

LEVY COUNTY

Comprehensive Emergency Management Plan

Reviewed and Updated

7/27/2026

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FORWARD TO THE PLAN

The jurisdictions in Levy County have a responsibility for the safety of their citizens. Their safety and security depends on the continuation of government services during and following an emergency or disaster. Levy County government is mandated by federal, state and local laws to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured and recovery is achieved, efficiently and effectively, before, during and after man-made and natural disasters (i.e., fires, hurricanes, tornadoes, chemical spills, floods, domestic and acts of terrorism, etc.) that occur in Levy County. Through the Levy County Code and related policies adopted by the Levy County Board of County Commissioners (Board), Levy County Emergency Management (Emergency Management) has assumed the responsibility for countywide emergency management and operation of the Levy County Emergency Operations Center (EOC). One of the primary responsibilities of Emergency Management is to develop a local emergency management plan. This plan addresses, as much as possible, all emergency response functions of local governmental departments and agencies, public officials and other public and private organizations, during emergencies or disasters. The Emergency Management Director, in cooperation and coordination with local municipalities, has achieved that objective by developing the Levy County Comprehensive Emergency Management Plan. This plan is designed to ensure that jurisdictions in Levy County can effectively prepare for, respond to and recover from emergencies and disasters. This plan was developed with input from all local government departments and agencies that play a pivotal and functional role in emergencies or disasters.

INSTRUCTIONS FOR USE

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

I. Basic Plan

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

II. Incident Management System/Emergency Support Function Annexes

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

III. Recovery Annex

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

IV. Standard Operating Guidelines (SOG's)

For the CEMP to be complete, each EOC staff position and ESF lead agency must develop Standard Operating Guidelines (SOG's). ESF Support agencies are encouraged to develop their own SOG's or checklists. Additionally, Emergency Management will develop and maintain Incident Management System SOG's and/or checklists for the EOC as appropriate. Upon completion, each SOG will become part of this plan by reference but is not included in this CEMP. SOGs are available from the lead ESF agencies. Additional SOG's are under development by Levy County and will be included in their scope of work. These SOG's will contain, in detail, those actions that are necessary to fulfill the EOC/ESF functional responsibilities under this plan. Each SOG should include some generic information such as increased readiness activities, disaster assignments, and resource lists. All SOG's will be dated and reviewed/ updated annually.

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

The SOG's are provided as guidelines for the EOC and ESF. EOC and ESF members may deviate from SOG's to respond to unique needs in a particular response. Major variations from procedures shall be coordinated with the Emergency Management Director.

V. Checklists

Detailed checklists are developed to implement ESF annexes and agency SOG's. The checklists are simple, bullet style documents to be used by operational personnel as a reminder for actions to take. Checklists are not included in the CEMP, but are available from the ESF's.

- **CEMP Basic Plan**



- **ESF Annexes**



- **Recovery Annex**



- **Standard Operating Guidelines**



- **Checklists**

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CEMP Distribution List

Copy #	Organization Distributed CEMP
1.	Levy County Emergency Management (Master)
2.	Levy County Board of County Commissioners
3.	Levy County Clerk of the Court
4.	Levy County Supervisor of Elections
5.	Levy County Property Appraiser
6.	Levy County Tax Collector
7.	Levy County Sheriff's Office
8.	Levy County Attorney
9.	Levy County Manager
10.	Levy County Agriculture Extension Agent
11.	Levy County Development Department
12.	Levy County Department of Public Safety
13.	Levy County Road Department
14.	Levy County School Board
15.	Levy County Sheriff's Office
16.	Levy County Transportation Department
17.	Duke Energy
18.	Suwannee River Economic Council
19.	Levy County Department of Health
20.	North Central Florida Regional Planning Council
21.	Florida Division of Emergency Management
22.	Florida National Guard – Area Command
23.	Amateur Radio Emergency Service
24.	American Red Cross – North Central Florida Chapter
25.	Salvation Army

26. Town of Bronson
27. City of Chiefland
28. City of Cedar Key
29. City of Fanning Springs
30. Town of Inglis
31. Town of Otter Creek
32. City of Williston
33. Town of Yankeetown

RESOLUTION (SAMPLE)

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery and mitigation; and

WHEREAS, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property and to provide relief from suffering and privation; and

WHEREAS, local services may be overburdened or inadequate and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Levy County; and

WHEREAS, many populated areas and parts of communities may require evacuation, shelter and food until the disaster ends, services are restored and needed supplies and materials are available; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disaster; and

WHEREAS, Chapter 27P-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 27P-6, Florida Administrative Code, furthermore, requires the governing body of Levy County to adopt by resolution, the Levy County Comprehensive Emergency Management Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS AS FOLLOWS:

The Levy County Comprehensive Emergency Management Plan is hereby adopted. A copy of the Levy County Comprehensive Emergency Management Plan adopted hereby is on file in the records of the Board of County Commissioners of even date herewith, maintained by the Clerk of Court, Minutes Division.

ADOPTED in Regular Session This _____ day of 20____.

Chairperson, Board of County Commissioners

LETTER OF PROMULGATION

Approval Date: _____

To: Officials, Employees and Citizens of Levy County

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

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

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

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

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

This letter promulgates the Levy County Comprehensive Emergency Management Plan, constitutes the adoption of the CEMP, and the adoption of the National Incident Management System (NIMS). This emergency plan becomes effective on approval by the Board of County Commissioners.

Chairperson, Levy County Board of County Commissioners

EXECUTIVE SUMMARY

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

The CEMP addresses the five phases of emergency management (prevention, preparedness, response, recovery, and mitigation), parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the National Response Framework (NRF), the National Response Plan (NRP) and describes how local, state, and federal resources will be coordinated to supplement local response and recovery capability.

The CEMP is in compliance with the plan review criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) and addresses National Incident Management System (NIMS) Compliance.

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

- 1. The Basic Plan** – outlines the general purpose, scope and methodology of the CEMP; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the County to assist in recovering from a disaster. The CEMP enables the Board to discharge their responsibility for providing direction and control during any large-scale disaster.
- 2. Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within Levy County designed to facilitate both immediate and long-term recovery after a disaster has occurred. The annex provides for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Levy County. Specific tasks may be described in SOG's or other operational plans utilized within Levy County.
- 3. Annex II – Mitigation Functions.** The mitigation annex includes the projects, policies, and programs that reduce the County's vulnerability to the impacts of disasters before they happen. The annex also details requirements and the programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.
- 4. Annex III – Emergency Support Functions (ESF's).** These ESF annexes detail by name and organization the lead, support and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster and/or emergency event. These tasks utilize the ESF concept of the federal and state plans and can also be applied to specific functions within the Incident Management System (IMS). These specific tasks may be described in SOG's or other operational plans utilized within Levy County.

by Emergency Management or other response and recovery agencies. Each ESF will respond when activated by the Emergency Management Director.

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

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

I. INTRODUCTION

Levy County is vulnerable to a variety of hazards that threaten our population, businesses and the environment. The CEMP establishes the framework, as authorized by Chapter 252, Florida Statutes, to ensure that Levy County is prepared to deal with these hazards. The CEMP emphasizes action within the five phases of the Emergency Management cycle: Prevention, Preparedness, Response, Recovery and Mitigation. The CEMP defines the functional roles and responsibilities of each government entity that partners in Levy County's disaster organization and their relationship to each other. In addition, the CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

The CEMP is divided into five sections: The Basic Plan, Recovery Functions Annex, Mitigation Functions Annex, ESF/IMS Annex and Appendices. The following describes each section:

1. **The Basic Plan** – outlines the general purpose, scope and methodology of the CEMP; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the County to assist in recovering from a disaster. The CEMP enables the Board to discharge their responsibility for providing direction and control during any large-scale disaster.
2. **Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within Levy County designed to facilitate both immediate and long-term recovery after a disaster has occurred. Thus, providing for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Levy County. Specific tasks may be described in SOG's or other operational plans utilized within Levy County.
3. **Annex II – Mitigation Functions.** The mitigation annex includes the projects, policies and programs that reduce the County's vulnerability to the impacts of disasters before they happen. The annex also details requirements and the programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.
4. **Annex III – Emergency Support Functions (ESF's).** These ESF annexes detail by name and organization the lead, support and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster and/or emergency event. These tasks utilize the ESF concept of the federal and state plans and can also be applied to specific functions within the Incident Command System (ICS). These specific tasks may be described SOG's or other operational plans utilized within Levy County by Emergency Management or other response and recovery agencies. Each ESF will respond when activated by the Emergency Management Director.
5. **Annex IV –Appendices.** Appendices are located at the end of the CEMP and provide additional information associated with the CEMP.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management, including: disaster preparedness; evacuation and sheltering; warning and notification; public education and information; resource management; mutual aid; Special Needs Program; impact and damage assessment; debris management; training and exercises; and post-disaster recovery programs.

A. Purpose

The CEMP establishes a framework for an effective system of comprehensive emergency management for the purposes of:

1. Reducing loss of life, injury and property damage and loss resulting from natural or man-made emergencies;
2. Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;
3. Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;
4. Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and
5. Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

B. Scope

1. The CEMP establishes the basic policies, assumptions and strategies for a comprehensive all-hazards County-wide emergency management program.
2. The CEMP prioritizes protection of citizens as a first priority, with the preservation and protection of property being the second priority.
2. The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency situation and needs. Any part or section of the CEMP may be utilized separately if required by the situation.
3. The CEMP establishes the procedures to coordinate with Local, Regional, State and Federal emergency management agencies, organizations and programs.
4. A unified direction and control structure is described. The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities.
5. The CEMP brings together County and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.
6. The CEMP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance for resources, if needed. State and/or Federal resources will be requested and drawn from when local resources have been exhausted.

7. The CEMP provides a format for the shift of focus of the EOC from Response to Recovery and Mitigation. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.
8. The CEMP establishes an effective format for emergency management by:
 - a. Identifying the types of hazards that can occur within the County;
 - b. Determining the County's vulnerability to various types of disasters, and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.
9. Addressing each phase of the emergency management cycle:
 - a. **Preparedness:** Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.
 - b. **Prevention:** Focusing on preventing human hazards from both natural and man-made disasters, focusing on terrorist attacks. Identification and implementation of preventative measures are designed to be a more permanent protection from disasters, keeping in mind that not all disasters can be prevented. Proper planning and training in current and newly identified plans can help limit the loss of life and reduce potential for injury.
 - c. **Response:** The implementation of the CEMP. Government responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort and looking ahead to recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community.
 - d. **Recovery:** Begins as soon as possible, sometimes during the response phase. The emergency management department initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from all levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the "after action" evaluation process is conducted.
 - e. **Mitigation:** This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy (LMS) serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

C. Methodology

1. The CEMP is a dynamic document that adapts to changes in policy, priorities and needs. State and Federal statutes, regulations and priorities guide development of the document. Public and private entities participating in the development of this plan include:

- Levy County Board of County Commissioners
- Levy County Agricultural Extension Agency
- Levy County School District
- Levy County Department of Health
- Levy County Property Appraiser
- Levy County Sheriff's Office (LCSO)
- Levy County Tax Collector
- Levy County Road Department
- Levy County Development Department
- Levy County Transportation Department
- Levy County Department of Public Safety and Municipal Volunteer Fire Departments
- Cedar Key Police Department
- Chiefland Police Department
- Williston Police Department
- Florida Department of Agriculture and Consumer Affairs
- Florida Department of Military Affairs
- Florida Forest Service

Other governmental entities furnishing input and information include:

- Town of Bronson
- City of Cedar Key
- City of Chiefland
- City of Fanning Springs
- Town of Inglis
- Town of Otter Creek
- City of Williston
- Town of Yankeetown
- North Central Florida Regional Planning Council
- Suwannee River Water Management District
- Southwest Florida Water Management District
- Florida Division of Emergency Management

Private Sector and volunteer organizations, were encouraged and did participate in creating this plan, include:

- American Red Cross (ARC)
- Interested Levy County Citizens

2. Local planning involvement includes:

- a. A promulgation letter from the Chairperson of the Board displayed at the front of this document.
- b. Signed concurrence acknowledging and accepting plan responsibilities identified within this CEMP.
- c. A distribution list of the Levy County CEMP, displayed at the front of this document.
- d. The Emergency Management Director is responsible for the development and maintenance of the CEMP, and for ensuring that all changes have been distributed to recipients of the CEMP. The distribution list, displayed at the front of this document is used to verify that all appropriate persons/offices are copied. Changes to the CEMP will be relayed to all agencies. It is the recipient agencies responsibility to put into effect any changes made in the CEMP. Every four years, the Emergency Management Director will replace all CEMP documents after the state and federal reviews have been completed. This will ensure that all agencies and departments will have the most up to date CEMP that has been adopted by the County and approved by the State Division of Emergency Management.
- e. A Record of Changes Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- f. A master copy of the CEMP, with a master Record of Changes Log is maintained in Emergency Management. A comparison of the master copy with any other will allow a determination to be made as to whether or not the copy in question has been posted to it with all appropriate changes.
- g. The CEMP will be reviewed and revised as needed on a yearly basis before the beginning of hurricane season, or after any event that requires the activation of the CEMP. Every four years, the CEMP is required to be reviewed and approved by the State Division of Emergency Management and re-adopted by Levy County. After the review and adoption, the Emergency Management Director will replace all older versions of the CEMP with the most recently adopted version.

D. Supporting Plans to the CEMP

The following are County plans that are either referenced in the CEMP or are utilized on a regular basis within Levy County. These plans are available inside the EOC.

- Levy County Recovery Annex (Annex I)
- Levy County Local Mitigation Strategy
- Levy County Mitigation Annex (Annex II)
- Levy County Hazardous Material Response Plan
- Levy County Debris Management Plan
- Levy County Long-Term Housing Plan
- Levy County COOP and COG

- Levy County Pet Shelter Plan
- Levy County Logistics Plan
- Levy County Fuel Strategy Plan
- United States Coast Guard, Marine Safety Office, Tampa, Area Contingency Plan for Oil and Hazardous Material Substance Pollution Response
- Levy County Hazard Analysis

II. SITUATION

This section of the CEMP describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of Levy County. It also describes specific planning assumptions regarding preparedness, protection, response, recovery and mitigation that were taken into consideration during the development of this plan. Information is also available in the Levy County LMS.

A. Hazards Analysis

This section details the man-made and natural hazards to which Levy County is vulnerable.

1. Tropical Cyclone Events

Level of Vulnerability: High probability/ major impact

Levy County's proximity to the coast makes it highly vulnerable to significant wind and water damage from any category of tropical cyclone. Hurricane season runs from June through November, with major hurricane activity typically affecting the Gulf and Western Caribbean in June and October. While coastal areas face the highest risk, wind and water impacts from a hurricane can extend well inland in Levy County. Any category hurricane impacting the area could result in evacuation orders due to high winds, heavy rainfall, flooding, and the potential for tornadoes. Residents in structurally unsound buildings or mobile homes are at greatest risk from wind and tornado hazards. Historically, hurricanes making landfall both north and south of Levy County have caused wind and water-related damage within the county. Such events have led to extensive damage to residential, commercial, coastal, lakeside, and riverine properties, as well as to critical infrastructure. Primary hazards associated with tropical cyclones include tornadoes, storm surge, freshwater flooding from heavy rain, and widespread wind damage. Storm surge estimates are available through the Sea, Lake, and Overland Surge from Hurricanes (SLOSH) model developed by the National Weather Service and National Hurricane Center. More detailed information on potential impacts and response strategies can be found in the Levy County Local Mitigation Strategy (LMS) Plan.

Consequences:

- notification and warning law enforcement/traffic control
- mass evacuation and re-entry
- mass care (pre and post event)
- public health
- infrastructure damage
- property damage/loss
- debris clearance
- animal issues
- long-term economic impacts
- recovery assistance programs
- economic and social disruption
- widespread psychological impacts

SAFFIR-SIMPSON HURRICANE SCALE

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

2. Severe Weather

Level of Vulnerability: High probability/ major impact

Forces associated with weather-generated events are grouped under Severe Weather. While each force has specific characteristics and effects, they often occur in conjunction with one another, thereby increasing and intensifying the effects. There has been damage in Levy County from tornadoes and storm wind events. Deadly lightning strikes primarily occur in the summer although they have occurred throughout the year. The primary hazards included under this category are: lightning, heavy rains, hail, damaging winds, and tornadoes. Specific impacts from severe weather events can be found in the Levy County LMS Plan.

a. Severe Thunderstorms

Severe thunderstorms occur in all seasons of the year. Many are accompanied by high wind, hail, flooding and lightning. The storms have the potential of causing power outages and destruction or damage to buildings and can result in loss of life. Florida is the nation's leader in lightning fatalities. Thunderstorms can affect a large portion of the county's population. Historically, only minor damages have occurred from thunderstorms in Levy County.

b. Tornadoes

Tornadoes are characterized by violent and destructive winds as well as hail, flooding and lightning. The most common, least destructive tornadoes are warm weather tornadoes that occur between May and August. Cool season tornadoes are the most destructive, occurring between December and April. Levy County is vulnerable to these wind disasters due to the

population residing in manufactured or mobile homes. Tornadoes in Levy County normally travel from southwest to northeast. Damage has occurred from tornadoes in the County. According to the Levy County LMS, from 1950 to 2025, there have been twenty-three (23) tornadoes reported in the County. The Enhanced Fujita Scale for tornadoes and the Saffir-Simpson Hurricane Scale are included below for reference as Table 1 and Table 2.

ENHANCED FUJITA SCALE

EF Rating	3 Second Gust (mph)
0	65-85
1	86-110
2	111-135
3	136-165
4	166-200
5	Over 200

*** **IMPORTANT NOTE ABOUT ENHANCED F-SCALE WINDS:** The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage

3. Environmental

Level of Vulnerability: High Probability/minor to major impact

Environmental hazards are those that are a result of natural forces. Some of these hazards may or may not be a result of land use and planning decisions in a local community. For example, if development is allowed to occur in an identified flood plain, you could be faced with a potential life threatening and property destroying disaster. In addition, these hazards can be affected by other hazards. For example, should there be a prolonged drought the water table will recede thus contributing to an increased incidence of sinkholes. In addition, should an area in drought also suffer the effects of a severe freeze, the potential for wildfires, because of the dead vegetation, is greatly increased. The primary hazards associated with this category include: drought, freshwater flooding, wildfires, sinkholes, ice storms and freezes.

a. Flooding

Flood prone areas may cause a severe impact in certain areas of Levy County. Bank overflow and ponding are the most common due to the number of small lakes and swampy areas along waterways. Approximately 31% of Levy County's Coastal Zone is subject to "VE-Zone" Flooding. V-flooding is associated with high winds, storm surge and wave action. Parts of Cedar Key and Yankeetown are included in this area. The National Flood Insurance Program Maps (FIRM) depicts the areas. Non-V-Zone Flood areas are mostly forested areas. River flooding is a temporary condition that can occur within the floodplains of the Suwannee, Waccasassa, and Withlacoochee rivers. Seasonal flooding unrelated to hurricane conditions, as well as flooding associated with Gulf of Mexico hurricane activity, can be expected annually. Historically, these conditions have impacted only a small number of residents and caused some damage, property damage and temporary closure of some local roads. Lack of individuals and businesses carrying

flood insurance could result in large uninsured losses due to rising waters. Flooding can affect approximately twenty-five (25) to thirty-three (33) percent of the county's population. Flood maps are available at the North Central Florida Regional Planning Council.

b. Brush fires, Wildfires and Forest Fires

Wildland fires cause significant annual losses to timber, agriculture and wildlife. A little more than sixty-seven (67) percent of the land acreage in the County is forest lands. While large portions of the County are used for tree farms, other portions are transforming from a rural area to an area with characteristics more urban in nature, with a large percentage of the land area still covered in natural forest. The most vulnerable areas are those generally located at the urban/wild land interface. Large amounts of dry underbrush require only an ignition source which can be from a fireplace, trash burn, cigarette, lightning or even the wheels of a passing train.

Due to the concentration of residents in rural wooded areas of the County, additional threats to life and property exist therefore requiring increased mitigation efforts. Between 2021 and 2025, there have been 55 minor wildfires in which approximately 149.1 acres were burned. It should be noted that the majority of the forest land acreage is privately owned by timber companies. Florida's typical "fire season" is from January through May.

c. Drought

Levy County's experience with droughts can be particularly damaging due to the importance of agricultural industry in the County as well as increased numbers of wildfires. Long-term concerns include reduced supplies of potable water for domestic use. The County is in the Suwannee River Water Management District and the Southwest Florida Water Management District. The entire population could be affected by a drought or water shortage. Additional, detailed information about droughts can be found in the Levy County LMS.

d. Extreme Temperatures

Each winter, Florida faces the threat of at least a moderate freeze. This presents a problem for Florida as a whole because of the large amount of agricultural activity conducted throughout the state. For Levy County, this activity is centered on the agricultural industries. Personal injury or death due to freezes is not considered a hazard except indirectly through fire caused by incorrect or careless use of space heaters, etc. If temperatures reach freezing levels extended periods of time, combined with other climatic factors, crop damage could occur. Additionally, consumer demand of electricity during periods of extreme cold weather may require the electric utility to implement rolling blackouts to selected areas in order to avert a total electrical grid overload. These blackouts can have a significant impact on electrically dependent critical facilities and persons. The Levy County LMS has a section on extreme temperature conditions that have historically occurred in Levy County.

e. Sinkholes

Sinkholes occur naturally in Florida and when they strike in densely populated areas or at critical facilities they can be disastrous and become disruptive to a point of creating a state of

emergency. Levy County sinkholes are few, generally shallow and broad, and develop gradually. Most sinkholes are small and have caused only minor disruptions. Some small sinkholes have occurred mostly after an increase in the rain amount in the area. Fluctuations in the river levels can also trigger sinkholes. The Levy County LMS has a section on sinkholes with up to date information and recurrence intervals.

Consequences:

- road closures
- notification and warning
- law enforcement/traffic control
- fire/rescue
- evacuation and re- entry
- property damage/loss
- economic disruption/loss
- agricultural loss
- mass care (short and long term)
- feeding evacuated population
- public health (contamination of water supply)
- infrastructure damage/loss (water distribution and treatment systems)
- animal issues (relocation, feeding)
- economic recovery assistance programs

4. Terrorism

Level of Vulnerability: Medium probability/minimal to moderate impact

Any violent or dangerous act done to intimidate or coerce any segment of the general population (i.e. government or civilian population) for political or social objectives constitutes terrorism. Historically, there have been few successful acts of terrorism committed in the State. However, with the heightened level of national terrorism events, and because of the number of facilities within the State associated with tourism, the military, government, cultural, academic, and transportation, the potential is considered to be high nationwide. In Levy County, terrorism assessments have identified facilities that have the potential for being targets for terrorist attacks with the intent of causing catastrophic levels of loss of life, injury, and property and environmental damage. Terrorist acts may also take the form of other hazards when the particular action induces such things as the release of hazardous and biological materials.

Consequences:

- infectious disease control/ treatment
- mass casualty/ fatality
- mass panic
- inadequate law enforcement/fire/ rescue resources
- economic and social disruption
- psychological needs
- large-scale contamination/ decontamination issues

- large-scale evacuation
- large-scale sheltering
- search and rescue
- public information
- re-entry
- law enforcement/security

5. Mass Migration/Civil Disturbance

Level of Vulnerability: Medium probability/minimal to minor impact

While protesters are usually non-violent, they have been known for occasional violence. With the current political and social climate, the risk for disruptive protests and events are increasing. A disturbance would most likely occur near the County jail or other public buildings where operations would be hampered and threats could exist to neighboring residents and businesses. However, the probability is still lower than many other areas of the country and not considered a significant planning issue. Mass migration is not anticipated but would be handled in cooperation and with assistance from State and Federal resources.

Consequences:

- transportation/traffic control
- public health/quarantine
- law enforcement/security issues
- impact to social services
- impact on jail and detention facilities

6. Biological

Level of Vulnerability: High probability/ minor to moderate impact

Biological hazards are those associated with any insect, animal or pathogen that could pose an economic or health threat. They are a pervasive threat to the agricultural community. The possibility exists for the importation of pathogens that could have a widespread effect on the livestock industries. In addition, there is the remote possibility of an adverse effect to the general population through naturally occurring pathogens (i.e. influenza, emerging infectious diseases or by way of a terrorist action).

Exotic Pest and Diseases – Levy County’s large agricultural areas are vulnerable to exotic pests and/or diseases. The Levy County Agricultural Extension Agency and the Florida Department of Agriculture will assist in this area.

Disease or Pandemic Outbreaks – With the introduction of the COVID-19 Pandemic in early 2020, Levy County is proven vulnerable to outbreaks due to the large annual influx of seasonal residents and tourists from across the United States and overseas. Additionally, due to the large agricultural interests in the northern and eastern mainland portions of the County, there may be vulnerability to animal-borne diseases such as Mad Cow and Foot and Mouth Disease. Levy County is vulnerable to mosquito and other insect borne diseases.

Consequences:

- economic loss
- mass casualty/fatality
- infectious disease control
- disposal of diseased livestock/agricultural stock
- need for mass feeding
- mass care
- quarantine of people and/or livestock
- large number of treatment agents

7. Technological

A technological hazard is one which is a direct result of the failure of a manmade system or the exposure of the population to a hazardous material. There is the potential for specific technological hazards to affect a large segment of the population and/or interfere with critical government, law enforcement, public works and public health/medical functions. There is an even greater problem when this technological failure results in a direct health and safety risk to the population. A number of things occur daily in Levy County, including a hazardous material spill, or failure of the electrical power grid, which could constitute a threat to the population or produce widespread unmet needs. Each of these potential hazards would require a coordinated and speedy response, as well as attention to the short and long term effects. The primary hazards associated with this category include: hazardous materials spill, mass communication failure, major power disruption, critical infrastructure disruption/failure and release of a radioactive isotope into the environment.

Levy County's level of vulnerability to such an incident is further described below:

- a. **Surface transportation spills** – The occurrences of railway and highway accidents do pose a threat to Levy County. Four (4) U.S. Highways run through Levy County: US-19/98, US- 27/US-27A, US-129, and US-41. These roadways pass through populated areas and pose the greatest risk of critical casualty, hazardous materials incidents and disruptions of vital evacuation routes and pose a threat. It is estimated that approximately twenty (20) percent of the residents of the County could be affected by a transportation accident involving hazardous materials. Among the hazardous materials transported by road are gasoline, propane, chlorine and ammonia.

Level of Vulnerability: Moderate to high probability/minor to moderate Impact.

- b. **End Users** - Levy County has identified facilities that report under Section 302 of the Emergency Planning and Community Right to Know Act that contain at any time an Extremely Hazardous Substance (EHS) over the threshold planning quantity. The analysis is based upon an on-site visit of the facility. A listing of sites is maintained in Emergency Management. Any release from the fixed station facilities would affect less than ten (10) percent of the County's population. Several minor incidents, mostly fuel spills, occur in the County each year.

Level of Vulnerability: Probability of Release is low/ medium to high severity of consequences

- c. **Natural gas** – Levy County has a high-pressure natural gas transmission owned by Florida Gas Transmission Company in the western section of the county running north and south along with a second high-pressure natural gas transmission line operated by Sable Trail that runs parallel with the FGT line. Natural gas suppliers have response crews to respond to line breaks or leaks. The Florida Gas Transmission line could have a system failure. An area evacuation would be required; Department of Public Safety and Municipal Fire Departments (Fire/Rescue/EMS), Road Department, and law enforcement would be needed along with churches and schools for temporary sheltering of area residents.

Level of Vulnerability: Probability of Release is low/ Severity of Consequences is medium.

- d. **Non-commercial Hazardous Materials** - Much of Levy County is rural, residential or agricultural. Many properties have sheds, barns and storage buildings, which contain a mixed group of chemicals. Paints, insecticides, fertilizers, petroleum products, lubricants and other common household or agricultural products may be found in the possession of many residents. While it can be assumed few people store and dispose of these items in full compliance with the law, most materials are in such small quantity as to minimize concern of a full “hazmat” incident.

Level of Vulnerability: Probability of Release is low/ Severity of Consequences is low.

- e. **Nuclear Power Plants** – The only nuclear power plant in the area was located in Crystal River, Florida, but is currently decommissioned. The threat of any event is negligible and no longer a significant planning concern.

Level of Vulnerability: Probability of Release is low/ Severity of consequences is low.

- f. **Air Crashes** - In the case that an incident should occur, it is doubtful that the resources of the responding agencies would be depleted due to the probability that the crash would involve only a small aircraft. In the event of a large air crash, additional resources from outside the county would be required. Only a small segment of the population would normally be affected.

Level of Vulnerability: Moderate probability /minor to moderate impact

- g. **Coastal Oil Spills** – There are no nearby offshore oil rigs. Shipping on the Gulf Coast is relatively light. With the large volume of waterborne traffic, a spill is possible. Time, distance and currents are favorable to Levy County’s planning effort. Large spills would be beyond the scope of Levy County’s response capabilities and would require assistance from state and federal authorities. In 2011, the Deepwater Horizon BP Oil rig failure produced a massive oil spill in the Gulf, but its impacts on Levy County were minimal.

Level of Vulnerability: Probability of Release is low/ Severity of Consequences is medium.

- h. **Special Events**-Levy County currently has several annual special events that occur throughout the year and in many jurisdictions throughout the County. However, the size and scope of the events do not pose a significant issue to the continuing operations of the County, and are not

anticipated to provide a significant drain on local resources. As a precaution, Emergency Management works with organizations to prepare pre-event incident action plans for larger events.

Level of Vulnerability: Low probability / Low consequences

B. Geographic Information

1. Levy County is located on the Gulf Coast of Florida and is anywhere from 1 to 180 feet above sea level. It is bordered by Gilchrist County, Alachua County, Dixie County, Citrus County and Marion County. See Levy County LMS.
 - a. Area in square miles: **1,413**
 - b. Topography: In Levy County like in every other coastal county of the State, a moderate portion of the population is concentrated along the coastal areas. These are areas most vulnerable to the effects of hurricane storm surge, wind and freshwater flooding. From west to east Levy County begins as marshy wetlands with swampy hammocks drained by the Suwannee, Waccasassa and Withlacoochee rivers.
 - c. Land use patterns are influenced by the waterways and road system. The primary land uses in these areas are a mixed zoning that includes residential, commercial, light industrial areas, coastal areas and forest areas which are subject to disaster caused by weather phenomenon or wildfire. Levy County has 704,000 land acres of which 684,000 (97.2%) are considered to be farmland. The general farmland use is: Crops 20%, Forest 67%, and Other 13%.
 - d. Water area in square miles: **295 (20.9%)**
 - e. Drainage patterns: Levy County generally flows into the water features, including lakes, ponds and rivers. Three river basins drain Levy County into the Gulf of Mexico: The Suwannee River, Waccasassa River and Withlacoochee River.
 - f. Environmentally sensitive areas: In Levy County all state and federal land and coastal areas are considered to be environmentally sensitive. The basis for categorizing other land as sensitive include the presence of significant water resources, habitats, marine resources, endangered species or previous designation as a state or federal conservation area.
 - Andrews Wildlife Management Area
 - Big Bend Sea Grass Aquatic Preserve
 - Cedar Key National Wildlife Refuge
 - Cedar Key Scrub State Preserve
 - Cross Florida Greenway
 - Fanning Springs
 - Goethe State Forest
 - Gulf Hammock Wildlife Management Area
 - Henry Beck Springs
 - Lake Rousseau
 - Lake Rousseau State Recreation Area
 - Lower Suwannee National Wildlife Refuge

- Manatee Springs State Park
 - Suwannee River
 - Waccasassa River
 - Waccasassa Bay State Preserve
 - Withlacoochee River
 - Various Springs in Levy County Maps and data are available from the Suwannee River Water Management District and the North Florida Regional Planning Council.
- g. Flood Prone Areas in Levy County are identified as those areas within the 100-year floodplain and other areas subject to repetitive flooding along the rivers and lakes. In addition, flooding occasionally occurs in localized areas as a result of inadequate drainage. See the Levy County LMS for further information.
2. Some geographic areas of Levy County are more vulnerable to impact from specific hazards than others. The following describes these areas and the hazards to which they are vulnerable:

a. Development Adjacent to Waterways

Shorelines and areas adjacent to the Gulf of Mexico and in and around the Suwannee, Waccasassa and Withlacoochee rivers vary greatly in their level of development. Several areas are vulnerable to the effects of tropical cyclones, environmental and technological events including:

- storm surge
- wind damage from hurricane-force winds
- winter storms
- oil spills/hazardous materials
- drought

b. Major roadways (US-19/98, US- 27, US-27A, US-41, SR-24, SR-121)

All major transportation systems in the County are used by passenger and commercial traffic. These roadways pass through the County's most densely populated areas as well as environmentally sensitive lands. SR-24, SR-121, runs generally south and north through the county. Other major highways include US-19/98, U.S. 129, US-27, and US-27A. In addition, the major roadways serve as primary hurricane evacuation routes through the county from coastal areas. See the Hurricane Evacuation Plan for further information. Hazards impacting these areas could include:

- hazardous materials spills
- mass casualty/fatality incidents
- hurricane evacuation traffic congestion
- host sheltering/mass care

C. Vulnerability Analysis (Demographics)

1. All population data has been derived from 2020 U.S. Census data unless otherwise noted.
 - a. Levy County's population is 42,915.

- b. The County's population distribution is fairly even. About a quarter of the population live within the county's eight municipalities. For full information, see the Levy County LMS Plan Page 115.
- c. The population density in Levy County is 38.39 persons per square mile.
- d. Of Levy County's total population, approximately 22.4% were between 0 and 19 years old. The 50–64 age group accounted for 23.7% of the population, followed by 17.0% in the 35–49 age group and 15.9% in the 20–34 age group. Residents aged 65–74 made up 12.5% of the total population, while those aged 75 and older represented 8.6%.
- e. The Special Needs population varies but is approximately 73 registered clients. Special needs registration is coordinated through Emergency Management in cooperation with Levy County Department of Health. Information is accumulated from the Levy County Department of Health, health and medical providers, Fire Departments, Levy County School Board, local ministers and other sources available. Emergency Management will request all area home health agencies to contact their special needs clients and notify Emergency Management of assistance requirements. Ministers are aware of special needs of their congregations and will assist with special needs notification. The potential for persons with Special Needs to require assistance in a major disaster event is substantial. As of 2025, all special needs clients are managed through the Special Needs Registry.
- f. 7.4% of the county's residents over the age of 5 speak a language other than English at home. This roughly equates to 3,535 county residents
- g. According to the USDA National Agricultural Statistics Service's 2022 Census of Agriculture, Levy County has an estimated 1,027 farm workers.
- h. The number of seasonal residents in Levy County varies. The Census Bureau's 2023 American Community Survey estimates the number of homeowners in Levy County with a primary home elsewhere to be 216 households. As of 2024, the average household size in the county is 2.39, which translates to about 517 seasonal residents, but this figure is likely closer to 1,000-1,500 given that it does not account for RVs and rentals. The winter population increases in the coastal communities, RV parks, hunting lodges, and campgrounds of the County.
- i. According to the Florida Department of Health, approximately 5,450 residents have some sort of hearing difficulty. The exact number of legally deaf is not known and will be handled by the dispatch center through the TDD equipment as needed.
- j. The transient population is very small in Levy County. According to the 2025 Point-in-Time (PIT) Count there were 38 people classified as homeless in Levy County.
- k. According to the Florida Department of Health, there are 43 mobile home and/or RV parks in Levy County. These contain 2,306 RV spaces and 208 mobile home spaces. Therefore, at capacity, if using the national average household size of 2.51, this could result in a population of 6,310.
- l. Levy County Sheriff's Office has a jail which houses approximately 304 inmates at capacity. Levy County has no state or federal prisons.

- 2. Population in Vulnerable Areas:** The greatest concentration of population in Levy County exists in the areas most vulnerable to impact from specific hazards, such as hurricanes and transportation accidents/hazardous material spills. This is addressed in the Levy County LMS, which identifies vulnerable areas and population, and recommends specific mitigation projects to avoid, minimize or reduce damage. Awareness of potential population in vulnerable areas assists in planning for response and recovery.

D. Economic Profile

- 1. Employment by Sector-** Table 4 illustrates the economic characteristics of Levy County.

2024 Economic Data for Levy County

Subject	Levy County
	Estimate
EMPLOYMENT STATUS	
2024 Unemployment Rate	4.0%
PROPERTY VALUES	
2023 Median Property Value	\$171,400
EMPLPOYMENT BY INDUSTRY	
All Industries	9,158
Natural Resource & Mining	5.9%
Construction	9.3%
Manufacturing	7.1%
Trade, Transportation, & Utilities	22.4%
Information	0.7%
Financial Activities	3.6%
Professional & Business Services	5.8%
Education & Health Services	8.3%
Leisure & Hospitality	13.2%
Other Services	2.6%
Government	21%
PER CAPITA PERSONAL INCOME	
2000 Per Capita Personal Income	\$18,879
2010 Per Capita Personal Income	\$28,110
2020 Per Capita Personal Income	\$40,694
<i>Source: Florida Office of Economic & Demographic Research</i>	

E. Emergency Management Support Facilities

The following facilities support emergency management operations and resources:

- 1.** Essential services and functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. They also include “life-line” infrastructure essential to the mission of critical facilities such as water, power and sewer. Emergency Management maintains the critical facilities database. Data is updated manually and provided to the State of Florida, Division of Emergency Management.

2. Detailed information on the **Logistical Staging Areas** in Levy County are maintained by Emergency Management.

3. **Emergency Helicopter Landing Zones (LZs)**

The Levy County Department of Public Safety maintains a list of LZs across the county.

4. **Points of Distribution (PODS)**

Refer to the Levy County POD Plan for details on POD organization, checklists, layouts, and locations.

III. CONCEPT OF OPERATIONS

A. General

Emergency Operations span four separate but contiguous phases: Non-disaster daily operations, emergency response, recovery and mitigation phases. For the purposes of this CEMP, this concept of operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. Organizational charts and matrixes have been provided in Appendix 4 to show the County's responsibility and the coordination between local agencies and the ESF's. In addition, the scope of these operational concepts and response actions will include:

1. Providing emergency notification and warning.
2. Describing emergency mobilization procedures.
3. Delineating emergency decision-making processes.
4. Describing types and methods of implementation of emergency protective actions.
5. Conducting rapid assessments of emergency impacts and immediate emergency resource needs.
6. Providing security to the hardest hit areas.
7. Coordinating information and instructions to the public.
8. Conducting emergency relief operations to ensure victims have been identified and that their needs are met.
9. Conducting PDAs to determine the need for federal assistance.
10. Summarizing procedures for requesting federal disaster assistance.
11. Relaxation of protective actions and coordination of reentry into evacuated areas.
12. Restoration of essential public facilities and services.
13. Preparing for federal disaster assistance (public and individual).
14. Coordination of resources and materials.
15. Coordination of volunteer organizations.
16. Dissemination of information and instructions to the public.
17. Restoration of public infrastructure damaged by the emergency.

The EOC serves as the central command and control point for emergency-related operations and activities and requests for deployment of resources. In the event the EOC is threatened, an Alternate EOC is activated. The locations of the primary and secondary EOC are listed below:

Primary:

Levy County Emergency Management EOC
7911 NE 90th Street, Bronson, Florida 32621
(352) 486-5213, Lat/Long 29.463609 / -82.641465

Secondary:

Levy County Courthouse EOC
355 South Court Street, Bronson, FL 32621
(352) 486-5100 Lat/Long: 29.445971 / -82.635571

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC initiates Level III activation (monitoring). Communications is maintained between the EOC and the State EOC.

While emergency response actions necessary to protect public health and safety are being implemented, the Planning Group will coordinate with the EMD, who will work with the ESF's to make preparations to facilitate the rapid deployment of resources, activate the County's EOC if necessary and implement this plan.

Operations Staff in the EOC and ESF representatives will contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and contact persons. Resource requests which exceed the capability of the County will be forwarded to the SEOC by the Emergency Management Director.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that we are able to staff the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster/emergency, not all ESF's may be activated or require 24-hour staffing. It is expected that due to the size of the County and availability of staff, outside resources would be necessary to conduct 24-hour staffing after two days in anything that more than a minor disaster.

LEVEL OF DISASTER	PRIMARY RESPONSE	ADDITIONAL RESPONSIBILITIES
Minor EMD in coordination with respective ESF's will determine which ESF's require 24 hour operation.	*EMD	ESF-5, ESF-6, ESF-14
	ESF-2	ESF-16, ESF-13, ESF-17
	ESF-3	ESF-1, ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	**ESF-9	ESF-8, ESF-11
	ESF-16	
Minor to Major EMD in coordination with respective ESFs will determine which ESFs require 24 hour operation	Chairperson and selected members of the Policy Group	
	*EMD	ESF-5, ESF-14
	**Operations Officer	
	ESF-1	ESF-6, ESF-11
	ESF-2	ESF-17
	ESF-3	ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-8	ESF-9
	ESF-16	ESF-13
Major to Catastrophic EMD in coordination with respective ESFs will determine which ESFs require 24 hour operation	Chairperson and members of the Planning Group. *EMD **Shift 1 Op Off. **Shift 2 Op Off. All ESF's with Supporting Agencies.	
* Primary Team Leader		
** Alternate Team Leader		

B. Assignment of Responsibilities

PRIMARY ESF AGENCY LISTING			
ESF #	FUNCTION NAME	LEAD COUNTY ORGANIZATION	SUPPORT ORGANIZATIONS
1	Transportation	Levy County School District	Levy County Road Department Levy County Sheriff's Office Levy County Department of Public Safety (DPS) Levy County Transit Municipalities within Levy County
2	Communications	Levy County Sheriff's Office	Levy County Road Department Levy County Public Safety Levy County School District City of Williston Levy County Transit
3	Public Works & Engineering	Levy County Road Department	Levy County Landfill Municipalities within Levy County
4	Firefighting	Levy County DPS	Municipal & Volunteer Fire Departments
5	Information & Planning	Levy County EM	All Primary and Support Agencies
6	Mass Care	Levy County School District	Levy County Health Department Levy County DPS Levy County Sheriff's Office American Red Cross – Alachua Chapter Levy County Church Organizations
7	Resource Support	Levy County Clerk of the Court	All Primary and Support Agencies
8	Health & Medical Support	Levy County Department of Health	Levy County DPS
9	Search & Rescue	Levy County Sheriff's Office	Levy County DPS Cedar Key Police Department Chiefland Police Department Williston Police Department
10	Hazardous Materials Response	Levy County EM	Levy County DPS Levy County Sheriff's Office (LCISO) Levy County Road Department Municipal Police Departments Municipal Public Works and Road Departments Alachua County Fire Rescue Marion County Fire Rescue Citrus County Fire Rescue
11	Food & Water	Levy County EM	Levy County School District Levy County Agriculture Extension American Red Cross – Alachua Chapter
12	Energy Continuity	Levy County EM	Duke Energy Central Florida Electric Cooperative Clay Electric
13	Military Support	Levy County Sheriff's Office	Levy County EM Florida National Guard (FLNG)
14	Public Information	Levy County Sheriff's Office/PIO	Levy County EM All Primary and Support Agencies
15	Volunteers & Donations	Levy County Library System	American Red Cross Volunteers from County Ag Programs
16	Law Enforcement & Security	Levy County Sheriff's Office	Cedar Key Police Department Chiefland Police Department Williston Police Department
17	Animal and Agricultural Issues	Levy County Animal Services	Levy County Sheriff's Office Levy County Agriculture Extension Levy County Health Department Municipal Animal Control Organizations
18	Business and Industry	Levy County Economic Development and Tourism Division	Municipal Chambers of Commerce Local business associations

A department or agency may be designated as the primary agency for an ESF for a number of reasons. The agency may have a statutory responsibility to perform that function, or the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. Whatever the reason, when an agency is designated as the Primary agency, that agency should have the necessary contacts and expertise to coordinate the activities of that support function.

Because Levy County is a small county, there may be times when in the Incident Management System (IMS) used by the County, depending on the scope of the disaster, when one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP. This is a normal occurrence in small counties with limited resources; however, every attempt will be made to avoid assigning multiple functions to a single agency. Routinely, municipalities in Levy County are responsible for management of their own city/town limits. However, upon Level I activation (24/7) of the EOC, each municipality will assign a representative to staff the EOC on a twenty-four hour, seven day a week basis to enhance communication and coordination between the EOC and the municipal decision makers.

Upon activation of the EOC, the lead agencies for the ESF's will designate a representative in the EOC to coordinate that ESF. It is up to the primary agency's discretion as to how many, if any, support agencies they will require present with them. However, due to the limited space available in the EOC, the attendance of support agencies should be closely coordinated with the Emergency Management Director in the development of standard operating guidelines.

The Primary department or agency for the ESF will be responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

The County will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESF's for completion. The primary agency will be responsible for coordinating the delivery of that assistance.

The Emergency Management Director will issue mission assignments to the primary departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESF's on a mission assignment basis. The tasking on a mission assignment basis means that a local government's resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel.

The primary department or agency for that ESF will be responsible for identifying the particular resource or resources that will accomplish the mission and coordinate the delivery of that resource to the local government.

C. Plan Activation

When a major or catastrophic emergency has occurred or is imminent, the Emergency Management Director may advise the Chairperson of the Board to declare a local state of emergency and issue a formal request for State assistance. The Emergency Management Director will assume overall direction and control under guidance from the Board, or an Executive Committee which may be appointed by

the Board. Such an action will activate immediately all portions of this CEMP. In the absence of a local state of emergency, the Emergency Management Director may activate portions of this CEMP in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

D. Warning and Dissemination

1. General

The purpose of this section is to outline the systems available for warning the responsible government officials and the general public of the threat of an impending disaster or that an actual emergency situation is in progress in the County.

Warnings of impending or potential emergencies such as a hurricane, tornado, or severe weather, or a notification of a sudden incident such as a tornado touchdown, an airplane crash, a major hazardous materials release or nuclear incident or any other significant event that may impact multiple jurisdictions or large numbers of people must be disseminated to responsible officials, emergency response agencies and to the public. The former notification is for the purpose of implementing emergency government and management procedures and reporting such actions to State emergency management agencies. The latter is for instructions on appropriate protective actions and preparedness and response measures to take.

2. County Warning Point

The Levy County Sheriff's Office (LCSO) Communications Center will monitor local information sources such as NWS and serves as the 24-hour County Warning Point (CWP). The LCSO will continue in its traditional role as the dispatch center for law enforcement, EMS and firefighting operations within Levy County. The exception is the Williston Police Department that will continue to use its own communication capabilities.

3. Significant Incidents

Notifications of watches, warnings or the occurrence of significant events will be received at the 24-hour County Warning Point and EOC through bulletins and advisories from the National Weather Service received via email, phone call, text alert, the NOAA Weather Radio, local media, and the general public. These significant incidents may include but are not limited to the following:

- a. Any incident that may require a substantial evacuation and/or relocation of a given area.
- b. Any event posing a potential threat for a mass casualty incident.
- c. Any weather related warning advisory.
- d. Any formation of tropical weather systems.
- e. Any incident, which closes, or significantly blocks major roadways within the County.
- f. Any large or multiple structure fires.
- g. Any prolonged shutdown of public utilities.
- h. Any incident where public resources within Levy County are being deployed out of the County.
- i. Any event posing a major environmental threat.

4. Alerting

Upon the receipt of notification of any such significant event the Communications Supervisor or on-duty Communications personnel shall implement the procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.) The Communications Supervisor or their designee will alert the Emergency Management Director as needed. The Emergency Management Director or their designee may advise that one, or a combination of the following actions, be initiated by the Communications Supervisor or designee as the County Warning Officer:

- a. Immediately contact the Emergency Management Director or designee.
- b. Notify the State Warning Point, via telephone.
- c. Notify one or more designated agencies of county government or political subdivision(s).
- d. Initiate a partial or full call-out-alert.

5. Call Out Alert

The call-out alert when initiated will be made to county governmental staff and necessary stakeholders by utilizing telephone numbers maintained by the LCSO Communications Center. It will be the responsibility of Primary Agencies/ Departments for ESF's to notify their respective support agencies, division directors, and/or staff, under their span of control. In addition, the following actions may be initiated:

- a. An alert will be sent to all Public Safety Answering Points and they will in turn notify public safety agencies for which they are jurisdictionally responsible.
- b. Levy County municipalities and other governmental and non-governmental agencies will be contacted, and utilize their own internal procedures to notify their staff of the threat or emergency situation.
- c. Warning the public, whether via the Emergency Alert System (EAS) or other available means, will include instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado.

6. Agency Notification when LCSO Communications Center procedures are not implemented:

Upon notification of an emergency or disaster situation, the Emergency Management Director is responsible for disseminating warnings to:

- Selected County administrative personnel;
- Mayors (or designee) of each municipality within the County;
- The primary agency contact for each ESF.

The Emergency Management Director will report to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel will coordinate with adjacent jurisdictions using telephone, radio, courier, or any other means necessary and available. Each Mayor or their representative will alert the municipal services in their community and supervise the dissemination of warnings in their municipality.

The primary agency contact for each ESF will contact all of the support agencies to the ESF. All agencies will notify their personnel to begin activation procedures as described in the ESF Annexes

and implementing SOG's. The County EOC will be activated under the following levels of activation:

- 7. Levels of Activation** – Additional information regarding activation is defined in the Emergency Operation Center Standard Operating Guidelines.
 - a. **Level III – Monitoring Activation** – Monitoring will be implemented whenever Emergency Management receives notice of an incident, which may escalate to threaten public safety. During Level III activation, Emergency Management will disseminate information to the EOC team via facsimile, alpha paging, and radios.
 - b. **Level II – Hazard Specific Activation**- Activation Level II may be implemented by the County Manager, Emergency Management Director, or their designee. Only those ESF's impacted by the hazard or involved in the response will be represented at the EOC.
 - c. **Level I – Full Levy County Activation** – Activation Level I (Full County) may be implemented for a major event. All ESF's, the Command Staff, Liaison Group, and Support Staff will be staffed 24 hours a day.

8. Warning to the General Public

Levy County must provide the general public with sufficient advance warning time for effective preparation and emergency plans to be implemented. Warning to the public is a major concern. Several radio stations and TV stations cover Levy County. The following warning systems are available to disseminate warnings and warning information to the public:

- Alert Levy Emergency Notification System
- Emergency Alert System (EAS)
- Website at www.Levydisaster.com
- Email to media and local businesses
- NOAA Weather Alert Radio
- Emergency Management Android and iPhone App
- Levy Emergency Information Line (Rumor Control)
- Primary Radio Stations: WSKY-97.3 and WKTK-98.5
- Broadcast Cable Channels – WCJB-TV20, Channel 10
- Public Speaking Events
- Public Displays
- Public Address or Door to Door, if needed
- Official Social Media Platforms

E. Emergency Decision Making

Two key elements that are essential for making sound emergency decisions are to know the amount of time that is needed to respond to the emergency and the amount of resources that are needed and available. When making emergency action decisions the following general methodology will be used:

1. In hurricanes or weather related emergencies, pre-emergency hazard times are computed based on a hurricane tracking program. These times therefore are based on the actual characteristics of the event (i.e., forward speed of the storm and the distance tropical storm conditions extend from

the eye). Total evacuation times are the combination of the clearance and pre-emergency hazard times.

2. The probabilities generated by the National Weather Service (NWS) will be considered when recommending protective measures. These probabilities are simple mathematical odds deduced from computer weather models.
3. Pre-emergency hazard time is the amount of time between the onset of the event and the actual arrival of hazardous conditions.
4. After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made of when a decision must be reached. This is decision time.
5. Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.
6. Execution time is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This would include a mobilization time.
7. During the process of decision making determination for the issuance of protective actions and furnishing of assistance will be based on the following priority:
 - a. Life-Threatening circumstances - A problem is directly linked to life threatening circumstances; such requests will receive first priority.
 - b. Protection of Property - A threat exists for large-scale damage to property.
8. Operational responses to the above situations will be based upon the following:
 - a. Availability of Resources – Resource Management (ESF-7) must assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.
 - b. Location of Resources – Resource Management (ESF-7) staff will identify the closest available resources.
 - c. Arrival Time – Resource Management (ESF-7) staff will estimate the time of arrival of resources.

F. Protective Actions

1. Evacuations

Most evacuations will be local in scope and an emergency response incident commander will initiate actions following a decision. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures. During any County-administered evacuation, Emergency Management will provide assistance under the various County agencies' normal statutory authority through coordination. However, in the event of a multi-jurisdictional operation, the Board Chairperson 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 Emergency Management Director and representatives of the jurisdictions involved. All County assistance and support of such actions will be coordinated from the EOC under the direction of the Emergency Management Director. Decisions on issues, such as deploying and pre-deploying personnel, determining evacuation routes, directing people caught on evacuation routes to safe shelter, ensuring the sufficiency of fuel, and addressing any matters relative to the ordered protective actions, will be made by the appropriate functional groups in the EOC.

Evacuation route maps are located at Levy County EOC, at www.levydisaster.com, at www.floridadisaster.org/knowyourzone/, and available for use in an emergency. These maps are based on the Statewide Regional Evacuation Study Program.

2. Sheltering

The opening of general population shelters is a responsibility of ESF-6 and coordinated in the EOC with other ESF's that will be needed to support shelter operations. The opening of special needs shelters is the responsibility of ESF-8 in coordination with ESF-6.

The Superintendent of Schools may close some or all schools should the need arise. The Superintendent or designee will meet with the Emergency Management Director to discuss the need for school shelters, the impact of closure on the school year and possible reopening dates. Any decisions to close schools will be made by the Superintendent in coordination with the Emergency Management Director and Emergency Management Planning Group.

There are (4) four primary and (2) two secondary shelters in Levy County. These shelters can also be utilized as host shelters.

The decision to use any Levy County School Shelters will be based on the projected threat of the incident. In some cases, the threat may be sufficient to prohibit the opening of any public shelters within the county. In that case, regional sheltering will be coordinated with adjacent counties and the State EOC.

G. Relief Operations

Once the emergency has passed, coordination of relief operations will begin such as search and rescue operations, mass casualty activities, provision of emergency supplies, preliminary damage assessment, emergency debris removal and emergency restoration of utilities. The EOC will continue to direct management and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various emergency support functions in the EOC.

The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the County will be Emergency Management. State and Federal Emergency Response Teams will be established and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be located in Levy County at or near the EOC and will carry out all State coordination and assistance functions until the Federal Joint Field Office (JFO) is established.

The municipalities will make requests for immediate relief supplies and resources to the EOC. The EOC

will consolidate all municipal requests into a County request for immediate relief resources. The County request for outside resources will be made to the State.

H. Activation of the National Response Framework

When it becomes apparent that the anticipated magnitude and extent of damages will be beyond the capabilities of the County and State, and that federal resources will be necessary to supplement local emergency response efforts, the Governor will contact the Director of the Federal Emergency Management Agency's (FEMA) Regional Office in Atlanta and request activation of the National Response Framework (NRF). Activation of this plan authorizes the mobilization of federal resources necessary to augment State and local emergency efforts.

FEMA's Advanced Emergency Response Team

An advance element of the FEMA Emergency Response Team (ERT/A) is the initial group to respond in the field and serves as the nucleus for the full Emergency Response Team (ERT). The ERT/A is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected federal agencies.

A part of the ERT/A will deploy to the EOC to work directly with the County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. Other members of the ERT/A will deploy directly to the most affected areas to identify an appropriate location for the Disaster Field Office (DFO); establish communications; and set up operations in the field.

FEMA's Emergency Response Team

The Federal Coordinating Officer (FCO) will head the full ERT. The ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the Federal ESFs. The responsibilities of the ERT include:

- a. Coordinating federal response and emergency response activities to the County.
- b. Working with the County and State to determine support requirements and to coordinate those requirements with the ESF's.
- c. Tasking the ESF's or any other federal agency to perform missions in support of the County. Upon their arrival, the team leader and ESF's will receive an operational briefing from the Emergency Management Director and be assigned space from which to conduct their activities. Once this is completed, federal ESF staff will establish contact with their counterparts on the County and State ESF's to coordinate the provision of federal assistance to meet resource needs, which exceed the capability of the State and affected local governments.

IV. DIRECTION AND CONTROL

A. Governor

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the state and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the state. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

1. Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
2. Activate the response, recovery and mitigation components of existing State and local emergency plans.
3. Serve as Commander in Chief of the Florida National Guard and of all other forces available for emergency duty.
4. Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
5. Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
6. Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
7. Transfer the direction, personnel and functions of state agencies to assist in emergency operations.
8. Commandeer or utilize any private property necessary to cope with the emergency.
9. Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
10. Prescribe routes, modes of transportation, and destinations for evacuees.
11. Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
12. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.
13. Make provisions for the availability of temporary emergency housing.

B. Governor's Authorized Representative (GAR)

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command

authority and emergency powers as deemed prudent. The Governor has appointed the State Coordinating Officer (State Director of Emergency Management) as his authorized representative, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

C. Board of County Commissioners

Under the provisions of Section 252.38, Florida Statutes, the Board is responsible for safeguarding the life and property of the citizens of Levy County, and to provide for the effective and orderly governmental control and coordination of emergency operations. For the purpose of effectively carrying out these emergency responsibilities the Board has delegated these authorities to the Chair of the Board, the Vice Chair of the Board in the Chair's absence, or County Manager in the Chair's and Vice Chair's absence.

D. Emergency Management Director

Section 252.38, Florida Statutes, directs each county to establish an emergency management agency and appoint a director to carry out the provisions of section 252.31 - 252.60. Emergency Management is the emergency management agency for Levy County; and the Emergency Management Director is the designated director of Emergency Management. In this capacity, the Director is directly and solely responsible for:

1. Organization, administration and operation of Emergency Management, the County EOC and other related operational facilities.
2. Serves in the capacity of advisor to the Board during emergency or disaster operations.
3. Coordinator of activities services and programs to emergency planning and emergency response throughout Levy County.
4. Maintaining liaison with State, Federal and other local emergency management agencies.
5. Development and maintenance of operational planning for emergency responses.
6. Instituting training programs and public information programs.
7. Ascertaining the requirements of the County in order to implement emergency response operations.
8. Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of County and municipal governments in advance of an emergency.
9. Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management and all other Federal and relief agencies in matters pertaining to emergency management.
10. Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or Federal agencies for any appropriate emergency management activity.

11. Carry out any implemented actions deemed necessary by the Chair of the Board.
12. The Assistant Emergency Management Director will serve as the Operations Officer at the EOC unless tasked to function as the Emergency Management Director should the Emergency Management Director be unable to serve.

E. Direction and Control Day-to-Day Operations

The Emergency Management Director during normal operations shall report directly to the County Manager. The Emergency Management Director will oversee the normal day-to-day operations of Emergency Management. See Day-to-Day Operations Chart in Appendix 4.

F. Additional Direction and Control Policies

1. The Chair of the Board and mayors of the incorporated jurisdictions within the County have the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.

Municipalities, pursuant to Section 252.38, Florida Statutes, may establish emergency management programs and develop emergency management plans in conformance with Federal, State and County plans. The other municipalities' command and control operative will be supported by the County EOC.

2. The Emergency Management Planning Group will assist the Emergency Management Director during a declared emergency with protective action recommendations and decisions. The Emergency Management Director will then make the protective action decision and recommend the decision for approval to the Chair of the Board. This Emergency Management Planning Group includes the Emergency Management Director, Assistant Emergency Management Director, Chair of the Board, County Manager, Sheriff or designee, Levy County Schools Superintendent or designee and the Levy County Department of Health Director or designee.
3. The public officials in other incorporated jurisdictions of Levy County are responsible to provide policy guidance in the administration of emergency management programs in their respective jurisdictions, and will coordinate all jurisdictional emergency response plans and activities with Emergency Management.
4. The Emergency Management Director will serve as senior liaison officer for Levy County when coordinating with the Florida Division of Emergency Management, Florida Military forces and Federal Military forces.
5. When the provisions of this CEMP are in effect, centralized direction and control of all emergency/disaster operations will be coordinated through the Levy County EOC.
6. The Emergency Management Director, when required, to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this CEMP.
7. The Board is responsible for making decisions regarding the governance of the County. Each County department reports to the County Manager. Within this structure, Emergency Management is responsible for all aspects of emergency management including preparedness, prevention, response, recovery and mitigation.

8. Levy County is part of the State Wide Mutual Aid Agreement. First Response Agreements with the Levy County municipalities are in existence. A Memorandum of Understanding is signed with the American Red Cross.

G. Levy County Response Organization

In order to facilitate the use of the ESF Concept, the organizational structure has been designed to match the Incident Management System (IMS). The Chair of the Board through his/her designee, the Emergency Management Director, may be the Incident Commander during most emergency situations. See Organization Charts Appendix.

The organizational structure depicted in the Organization Charts Appendix is established to ensure the effective coordination of County resources during emergency response operations and collectively represents the Levy County Emergency Response Team. Each section within the IMS contains functional responsibilities that can be matched with corresponding ESF's in the State Comprehensive Emergency Management Plan. In the IMS used by Levy County, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State Comprehensive Emergency Management Plan. For example, the Levy County Sheriff's Office is responsible for search and rescue and law enforcement operations. The Levy County Sheriff's Office also provides support for several other agencies during emergency operations.

To ensure continuous leadership authority and responsibility during emergency situations, a Line of Succession has been established in the Levy County Continuity of Operations Plan maintained by Emergency Management.

H. Levy County NIMS Integration

In order to facilitate the integration to the National Response Framework (NRF) and National Incident Management System (NIMS), Levy County has incorporated the NIMS structure into all response and incident plans prior to the deadline set by the federal government for compliance.

NIMS compliance is mandated for federal, state and local jurisdictions by the following directives: Homeland Security Act of 2002; HSPD-5 Management of Domestic Incidents; HSPD-8 National Preparedness; and the National Response Framework. The NIMS establishes a uniform system for incident management and emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. It also utilizes Multi-Agency Coordination Systems (MACS) as a common framework for coordinating and supporting incident management. MACS may be required on large or wide scale emergencies that require higher level resource management or information management. Resources may include facilities, equipment, personnel, procedures and communications. Primary functions are to support incident management policies and priorities, facilitate logistics support and resource tracking, make resource allocation decision based on incident management priorities, coordinate incident-related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

The NRF serves as the core operational plan for national incident management, establishing national-level coordinating structures, processes, and protocols that must be incorporated into existing Federal interagency incident plans.

The NRF details its reliance on NIMS operating principles and protocols in applying Federal support to

incidents of national significance. Together, the NRF and the NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, nongovernmental organizations, and the private sector into a seamless national framework for domestic incident response. NIMS recommends variations in incident management through the use of Unified Command and Area Command.

Unified Command is utilized when more than one responding agency has responsibility for the incident or when the incident crosses political jurisdictions. Unified Command allows agencies to work together to analyze intelligence information and establish a common set of objectives and strategies for a single Incident Action Plan or IAP allowing agencies with responsibility to participate in the decision making process and does not change any of the other features of incident command system.

Area Command oversees the management of multiple incidents each being managed by an incident command system organization or oversees the management of large incidents that cross political jurisdictions and are particularly relevant to public health emergencies because these emergencies are usually not site-specific, not immediately identifiable and may be geographically dispersed and evolve over time. Area Command is responsible for setting overall strategy and priorities; allocating critical resources; ensuring incidents are properly managed; ensuring that objectives are met; and ensuring that strategies are being followed.

The Public Information Officer or PIO will operate within the parameters for the Joint Information System or JIS which provides an organized, integrated and coordinated mechanism for providing information to the public during an emergency to ensure that decision makers and the public are fully informed throughout a domestic incident response. The Joint Information Center or JIC is the physical location where public information staff involved in incident management activities can locate to perform critical emergency information, crisis communications and public affairs functions.

V. FINANCIAL MANAGEMENT

It is the intent of this policy to provide guidance for basic financial management to all departments and agencies responding under the provisions of the CEMP. Additionally, to ensure those funds are provided expeditiously and those financial operations are conducted in accordance with appropriate Levy County policies, regulations and standards.

A. Assumptions

1. Due to the nature of most emergency situations, finance operations will often be carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirements of sound financial management and accountability.
2. A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels.

B. Expenditure of Funds

Timely financial support of any extensive response activity could be crucial to saving lives and property. While innovative means of procurement may be called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

1. In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.
2. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given"; so, as much deliberative prudence as time and circumstances allow should be used.
3. The Levy County Clerk of the Court (Clerk) is the County comptroller and financial management officer for Levy County. The Clerk maintains procedures for disaster-related financial transactions, accounting, grants management, payroll, etc. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this CEMP are maintained, as applicable, in compliance with:
 - The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
 - Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
 - 2 CFR 200, Uniform administrative requirements, cost principles, and audit requirements for

federal awards.

- The County and municipal finance departments.
 - The *Handbook for Disaster Assistance*, Florida Division of Emergency Management, which has been prepared to provide basic information and instructions. This handbook can be obtained from Emergency Management.
 - The *Public Assistance Program and Policy Guide*, Federal Emergency Management Agency, defining policies and procedures for the Public Assistance Program. This handbook can be obtained from Emergency Management.
4. The preservation of vital records for the continuation of government will be the responsibility of the County department directors and Constitutional Officers.
 5. The Clerk is responsible for implementing, maintaining and tracking all financial projects and matters during and after a disaster.
 6. Funding sources for day to day emergency management activities and operations are available and include the following:
 - Emergency Management Preparedness and Assistance Trust Fund (EMPATF)
 - County Base Grant Program
 - Emergency Management Performance Grant (State Homeland Security Grant Program)
 - Pre-Disaster Funding Sources are available through the following:
 - Pre-Disaster Mitigation Program
 - Flood Mitigation Assistance
 - Post Disaster Funding Sources are available through the following:
 - FEMA Public Assistance Program
 - Hazardous Mitigation Grant Program
 - State Homeland Security Grant Program
 - Hazard Analysis Grant Program
 7. The Clerk will provide financial management training to the appropriate staff who will be involved in any disaster response and recovery effort in Levy County. The municipal financial directors will be responsible for their municipal financial matters.
 8. Mutual Aid Requests

The Statewide Mutual Aid Agreement (SMAA) allows “Participating Parties” (the Florida Division of Emergency Management and all special districts, educational districts, and other local and regional governments that have signed the Agreement) to request assistance (oral or written) for a major or catastrophic disaster. If a Participating Party has no other mutual aid agreement that covers a minor disaster, it may also invoke assistance under the Statewide Mutual Aid Agreement.

In accordance with Chapter 252, Part III, Florida Statutes, Florida has also adopted the Emergency Management Assistance Compact and Memoranda of Understanding with other states and private organizations. These agreements provide mechanisms to obtain additional resources. Levy County is a signatory to the SMAA and all requests for assistance, or response to requests for assistance,

will be coordinated through this agreement. Florida Statute provides the County the authority to use any equipment or facility while under a local state of emergency (Section 252.38(3)(a)5(g)). The receiving party will be sent a cost estimate for the requested resources prior to deployment. The Clerk will ensure the billing of the receiving party is completed and secured according to the stipulations of the mutual aid agreement being invoked, i.e. SMAA. When the County is the requesting party, the Clerk will determine the funding source to initially secure the resources. This will include:

- Emergency Management Performance Grant (EMPG)
- Emergency Management Preparedness and Assistance Trust Fund Grant (EMPATF)
- Local General Revenue

The Clerk will prepare the documentation necessary to bill the receiving party for the mutual aid support provided by any County agency. This will include equipment rates, labor/overtime costs, and transportation costs. Such costs will be initially generated by the agency supplying the resources, and given to the Clerk's office, who will prepare the documentation necessary to request the reimbursement from the receiving party. The Clerk will ensure eligible costs for mutual aid activities will eventually be requested through the Public Assistance Program. The Clerk will ensure all documentation required by the SMAA, and the Public Assistance Program will be maintained, especially for those things reimbursable under the Public Assistance Program.

The Clerk will ensure the billing of the receiving party is completed and secured according to the stipulations of the mutual aid agreement being invoked, i.e. SMAA. The SMAA lays out the requirements for documentation.

In making a resource request, Emergency Management will complete the resource request form, email it to the Florida Division of Emergency Management and notify the County Liaison Desk of the request by telephone. When the State EOC is activated, Emergency Management will also utilize the current State resource management system.

In making a resource request, Emergency Management will submit its request into the State WebEOC system. Once the request has been forwarded on to the State EOC from the County, it is initially processed by the County Liaison Desk, who verifies the information. From there, it is forwarded to the State Operations Section Branch for tasking to the appropriate ESF. If the ESF can meet the provisions of the request, resources are forwarded to the County. If the ESF cannot provide the requested resources, it is then forwarded to the State Logistics Section, who will work with either private vendors or through the Emergency Management Assistance Compact (EMAC) to secure the resources. If the resources are identified from private sources, the vendor information is given to the County EOC to contact.

In accordance with Sections 252.35, 252.37, and 252.60, Florida Statutes, the Florida Division of Emergency Management and all county jurisdictions of the State are authorized to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. The Florida Division of Emergency Management may assign the right to accept such services, equipment, supplies, materials, or funds to any appropriate local governing body or agency.

VI. TRAINING

A General

This section will outline a training program that will ensure that emergency responders and the public fully understand the overall concept of emergency management and their responsibilities before, during and after an emergency/disaster.

B. Concept of Operations

1. General

The Emergency Management Director is responsible for training. County department directors and constitutional officers have a responsibility to conduct additional training specific to his/ her or their needs. Each municipality is responsible for conducting training it may require for its own personnel. Emergency Management will identify training opportunities and advise department directors, constitutional officers, volunteer groups, and municipalities of them. An annual and multiyear training schedule is developed in the spring of each year based on the needs for that year and the two subsequent years and provided on the Levy County website.

The training program has three dimensions:

- a. Programs and courses available through the Federal Emergency Management Agency, the State and other governmental/volunteer agencies.
- b. Local departmental emergency response training.
- c. Community based awareness, self-help, population protection procedures and public awareness training for the general public.

2. Training Types

- a. Mitigation/Preparedness Training
 - 1). Division/agency heads will designate Emergency Coordinators within their organization.
 - 2). Division/agency heads and Emergency Coordinators will participate in Emergency Management training to better prepare their organizations for responding to emergencies/disasters.
 - 3). Divisions/agencies will identify needed emergency management training and request it from Emergency Management.
 - 4). All divisions/agencies are encouraged to budget for training and exercises.
- b. Response Training
 - 1). The Emergency Management Institute (EMI) and the Florida Division of Emergency Management provide on-site training for law enforcement, medical, fire services, utilities and emergency management personnel, as well as local appointed officials and their staffs.

- 2). Resident training at the Emergency Management Institute is encouraged for response groups from the jurisdictions to better understand the Integrated Comprehensive Emergency Management concept and the local CEMP.
- 3). The objectives of emergency management training are to develop team skills for the EOC, field operations, information systems, technical information related to hazard mitigation, preparedness, response and recovery, and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.
- 4). Group training is encouraged for the EOC staff, Planning Group, individuals, information, officers, all government division/department heads and their Emergency Coordinators, damage assessment teams, human needs assessment teams, school board personnel, medical/health, institutional personnel, volunteers, communications/dispatchers, etc.
- 5). Internal training consists of the concepts of field operations and key components of the CEMP. An overview of the CEMP and training is essential to departments developing emergency procedures.
- 6). Internal training will be done at appropriate locations.
- 7). Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency/ disaster.
- 8). Preparing citizens for protective action and self-help practices immediately following a disaster is part of the emergency management training program.
- 9). The emergency management training program encourages members of all groups to take advantage of available training.

c. Recovery Training

- 1). Recovery exercises complete the process of exercising the CEMP. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.
- 2). Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- 3). Group and individual training at the Emergency Management Institute should be scheduled routinely. These courses cover natural and technological hazards, as well as event specific courses.

3. Exercises

a. General

"Exercising" is the primary way to activate, test and evaluate the components of the CEMP and to determine if the CEMP will work in an actual emergency/disaster situation. Emergency Management will pursue opportunities, including:

The North Central Florida Regional Planning Council, through the Local Emergency Planning Committee has an active role in planning inter-agency exercises; The State of Florida, Division of Emergency Management's annual hurricane exercise; Duke Energy Corporation in conjunction with FEMA conducts federally graded exercises that involve all Levy County response organizations.

b. There are four principal reasons for conducting exercises:

- 1). To detect deficiencies in a plan.
- 2). To detect deficiencies in the overall system.
- 3). To identify potential personnel and staff problems of divisions/agencies.
- 4). To detect problems relative to functions and operations of equipment.

c. Progressive Exercising

- 1). Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.
- 2). Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision making, warning, public information or recovery.
- 3). Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period of time. It tests major components and sub-components of the plan.

d. Exercise Requirements for Every Jurisdiction

Levy County encourages each of the municipalities within Levy County to conduct and participate in training and exercises. All stakeholders, both public and private, should participate in all trainings and exercises provided by Levy County, if possible. All stakeholders should also make a strong attempt to participate in the Multi-Year Training and Exercise Meetings conducted by Emergency Management.

- 1). Emergency Management conducts annual tabletop exercise, which will incorporate the participation of County agencies and municipalities, utilizing the CEMP as a guide.
- 2). The training and exercise schedule and list of courses available change year to year, based on local interests, observed needs, or State requirements. The schedule is maintained by Emergency Management and updated each year during the Multi Year Training and Exercise Meeting that will incorporate feedback from all stakeholders and will cover a variety of topics that include the needs from all stakeholders.
- 3). A constructive evaluation of exercises will be completed for the purpose of addressing operational deficiencies and revising plans and procedures.
- 4). After every exercise or activation, the Activation Evaluation Report / After Action Report

with Improvement Plan should be completed and areas of deficiency will be noted. This report will be utilized to determine further training needs.

C. Responsibilities

1. Emergency Management is responsible for ensuring the EOC staff and operational responders fully understand their procedures and responsibilities, as outlined in the CEMP.
2. Training and scheduling of training for emergency management purposes will be coordinated through Emergency Management.
3. Department/agency heads should budget for, and participate in, training activities related to emergency preparedness programs.
4. Municipalities: The mayor (or designee) of each municipality in the County is responsible for the training of personnel under the jurisdiction of that municipality. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.
5. Levy County Emergency Management will:
 - a. Coordinate all disaster-related training within the County to ensure that all of the overall objectives and their annexes of the CEMP are being met.
 - b. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and education objectives.
 - c. Utilize to the fullest extent all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:
 - Booklets, pamphlets and brochures for public distribution;
 - Lectures and seminars relating to personal disaster preparation;
 - Local public information spots on radio and newspapers.
 - d. Conduct exercises to evaluate components of the CEMP. Upon completion of exercises, procedures and training will be modified to correct the deficiencies noted.
6. Those agencies or departments having Primary and Support responsibilities for ESF's will establish training programs covering their respective responsibilities, in accordance with approved ESF Annexes.
7. Evaluation of the exercises will be conducted by the agency sponsoring the exercise. The evaluation report (After Action Report) will be prepared for all exercises, in keeping with Homeland Security Exercise and Evaluation Program (HSEEP) requirements, and recommendations incorporated into the appropriate plans, guidelines and checklists.

VII. REFERENCE AND AUTHORITIES

Ultimate responsibility for the protection of life and property and the preservation of public peace, health and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

A. Levy County- Chapter 252, Florida Statutes

1. Chapter 252.38, Florida Statutes delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.
 - a. Levy County shall perform emergency management functions within the territorial limits of Levy County and conduct those activities pursuant to 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. Levy County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOC's) to provide continuity of government, and direction and control of emergency operations.
 - b. Levy County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purpose; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.
 - c. Levy County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to 7 days, and it may be extended as necessary in 7-day increments. Levy County participates in the Statewide Mutual Aid Agreements in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of Levy County by law, pertaining to:
 - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community.
 - Entering into contracts and incurring obligations.
 - Employment of permanent and temporary workers.
 - Utilization of volunteers.
 - Rental of equipment.
 - Acquisition and distribution, with or without compensation, of supplies, materials and facilities.
 - Appropriation and expenditure of public funds.
 - d. Levy County recognizes the right of municipalities within the County to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with Levy County Emergency Management in accordance with 252.38 (2) Florida Statutes.

2. Levy County Emergency Management serves the entire county. It is the responsibility of Levy County to establish and maintain an emergency management office, develop a comprehensive emergency management plan and program that are consistent with the state comprehensive emergency management plan and program.
3. Levy County Emergency Management shall review emergency management plans required of external agencies and institutions.
4. Levy County School Board shall, during a declared local state of emergency and upon the request of the Emergency Management Director participate by providing facilities and personnel to staff those facilities. Levy County School Board shall, when providing transportation assistance, coordinate the use of vehicles and personnel with Emergency Support Function 1, Transportation.

B. Ordinances and Administrative Rules

1. State of Florida Statutes

- a. Chapter 1, Definitions
- b. Chapter 7, County Boundaries.
- c. Chapter 14, Title IV, Executive Branch, Governor
- d. Chapter 22, Emergency Continuity of Government.
- e. Chapter 23, Florida Statutes.
- f. Chapter 30, Sheriffs
- g. Chapter 73, Eminent Domain
- h. Chapter 74, Proceedings Supplemental to Eminent Domain
- i. Chapter 119, Public Records Exemptions
- j. Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- k. Chapter 154, Public Health Facilities
- l. Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
- m. Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
- n. Chapter 166, Municipalities
- o. Chapter 187, State Comprehensive Plan.
- p. Chapter 252, Emergency Management.
- q. Chapter 321, Highway Patrol
- r. Chapter 380, Land and Water Development.
- s. Chapter 381, Public Health.
- t. Chapter 401, Medical Communications and Transportation.
- u. Chapter 403, Environmental Control.
- v. Chapter 404, Radiation.
- w. Chapter 406, Medical Examiners.
- x. Chapter 409, Social and Economic Assistance.
- y. Chapter 427, Special Transportation and Communication Services.
- z. Chapter 768.13, Good Samaritan Act.
- aa. Chapter 870, Affrays; Riots; Routs; Unlawful Assemblies.

2. Federal

- a. Public Law 106.390, as amended, which provides authority for response assistance under the National Response Plan aka Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- b. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- c. Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- d. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- e. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- f. Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- g. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- h. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- i. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- j. Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- k. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- l. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- m. National Flood Insurance Act of 1968, 42 USC 4001 et seq.
- n. CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
- o. CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- p. CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- q. CFR 44 Part 10, Environmental Conditions.
- r. CFR 44 Part 14, Audits of State and Local Governments.
- s. Presidential Directive HSPD-5 dated February 28, 2003.
- t. Presidential Directive HSPD-8 National Response Plan.

3. Administrative Rules State of Florida

- a. State of Florida Uniform Accounting System (2023)

4. Levy County

- a. Chapter 30, Article II, Levy County Code of Ordinances
- b. Levy County Comprehensive Plan, as amended.
- c. Levy County Resolution to adopt the CEMP

- d. Declaration of a Local State of Emergency
- e. A sample copy of a local resolution for declaring a Local State of Emergency is contained in the Resolution Appendix.
- f. Current Statewide Mutual Aid Agreement
- g. Levy County Procurement Ordinances, policies and manuals.

5. Other reference documents include the following:

- a. Levy County Department of Health Emergency Plans
- b. Levy County Sheriff's Department policies and procedures
- c. Levy County Department of Public Safety EMS policies and procedures
- d. Levy County Recovery Task Force (Annex I)
- e. Levy County Local Mitigation Strategy
- f. Levy County Mitigation Annex (Annex II)
- g. Levy County Hazardous Material Response Plan

6. Memorandums of Understanding and Agreements:

Federal

- Memorandum of Understanding between the Centers for Disease Control, the United States Public Health Service of the Department of Health and Human Services, and the American Red Cross, December 1988.
- Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross, January 1982.

State

- Building Officials Association of Florida and Division of Emergency Management
- Division of Emergency Management and the Civil Air Patrol (Search and Rescue)
- Emergency Management Assistance Compact
- Florida and the Air Force Rescue Coordination Center (Inland Search and Rescue)
- Interstate Agreement during A Hurricane Threat or Other Events Florida Division of Emergency Management and Georgia Emergency Management Agency
- Memorandum of Understanding with the American Veterinary Medical Association Emergency Preparedness and Response Guide.
- NWS and Division of Emergency Management
- State of Florida Agreement between the American Red Cross and the Department of Health for use of the United States Department Agriculture donated food
- State of Florida and the American Red Cross

- Statement of Understanding between the Administration on Aging and the American National Red Cross (ARC)
- Statement of Understanding between the Salvation Army and the American Cross
- Statement of Understanding between the Volunteer Organizations Active in Disaster Agencies and other volunteer agencies

LEVY COUNTY

COMPREHENSIVE EMERGENCY

MANAGEMENT PLAN

RECOVERY ANNEX



March 2026

I. INTRODUCTION

Following a disaster, many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. The recovery section establishes a detailed framework of federal and state government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of federal disaster assistance. This section will outline the process for assessing the need for and administration of local, state and federal disaster assistance.

Disaster recovery operations highlight the importance of the recovery period. Public Officials must be prepared to lead the community to recovery (victims and their families, emergency workers and volunteers), restore utilities, repair roads, and plan for future development, without losing sight of the less visible damage caused by emergencies and disasters.

II. GENERAL

In the post impact phase of a disaster, the EOC will be established to manage, coordinate, control and direct the response and recovery efforts. The EOC charts in the Organizational Charts Appendix define the assumptions and functions associated with the EOC. The EOC will serve as the coordination point for establishing the SERT Reconnaissance Team (RECON's), staging areas and other sites for coordinated assistance. The EOC will be manned by representatives from each ESF and other agencies involved in the recovery process. The EOC will be organized along the same lines of responsibility as the state and federal response and recovery systems.

Direction, control and coordination during the immediate recovery phase focuses on the following types of activities:

- Establishment of an inter-County recovery network designed to provide the support for movement of response actions, relief supplies and services into the County.
- Acquisition, allocation and administration of the distribution of emergency supplies including food, water, ice and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal and the restoration of utilities.

The primary local coordinating agency for requesting resources and relief supplies and support within the county is Emergency Management. This function will be performed from the EOC under the direction of the Emergency Management Director. If necessary, the EOC may be moved to an alternate EOC facility identified during the impact assessment to provide access to functional equipment or meet space requirements. This transfer to an alternate EOC will only take place when there is sufficient evidence that sustainment of operations is achievable and immediate danger has passed allowing recovery efforts to be initiated safely.

- A. Emergency Management has primary responsibility for coordinating recovery efforts. The Emergency Management Director will appoint a member of staff to serve as a liaison to the state's recovery staff. The Emergency Management Director will keep the Levy County EOC activated, if needed, for recovery activities.

- B. The Emergency Management Director will request the State to establish a Disaster Recovery Center (DRC). Individual agencies in the EOC will coordinate with their state counterparts, if applicable, during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will coordinate with the Emergency Management Director at the EOC.
1. The Emergency Management Director will coordinate recovery activities with the municipalities. Individual agencies in the EOC will coordinate with their municipal counterparts, if applicable, during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities will be encouraged to have liaisons in the EOC.
 2. All recovery activities are coordinated through the Emergency Management Director and begin during the response phase with an evaluation of:
 - situation reports;
 - mission assignments logged and tracked;
 - municipal status update reports received from local governments;
 - EOC briefings;
 - local conference calls;
 - impact assessment data, as well as other impact information received from other sources;
 - damage reports received from citizens.

These information sources are reviewed and monitored to start the identification of areas that should receive priority for damage assessment and human needs assessment. This gathering of intelligence sets the stage for the operational transition from response to recovery activities, which takes place after the event.

3. The Coordinator for ESF-14 is the Public Information Officer (PIO) and is responsible for providing public information and education programs regarding the recovery effort and available local, state and federal assistance. The PIO will follow procedures established in ESF-14 Public Information for the dissemination of information as well as the EOC SOG's. When the situation requires the formation of a Joint Information Center, the PIO will coordinate this function. This includes notifying the public of the location of Disaster Recovery Centers, the types of assistance available, and more. All available media outlets that are operational will be used to disseminate the information.

Public information programs will use all the resources outlined above in reaching the population in Levy County. Special efforts will be made to reach the hearing/sight impaired; non-English speaking or those that are not in touch with traditional communications outlets.

4. The Emergency Management Director is responsible for the following items in support of the State of Florida Reconnaissance Teams (RECON's).

Pre-designation of helicopter landing zones for RECON aviation support: Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to State of Florida Division of Emergency Management.

Pre-designation of staging areas and sites for RECON operations: Staging area locations (GPS coordinates) have been transmitted to State of Florida Division of Emergency Management.

5. The County utilizes the established process under the Stafford Act as amended by the Disaster Mitigation Act 2002, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Levy County, the County will receive notice from the State directly as well as through the media coverage. The Emergency Management Director will ensure that this information is transmitted to the Planning Group and all Sections and ESF's for coordination of financial reimbursement with County agencies while maintaining compliance procedures for financial transactions, accurate accounting, grants management, document tracking and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to the Clerk for Countywide consolidation and submission to FEMA. Additional staff may be required to fulfill these responsibilities.

The Emergency Management Director will transmit disaster declaration, recovery assistance information and technical assistance resources to the municipalities, special taxing districts and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations.

Each municipality is responsible for identifying public assistance projects. The recovery staff for a city will coordinate with the State regarding implementing the appropriate programs authorized by the declaration. For further information regarding the damage assessment process and the public assistance process, review the damage assessment and mitigation sections of the CEMP and related procedures and guidelines.

6. During a disaster event the County recovery activities outlined in this section are the same for declared and non-declared disasters with the exception of available federal and/or state resources. During non-declared events, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer donations and insurance coverage. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance or resort to bond issues to fund disaster recovery. The unmet needs committee may be an additional source of recovery resources and will be convened to identify victims' needs and possible recovery assistance.
7. The departments and agencies that have primary and support roles and will be involved in recovery operations are the following:
 - **Emergency Management** – Primary. Manages overall recovery operations.
 - **Department of Public Safety and Municipal Fire Departments** – Support: Assists with State RECON Teams, damage assessments, search and rescue operations, hazardous materials recovery.

- **Sheriff's Office** – Provides overall communications support for recovery efforts. Performs law enforcement and security missions for recovery.
- **Development Services** – supports with the conduct of damage assessments with Levy County Emergency Management.
- **Clerk of the Court** – manages the overall fiscal responsibilities of recovery, to include mutual aid costs, public assistance program, and all recovery contract management.
- **Code Enforcement** – assists the Building Department with housing inspections, habitability certifications, temporary mobile home or travel trailer placement for temporary housing program.
- **School Board** – Manages shelter operations and provides transportation assets, shelter spaces.
- **Road and Bridge Department**– assists in damage assessments, public assistance program management.
- **Property Appraiser** – co-lead with damage assessments and recovery operations.
- **Department of Health** – in charge of all ESF-8 issues. Provides overall health and medical capabilities for recovery operations.
- **Duke Energy** – assists with ESF-12.
- **Central Florida Electric CO-OP** - assists with ESF-12
- **Human Resources** – provides emergency human resource management in recovery operations.
- **American Red Cross** – Assists with shelter operations. Involved with ESF 6, 11, 15 in meeting unmet needs of residents.
- **Salvation Army** – same as ARC.
- **County Engineer** – supports all aspects or physical recovery to county facilities.

III. RECOVERY FUNCTION

A. Damage Assessment Function

Damage assessment is the first and one of the most important steps in the recovery process. It is the basis for determining the type and amount of state and/or Federal financial assistance necessary for recovery and mitigation. An initial impact assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the state to request a presidential declaration.

Damage assessment has a two-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To substantiate requests for supplemental assistance.

The planning assumption concerning damage assessment includes:

- The County will conduct an Initial Damage Assessment (IDA) prior to requesting a Preliminary Damage Assessment (PDA) by the State/FEMA.
- The County will participate on the FEMA/State PDA to ensure county damages are fully appraised and captured correctly.

Levy County's capability to conduct its own assessment may be limited due to the extensive damage associated with a catastrophic event.

1. General

Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage to homes and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

Recovery response to an emergency will be based upon the assessment of lives impacted, public and private property losses, the reports of actions taken to alleviate the situation and the expenditures committed to that effort. In order to determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the EOC must have information concerning property damage and operational costs as soon as practicable after the emergency occurrence. Initial assessments may indicate the necessity for outside assistance, including possible requests for Presidential Disaster Declaration.

In a catastrophic disaster when damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources and prioritizing recovery efforts.

2. Responsibilities

a. Emergency Management

- Coordinates damage assessment training as described in the CEMP Basic Plan.
- Collects and consolidates initial damage assessment reports.
- Transmits damage assessment information to the State Warning Point.
- Requests technical assistance if damage assessment is beyond County capabilities.
- Coordinates with state, federal and other damage assessment teams.
- Contacts Damage Assessment Coordinator to report to EOC.
- Develops public/private damage assessment SOG's and checklists.

b. Development Department (Development Services)

The Development Department (Development Services) Director will act as lead in conducting damage assessment of private property and businesses as well as public property and infrastructure.

- Ensures damage assessment teams are properly trained and equipped.
- Contacts damage assessment team members to report to staging area for deployment.
- Coordinates damage assessment information received from private property and businesses.
- Assigns damage assessment teams to impact areas.
- Monitors threshold amounts for minor, major and destroyed properties.
- Provides residents with information regarding recovery assistance, informing residents of available services, location of the Disaster Recovery Center, handing out brochures, etc.
- Obtains property assessment information for team members.
- Assists in determining damage assessment values for private property.

c. Clerk of the Court

Conduct training on the damage assessment and public assistance program to include documentation, collection of data, financial management. This will be conducted for all staff who will be involved in the recovery process.

B. Initial Safety and Damage Assessment

In the immediate aftermath of the disaster, Levy County will conduct a countywide Initial Damage Assessment (IDA) consistent with the Damage Assessment SOG's. The goal of the IDA is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

All IDA team members must report impact assessment results through their designated chain of command to ESF-5 in the EOC within hours of disaster impact. The results are mapped on a Geographic Information System (GIS) map with color-coded categories. Levy County has limited GIS capability; therefore, the State EOC would be contacted for assistance.

The IDA is conducted by all County agencies that have infrastructure to include Road and Bridge Department, Public Works Department, School Board, Department of Public Safety, Municipal Fire Departments, Sheriff's Office, Property Appraiser, Clerk of the Court, Code Enforcement, Development Services, and Department of Health. The IDA is coordinated by Emergency Management, and information is managed by ESF-5 for the County. All of these agencies share the same roles and responsibilities, which is to assess the immediate damages to their facilities, and report them to ESF-5. This is the same process for the municipalities, which will conduct their individual IDAs and report their findings to ESF-5. The Emergency Management Director will assign geographic areas, when appropriate, in which to conduct the IDA. The damage assessment forms used to perform the PDA are also used to perform the IDAs.

The IDA data provides a Countywide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance. Once collected by ESF-5, an IDA report is transmitted to the State EOC via WebEOC.

If outside assistance will be required, the IDA will be used as the basis for a local declaration of emergency.

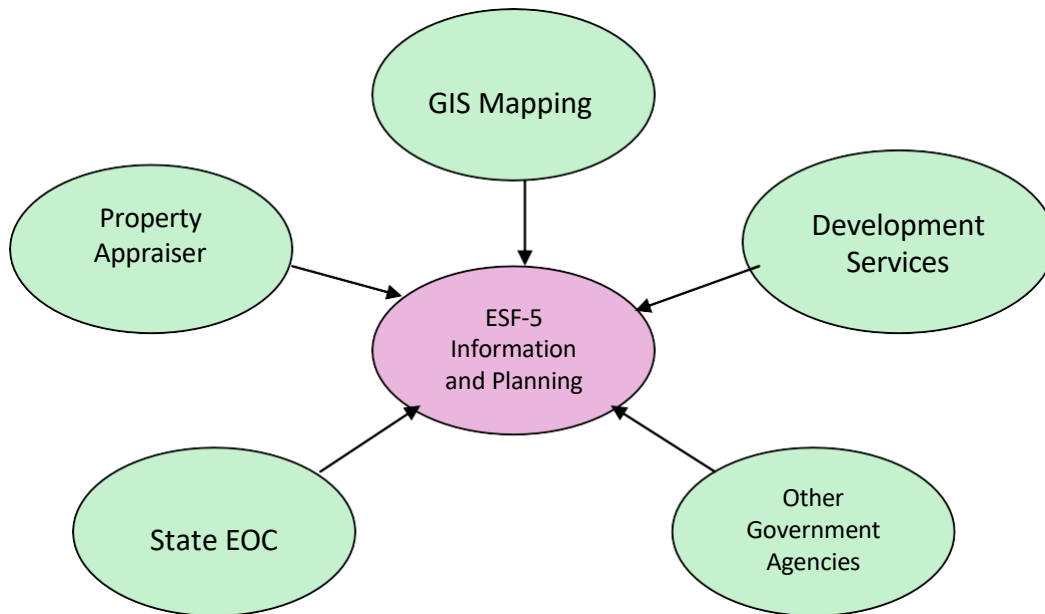
C. Preliminary Damage Assessment (PDA)

A damage assessment is needed to quickly assess the life safety needs, magnitude of the disaster and eligibility for state and federal aid. Damage assessment is accomplished in phases. The initial assessment scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs.

ESF-5 is the County's single point for receiving damage assessment reports and determining the disaster magnitude. The Levy County Property Appraiser's office provides analysis support for damage assessment. This agency can provide a graphic depiction of damage levels as well as monetary damage assessments. The State EOC will be contacted for assistance.

The PDA Team members will be notified by any functioning means of communication to report to the Levy County EOC. The PDA Team will be married up with the State and FEMA PDA teams to jointly assess the damages. [See Appendix VII]

Damage Assessment Information Flow



As information is received, the Property Appraiser uses computer analysis to determine dollar cost damage and mapping. This information can provide complete damage analysis support for the County. The Levy County Damage Assessment Coordinator (Development Department [Development Services] Director) assigns teams, backed-up with out of-County mutual aid, to perform a “structure by structure” damage assessment. ESF-5 produces a PDA for the State EOC Situation Report and other government agencies.

In order to confirm that the impact from disasters meets disaster assistance thresholds, a PDA is requested by the Emergency Management Director as soon as possible after damage assessment data is compiled, or if the magnitude of the event overwhelms the ability of the County to conduct its own damage assessment. The PDA will inspect impacted areas in coordination with the County EOC. The PDA is a joint effort with FEMA, FDEM, and Levy County.

If the preliminary damage assessment indicates that the damage is severe and widespread, a declaration of a state of emergency may be possible without a detailed written damage assessment. In that case state and federal teams may be dispatched to assist in completing the damage assessment.

Information is collected and evaluated, using State Damage Assessment Forms, Situation Reports, Essential Elements of Information (EEI) and other means and is shared with State and Federal officials as needed. This prevents duplication of effort and verifies incomplete information.

ESF-5 Information and Planning is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information. Levy County agencies use the Levy County Damage Assessment SOG’s to document and insure damage assessment procedures are standardized.

D. SERT Reconnaissance Teams.

The purpose of the SERT RECON team is to provide an initial report of the impacted area boundaries, evacuation routes, and communities for the SERT. Information will be provided to the SERT Chief and the State EOC. RECON Teams expedite situation assessments of areas impacted by emergencies when deployed. RECON Teams move expeditiously through damaged areas relaying information that assists the SERT with meeting the following standing orders.

- Establish communications with impacted areas
- Search and rescue
- Meet basic human needs, to include medical, water, food, shelter, and emergency fuel
- Restore critical infrastructure
- Open schools/local businesses
- Begin recovery.

1. Information Sought by the SERT RECON Teams

When the SERT RECON Teams come to Levy County, they will be seeking specific information to support the State EOC in their response to Levy County. This information will include:

- a. Number of survivors impacted, and their sustainability with their current resources.
- b. General overview of the impacted area
- c. Available resources within the area i.e. Publix, Wal-Mart, etc.
- d. Status of local government response
- e. Impact of critical infrastructure (ports, hospitals, police, fire, schools, shelters, utilities, power generating capacity).

2. RECON Team Composition

A RECON Team will primarily consist of representatives from the Florida National Guard, the Florida Fish and Wildlife Conservation Commission, the Florida Department of Environmental Protection, and the Civil Air Patrol. Others can be added to the Team as the need requires.

3. Logistic Appraisal

The SERT RECON Team is organized and equipped to be self-sustaining if necessary. Logistic support from Levy County will be situation dependent. Current designated RECON staging areas (and helicopter landing areas) can be found in Chapter 2, Section E of this plan.

E. Levy County Support Agencies

Emergency Management - Coordinate SERT RECON activity and support requirements with local support agencies and organizations. Serve as Public Assistance Officer (PAO).

Development (Development Services) Department – Coordinate overall damage assessment operations; determine eligibility of public and private damage. Provide field officers to assist in facility (homes, businesses and public buildings) damage assessment; coordinate assessment of damage to county buildings, facilities and recreational sites.

Road and Bridge Department - Assist in evaluating the damage to utilities and traffic control systems; roads and bridges; and flood control facilities; and transportation resources.

Public Works Department – Assist in evaluating the damage to water and wastewater systems control facilities.

Property Appraiser - Provide field officers from the Property Appraiser's office to assist in facility (homes, businesses and public buildings) damage assessment.

Library Services - Damage to libraries and associated property.

American Red Cross - Identification of immediate personal, disaster relief needs for individuals affected by the event; mass care requirements food, water, clothing, shelter/housing, medical needs, etc.

Levy County School Board - Damage to school buildings and property.

F. Municipal Support Organizations

Municipalities are responsible for the preliminary damage assessment within their jurisdiction and reporting the results to ESF-5. If unable to perform the function due to impact of the disaster, a decision will be made by the Planning Group to conduct the damage assessment within that jurisdiction by other jurisdictional teams. The Development Department will coordinate the appropriate team.

Municipal Public Works - Assist in evaluating damage to water and waste water system control facilities; flood control facilities; utilities and traffic control systems; roads and bridges.

Fire Departments - Provide building inspectors from Fire Prevention to assist in (homes, businesses and public buildings) damage assessment.

Building Departments - Provide field officers to assist in facility (homes, businesses and public buildings) damage assessment.

Water Resources - Assist in evaluating damage to water and wastewater systems control facilities.

Facilities Management - Assist in evaluating damage to municipal facilities.

G. Damage Assessment Operations

Deployed when directed by the State EOC, the RECON Team with supporting Ground Support Team (GST) will move to the Levy County EOC or designated landing zone to establish a base of operations. Leader will conduct a situation briefing to ensure both RECON team members and local officials have the same initial assessment information. Following this briefing, team members and their local counterparts will conduct the assessments in accordance with the applicable state agency checklists.

For PDA Teams, each team will have a County representative on it, to the degree possible. The PDA teams will meet at the Levy County EOC for coordination and orientation. Maps identifying the damaged areas will be provided. If the damages are widespread, and more than one PDA team is assigned to Levy County, geographic zones will be established, and teams assigned to each. County vehicles will be provided, if needed by the PDA teams. The PDA teams will use the States Individual Assistance, Public Assistance, and Business Loss forms and associated criteria (Also see Appendix 7, Forms A, B, and C). Emergency Management maintains an inventory of equipment and vehicles that may be needed for damage assessment. It is updated annually.

H. Individual and Business Preliminary Damage Assessment

Individual and business PDA is essential to gauge the overall effects of the emergency or disaster and the economic damage. This information is vital in supporting requests for federal disaster assistance. When conducting a PDA of public facilities, information on the extent of damages will be essential in applying for and obtaining federal disaster assistance. Some of the information needed may not be readily available during the actual preliminary assessment, and may need to be collected in follow-up damage assessment and project worksheet processes. Damage Assessment Forms are available for Individual, Business and Public Assistance. Preliminary damage impact assessment teams will assess and record damages to the following public facilities and services to determine the severity of the disaster and determine immediate public needs.

Disaster Assessment Teams: Teams composed of local, County and/or municipal, officials working individually or with members of the State and FEMA to conduct the assessment of a specified area or location. The Levy County Development Department (Development Services) Director is the overall coordinator of the damage assessment and all teams will report damage assessment to the EOC. Teams should make the following determinations.

1. Private Residences and Businesses

- Primary versus secondary residences -- secondary homes are not eligible for disaster assistance.
- Homeowner or rental property -- homeowners are eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.
- Extent of damage -- damage less than 10% of the fair market value is considered minimal; major damage (structural damage to foundations, walls, roofs, etc.) falls within the range of 11 - 74% of fair market value; and structures damaged in excess of 74% of the fair market value are considered to be destroyed.

- Insured versus uninsured damage -- insured damages and losses are not eligible for disaster assistance.
- Tenant versus owner -- homeowners may be eligible for assistance in repairing or replacing losses to property and contents; whereas renters may be eligible for assistance to cover content losses only.
- Estimated days out of operation -- this information is needed to estimate the total dollar loss to a business.
- Number of employees -- used to estimate the amount of disaster unemployment for a business.
- Replacement costs -- replacement costs of land, structures and content are eligible for disaster assistance.
- Number of uninhabitable structures -- may indicate the need for temporary housing.

2. Public Facilities and Services

- Resources needed to accomplish emergency debris removal to clear major roadways.
- Damage to roads, streets and bridges.
- Damage to water control facilities (i.e. - drainage systems, dikes, levees).
- Damage to public buildings and equipment.
- Damage to private and public utilities (i.e. - water and wastewater systems, electric and phone services, natural gas delivery systems, etc.).
- Damage to parks and recreational sites.
- Boundaries of the disaster area(s).
- Status of transportation systems.
- Access points to the disaster area(s).
- Status of communications systems.
- Status of medical systems.
- Disaster casualty information.
- Shelter/mass care information.
- Status of critical facilities.
- Major resource needs/shortfalls.

3. Assessing Economic Injury

Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second. Extensive studies have been completed using hypothetical disasters. Damage to Levy County could easily top 5 million dollars of structural damage. Job losses from a Category 5 hurricane are summarized in the above figure. If damage levels parallel those of the study, accurate economic injury estimates are possible. This function will be managed by the Clerk of the Court, and the chambers of commerce in an affected area (if applicable).

4. Preservation of Historic Properties

In the event of a disaster involving known historic properties in Levy County, Emergency Management will request the assistance of the historic preservation organizations or technical experts for post-impact coordination. Emergency Management will work with historic property owners on preparedness public education year round.

I. Human Services/Individual Assistance

1. Disaster Recovery Center (DRC)

Tele-registration is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster. A DRC may be established in the immediate area to provide immediate “one-stop shopping” for information and tele-registration. The Emergency Management Director will assist in identifying facilities or locations that are capable of supporting DRC operations for extended periods. It is anticipated that the DRC will be located close to the impacted area. The concept is to have only one DRC open. Possible locations for a DRC will be coordinated with the chamber of commerce for the area nearest to the impacted area and other property management interests. The Emergency Management Director will discuss with the SERT DRC coordinator, and request through WebEOC, the establishment of a DRC to the State EOC. Services provided at the DRC will include tele registration for Individual Assistance programs, mitigation advice, and a limited number of County services to include permitting.

The location of a DRC will be determined depending on the disaster. The Emergency Management Director will provide the state and federal agencies with a list of locations identified in the pre-event planning stage and that have been inspected by preliminary damage assessment teams and found safe. The Director will ensure Memoranda of Understanding are completed for each non-County facility selected for use as a DRC. The County may provide tables, chairs, and whatever furniture may be needed, if not provided by FEMA and the State. Once DRC sites have been confirmed, the locations will be released to the PIO at the JIC, where a coordinated press release will be provided to all available media sources indicating the DRC location(s). FEMA has established the following guidelines for determining if a building is suitable for use as a Recovery Center.

- Minimum of 5,000 sq. ft. of floor space
- Waiting area capable of accommodating 100 persons
- Access for the disabled
- Separate parking areas for child care, crisis counseling, and first aid
- Adequate parking
- Located near public transportation systems
- Adequate utilities and communications
- Adequate rest rooms and janitorial services.

Workers for the DRC will be contacted via telephones, pagers and cell phones if available. A pre-event briefing if possible will include directions to DRC workers as anticipated. If normal contact methods are unavailable or in risk of interruption, to make contact with DRC workers back up measures will be automatically implemented.

2. The County DRC Coordinator

Once the Emergency Management Director requests the establishment of a DRC to the state, the deployed DRC Coordinator will be responsible for communicating with the Director and

coordinating closely with the DRC support groups, including ESF-2 (Communications), ESF-3 (Public Works), ESF-6 (Mass Care), ESF-7 (Resource Support) and ESF-16 (Law Enforcement) to ensure each DRC has the necessary utilities, supplies and materials to conduct operations. Once DRC sites and locations have been confirmed, County, state and federal PIO's will prepare a coordinated press release to advise persons affected by the disaster of the location of DRC's, assistance available through the DRCs, and any documentation they may require to support their claims for assistance.

- a. **Staffing** – DRCs will be staffed with representatives from appropriate federal, state and County agencies, private relief organizations and other organizations capable of providing disaster related information to individuals and businesses. DRC staffing includes representatives from the organizations listed below. Additional agencies and staff may be located at the DRC as required.
- b. **FEMA/State Recovery Center Manager and Support Staff** -- responsible for the overall management of the DRC.
- c. **Florida Agency for Workforce Innovation** -- provides assistance and information to disaster victims about unemployment compensation and disaster unemployment assistance.
- d. **U.S. Farmers Home Administration and Florida Department Of Agriculture and Consumer Services** -- provides assistance and information to disaster victims about low interest disaster loans that cover agricultural and farm losses.
- e. **U.S. Small Business Administration** – provides assistance and information to disaster victims about low interest disaster loans for homeowners and business owners.
- f. **American Red Cross** -- provides assistance and information about resources available through the American Red Cross.
- g. **Salvation Army** -- provides assistance and information about assistance available through the Salvation Army.
- h. **Crisis Counselors** -- provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event.
- i. **Florida Department Of Financial Services** – provides assistance and information about resolving insurance claims and banking problems.
- j. **Florida Department of Children & Families** – provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.
- k. **National Flood Insurance Program** -- assists in determining whether damaged properties are located within designated flood plains.
- l. **Temporary housing staff (FEMA)** – provides assistance and information about the availability of rental and mortgage assistance, and other housing programs.
- m. **Internal Revenue Service** -- provides assistance and information about how the disaster will affect their taxes.

3. Feeding Distribution Sites and Temporary Living Areas

The Levy County School District serves as the primary coordinating agency for ESF-6 (Mass Care), while Levy County Emergency Management serves as the lead agency for ESF-11 (Food and Water). Both agencies coordinate the placement of feeding sites, distribution points, and temporary shelter locations.

If available shelter capacity is insufficient to accommodate displaced residents, Levy County Emergency Management coordinates the provision of additional emergency sheltering with support from state and federal ESFs.

ESF-11 may also coordinate feeding operations for emergency workers, working in close collaboration with state and federal partners and other response organizations to establish fixed and mobile feeding kitchens, as well as bulk distribution sites.

Requests for bulk food, water, and ice will be processed through ESF-11 Food and Water. ESF-11 will coordinate with its state and federal counterparts to locate a secure pre-packaged food and federal surplus commodities. ESF-11 will also locate and secure adequate supplies of water and purification units.

4. Emergency Housing

The Levy County Grants Coordinator will serve as the coordinating authority administering State Housing Initiatives Partnership (SHIP) program funding with the State counterpart to provide site(s) (existing homeowners' property if available) for emergency housing. The County will rely heavily on state and federal assistance for temporary or emergency housing.

Due to limited resources within Levy County, the county will significantly rely on State assistance with emergency housing. During the need for emergency housing, the Levy County Grants coordinator will also serve as the Local Disaster Housing Task Force representative. He/she will coordinate with Levy County Emergency Management, Levy County Development Services, and Levy County Planning Department to request any Disaster Housing Mission that may be needed. The group will meet after a disaster to discuss with the county BOCC chair recommendations on expedited permitting processes, or any other housing strategy that may need deviation from the established county laws, rules, and regulations.

5. Unmet Needs Coordination

During a long-term recovery phase all unmet needs will be forwarded to ESF-15. With assistance from volunteer groups, ESF-15 will utilize existing lists of community service providers, local churches, community outreach programs, and municipalities to fulfill all requests. This forms the informal Unmet Needs Committee, and will be active throughout the recovery process or until there are no additional unmet needs present in the County. Because of the dynamic nature of this group, an annually updated list of this Committee's members and contact information is maintained through the Tri-County Disaster Assistance Group, which was established following Hurricane Idalia in 2023 to serve the long-term needs of residents in Dixie, Gilchrist, and Levy Counties.

Human Needs Assessment Teams, municipalities, and local officials will meet to help identify

unmet needs. These will be given to ESF-15 to fulfill requests or forward for State assistance.

The Unmet Needs Coordinator will be responsible for coordinating with the Community Response Coordinator and DRC(s) to identify and address unmet needs that surface in the County. With this information, the local providers will be contacted to see if the unmet need can be met.

Training for ESF-15 members and local community groups will be scheduled during the first quarter of each fiscal year. Training may include emergency home repair, debris removal, and donation warehouse management, processing centers, crisis counseling and other needed assistance.

In order to minimize the potential for a duplication of efforts or benefits in unmet needs coordination with the local municipalities, all unmet needs requests must go through the Levy County Emergency Operations Center and must be documented in WebEOC before any request will be processed. This must be done at all times in order to ensure proper situational awareness.

6. Community Relations

The Levy County Emergency Management Director or designee will act as the County Community Response Coordinator (CR). Trained volunteers will assist the CR in this capacity. This team will function as the liaison with the FEMA/State Team. CR activities will be prioritized as the needs are identified by the Unmet Needs Committee. Any life-safety issues will be prioritized first, followed by issues that can become problems without immediate attention given. This will include the elderly, handicapped, or other special needs groups.

The various municipalities, chambers of commerce, ministerial associations and other civic organizations will be contacted to assist in assessing the community needs. In addition, ESF-8 lead and support agencies will be used to identify special needs or special concerns that need to be addressed. Special attention will be given to those listed on the Levy County Special Needs Registry, senior citizens (nursing homes, assisted living facilities). Other known geographic locations hosting special populations have been identified by the Unmet Needs Committee members, and will be prioritized for visitation post disaster. Other duties of the CR include:

- Sole contact/liaison with the State Community Relations Coordinator in Tallahassee or the JFO.
- Responsible to maintain the Community Response County Roster database provided by the State DEM Recovery Section every June.
- Responsible for recruiting local participants in the Levy County area to be part of the FEMA/State/Local Community Response Teams during a Presidential Declared Disaster in Levy County.
- Responsible for dissemination and collecting information vital to the disaster victims in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster victims for them to tele-register on the 1-800-621-FEMA line for Disaster Assistance.
- Responsible to report any disaster victims unmet needs to the appropriate agency.
- Responsible to provide the disaster victim with an opportunity to tell their story to a responsive

community response team member.

- Responsible to maintain on-going communications with community leaders/organizations and local government officials regarding disaster issues and the disaster application process.
- Perform other roles and responsibilities, which are outlined in the State's Community Response SOP and Community Response Field Guide.

J. Infrastructure – Public Assistance

1. Direction and Control of Recovery Operations

The Emergency Management Director will be responsible for coordinating all activities related to federal reimbursement to the county for eligible costs incurred as a result of the event. Upon receiving FEMA notification to submit a Request for Public Assistance, we will email our stakeholder list that has been created based on who the county has deemed necessary for response at the county level (all county departments, municipalities, utility companies, and state agencies that operate within the county). From that point, it is up to each entity to submit their own request if their jurisdiction plans on doing so.

At the county level, a group consisting of Levy County Public Works, Levy County Development Services, the Levy County Facilities Manager, Levy County Finance and Insurance, and the County Engineer remains on notice to be called in post-impact to discuss damage to county-owned properties that may be eligible for reimbursement under FEMA Public Assistance. This notification may occur through email correspondence, telephone contacts, or verbal communication. Agencies will be notified of the date, time, and location of the scheduled applicant briefing.

2. Debris Disposal Procedures

ESF-3 (Levy County Road and Bridge Department) has the responsibility for the overall coordination of debris removal efforts, including securing all required state and federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks. Depending on the size and or availability of the situation, Levy County may activate existing debris removal and debris monitoring contracts.

In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified by ESF-3. It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from state and federal agencies and from sources located outside of the affected area(s). The acquisition and deployment of these resources will be coordinated with ESF-7 Resources and ESF-3, Public Works.

ESF-7, Levy County Clerk of Court is responsible for other emergency period contracts. ESF-3 Public Works is responsible for working with the debris removal contractor.

Refer to the *Levy County Debris Management Plan* for details.

3. Insurance Coordination Procedures

Most public assistance grants will not be processed until insurance coordination with the appropriate carrier has been completed. County and local government risk managers must ensure quick turnaround of insurance documents and documentation. The State Public Assistance Office will administer all public assistance grants, agreements and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and for maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to FEMA; and establishing and maintaining accounting records for each payment draw down by the State and each payment to the sub-grantees.

4. Applicants Briefing

An applicant briefing will be scheduled by the state to advise potential eligible applicants (County agencies, municipalities, other government and private non-profit entities, Indian tribes) of the availability and requirements of federal assistance. Potential applicants are identified during damage assessment performed within the County. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. Damages suffered by each potential applicant are reported on the RPA and is used by the Federal Coordinating Officer (FCO) and PAO to determine the number of damage survey and inspection teams. The Clerk of the Court, and the Emergency Management Director will attend the applicants briefings as well.

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the PAO will notify the potential applicant in writing, explaining the specific reason(s) for denial and providing information on appeal procedures.

5. Kick-off Meeting

A kickoff meeting is held with each applicant to assess the applicant's needs, discuss disaster related damage and set form a plan of action for repair of the applicant's facilities. This meeting usually includes the Public Assistance Coordinator (FEMA), the state liaison and the applicant. A representative of the Clerk's office will also be in attendance. Others that will be involved in working with repairing the damage and documentation would benefit from attending. Attendees will be determined at the time the kick-off meeting is scheduled between the PAC and applicant.

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and applicant must enter into a disaster relief funding agreement. Much of the information and materials needed to complete and track these transactions are available online at www.floridapa.org.

6. List of Potential Projects and Project Worksheets

Once damages have been identified, the County will submit a list of projects to be reviewed for public assistance within the designated application period. This list will identify, for each damage site and project, the disaster assistance category, site location, description of the damage and scope of work necessary to repair, replace or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of County, state and federal engineers, planners and

architects, will review each project and activity on the List of Projects.

FEMA will coordinate with each applicant to arrange the survey and inspection schedules, ensure participation by appropriate local officials, and ensure necessary records and documentation are available. The inspection team will prepare Project Worksheets (PW) for each project, identifying activity descriptions, scopes of work, and cost estimates. Each PW undergoes two levels of review before approval. The first review, performed jointly by the state/federal damage survey and inspection team, is for concurrence on the PW. If state and federal inspectors concur, the PW goes to the FCO for approval. If there is a disagreement on the PW, it is returned to the applicant for resolution of the discrepancy. The second review, conducted by FEMA staff, is done before final approval of the FCO. If the PW is approved, it is forwarded to the FCO for approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy.

Any changes made to a PW during any stage of the review process will be returned to the applicant, who will then have an opportunity to review the change, concur or not concur and attach any additional documentation or statements to support their position.

Levy County Emergency Management will maintain a list of ongoing projects with their status and will regularly update this list based on activities within the County. ESF-5 will be utilized to assist in maintaining this information. Contact information for key agencies and community partners along with means of contact is maintained in Emergency Management for use in a disaster.

7. Appeals

The County, on behalf of a sub-grantee, can petition the Governor's Authorized Representative (GAR) to appeal any FEMA determination on, or denial of, federal public assistance. This appeal must be made in writing within 60 days from the date of notification of FEMA's determination. The sub-grantee must provide sufficient information that permits the County to provide to the GAR the facts needed to assess the validity of the appeal. The FCO will review the appeal and conduct the necessary investigation to determine the validity of the appeal. The FCO will, within 90 days following receipt of the appeal, notify the GAR in writing of the disposition of the appeal or if additional information is required. If additional information is requested, the FCO shall have an additional 90 days, from receipt of the information, to review the information and notify the GAR of the disposition of the appeal. If the FCO denies an appeal, the Sub-grantee may submit a second appeal to the FEMA Associate Director. This appeal must be in writing and submitted through the GAR and FCO within 60 days after receipt of the denial of the first appeal. The FEMA Associate Director has 90 days in which to make a decision on appeal or request additional information. If the Associate Director denies the appeal, a third and final appeal may be made to the FEMA Director within 60 days after receipt of the Associate Director's denial. The FEMA Director has 90 days in which to make a decision on the appeal or request additional information. The Director shall notify the GAR of the final disposition of the appeal.

8. Public Assistance Management

The PAO will administer all public assistance grants, agreements, contracts and ensuring the proper documentation is gathered to support the PW. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees, and maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to

FEMA; and establishing and maintaining accounting records for each payment draw down by the State and each payment to sub-grantees. Public assistance will be handled using the Public Assistance Manual and forms from the state. Any training required on the documentation and reimbursement process will jointly be provided by the PAO and the Clerk of the Court's representative(s).

9. Final Inspections

When all PWs in any project application have been completed, a project summary must be submitted by the sub-grantee to the PAO and GAR. State and federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of any closing supplements.

10. Staff Support

The County Public Assistance Office, established by the PAO, will be flexible and capable of expanding and contracting as required by the event. Typical staffing of the Public Assistance Office and related duties are:

- **Public Assistance Officer** -- responsible for the overall management of the Public Assistance Office and coordination of all activities related to federal reimbursement of eligible applicants;
- **Assistant Public Assistance Officer** -- assists the Public Assistance Officer in the management of the office and coordinating reimbursement to eligible applicants;
- **Public Assistance Coordinator** -- coordinates the scheduling of damage survey inspection teams and assists in the review of completed Project Worksheets (PWs);
- **Public Assistance Inspectors** -- review public damage as part of state damage survey inspection teams and provides technical assistance to eligible applicants in the preparation and review of PWs;
- **Insurance Coordinator** -- provides technical assistance to eligible applicants on National Flood Insurance Program (NFIP) and other insurance requirements and reviews completed PWs for compliance with insurance requirements;
- **Administrative Staff** -- process payments to eligible applicants, manage sub-grants with eligible applicants and maintain accurate accounting of all financial transactions;
- **Support Staff** -- prepare routine correspondence and applications, maintain files and perform necessary clerical work;
- **Executive Staff** -- review public assistance policies and procedures for compliance with applicable local, state and federal requirements and regulations.

11. Employment of Temporary Staff

In the event of a catastrophic event, the existing staff of the County and municipal government(s) may be insufficient to staff the Public Assistance Office. The PAO will contact the following sources for additional temporary staff:

- Professional engineering associations -- for temporary public assistance inspectors
- Florida Chapter, American Planning Association – for temporary public assistance inspectors
- State agencies -- for temporary public assistance inspectors, administrative and other support staff.
- Support Staff - prepare routine correspondence and applications, maintain files and perform necessary clerical work.

12. Habitability Certification

Once structures, buildings and homes have been severely damaged, and/or had power cut off in impacted areas, power cannot be restored until inspected by a certified electrician. The Levy County Building Official will notify utility suppliers in the County of reinstatement of electrical service. All buildings damaged must be permitted for rebuilding or restoration and all new work must be up to current codes. Post disaster permitting is managed by the Levy County Development (Building) Department. If a building is more than 50% damaged, then it will be brought up to current codes. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the County.

13. PW Information and Preparation Support

PW information and preparation support is the responsibility of the applicant agency, the state and FEMA.

14. National Flood Insurance Program

Levy County participates in the National Flood Insurance Program. Citizens cannot buy flood insurance if their local jurisdictional government does not participate in the program. Levy County does participate in the Community Rating System, which allows communities to have an impact on the rates paid by their citizens for flood insurance. Communities are classified as Class 1 (most premium reduction allowed) through Class 10 (no reduction allowed). Communities not participating are classified as Class 10.

Levy County developed a Comprehensive Plan that limits building and rebuilding within the wetlands and flood plains. The Comprehensive Plan is the basis for rebuilding, building and planning within the flood plains. All recovery actions, both short and long term, must be completely addressed through the Comprehensive Plan.

All communities have developed and submitted statewide mutual aid agreements within the County and state. Additionally, the Levy County Comprehensive Plan is an all-inclusive plan that accepts input from not only citizen groups but also technical advisory groups that were developed based on expertise of functional members.

15. Potential Public Assistance Program Applicants

The following list contains a list of potential applicants for Public Assistance within Levy County. Please note, this list should not be considered absolute. Other entities may be able to participate in

Public Assistance Programs guided by Federal, State, and local laws, rules, and regulations. Pre-identified potential applicants should periodically be reviewed and amended yearly by the Levy County Department of Emergency Management and after any significant event by the Public Assistance Officer.

- All Levy County Departments. A current list of county departments can be found on the county website at www.levycounty.org
- City of Cedar Key
- Town of Yankeetown
- Town of Inglis
- Town of Otter Creek
- City of Bronson
- City of Chiefland
- City of Williston
- Town of Fanning Springs
- Levy County Supervisor of Elections
- Any additional government agency in Levy County
- Levy County Sheriff's Office
- Levy County School Board
- Levy County Supervisor of Elections
- Levy County Clerk of Court
- Levy County Tax Collector
- Recognized Non-Profit entities operating within Levy County
 - A list of all private non-profit organizations within the county is maintained by the Tri-County Disaster Assistance Group, which remains active regardless of an active Recovery mission. This list is updated regularly and is available by request.

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LEVY COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

MITIGATION ANNEX



March 2026

I. INTRODUCTION

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards. Hurricanes, tornadoes, floods, hazardous material spills, fires, and sinkholes are some of the hazards experienced by Florida communities.

II. GENERAL

Hazards cannot be eliminated, but it is possible to determine what the hazards are, where the hazards are most severe, and identify local actions that can be taken to reduce the severity of the hazard. For example, we know hurricanes are frequent in Florida, that flooding and wind damage are most severe along the coast, that low intensity storms occur more frequently than high intensity storms, and the level of coastal flooding is fairly predictable for a given magnitude of storm. Given this knowledge, local as well as state and federal laws exist to limit the type and amount of development along the coast in areas that have been identified as high risk to coastal storms (Coastal High Hazard Areas and Velocity Zones are examples). Furthermore, there are incentives to live in lower risk areas. Insurance rates and taxes are usually higher in coastal and riverine areas and lower in inland areas.

A. Costs to Communities

Hazards have real costs to businesses and residents. Businesses in high hazard areas can suffer when damaged or isolated by storms. Residents who build in flood prone areas are subject to evacuation, damage to their homes, lower home values, and higher insurance premiums. Critical facilities such as hospitals, schools, airports, utilities and major government buildings should not be placed in high hazard areas because the functions these facilities provide are too valuable to be placed in jeopardy, especially during times of disaster. And of course, community health and safety are beyond price.

B. Costs to Local Government

Community infrastructure such as roads, drainage structures, sewer lines, electric lines, telephone lines that are built in high hazard areas are subject to frequent damage and extremely costly repair. Also, if a local government belongs to the National Flood Insurance Program and allows development in the floodplain without proper elevation and construction techniques, the federal government can withdraw the community's access to federal flood insurance for both public and private structures. Furthermore, a local government is responsible for as much as 25 percent of their local public cost of a federally declared disaster and 100 percent of any damage from smaller events that are not declared disasters. These costs can put a significant strain on the local government budget.

C. Lead Agency for Pre-Disaster and Post-Disaster Mitigation Operations

Emergency Management is the lead agency for all mitigation activities in the County. The Emergency Management Director or designee has responsibility for directing all pre- and post-disaster mitigation activities and for coordinating mitigation activities with the Levy County Local Mitigation Strategy (LMS) committee.

D. Support Agencies for Pre-Disaster and Post-Disaster Mitigation Operations

Emergency Management is responsible for coordinating mitigation planning with operational assistance from a number of supporting agencies. Lead and support agencies for mitigation activities are described in Exhibit 1 below.

Agency Responsibilities for Hazard Mitigation

Agency	Pre-Disaster Mitigation	Post-Disaster Mitigation
American Red Cross	S	S
Town of Bronson	S	S
City of Cedar Key	S	S
City of Chiefland	S	S
City of Fanning Springs	S	S
Town of Inglis	S	S
Town of Otter Creek	S	S
City of Williston	S	S
Town of Yankeetown	S	S
Florida Department of Transportation	S	S
Florida Division of Emergency Mgmt	S	S
Florida Division of Forestry	S	S
Central Florida Electric Cooperative	S	S
Municipal Police Departments	S	S
Levy County BOCC	S	S
Levy County Public Works	S	S
Levy County Development Department	S	S
Levy County Clerk of the Court	S	S
Levy County Emergency Management	P	P
Levy County Engineer	S	S
Levy County Extension Agent	S	S
Levy County Department of Health	S	S
Levy County Property Appraiser	S	S
Levy County Public Library	S	S
Levy County Road and Bridge Dept	S	S
Levy County School Board	S	S
Levy County Sheriff's Office	S	S
North Central Florida Regional Planning Council	S	S
Duke Energy	S	S
Salvation Army	S	S
Levy County Department of Health	S	S

P = Primary Agency

S = Support Agency

Note that this includes coordination with and between private agencies. Levy County invites the private sector to participate in the LMS process, and project selection. Where appropriate, essential information is shared between the private sector, and Levy County LMS Committee to ensure mitigation measures that need the private sector interface is allowed to happen. This is especially important when considering the citing of new construction based on development trends as identified

in the Levy County Comprehensive Plan, Future Land Use Map. The Levy County LMS identifies the strategy used by Levy County when potential growth is considered in an areas considered and identified to be vulnerable to natural hazards in the LMS. This is also highly important to current and future zoning ordinances managed by the Development Department. This is also described in the Levy County LMS.

E. Concept of Operations

This section of the plan provides an overview of the management of pre-and post-disaster mitigation activities in Levy County. The purpose is to provide guidance for the activities necessary for Levy County to reduce the potential for damage and loss from future disasters affecting the county.

1. Emergency Management Organization System Used During Mitigation

The County operates under the IMS/ESF system during emergency operations. This system is especially effective for managing response and recovery operations that involve multiple agencies each working on different, though inter-related tasks. The organization system employed during mitigation activities is streamlined in large part because Emergency Management has the primary responsibility for nearly all aspects of pre- and post-disaster mitigation. Although there are times when Emergency Management receives assistance from supporting agencies, the vast majority of mitigation activities are carried out directly by Emergency Management staff. The organizational chart that follows shows the relationship between Emergency Management and supporting agencies involved in mitigation operations.

2. Notification and Coordination of Agency Participation in Mitigation Operations

a. Pre-Disaster Operations

Mitigation activities in the pre-disaster environment are the responsibility of Emergency Management. Emergency Management, through the LMS process, coordinates pre-disaster mitigation activities. The Levy County LMS identifies the hazards to which Levy County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

Emergency Management is responsible for maintaining the Levy County LMS. The LMS will be updated at least annually, after each major disaster, or on an as needed basis. Levy County has a State and FEMA Approved LMS Plan that expires on September 17, 2026. Participation by local agencies will be coordinated by Emergency Management and will involve the supporting agencies listed in Exhibit 1 above.

b. Post-Disaster Operations

Emergency Management will also be responsible for coordinating local agency participation in post-disaster mitigation activities to include mitigation assessments. Local agencies involved in these operations will vary according to the specifics of each event. Emergency Management staff will contact all agencies for post-disaster mitigation activities and notify them as to their role in these operations. Given the rural nature of the County and the relatively small number of agencies involved in mitigation activities, notifications can be made quickly via telephone

using the Levy County Emergency Management Notification Directory located in the EOC.

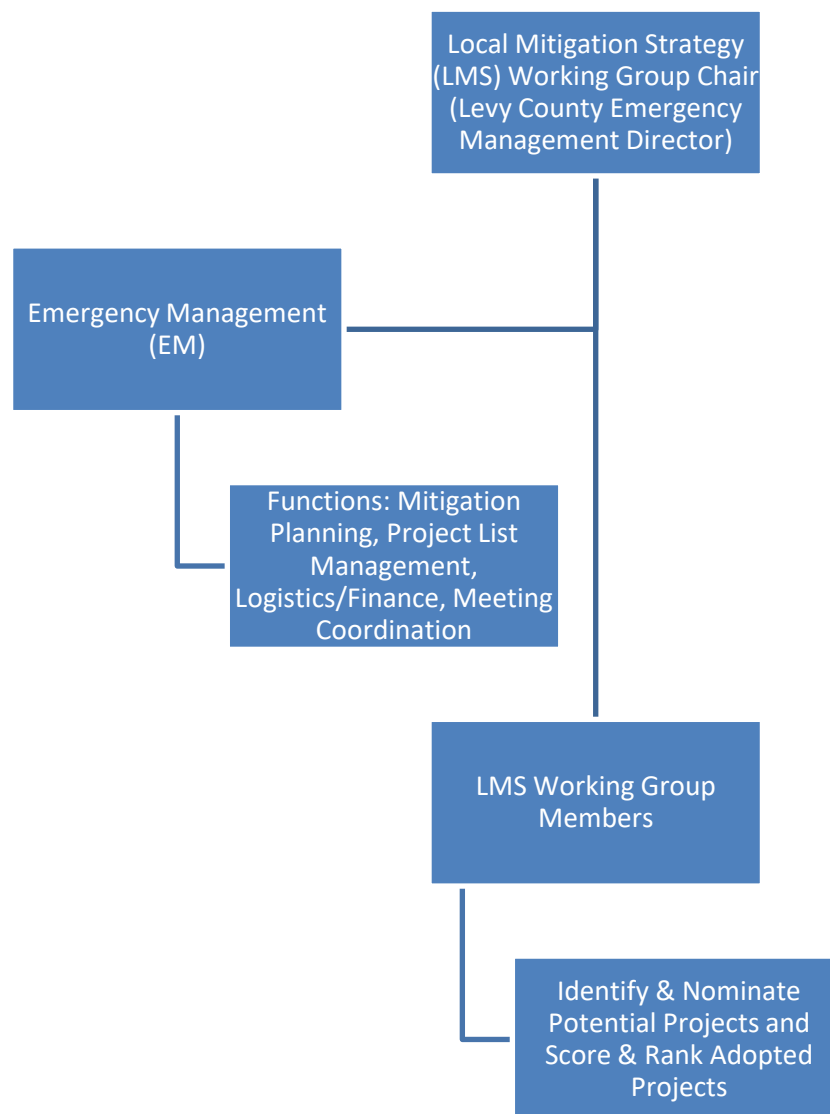
3. Coordination of Mitigation Activities with Municipalities and the State

The Emergency Management Director or designee will be responsible for coordinating mitigation activities with the municipalities and the State EOC. The Mayors of Bronson, Cedar Key, Chiefland, Fanning Springs, Inglis, Otter Creek, Williston and Yankeetown or their designees will be updated throughout the response, recovery and mitigation phases of the event. During non-event periods, meetings will be held quarterly or monthly if needed. During events, briefing meetings will be held daily. The Emergency Management Director or designee will coordinate on an as needed basis with the Bureau of Recovery and Mitigation at the Florida Division of Emergency Management.

4. Mitigation Memoranda of Understanding, Mutual Aid Agreements, or Interlocal Agreements

Emergency Management does not have any formal agreements with agencies to assist in post-disaster mitigation activities. Local agencies within the County have historically worked together as needed in the aftermath of disasters.

5. Levy County Hazard Mitigation Organizational Chart



6. Process for Identifying Mitigation Opportunities in the Post-Disaster Environment

Emergency Management is responsible for coordinating all recovery operations in the County. As a result of this active role in the recovery process, Emergency Management is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood prone structures, drainage improvement projects and infrastructure enhancement projects. Emergency Management works closely with the damage assessment teams in the field and the building inspectors for Levy County and the municipalities to identify potential mitigation opportunities.

7. Process to Manage Mitigation Assistance Funds

All mitigation and recovery grants are applied for and administered by Emergency Management. Emergency Management has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program funds. Emergency Management is also the administrator for all emergency management grants involving the County. Funding sources including technical assistance funding from FEMA and the Flood Mitigation Assistance Programs are available. Additional resources are identified in the LMS which has been updated.

III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES

Pre-disaster hazard mitigation activities are described in detail in the Levy County LMS Plan. The LMS is a community- based plan to make the County and local communities safer and more resistant to natural and technological hazards. The Levy County LMS is available from Emergency Management.

IV. POST-DISASTER MITIGATION FUNCTIONS

A. Planning Assumptions

Personnel resources for daily operations in Levy County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information generated by the Levy County and municipal Development, Building, Public Works, Road and other Departments during the local damage assessment process, the prioritized project list from the Levy County LMS, and overall guidance from the Emergency Management Director or designee in determining specific mitigation priorities following a disaster.

It is assumed that the County will be shorthanded when it comes to performing mitigation assessments, and when it's time to ensure mitigation enhancements are made to the project worksheets. If necessary, Levy County will request assistance from the State to assist in this effort if the county is overwhelmed.

B. Lead Agency with Responsibility for Providing Mitigation Assessment

Emergency Management is the primary agency charged with post-disaster mitigation assessment. The Emergency Management Director or designee has the primary responsibility for assessing mitigation needs in the post-disaster environments.

The Director will coordinate the mitigation assessments with the support agencies. This will be critical to ensure mitigation measures are incorporated into project worksheets (406 mitigation), and through the Hazard Mitigation Grant Program (404 mitigation).

C. Local Agencies with Supporting Roles in Mitigation Assessment

The agencies in Exhibit 1 are the supporting agencies that work closest with Emergency Management in post-disaster mitigation assessment. There are, however, a number of other local agencies that may indirectly support mitigation in Levy County. Emergency Management will emphasize the policy of seeking mitigation enhancements to public assistance projects among the support agencies as they are working with the State and FEMA in the preparation of the project worksheets.

D. Roles and Responsibilities of Lead and Support Agencies

1. Levy County Emergency Management

Emergency Management will serve as the coordinating organization for all post-disaster mitigation activities. Emergency Management will notify all supporting agencies required for mitigation assessment operations; coordinate all activities required to identify potential mitigation projects and initiatives, coordinate the application process for mitigation related grants; and may serve as the grant administrator for all mitigation grants.

The Emergency Management Director or designee also serves as the point of contact for providing information to residents of the County describing how they can minimize damage from future disasters. Emergency Management will also be responsible for maintaining and updating the mitigation assessment resource inventory (data, personnel, equipment and vehicles). This information is maintained at the Emergency Management office and is updated on an annual basis.

2. Levy County Property Appraiser

The Levy County Property Appraiser will support Emergency Management by providing technical expertise regarding property values, damages and losses to properties as a result of a disaster.

3. Levy County Development (Building) Department

The Levy County Development Department and any municipal building departments will provide support to Emergency Management in identifying mitigation activities that could reduce the vulnerability of public infrastructure, businesses and housing stock to damage and loss from natural and manmade disasters.

4. Levy County Engineer, Levy County Road and Bridge Department, Levy County Public Works Department, and Municipal Public Works Departments

The Levy County Engineer, the Levy County Road and Bridge Department and Public Works Department, and any municipal public works departments will assist Emergency Management in identifying potential road, bridge, culvert and water and sewer mitigation projects.

E. Coordination between Lead and Support Agencies

Emergency Management will serve as the organization responsible for coordinating mitigation activities for lead and support agencies. The Levy County Emergency Management Director or designee is the person responsible for this task. The process of coordination is straightforward given the rural nature of the County and the small number of agencies actively involved in post-disaster mitigation activities.

In Levy County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-disaster mitigation phase (e.g. during the mitigation project identification

process carried out by the Levy County LMS Task Force). Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance processes. The supporting agencies noted above document damage to public infrastructure, businesses and residences working in conjunction with Emergency Management. The Levy County LMS Task Force, along with input from supporting agencies, then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects and their prioritization.

F. Equipment and Resources Necessary for Mitigation Assessment

1. The Levy County Emergency Management Director will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed for mitigation assessments.
2. Vehicles used for mitigation assessment include city and County government vehicles, fire department vehicles, emergency medical services vehicles and personal vehicles.
3. The following equipment is provided by Emergency Management and used for mitigation assessment: office supplies, maps and disposable cameras. Other resources may be requested on an as needed basis through Emergency Management.
4. Equipment, vehicles and supplies necessary for mitigation activity are located throughout the County either in stations, assigned to individual personnel or readily accessible to department personnel.

G. Training Procedures for Mitigation Personnel

Personnel involved in mitigation activities will receive on-going training according to their individual needs. Emergency Management will work with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is the Florida Division of Emergency Management.

H. Specific Mitigation Pre-Disaster Activities

Emergency Management participates in providing information to the citizens of Levy County in ongoing public outreach activities. This includes the use of newspaper advertisements, public services announcements, radio spots, flyers, fairs and conferences. Presentations are made at both public and private meetings to inform attendees of mitigation activities available. The County also actively supports public education regarding building policies in flood prone areas. The Levy County LMS Task Force involves members of the private industry and the community in mitigation activities. This civic involvement provides a meeting ground for resource and information sharing regarding mitigation problems and opportunities in the community.

I. Damages in Special Flood Hazard Areas (SFHA)

Levy County Development Services is the current Floodplain Management Department for the entire county of Levy County. After a disaster, Levy County Emergency Management will coordinate with the Levy County Development Services Department during the initial damage assessment process to identify any damaged structures in both the incorporated and unincorporated areas of the county that are in a current SFHA found in the effective Flood Insurance Rate Map. The identification of damages will include damages from all sources, not just natural disasters of flooding.

EMERGENCY SUPPORT FUNCTIONS 1-18

***Due to the frequency that ESF Functions are updated. Please refer to the individual ESF SOGs that are on file with Emergency Management and available upon request by contacting questions@levydisaster.com**

APPENDICES

APPENDIX 1

TERMS AND DEFINITIONS

Activation Level III, Monitoring Activation – This level will be implemented whenever Emergency Management (EM) receives notice of an incident, which may escalate to threaten public safety.

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

Activation Level I, Full County Activation – This level may be implemented for a major event. All Sections, ESF's, the Planning Group, the Liaison Group and Support Staff will be staffed 24 hours per day.

Advisory – This is a National Weather Service message giving storm location, intensity, movement and precautions to be taken.

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

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

Board – Board of County Commissioners of Levy County, Florida.

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

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

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

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

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

Command Staff - The staff positions consisting of the Public Information Officer, Liaison Officer, and the Safety Officer who report directly to the Incident Commander.

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

the private sector.

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

COG Plan – Continuity of Government Plan establishing policy and guidance to ensure the continuation and line of succession for governmental functions.

COOP Plan – Continuity of Operations Plan establishing policy and guidance to ensure the execution of an organization's mission essential functions in any event that requires the relocation of selected personnel and functions to an alternate facility.

County Warning Point – This is the location that the State will contact in case of an emergency. The primary County Warning Point is located in the Levy County Sheriff's Communications Division. It is staffed 24 hrs a day.

Critical Facility – This is a "structure" from which essential services and functions for health and human welfare, continuation of public safety actions and/or disaster recovery are performed or provided.

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

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

Disaster Recovery Center (DRC) – Center locations set-up for victims to apply for state and federal assistance programs for which they may be eligible. DRC's do not usually provide direct services.

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

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

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

Emergency Management – Levy County Emergency Management Department.

Emergency Operations Center (EOC) - The site from which local or state governments exercise direction and control during an emergency. When used in this CEMP, the term EOC will mean the Levy County EOC unless stated otherwise.

Emergency Response - An incident is in progress or has occurred requiring local resources only. This includes

vehicle accidents, fires, utility losses, etc.

Emergency Satellite Communications System (ESATCOM) – This is the 24 hour dedicated satellite communications link between the State EOC and the 67 counties, 6 local weather forecast offices and 14 key local media outlets.

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

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

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

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

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

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

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

General Staff – Staff in the Incident Command System structure; Section Chiefs are Operations, Planning, Logistics and Finance who report to the Incident Commander.

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

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

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

Hazard Vulnerability Analysis (HVA) - The process of collecting information about local hazards, risks to those hazards, the extent to which they threaten local populations and the vulnerability the hazards present. An

HVA may include mitigation measures required to abate the hazards, priority/goal settings, and funding mechanisms available for hazard reduction.

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

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

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

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

Hurricane Vulnerability Zone - Zone defined as the category three hurricane evacuation zone.

Hurricane Warning - Warning issued by the National Hurricane Center 36 hours in advance of tropical storm-force winds. If the hurricane path changes quickly, the warning may be issued in 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

Hurricane Watch – Watch issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible and will be issued 48 hours before the expected arrival of tropical storm-force winds. . When a watch is issued, listen for advisories and be prepared to take action if advised to do so.

Incident Command Post (ICP) - The location in the field at which the primary command functions are executed. The ICP may be co-located with another incident facility such as the EOC.

Incident Commander (IC) - The person in charge at the incident, on-scene or in the Emergency Operation Center, who must be fully qualified to manage the incident. He/she sets objectives and priorities for emergency response and recovery. The Incident Commander has overall responsibility for the incident or event.

Incident Management System (IMS) - Organization framework for managing an incident or event. A combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. It is intended to expand as the situation requires larger resources, without requiring new, reorganized command structure. Incident Command System is a form of IMS.

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

Information Checkpoints – Locations where residents and visitors can be directed to get information on the recovery efforts. These may be co-located with distribution points but may also be in additional locations to

ensure information is accessible.

Joint Information Center (JIC) - The primary field location for the coordination of all incident related public information and the central point of contact for all news media at the scene of the incident.

Joint Information System (JIS) – System provides for an organized, integrated and coordinated mechanism for providing information to decision makers and the public during an incident.

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

Local State of Emergency - Declared whenever an evacuation is ordered by the Board of County Commissioners or the County Manager or Emergency Management Director, normal community functions are severely disrupted, Levy County Government requires outside assistance or as deemed necessary by the Planning Group.

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

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

Major Disaster - An incident that will likely exceed local capabilities and require a broad range of State and Federal assistance.

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

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

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

Mutual Aid Agreement - Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

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

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

Pre-Impact Response Phase – Phase is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 72 hours before an incident (hurricane) and continues until the disaster occurs. This

phase includes hazard monitoring/tracking, incident notification, EOC activation, public information and warning, evacuation, sheltering (in-place, risk and host) and communications and coordination activities.

Preliminary Damage Assessment (PDA) – This assessment begins immediately after disaster impact and determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

Primary Agency – Agency leading each ESF as its primary agency, which has been selected based on its authorities, resources and capabilities.

Project Worksheet (PW) - Form completed by state and federal teams to document eligible public assistance expenses.

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

Public Information Officer (PIO) – Officer that coordinates media relations and prepares media releases.

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

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

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

Regional Recovery Centers (RRC) – The location where all resources from outside of the area will be directed for redistribution to County RSC as requested. The RRC is also known by many other names.

Saffir/Simpson Hurricane Scale – Scale used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

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

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

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

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

removal, contractor licensing, permitting and inspections.

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

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

Staging Area - Location near or in the disaster area where personnel and equipment are assembled to coordinate response within the disaster area.

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

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

SERT Liaison Officer (SERTLO) – Officer that provides the communication and coordination link between the SERT in the SEOC and the County EOC Team.

State of Emergency – Order issued by the Governor.

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

State Warning Point (SWP) - The 24-hour answering point in the State EOC for reports of unusual emergencies and/or requests for State assistance.

Storm Surge - The dome of seawater, often 50 miles across, that is pushed by hurricane winds and sweeps across the coastline inundating the land with water potentially many feet above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has historically been responsible for nine out of ten hurricane deaths.

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

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

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

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

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

Terrorism Annex – A guideline plan for preparing emergency management, local law enforcement, fire rescue, health and medical services' response to acts of terrorism that include biological, chemical, incendiary, explosive and nuclear agents.

Tornado - A wind funnel that may be formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift and suddenly change direction and strike again. Its impact is generally localized.

Tornado Warning - Warning issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Tornado Watch - Watch issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tropical Storm - Area of low pressure with a definite eye and counter clockwise winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Tropical Storm Warnings – Warning issued by the National Hurricane Center when winds of 55-73 mph (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings may precede hurricane warnings.

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

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

Unified Command - Procedure that allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan.

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

APPENDIX 2

LIST OF ACRONYMS

AA	Administrative Assistant
ABC	Acting Bureau Chief
AC	Area Coordinator
AEOC	Alternate Emergency Operations Center
ACLF	Adult Congregate Living Facility
AHCA	Agency for Health Care Administration
ALARA	As Low As Reasonably Achievable
ALF	Assisted Living Facility
AMA	American Medical Association
AOR	Area of Responsibility
APAO	Assistant Public Assistance Officer
ARC	American Red Cross
ARCA	Areas Requiring Corrective Action
ARES	Amateur Radio Emergency Service
ARRL	American Radio Relay League
ASFPM	Association of State Flood Plain Managers
ATF	Bureau of Alcohol, Tobacco and Firearms
BC	Bureau Chief
BCPS	Bureau of Compliance Planning and Support
BFE	Base Flood Elevation
BOAF	Building Officials Association of Florida
BPR	Bureau of Preparedness and Response
BRM	Bureau of Recovery and Mitigation
CAC	Community Assistance Consultant
CAP	Civil Air Patrol
CAS	Chemical Abstract Service
CAT	Crisis Action Team
CAV	Community Assistance Visit
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Order
CEOC	County Emergency Operations Center
CEP	Civil Emergency Planning – NATO
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Register
CHMO	County Hazard Mitigation Officer
CIC	Citizens Information Center
CINC	Commander-In-Chief
CIP	Critical Infrastructure Protection
CISD	Critical Incident Stress De-briefing
CISM	Critical Incident Stress Management
CO	Central Office / Commanding Officer
COG	Continuity of Government

CoM	Consequence Management
CONUS	Continental United States
COOP	Continuity of Operations
CO-SITREP	County Situation Report
CP	Command Post
CPA	Community Program Administrator / Closest Point of Approach
CPHU	County Public Health Unit
CPI	Consumer Price Index
CrM	Crisis Management
CRS	Community Rating System
CSBG	Community Service Block Grant
CST	Civilian Support Team – National Guard
CWP	County Warning Point
DABT	Division of Alcoholic Beverages & Tobacco
DACS	Department of Agriculture and Consumer Services
DAP	Disaster Assistance Programs
DAT	Damage Assessment Teams
DBF	Department of Banking and Finance
DBPR	Department of Business and Professional Regulation
DCA	Department of Community Affairs
DCE	Defense Coordinating Executive – Department of Defense
DCF	Department of Children and Families
DCG	Disaster Control Group
DCO	Defense Coordinating Officer – Department of Defense
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team – FBI Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office -- Federal
DH	Department of Health and Rehabilitative Services
DHSMV	Department of Highway Safety & Motor Vehicles
DLES	Department of Labor and Employment Security (dissolved)
DLS	Disaster Legal Services
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DMS	Department of Management Services
DNR	Department of Natural Resources
DO	Duty Officer
DOB	Duplication of Benefits / Date of Birth
DOC	Department of Corrections
DOD	Department of Defense
DOE	Department of Energy
DOEA	Department of Elder Affairs
DOF	Division of Forestry
DOH	Department of Health
DOI	Department of Insurance
DOJ	Department of Justice
DOMS	Director of Military Support

DOPG	Duty Officers Procedure Guide
DOS	Department of State
DOT	Department of Transportation
DPIG	Disaster Preparedness Improvement Grant
DPPC	Disaster Preparedness Planning Committee
DRC	Disaster Recovery Center
DRF	Disaster Response Force
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSCO	Deputy State Coordinating Officer
DTMF	Dual Tone Multi Frequency
DTP	Direct To Point
DUA	Disaster Unemployment Assistance
EADB	Emergency Authorities Database – Department of Defense
EAS	Emergency Alert System
ECC	Emergency Communications Center
ECCS	Emergency Command and Control System
ECO	Emergency Coordinating Officer
EEI	Elements of Essential Information
EEO	Equal Employment Opportunity
EHS	Extremely Hazardous Substance
EIE	Emergency Information Exchange
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Director
EMI	Emergency Management Institute
EMPA	Emergency Management Preparedness and Assistance Trust Fund
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMTC	Emergency Management Training Center
ENC	Emergency News Center
EO	Executive Order
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOG	Executive Office of the Governor
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPP	The Directorate for Emergency Preparedness Policy – Department of Defense
EPZ	Emergency Planning Zone
ERT	Emergency Response Team – Federal
ERT-A	Emergency Response Team – Advance Element
ESATCOM	Emergency Satellite Communications System
ESF	Emergency Support Function
EST	Emergency Support Team – National Guard
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETO	Exercise Training Officer
F.S.	Florida Statute

F-SERT	Forward State Emergency Response Team
FAA	Federal Aviation Administration
FAB	Florida Association of Broadcasters
FAC	Florida Administrative Code
FasT	Federal Assessment Team – Federal
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCG	Florida Coordinating Group
FCIS	Florida Crime Information Service
FCN	Florida Communities Network
FCO	Federal Coordinating Officer
FCT	Florida Communities Trust
FDEM	Florida Division of Emergency Management
FDLE	Florida Department of Law Enforcement
FECA	Florida Electrical Cooperative Association
FEIL	Florida Emergency Information Line
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FERT	Federal Emergency Response Team
FFAMIS	Florida Fiscal Accounting Management Information System
FFCA	Florida Fire Chiefs Association
FG&FWFC	Florida Game & Fresh Water Fish Commission
FHFA	Florida Housing Finance Agency
FHMO	Florida Hazard Mitigation Officer
FHP	Florida Highway Patrol
FIRM	Flood Insurance Rate Map
FLDOT	Florida Department of Transportation
FLNG	Florida National Guard
FLSASP	Florida State Agency for Surplus Property
FMAP	Flood Mitigation Assistance Program
FMHO	Federal Hazard Mitigation Officer
FMP	Florida Marine Patrol
FNARS	Federal National Radio System
FNATS	Federal National Teletype System
FNAVS	Federal National Voice System
FNG	Florida National Guard
FmHA	Farmer's Home Administration
FP&L	Florida Power and Light
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan n/k/a National Response Plan
FSA	Farm Services Agency
GAR	Governor's Authorized Representative
GENSET	Generator Set
GIS	Geographic Information System
GR	General Revenue
GSA	General Services Administration
HAZMAT	Hazardous Materials

HAZMIT	Hazard Mitigation
HCD	Housing and Community Development
HES	Hurricane Evacuation Study
HF	High Frequency
HFA	Housing Finance Agency
HLS	Hurricane Local Statement
HLT	Hurricane Liaison Team
HM	Hazard Mitigation
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program – Federal
HMIS	Hazardous Materials Information System
HMO	Hazard Mitigation Officer
HP	Hurricane Program – FEMA
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HSO	Human Services Officer – Same as an Individual Assistance Officer
HUD	Department of Housing and Urban Development
HURREVAC	Hurricane Evacuation Tracking Program
HVA	Hazard Vulnerability Analysis
IA	Individual Assistance or Impact Assessment
IAO	Individual Assistance Officer
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IEWS	Integrated Emergency Management System
IFG	Individual and Family Grant
IG	Inspector General
IMS	Incident Management System
IO	Infrastructure Officer – same as a Public Assistance Officer (PAO)
IPC	Ingestion Pathway County / Initial Point of Contact
IPU	Information Processing Unit
IPZ	Ingestion Pathway Zone
IRAP	Interagency Radiological Assistance Plan
IRS	Internal Revenue Service
ISS	Information System Services
JCC	Joint Coordination Center – Federal
JIC	Joint Information Center
JSAC	Joint State Area Command
KAPP	Key Asset Protection Program
KW	Kilowatt
LBR	Legislative Budget Request
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LGR	Local Government Radio
LHMO	Local Hazard Mitigation Officers
LIHEAP	Low Income Housing Energy Assistance Program
LIS	Land Information System
LMS	Local Mitigation Strategy
LSA	Logistical Staging Area
LTR	Long Term Redevelopment – DCA

MAA	Mutual Aid Agreement
MACDIS	Military Assistance for Civil Disturbances – DOD
MACS	Multi-Agency Coordination System
MBE	Minority Business Enterprise
MCI	Mass Casualty Incident
MCU	Mobile Communications Unit
MEO	Managing Emergency Operations
MEOW	Maximum Envelope of Wind / Water
MERL	Mobile Emergency Radiological Laboratory
MERS	Mobile Emergency Response System
MERVS	Mobile Emergency Response Vehicles
MHA	Multiple Hazard Analysis
MIC	Meteorologist In Charge – NWS
MMRS	Metropolitan Medical Response Team – Federal
MOA	Memorandum of Agreement
MOM	Maximum of the Maximums
MOU	Memorandum of Understanding
MRE	Meals Ready-to-Eat
MSCA	Military Support for Civil Authorities
MSDS	Material Safety Data Sheet
MSU	Medical Support Unit
NAWAS	National Warning System / National Attack Warning and Alert System
NBC	Nuclear, Biological, Chemical
NCEP	National Center for Environmental Prediction
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center – FEMA
NEMA	National Emergency Management Association
NEPA	National Environmental Policy Act
NEST	Nuclear Emergency Support Team – DOE
NETC	National Emergency Training Center – FEMA
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NHC	National Hurricane Center
NICP	Nuclear Incident Contingency Plan – FEMA
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NOFA	Notice of Funding Availability
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRP	National Response Plan f/k/a Federal Response Plan
NRCS	National Resource Conservation Service
NRT	National Response Team
NSEP	National Security Emergency Preparedness
NTC	National Teleregistration Center
NTSB	National Transportation Safety Board
NWR	National Weather Radio
NWS	National Weather Service

OJCS	Office of the Joint Chiefs of Staff – DOD
OMB	Office of Management and Budget – Federal
OMC	Operations Management Consultant
OPB	Office of Planning and Budgeting – State
OPCOM	Operational Command
OPCON	Operational Control
OPS	Other Personal Services
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PA	Public Assistance / Public Affairs
PAC	Public Assistance Coordinator
PAG	Protective Action Guide
PAO	Public Assistance Officer
PAR	Protection Action Recommendation
PBPB	Performance Based Program Budgeting
PDA	Preliminary Damage Assessment
PDD-39	Presidential Decision Directive 39 – U.S. Policy of Counter Terrorism
PFO	Principal Federal Officer
PIO	Public Information Officer
PNP	Private Non-Profit
POA	Point of Approach
POC	Public Officials Conference
PSA	Public Service Announcement
PSC	Public Service Commission
PSI	Pounds per Square Inch
PSN	People with Special Needs
PW	Project Worksheet
RC	Recovery Centers
RCMP	Residential Construction Mitigation Program
RCRA	Resource Conservation and Recovery Act
RDSTF	Regional Domestic Security Task Force
REEF	Radiological Emergency Evaluation Facility
REM	Roentgen Equivalent Man
REP	Radiological Emergency Preparedness
RERO	Radiological Emergency Response Operations
RFA	Request For Federal Assistance
RFP	Request For Proposal / Request For Payment
RIS	Resource Identification Strategy
RMEC	Regional Military Emergency Coordinator
RO	Radiological Officer
ROC	Regional Operations Center – FEMA
RPC	Regional Planning Council
RPM	Resource Planning Management
RQ	Reportable Quantity
RRC	Regional Relief Centers
RRT	Rapid Response Team – State / Radiological Response Team – Federal
RSO	Radiation Safety Officer
SA	Salvation Army
SALEMDUG	State and Local Emergency Management Data Users Group

SAMAS	State Accounting and Management System
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act – SARA Title III
SBA	Small Business Administration
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SEABEES	United States Navy Construction Battalion
SEOC	State Emergency Operations Center
SEP	Supplemental Environmental Project
SEPLO	State Emergency Preparedness Liaison Officer
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFHA	Special Flood Hazard Area
SFRT	Shelter Feasibility Review Team
SHMART	State Hazard Mitigation and Recovery Team
SHMO	State Hazard Mitigation Officer
SHO	State Health Office
SHOESOC	State Health Office Emergency Support Operations Center
SIC	Standard Industrial Classification Code
SITREP	Situation Report
SLA	State and Local Assistance
SLEMACC	State Law Enforcement Mutual Aid Command Center
SLOSH	Sea, Lake and Overland Surges for Hurricanes
SMAA	Statewide Mutual Aid Agreement
SMART	Strategic Metropolitan Assistance and Recovery Teams
SMRAP	Southern Mutual Radiological Assistance Plan
SNAPS	State Negotiated Agreement Price Schedule
SNTF	Special Needs Task Force
SOG	Standard Operating Guidelines
SOO	Statement of Objectives
SOP	Standard Operating Procedure
SOW	Scope of Work
SPITFIRE	Systematic Program Identification Team – DCA
SPURS	Statewide Purchasing System
SREMAC	Southern Regional Emergency Management Assistance Compact
SST	Sea Surface Temperature
STARC	State Area Command
SWAT	Special Weapons and Tactics
SWP	State Warning Point
TAG	Technical Advisory Group / The Adjutant General
TDD	Telephone Device for the Deaf
TDR	Technical Data Report
TLD	Thermo-Luminescent Dosimeter
TPQ	Threshold Planning Quantity
TQ	Total Quality Management
UC	Unemployment Compensation
UH	Ultra High Frequency
UPS	Un-interruptible Power Supply
USAR	Urban Search and Rescue

USACE	United States Army Corps of Engineers
USAF	United States Air Force
USCG	United States Coast Guard
USDA	U.S. Department of Agriculture
USGS	United States Geological Service
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMM	United States Merchant Marine
USN	United States Navy
VA	Veterans Administration
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
VOICE	Volunteer Observers Impacting Community Effort
VRG	Virtual Rain Gauge
WAT	Wide Area Telephone Service
WCM	Warning Coordination Meteorologist – NWS
WMD	Water Management District / Weapons of Mass Destruction
WRSAME	Weather Radio Specific Area Message Encoder
WSO	Weather Service Office
WWW	World Wide Web

APPENDIX 3
SIGNED CONCURRENCE BY LEVY COUNTY AGENCIES
AND EMERGENCY SUPPORT FUNCTIONS

The Levy County Emergency Management Director concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Emergency Management Director)

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

Signed _____
(Levy County Sheriff)

The Levy County Tax Collector concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Tax Collector)

The Levy County Supervisor of Elections concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Supervisor of Election)

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

Signed _____
(Levy County Clerk of Court)

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

Signed _____

(Levy County Property Appraiser)

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

Signed _____
(Levy County School Superintendent)

The Levy County Department of Public Safety concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Fire/Rescue Director)

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

Signed _____
(Levy County Attorney)

The Levy County Manager concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Manager)

The Levy County Road and Bridge Department Superintendent concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Road Department Superintendent)

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

Signed _____
(Levy County Department of Health Director)

The Levy County Animal Services Department Director concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Levy County Animal Control Director)

The Town of Bronson concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Town of Bronson)

The City of Cedar Key concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(City of Cedar Key)

The City of Chiefland concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(City of Chiefland)

The City of Fanning Springs concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(City of Fanning Springs)

The Town of Inglis concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Town of Inglis)

The Town of Otter Creek concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Town of Otter Creek)

The City of Williston concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(City of Williston)

The Town of Yankeetown concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
(Town of Yankeetown)

The American Red Cross Director concurs with and supports the Levy County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management.

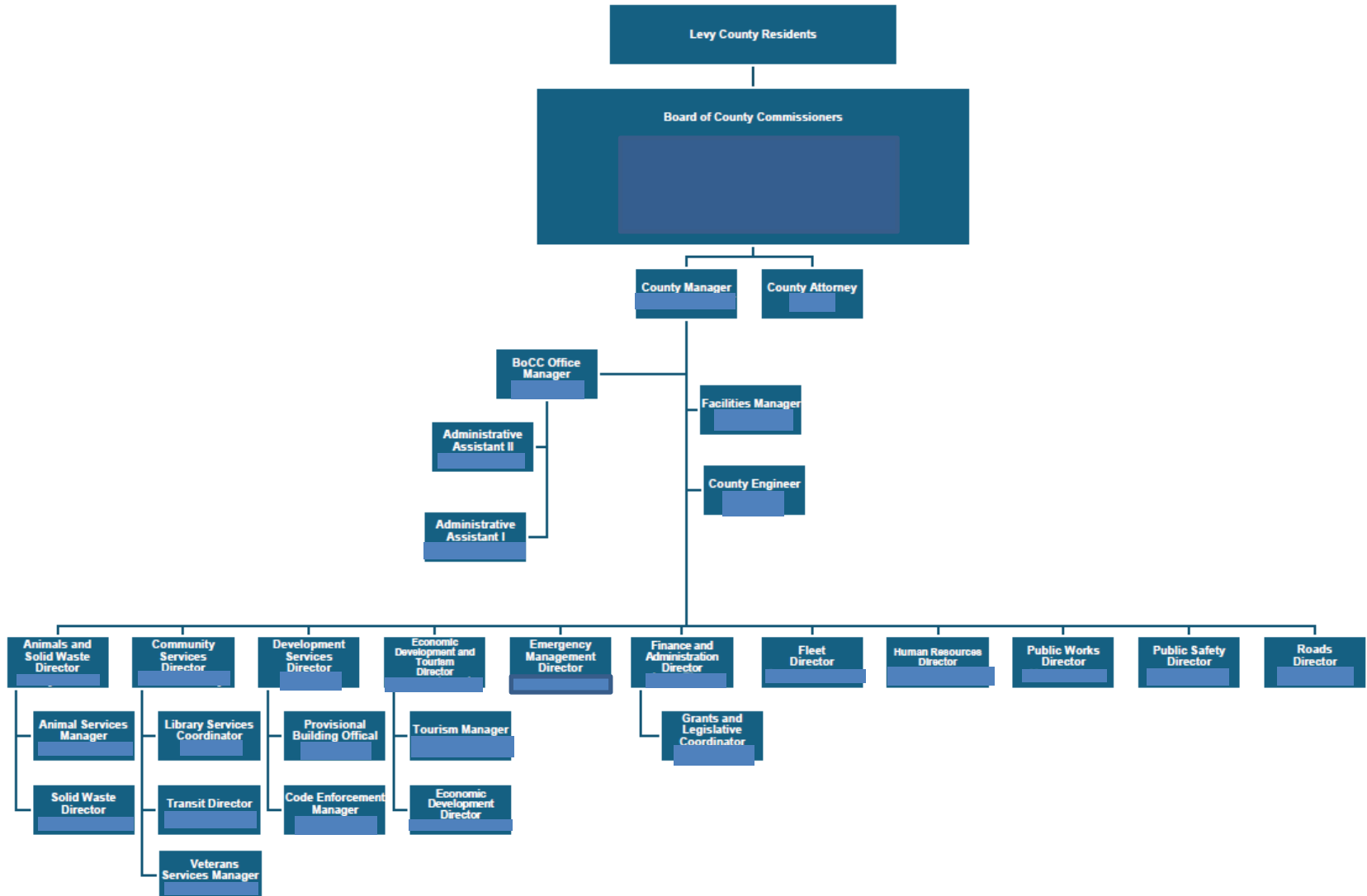
Signed _____
(American Red Cross Director)

APPENDIX 4
LEVY COUNTY ORGANIZATIONAL CHARTS

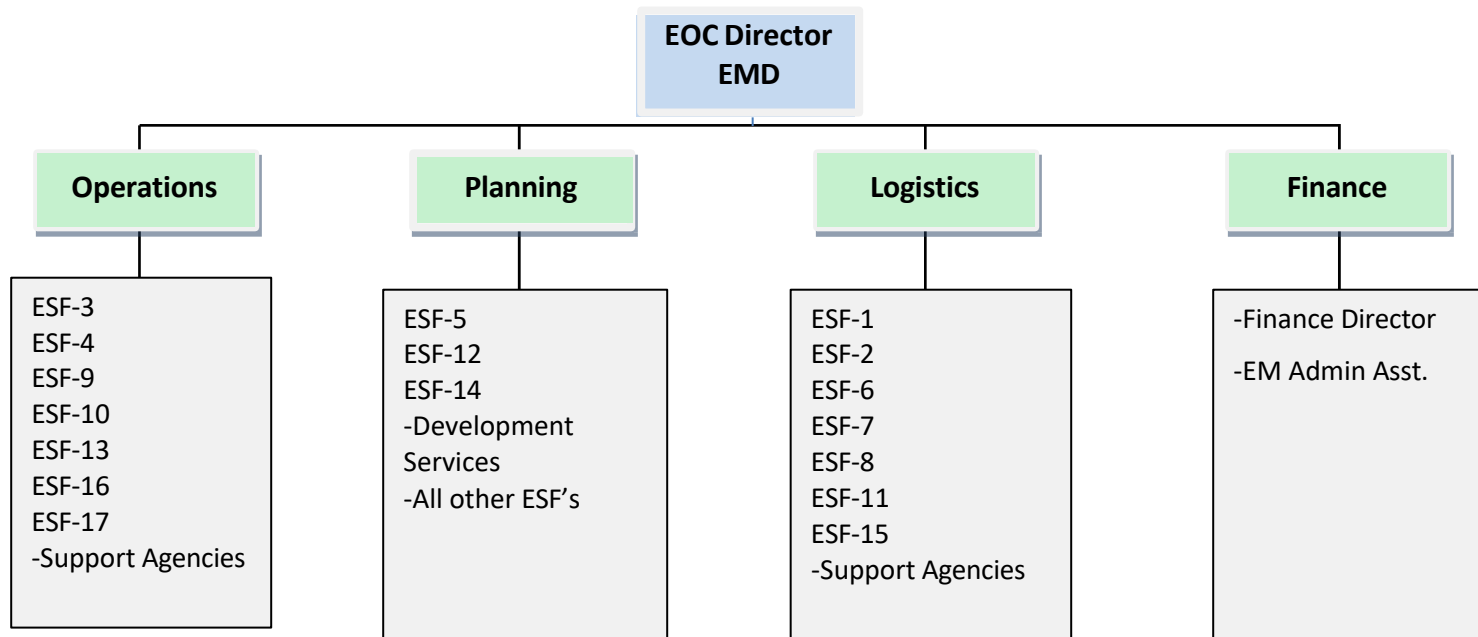
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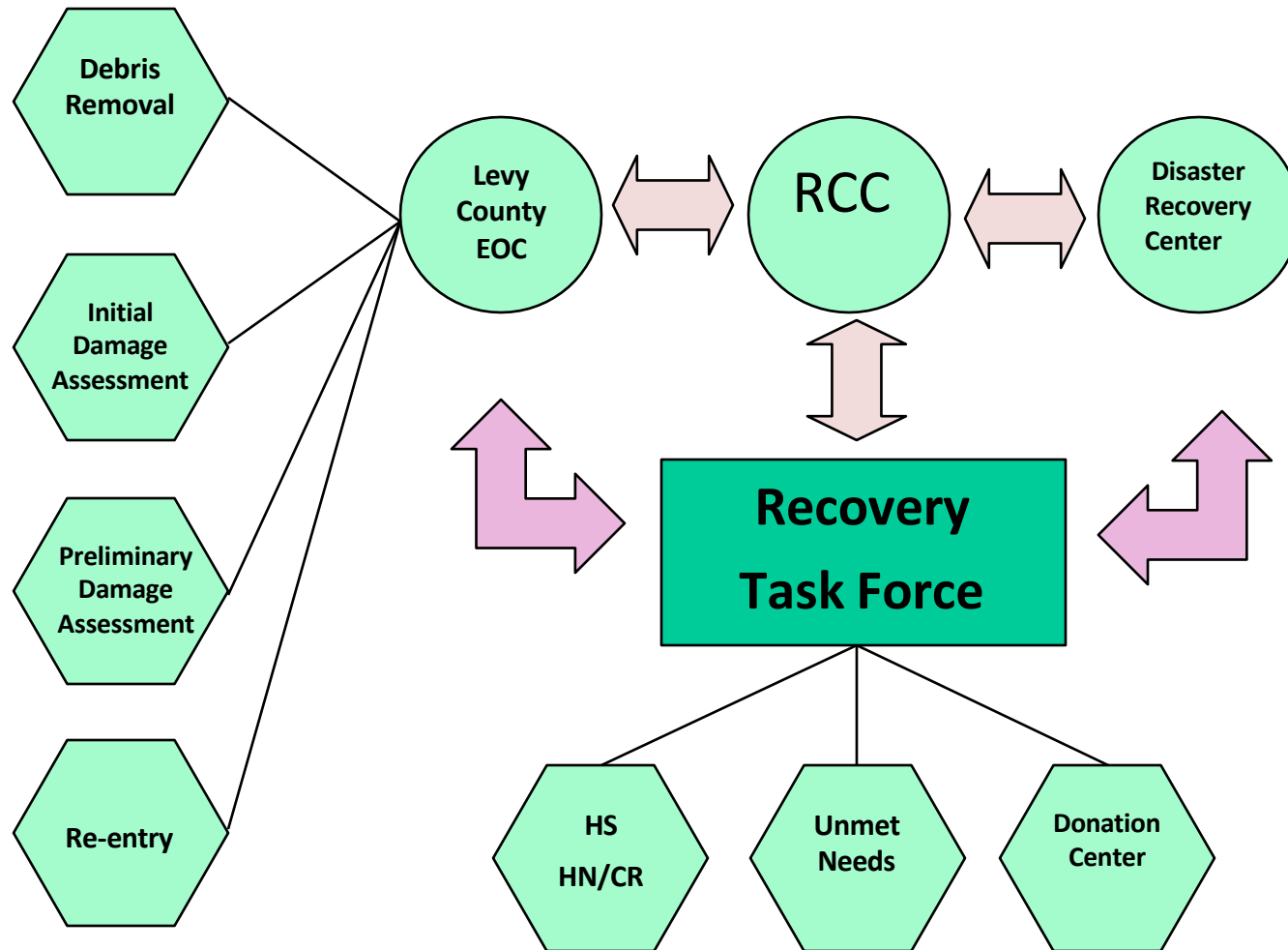
Levy County Day-to-Day Organizational Chart



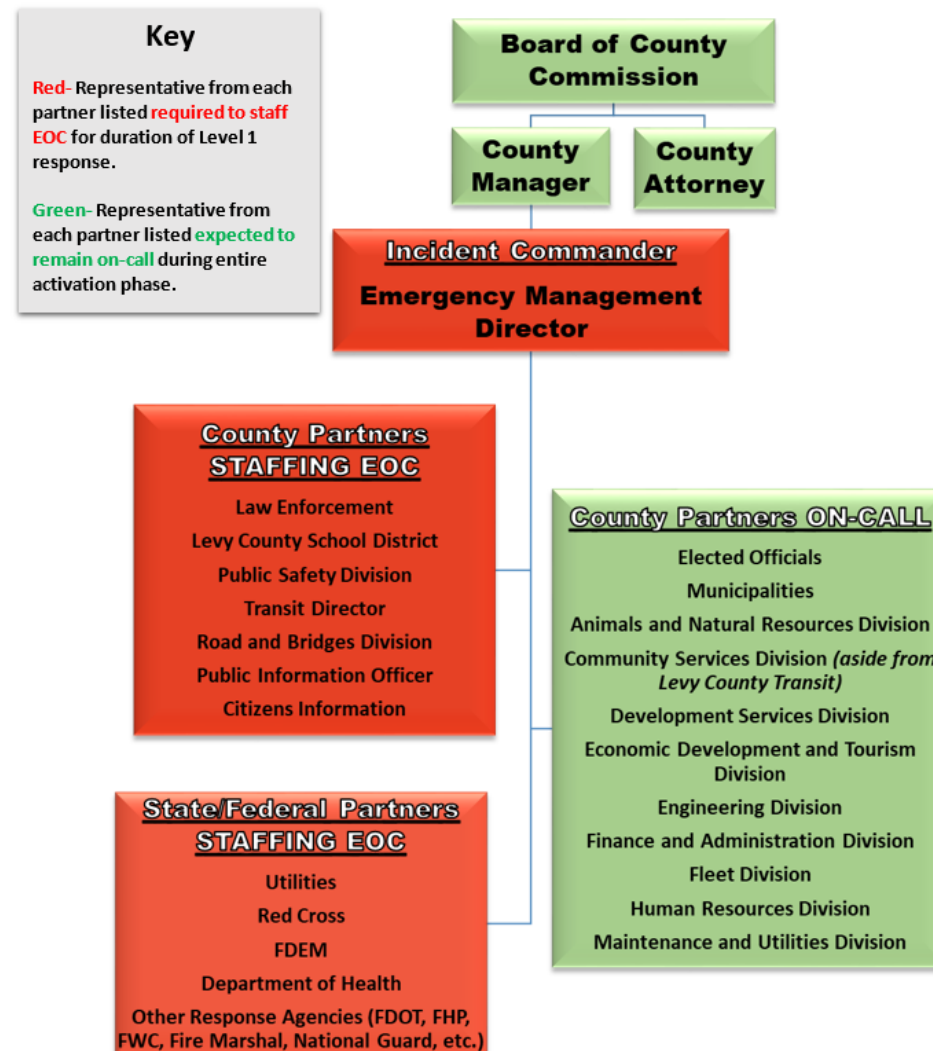
Levy County ESF Organization



Levy County Recovery Task Force Organizational Chart



Levy County Level I Emergency Organization



APPENDIX 5

LEVY COUNTY HURRICANE DECISION MATRIX

LEVY COUNTY HURRICANE DECISION MATRIX LANDFALL – 72 HOURS THROUGH L-36 HOURS

DECISION	L-72 Hours	L-48 Hours	L-36 Hours
EOC Activate	LEVEL III, Advisory to ESF's/Local Governments/conference call with state	LEVEL II, If under watch or Pending /Activation of Special Needs (SN)/Advisory to Local Governments	Conference call with State/Planning for SN evacuation/Advisory to all
Advisory to Local Governments	Phone	Phone Conference Call	Phone Conference Call
Agency Notice (County and/or Local Governments)	Each agency executes own plans/Advise workers of need to execute plan and impact. Protect Public Property	Continue preparation/ID workers needed for hurricane preparedness and inform them of requirement. Protect public facilities and property.	Release workers according to own plan to prepare own homes (earlier if possible)
Special Needs	EOC monitors situation	Publish SN list/Advise Hospitals and Home Health Care Agencies	Plan/Prepare for decision/ Plan and prepare shelters
At Risk Population's (Manufactured Homes)	EOC monitors situation	EAS-Public Service announcements	EAS-PSA
General Population	EOC monitors situation	EAS-PSA	EAS-PSA
Policy Group	Receive Advisories from EOC	Receive Advisories from EOC	Establish Planning Group at EOC
ESF's	Receive Advisories from EOC	Activate ESF's 1, 5, 6, 8, 14, 16 and SN	SN Planning

**LEVY COUNTY HURRICANE
DECISION MATRIX
LANDFALL – 30 HOURS
THROUGH
L-18 HOURS**

DECISION	L-30 Hours	L-24 Hours	L-18 Hours
EOC Activate	Decision on declaration of Local Emergency /SN/Plan at risk population and General Population (GP) evacuation analysis	LEVEL I, Warning/Decision on evacuation for GP and at risk population and continue with SN evacuation	Evacuate of at risk population/GP if needed/ continue with SN
Advisory to Local Governments	Phone Conference call	Phone Conference call	Phone Conference call
Agency Notice (County and/or Local Governments)	Preparedness continue/SN evacuation/SN shelter opened	Workers return/prepare for evacuation/arrival/ shelters ready for families of public servants opened	Prepare/evacuate/ relocation of local Governments, if required
Special Needs	Gain decision/Notify Local Governments/open SN shelter/evacuate/ EAS	Continue evacuation/ monitor progress	Continue evacuation/ Report completion
At Risk Population's (Manufactured Homes)	Plan for evacuation/EAS. May move decision forward	Decision on evacuation Voluntary evacuation considered	Evacuate/EAS Monitor progress
General Population	Plan for evacuation/ EAS/PSA May move decision forward	Decision on evacuation Volunteer evacuation considered	Evacuate/EAS/PSA Monitor progress
Planning Group	Declaration of Local Emergency/Decision on SN Evacuation/ Conference calls	Decision on at Risk Evacuation/ GP Evacuation/ Conference calls	Policy Decisions/ EAS/PSA/ Conference calls
ESF's	General planning	Level I, all ESF's report to EOC	All preparedness actions reviewed/ Evacuate for GP

**LEVY COUNTY HURRICANE
DECISION MATRIX
LANDFALL – 12 HOURS
THROUGH
LANDFALL**

DECISION	L-12 Hours	L-6 Hours	Landfall
EOC Activate	Advisory to all local Governments, ESF's and Planning Group	LEVEL I, Monitor activities	Planning re-entry for public safety of citizens
Advisory to Local Governments	Phone Conference	Phone Conference	Phone Conference
Agency Notice (County and/or Local Governments)	Advisory of storm status	Advisory of storm status	Advisory of storm status and impact
Special Needs	Support/Report problems	Support/Report problems	Support/Report problems
At Risk Population's (Manufactured Homes)	Continue evacuation/ EAS/Monitor progress	EAS-Monitor progress	EAS/Monitor progress
General Population	Evacuate/EAS/PSA	EAS/Monitor progress	EAS/Monitor progress
Planning Group	Policy Decisions/EAS/ Conference calls	Policy Decisions/EAS/ Conference calls	Preparation of policy on potential re-entry & other citizen welfare issues
ESF's	Evacuation continued/ Planning	Preparation for landfall	Work staff issues

**LEVY COUNTY HURRICANE
DECISION MATRIX
LANDFALL +12 HOURS
THROUGH
LANDFALL + 48 HOURS**

DECISION	L+12 Hours	L+24 Hours	L+48 Hours
EOC Activate	Re-entry policy decision/ Public safety assessment/ Conference call with State/ Response & Recovery actions begin	Public safety assessment/ Re-entry/Decision on Recovery Operations Center (ROC)/ Continue Response & Recovery	Continue public safety assessment/Establish ROC/Continue Response & Recovery
Advisory to Local Governments	Phone Conference Call	Phone Conference Call	Phone Conference
Agency Notice (County and/or Local Governments	Public safety assessment/ Critical needs assessment/Damage assessment	Damage assessment/ Public safety assessment/ Critical needs assessment	Citizen needs/ Protection/ Project Worksheets
Special Needs	Plan consolidation of SN into shelters, home, other	Continue planning for post sheltering/await Planning Group decision	Continue planning/ Completion if not needed
At Risk Population's (Manufactured Homes)	EAS/Pending decisions on public safety re-entry	Decision on re-entry/ Post sheltering	Pending re-entry/ Post sheltering
General Population	EAS/Pending decisions on public safety re-entry	Re-entry/Damage assessment	Damage assessment/ Post sheltering
Planni ng Group	Policy Decisions on public safety—reentry/curfew/ General issues and welfare of citizens	Continue Policy Decision on re-entry/curfew/public safety/ & ROC decision	Hazard Mitigation Recovery/Activate Haz-mat Teams
ESF's	Response & Damage Assessment	Response/Recovery & Damage Assessment	Response/Recovery & Damage Assessment/ ROC

**LEVY COUNTY HURRICANE
DECISION MATRIX
LANDFALL + 72 HOURS
THROUGH
LANDFALL + 1 WEEK**

DECISION	L+72 Hours	L+96 Hours	L+ 1 Week
EOC Activate	Establish Recovery Center for Federal/State/& Local Response & Recovery	Media Information/ Recovery Center/ Individual assistance/ Public Assistance/ Recovery	Public/Individual Assistance/Coordinate Response & Recovery
Advisory to Local Governments	Phone Conference Call	Phone Conference Call	Phone Conference Call continues until no longer required (may be replaced by meetings)
Agency Notice (County and/or Local Governments)	Citizen needs assessment/Project Worksheets (PWs)	PWs/Coordinate with Federal, State & Local Governments	PWs and all other actions as required. Complete evaluation of ability to resume governmental responsibilities
Special Needs	Close shelter if able . Check life support & energy needs	Close shelter if able	Secure energy needs for critical life support systems. Home, facilities, etc.
At Risk Population's (Manufactured Homes)	Re-entry Post sheltering	Post sheltering/return	Post sheltering/return
General Population	Post sheltering/ damage assessment	Damage assessment/ Post sheltering	Damage assessment/ Post sheltering
Planning Group	Develop Recovery Plan/ Public Assistance/ Individual assistance/ Overall recovery Plan	Policy Decision on extension of Emergency Declaration. Decision on curfew & other in place restrictions. Public Official briefing/update	Contact Emergency Government if required
ESF's	Response & Damage assessment	Response/Recovery	Response/Recovery

APPENDIX 6

LEVY COUNTY EM PUBLIC SERVICE ANNOUNCEMENTS

1. Disaster Supplies Kit

It's hurricane season. Time to pull together your emergency supplies including non-perishable food, bottled water, batteries, flashlights and a battery-operated radio. If you evacuate you also need a pillow and blanket and don't forget your important papers.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

2 Prescription Medication & Special Needs

If you require special medication, remember, during hurricane season, maintain a two-week supply of your prescription and bring it with you if you must evacuate. If you need assistance during the hurricane because of special needs, call your Levy County Department of Health to register before the storm.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

3. Securing Your Home

Before a hurricane threatens, make sure your home is hurricane resistant with adequate bracing of roof; gable ends and reinforced garage doors. Plan now how you will cover your windows and glass sliding doors to protect your family from the devastating winds, blowing debris and flying glass.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

4. Pets Hurricane Survival Kit

After every disaster, thousands of pets are left homeless, confused and sometimes, hurt. The time to prepare for the next hurricane strike is now for every member of your family, including your pet! Have a carrier, and ID collar, rabies tag and leash. Have enough food and water for at least a two-week period and remember, pets are not allowed in Red Cross public shelters.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

5. Know Your Hurricane Evacuation Level

If a hurricane threatens Levy County, do you know if and when you would have to evacuate? This is the first step in making your Family Disaster Plan.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

6. Safe Room

If a major hurricane strikes Levy County, you will need to find your safe room – an interior room in your home with no windows – like a closet or bathroom. Riding out the storm in your safe room may be cramped, but it can protect you from high winds, flying debris and glass.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

7. NOAA Weather Radio

Preparedness for severe weather often means early warning. Get your NOAA weather radio today. It's your link to the weather service and severe weather warnings for tornadoes and hurricanes.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

8. Host Shelter

Public Shelters and trained shelter volunteers are in seriously short supply in Levy County. If your business, church or civic room wants to help, contact the American Red Cross or Levy County Emergency Management for information on becoming part of the Disaster Team or the Host Home Program.

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

9. Business Preparedness Plan

Is your business ready for the hurricane season? Are you located in an evacuation zone? Can you manage for at least two weeks with no power or other services? Is your insurance sufficient?

For more information, call Levy County Emergency Management or visit LevyDisaster.com.

APPENDIX 7

LEVY COUNTY DAMAGE ASSESSMENT ADDITIONAL INFORMATION

Essential Elements of Information (EEI)

The EEI is a prescribed form which is used by the county immediately following a disaster to describe information gathered during the Initial Impact Assessment process including:

- The type of incident and extent and location of damages;
- The number of dead and injured;
- The general impact of the disaster on the county's infrastructure;
- The status of local response efforts.

The EEI also gives the county the means to summarize later detailed damage assessment data in both the private and public sectors. As soon as possible, the EM Director, in consultation with members of the county's emergency response team and the County Damage Assessment Coordinator, will prepare and file the *EEI* with the Florida Division of Emergency Management, Tallahassee. Follow-up transmission will be by satellite phones, telephones or by facsimile machine to the State Warning Point, FDEM Office.

Initial Damage Assessment (IDA) Reports

IDAs are conducted to provide quantified estimates of damages and are performed following, or in conjunction with the county's Initial Impact Assessment. The three (3) IDA Report forms included document damages to affected housing units, local industry and businesses, and public facilities.

Damage Assessment Teams (DATs)

The County DATs are composed of trained personnel operating in the field who visibly inspect damaged and destroyed structures and other facilities, gather information for the *EEI*, complete the IDA forms, and otherwise operate at the direction of the County Damage Assessment Coordinator. Team members are able to evaluate both private and public sector damages as well as to conduct infrastructure assessments independent of, or in support of State Reconnaissance Teams.

Damage Assessment Teams Notification

The *Emergency Management Director*, or designee, will contact by telephone, cell phone, pager or Facsimile the county *Damage Assessment Coordinator* or alternate, advising them of the situation and requesting that the County Damage Assessment Coordinator mobilize the county's damage assessment teams or place them on standby status. The County Damage Assessment Coordinator will in turn contact by telephone, pager or Facsimile the county's DAT advising them of the situation and either mobilizing the county's damage assessment teams or place them on a standby status. Once county DATs have been mobilized as outlined above, the County Damage Assessment Coordinator will notify the Emergency Management Director that the county's damage assessment process is fully activated and ready for deployment.

Assigning Personnel to County Damage Assessment Teams

Damage Assessment Teams are composed of at least two individuals trained in the methods and procedures for damage assessment and are selected based upon their interests, training, expertise, and availability. A roster of available county and municipal personnel and their corresponding fields of expertise is available in

Emergency Management and are reviewed and updated annually.

The county's Damage Assessment Teams is assigned to conduct damage assessments by the county Damage Assessment Coordinator according to the following approach:

- a). Plot on an appropriate county tax map the known **geographical limits** of the disaster's impact using the Initial Impact and Damage Assessment information and other field reports.
- b). Overlay the entire disaster stricken area with an appropriately labeled grid or quadrant system.
- c). Assign teams according to "quadrant contents", i.e. public sector or private sector damage assessment teams. Quadrants with both public and private sector damages will be noted with "quadrant contents" assigned to specific damage assessment teams as needed.

Damage Assessment Team members are briefed by the EM Director and the County Damage Assessment Coordinator on the suspected areas of impact, purposes of the assessments, and any anticipated concerns. Team members are equipped with essential equipment, supplies, and transportation prior to deployment. Below is a list of the equipment and supplies that have been pre identified and are placed in damage assessment kits needed to conduct damage assessments under most conditions. These damage assessment kits are ready for use at any given time. The damage assessment kits are stored in the Emergency Management office. Damage Assessment Teams are deployed to areas thought to be the most severely impacted, and later to areas of lesser impact. Structures deemed uninhabitable or otherwise unsafe will be tagged and the location of such structures transmitted to the Damage Assessment Unit for referral to the proper authorities. Teams will continue inspection of designated critical facilities upon arrival in the area.

Equipment and Supplies Needed by County Damage Assessment Teams

Personal Equipment

- ☐ Appropriate personal clothing (*for prevailing weather conditions*)
- ☐ Boots (*steel-toed, safety boots*)
- ☐ Gloves, coveralls, rubber boots
- ☐ Raincoat or poncho
- ☐ Flashlight, with extra batteries
- ☐ Extra pair of eyeglasses, as needed
- ☐ Personal medications, as needed
- ☐ Insect repellent
- ☐ Official identification and authorization documents or cards

Damage Assessment Issued Equipment

- ☐ Copy of applicable procedures
- ☐ Paper, pencils, clipboard, etc.
- ☐ Multiple copies of pertinent Essential Elements of Information (page 1 only)
- ☐ Multiple copies of Initial Damage Assessment reports
- ☐ Written instructions, maps, etc., pertinent to the survey area(s)
- ☐ Camera
- ☐ Measuring tapes
- ☐ Emergency telephone listing of appropriate county officials
- ☐ Transportation to the impacted areas
- ☐ Communication equipment (cellular telephone, radio, other)
- ☐ GPS

- Vehicle magnets for official vehicle designation

State Emergency Response Team

Essential Elements of Information

Event Information Form	Event:		
-------------------------------	---------------	--	--

County:	County Contact		
Completed By:	Phone Number		
E-Mail Address	Date and Time:		
SERT Liaison:	Report #	Pre Event	Post Event

1. EOC Activation Level:	2. Local State of Emergency Date and Time
--------------------------	---

3. PIO Activated:	Media Releases:
4. Rumor Control / Hotline Phone #:	Date and Time:

5. Confirmed Fatalities:	Confirmed Injuries:	Confirmed Missing:
--------------------------	---------------------	--------------------

6. Incident Command Post Location	Latitude:	N	Longitude	W
7. Staging Area Location:	Latitude:	N	Longitude	W

8. Evacuation Order:	Date and Time:	Est. Number Evacuated:
9. Curfew Orders:	Date and Time:	
10. Local Government Office Closing Date:		
11. School Closing Date:		
12. Boil Water Orders (ESF 8)		
13. Other Health Orders (ESF 8)		
14. Hospital Closed (ESF 8)		

15. Animal Issues

Homes and Businesses	Destroyed	Major Damages (>50%)	Minor Damages (<50%)
16. Single Family Dwellings:			
17. Multi-Family Dwellings:			
18. Businesses Impacted			
19. Total Homes and Businesses			

Public Assistance
20. Critical Facilities Impacted
21. Water and Sewer Structures Impacted (ESF 3)
22. Other Structures Impacted (ESF 3)
23. Vehicles Impacted:
24. Communications Impacted (ESF 2)
25. Hotel / Motel Sheltering Status:

Additional Comments

Data Entry Protocol for Completion of the Post-Impact EEI Form

Date Field	
Event	Enter the name of the disaster event for which the EEI is being developed.
County:	Enter the name of the County the report is about.
County Contact	Enter the name of the County Contact person.
Completed By:	Enter the name of the person completing this report. In case follow up is needed during the disaster operations.
Phone Number	Enter the phone number of the person completing this form.
E-mail Address	Enter the E-mail address of the person completing this report. In case follow up is needed during the disaster operations.
Date and Time	Enter the Date and Time this form is completed and submitted to the State EOC or A-Team or F-SERT, whichever is applicable.
SERT Liaison	If applicable, enter the name of the SERT Liaison located in the County EOC.
Report #	Enter the number of the report being submitted.
Pre Event; Post Event	Enter "Yes" for the appropriate time frame in the disaster operations.
1. EOC Activation	Enter the activation level of the County EOC, use " Monitoring " (limited staff monitoring the event), " Partial " (partial staffing of the County EOC by other County Agencies) or " Full " (full staffing by all County Agencies involved with emergency/disaster operations).
2. Local State of Emergency Date and Time	Enter the date and time the local state of emergency goes into effect. Otherwise leave blank.
3. PIO Activated	Enter the name and phone number of the PIO activated. Otherwise leave blank.
Media Releases	Enter the number of media releases published by the county up to that point (time of submission of the report) in the emergency / disaster event. Otherwise leave blank.
4. Rumor Control	Enter the date and time the Rumor Control/Hotline goes into effect. Otherwise leave blank.
Number	Enter the phone number for Rumor Control or Hotline. Otherwise leave blank.
5. Confirmed Fatalities	Enter the number of confirmed disaster related fatalities. Otherwise leave blank.
Confirmed Injured	Enter the number of confirmed disaster related injuries. Otherwise leave blank.
Confirmed Missing	Enter the number of confirmed disaster related missing persons. Otherwise leave blank.
6. Incident Command Post Location	If applicable, enter the location of the County's Incident Command Post. Otherwise leave blank.
Latitude Longitude	If available, enter the latitude and longitude location of the Incident Command Post.
8. Evacuation Order	Enter " Mandatory " if a mandatory evacuation order has been issued. Enter " Voluntary " if a voluntary evacuation has been issued. Enter " Mandatory & Voluntary " if both a mandatory and voluntary evacuations orders have been issued for different sections of the county. Use the "Additional Comments" field below to describe the areas being evacuated. Otherwise leave blank
Date and Time	Enter the Date and Time the Evacuation Order goes into effect. Otherwise leave blank.
Est. Number Evacuated	Enter the estimated number of people to be evacuated. Otherwise leave blank.
9. Curfew Orders	Enter "Yes" if local curfew orders been issued. Otherwise, leave blank. Use the "Additional Comments" field below to describe the areas under curfew order. Otherwise leave blank.
Date and Time	Enter the date and time the curfew order goes into effect. Otherwise leave blank.
10. Local Government Office Closing Date	Enter the date that local government offices will be closed. Otherwise leave blank.
11. School Closing Date	Enter the date that schools will be closed. Otherwise leave blank.
12. Boil Water Order	Enter the date and time the Boil Water Orders will be or has been issued. Use the "Additional Comments" field below to describe the areas under Boil Water Order. Otherwise leave blank.
13. Other Health Orders	Enter Name of Other Health Orders and the date issued. Use the "Additional Comments" field below to describe the areas under Other Health Order. Otherwise leave blank.
14. Hospital Closed	Enter the name or names of hospitals closed as a result of the emergency/disaster event. Otherwise leave blank.
15. Animal Issues	Enter the types of issues related to animal protection. Describe the areas of the County affected by animal issues. Otherwise leave blank.
16. Single Family Dwellings	In the first cell of this row enter the estimated number of Single Family Dwellings destroyed; in the second cell enter the estimated number Dwellings with major damage (50% or greater damage to the structure), and in the third cell enter the estimated number of Dwellings with minor damage (less than 50% damage to the structure). Otherwise leave blank.
17. Multi-Family Dwellings	In the first cell in this row enter the estimated number of Multi-Family Dwellings destroyed; in the second cell enter the estimated number Dwellings with major damage (50% or greater damage to the structure), and in the third cell enter the estimated number of Dwellings with minor damage (less than 50% damage to the structure). Otherwise leave blank.
18. Businesses Impacted	In the first cell in this row enter the estimated number of Businesses destroyed; in the

	second cell enter the estimated number Businesses with major damage (50% or greater damage to the structure), and in the third cell enter the estimated number of Businesses with minor damage (less than 50% damage to the structure). Otherwise leave blank.
19. Total Homes and Businesses	In the first cell in this row enter the total estimated number of Single Family Dwellings, Multi-Family Dwellings and Businesses destroyed; in the second cell enter the total estimated number Single Family Dwellings, Multi-Family Dwellings, and Businesses with major damage (50% or greater damage to the structure), and in the third cell enter the total estimated number of Single Family Dwellings, Multi-Family Dwellings and Businesses with minor damage (less than 50% damage to the structure). Otherwise leave blank
20. Critical Facilities Impacted	Enter the names of the Critical Facilities Impacted. Otherwise leave blank.
21. Water and Sewer Structures Impacted	Enter the names of the Water and Sewer Structures Impacted. Otherwise leave blank. Otherwise leave blank.
22. Other Structures Impacted	Enter the names of Other Structures Impacted. Otherwise leave blank.
23. Vehicles Impacted	Enter the number of vehicles Impacted. Otherwise leave blank.
24. Communications Impacted	Enter the communications systems Impacted. Otherwise leave blank.
25. Hotel Motel Sheltering Status	The information to be entered in this cell is not related to damages to Hotels or Motels. Enter " High " if a majority of the motel/hotel units in the County may be used for "shelters of last resort" or for emergency workers from outside the county. Enter " Medium " if at least half of the hotel/motel units may be used for "shelters of last resort" or for emergency workers from outside the county. Enter " Low " if less than a quarter of the hotel/motel units may be used for "shelters of last resort" or for emergency workers from outside the county. Otherwise leave blank.
Additional Comments	Enter narrative information descriptive of the current status of the emergency/disaster event. Enter anticipated resource needs.

Initial Damage Assessment – Public Assistance

Form A

INITIAL DAMAGE ASSESSMENT - PUBLIC ASSISTANCE

(1) DAMAGED ENTITY: _____ (5) POPULATION: _____ (7) INCIDENT (X) (8) ADDL INFO SOURCE (10) ASSESSMENT TEAM (11) INCIDENT PERIOD
 (a) County Government (b) Municipality (4) ANNUAL OP BUDGET: _____ (FLOOD (9) OUTSTANDING DEBTS: _____ (HURRICANE (12) DATE OF SURVEY
 (c) Private Not-Prof (d) Indian Tribe (6) NET BUDGET: _____ (TORNADO (13) PAGE ____ OF ____
 (Specify One) (J) OTHER _____ (Specify) _____

CATEGORIES (DOLLARS)													
REF NO.	NAME/LOCATION (STREET, HWY, ROAD, ETC.)	DESCRIPTION OF DAMAGE	A CORRE REMOVAL	B PROTECTIVE MEASURES	C ROADS SIGNS BRIDGES	D WATER CONTROL	E BLOODS EQUIP	F PUBLIC UTILITIES	G PARKS RECREATION	TOTAL ESTIMATED DAMAGES	\$ AMOUNT INSURANCE COVERAGE	TOTAL ESTIMATED UNINS. LOSS	COMMENTS (NOTE ANY IMPACTS DUE TO LOSS)
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
TOTALS													

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 REV. 7/98 etc
 CAP/ALB/JVB2

(28) TOTAL EST. UNINS. LOSS/POPULATION=_____/CAPITA
 (29) TOTAL EST. UNINS. LOSS/NET BUDGETx100= % IMPACT ON BUDGET

Initial Damage Assessment – Housing Losses

Form B

INITIAL DAMAGE ASSESSMENT - HOUSING LOSSES

(1) COUNTY: _____

(S) INCIDENT (X)

(4) ASSESSMENT TEAM

(5) INCIDENT PERIOD: _____

(2) MUNICIPALITY: _____

() HURRICANE

(6) DATE OF SURVEY: _____

() TORNADO
() OTHER

(5)

(Specify)

(T)PAGE _____ OF _____

[illegible]

Initial Damage Assessment – Business Losses

Form C

INITIAL DAMAGE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY: _____

(3) INCIDENT (1)

(4) ASSESSMENT TEAM

(5) INCIDENT PERIOD: _____

(2) MUNICIPALITY: _____

() FLOOD

() HURRICANE

() TORNADO

() OTHER _____
(Specify)

(6) DATE OF SURVEY: _____

(7) PAGE _____ OF _____

REF NO.	NAME OF BUSINESS / SITE LOCATION / TELEPHONE NO.	NAME OF TENANT OR OWNER & TYPE OF BUSINESS	ESTIMATED DAYS OUT OF OPERATION	EMPLOYEES		REPLACEMENT COST OR FAIR MARKET VALUE	ESTIMATED DOLLAR LOSS	DOLLAR AMOUNT OF INSURANCE COVERAGE	% UNINSURED LOSS TO BUSINESS VALUE (Col. 10 - Col. 15) / (Col. 14) X 100%	IF COLUMN 11 IS:		
				NUMBER	COVERED BY U.I.					<40% (X)	40-70% (Y)	>70% (Z)
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LANDS _____ STRUCTURES _____ CONTENTS _____ OTHERS _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		TOTALS				\$ _____	\$ _____	\$ _____				

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APPENDIX 8
DECLARATION OF LOCAL STATE OF EMERGENCY LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, a potential, serious threat to the public health, safety and welfare will be created by _____, _____, and _____ predicted to begin on _____, 20____

WHEREAS, Florida State Statute, Chapter 252, Chapter 30, Article II, Levy County Code, authorizes the Chairman of the Board of County Commissioners to declare that a local state of emergency exists.

IT IS THEREFORE ORDERED,

That the Comprehensive Emergency Management Plan is hereby activated and Levy County Emergency Management, in conjunction with the Levy County Board of Commissioners, shall have the power, authority and preservation of health, safety and welfare of the citizens and property of Levy County.

All Levy County assets are hereby ordered to be placed at the disposal of Levy County Emergency Management.

Any County regulation(s) prescribing procedures for the conduct of County business, if strict compliance would hinder necessary action in coping with the emergency, are hereby suspended. Suspension of such procedures shall be at the direction of the Chairperson of the Board of County Commissioners, and the Emergency Management Director.

The Emergency Management Director shall function as the County Coordinating Officer and in consultation with the Chairperson of the Board of County Commissioners, shall provide overall coordination of County response. County agencies shall coordinate with the County Coordinating Officer all requests for assistance through the appropriate Emergency Support Function.

In accordance with F.S.S., Chapter 252, this Declaration shall remain in effect for a period of seven (7) days unless extended or dissolved.

Chairperson _____
Board of County Commissioners
Levy County, Florida

Date

Attest
Clerk of Court
(SEAL)

Date

APPENDIX 9
LEVY COUNTY COORDINATING OFFICER (Emergency Management Director) SOG

List of Acronyms

ARC	American Red Cross
BOCC	Levy County Board of County Commissioners
CLSA	County Logistical Staging Area
COOP	Continuity of Operations Plan
CPAO	County Public Assistance Officer
CR	Community Relations
DRC	Disaster Recovery Center
EOC/ESF	Levy County Emergency Operations Center, Emergency Support Function Directors
ESC	Essential Services Center
ESF	Emergency Support Function
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FNG	Florida National Guard
FS	Florida Statutes
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance Program
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMT	State Incident Management Team
LMS	Local Mitigation Strategy
NGO	Non-Government Organization
NHC	National Hurricane Center
NWS	National Weather Service
PA	Public Assistance Program
PDD	Presidential Disaster Declaration
RECON	State Reconnaissance Team
SBA	Small Business Administration
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SHIP	State Housing Initiative Program
SMAA	Statewide Mutual Aid Agreement
SOG	Standard Operating Guideline
LCEMP	Levy County Comprehensive Emergency Management Plan
LCEOC	Levy County Emergency Operations Center

I. Introduction

Chapter 252, Florida Statutes, contains the provisions for establishing an effective emergency management capability in the State of Florida. It confers upon the Governor, the Florida Division of Emergency Management, and the governing body of each political subdivision of the State (Levy County) certain emergency powers to deal with, reduce vulnerability to, and recover from emergencies and disasters; to provide for the common defense and to protect the public peace, health, and safety; and to preserve the lives and property of the people of the State. (§252.31 F.S.). Section 252.38(1), states that each county must establish and maintain an emergency management agency and shall perform emergency management functions within the territorial limits of the County within which it is organized.

Although the Levy County Board of County Commissioners (BOCC) is ultimately responsible for the safety and well being of the county residents, this responsibility is delegated during an emergency to the Levy County Emergency Management Director (LCEM), who shall serve as the Incident Commander for most events.

Levy County has a well organized emergency management program that has been refined by experience. When a disaster threatens or has impacted the County, the Levy County Emergency Operations Center (LCEOC) will be activated using aspects of the Incident Command System (ICS). The LCEOC provides a centralized location for coordinating the preparation for, response to, and recovery from a disaster, and will be the location from which the County Coordinating Officer will operate. The LCEM Director will manage the operations of the LCEOC as the Incident Commander and County Coordinating Officer.

This Standard Operating Guideline (SOG) provides guidance for the Levy County Coordinating Officer (EM Director). Similar to the State Coordinating Officer who has the delegated authority to respond to any emergency or disaster impacting the State of Florida, the EM Director has the same level of responsibility at the County level. The EM Director will also serve as the Incident Commander for most events. Singular events, such as wildland fires or law enforcement events may have a fire chief or designated law enforcement official as the Incident Commander, but for most all other events that impact multiple disciplines in the County, the LCEM Director will serve as the Incident Commander. This SOG details the incremental actions the EM Director should take as an event escalates through time.

Although this SOG is based on the arrival of a major hurricane that impacts Levy County, it can be used for any event in which the LCEOC is activated. Most of the tasks identified herein can be applied for any natural or man-made event.

II. Purpose

The purpose of this Standard Operating Guideline is to list the critical actions the Levy County Coordinating Officer will take in the event Levy County is required to mobilize its assets to prepare for, respond to, and recover from an emergency event that can occur anywhere in the County.

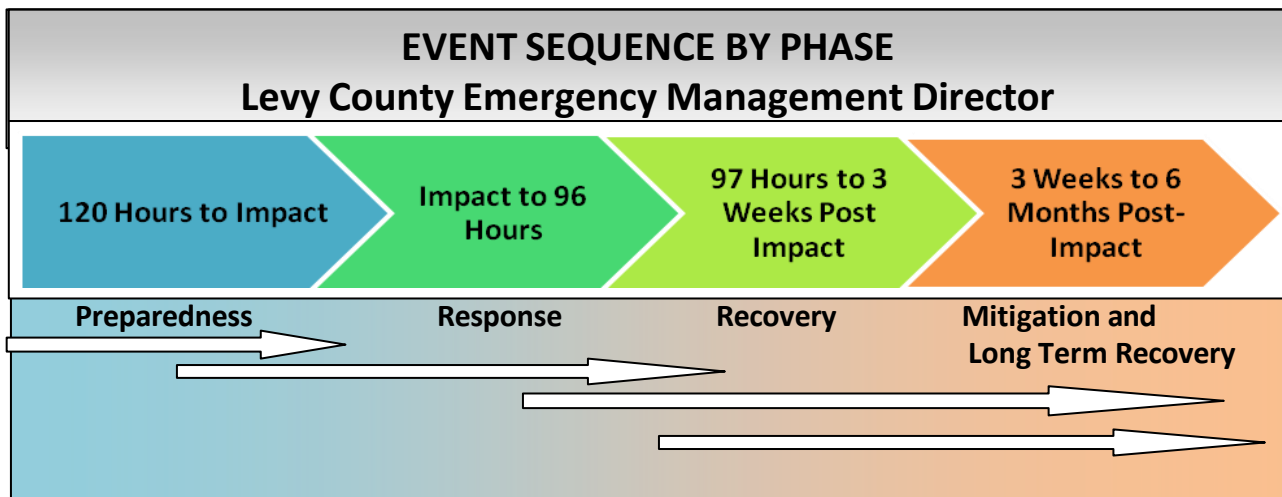
The principal objective of the EM Director is to represent the Levy County Board of County Commissioners by providing executive level leadership for the EOC Emergency Support Function Directors (EOC/ESF). The EOC/ESF Directors are comprised of the representatives of the various Emergency Support Functions (ESFs) 1-17 in Levy County.

During a local State of Emergency, the EOC/ESF are activated and all ESFs become an active part of response and recovery operations. Under the leadership of the EM Director, the EOC/ESF directors provide the mechanism for the County to manage all phases of an event in a coordinated manner.

III. Scope

This Standard Operating Guideline covers activities of the EM Director using a hurricane as the basis for decision-making. It uses the basic four phases of emergency management (preparedness, response, recovery, mitigation) and adds long-term recovery as the normal progression of events for management purposes. A hurricane scenario is used for this SOG, which would be considered an anticipated event that allows the Levy County EOC/ESF directors to prepare for impact. This SOG can also be utilized for “no-notice” natural or man-made events, to include tornadoes, floods, terrorist attacks, and radiological incidents in which much of the preparedness efforts would be condensed into the immediate response phase.

The following represents the event sequence by emergency management phase. They understandably overlap each other in many circumstances.



IV. Situation

The EM Director is the authorized representative to manage and coordinate Levy County emergency preparedness, response, and recovery efforts. The EM Director, in coordination with the BOCC, is authorized to coordinate the use of those county resources necessary to cope with the emergency or disaster. Pursuant to Section 252.38(b), Florida Statutes, “each [emergency management] director has direct responsibility for the organization, administration, and operation of the county emergency management agency. The [emergency management] director shall coordinate emergency management activities, services, and programs within the county and shall serve as liaison to the division [FDEM] and other local emergency management agencies and organizations.”

This statute mandates that the EM Director ensures that Levy County is organized, and can coordinate emergency management activities, services, and programs in order to serve the residents of the County. The EM Director will also be the main point of contact with the State Coordinating Officer (SCO), when one is appointed.

V. Concept of Operations

At the onset, all phases of emergency management overlap each other, making the oversight of the EM Director multifaceted at all times. Once preparedness activities have been completed, full-scale response activities begin. Yet, concurrent with response actions, are recovery, mitigation, and long-term recovery activities. It is therefore imperative that this Standard Operating Guideline overlap the responsibilities of the EM Director among these parallel phases.

VI. Event Time Sequence - EM Director Checklist

The following section includes a general checklist of actions that should be considered, or taken by the EM Director by time sequence. They are generally prioritized as follows:

1	Very High Importance – require immediate attention
2	High Importance – actions are to be taken as soon as possible
3	Moderate Importance – actions are necessary, but when time allows
4	Important - action should be taken as time allows.

Em Dir Initial	As each task is completed, the EM Director, or their designee will initial each activity block to ensure they have been completed. If not appropriate, an “NA” will be inserted. This can be used to document historical actions taken.
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A. Generic Issues Checklist

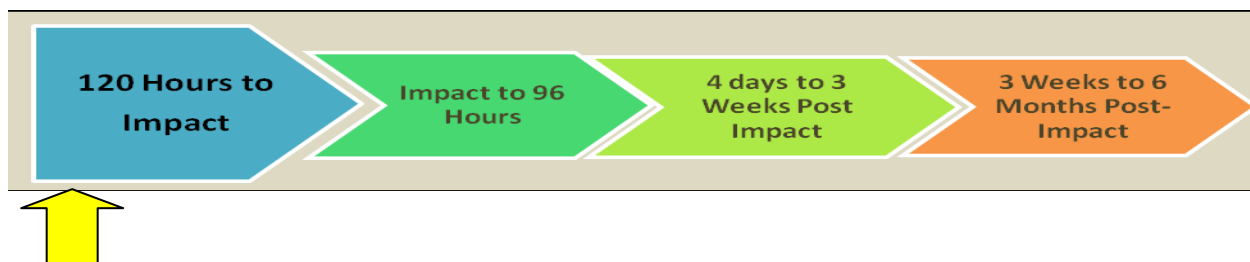
These issues are generic to all phases of the event and are things the EM Director will consider, and implement, when appropriate. They include lessons learned from past events:

✓	Activity Period: Generic to All Activity Periods	EM Dir Initial
1	The EM Director should establish standing rules and/or focus statements to be adopted and applied by all EOC/ESF directors.	
1	Establish the fact that the resident survivors of Levy County are the main clients of the EM Director and the EOC/ESF directors.	
1	It is critical to provide accurate, timely, helpful advice to the EOC/ESF directors. Such advice provides clear direction and protection from the unknown nuances of state and federal programs and regulations.	
1	The general population will be watching and judging the entire EOC response team and EM Director during the preparation and response phases. This is what most of the population believes and knows about emergency management.	
1	It is the responsibility of the EM Director to keep morale high. Offer praises, when deserved. Realize family and personal issues will arise. Expect to lose some people. The EM Director will learn much about their staff during activation. Watch for fatigue, especially your own.	

	Resolve conflicts between yourself and the State Emergency Response Team (SERT), if any arise. Recognize that the state's priorities and their solutions may conflict with Levy County.	
1	Realize that government (State and Federal) may not be able to adequately support Levy County for the first 72 hours. Let the population know throughout public awareness activities to have enough supplies to last them for the first 72 hours post-disaster.	
2	It is essential to separate the role of the EM Director from your normal day to day role. The EM Director is in charge of the event and thus all county agencies report to him or her during an activation of the LCEOC.	
2	The EM Director is the leader throughout the event and must set the operation tempo. Each phase has its own tempo. Preparedness and response are quick- paced, while recovery, mitigation, and long-term recovery are much slower and methodical, taking years to complete.	
2	The EM Director sets the mood and pace of the EOC/ESF directors. Be aware of where you are now, realizing there is much more to come. Keep your team leaning forward.	
2	Work out interagency issues quickly so they do not fester and become larger than they need to be.	
2	Diffuse any turf battles. Ensure no turf exists among the EOC/ESF directors. Turf can sidetrack an effective response team operation quickly.	
3	The EM Director must remember the timeline that exists for requesting some types of resources. Examples could include the time needed to get resources to distribute at PODs from the State Logistics Center.	
3	Coordinate with the BOCC on non-declared events for the use of CDBG, SHIP funds or resources gathered through the unmet needs committee.	
4	Ensure all staff have a family disaster plan and have activated the appropriate sections of it.	
4	Some events will require long-term recovery, and planning should be implemented early in the event.	
4	Keep the BOCC and the County Manager updated, involved and engaged in the activities of the EOC/ESF directors.	
4	Do not overlook the unique requirements for municipalities and special districts. State law requires they work through the County to secure all needed resources from the SERT.	
4	Do not be hesitant to bring in supplemental staff resources through the Statewide Mutual Aid Agreement (SMAA) to assist in the LCEOC. Staff fatigue can cause serious problems.	

B. 120 Hours to Impact

Many of the items identified in this section are not necessarily the direct duties of the EM Director, but are undertaken by the appropriate staff at the direction of the SCO.



This activity period is broken out into four distinct sub-timeframes. They include:

- **120 hrs – 72 hrs** [5 days to 3 days] from impact
- **72 hrs – 48 hrs** [3 days to 2 days] from impact
- **48 hrs – 24 hrs** [2 days to 1 day] before impact
- **24 hrs – Impact**

Each of these timeframes has its own unique set of activities that need to occur, as listed below.

1. Activity Period: 120 – 72 Hours to Impact

During the 120 hours – 72 hours timeframe, Levy County is preparing for the arrival of the storm event. All plans are being reviewed for EOC/ESF directors' roles and responsibilities; logistical staging areas, POD sites and landing sites are being validated, State Incident Management Team (IMT) or potential State RECON Team arrival is planned for.

✓	Activity Period: 120-72 Hours to Impact	EM Dir Initial
1	Monitor weather updates of any system that has any potential to develop into something that can impact Levy County.	
1	Review the NWS 5-day forecast. If Levy County lies within the 5-day cone of error, begin countywide alert notification procedures.	
1	Begin call down procedures starting with the County Manager, all municipalities, response agencies, and public works.	
1	Collect and disseminate the best information available to the EOC/ESF directors. Urge each county, municipal, and non-profit entity to review their own internal emergency plans.	
1	Request anyone with a response or recovery responsibilities to check their fuel supplies, staffing pattern, and emergency call out crew rosters. Check for availability and capacity to complete their assigned area of responsibility.	
1	Review the LCEMP. Remind all Levy County EOC/ESF directors to review their disaster roles and responsibilities. Bring any new staff up to date on disaster procedures.	
1	Set the schedule for LCEOC briefings and who will participate in them.	
1	Brief the BOCC and the County Manager of current preparatory activities.	
1	Once in the 3-day cone of error, Levy County will plan as though it will be hit or at least experience a near miss. A near miss can cause an extensive amount of damage and fiscal responsibility for the County.	
1	Once Levy County in the 3-day cone of error, or if the system is large or fast moving, initiate twice a day briefings with the EOC/ESF directors, and municipalities.	
1	At three days, begin regular Public Safety Announcements and urge evacuations for those that feel unsafe.	
1	Place the schools on standby for opening shelters.	
1	Prepare to activate the LCEOC to Level 2 once a local state of emergency is declared by the BOCC.	
1	Ensure the County Public Information Officer is preparing any local news releases to guide residents as to what they need to consider doing should the event worsen.	
1	Review the Levy County Logistics Plan, Debris Management Plan, COOP, and Disaster Housing Plan. Remind team members of their roles and responsibilities within each plan.	

2	Ensure the County Logistics Staging Area is identified and ready for operations, should it be needed during the recovery phase.	
2	If the State deploys a pre-landfall Incident Management Team (IMT) to Levy County, ensure they are matched up with the appropriate counterparts, and space provided for them in the LCEOC.	
2	Participate on conference calls with the National Hurricane Center, NWS, and FDEM. Be prepared to ask questions pertinent to Levy County's potential impact scenarios.	
2	Ensure the county Points of Distribution (PODS) are validated, and those that will be potentially used provided to the SEOC, Logistics Section no later than 96-hours PRIOR to hurricane landfall. This is critical so as to allow time to establish a supply chain for the PODs.	
2	Once the LCEOC is activated, ensure all EOC/ESF directors are aware of their roles and responsibilities and how to use the EOC equipment.	
2	Review procedures for teaming up with any potential State RECON Team arrival. Remind county team members of their roles with RECON activities.	
3	Review the Levy County Recovery Plan, especially the conduct of initial impact assessments, and Preliminary Damage Assessments. Ensure the proper EOC/ESF directors are informed of the potential need to conduct either or both activities.	
3	Establish LCEOC staff roster. Ensure weekend/holiday coverage. Review staff vacation schedules. Review any internal or external planned events/travel.	
3	Contact the County Attorney and alert them to the potential need to develop a local state of emergency declaration for the Board to approve.	
3	Generate a SitRep on a regular basis. Establish who's responsibility it will be if not ESF-5 to develop the SitRep. Establish a reporting procedure for updating the SitRep by county agencies. Distribute the SitRep to everyone who has a need to receive one.	
4	Alert the Levy County debris contractors of possible activation.	
4	As time allows, check all communications systems in the County to ensure operability, to include the use of amateur radio.	
4	Maintain, to the degree possible, the day-to-day operations of the Sheriff's Office and Emergency Management Division.	
4	Ensure the Clerk's Finance Department begins to identify funds for the non- federal match requirements for the Public Assistance and Hazard Mitigation Programs if Levy County gets declared under a Presidential Disaster Declaration.	
4	If the County is near the end of a budget cycle, and there will be severe hardship to generate the non-federal cash match, ensure the Finance Department contacts FDEM so a waiver process can be initiated.	
4	Estimate the potential need for using the Statewide Mutual Aid Agreement (SMAA) for resources the county may require.	

2. Activity Period: 72 - 48 Hours to Impact

It is during this activity period that the LCEOC is fully activated, and the BOCC declares a local state of emergency. Internal and external evacuations will commence, and evacuation routes will need to be monitored and kept open. The County Logistical Staging Area (CLSA), POD sites, Disaster Recovery Centers (DRC) sites, and landing sites are all validated and made ready for potential use.

	Activity Period: 72 - 48 Hours to Impact	EM Dir Initial
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1	Between the 3 day and 1 day forecast, recommend to the Levy County BOCC to declare a Local State of Emergency, if warranted.	
1	Fully activate the Levy County CEMP and all its annexes and supporting plans.	
1	Activate the Levy County EOC to a Level II or I activation based on the severity of the threat. Request appropriate EOC/ESF directors and staff to report to the EOC.	
1	Establish work hours in the EOC. Ensure every ESF has enough man power to support the EOC requirements.	
1	Notify all municipalities of the activation of the EOC. Request each send a representative to the EOC to maintain coordination between the county and each Municipality.	
1	Notify the SERT/SEOC of Levy County's activation level.	
1	Implement all warning systems to ensure they are available. Depending on the size, speed, and magnitude of the event, use the warning systems to alert vulnerable residents of the impending event.	
1	Prepare press briefings. At this point, focus should be on alerting resident of the actions they need to be taking to seek safety and shelter.	
1	Coordinate with the School Board to open shelters on a determined schedule. Issue a press release identifying which shelters are opened. All Levy County shelters are school facilities.	
1	Ensure the special needs population is notified and provided information as to what they need to do to seek safety. Open special needs shelters, if needed.	
1	Ensure all EOC/ESF directors are aware of how to begin documenting all expenditures for the Public Assistance Program (PA). Conduct brief refresher course if necessary.	
1	Conduct twice daily detailed briefings with county agencies and municipalities.	
1	If not already present, request an IMT from the SEOC for Levy County, if needed. State resources are not unlimited; therefore making the request early is advisable.	
1	Ensure the pre-identified landing zones in Levy County are validated and usable. Notify the SEOC of their availability.	
1	Ensure all evacuation routes are open and maintained for use.	
2	Coordinate with Dixie, Gilchrist, Alachua, Marion and Citrus counties on their evacuation status, as it will impact Levy County roadways and shelter capacities.	
2	The SERT may offer recovery assistance, and may deploy recovery IMT. If so, be prepared to receive these resources, or to decline the offer based on the lack of need at this point.	
2	If the location of PODs has not been submitted to the SERT, Logistics Section, do so at this time. Identify how many PODs will be potentially needed in Levy County, and what geographic locales they need to be opened in.	
2	Ensure the County Staging area is ready to receive any needed resources, should they be requested and sent to Levy County.	
2	Place ESF-9, Search and Rescue on alert. They may be needed immediately after the event has ceased.	
3	Review the Levy County COOP for possible use of alternate facilities should they be needed.	
3	Continue all scheduled conference calls with the counties, state agencies, FEMA, NWS, NHC.	
4	Monitor WebEOC for messages sent to or received from the SERT.	
4	Schedule a time for the Clerk's Finance Department to brief the EOC/ESF directors on the documentation needed for the Public Assistance program. This should be done during a lull time, but prior to the event impacting Levy County.	

4	Continue to keep the BOCC and the County Manager informed of all EOC/ESF directors activities, if they are not already present at the EOC.	
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3. Activity Period: 48 - 24 Hours to Impact

During this activity period, the first Incident Action Plan is developed, ESF-12 is making sure there is fuel available on evacuation routes, and all staff are reviewing all procedures and plans.

✓	Activity Period: 48 - 24 Hours to Impact	EM Dir Initial
1	Consider what mutual aid resources that will be needed in the immediate aftermath of the event. Convey this list to the SEOC via the WebEOC system.	
1	Develop an Incident Action Plan (IAP) to cover the next 24 hour incident period. Establish the main focus of the Levy EOC through ESF-5.	
1	Serving as the Citizens Information Center, the LCEOC will respond to any citizen inquiries, and provide rumor control.	
1	Inject messages into WebEOC for resources requests from the SEOC, if needed. Appoint someone responsible for tracking the mission requests until they arrive in Levy County.	
1	Depending on evacuation clearance times of the coastal counties, ensure evacuation routes remain operable.	
1	ESF-12 checks fuel availability for evacuees traveling through Levy County to shelters, or north to Alabama over Levy County evacuation routes.	
1	If ESF-12 determines that there is not sufficient fuel along the evacuation routes to accommodate a full scale evacuation, contact the SEOC via WebEOC and notify State ESF-12 of the situation.	
1	Ensure adequate public shelters are open. Open special needs shelters and ensure they are functioning correctly. This can bring post-event criticism on the EOC/ESF directors if not adequately managed.	
1	Ensure proper message boards (roadway), Public Service Announcement, and the Emergency Alert System is activated to inform citizens of what to do.	
1	Distribute the rosters for those who will be on the damage impact and assessment teams. Brief the team on assessment responsibilities.	
1	Consider the timing of the closing of county offices. Provide a recommendation to the BOCC on office closures.	
2	Clarify the overtime policy and Inform impacted staff of the limitations of the policy.	
2	Monitor the expenditure of county funds for expected and ongoing protective measures.	
2	Request, or place a warning notice for resources needed via the Statewide Mutual Aid Agreement (SMAA) to the SEOC, if needed.	
2	Upon the arrival of any State supplemental personnel, integrate them into joint operations. This includes members of a State IMT.	
2	Ensure preparations are being made to activate County Logistical Staging Area (CLSA) and PODs • Insure the Levy County Logistics Plan is reviewed and implemented, as needed. • Contact site owners and activate MOU or execute leases • Arrange for staffing of locations.	
2	Ensure personnel and equipment are ready for activation.	

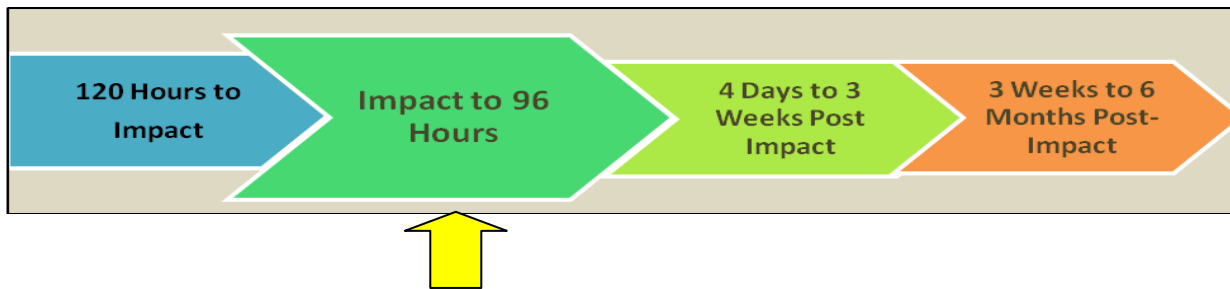
2	Validate potential sites for opening DRCs. Provide this information to the SEOC.	
2	Be prepared to support a State Essential Services Center (ESC), if one is to be opened in Levy County. An ESC will transform into a DRC in less than 72 hours after impact.	
2	Review preparations for outreach with Community Relations Officer and PIO	
3	Ensure ESF-12 is closely coordinating with the electric power utility companies to determine the status of power outages.	
3	Continue to validate the availability of search and rescue, impact assessment, and damage assessment team members. They will be needed as soon as the event has happened, and the weather allows.	
4	Continue to participate on all conference call with the State and others, as needed.	
4	Refer back to the checklists from prior timeframes, especially the one generic to all periods. Ensure you are comfortable with the overall operations as it is being implemented.	
4	Continue to keep the BOCC and County Manager informed of all LCEOC activities.	

4. Activity Period: 24 Hours to Impact (0 Hours)

For the most part, during this activity period, it becomes a wait and see scenario. All actions should be in place, all recovery activities planned for, all recovery sites validated.

✓	Activity Period: 24 Hours to Impact (0 Hours)	EM Dir Initial
1	Maintain the operations of the LCEOC. Ensure all ESFs have the resources they need to complete their assigned responsibilities.	
1	Ensure the media and County leadership is briefed on the current status of the event.	
1	Make certain sequential Recovery actions such as Initial/Preliminary Damage Assessment, Human Needs Assessment, Community Relations (CR), potential siting of Disaster Recovery Centers (DRCs) and Comfort Stations are all in place and ready to implement as needed.	
1	Continue to ensure Essential Service Centers (ESCs) sites and equipment have been identified, and are being made ready for immediate deployment when safe. Also, begin preparation for the eventual opening of Disaster Recovery Centers (DRCs).	
1	Ensure the CLSA, Landing sites, and PODS, have been identified and made ready for operations. Identify the key staff that will be responsible for each entity.	
2	Wait for the event to pass. Respond to immediate needs as they arise, and weather permits.	
2	Based on the imminent track of the hurricane, it may be necessary to invoke the EM Director OP. Be sure this contingency is planned for in case it is needed.	
2	If the Florida National Guard (FNG) is activated, it may be necessary to request a liaison to be present in the LCEOC. The FNG will be tasked with humanitarian and security operations.	
3	Check with all first responders to be sure they are ready to activate as soon as the storm passes.	
3	Follow up on any messages injected in WebEOC pertaining to Levy County. Make inquiries if resource requests have not been fulfilled or responded to in a timely manner.	
4	Continue to keep the BOCC informed of all actions taken by the LCEOC.	
4	Generate a list of former applicants for the Public Assistance Program. Make this available to the County Public Assistance Officer, once one has been appointed or assigned.	
4	Update Incident Action Plans and SitReps throughout the operation. Ensure they are distributed to all those who need to receive it.	

C. Impact (0 Hours) – to 96 Hours Post Event



This activity period is broken out into two distinct timeframes:

- **Impact – 24 hrs** [Impact to Day 1 post impact]
- **24 hrs – 96 hrs** [1 day to 4 days from impact]

Each of these timeframes has its own unique set of activities that need to occur. Each of the timeframes are discussed in this section.

1. Activity Period: Impact (0 Hours) to 24 Hours Post-Event

During the first day after the event, impact assessments are being conducted to ascertain the global impact the event has had on Levy County. Search and rescue operations commence, and immediate human needs are assessed. The State RECON Teams may arrive to help conduct the initial impact assessment.

✓	Activity Period: Impact (0 Hours) to 24 Hours Post-Event	EM Dir Initial
1	Conduct an impact assessment as soon as the weather permits. All impact assessment team members should have been pre-identified, and know their roles and responsibilities. This will primarily be conducted by the Building Department, Property Appraiser's Office, volunteer fire departments, and the Sheriff's Office.	
1	Activate the Levy County debris management contracts, if warranted. There will be a contract for debris clearance, debris disposal, and for monitoring. One contractor cannot perform both disposal and monitoring. They must be different.	
1	Coordinate with the State RECON Teams. Match them up with the Levy County Impact Assessment Team members.	
1	Coordinate with the 2 municipalities and ascertain their damages from their initial impact assessments.	
1	Ensure the County LSA is operational and receiving resources needed for Levy County. Coordinate with the CLSA manager to ensure the operations are running smoothly.	
1	Conduct press conference to establish recovery operations and update on event status. Announce the opening of any ESC's and DRC's so survivors will know where to go for assistance. DO NOT announce an opening date until it is confirmed by the SERT.	
1	Deploy search and rescue teams as soon as feasible into the impacted areas. Ensure life safety missions are prioritized. Match up with any State SAR Teams that may arrive.	
	From the initial impact assessments, determine what are the immediate human needs and	

1	mobilize resources to match the needs, or make the request for resources through the SEOC.	
1	Talk with the State Coordinating Officer and provide them a quick assessment and an estimate of the amount of state support that will be needed for the County and its municipalities.	
1	Secure the impacted area through ESF-16. Deploy additional security resources, if needed. If the Florida National Guard (FNG) is activated, they may be tasked with supporting the county with manpower to provide security.	
1	Coordinate with the municipalities. Get initial impact assessments of damage, and potential needs.	
1	As soon as possible after the initial impact assessments are conducted, request a formal Preliminary Damage Assessment Team from the State Recovery Section to come to Levy County to conduct the PDA. The Building Department and the Property Appraisers Office is in charge of coordinating the PDA in Levy County.	
1	Be prepared to support the PDA with Levy County agency representatives. This is imperative if the County is to qualify for federal disaster assistance. All eligible damages need to be documented using the State's PDA forms.	
1	Prepare maps designating the hardest impacted areas for the PDA Teams to ensure they capture an accurate assessment of all damages. Especially notate where the damaged critical facilities are located on the map.	
1	If needed, augment Levy County EOC/ESF directors and their staff with non- impacted county resources through the SMAA. Doing so quickly will help minimize self-deployments, duplication of effort, and loss of potential reimbursement from the Public Assistance Program due to lack of proper documentation.	
1	Immediately coordinate with the SEOC on opening Essential Services Centers (ESCs) in the impacted area. ESCs are expected to be operational within the first 24 – 72 hours of impact of a disaster large enough to warrant the presence of a Center. Where no fixed facilities of adequate size or capability are available, then expedient field facilities will be developed based on pre-scripted packages under the State's Essential Services Center Plan to include large climate controlled tents with necessary furniture.	
1	If an ESC is open, provide a Levy County representative (to the degree possible) in them to provide specific information concerning disaster assistance and recovery programs. Continue to support the ESCs as they transition into DRCs.	
1	Coordinate closely with the State Logistics Section over the activation of Levy County PODs, which will distribute life-sustaining commodities such as water, food and tarps and other bulk resources within the first 24-96 hours after an event.	
1	It is critical that the media not announce the availability of any relief facility until it is confirmed it is operational. Nothing can cause more discord in the impacted community than a reported facility being open when it is not ready to receive survivors.	
1	Closely coordinate with the SEOC over the length of operation of the PODs and their locations. The state will estimate burn rates and keep commodities in the supply line as long as Levy County needs the resources.	
2	If Levy County has been impacted hard, expect a visit from the SCO and FCO. Coordinate their visit, and provide a briefing package for them to review.	

2	Within the first 24-hours post event, or within 24-hours of when gale force winds clear the regional area in hurricane events, it is the protocol of the SERT to want to push water, food, (and ice depending upon availability) directly to the Levy County Points of Distribution (or County Staging Area).	
2	Levy County will be responsible for the eventual staffing, security and management of the PODs. The State will provide minimum staffing (10-20 personnel) for up to the first 72 hours, typically through the FNG to open the site, establish initial management and begin distribution.	
2	Levy County will advise the SEOC at least 48 hours in advance of which PODs they intend to open. This requirement is due to the time it takes to assign resources to each location.	
2	At this point the LCEOC phones become extremely busy with not only damage assessment reports, but citizens calling in damage, loss of property, and power outages, as well as the State requesting information being reported to the EOC. Support staff may be needed to assist.	
2	Check to ensure public shelters and special needs shelters are adequately resourced. If not, make immediate requests through the SEOC for resource support.	
2	Work with ESF-12 on availability of emergency first responder fuel supplies. If Levy County fuel supplier is unable to provide product, notify the SEOC of the need for supplemental fuel shipments. This will be coordinated with State ESF-12.	
3	Maintain open lines of communication with the impacted municipalities. This is critical to assess if they are being overwhelmed and need assistance they might not realize they need.	
3	Assess critical infrastructure, to include utilities.	
4	Ensure the Property Appraiser is assessing the economic injury to Levy County as time allows.	
4	Maintain daily IAPs and SitReps and distribute them, including to the SERT.	

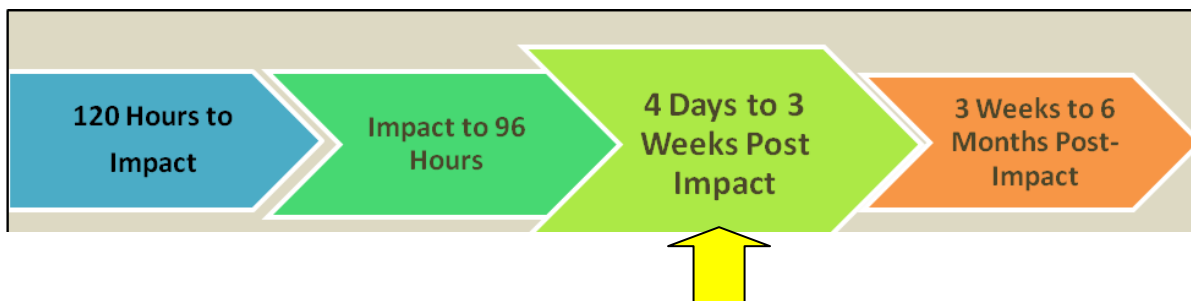
2. Activity Period: 24 Hours to 96 Hours Post-Event

During Day 2-4 post-event, ensure that damage assessments are conducted and that human needs are being met through the operation of PODs, NGOs, and Unmet Needs Committee. The State may open Essential Service Centers, which will transform into DRCs within the first 72 hours. The CLSA is being utilized, and all county agencies are active in documenting damages to their facilities.

	Activity Period: 24 Hours to 96 Hours Post-Event	EM Dir Initial
1	Depending on the scheduling of the SEOC Recovery Team, the formal PDA will occur in this timeframe. Match up Levy County representatives with those of FEMA and the State of Florida in the conduct of the PDA. Coordinate PDAs with all municipalities.	
1	Between impact and the first 72 hours, all relief resources need to be mobilized and in place.	
1	Ensure the media is aware of all immediate post-event protective measures to alert residents to take. Keep the media well informed of all actions of the EOC and the EOC/ESF directors.	
1	Work closely with the State LSA. Ensure Levy County is receiving needed resources to the County LSA and PODs.	
1	If evacuees need to return to Levy County, work with the utilities to ensure it is safe to allow reentry. Coordinate reentry process with all impacted adjoining counties to prevent unnecessary confusion.	

1	Deploy PDA teams as soon as it is safe to do so. Although other locations may allow it and even expect it, FEMA should be informed not to self deploy federal damage assessment teams into the impacted area without State and Levy County recovery counterparts. This is done to ensure Levy County has direct input into the recovery process.	
1	All eligible damages will be documented. Levy County's eligibility threshold for Public Assistance [2026] is \$208,566.90. The entire State of Florida must also meet a statewide threshold of \$41,784,082.78. Even if \$208,566.90 of eligible damage is quickly found in Levy County, the PDA teams will complete an assessment of the entire county and all municipalities to help the state make its statewide threshold. Even if Levy County meets its threshold, if the State does not, Levy County will not receive federal assistance.	
1	From 0 – 72 hours after impact, debris will be “pushed” off roadways. Work with the Emergency Services Branch (Road Department) to prioritize the roadway clearance, especially to critical facilities.	
1	Cooperate with the SEOC to ensure DRCs, or in the case of lesser events, ESCs, are operational as soon as practical, but within the first 36 hours of impact.	
2	Approximately, from day 3 to the time its completed, debris will be collected and disposed of. If debris disposal and monitoring contracts are not activated, do so at this time. Debris can become a major cost factor for the non-federal match requirements. Closely monitor the debris management process to ensure no ineligible debris is collected.	
2	If the County is awarded an Individual Assistance declaration, residents will register primarily by calling the 1-800 teleregistration number. Shortly thereafter, FEMA habitability inspectors will descend on Levy to inspect home damages. Where practical, Development Services will assist in this process.	
2	Identify and deploy community relations personnel (ESF-15) to identify pockets of Levy County residents who need to be informed of ongoing disaster recovery events and activities.	
3	Coordinate with the County Manager/BOCC to determine when government facilities, and schools will reopen. Provide this information to the SEOC, and through a press release, when practical.	
3	Ensure the Agricultural Extension Agent is assessing any damages to agribusinesses in Levy County. This could result in a USDA declaration for farmers and ranchers in Levy County.	
4	Ensure VIP dignitary tours are arranged and carried out. These may be congressional, legislative, Federal, foreign dignitaries, etc.	
4	If there are large numbers of displaced survivors in Levy County, request through the State EOC that FEMA initiate a group housing strategy. Levy County has pre-identified potential disaster group housing locations.	

D. Four Days to Three Weeks Post Impact

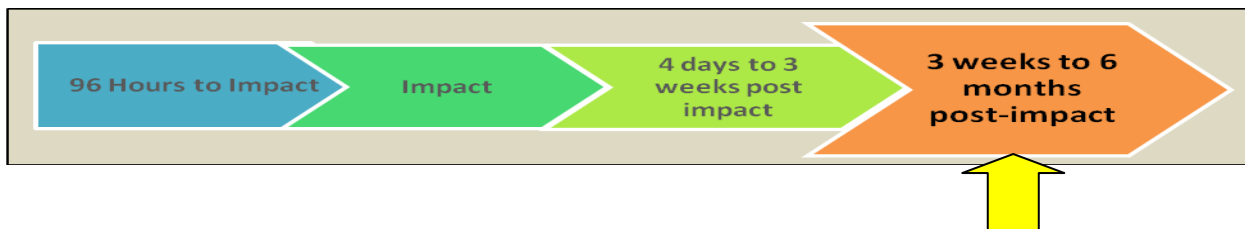


During this time, the immediate response activities have stabilized, and are beginning to wind down. Full time recovery activities immediately begin, starting with completing the PDA, getting declared under a Presidential Disaster Declaration, securing the Public Assistance and Individual Assistance programs, managing both programs, and making a determination if the County wants to activate its Long-Term Recovery Plan.

✓	Activity Period: 4 days – 3 Weeks Post Impact	EM Dir Initial
1	Depending on the size of impact, drop the EOC to a Level 2, or even Level 3 activation, and maintain only those agencies with ongoing response and recovery missions.	
1	By now, the PDA should have been completed, and if Levy County is declared for Individual Assistance and/or Public Assistance grant program, initiate local procedures to accommodate both programs.	
1	Continue to closely monitor the progress of the debris removal, and disposal process to ensure only eligible work is being conducted. Ineligible work will not be reimbursed by FEMA or the State.	
1	The State will post on www.FloridaPA.org the debris clearance policies and guidance. This will help avert countless hours of controversy and confusion with officials who may not understand the PA debris policies.	
1	Continue to monitor the condition of the survivors, and if their immediate needs are being met. Activate the Unmet Needs Committee through ESF-15, and begin to coordinate all NGO resources and apply them to the needs of survivors.	
1	Appoint a County Public Assistance Officer (CPAO). In the initial activation of the Public Assistance Program, there are many activities that must occur in order to stay engaged in the recovery process. A full time CPAO will be responsible for this effort.	
1	Assist the CPAO in securing the funding agreement for Levy County. No disaster relief can be given to Levy County without a signed funding agreement in place.	
1	Work closely with the State and FEMA in the preparation of all Levy County project worksheets. This will save untold delays and confusion in the long run.	
2	Ensure everyone in response and recovery understands the critical issue of leasing what is needed, not buying. Leased equipment is reimbursable under the Stafford Act, while most purchases are not under normal circumstances.	
2	Maintain the operations of the CLSA and PODs until they are no longer needed. Ensure the CLSA manager is keeping ahead of the resource demands for Levy County.	
2	Ensure the DRCs remain open as long as the County believes it is necessary. There will be pressure to close them quicker than the EM Director may believe they should be terminated.	
2	Assist in setting up Applicant Briefings, Kick-Off meetings with all eligible applicants in Levy County.	
2	Work with FEMA on the establishment of a group site in Levy County, if one is called for. This will be a temporary group site to house displaced Levy County survivors.	
2	Monitor the health issues ongoing in the County. If mosquitoes become an issue, so will the West Nile virus. Work with County ESF-8 to request through State ESF- 8 that issues such as mosquito borne illness be checked through monitoring.	

2	In all likelihood, if Levy County is declared under a Presidential Disaster Declaration, the SBA will set up an extension office in Levy County. Provide any assistance necessary to encourage businesses that experiences losses to apply for an SBA loan, if needed.	
3	If the disaster happens near the end of the budget cycle, and Levy County will have a hard time to meet its non-federal share match requirements, consider asking the State to waive the 12.5% county match requirement. The state will have to agree, and petition the Governor's Office of Planning and Budget to secure a waiver.	
3	Make the decision if Levy County wants to venture into a Long-Term Recovery operation. To do this, the County must request this from the SCO, who must then request it of the Federal Coordinating Officer. This should be done near the end of this 3 week timeframe.	
4	Prepare an after action report based on the preparedness and response activities to capture lessons learned.	

E. Three Weeks to Six Months Post Impact



During this timeframe, all recovery programs are activated. Demobilization of state and local response assets begin to take place. DRCs, PODs, the CLSA come to an end. The County LMS Committee recommends projects for use of the available Hazard Mitigation Grant Program (HMGP) funds. The County determines if it wants to activate its LTR Plan, and if it does, to manage the LTR process.

✓	Activity Period: 3 Weeks – 6 Months Post Impact	EM Dir Initial
1	SEOC should be back at Level 3 with all recovery activities fully engaged.	
1	Stay engaged with the recovery efforts and provide leadership and guidance to the CPAO. Set a weekly schedule to brief the BOCC on key issues.	
1	Ensure the EM Director oversees and approves of any demobilization of resources. Prior to demobing, discuss the event with the SEOC/SCO. Get an estimate of the timeline for demobilizing resources deployed in the impacted areas.	
1	If Levy County decides to engage in the Long-Term Recovery process, make a request to the SCO, who will request FEMA activate its long term recovery efforts (Federal ESF-14). This will engage the resources of many other Federal agencies for long term recovery issues that are beyond the domain of FEMA.	
1	If a LTR plan is desired, work with the BOCC to appoint a LTR Task Force, and chairperson. This will be a full time endeavor for up to 12 weeks, if done to the specifications in the Levy County LTR Plan.	
1	During this timeframe, Levy County will be told how much Hazard Mitigation funding is available for the eligible applicants in the County. Activate the LMS Committee to determine which of the LMS projects are to be funded, and prepare the projects for submission to the FDEM/Mitigation staff, when requested.	

1	Work very closely with the BOCC, and the Clerks Office/Finance on the HMGP. The State will not provide any of the non-federal share match requirement, meaning the applicant will have to match the full 25%.	
2	Provide support to the LMS working committee on all mitigation issues, especially use of the HMGP funding that will be made available to Levy County.	
2	Establish expectations with the PA program. These should include key issues such as: • Expectations of when all PWs will be written (This should be completed within 6 months) • Expectation of by what date all PWs will be closed. - For small events – all PWs should be closed within 2 to 3 years - For medium events – all PWs should be closed under 5 years - For large events – all PWs should be closed under 8 years.	
3	The EM Director should also ask the SCO to contact the Florida Housing and Finance Corporation to ascertain the availability of SHIP funds to provide additional assistance beyond the Stafford Act. SHIP funds can be used to provide grants to survivors who experienced damage to their homes and includes interim repairs up to \$10,000; well repair up to \$10,000; homeowner insurance deductibles up to \$3,500; rental assistance up to \$2,500; and other relief to assist with housing on a case by case basis such as assistance for replacement of mobile and manufactured homes built before 1994 in the form of a zero-percent interest deferred payment loan.	
4	If the State asks for a supplemental appropriation from Congress to meet any unmet needs caused by a large disaster, Levy County will be asked to identify what those unique needs are. Be prepared to give this information to the State.	

F. Six Months and Beyond

The role of the EM Director does not end until the final financial closeout of the disaster. This includes both the Public Assistance and the Hazard Mitigation Grant Programs. FEMA's goal is to closeout disasters in less than five years, but in actuality, large-scale disaster events can remain open for many more years. There are several key issues that the EM Director should stay engaged with until final closeout.

✓	Activity Period: 6 Months Post Impact and Beyond	EM Dir Initial
1	Continue to support the recovery activities until their completion. Monitor all financial reports to ensure the County is complying with the program requirements. If FEMA deobligates any PW, it can severely impact the County's budget and overall operations.	
1	Ensure the HMGP program is fully active, and the LMS Committee engaged in the process of project preparation and selection.	
2	Develop an After Action Report for the event. Use it in future training and exercise opportunities to enhance Levy County's capabilities.	