviewing progress and sign off on permits. They will also issue stop work orders, relay this information to ticketing authority, issue tickets, send homeowner to get permit. Send contractors to check credentials and get approved. Partner with Code Enforcement person.

APPENDIX F: DAMAGE ASSESSMENT SUPPLY LIST

The following is a list of items that will be issued to all team leaders in the event of a disaster. Team leaders will be responsible for equipping their assigned vehicles with all of the following items:

1. Damage Assessment Guidelines & Procedures
2. Damage Assessment Forms
3. Damage Assessment Maps
4. Water Cooler
5. Ice Chest
6. Digital Camera
7. Power Inverter
8. Charger and Batteries for Camera
9. First Aid Kit
10. Flashlights
11. Raingear
12. Pepper Spray
13. Dust Mask
14. Gloves (work & latex)
15. Work Boots
16. Insect Repellent
17. Hard Hat

APPENDIX G: GIS SUPPLY LIST

1. One or two desktop computer workstations
2. Two or four flat screen monitors which correspond to desktop computer workstations
3. All attachment cords necessary for desktop workstations to function
4. Power strips with surge protection capabilities
5. Back up software installation CD's and licensing documentation
6. External hard drive to serve back up potential
7. Additional toner for plotter and printers
8. Additional paper rolls for plotter and various size paper for printers
9. CD's for burning data

APPENDIX H: GIS LAYER INFORMATION

1. Manatee County Public Appraiser Parcel Information
    a. PARCELS

2. Streets and Roads
    a. MCGIS_Centerline

3. City of Bradenton Specific Information
    a. MCGIS.CityofBradenton_Boundary
    b. MCGIS.Zoning_COB_Official

4. Emergency Management Services
    a. Retrieve all subsection layers under MCGIS.PublicSafety_EMS

5. Aerial Images
    a. IMAGERY.YEAR2006_1FT
    b. IMAGERY.YEAR2006_1FT_FULL
    c. IMAGERY.YEAR2007_COLOR_1FT

APPENDIX I: PERMIT SUPPLY LIST

1. Pens
2. Pencils
3. Highlighting marks
4. Date stamps
5. Notary seal
6. Stapler
7. Staples
8. Staple remover
9. 3 accordion files (filing system)
10. Rubber bands
11. Paper Clips
12. White out
13. Calendars
14. Binder Clips
15. Paper copy Land Use Regulations
16. CD containing all original forms / applications, Land Use Regulations
17. Permit applications (pre-number)
18. Permit cards (duplicate)
19. Folder containing all blank permit forms / applications
20. Contractors list – valid contractors before the event
21. Inspection code list
22. Guidelines & procedures for permits
23. Carbon paper

APPENDIX J: PLANS REVIEW SUPPLY LIST

1. Pens (red, black, blue)
2. Pencils
3. Highlighting marks
4. Date stamps
5. “Reviewed for Code Compliance” Stamp
6. Stapler
7. Staples
8. Scales
9. Graph Paper (1/4” squares)
10. Rubber bands
11. Paper Clips

APPENDIX K: CALL LIST

Planning & Community Development				
Last Name	First Name	Cell Phone #	Direct Connect	Home Phone #
Aihara	Karen			
Anderson	Laura			
Brondoni	Anthony			
Breeze	Richard			
Calhoun	Willie			
Cookingham	Tom			
Cox	Terry			
Crespo	Jessie			
Cushing	Darin			
Fleming	Page			
Glenn	Ellen			
Hogan	Barbara			
Huang	Michael			
Johnson	Tom			
Kahl	Susan			
Landers	Cheryl			
Langston	Kenny			
Leonard	Larna			
Pardue	Sandy			
Perez	Victor			
Ramos	Lesa			
Reiss	Volker			
Sedar	Michael			
Seweer	Ruth			
Shankweiler	Carl			
Taketa	Barbara			
Watson	Andy			
Werley	Mary			
Winterbottom	Jeana			
White	Vicki			

Initial Damage Assessment Form

City of Bradenton **Manatee County** **Florida**

Inspector(s)_____ Date_____

	Address or GPS reading	Structure Type	Percent Damaged				Notes
			Habitable < 20%	20%-40%	40%-70%	Destroyed > 70%	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Structure Type Codes:

SF = Single Family **DX** = Duplex **MF** = Multi Family **MH** = Mobile Home **C** = Commercial

DISASTER HOUSING PROGRAM
PRELIMINARY DAMAGE
ASSESSMENT
USE ONE LINE FOR EACH ADDRESS

CITY _____ COUNTY _____ STATE _____ PAGE ____
TYPE DISASTER OF ____
ASSESSMENT TEAM: _____ DATE _____ MAP ____

	ADDRESS	HOME			Affected Habitable						DEGREE of DAMAGE																		Inaccessible	Water Depth		Probable Assistance	
											Minor						Major						Destroyed										
		PRI		2nd	Dwelling Type			INS			Dwelling Type			INS			Dwelling Type			INS			Dwelling Type			INS				bsm	1st		
		O	R		SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo			Flr	RA	HR
	1	2a	2b	3	4a	4b	4c	4d	4e	4f	5a	5b	5c	5d	5e	5f	6a	6b	6c	6d	6e	6f	7a	7b	7c	7d	7e	7f	8	9	10	11	12
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Columns 4(a,b,c), 5(a,b,c), 6(a,b,c), 7(a,b,c), & 8 MUST equal Column 2
Columns 5(a,b,c), 6(a,b,c), 7(a,b,c) MUST equal 5(d,e), 6(d,e) 7(d,e) 11, 12

r. macklin 770.220.5310 -- Region IV (04-01)

EMERGENCY DEVELOPMENT

PERMIT APPLICATION

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205

Ph: (941) 932-9400 x 423 Fax: (941) 932-9534

Address of Job: _____

Property ID Number: _____

Owner's Name: _____

Owner's Address: _____

Phone Number: _____

Commercial ☐ Residential ☐ Cost: _____

Describe work to be done: _____

_____

	Name	License No.	Address	Phone
Contractor:				
Other:				

I certify (1) that all the information I have furnished on this application is true, (2) that I am competent to execute the job I am applying for, and (3) that I will call for all inspections required for this job in their proper order.

_____ _____

Signature of Applicant **Date**

Notice: FAILURE TO COMPLY WITH THE MECHANIC'S LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS

Notice: In addition to the requirements of this permit, there maybe additional restrictions applicable to this property that may be found in the public records of this county.

INSPECTIONS:	HVAC _____	
Building _____	Electric _____	Fire Protection _____
Zoning _____	Plumbing _____	Other _____

City of Bradenton Official Approval & Date:

Application No: Permit No.