



Levy County Board of County Commissioners
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Levy County Emergency Management

Org Chart Proposal

Executive Summary

To augment our proposed changes to the EOC briefing structure, we would like to adopt new org charts that outline EOC staffing at each activation level. Through plainly defining our expectations, we hope this will create a more orderly atmosphere inside the EOC.

Justification

- **Overstaffing**
 - **Issue:** During Hurricane Milton, questions arose regarding the number of staff present in the EOC, both during operations and briefings.
 - **Proposition:** Exercise more control over EOC access by asking each partner to limit their representation. We will work to reduce the size of our invite list for County Partner Briefings, which currently includes dozens of contacts. We need to clearly define our expectations for representation, which can be accomplished through a series of org charts (see pages 3-5).
- **Insufficient Organization of EOC Space**
 - **Issue:** While this likely stems mainly from overstaffing, there are other areas where we can improve.
 - **Proposition:** Develop a seating chart (see page 6), not to assign seats, but to ensure that all seats are occupied by the necessary partners. Include removable and adjustable signage at workstations to clearly identify each partner.

- **Undefined Staffing Expectations**

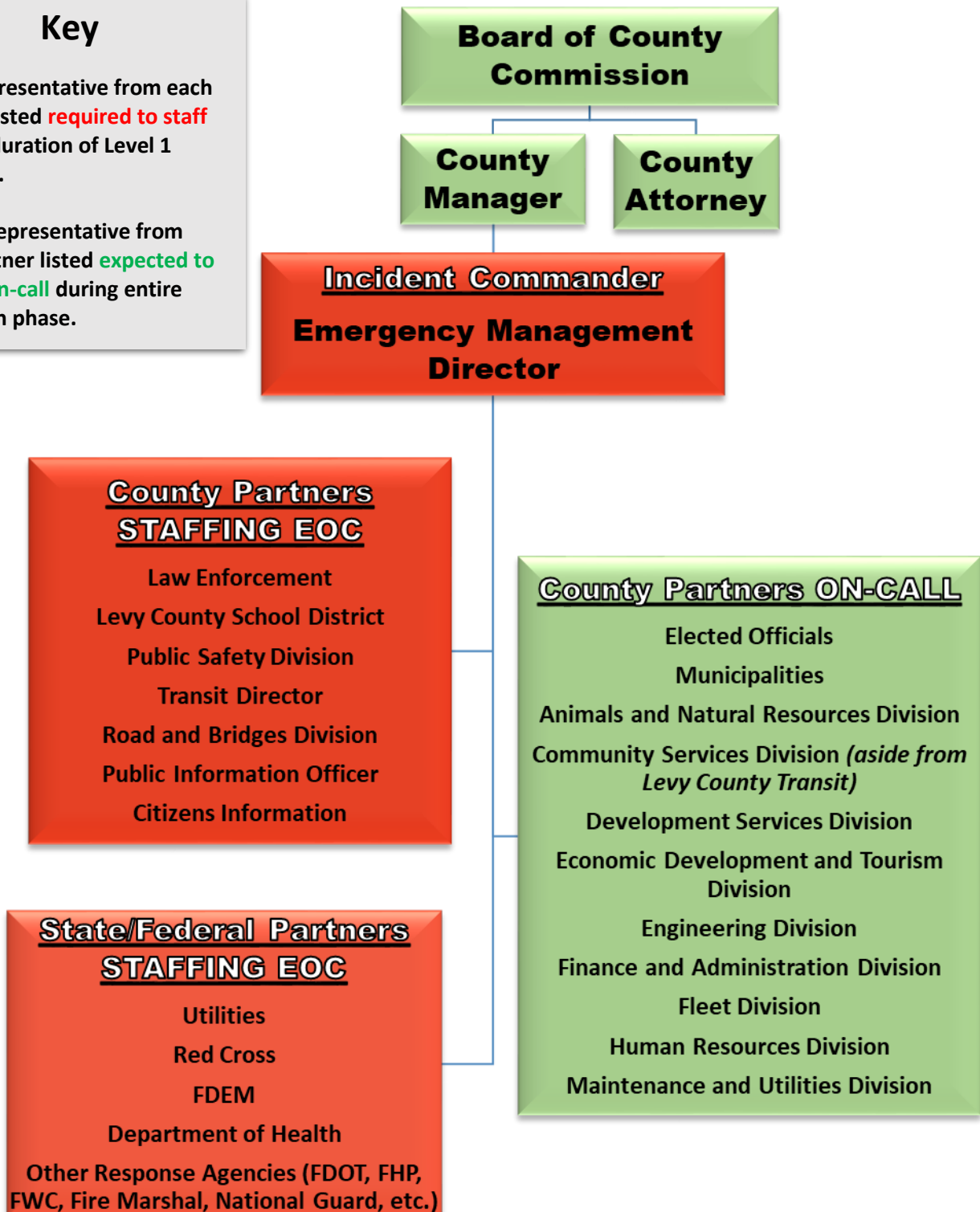
- **Issue:** There is no list of which partners are expected to staff the EOC during each activation level. These levels are as follows:
 - Level 1 - Full Scale Activation. All primary and support agencies are notified. EOC staffed 24/7. (i.e. Major Hurricane landfall expected within 24 hours)
 - Level 2 - Partial Activation. May not require activation of every agency. Primary agencies notified, determined by the nature of the event. EOC staffed by essential response personnel. (i.e. Hurricane Watch issued, pending evacuations and sheltering)
 - Level 3 - Monitoring. General advisories to partners. Blue skies, day-to-day EOC staffing. (i.e. Incoming low risk of severe weather)
- **Proposition:** Leading up to an event, provide messaging on which activation level we're currently at and disseminate the org chart pertaining to that activation level.

Level 1 EOC Staffing Needs

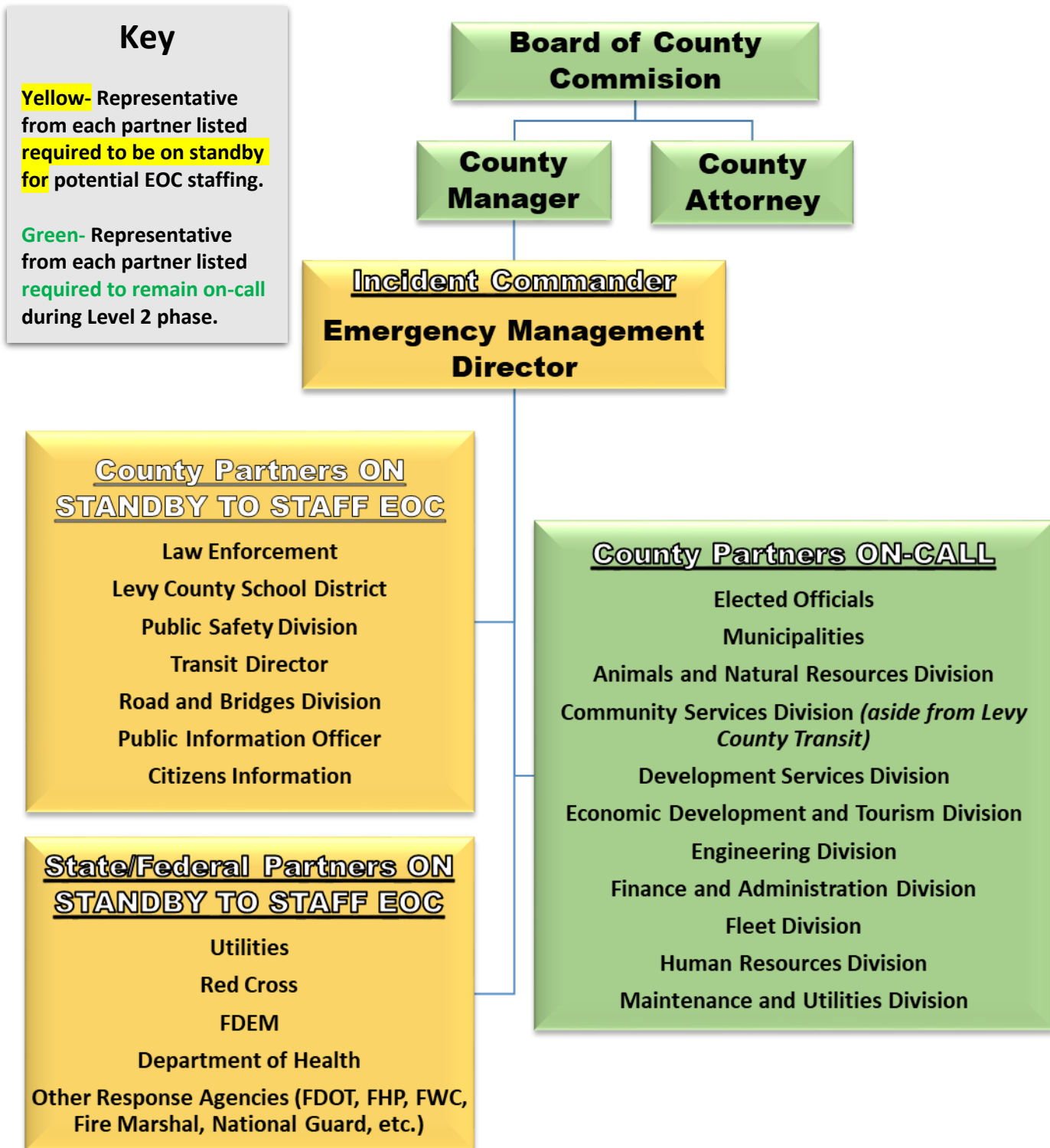
Key

Red- Representative from each partner listed **required to staff EOC** for duration of Level 1 response.

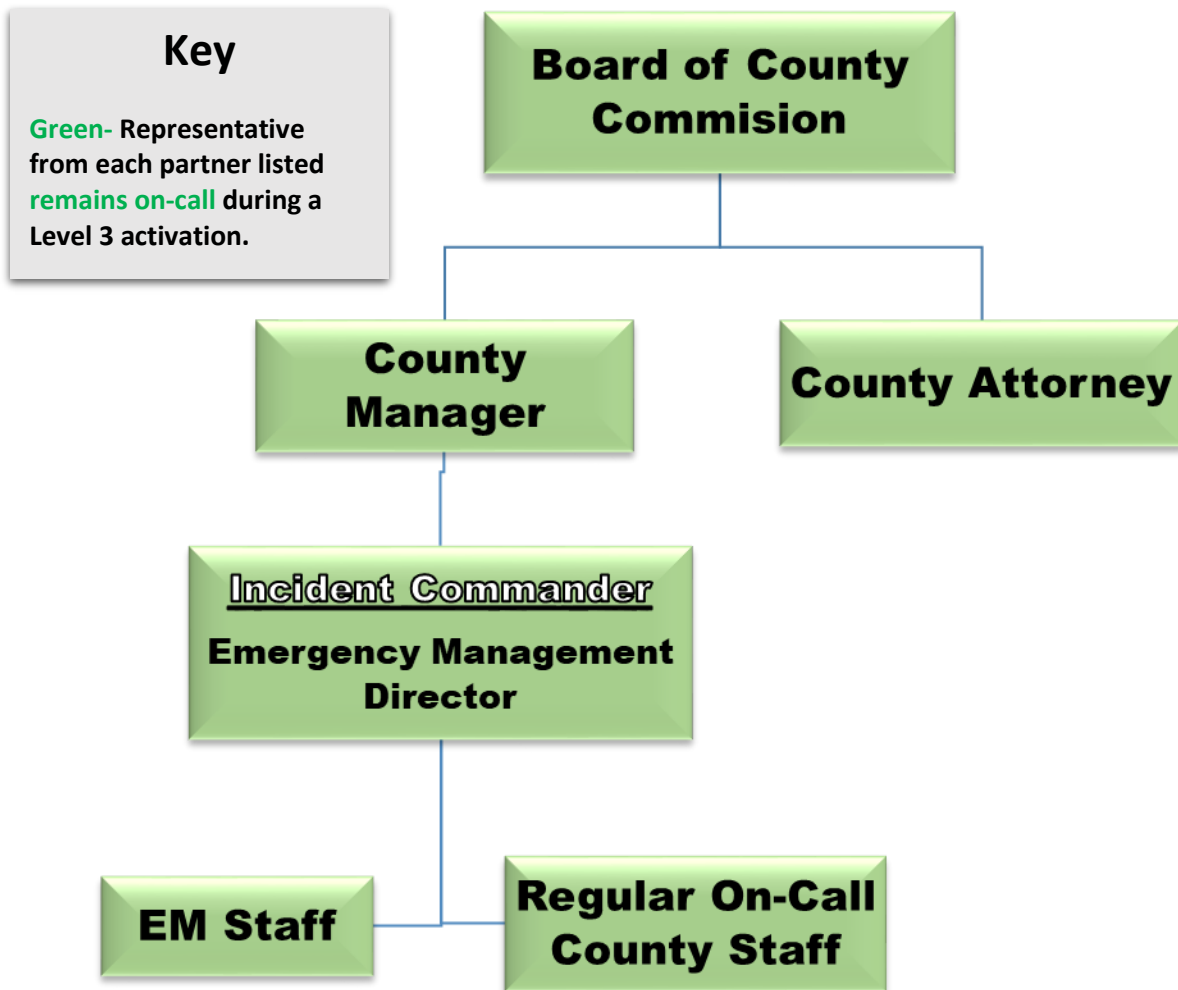
Green- Representative from each partner listed **expected to remain on-call** during entire activation phase.



Level 2 EOC Staffing Needs



Level 3 EOC Staffing Needs



The chart below summarizes the org charts and includes all partners expected to provide at least daytime coverage. It outlines EOC activation levels at each time interval, as referenced in Appendix 5 of the Levy County CEMP (Levy County Hurricane Decision Matrix). Activation levels may be skipped, and timeframes can be adjusted depending on the event.

EOC Activation Level	LEVEL III	LEVEL II			LEVEL I			
Landfall Timeframe	L-72hrs	L-48hrs	L-36hrs	L-30hrs	L-24hrs	L-12hrs	L+12hrs	L+24hrs
	Routine Staffing	Partners are on standby for EOC staffing			EOC Staffed 24/7			
EM Staff								
Law Enforcement								
Public Safety								
Transportation							Duties over upon shelter closure	
School District							Duties over upon shelter closure	
Dept. of Health							Duties over upon shelter closure	
Road & Bridge								
Public Information								
Utilities								
FDEM								

Because these partners are expected to provide staffing at the EOC, there is a need to reserve seating space. The seating chart below is an example of the expected staffing representation in the room for a Level 1 activation.

Seating Chart Example

Law Enforcement	Law Enforcement	National Guard		PIO	Health Dept.	Road & Bridge
Public Safety	Public Safety	National Guard		Transit	School Board	?
Duke	CFEC	Red Cross		?	?	?
FDEM	?	?		General Support	General Support	General Support