



## MICHAEL A. ADKINSON, JR., SHERIFF

### Office of the Sheriff, Walton County

---

David Bear, Chair  
Triumph Gulf Coast, Inc.  
PO Box 12007  
Tallahassee, FL 32317

Tuesday, July 23, 2024

#### **RE: Triumph Project #324 – Walton BOCC Public Safety Communications System**

Triumph Gulf Coast Board Members,

Walton County's Comprehensive Emergency Management Plan (CEMP) was due for review and update in 2024. The 2020 plan was submitted in our original full application prior to the Walton County Board of County Commissioners' approval of a resolution adopting the updated 2024 CEMP. The updated document was submitted to the State and has been determined to meet the compliance criteria. We offer the Agenda Item Report, Adopted Resolution, and 2024 CEMP to you as an update to our full application (Triumph Project #324) for your consideration.

For your convenience, the points below summarize the changes that were incorporated in the updated version.

- Offshore HazMat Incident was added to the list of hazards addressed. (16 – 17)
- Geographic and Demographic information and Economic Profile have been updated with most current census data. (17 – 19)
- The County Organizational Chart was updated. (20)
- Links were imbedded for reference documents/materials throughout the Plan.
- The Healthcare Facility Plan Review Ordinance (2023-19) and related information were added. (24)
- The EOC Organizational Chart was updated to reflect accurate structure. (28)
- Lead and Support Agencies were updated. (39, 43)
- Damage assessment procedures were updated. (55 – 57)
- The current Local Mitigation Strategy (version 2020) was referenced. (16, 68)
- GIS maps have been updated. (71 – 79)
- Points of Distribution locations and corresponding maps have been updated. (84 – 88)
- The process for declaring a Local State of Emergency (LSE) was updated. This update allows the Board
- Chair to sign the LSE without calling a special meeting. (25)

Thank you again for your thoughtful consideration of this funding request. My staff and I are at your service and remain ready to answer any questions you may have regarding this important project.

A handwritten signature in black ink, appearing to read "Michael A. Adkinson, Jr.", written over a horizontal line.

Sheriff Michael A. Adkinson, Jr.



Walton County  
Board of County Commissioners  
**AGENDA ITEM REPORT**

**24-0881**

**Meeting:** Board of County Commissioners - Jul 09 2024  
**Department:** Emergency Management  
**Submitted by:** Jeff Goldberg  
**Staff Contact:** Jeff Goldberg, Director

**Approved as to Legal Form:** Yes **Reviewed by Finance:** N/A

☒ **Consent Agenda** ☐ **Regular Agenda** ☐ **Public Hearing**

**TITLE/REQUESTED ACTION:**

Request to approve and authorize the Chairman to sign a Resolution adopting the 2024 Comprehensive Emergency Management Plan (CEMP)

**PURPOSE / SUMMARY EXPLANATION OR HISTORY:**

Per Florida Statute 252.38 and 27P-6 Florida Administrative Code (FAC) each County Emergency Management Agency in the State is required to create and maintain a Comprehensive Emergency Management Plan (CEMP). The CEMP is the guiding document on how the County will prepare for, respond to, and recover from, all-hazards emergencies and disasters. This CEMP is required to meet the specifications set forth by the Florida Division of Emergency Management (FDEM) in the Compliance Criteria Crosswalk. Additionally, the CEMP must be updated every four years and be submitted to the FDEM for compliance review. FDEM has determined that the Walton County CEMP is compliant and now needs to be adopted by resolution by the Board of County Commissioners.

**ATTACHMENTS:**

[2024 Summary \(1\)](#)

[2024 CEMP Resolution - FINAL](#)

[WC CEMP - 2024 Final](#)



75 South Davis Lane  
DeFuniak Springs, FL 32435  
850 892-8065

Per Rule Chapter 27P-6 Florida Administrative Code (FAC) each County Emergency Management Agency in the State is required to create and maintain a Comprehensive Emergency Management Plan (CEMP). This CEMP is required to meet the specifications set forth by the State in the Compliance Criteria Crosswalk. Additionally, the CEMP must be updated every four years and be submitted to the Florida Division of Emergency Management (FDEM) for compliance review.

Walton County's CEMP was due for review in 2024. The updated document was submitted to the State and has been determined to meet the compliance criteria.

For your convenience, below is a summary of the changes that were incorporated in the updated version.

- Offshore HazMat Incident was added to the list of hazards addressed. (16 – 17)
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- The process for declaring a Local State of Emergency (LSE) was updated. This update allows the Board Chair to sign the LSE without calling a special meeting. (25)

**WALTON COUNTY, FLORIDA**  
**Board of County Commissioners**

William “Boots” McCormick, District 1  
Danny Glidewell, District 2  
Brad Drake, District 3  
Donna Johns, District 4 – Vice Chair  
Tony Anderson, District 5 – Chair



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**RESOLUTION 2024-\_\_\_\_\_**

**WHEREAS**, the Walton County Board of County Commissioners approved the Walton County Comprehensive Emergency Management Plan; and

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

**WHEREAS**, each County is required to develop a Comprehensive Emergency Management Plan; and

**WHEREAS**, the Walton County Comprehensive Emergency Management Plan has been reviewed and approved by the Florida Division of Emergency Management.

**NOW, THEREFORE BE IT RESOLVED THAT THE WALTON BOARD OF COUNTY COMMISSIONERS**, has passed and adopted the Walton County Comprehensive Emergency Management Plan.

**DULY ADOPTED** this 9<sup>th</sup> day of July 2024.

ATTEST:

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Anthony “Tony” Anderson, Chair  
WALTON COUNTY BOARD OF  
COUNTY COMMISSIONERS

---

Alex Alford, Clerk of Circuit Court  
and County Comptroller



# **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2024**

**WALTON COUNTY EMERGENCY MANAGEMENT**

**75 South Davis Lane | DeFuniak Springs, FL 32435**

**850.892.8065**

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## RECORD OF CHANGES

This version of the Walton County Comprehensive Emergency Management Plan (CEMP) is updated to meet the criteria set forth by Florida Division of Emergency Management.

Information on processes was gathered from those who are currently responsible for those processes. The previous CEMP was used as a historical reference or when determined there were no changes required.

### RECORD OF CHANGES

Date	Description of Change	Location	Posted By
1/15/24	Organizational updates	All document	DBFree

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## PROMULGATION STATEMENT

Submitted herein is the Walton County Comprehensive Emergency Management Plan (CEMP). This document is the framework for Countywide prevention, protection, mitigation, response, and recovery. This plan provides a structure for standardizing plans countywide and facilitates interoperability between local, state, and federal governments.

This plan has been developed following the guidance of the State of Florida Comprehensive Emergency Management Plan, the National Response Framework, the National Incident Management System, and FEMA's *Comprehensive Preparedness Guide (CPG) 101 (v. 3.0) – Developing and Maintaining Emergency Operations Plans*. The efficient and effective implementation of this plan is the responsibility of the Emergency Management Director or their designee. A program of review and evaluation of this plan is essential to its overall effectiveness.

This plan is hereby promulgated as of the date signed below.

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Jeffrey M. Goldberg, FPED, FMI, CHS-III  
Director of Emergency Management- Walton County

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Date

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## EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure Walton County will be adequately prepared to respond to and recover from any hazards that threaten the lives and property of residents and visitors of Walton County. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, municipalities, constitutional officers, other taxing districts, nongovernmental organizations, and the private sector in a disaster.

The CEMP defines the organizations ("Who"), their responsibilities ("What"), and points to supporting documentation to detail how ("How") these responsibilities will be implemented.

The CEMP is the guiding document for the County's response to and recovery from a disaster. It is supported by additional plans and procedures including the Local Mitigation Strategy (LMS), Post Disaster Redevelopment Plan (PDRP), Section Coordinating Procedures, Hazard Specific Plans (HSP), Incident Support Plans (ISP), program plans, and Standard Operating Guides (SOG). Together, they provide the framework for all phases of emergency management.

The CEMP unifies the efforts of all agencies and organizations on the local, state, and federal levels of government by utilizing the National Incident Management System (NIMS). The use of NIMS is federally mandated for local, state, and federal government agencies, per Homeland Security Presidential Directive 5 (HSPD-5) and has been fully integrated into all response and recovery efforts. Walton County continues to utilize the Incident Command System (ICS) framework to ensure that all lead and support agencies are assigned appropriate roles and responsibilities. The CEMP parallels State activities outlined in the State of Florida CEMP and federal activities set forth in the National Response Framework (NRF). This CEMP complies with the latest criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) and as required by Florida Statute (F.S.) Chapter 252 and Florida Administrative Code (FAC) Rule 27P-6.0023.

Walton County Emergency Management (WCEM) is the designated emergency management agency empowered with the authority to administer the County's emergency management program pursuant to F.S. 252. The Emergency Management Director is the designated individual empowered with the authority to execute the program on behalf of the jurisdiction.

## I. INTRODUCTION

F.S., Chapter 252 (Emergency Management) identifies Emergency Management powers and responsibilities for political subdivisions in the State of Florida. A key provision in the statute is that each county in Florida shall develop “an emergency management plan and program that are coordinated and consistent with the State comprehensive plan and program.” Furthermore, FAC Rule 27P-6.0023 (County Comprehensive Emergency Management Plans) provides the requirements, format, and standards required by this CEMP and Homeland Security Presidential Directives (HSPD) 5 & 8 require that state and local governments adopt the fundamental principles, language, and operational concepts in the NIMS and the NRF.

The CEMP describes the basic assumptions, strategies, operational goals, and mechanisms through which the County will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation. The CEMP establishes a comprehensive approach to reduce the effects of natural, human-caused, or technological disasters on the community.

The CEMP establishes uniform policies and procedures consistent with NIMS to preaddress the five mission areas of emergency management: prevention, protection, mitigation, response, and recovery. It parallels federal and state plans and requirements set forth in the NRF and State of Florida CEMP. Further, it describes how national, state, and regional resources will be coordinated to supplement county resources in response to a disaster.

The CEMP describes potential hazards and the vulnerable populations affected by the hazards. It validates the use of the emergency operations center (EOC) and emergency support function (ESF) concepts during emergencies under a NIMS compliant ICS and it describes the response and recovery activities of public, private, and volunteer agencies during disaster incidents.

### Purpose

The purpose of the CEMP is to guide how Walton County will prepare for, mitigate, respond to, and recover from the impacts of all hazards that may affect the County, thus providing direction for all phases of emergency management. The following documents supplement the CEMP:

**Local Mitigation Strategy (LMS):** The purpose of the LMS is to develop and execute an ongoing strategy for reducing the community's vulnerability to natural, technological, and human caused hazards. The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects.

**Post Disaster Redevelopment Plan (PDRP):** The PDRP is intended to serve as a single source, countywide document to promote, assist, and facilitate post and pre-disaster decisions and actions relating to long-term community recovery, reconstruction, and economic redevelopment following major or catastrophic disasters.

**Section/Unit Coordinating Procedures:** Section Coordinating Procedures describe, by Section and Unit, the lead, support, and coordinating agencies along with their roles and responsibilities during all phases of emergency management. These procedures outline specific tasks that are standard to all County departments/divisions, municipalities, and partner agencies for any

hazard. The Coordinating Procedures include job aids for each position, detailing the specific tasks that must be completed during an operational period at the EOC.

**Hazard Specific Plans (HSP):** Each of the HSPs serves as the basis for effective response to a specific hazard and outlines the tasks unique to that hazard.

**Incident Support Plans (ISP):** ISPs support the response to emergencies and disasters. They include tasks that augment the procedures outlined within HSPs and other plans. Examples of ISPs include the Mass Casualty/Mass Fatality Plan, Re-entry Plan, and the Continuity of Operations Plan.

**Program Plans:** Program plans support specific programs to include the day-to-day operations and County readiness. Some of these plans include the Community Outreach Plan and the Integrated Preparedness Plan (IPP).

**Standard Operating Guides (SOG):** SOGs are section or agency specific and are utilized by that entity to accomplish the tasks they are responsible for.

## Scope

The CEMP establishes official emergency management policy for all County agencies, special taxing districts, and constitutional offices in response to, and recovery from, emergencies and disasters within the County. It also establishes the official emergency policies for those municipalities that have not developed and attained approval of their own CEMP in accordance with Rule 27P-6.002 FAC pursuant to Chapter 252.83(2) F.S.

The CEMP allows for the flexibility and adaptability to provide the emergency organizational structure for all hazards, regardless of type or size, and identifies the roles, responsibilities, and lines of authority for that structure.

The CEMP was written with the provisions of Rule 27P, FAC, as authorized by Chapter 252, F.S., is supportive of the State of Florida CEMP, and follows the guidance set forth by the NRF and NIMS.

## Methodology

**Authority:** WCEM is the lead emergency planning agency, which developed the basic planning policies, SOGs, and CEMP documents. The CEMP is maintained by the EM Director or designee, in conjunction with all stakeholders countywide, and updated in accordance with Chapter 252, F.S. and consistent with all applicable State criteria.

**Procedure:** WCEM staff reviewed after-action reports from various exercises and disasters, and reviewed lists of unresolved areas of improvement. Meetings were held with each functional component to review their respective function within the CEMP. Concepts from NIMS and NRF were integrated into the plan, and finally, drafts were distributed, and comments collected from agency and responder representatives.

The CEMP was written following the latest Federal Emergency Management Agency (FEMA) Comprehensive Planning Guidance 101 (CPG 101) with input from WCEM and EOC staff. EM partners meet on a quarterly basis to provide coordinated input in the preparation, implementation, evaluation, and revision of WCEM plans. All municipalities and partner agencies

are encouraged to attend these meetings.

**Adoption:** Upon acceptance of this plan by FDEM, the Walton County Board of County Commissioners (WCBCC) will adopt the Walton County CEMP by resolution and the Chairperson will sign the Adoption Resolution.

**Distribution:** An electronic copy of the CEMP is available to all EOC staff present during EOC activations, partnering agencies, municipalities, and others upon request. It will be available in ©WebEOC, as well as the WCEM public website for anyone desiring to electronically retain a copy of the document. In addition, printed copies shall be provided to the following: The BCC, County Administration, County Attorney and Deputy County Attorneys, and the Public Information Officer (PIO).

**Support documents:** The PDRP and the LMS augment the CEMP. The CEMP is further strengthened by various subordinate documents such as the Coordinating Procedures, HSPs, SOGs, partnering agencies' plans, the State of Florida CEMP, municipal Emergency Operations Plans (EOP), and others.

**Plan maintenance:** The CEMP is a dynamic document that adapts to changes in policy, priorities, and needs, and will be updated as needed and in compliance with F.S. A change to the plan does not require ratification by the WCBCC unless there is a major change in policy. Authority for changes to this plan is delegated to the WCEM Director, who is responsible for the coordination of changes with affected agencies, and after concurrence, may make changes to this plan. A Record of Changes, displayed at the front of this document, is used to record all published changes. All major changes will be routed to plan holders within 90 days of the promulgation of the change.

## II. SITUATION

### Planning Assumptions

- A disaster may occur with little or no warning and may escalate rapidly.
- Disaster effects may extend beyond County boundaries and many areas of the State may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Disasters differ in magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, thus increasing the difficulty of plan development.
- All organizations in Walton County will continue to respond to disaster events utilizing SOGs of effective inter- and intra- organizational communications and/or internal resources until they are exhausted, necessitating mutual aid response requests.
- Disasters are managed locally and State and Federally supported when requested. The Emergency Management command and control structure in Florida is based on a bottom-up approach of resource allocation; municipal to County EOC to State Emergency Operations Center (SEOC) and to the federal government, escalating to each level as resources are exhausted.
- Local municipalities will integrate with the County's operations for the response and

recovery process to be effective.

- The SEOC will fulfill resource and mission requests in a timely fashion. In some instances, the SEOC will push resources upon determination of imminent need.
- Some form of communication will be available within Walton County including the capability to communicate with the SEOC.

## Hazards Analysis

The LMS Plan, approved July 28, 2020, by the WCBCC and October 5, 2020, by the FEMA identifies the potential impacts and consequences of the various hazards as required by the FEMA in the LMS Plan.

Hazards addressed by the LMS Plan include:

<ul style="list-style-type: none"> <li>• Natural Hazards                             <ul style="list-style-type: none"> <li>○ Disease Outbreak                                     <ul style="list-style-type: none"> <li>▪ Epidemic/Pandemic</li> <li>▪ Animal/Plant</li> </ul> </li> <li>○ Coastal Erosion</li> <li>○ Drought</li> <li>○ Flood                                     <ul style="list-style-type: none"> <li>▪ Tsunami</li> <li>▪ Storm Surge Flooding</li> <li>▪ Areal/Riverine</li> </ul> </li> <li>○ Geological                                     <ul style="list-style-type: none"> <li>▪ Earthquake</li> <li>▪ Sinkholes</li> </ul> </li> <li>○ Severe Weather                                     <ul style="list-style-type: none"> <li>▪ Thunderstorms</li> <li>▪ Tropical Cyclones</li> <li>▪ Tropical Storms</li> <li>▪ Hurricanes</li> <li>▪ Tornadoes</li> </ul> </li> <li>○ Extreme Temperatures                                     <ul style="list-style-type: none"> <li>▪ Cold</li> <li>▪ Heat</li> </ul> </li> <li>○ Wildfire/Urban Fire</li> <li>○ Winter Storm</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Technological Hazards                             <ul style="list-style-type: none"> <li>○ Dam Failure</li> <li>○ HazMat Incident                                     <ul style="list-style-type: none"> <li>▪ Fixed Facility</li> <li>▪ Transportation</li> <li>▪ Offshore</li> </ul> </li> <li>○ Transportation Incident                                     <ul style="list-style-type: none"> <li>▪ Air</li> <li>▪ Rail</li> <li>▪ Highway</li> </ul> </li> <li>○ Utility Outages</li> </ul> </li> <li>• Human-Caused Hazards:                             <ul style="list-style-type: none"> <li>○ Terrorism                                     <ul style="list-style-type: none"> <li>▪ Chemical</li> <li>▪ Biological</li> <li>▪ Radiological</li> <li>▪ Nuclear</li> <li>▪ Explosive</li> <li>▪ Cyber</li> </ul> </li> <li>○ Workplace/School Violence</li> </ul> </li> </ul>
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The full list and analysis of Walton County hazards and history can be found in the LMS plan at: [Walton County LMS](#).

### Coastal oil spills

According to *Oceanography* Magazine, large oil spills (> 100,000 barrels or 420,000 gallons) are rare. The Deepwater Horizon (DWH) explosion in 2010 produced the largest oil spill in the United States to date. Since DWH is the only “Spill of National Significance”, making accurate comparisons and drawing data-supported conclusions on the effects of the event are impossible. [Oceanography \(tos.org\)](#)

Populations that are vulnerable to coastal oil spills include natural resource-dependent communities, response and clean-up workers, people living on or near the coast, children,

pregnant women, the elderly, and those with chronic illness and health or socioeconomic disparities living in spill-affected communities.

Negative economic impacts resulting from spills will cause lower levels of economic activity in directly affected sectors such as tourism and commercial fishing. It will also be seen in diminished asset values, potential lost profitability due to damage to income-producing potential, and lost well-being of residents, visitors, and others who value our natural assets. ([R. Harper uwf.edu](https://www.uwf.edu))

Because the occurrence of coastal oil spills is rare, the probability of this hazard is low and will not be addressed further in this document.

## Geographic Information

Walton County covers 1,218 square miles (1,038 of land and 180 of water) situated in the panhandle of Florida. It is bordered to the west by Okaloosa County, the north by the State of Alabama, the east by Holmes, Washington, and Bay Counties and the south by the Gulf of Mexico. The elevations in Walton County, as seen in Appendix 1, vary from 5 feet below sea level to more than 300 feet in the northern portions of the county. The northern area of Walton County is home to Britton Hill, the highest natural point in Florida, 345 feet above sea level. The lowest identifiable point in Walton County is located within a borrow pit in the Black Creek area of Freeport.

The County is home to many environmentally sensitive areas due to the use of aquifers to supply drinking water, the drive to re-establish coastal dunes to fight erosion, and the desire to preserve the flora and fauna of the region. Highlighting these areas is a series of maps (Appendix 1). Current efforts to mitigate issues in these areas can be found in the approved LMS.

Walton County is home to Chipley Park- better known as Lake DeFuniak, one of the two almost perfectly round spring-fed lakes in the world. <https://www.defuniaksprings.net/890/Chipley-Park-AKA-Lake-DeFuniak>

Another unique feature of Walton County is the presence of coastal dune lakes found in the area's beach dune system. The rare lakes are reportedly found only along the coasts of New Zealand, Australia, Madagascar, and in the United States along the coasts of Oregon, South Carolina, and Northwest Florida (Appendix 1). <https://www.co.walton.fl.us/97/Coastal-Dune-Lakes>

According to the Florida Natural Areas Inventory, Walton County's coastal dune lakes are imperiled globally because of rarity and critically imperiled in the state of Florida because of extreme rarity. They are also indispensable to our coastline as wetland systems that filter and store water, provide habitat for a wide variety of unique plants and animals, and exist as a natural estuarine transition between the Gulf and upland areas. <http://sowal.com/coastal-dune-lakes-of-south-walton-county>

The current land use pattern highlights that a large portion of the county is sparsely populated as it is designated agricultural, conservation, parks & recreation or federally owned. The current highest density area for commercial and single-family homes is along US Hwy 98/CR 30A.

A map of current land use and future land use can be found in Appendix 1.



Flood prone areas are designated in two of three categories on the Flood Plain Map in Appendix 1. The most likely area to succumb to flooding is the 100-year flood plain area and those areas outside the flood plain are the least likely to be affected by flooding.

## Demographic Profile

### Demographics

Total population: According to the July 2022 estimates of the US Census Bureau, Walton County is home to 83,304 residents. <https://www.census.gov/quickfacts/fact/dashboard/waltoncountyflorida/PST045222>)

**Population Density and Distribution:** The population density is 72.5 people per square mile with the density increasing from North to South. ([U.S. Census Bureau QuickFacts: United States](https://www.census.gov/quickfacts/UnitedStates))

#### Age Distribution:

Population by Age	Number	Percent
Persons 0 – 4 years	4,415	5.3%
Persons 5 – 17 years	16,911	20.3%
Persons 18 – 64 years	44,901	53.9%
Persons > 64 years	17,077	20.5%

**Special Needs Population:** There are approximately 260 citizens registered for the Walton County Special Needs Shelter. These citizens are registered in a special needs registry database that is updated constantly and maintained by WCEM staff.

**Farm Workers:** There is no data available on farm workers in Walton County.

**Tourist Population:** Walton County has 26 miles of beach on the Gulf of Mexico. The beach area along US 98 is considered the tourist corridor. In 2022, 5.3 million visitors were reported to have stayed in Walton County (WC TDC Economic Impact Study). Tourists account for \$7.8 billion in revenue annually, making it the leading economic driver in the County.

**Non-English-Speaking Population:** According to US Census data, 30.2% of residents of Florida speak a language other than English in their homes. In Walton County, this number is negligible.

**Transient Population:** The transient/homeless population is estimated to be approximately 50 persons according to the FDOH.

**Mobile Home Parks & Population:** Mobile homes: 6,368. Due to the constant fluctuation in the population of mobile home residents, no data is available for this criterion.

**Inmate Population:** The incarcerated population in Walton County averages 284 daily for the State Department of Corrections and 500 daily for the Walton County Jail.

## Economic Profile

**Employment by Major Sectors:** According to the Florida Legislature Office of Economic & Demographic Research Walton County's largest employment areas are Trade, Transportation & Utilities with 20.5% of the workforce; Leisure & Hospitality with 26.4% of the workforce; and Government with 12.8% of the workforce.

**Average Property Value:** The median value of owner-occupied housing units in Walton County is \$183,400 (Datausa.io).

**Per Capita Income:** The per capita income for Walton County is \$45,348. The median household income in 2022 was \$74,832. (<https://www.census.gov/quickfacts>)

## III. CONCEPT OF OPERATIONS

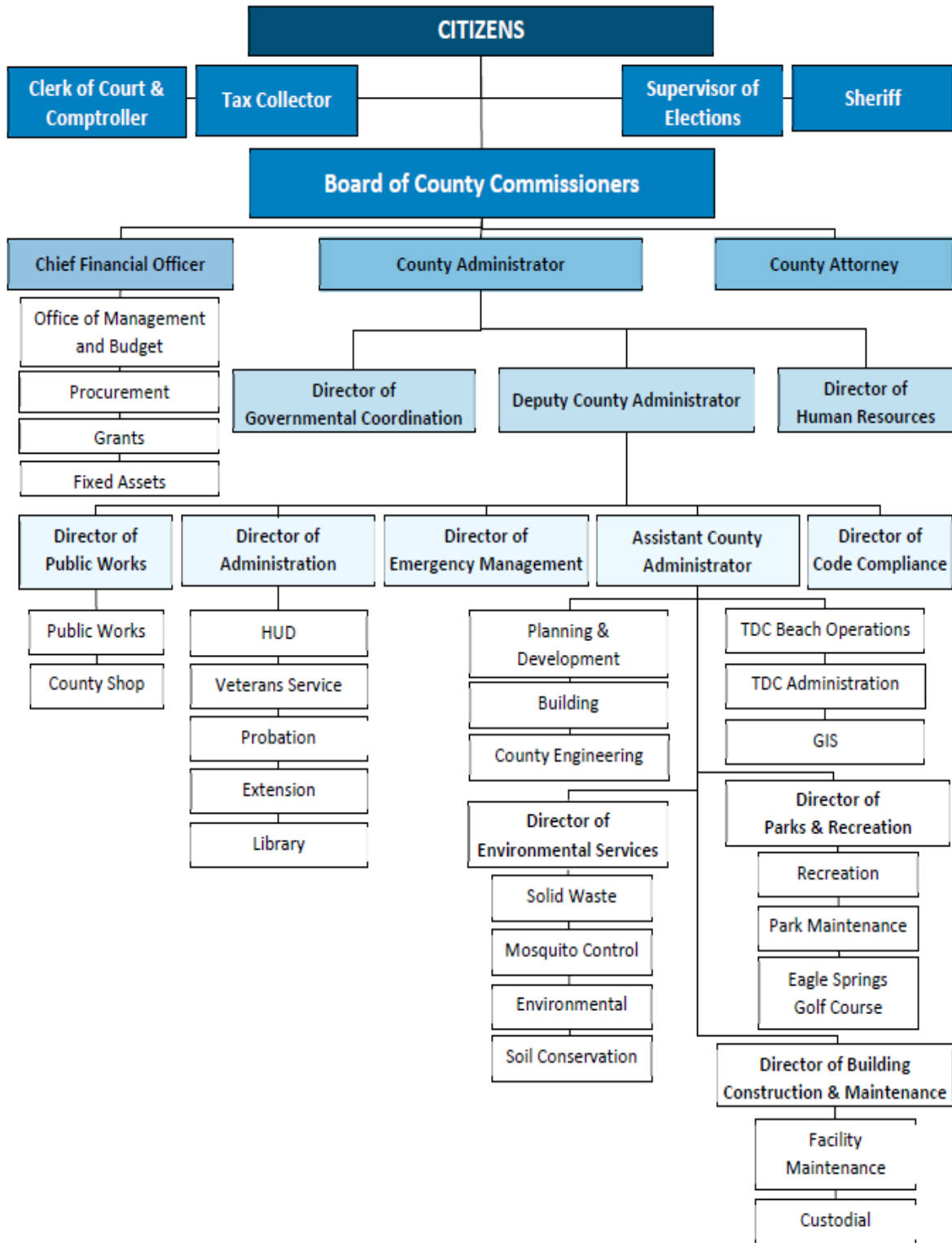
### Walton County Organization

During day-to-day operations, the WCEM Director is under the direction of the Deputy County Administrator who reports to the County Administrator and is employed at the will of the WCBCC. The WCBCC is comprised of five elected officials who are presided over by the Chairperson. The Chairperson, a member of the BCC, is elected for a term of one year by the WCBCC each November.

The County Administrator manages the day-to-day business of County Government in a manner consistent with policy established by the BCC. The County Government is organized into functional departments and divisions created by the BCC for the delivery of essential government services. Each department is assigned for direct supervision to the County Administrator or Deputy County Administrator. The chart below provides an overview of the County organization structure on a non-emergency basis.

### Walton County Emergency Management Organization

The WCEM Director reports directly to the Deputy County Administrator. WCEM organizational structure is built on an "all-hazards" approach to emergency management. There is no difference in the management structure of the organization no matter what type of event the County might be faced with.



Walton County Staff Organizational Chart 2023

## IV. PREPAREDNESS ACTIVITIES

### **Mitigation**

Walton County's Hazard Mitigation Program is composed of a range of pre- and post-disaster projects, initiatives, policies, and plans intended to prevent or reduce future damages from natural, human-caused, and technological disasters.

### **Local Mitigation Strategy (LMS)**

The purpose of the LMS is to develop and execute an ongoing strategy for reducing the community's vulnerability to identified hazards as directed by [F.A.C. Rule 27p-22](#). The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects. Additionally, the LMS provides a basis for justifying the solicitation and use of local, state, federal, and other funding to support hazard mitigation projects and initiatives. The LMS Working Group, also directed by F.A.C. 27p-22, meets on a quarterly basis.

### **Community Rating System (CRS)**

The CRS is a national, voluntary program within the National Flood Insurance Program (NFIP). The goals of the CRS are to reduce flood damage to insurable property, strengthen and support the insurance aspects of the NFIP, and encourage a comprehensive approach to floodplain management. The CRS was developed to provide incentives in the form of insurance premium discounts for communities to go beyond the minimum floodplain management requirements and develop extra measures to provide protection from flooding. Participation in the CRS program reduces a community's vulnerability to floods while reducing the cost of flood insurance premiums for all policy holders in the jurisdiction.

### **Continuity of Operations Plan (COOP)**

The COOP is a guide that ensures that County government can carry out all essential functions and ensure the preservation of vital records/documents deemed essential in case of disaster. It is intended to provide a framework for constructing plans to ensure the safety of employees and the resumption of time-sensitive operations and services in the event of a disaster. Walton County database management is the responsibility of the Clerk of Courts Management Information Systems (MIS) Manager.

### **Public Awareness & Education**

Disasters can strike the County with little or no warning. A public that is prepared to act during times of disaster is critical to ensure a rapid and efficient response and recovery. Personal responsibility for preparedness is emphasized during outreach activities to increase the resiliency of County residents and visitors and to reduce the dependency on government and relief organizations in the immediate aftermath of a disaster.

Outreach initiatives help reinforce life experiences, clarify misconceptions, and add to an existing knowledge base. The goal is to improve preparedness levels among all residents and visitors and to encourage personal responsibility. There is no single method that we can employ to effectively impart critical preparedness information therefore WCEM utilizes a variety of methods.

Being a coastal County, storm surge is one of the greatest threats to life/safety for residents and visitors. Educating the public on evacuation zones and routes is a crucial responsibility of the County. WCEM has made this information easily accessible by placing it on the County website, social media sites, and outreach materials as well as making it a cornerstone of our public presentations. ([Walton County Emergency Management | Walton County, FL - Home Page](#))

### **Training & Exercise**

The Training & Exercise Program addresses the overall emergency management training and exercise needs for EM staff, Walton County personnel, and EM partners and stakeholders. Participation in the County's training and exercise opportunities for both government and private agencies vary depending on the subject matter being addressed. The training and exercise program serves WCEM staff, partner agencies, and organizations involved in EOC training, exercises, and activations. Providing appropriate exercises for staff and partners is essential in the delivery of successful outcomes for skill development and response to, and recovery from, disasters. The WCEM Operations Coordinator is responsible for ensuring that required and requested training classes are coordinated effectively, as well as overseeing the implementation of exercises according to the guidelines of the Homeland Security Exercise and Evaluation Program (HSEEP) and FDEM.

Courses provided by WCEM comply with the NIMS, enhance skill sets, and provide achievement and maintenance of emergency management professional development and requirements.

The Integrated Preparedness Plan (IPP) establishes training and exercise strategies to fulfill both mandatory and necessary planning, training, and exercise activities. Comprehensive planning, training, and exercise programs are essential to an effective countywide emergency management program. The IPP is a living document that is updated and refined throughout the year based on identified training needs, the provision of required courses, and requests from partner agencies.

Included in the IPP is a three-year calendar that forecasts trainings and exercises sponsored by WCEM and its partners to foster an interagency approach in strengthening Core Capabilities identified in Walton County and throughout the other six counties in Florida Region 1. A yearly Training and Exercise Calendar is maintained by WCEM, and routine announcements of courses and exercises are provided to all partners. On a routine basis, partner agencies assigned to the EOC and field operations participate in countywide exercises such as the Statewide Exercise and the WCEM Annual Exercise.

### **After Action Report, Improvement Plans, & Corrective Action Programs**

After Action Reports (AAR) provide a description of what occurred during an event or exercise, issues that need to be addressed, and recommendations for improvement. The AAR includes information compiled from event/exercise participant surveys, notes from scribes, as well as information provided during the "hot wash", a meeting of participants and facilitators that provide feedback immediately following the conclusion of the event/exercise.

The Improvement Plan (IP) is how opportunities to improve are turned into concrete, measurable items to conduct in the Corrective Action Program (CAP). The IP is included in the AAR. When complete, the IP specifically details what actions will be taken to address each recommendation presented in the AAR, who will be responsible for taking the action, and the timeline for completion.

The Corrective Action Program (CAP) includes actions taken to incorporate recommendations outlined in the AAR/IP. These corrective actions include objectives and attainable benchmarks with specific deadlines that are tracked to allow measured progress towards implementation of the item stated in the IP.

### **Agreements & Contracts**

WCEM ensures mutual aid agreements are established among all parties providing or requesting resources. Hard and electronic copies of these agreements are maintained at the EOC and in the WCEM SharePoint portal as well as filed with the Clerk of Court.

Mutual aid is initiated when a County becomes affected by a disaster and deems its resources inadequate to manage the situation. The County may request mutual aid and resources by communicating the request to a providing County, indicating the request is being made pursuant to the Statewide Mutual Aid Agreement (SMAA). The request shall be followed as soon as practicable by a written confirmation of that request, including the transmission of a proclamation of Local State of Emergency (LSE).

#### ***Vendor Agreements***

Walton County maintains vendor agreements for daily operations that can also be activated in times of disaster. Maintaining these vendor agreements is a shared responsibility between the Purchasing Department and WCEM. Municipalities are responsible for maintaining their own vendor agreements. During activations, Walton County and each of the municipal jurisdictions may choose to activate existing agreements or enter into new agreements based upon the needs presented by the event and the availability of resources. All vendor contracts and agreements are compliant with 2CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

#### ***State-Wide Mutual Aid Agreement (SMAA)***

Within Walton County, there are three municipalities and various taxing districts. All municipalities and most taxing districts with emergency response capabilities are currently signatories or are in the process of becoming signatories of the SMAA. All agencies requesting mutual aid or responding to requests through the SMAA must coordinate response efforts through the County's EOC. Walton County participates in the current [SMAA](#), fully executed on February 5, 2024. The method to request and the process for responding to mutual aid needs can be found in both ©WebEOC and the Logistics Section Coordinating Procedures.

### **Grant Administration**

Part of WCEM's budget is grant funded. These grants include the Emergency Management Preparedness and Assistance Trust Fund (EMPA) and Emergency Management Performance Grant (EMPG). The WCEM Planning Section works to ensure that all grant-related spending adheres to State and Federal grant guidelines, reporting requirements, audit compliance, and County fiscal and procurement policies and procedures.

### **Special Needs Registration Program**

The Special Needs Registration Program was established in accordance with F.S. [Chapter 252.355](#) to ensure the safety and well-being of residents with certain medical problems during a major emergency. A Special Needs Shelter (SpNS) is a facility with medically trained staff available to assist registered clients with special medical needs. It has auxiliary electrical power,

is wind resistant, and is not flood prone. Walton County's primary SpNS is co-located with the general population and pet-friendly shelters at Freeport High School when sheltering is necessary. Other sheltering locations can be opened as needed, as dictated by the incident.

SpNS clients are required to register for the shelter annually via the WCEM website registration form. WCEM Staff are available to assist via telephone for those that may not have access to the online [form](#).

### **Healthcare Facility Plan Review**

Each hospital, surgical center, skilled nursing facility, adult day care facility, intermediate care facility, adult living facility in the State of Florida is required to have a CEMP, as mandated in F.S. These plans are reviewed by WCEM for compliance with criteria established by the Agency for Health Care Administration (AHCA), as required by law and in accordance with Walton County [Ordinance 2023-19](#).

Specific plan requirements may be found under the following Florida Statutes:

- Hospital - [F.S. 395.1055](#)
- Adult Day Care Facility - [F.S. 429.929](#)
- Intermediate Care Facility - [F.S. 400.967](#)
- Nursing Homes – [F.S. 400.23 \(g\)](#)
- Residential Treatment Centers (children) – [F.S. 394.879\(1\)\(d\)](#) ([AHCA Criteria](#))
- Transitional Living Facilities – [F.S. 400.998](#)
- Assisted Living Facility (ALF) - [F.S. 429.41 \(1\)\(b\)](#)

### **Duty Officer Program**

The Duty Officer is responsible for the monitoring of incidents and events of Countywide significance. The Duty Officer responsibility is rotated between WCEM staff members on a biweekly basis. The Duty Officer is on call and available to respond to any incident within one hour of notification, 24 hours per day, seven days per week to assist the on-scene IC with alert and notification, resource management, public information, and protective actions.

### **County Warning Point (CWP)**

The CWP is a communications center which provides monitoring, notification, and warning to the emergency response team, municipal partners, non-governmental agencies, State Watch Office, and other partner agencies with response responsibilities. The CWP for Walton County is located within the 911 communications center at the Walton County Sheriff's Office (WCSO) and is staffed 24 hours per day, seven days per week.

## **V. TRANSITIONAL/ACTIVATION ACTIVITIES**

### **Event Escalation**

If an event advances beyond normal response capabilities and meets any of the following trigger points, then the IC, or designee, shall notify the CWP and WCEM Duty Officer:

- Local response capabilities may be exhausted and a request for mutual aid support is



anticipated.

- An evacuation is required.
- Damage caused by the event warrants a comprehensive damage assessment which may reach thresholds for a Small Business Administration (SBA) or Presidentially Declared Disaster.
- Expansion of the command-and-control capability is required to coordinate multiple agencies or jurisdictions.
- A legal/statutory threshold has been reached that requires notification of outside agencies.

## **Non-Declared Events**

WCEM and all partner organizations are required to respond to all life safety issues regardless of the ability to obtain financial reimbursement from the state and/or federal governments. The protection of life and property remains the highest priority for the commitment of resources.

## **Declaration of Local State of Emergency (LSE)**

An LSE enables government officials to take extra measures to protect the public and seek state or federal funding assistance for disaster response if it is warranted.

An LSE will be requested by the EM Director when a disaster:

- has occurred,
- is anticipated to generate, or has generated, major damage in Walton County,
- threatens the health and safety of County residents and visitors, or
- is anticipated to escalate beyond normal response capabilities.

The following will occur when a declaration is deemed necessary by the EM Director:

- The EM Director will notify the County Administrator to advise of the nature of the event and potential need to declare an LSE and activate the EOC (if not already activated).
- The County Administrator and the EM Director will notify the BCC Chair.
- The BCC Chair will determine the next steps based on recommendations from the EM Director. If the BCC Chair is in favor of initiating an LSE, WCEM will draft an LSE for approval by the County Attorney and for signature by the BCC Chair. In the absence of the BCC Chair, the line of succession will be followed as detailed in the Concept of Operations.
- Upon execution of the LSE, all municipalities, special taxing districts, constitutional offices, and partner agencies in Walton County will be notified and provided with a copy via an Everbridge® notification.
- A new event will be created in ©WebEOC to begin documentation of actions. These actions will be available on the WCEM Emergency Declarations and Local State of Emergency webpage ([Emergency Declarations and LSE](#)).
- EOC Coordination conference calls will be scheduled with WCEM partner agencies.
- The WCBCC PIO will prepare and release appropriate announcements advising the public about the nature of the LSE.
- The LSE will remain in effect until it expires (seven days) or is extended by the BCC Chair

who has the authority to sign renewals as needed.

## EOC Activation

When conditions within or adjacent to Walton County are such that protective actions for the public are necessary and the cooperation of multiple emergency response agencies is necessary, the EOC may be activated following guidance in the EOC Activation Guide. It is the responsibility of the EM Director or designee to activate the EOC. Once the decision to activate is made, the EM Director will then notify the County Administrator and the BCC Chair that a declaration of an LSE may be necessary.

\*Note: an activation of the EOC does not require a declaration of an LSE.

## ACTIVATION LEVELS

WCEM and the EOC operate under three basic levels of activation:



## **Notification & Warning**

### **Alert & Notification**

The EM Director or designee will determine the time and type of notifications required in accordance with hazard-specific plans and SOGs to agencies who may become involved in the event. In some instances, pre-activation notification may not be possible due to the onset or magnitude of the event. In coordination with the Human Resources Department, WCEM maintains a current listing of County personnel. Additionally, a list of key municipal contacts and stakeholders is maintained. When possible, appropriate agencies will be notified in advance to allow for incident-specific response planning.

### **Public Warning**

The WCBCC PIO will be the primary source of information for the public and communications to media sources. The LSC will activate notification systems to reach affected and vulnerable populations. Examples of public warning systems include: AlertWalton, WCEM website, social media, Integrated Public Alert and Warning System (IPAWS) to include Emergency Alert System (EAS) and/or Wireless Emergency Alert (WEA), and others as necessary.

### **Partner Notification & Warning**

Maintaining ongoing communications with all municipal partners is a vital response priority. During “blue skies” periods, WCEM collaborates with the County’s three municipalities and other community partners via quarterly meetings with designated representatives. Two representatives, a primary and alternate from each municipality and partner agency, are specifically designated to receive emergency information, alerts, and notifications. These individuals are invited to these quarterly meetings where mutual issues regarding emergency management and disaster preparedness, mitigation, response, and recovery are discussed.

During “gray skies,” WCEM coordinates all hazards monitoring information, event escalation information, protective action decisions, and recovery information with impacted municipalities and partner agencies throughout the event with the designated representatives.

Municipal coordination is also conducted in compliance with HSPs primarily through the EOC, conference calls, Flash Reports, Situation Reports (SitReps), Incident Action Plans (IAP), @WebEOC, or direct communication.

## **Emergency County Organizational Structure**

Direction and control of all government-related activities during the response, recovery, and long-term redevelopment of an emergency event is the responsibility of the WCBCC, as outlined in F.S. 252.38. The roles, responsibilities, and job functions of the sections, branches, and units are available in each section’s coordinating procedure.



## VI. ROLES AND RESPONSIBILITIES

### Executive Policy Group (EPG)

The EPG is the group of primary decision makers for the executive branch of Walton County Government. The role of the EPG is to convene at the EOC at the request of the County Administrator and EM Director, where they will be advised in making strategic policy decisions and establishing short- and long-term goal guidance, policies, and priorities based on the extent of the disaster.

The EPG, coordinated by the EM Director, consists of the following or their designee:

- BCC Chair, or next in line of succession
- County Administrator
- Deputy County Administrator
- County Attorney
- County PIO (for informational purposes only)
- Other representatives as requested depending on the event (law enforcement, School Superintendent, Health Officer, etc.).

### Lead Agencies

WCEM assigns lead and support agencies for emergency support functions (ESFs). Lead agencies are designated because they either have a statutory responsibility to perform such a function, or the agency has developed the necessary expertise to lead the group or function. In some cases, the agency's day-to-day mission mimics the mission of the group/function; therefore, the skills required to respond in a disaster can be immediately transitioned from daily business of that agency (blue skies to grey skies).

A lead agency is an organization (governmental, private sector, or voluntary) with significant authorities, roles, resources, or capabilities for a particular incident management function. The lead agency has the responsibility of coordinating all support agencies to ensure that missions are accomplished, and resources are maximized. These agencies report to their respective Branch Director or Section Chief. All lead agency staff must fulfill both administrative and operational responsibilities to ensure proper coordination among all participating agencies. While the operational responsibilities of each lead and support agency is outlined in the individual Branch/Unit/ESF's SOGs, some universal responsibilities of a lead agency include:

- Coordination before, during, and after an incident, including pre-incident planning.
- Maintaining ongoing contact with support agencies.
- Conducting periodic meetings and conference calls to ensure operational readiness.
- Staffing the Unit/ESF upon activation and ensuring 24-hour coverage based on the level of activation.
- Notifying and requesting assistance from support agencies — maintaining a roster of all lead agency contact persons, making necessary notifications, activating support agencies as necessary, and maintaining ongoing communications to support mission assignments.
- Maintaining a list of available resources.
- Developing, maintaining, reviewing, and exercising the Unit/ESF SOG and relevant policies

and procedures to allow for the efficient and effective implementation of the Unit/ESF's mission.

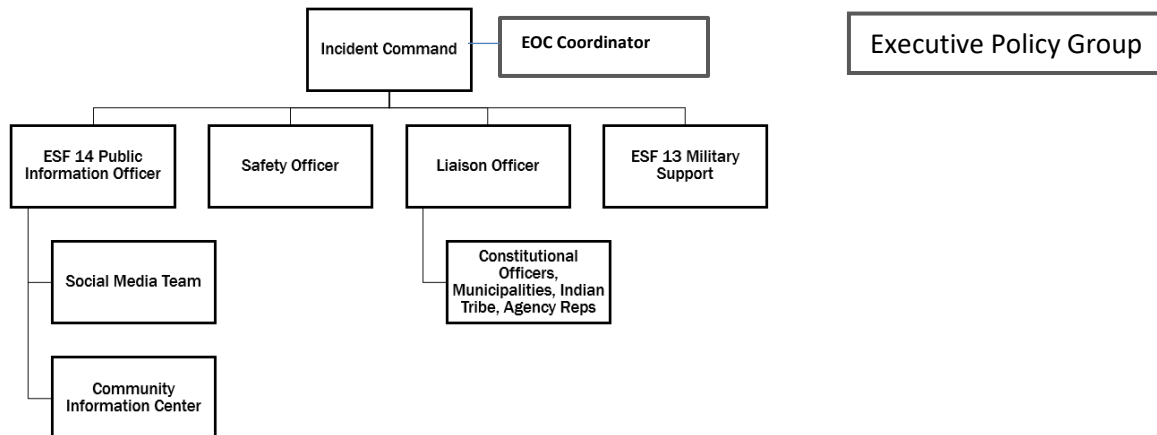
- Coordinating efforts with corresponding private-sector, volunteer, and non-governmental organizations (NGOs).
- Managing mission assignments and coordinating with support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Keeping other units/ESFs and organizational elements informed of the Unit/ESF's operational priorities and activities.
- Ensuring financial and property accountability for Unit/ESF activities.
- Planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

## **Support Agencies**

Support agencies are those entities with specific capabilities or resources that support the lead agency in executing the mission of the Unit/ESF. When a Unit/ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the designated Unit/ESF lead agency, consistent with their own authority and resources.
- Participating in planning for short and long-term incident management and recovery operations and the development of supporting operational plans, SOGs, checklists, or other job aids.
- Providing appropriate personnel, equipment, facilities, technical assistance, and other support as required, assisting the lead agency in accomplishing the goals, objectives and missions assigned.
- Providing technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of the respective agency.
- Assist the lead agency in staffing the EOC as needed.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the Unit/ESF lead agency.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

## COMMAND STAFF



## Unified Command (UC)

The UC Team will implement the policy directives of the EPG through direct coordination with the Command and General staff positions. UC is responsible for the overall management of all incident objectives, including the development and implementation of the operational priorities and resource management. UC ensures all resources are allocated according to priorities set by the EPG and all missions are accomplished. In the event local resources are depleted, UC will approve mutual aid or State mission/resource requests.

Leadership of the UC team is based upon the discipline in charge of the specific hazard. UC is a team effort process allowing the participating agencies to assign an Incident Commander to the UC organization. UC then establishes a common set of incident objectives and strategies that all can subscribe to. This is accomplished without losing or giving up agency authority, responsibility, or accountability. UC represents an important element in increasing the effectiveness of multijurisdictional or multi-agency incidents. As incidents become more complex and involve more agencies, the need for UC is increased.

The UC typically consists of the following members:

- WCEM Director or designee (team coordinator)
- Walton County Sheriff or designee
- City Marshal or designee, City of DeFuniak Springs (DFS)
- Fire Chief or designee, WCFR/SWFD
- School Superintendent or designee, WCSD
- Health Officer or designee, FDOH Walton
- Other agencies depending upon the event [American Red Cross (ARC), Salvation Army, etc.].

As stated earlier, Designees must have the authority to make decisions and commit resources on behalf of their agency.

## EOC Coordinator

The EOC Coordinator is responsible for the overall organization of the EOC facility and personnel and administering @WebEOC. Duties include:

- Ensure that the EOC is set up and supplies are stocked.
- Replenish supplies as needed.



- Enter new users in ©WebEOC as needed.
- Reset passwords in ©WebEOC as needed.
- Monitor ©WebEOC Event Reporting boards to determine significant events.
- Assist EOC personnel with access to supplies.

## **ESF 13 Military Support**

The purpose of ESF13 is to address coordination of military resources once activated during or after a major or catastrophic disaster. ESF13 can provide personnel and resources to support protection, prevention, mitigation, response, and recovery activities in support of the primary emergency management objectives. ESF13 resources are used when individual agencies are overwhelmed, and military support is needed.

***Lead Agency:***

- Florida National Guard

***Support Agencies:***

- United States Space Force, Site C6
- Eglin Air Force Base

## **ESF 14 Public Information Unit**

The intent and purpose of organizing a Public Information Unit (PIU) is to support impacted communities by providing public information to protect citizens by providing information to help them make informed decisions and to avoid risks. This provides an organized process and structure that identifies trained and qualified PIO's from jurisdictions and disciplines to coordinate press and public information during an emergency.

***Lead Agency:***

- WCBCC PIO

***Support Agencies:***

- Walton County Tourism Department (WCTD)
- WCFR, SWFD, WCSO

## **Community Information Center (CIC)**

The CIC is a team performing a specialized task within the PIU to expand the telecommunication capability of the EOC and meet expected or anticipated call volumes during impending or actual emergencies. The public's need for information transcends all phases of an event. While WCEM is typically able to manage call volumes during the preparedness and mitigation phases, the significant influx of calls created by various situations will require significant capability enhancements from day- to-day capacity to meet the overwhelming call load. The CIC, when activated, becomes an extension of the CWP, receives all types of calls, and serves as an information, assessment, and services line.

The CIC serves as the central telephone communication point for information to the public and serves as a triage and call routing system for the EOC. The CIC is staffed, when possible, by Community Emergency Response Team (CERT) members.

**Lead Agency:**

- WCEM

**Support Agencies:**

- WC Library System
- 2-1-1

**Social Media Team (SMT)**

As part of the PIU, the SMT is to ensure the maximization of a social media strategy in reaching residents and visitors with vital information during any event.

The SMT will use the EOC's social media accounts such as Facebook® and X (Twitter) to track, monitor, collect, and provide information and to respond to resident inquiries during an event. Through effective use of social media networks, the SMT can limit rumors and reduce the circulation of false information on the Internet, provide factual and relevant information, obtain firsthand accounts from people on location, track where resources and aid are needed, and maintain a constant web presence.

**Lead Agency:**

- WC Administration

**Support Agency:**

- WCTD

**Safety Officer (SOFR)**

The EOC SOFR monitors the overall incident operations and advises the UC on matters relating to operational safety, including the health and safety of emergency responder personnel. While the responsibility of safety rests at all levels of incident management, the ultimate responsibility for the safe conduct of on-scene incident management operations rests with the on-scene IC. The EOC SOFR is accountable to the UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of the overall incident operations though, each entity contributes to the overall effort to protect all responder personnel involved in incident operations.

**Lead Agency:**

- WCEM

**Liaison Officer (LNO)**

The LNO is the point-of-contact for representatives of other governmental agencies, elected officials, NGOs, and/or private entities to assist with, or input on, their agency's policies, resource availability, and other incident-related matters. Representatives from these agencies and organizations coordinate through the Liaison Officer to best utilize the EOC to meet their needs. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their agencies on all matters, following appropriate consultations with their agency leadership. Personnel from other agencies or organizations involved in incident management activities may be assigned to the LNO to facilitate coordination and collaboration. The LNO works within the ICS structure to

affect problem-solving and collaboration.

**Lead Agency:**

- WC Administration

**Support Agencies:**

- WCTD
- Walton Area Chamber of Commerce

## PLANNING SECTION

The Planning Section is the principal collection, analysis, and dissemination point for data, documentation, and information during an activation of the EOC. The Planning Section is the primary point of report development identifying the incident situation, details, a pictorial representation of the incident, and the consequences and response objectives of the IC.

The purpose of the Planning Section is to:

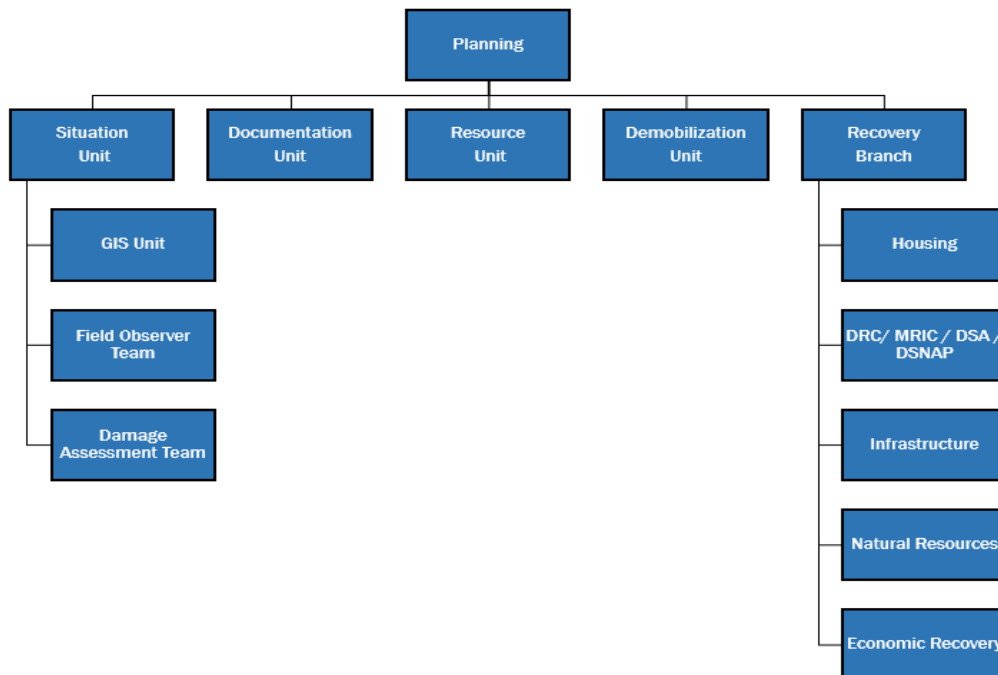
- Create and disseminate SitReps,
- Create and disseminate IAPs,
- Maintain and update incident maps, critical facility information, and evacuation information and demographics,
- Maintain all event-related documents and records.

**Lead Agency:**

- WCEM

**Support Agencies:**

- WCFR
- WC Planning Department



### **Situation Unit (SITU)**

The purpose of the SITU is to provide an overall understanding of the situation in real time and to provide this information through formal, published reports including the SitReps, FLASH reports, and IAPs. These formal reports are distributed to the EPG, UC, section chiefs, branch directors, unit leaders, and partner agencies to apprise them of the situation and potential effects to Walton County. The SITU formalizes the UC's action plan and facilitates planning provisions for sections and branches to develop informational reports pertaining to incident priorities and objectives. The SITU also assists with the development of incident response and recovery operation plans. The SITU performs the following activities within the Planning Section:

- Research, collect, consolidate, analyze, and disseminate relevant incident information that is incorporated into SitReps and IAPs.
- Provide a picture of the disaster that defines the current organization, organizes activities that lead to the publishing of incident objectives, and provides information such as weather forecast for the incident operational period, a general safety message from the safety officer, and other reports as necessary.
- Facilitate situational and incident planning that assists UC in organizing priorities, summarizing current issues, and defining the disaster, so that UC may clarify evolving approaches and formulate solutions for future response and recovery operations. Planning efforts will be enhanced through the collection, processing, and dissemination of information generated from UC.
- Provide UC with technical capability, reports, and assistance to display information for the Command Staff and others in the activated EOC.

**Lead Agency: WCEM**

### **Technical Specialist Unit**

Technical specialists are brought into the EOC when there is a need for specific information. The number or types of specialists will vary according to the needs of the EPG, UC, sections, branches, or units during the management of the incident. There are varieties of specialists that may be brought into the EOC to work within Planning. Some examples include:

- Meteorologist,
- Hazardous Materials specialist,
- Infectious Disease specialist,
- Geospatial Information Systems (GIS) analyst,
- Flood Control specialist, and
- Environmental Impact specialist.

### **Documentation Unit (DOCU)**

The DOCU within the Planning Section provides a historical record of the event; it provides personnel with written plans so that their actions can be coordinated. The DOCU provides legal purposes if, after the event, problems arise which may have to be settled in a court of law. Under the ICS, the DOCU has the responsibility for gathering and

organizing the files for an incident. On a small incident, the documentation tasks may be simple and can easily be completed by the PSC. As the incident increases in complexity, so do the documentation procedures and requirements and the number of staff. The complexity of an incident governs when the DOCU is activated.

The DOCU Leader will perform, or supervise others to perform, the following tasks immediately upon notice of EOC activation:

- Assess staffing needs and communicate these needs to the PSC.
- Develop hard copy and electronic filing systems.
- Instruct EOC personnel of systems and inform them how to access their libraries.
- Initiate collection of documents, data, maps, and other records, both hardcopy and digital, in accordance with the guidance provided in the Documentation Unit Job Aid records from all activated sections and units, partner agencies and external entities involved in the incident.
- Begin tracking of personnel assigned to the Documentation Unit and report individuals on shift to the PSC each operational period.

### **Resource Unit**

The Resource Unit is responsible for monitoring incident resources and missions, as well as monitoring and, if necessary, assigning resources to the appropriate unit based upon the incident objectives of the next operational period. The Resource Unit monitors all unassigned missions and resource requests and routes them to the proper recipient.

The Resource Unit performs the following activities within the Planning Section:

- Monitor and enter information into ©WebEOC regarding resource/mission requests,
- Participate in the Planning Meetings,
- Assist in demobilization planning,
- Coordinate resource needs with Logistics Section.

***Lead Agency: WCEM***

### **Demobilization Unit (Demob Unit)**

The purpose of the Demob Unit is to plan for a smooth and efficient deactivation of response back to normal operations and to analyze the response. Demob Unit objectives are:

- Develop and share the demobilization plan with C&G Staff,
- Ensure equipment and materials are released and returned to controlling agencies,
- Ensure that all personnel are debriefed following demobilization and supervisor is notified of return to routine job duties.

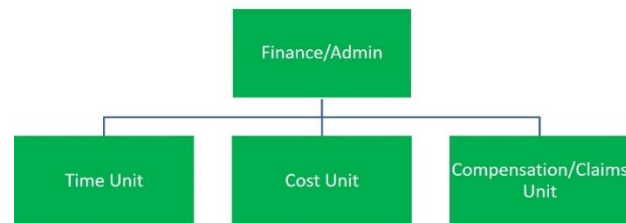
The number of personnel needed to perform the major functions and responsibilities of the Demob Unit will vary according to the size of the event and the level of EOC activation.

***Lead Agency: WCEM***

## ADMINISTRATION/FINANCE SECTION

The Administration/Finance Section is responsible for financial management and ensuring proper and legal documentation of all costs and statutory compliance requirements associated with the preparedness for, response to, and the recovery from any disaster event. The Admin/Finance Section Chief is responsible for the training of EOC personnel regarding financial procedures. The documentation for how reimbursement is obtained for eligible entities within Walton County (including the municipalities) can be found in the Admin/Finance Coordinating Procedures. All expenditures in which reimbursement is requested will follow federal, state, and local regulations as well as FEMA disaster assistance policies.

**Lead Agency:** Walton County Office of Management and Budget (OMB)



### Time Unit

The Time Unit Leader is responsible for providing time data for an incident. This Unit must ensure that incident personnel time is obtained and accurately recorded. The Time Unit Leader is to ascertain all time data, analyze and prepare estimates of personnel time to UC and other entities, when requested.

### Cost Unit

The Cost Unit provides cost analysis data for an emergency incident. This unit must ensure that personnel, equipment, materials, and subcontracts for a specific event are properly identified, obtained, and recorded. The Cost Unit Leader is to ascertain all cost data, analyze and prepare estimates of incident costs to UC and state and federal entities. In addition, the Cost Unit Leader also provides input on cost estimates for resource use to the Planning Section.

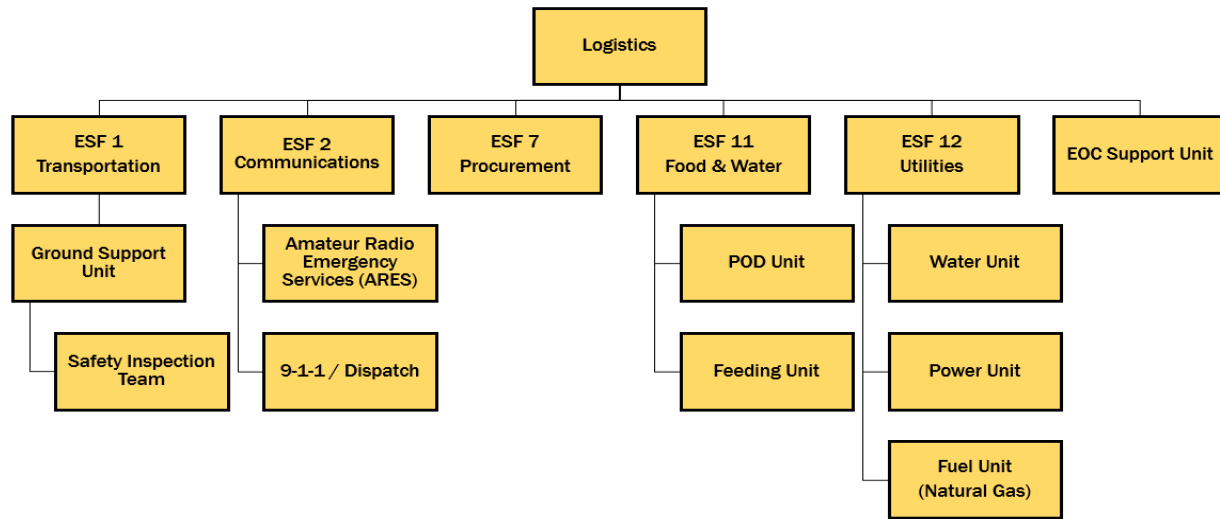
### Compensation/Claims Unit

The Claims & Compensation Unit is responsible for handling County responder injury compensation and claims and investigating all claims involving County property associated or involved in the incident. The Claims & Compensation Unit Leader will complete and maintain status reports for major issues or incidents and will implement the objectives in the EOC IAP assigned to the Claims & Compensation Unit.

## LOGISTICS SECTION (LOGS)

The LOGS Section provides resources in support of the County's response to disasters. Resources include supplies, equipment, personnel, and special teams. WCEM will activate the LOGS Section as needed to coordinate necessary resources to support operations. LOGS supports other sections in terms of space, equipment, supplies, facilities, transportation, fuel, food, communications, and other services. LOGS provides the platform from which the rest of the organization can respond.

**Lead Agency: WCEM**



### **ESF 1: TRANSPORTATION**

The Transportation ESF coordinates and facilitates the emergency transportation requirements for the movement of people within the County in response to and recovery from a disaster. Coordination for the transportation of commodities will be done through the Logistics Section.

**Lead Agency:**

- WCD

**Support Agencies:**

- WCFR/SWFD
- WCPW
- Tri-County Community Council

### **ESF 2: COMMUNICATIONS**

The Communications ESF's major responsibility is effective communications planning, coordination, and implementation for the incident, especially in the context of a multiagency incident. The Communication Unit operates from the EOC and assists with emergency communications and the restoration of public safety communications systems and first responder networks.

**Lead Agency:**

- WCSO E911 Communications Center
- WC Amateur Radio Emergency Services (ARES)

**Support Agencies:**

- DFS Police Department (PD) Communications
- South Walton Emergency Communications Center (SWECC)

### **ESF 7: RESOURCE MANAGEMENT/PROCUREMENT**

ESF 7 will provide procurement support by obtaining goods and services needed by response and recovery agencies and organizations. For reimbursement purposes, this

unit will ensure that all procurement activities are conducted in accordance with Local, State and Federal requirements. This ESF 7 is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

**Lead Agency:**

- WC OMB (Purchasing)

**Support Agencies:**

- WC OMB (all staff)

**ESF 12: UTILITIES & ENERGY**

ESF 12 is responsible for monitoring, assessing, reporting on, and restoration of electric and natural gas systems, water systems, and wastewater treatment/sewage for the County.

**Lead Agencies:**

- Choctawhatchee Electric Cooperative, Inc. (CHELCO)
- Florida Power and Light (FP&L)

**Supporting Agencies:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| • WCPW                               | • Comcast                         |
| • Municipal Public Works Departments | • Spectrum                        |
| • Okaloosa Gas                       | • Unity Fiber                     |
| • South Walton Utilities             | • Gulf Coast Electric Cooperative |
| • Regional Utilities, Inc.           | • Mossyhead Waterworks            |

**ESF 11: FOOD & WATER**

ESF 11 is responsible for creating a system to provide food, water, and other commodities (as available) to vulnerable populations following a disaster.

**Lead Agency:**

- WCEM

**Support Agencies:**

- ARC
- Salvation Army
- Walton County School District (WCSD)

**OPERATIONS SECTION**

The Operations Section consists of three Branches, two Units, and 10 ESFs. Branches have functional, geographical, or jurisdictional responsibility for parts of incident operations. Working together, the branches provide a coordinated approach to the delivery of disaster assistance to the community. Units have specific functional responsibilities for specific incident objectives and are tasked with missions and/or providing resources in support of the response and recovery efforts related to management of the incident.

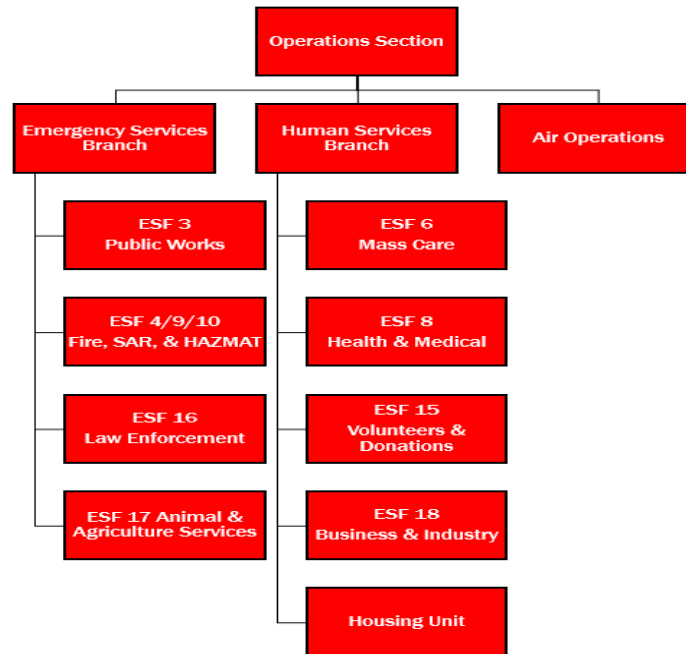
**Lead Agency:**

- WCEM

**Support Agency:**



- Walton County Code Compliance (Code)



## EMERGENCY SERVICES BRANCH

The Emergency Services Branch is responsible for managing, mobilizing, and coordinating the deployment of Walton County's local resources in response to fire, emergency medical care, search and rescue, hazardous materials, and the safety and security for communities affected by disasters. The Lead Agency for the Emergency Services Branch is WCFR.

### ESF 3: PUBLIC WORKS

Public Works is responsible for implementing pre-event protective measures, post-disaster assessment, temporary repairs, and restoration of roads, bridges, traffic signals and signs, drainage, water, and sewer systems.

#### **Lead Agency:**

- WC Public Works (WCPW)

#### **Support Agencies:**

- WC Building Department
- Municipal Public Works Departments

### ESF 4: FIREFIGHTING

The Firefighting function communicates, controls, and coordinates requests for firefighting resources from multiple fire-rescue agencies in rural and urban firefighting operations and supports other ESFs in completing their missions. This ESF's coordinated effort enhances overall preparedness, response, and recovery capabilities.

#### **Lead Agency:**

- WCFR/SWFD

***Support Agencies:***

- DeFuniak Springs Fire Department
- Volunteer Fire Departments
- Florida Forest Service (FFS)

**ESF 8: HEALTH & MEDICAL**

ESF 8 is responsible for coordinating all local and incoming health and medical resources required in the county's response to and recovery from a disaster. Health and Medical also operates medical points of dispensing (PODs) for disasters requiring a pharmaceutical response and is responsible for the provision of life sustaining pharmaceuticals.

***Lead Agency:***

- FDOH - Walton

***Support Agencies:***

- Ascension Sacred Heart Hospital on the Emerald Coast
- Fire Districts
- District 1 Medical Examiner's Office

**ESF 9: SEARCH & RESCUE**

ESF 9 provides specialized lifesaving assistance for incidents requiring a coordinated response. In a disaster the main priority is getting people out of harm's way. Search and Rescue is responsible for locating, extracting, and providing immediate medical treatment for life-threatening injuries of survivors trapped in collapsed structures, debris fields, excavations sites, or maritime incidents.

***Lead Agency:***

- WCFR/SWFD

***Support Agencies:***

- DeFuniak Springs Fire Department
- Volunteer Fire Departments

**ESF 10: HAZARDOUS MATERIALS (HazMat)**

The HazMat Function, when activated, provides the mechanism for coordinated response to a potential or actual discharge of, and/or an uncontrolled release of any hazardous materials. ESF 10 shall establish priorities and oversee the implementation of emergency work for hazardous material incidents during the response and recovery phases based on the Incident Objectives established by Unified Command.

***Lead Agency:***

- WCFR/SWFD

***Support Agencies:***

- DeFuniak Springs Fire Department
- Volunteer Fire Departments
- Florida Department of Environmental Protection (FDEP)

## **ESF 16: LAW ENFORCEMENT**

Law Enforcement commands, controls, and coordinates requests for resources in support of law enforcement field activities. ESF 16 will complete and maintain status reports for major incidents, implement the objectives of the IAP assigned to Law Enforcement, and assist and serve as an advisor to the Emergency Services Branch Director and OSC, as required.

***Lead Agency:***

- WCSO

***Support Agencies:***

- DFSPD
- Florida Highway Patrol (FHP)
- Florida Forest Service (FWC)
- FLNG
- Florida Department of Law Enforcement (FDLE)

## **ESF 17: ANIMAL & AGRICULTURAL SERVICES**

Animal Services is responsible for identifying, managing, and organizing the response or resources needed for the care of domestic animals and livestock following a disaster. They also coordinate emergency response and relief assistance with local, state, and national agencies and are responsible for operating the County's pet friendly shelter.

***Lead Agency:***

- WC Animal Services
- UF/IFAS Walton County

***Support Agencies:***

- Alaqua Animal Refuge
- WC Mosquito Control
- South Walton Mosquito Control District
- Florida Department of Agriculture and Consumer Services

## **HUMAN SERVICES BRANCH**

The Human Services Branch is responsible for the coordination of services to provide for the basic human needs related to a disaster before, during and after its impact. This includes but is not limited to shelters, food and water distribution, mass feeding sites, medical assistance, crisis counseling, assistance for persons with special needs and for the care and protection of animals. The Lead Agency for the Human Services Branch is the Matrix Community Outreach Center (COC).

### **Housing Unit**

The Housing Unit is responsible for the coordination of post disaster housing strategies to provide safe, sanitary, timely housing solutions for displaced victims. This can include options such as vacant hotels/motels, apartments, mobile homes, recreational vehicles, big box structures, floating options, tents, etc. The Housing Unit's goal is to assist families as needed during their move into temporary or permanent housing. Such assistance may include accessing rental assistance money, donated furnishings,

coordinating with volunteer movers, and coordinating transportation. Efforts to assist families will be coordinated with the Unmet Needs Unit.

***Lead Agency:***

- WC Housing and Urban Development (HUD)

***Support Agencies:***

- WC Economic Development Alliance (EDA)
- Habitat for Humanity
- Emerald Coast Realtors Association

**ESF 6: MASS CARE**

Mass Care is responsible for providing basic human services, including sheltering, mass feeding operations, bulk distribution of emergency items to sheltered persons, collecting, and providing information on survivors to family members, temporary housing, emotional support, mental health, and other necessities to persons impacted by a disaster.

***Lead Agency:***

- WCSD

***Support Agencies:***

- The Matrix COC
- ARC
- Salvation Army
- FDOH- Walton

**ESF 15: VOLUNTEERS & DONATIONS**

ESF 15 establishes systems to cope with the surge of unaffiliated, spontaneous volunteers and in-kind donations that are expected to occur during the response to major incidents or sizeable disasters.

***Lead Agency:***

- WCEM

***Supporting Agencies:***

- Salvation Army
- Volunteer Florida
- WCEM CERT
- The Matrix COC

**ESF 18: BUSINESS AND INDUSTRY**

ESF 18 disseminates and coordinates information, resources, and capabilities among private and public sector agencies. This enhances business disaster preparedness and facilitates post disaster economic and community recovery.

***Lead Agency:***

- WCTD

***Support Agencies:***

- Walton Area Chamber of Commerce

- WC EDA

Responsibilities will be carried out in accordance with the policies and procedures developed by the ESFs and captured in the Walton County ESF Coordinating Procedures. Each ESF maintains a Coordinating Procedure manual that is updated in accordance with *SOG PL-001 Review and Maintenance of EM Plans* and is stored at the EOC.

## **AIR OPERATIONS BRANCH**

The Air Operations Branch is responsible for the coordination of services to supervise all air operation activities, prepares the air operations portion of the IAP, implements its strategic aspects, and provides logistical support to aircraft operating on the incident. The Lead Agency for the Air Operations Branch will be determined by the type of aviation operations that are supporting the incident.

## **VII. RESPONSE ACTIONS**

### **Operational Priorities**

- Life safety,
- Incident stabilization,
- Property protection,
- Environmental protection/Historic preservation,
- Restoration of essential services/functions, and
- Coordination among all levels of government.

### **Life Safety**

#### **Emergency Life Saving Measures**

In the immediate post-disaster environment, the priority is to save lives of people.

**Search and Rescue:** All fire districts/departments will implement search and rescue missions as soon as safely possible.

**Treat, Triage, and Transport:** WCFR and SWFD in coordination with the ESF 8 (Health and Medical) will provide lifesaving medical assistance to survivors.

#### **Protective Actions**

When Walton County is threatened by a significant event, the EM Director will evaluate the hazard and vulnerability to determine the most appropriate protective action decisions. The WCEM Director will brief the EPG on the hazard and recommended protective action decisions.

#### **Evacuation**

A large-scale evacuation of Walton County residents, visitors, and pets may be initiated by potential threats including tropical storms, hurricanes, floods, hazardous materials spills, wildfires, chemical, biological, radiological, nuclear, and explosive (CBRNE) terrorist attacks. Any large-scale evacuation with regional implications will significantly

impact major transportation arteries and necessitate inter-county coordination among regional and State partners. Walton County can host evacuees when not at risk, such as in the case of a catastrophic weather event in other regions of the State. Maps indicating Evacuation Routes and Zones are available on the [County Website](#).

**Evacuation Authority:** The EM Director has the responsibility to recommend the need to issue an Evacuation Order for high-risk areas in the County to the EPG prior to the landfall of a tropical storm or hurricane. The EM Director will make this recommendation to the County Administrator, or designee and request a meeting of the EPG to discuss protective action options as well as to request a meeting of the BCC to discuss the need for an LSE. The BCC will convene to approve the LSE and include any protective action measures. All policies affecting the direction and control of the evacuation remain the responsibility of the BCC, through the EM Director, and are administered by the EOC. The BCC, through the EM Director, has the authority to order a countywide evacuation and/or a shelter-in-place order applicable to all jurisdictions.

For all other threats, wildfires, hazardous materials incidents, flooding, or any other applicable threat identified, the EM Director has the responsibility and authority to order an evacuation and/or shelter in place for the effected population.

### **Shelter in Place**

In the event of a hazardous materials incident, biological threat, or infectious disease threat authorities may determine it is safer for at-risk populations to remain within the safety of interior structures. The shelter in place order, which restricts the movement of at-risk populations, may be voluntary or involuntary and will be enforced by law enforcement. Through a Shelter-In-Place Order, public officials anticipate that structures such as homes, businesses, or schools can provide protection from exterior hazards (hazardous materials plumes or contagious persons). If the Shelter-In-Place Order remains in effect for long periods, the logistical support of isolated populations may become a significant challenge.

**Shelter-In-Place Authority:** A Shelter-In-Place order may be initiated by the on-scene IC if persons in the immediate vicinity are in imminent danger. The on-scene IC will coordinate Shelter-In-Place Orders with the EM Director.

For other countywide events, individuals residing in non-evacuation zones and in safe structures may be encouraged to shelter-in-place by the EM Director.

### **Quarantine**

A Quarantine Order restricts the movement of at-risk populations and confines them to pre-identified locations which may be necessary to monitor, isolate, and treat contaminated or contagious persons and animals. It is the responsibility of the FDOH-Walton Health Officer to issue a public health emergency and recommend a Quarantine Order. The escalation to a Quarantine Order is likely to be caused by serious public health threats within the community. This order may be voluntary or mandatory and will be enforced by law enforcement. Quarantine Orders will always necessitate an LSE.

### **Isolation**

Isolation Orders may be issued for natural, technological, and human-generated hazards for affected persons. In the event of a biological threat, County officials may determine it safer for ill populations and ill animals to remain within the safety of interior structures. An

Isolation Order, which restricts the movement of affected populations, may be voluntary or mandatory and will be enforced by law enforcement. Confinement in structures such as homes, businesses, schools, and hospitals will help to contain the spread of the disease to others. Affected persons in isolation may require medical intervention. Isolation Orders will always necessitate an LSE.

### **Curfew**

Because of substantiated threats or otherwise dangerous conditions, Walton County, in close coordination with the municipalities, may issue Executive Orders to establish curfews to ensure public safety during a state of emergency. Curfew Orders restrict the travel and movement of persons within identified geographic areas during specific times of the day. The purpose of a Curfew Order is to protect public safety and maintain order.

**Curfew Authority:** Under an LSE, the BCC and/or County Sheriff may establish a countywide curfew or a specific area curfew to restrict travel and movement within the County. Curfew Orders will always necessitate an LSE.

### **Restrictions**

To promote public safety, Walton County, in close coordination with the municipalities, may restrict the sale, purchase, or possession of alcoholic beverages, firearms, or flammable substances for the duration of the declared LSE. The extent and application of such emergency restrictions shall be tailored to meet the specific situation and may be modified from as needed.

These population protection actions are in accordance with [F.S. 870.045](#).

Protective action decision-making and implementation shall occur in close coordination with all municipalities within the County, neighboring counties, potential host communities, partner agencies, and the SEOC. Each Hazard Specific Plan may detail additional protective action decision-making mechanisms which are applicable specifically to that disaster.

### **Sheltering**

**Shelter Program:** A variety of shelter options are available to accommodate disaster survivors requiring temporary shelter. Shelters may be classified into several categories:

- **General Population Shelter:** Facilities provide protection from harm in the event the persons must evacuate their homes and who have no other option for sheltering. These shelters provide basics such as food, water, and basic first aid. Persons evacuating to a general population shelter should bring their own supplies such as blankets, toiletries/hygiene items, medications, and clothing. To the extent possible (based on availability, cost, and need), generators may be made available in general population shelters.
- **Special Needs Shelter (SpNS):** Location(s) that are, in whole or in part, designated under F.S. [Chapter 252](#) and F.S. [Chapter 381](#), to provide shelter and services to persons with special needs who have no other option for sheltering. These shelters are designated to have back-up generator power. SpNS services are intended to minimize deterioration of pre-event levels of health. Typically, these capacities are determined based on 60 square feet per person.
- **Pet Friendly Shelter (PFS):** Location(s) that are, in whole or in part, to provide shelter

and services to persons with pets who have no other option for sheltering as designated by F.S. [Chapter 252.35](#). These shelters may allow caregivers to remain with pets. These shelters provide basics such as food, water, and basic first aid. Persons evacuating to a pet friendly shelter should bring their own supplies such as pet food, pet cages/carriers, blankets, toiletries/hygiene items, medications, and clothing.

- **Evacuation Shelter:** A safe congregate care facility that is utilized for populations displaced by a disaster. It may be located inside (risk shelter) or outside (host shelter) of the disaster impact area and is typically operational for a period not to exceed 72 hours. Typically, these capacities are determined based on 20 square feet per person.
- **Risk Shelter:** Facilities designated as risk shelters may be located within the hazard risk zone (lie in the forecast path and associated error cone of an approaching hurricane or severe storm). Construction of these facilities meets minimum safety requirements considered for least risk decision making for the community.
- **Host Shelter:** A facility that is safe and provides services and is located outside of a hazard risk area.
- **Recovery Shelter:** A facility that is safe and provides services and is located outside of a hazard risk area. For populations displaced by an emergency or disaster event. Typically, these capacities are determined based on 40 square feet per person.
- **Short-Term Shelter:** A safe congregate care facility that provides services and is utilized for a period not to normally exceed two (2) weeks for populations displaced by an emergency or disaster event.
- **Long-Term Shelter:** A safe congregate care facility that provides services and is utilized for durations typically longer than two (2) weeks for populations displaced by an emergency or disaster event.

**Shelter Triage:** A triage process is in place to be used during shelter registration to determine the client's medical and functional needs. Clients will be informed of what functional needs support services will be available at the shelter.

People whose needs exceed the level of care that can be provided at a SpNS will be referred by the FDOH - Walton to a more appropriate facility. Due to the nature of the event and prevailing conditions, it may not be possible to move people to an alternate location. In situations regarding people with medical conditions that exceed the level of care that is available, all attempts will be made to move these people to appropriate locations. If conditions become too dangerous for travel, people will not be turned away from the SpNS.

### **Re-Entry**

The WCEM Re-entry Plan is designed to provide uniform guidance following a disaster in which an evacuation order has been issued. It includes procedures to ensure safe and orderly tiered re-entry and clarifies the roles and responsibilities of local and state agencies that may be involved. Re-entry will occur in coordination with municipal officials however, the County is responsible for the overall process. ([Re-entry Plan](#))

### **Incident Stabilization**

Once life safety priorities have been addressed incident stabilization activities begin. Stabilization activities are aimed at minimizing danger or stopping additional damage from



occurring. This group of activities often includes initial damage assessment, salvage, or mitigation activities. Some agencies may be called in and assigned to support the incident stabilization with logistics or crisis communication activities as stabilization efforts may take hours or days.

## Property Protection

In the post-disaster environment, the secondary priority to life safety is incident stabilization and property protection. Based upon the hazard, various protective measures can be implemented to protect property.

**Temporary Emergency Repairs of Public Buildings:** ESF 3 (Public Works) is responsible for identifying, prioritizing, and implementing temporary emergency repairs for public buildings and critical infrastructure.

## Environmental Protection/Historic Preservation

Walton County considers historic preservation a top priority when prioritizing emergency and permanent repairs. The Parks and Recreation Department will lead the efforts regarding damage assessment and prioritization of restoration efforts. Resource protection standards and processes are detailed in *Walton County Land Development Code: Chapter 4. WCLDC 4*.

## Restoration of Essential Services/Functions

**Emergency Debris Clearance, Removal, Processing:** ESF 3 establishes the most efficient and cost-effective methods to resolve disaster debris removal and disposal issues and expedites debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety and welfare of Walton County residents and visitors. ESF 3 is responsible for the coordination of all debris management activities to include private property debris removal (PPDR) when PPDR is deemed a threat to public health and safety.

**Water System (Potable Water Supply):** Public Works in coordination with municipalities and ESF 12 is responsible for the restoration of the potable water supply while ESF 8 is responsible for its safety.

**Wastewater System (Sanitary Sewer System):** Public Works, municipalities, and ESF 12 are responsible for the restoration of the wastewater system. The centralized sanitary system relies upon a broad network of pumping stations to regulate the flow of the sewer system. Power outages severely disrupt the operation of the wastewater system.

**Power System (Temporary Power Generation, Fuel, and Gas):** ESF 12 is responsible for monitoring the status of all power related systems in the County. The primary electrical service providers in Walton County are Florida Power and Light (FPL), CHELCO, and Gulf Coast Electric Cooperative. Each power company has customers in unincorporated Walton County as well as the municipalities.

## VIII. PARTNER COORDINATION

### Planning and Reporting

#### FLASH Reports

The Flash Report is a brief one-page report intended to be distributed to EOC response partners on a need-to-know basis only, providing incident status and/or updates, lead time information, and any pre-incident status information or guidance.

#### Situation Reports (SitRep)

During each operational period, every EOC operational unit is required to submit a SitRep to provide an overview of their status and the action performed to achieve the current IAP objectives. SitReps are meant to reflect activities from the previous operational period (IAPs look forward; SitReps look back). This document provides a more in-depth description of the incident, incident consequences, and a summary of current actions.

#### Incident Action Plans (IAP)

IAPs are developed for each operational period and are based on details collected from the SitRep and the current objectives set by the IC/UC. Branch Directors/Section Chiefs present the Planning Section with these objectives at which time the Planning Section compiles the information into a consolidated IAP. The IAP specifies incident objectives, tactics, resources, organization, Communications Plan, Medical Plan, and other appropriate information. Once the IAP is developed, it is given to the UC Team by the PSC for approval by the IC.

### Planning Cycle

Incident action planning is essential for a successful response to expanding incidents. The Planning Section will be the lead for implementing a cyclical planning process designed to gather information, discuss and set priorities, and communicate this information to the EPG and all agencies responding to the event. The Planning Cycle, for the Planning Section, includes evaluating the situation, developing incident objectives, selecting a strategy for responding, and resource management. Once the initial objectives have been set, the EOC will follow the cyclical portion of the "Planning P" until demobilization is determined appropriate.

All Command and General (C&G) staff positions play key roles in gathering and distributing information. In addition, all section chiefs are responsible for ensuring that the objectives set forth throughout the planning process are implemented by the branches and units/ESFs within their Section.

#### Tactics Meeting

The purpose of the Tactics Meeting is to review the tactics developed by the OSC. This meeting addresses the following:

- How the selected strategy will be accomplished to achieve the incident objectives,
- Assign resources to implement the tactics,
- Identify methods for monitoring tactics and resources and adjusting accordingly (different tactics, different resources, or new strategy).

## **Planning Meeting**

The Planning Meeting provides the opportunity for the C&G Staff to review and validate the IAP.

- ***Planning Section Chief*** conducts meetings, gives the situation and resources briefing.
- ***Unified Command*** states the incident objectives and policy issues.
- ***Operations Section Chief*** states the primary and alternative strategies that the branches and units/ESFs will implement to meet the objectives and reports any anticipated problems or concerns.
- ***Admin/Finance Section Chief*** states any administrative, budget, cost considerations.
- ***Logistics Section Chief*** states requirements needed for communications, traffic, safety, medical, etc., with contributions from the PSC.
- ***Procurement Unit Leader*** authorizes the purchase of requests/orders and develops the resources, support, and overhead orders.

## **Operational Period Briefing (Ops Briefing)**

The Ops Briefing is held in the Ops Room and is conducted immediately prior to the start of the new operational period. Incident management personnel, agency officials, and cooperating/assisting agencies and organizations should attend the operational period briefing. EOC staff members are briefed on the operational elements of the plan to ensure they are aware of what it is that must be accomplished for that operational period. EOC staff can ask relevant questions regarding the plan, be briefed on any critical safety issues, and be informed regarding specific logistical information.

## **Resource Management**

During the response phase, the Administration/Finance Section will coordinate with LOGS to implement the financial documentation and tracking processes. County-related response and recovery actions are paid with funds from the current County budget. If the County qualifies for a Presidential Declaration to include Public Assistance (PA) Program funding, the County will request post-disaster reimbursement for eligible expenses.

When the County declares an LSE, emergency purchasing procedures come into effect under the authority of Florida Statute 252.31-91. The Administration/Finance Section will document response and recovery costs in compliance with federal reimbursement requirements. The Time Unit Leader will be responsible for documenting all human resource-related costs. The documentation must include personnel overtime and associated usage of equipment and goods. Emergency personnel deployed out-of-county in support of operations conducted under the provisions of the SMAA must independently document all expenses associated with their deployment.

### ***Resource Identification & Gap Analysis***

An identification of required resources needed to respond to an incident will be conducted. A required resources list will be compiled with input from partner agencies and will be compared to the list of existing resources in the resource inventory. A gap analysis will then be conducted to identify required resources. This analysis will identify and categorize resource requirements based on typing guidelines to assist in determining the priority of need.

### **Resource Acquisitions**

**Resource Request Procedure:** The Logistics Section Coordinating Procedures detail the resource request procedures. All requests must be validated, prioritized, assigned, tracked, and documented initial acquisition through resource demobilization. The Logistics Section Chief can consult with the warehouse, transportation, human resources, purchasing, SERT Liaison, private vendors, and other representatives for resource identification and acquisition.

**Mission Assignment:** In a field setting such as an IC post, mission assignments will be determined by the incident objectives set by the IC. In locations other than the IC posts, mission assignments evolve from decisions made by Unified Command. As the Unified Command formulates protective action decisions prior to an incident, or response decisions following an incident, resources are deployed as required. Missions and resources are tracked by the Planning Section Resources Unit.

**Locally Available Resources:** Since all local resources must be exhausted first, a system for timely emergency acquisition has been established. The Logistics Section Coordinating Procedures detail the methodology for acquiring local resources from a variety of sources.

- **Municipal Resources:** The Logistics Section is responsible for the coordination of all resources from and for municipalities when they cannot locate the resources themselves.
- **County Resources:** The EOC will coordinate resources requested within the County and determine which resources are not locally available and need to be requested from alternate sources.
- **Private Sector Resources:** The utilization of private sector resources will be coordinated by the Logistics Section Chief with assistance from the ESF 18 and the Public- Private Partnership.
- **State and Federal Resources:** When the response to an incident has exceeded local capacity, resources may be requested from the SEOC. Once State resources are exhausted, the SEOC will request mutual aid and/or federal resources. In addition to equipment and supplies, specialized teams may be sent to support local responders.
- **Personnel Resources:** Temporary staffing will be coordinated through the Logistics Section in coordination with the Walton County Human Resources Department. Those staffing requests will first be filled by County employees who will be redirected from their everyday jobs and placed on temporary disaster assignment before contracting a vendor.
- **Volunteers:** WCEM, as lead agency of ESF 15, coordinates disaster volunteer management, including the Volunteer Reception Centers (VRCs). Volunteer organizations, as well as unsolicited volunteers will be coordinated through the VRCs. This will ensure that proper background checks are conducted, a skills inventory is performed to ensure the most efficient and effective use of volunteers and safety briefings are held to reduce potential injuries and decrease liability. Through local programs and volunteer centers, emergency response agencies recruit and train volunteers to help lessen the effects of disasters and enhance the community's capability to respond.
- **Donations:** Donated goods, materials, services, and financial resources will be coordinated through ESF 15. This will ensure efficient and effective distribution of these items and services.

**Communications Unit:** Aside from amateur radio and emergency/911 communications, the preparation, assessment, and repair of all information technology (IT) systems are the responsibility of MIS Team under the Communications Unit. In addition to WCSO dispatch staff as well as members of ARES, the Communications Unit is made up of County MIS staff to address IT issues.

**Logistics Staging Areas:** The State of Florida has an LSA located in Orlando. Walton County will operate local LSAs for County resources. The individual LSA locations will be determined in response to need and available space.

**Pre-Designated Staging Areas:** Walton County has pre-selected staging areas that may be modified or relocated as conditions warrant to address the incident objectives. The Staging Areas are operated by the WCPW Department through the Logistics Section, and house incoming personnel and supplies.

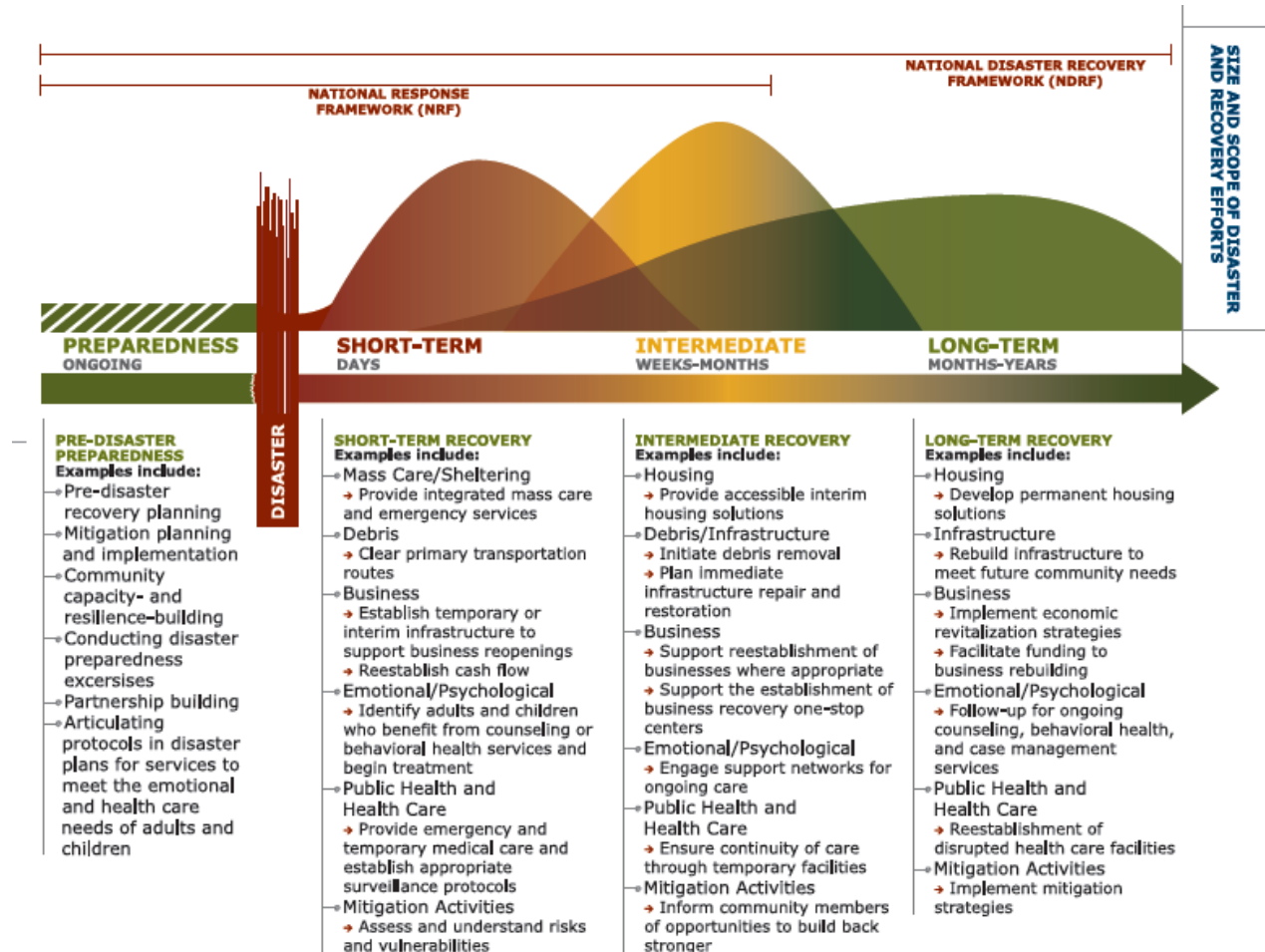
**Points of Distribution:** WCEM has pre-identified Points of Distribution (PODs) throughout the County and MOUs in place with each respective agency. The PODs, operated by the Logistics Section, are used to distribute resources (water, food, and tarps) and emergency supplies.

**Resource Tracking & Accounting** In compliance with the resource management procedures outlined in the LOGS Section Coordinating Procedures, resources will be tracked and assigned a mission number that notes the item, deployment location, time out and expected return, and other pertinent information. The LSC will complete the resource request form detailing the following information for resource management purposes:

- requesting entity,
- brief statement of need,
- originating entity,
- method of delivery and location of delivery,
- associated expendable resources,
- anticipated duration, and
- funding.

## IX. RECOVERY ACTIVITIES

Recovery is divided into three phases: **short-term**, **intermediate term**, and **long-term**. Short-term recovery begins when response begins. It is part of incident stabilization. As time progresses from the initial impact and stabilization increases, then it transitions to intermediate term recovery, then long-term recovery begins.



The definitions according to the *National Disaster Response Framework* are:

**Short-Term Recovery:** Phase of recovery which addresses the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery decision making.

**Intermediate Recovery:** Phase of recovery which involves returning individuals, families, critical infrastructure and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

**Long-Term Recovery:** Phase of recovery that may continue for months or years and addresses complete redevelopment and revitalization of the impacted area, rebuilding or relocating damaged or destroyed social, economic, natural, and built environments and a move to self-sufficiency, sustainability, and resilience.

## **General**

The primary agency responsible for coordinating recovery activities during the short and intermediate term is WCEM headed by the EM Director or designee, and the Emergency Support Functions (ESFs), Branches, and Units within the Emergency Operations Center (EOC). During this time, ESFs will transition to Recovery Support Functions (RSFs)

As the focus shifts to long-term recovery, the WCBCC and WC OMB will be directly responsible for coordinating recovery efforts. The EPG will ensure coordination throughout the recovery process.

Agencies that have a primary role in short-term recovery include those representing the ESFs in the EOC. The support agencies during short-term recovery are the same as the support agencies during response. Both the primary and support agencies and their roles are listed in the Basic Section of this CEMP.

During long-term recovery, various divisions and departments of the Walton County BCC take on the primary role, as the need for building permits, approval for infrastructure projects and other such matters that fall under the control of the BCC take precedence. Some ESF agencies may remain active in support roles as needed.

To maintain continuity, the WCPW Director, or designee, will provide a liaison to the Joint Field Office (JFO) and State Recovery Staff throughout the recovery process. They will also coordinate with municipalities within the County throughout the recovery process. The coordination of recovery activities will involve all municipalities and the County. Information obtained through damage assessments conducted by each municipality will be communicated to the County via the EOC. By sharing information, a determination will be made if recovery projects can be combined for a more cost effective and timely project.

There is no clear transition point from response to recovery, as short-term recovery begins during response. The determination to fully transition into long-term recovery will be made by a consensus between the BCC or designee and the WCEM Director or designee. At a minimum, short term recovery will encompass restoration of essential services, preliminary impact and damage assessments, and identification of immediate and unmet needs to ensure life safety prior to transition to long-term recovery.

When a federal disaster declaration is made a JFO will be established outside of the affected area. In the JFO, local, state, and federal resources will be maximized through the coordination of efforts. The coordination efforts will include the sharing of information and the pairing of staff to work alongside their state and federal counterparts.

If Walton County is included in a Presidential Declaration, a Request for Public Assistance (RPA) is submitted through the Walton County OMB/Finance Department. The state and federal government then set up an Applicant Briefing and Kick-Off Meeting. Project Officers are assigned to the county. Finance will work closely with the assigned officers to write the Project Worksheets. These are submitted to FEMA by the Project Officers and once they are

deemed eligible and obligated, the request for reimbursement for county expenses is submitted by Finance. Funds are administered following guidance from FEMA and FDEM and the Walton County Disaster Spending Policy (PP-016): ([Purchasing-Manual](#))

The county representatives for the Applicant Briefing and Kick-off Meeting will be the Chief Financial Officer (WC CFO), Grants Coordinator, WCPW Director/Program Manager, and Construction Engineering Manager. Other attendees of the Applicant Briefing and Kick-off Meeting will be representatives of the potential PA applicant agencies that will be determined by the specific nature of the disaster.

In an undeclared disaster, the County recovery activities will be conducted as needed for the safety of the residents and visitors. These needs will be determined by the Walton County EPG. The County's recovery efforts are financed from the regular budget or from the reserves as needed. The ESF representatives will be called on as needed and available.

Walton County has a Long-Term Recovery Organization (LTRO) comprised of various local nonprofits and volunteer groups. The LTRO assistance is sustained by community donations and community grant funds. Case managers review each situation to determine eligibility for services. The organization's board of directors is in the process of creating print materials to solicit donations, volunteers, and recipients of services. During "blue skies", the LTRO is inactive. The LTRO mobilizes during "grey skies".

## **Recovery**

### **Damage Assessments**

Damage assessment includes those actions that are undertaken to determine the nature and scope of damages to structures, facilities, and infrastructure for the purpose of identifying and scaling the need for State and federal disaster assistance in the recovery phase. Additionally, the assessment serves to document the need to support a Presidential Declaration, triggering federal financial assistance. An initial damage assessment will be undertaken by a host of organizations and will be coordinated and managed by the lead ESF 3 agency (WCPW), which will report to the State through the EOC for a potential Federal Declaration.

While each municipality is ultimately responsible for its damage assessment processes, coordination between these organizations is important for acquisition of data for summarizing and reporting. WCEM staff will be involved in the overall assessment of damage. 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. The assessment results will be used to determine necessary infrastructure recovery projects. The initial short-term recovery priorities will be established and addressed through the EOC. As the transition to immediate and long-term recovery occurs, those priorities will be re-organized for action by the Walton County EPG. All long-term recovery priorities will be established and coordinated through the Walton County EPG. These priorities will use the Post Disaster Redevelopment Plan (PDRP) as a framework for re-building the economic livelihood and supporting the citizens of Walton County.

The PDRP identifies policies, operational strategies, and roles and responsibilities for implementation that will guide decisions affecting long-term recovery and redevelopment of



the community after a disaster. The plan emphasizes seizing opportunities for hazard mitigation and community improvement consistent with the goals of the local CEMP and with full participation of the citizens. Recovery topics addressed in the plan shall include business resumption and economic redevelopment, housing repair and reconstruction, infrastructure restoration, short-term recovery actions that affect long-term redevelopment, sustainable land use, environmental restoration, and financial considerations as well as other long-term recovery issues identified by the community.

### ***Initial Damage Assessment***

ESF 3 (WCPW) will initiate a recall of personnel trained to conduct assessments; this will be accomplished by procedures set forth by WCPW. Criteria used to assess the damage levels during the initial damage assessment for both individual and public assistance are set forth in Appendix 2. Formal arrangements of Damage Assessment Teams (DAT) will be made by the EM Director, or designee, based upon the magnitude of the disaster and the level of involvement of the primary and supporting agencies within the EOC and field for the entire county to include municipalities to determine residential and business loss. Each municipality and special taxing district will be responsible for completing their own damage assessments for Public Assistance. Municipal and special taxing district representatives attend all meetings pertaining to damage assessment (applicant briefing/ kick-off meeting) and will work with Finance to ensure their interests are addressed appropriately.

WCEM will conduct an aerial assessment of the County using Unmanned Aerial Vehicles (UAVs) and/or other aviation assets for an overall picture of the damage, if possible. If possible, digital video and still photographs shall be made for the Initial Damage Assessments "quick estimate" of the damages. This estimate will be reached based on certain presumptions and assumptions to be pre-determined by the recovery team in the EOC. The team will also use property values from the Property Appraiser's files and standard rates for labor and equipment from WCPW.

For cost estimation of damaged County equipment, Walton County OMB will refer to the master inventory list of items costing greater than \$1,000. This list is audited annually. Individual departments are responsible for maintaining inventory lists of items costing less than \$1,000.

WCPW will assist DATs to better assess damage to individual properties, including preliminary financial/economic loss to the tax base of the county through the Property Appraiser's Office. The Engineering Department will focus on assessment of public infrastructure, to include public and private non-profit organizations' infrastructure in all jurisdictions. This will include CO-OP's, water utilities, roads and bridges, etc. WCEM will direct that office regarding priorities based on damage estimates and reports received at the EOC.

Staff from the Building Department, Code Enforcement, and Property Appraiser's Office will conduct assessments of physical damage to real property and make the determinations for habitability post-disaster. FDOH - Walton will provide personnel to assist in these decisions if necessary.

ESF 3 will provide information and coordinate necessary training for staff and other organizations as to how this information and data will be collected efficiently and effectively. The WCEM Operations Coordinator conducts training and exercises with the DATs as needed.

The Teams look at critical facilities to determine immediate and life safety needs.

Damage estimates will be coordinated and summarized through ESF 3. This coordination will include setting up a program to gather and capture damage assessment results. This survey will also provide documentation as to the level of damage and habitability of structures, potentially identifying substantially damaged property. The Property Appraiser's Office will assist in providing estimates of loss and economic impact. If an aerial assessment is not possible, the county will rely on a Windshield Assessment to provide the immediate damage assessment.

All detailed damage assessment information will be provided to the Geographic Information Systems (GIS) unit for mapping and archiving. Accumulated and summarized data for both Individual Assistance (IA) and Public Assistance (PA) from ESF 3 will be provided to the WCEM Operations Coordinator who will in turn coordinate and send the information to the State to document community damages and impacts to support a potential disaster declaration. This summary data will be provided to the Planning Section for inclusion in the IAP.

The initial assessment is conducted by response agencies within their zones. This assessment provides a snapshot look at the situation and will assist in determining the process for a more detailed damage assessment and to begin the prioritization of the recovery process.

The predetermined and trained assessment teams use the Damage Assessment Forms found in Appendix 2. Along with the forms are the basic instructions given to all WCPW employees.

The completed forms are delivered to the state via @WebEOC or email.

#### ***Joint Preliminary Damage Assessment***

If the initial damage assessment figures indicate that the damage is severe and widespread, State and federal teams may be dispatched to assist in completing the damage assessment. To activate the state and federal damage assessment teams a formal request through @WebEOC, email, or other available means by the EM Director or designee is required. These teams provide a detailed assessment of current damage. This is accomplished with over-flight or windshield assessments; both may be conducted simultaneously. Local damage assessment is accomplished by viewing the damaged areas from vehicles and/or by UAV. Damage reports are collected by the Planning Section in the EOC.

The assessment teams, comprised of state, federal and local personnel, verify damage assessment information to determine the width and breadth of the damage. These teams may include personnel from WCPW, Code Compliance, GIS, Property Appraisers Office, and other local government personnel as determined by the EM Director or designee. Local personnel assigned to work with the state and federal partners will be familiar with damaged areas and will supply the maps needed to complete the assessment.

Information is shared with Local, State and Federal officials as needed by the Planning Section Chief using State Damage Assessment Forms, Situation Reports, and other means. This prevents duplication of effort and verifies adequacy of information. The Planning Section will consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of

information.

Methods for addressing Walton County's recovery priorities are addressed in Section 8 of the WC PDRP.

### **Multi Agency Resource Centers (MARC) & Disaster Recovery Centers (DRC)**

MARCs and DRCs are established in, or near, the community affected by the disaster where persons can meet face-to-face with represented government and non-profit agencies to:

1. Discuss their disaster-related needs,
2. Obtain information about disaster assistance programs,
3. Tele-register for assistance,
4. Learn about measures for rebuilding that can eliminate or reduce the risk, and
5. Request the status of their application for Assistance to Individuals and Households (IA).

The MARC is a local-run facility, pre-federal declaration or in the absence of a federal declaration, offering services and recovery programs from the State and local government and non-profit organizations. The DRC is set up post-federal declaration and it becomes a federal, State, and local operations center with the inclusion of federal programs. A list of possible government-owned sites for the DRC will be maintained by the WCEM Operations Coordinator.

The Operations Section Chief or designee will be the contact for all MARC/DRC coordination and will request support in the form of an ESC or DRC to serve the county. The request for an ESC or DRC will be coordinated through the Logistics Section and @WebEOC, email or other available means. Discussions by relevant State, federal, and local representatives will come to an agreement as to the need, from which a decision regarding opening a MARC or DRC will be made.

While they are State or Federal assets, MARCs and DRCs are considered a partnership between federal, state, and local governments as appropriate. The decision to open a MARC or DRC is based upon initial damage assessment and unmet needs for human services within the county. Once it has been determined that a MARC or DRC will be opened in Walton County, the State EOC will take the lead and will notify the County EOC of operational times. The State EOC will request resources from the County to support the MARC, to which the County will assist within its ability. Based upon those needs, the appropriate ESF's and support agencies within the County EOC operations will be coordinated to attempt to meet those needs.

The logistics section will support the MARC/DRC effort for resources as needed and directed. Non-profit, State, and local agencies and organizations that provide potential case management and resource support services to individuals will be coordinated to offer services in the MARC/DRC directly to those in need in support of State and/or federal programs set-up in the MARC/DRC. Those agencies will be coordinated through ESF 15 and the Operations Section Chief to provide a "one-stop" shop for people in need. Should the situation dictate County personnel will be present to support operations; the Operations Section Chief will identify available persons through current operational staff or work with the Logistics Section to identify untapped human resources to support the MARC/DRC operations. Those staff will be contacted with instructions for work assignments at the time

of the need.

The WC PIO will provide local media with detailed information regarding locations of service/recovery centers, distribution sites and other individual assistance programs, as well as information regarding those representative agencies locating in the MARC/DRC. The PIO will also provide the federal/State DRC/MARC manager with up-to-date information on services available throughout the County as they are identified so that the information can be provided to citizens and referrals can be made to organizations and agencies that may be able to assist beyond those located in the MARC/DRC.

The WCEM Director or designee is responsible for notifying the state of the need for a DRC. The DRC will be requested by the EOC through @WebEOC to be established within the County. The request shall be for the State Emergency Response Team (SERT) to establish the DRC. The County and State will jointly decide if a DRC is needed. Once selected, equipped, and staffed, these will open to the public. DRCs will remain open based on need. A DRC may be established in the county following a Presidential Declaration of a major disaster. Each center will provide a single location where disaster victims may apply for all types of assistance.

When a DRC is needed, the SERT will notify the County EOC to select or verify the location(s). The EOC will coordinate the opening, equipping, and staffing and may require assistance from various County agencies depending on the event. Once the DRC location has been selected, the appropriate staff and contacts for that facility will be notified by telephone or other means available.

As the numbers of disaster victims applying for assistance declines, the Local, State and Federal Deputy Coordinating Officers for Recovery, acting upon recommendations from the State Coordinating Officer and Federal Coordinating Office will make the decision to close a DRC. The Local, State and Federal PIOs will work with the appropriate ESFs to prepare press releases to advise the public that a DRC site will close. The effective date of the DRC closing, as well as a listing of remaining open DRC sites, will be included in the releases.

The WCEM Director or designee will serve as the liaison for DRC coordination in pre- and post-event situations. DRCs are located at public facilities where public restrooms are handicap accessible and parking is adequate.

Locations are on main thoroughfares in their communities and their locations are commonly known. These facilities are considered Critical Facilities, which indicates priority in utility restoration. These facilities shall have functional air conditioning and heating systems.

Local resources providing information or referrals in the DRC may vary from disaster to disaster based on the needs of the community. Non-profit supporting agencies identified throughout Walton County may be able to provide valuable services to disaster victims. This will include the ARC, The Matrix, and FDOH Walton. ESF liaisons at the EOC will determine which supporting agencies may be able to provide valuable assistance and provide information to the WCEM Director. ESF 15 (Volunteers and Donations) will screen supporting agencies in the ESF for additional non-profit services not otherwise identified. The WCEM Director will determine the volume of space available at DRC locations and make final determinations as to which agencies should locate in each DRC. Walton County will provide personnel resources to the identified DRCs if they are available. If for any reason Walton

County cannot provide all the needed personnel or resources, the State EOC will be notified immediately and assistance will be requested through @WebEOC, email or other available means.

### **Infrastructure & Public Assistance (PA)**

The department within the county with primary responsibility of coordinating the activities required by The PA program is the WC OMB.

Walton County will engage the PA program with the WC CFO as the primary coordination point, however, practically and operationally, each department or division will initiate and manage its own projects and project worksheets for projects that fall within their daily scope of responsibility. Each department and division will coordinate all aspects of project management as required by the County and the PA Program.

The County Human Resources (HR) Department coordinates all insurance actions pertaining to County property and provides guidance on the legality of safety issues, workers' compensation programs, and liability issues as it may relate to operational activities.

Finance coordinates all financial activities relating to recovery operations. They will work closely with all County entities involved in financial tracking, grant management, and payroll. If necessary, temporary staff will be hired to assist with records management, correspondence, and follow-up on damage survey reports.

The Building Department will request assistance through the EOC for additional building inspectors as needed during recovery and redevelopment activities. The County's Code Enforcement Officers will assist with the identification of unsafe buildings. ESF 3 will coordinate the PA program efforts regarding repair and mitigation of public infrastructure immediately following the disaster.

Project Worksheets (PWs) will be filled out and mitigation will be included in the PWs for reimbursement from the State and federal government program. Each eligible applicant will be responsible for reimbursement and grants management within their own jurisdiction or organization. Specific programmatic rules and procedures can be found in FEMA Publication 322 at [FEMA.Gov Debris Management Guide](https://www.fema.gov/debris-management-guide).

Potential applicants for PA and hazard mitigation are determined by repetitive loss reports and prior applications submitted. Due to the magnitude of possibilities, all potential applicants are not pre-designated, however Walton County, local municipalities, and Tribal entities are considered applicants. Additionally, various agencies to include, but are not limited to WCSO, WCTC, WC Clerk of Court, WC Property Appraiser's Office, WC Supervisor of Elections, WCD, FDOH-Walton, and The Matrix Outreach Center, will be notified of PA funding opportunities. The EM Director will maintain the list of potential applicants and update it as changes are necessary.

Once a presidential, SBA or other disaster declaration is made, all agencies/potential applicants will be apprised of the availability of federal funds under the PA categories through an AlertWalton notification from the EM Director or designee. Confirmation of receipt is received via email. If confirmation is not received, a direct voice telephone call will be made to the agency/ department.

Walton County will seek Hazard Mitigation Grants when appropriate and/ or available to

meet priorities for hazard mitigation. WCEM and the WC Planning Department are responsible for the identification of possible projects. The WC Grants Coordinator in conjunction with WC Planning has primary responsibility for completing and submitting applications. Potential applicants will be notified when a grant cycle opens by WCEM via AlertWalton notification.

PA and hazard mitigation records for the County will be maintained and updated in accordance with day-to-day business practices. Project information from non-County applicants will be updated as it is received. PA and hazard mitigation program data will be stored in hard copy (paper) and electronic (computer hard drives and other electronic mass media storage such cloud-based solutions and thumb drives) format(s) and will be retained according to Florida Department of State, State Library & Archives of Florida record retention guidelines and FEMA requirements.

The priorities are:

- To reduce the County's exposure to repetitive-loss properties.
- Protection or relocation of Critical Facilities.
- Activities that will enhance ability to quickly respond to needs after a disaster.
- Promote public education on the benefits of hazard mitigation for private property.

Two types of recovery assistance are authorized: emergency and permanent. Emergency work includes efforts to save lives, protect property and maintain operation of essential facilities until permanent restoration can be made. Permanent work involves actions necessary to repair, restore, reconstruct, or replace public and certain private non-profit facilities damaged or destroyed by the disaster.

Eligible Categories for PA monies include:

<b>Emergency Work</b>	
<b>Category</b>	<b>Classification</b>
A.	Debris Clearance
B.	Emergency Protective Measures
<b>Permanent Work</b>	
<b>Category</b>	<b>Classification</b>
C.	Road Systems
D.	Water Control Facilities
E.	Building and Equipment
F.	Public Utility System
G.	Other
H.	Fire Management (FMAG)

Agencies shall document expenses under the DSR program and are eligible per FEMA guidelines for reimbursement.

Categories C through G above indicate activities where PA funds can be used for mitigation purposes. Each participating agency should evaluate reconstruction of facilities to minimize or eliminate repetitive damage.

### ***Financial Management***

The WC CFO or designee will serve as Walton County's lead for all financial and procurement support for supplies, facilities, and equipment needed by County agencies. Items that could be included are meals for emergency workers, repair parts, construction materials, sanitary supplies, and rental equipment.

Each agency, department, and political subdivision is responsible for providing guidance and training for their representatives as well as maintaining the appropriate financial records to meet requirements for internal regulations and state or federal financial assistance. Costs should be project-oriented: all labor, overtime, equipment, and supply costs for each specific project within the reimbursement category should be detailed. Such records should be compiled constantly as the operation progresses.

WC OMB will act as a central point of contact for final processing and tracking of post-disaster state and federal financial assistance to BCC departments. WCTD may assign personnel to assist with completion of ICS forms and to act as an EOC liaison.

The EM Director or designee will assist OMB and other eligible government applicants/municipalities to resolve conflicts or confusion with state and federal agencies. This assistance may include advising on eligibility of costs, acting as an intermediary between inspectors and applicants, or assisting in the preparation of appeals.

Mutual Aid responders are eligible for cost recovery during declared states of emergency. The responder shall submit the appropriate documents, to include ICS forms, to the requester, who will then use those documents as justification for additional disaster assistance funds. Specific procedures are contained in the Statewide Mutual Aid Agreement. Chapter 252, Florida Statutes, provides authority for political subdivisions to waive normal bidding procedures during a formal State of Emergency.

Each political subdivision is responsible for establishing guidelines for obligation and expenditure of funds under such emergency conditions. WCEM will notify OMB of training opportunities to support disaster financial management. WCEM and OMB will be responsible for training local agencies and providing guidance and support for financial management during an actual event. Proper processing may be exercised during the annual exercise at the request of OMB.

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

The WCBCC Chair will have the responsibility of executing funding agreements with other legal entities on behalf of the County.

Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures; this in no way lessens the requirement for sound financial management and accountability.

A Presidential Disaster Declaration in conjunction with a State and Local 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 state and local levels. The OMB and Congress will give rapid approval to a FEMA-prepared emergency budget request at a level sufficient to sustain a response operation for at least three weeks, with the opportunity to extend if the situation warrants.

### **Debris Management**

Debris removal activities will be coordinated through ESF 3 for all jurisdictions and municipalities as appropriate. A debris management contract is maintained between the County and the debris removal service provider. This contract outlines oversight of the procurement of all necessary personnel and equipment, as well as preparing all information to be released to the public regarding debris management. Priority routes for debris removal in the County are the designated evacuation routes shown in Appendix 1. A list of critical facilities is attached as a separate document as this is exempt from public distribution.

The financial assistance oversight will be the responsibility of Finance for both State and federal monies regarding debris management. ESF 3 will provide procedures for prioritization of debris removal on roadways. Walton County will remove debris from all municipalities as outlined in the Interlocal Debris Removal Agreement.

The pre-identified sites and county clay pits (Appendix 1) may serve as temporary processing and storage facilities for debris. WCPW and the contracted debris company will work together for removal of processed debris to the Walton County Central Landfill located north of DeFuniak Springs at 1118 Institution Road.

Walton County does not perform private property debris removal unless that debris is considered a health and safety hazard in accordance with Walton County Ordinance 8.5-8, Disaster Debris Removal from Private Properties.

The Walton County Environmental Manager will manage all environmental issues and/or plans for Walton County. Support staff will be provided by the WC Parks and Recreation Department and Planning Department.

WC OMB, in conjunction with the County Attorney, shall be responsible for contracting for debris removal utilizing procedures set forth in the WCBCC Purchasing and Procedures Manual. Day-to-day procurement procedures will be adhered to when possible, however, emergency provisions set forth in PP-010 will be applicable when standard procedures are not effective. WC Office of the County Attorney will review all matters concerning debris contracts and other legal issues.

### **White Goods**

Refrigerants and other machine fluids are normally regulated by the State environmental agency and can only be reclaimed by certified technicians and disposed of at a permitted facility. To avoid releases of refrigerants or oils, the collection of white goods should be accomplished carefully by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements that contain the refrigerants or oils. Also at issue is the placement of refrigerators and freezers at the curb with rotting food in them. Care must be taken to avoid attracting vermin and rodents in the process. This will be addressed in public service announcements. Having contracts or agreements in place prior to a disaster expedites the recovery efforts. Recycling scrap metals and parts from white goods presents an opportunity for applicants to offset the collection and disposal costs. This



also reduces the amount of waste going to a landfill. The collection and disposition of all White goods will be the responsibility of the Debris Management Contractor coordinated through the WCPW Director.

### **Public Information & Community Emergency Response Team**

Local entities manage day-to-day incidents very well, however, catastrophic incidents, regardless of their cause, will place tremendous strain on local information personnel and will likely overwhelm them very quickly. To mitigate this issue, Walton County has developed a strong Joint Information Center (JIC)/Joint Information System (JIS) with PIOs from all partner agencies. The Walton County JIC will be created within the guidelines established by the Regional Domestic Security Task Force (RDSTF) through a series of workshops in each of the seven regions throughout Florida. These guidelines are developed to help the PIO prepare to quickly meet extraordinary information demands using existing, standardized state systems and processes to obtain additional local, regional, and state resources.

The Domestic Security Oversight Committee approved the JIC and JIS Guideline; however, it is exempt from public disclosure under the provisions of Section 281.301, Florida Statutes. Therefore, the JIS/JIC Guidelines will not appear in this publicly disclosed CEMP.

Information from local and state resources regarding recovery efforts shall be submitted to ESF14, which consists of Public Information Officers who are members of the Walton County JIS/JIC. The lead PIO shall be responsible for appropriate preparation and dissemination of information. Approval by the EM Director shall be obtained prior to public dissemination of information.

Radio, television, flyers, bulletins, newspapers, social media, AlertWalton, and other means will be used to disseminate information to the public. Points of distribution for written materials can include all governmental (county and municipal) offices, fire stations, comfort stations, DRCs, grocery stores, convenience stores, fuel stations and other locations deemed appropriate by the PIO/IC.

Distribution of written information can be accomplished using the staff services of numerous support and primary agencies of the ESFs. The PIO may use volunteers registered with ESF15 and the local CERT for door-to-door outreach in disaster-affected areas.

State and federal entities shall be asked to coordinate their publicity efforts with those of Walton County ESF 14 to reduce public confusion and promote rumor control during recovery. This will also enable County resources and volunteer service agencies to coordinate their efforts.

In addition to the public information aspect, the CERTs compiled of local volunteers are deployed to disseminate information and collect data to assist disaster affected communities and individuals in receiving the assistance necessary. The primary functions of these teams are to identify and report unmet human needs and to inform disaster victims of disaster assistance programs available and the FEMA tele-registration process. The WCEM Operations Coordinator or designee will be responsible for coordinating with the State Community Emergency Response Team Program Manager. A representative from the lead agency for ESF15 will work with ESF14 regarding unmet needs for Walton County and coordination for municipalities during declared and undeclared events.

The ESF15 lead agency representative will track and continue to follow up on any identified un-met needs. The Matrix COC, ARC, Salvation Army, CERT, and all other available non-profit organizations will perform these operations. ESF 15, through the EOC, will coordinate with the State, FEMA, County Offices, and volunteer organizations. Operational set-up and staffing will be coordinated by the State and Federal governments with the County supporting wherever resources may be available at the time of the event.

When the BCC declares a formal Local State of Emergency, WCEM will assume incident management responsibilities for the overall operation (see Florida Statute, Title XVII, Chapter 252 for description). Such situations will likely affect a large area of the county, with several simultaneous incidents spread throughout the affected area. In such cases, local fire or law enforcement officials will assume command of each specific incident, with overall responsibility for county-wide operations resting with WCEM and IC in the EOC.

WCEM will host training and conduct exercises annually for those participating in unmet needs or community relations functions. Additionally, WCEM will maintain a list of community leaders and non-profit organizations that are willing to augment the County with un-met or community needs.

There are no known special populations other than the pre-identified and pre-registered special needs population. There may be some geographic areas that would become isolated or non-accessible if the damage was severe enough and would require special attention.

### **Unmet Needs Coordination**

Representatives from lead agencies of ESF6 (Mass Care), ESF11 (Food & Water), and ESF15 (Volunteers and Donations) share responsibility for the following as it relates to human services and community response in declared and undeclared events:

1. Gathering intelligence necessary to determine the unmet needs of the community following a disaster event,
2. Coordinating with State and federal Disaster Survivor Assistance Teams as appropriate,
3. Prioritizing the unmet needs identified,
4. Disseminating information related to various programs and resources available,
5. Identifying available resources that can meet the needs of people through the promotion of commerce,
6. Coordinating and applying resources to meet the community's needs,
7. Coordinating through the Logistics Section for additional resources as appropriate,
8. Requesting State assistance to address any unmet needs.

ESF15 lead agency representative will coordinate and facilitate numerous community groups, volunteer agencies, and government jurisdictions to assess and address the needs of the community immediately post event. ESF15 will also coordinate with CERTs as appropriate and available. These teams will be organized using potential staffing resources of local and regional volunteer agencies, local, State, and federal government organizations. They will operate in the field to assess the needs of individuals in the community. Data collected by these teams will be reported back through ESF15. Incorporating existing information from various ongoing operations such as damage assessment data, mass care operations, and other community outreach operations underway, the needs of the community will be identified and verified.

Initial assessments will not only identify the geographic areas most in need but will also prioritize efforts to any identified special populations. Working with non-profit organizations and government social service programs, unmet needs will be identified, and solutions offered to efficiently and as effectively as possible meet those needs.

As human needs assessments are compiled from field data, working with damage assessments data from the EOC and the GIS databases, the CERTs will focus their efforts in fulfilling the immediate needs of the community prioritized by 1) the most impacted areas of the county, 2) addressing immediate life safety needs, 3) life safety needs that can be addressed over time, and 4) property protection issues.

Every three to five years, the United Way coordinates a comprehensive community assessment. This assessment includes organizations from all sectors with the primary purpose of identifying areas of need as the local economy changes and the migration of special populations shift within the county, providing for unmet needs outside of disaster services. This utilizes the same geographic and demographic study information that is used to identify areas as potential disaster assessment priorities.

Numerous organizations and government agencies participate in this community network, with strategy meetings pre- and post-event with all the players involved to make sure economies of scale are realized and duplication of effort is kept to a minimum.

Should there be a need to identify specific committees to address community unmet needs, ESF 6 may assist by utilizing their existing organizational committees or assist in the development of an additional committee to address any unmet needs in the community as appropriate and requested either through the County EOC or through County Administration. Some of the organizations that currently assist with local community needs and may be a part of an unmet needs committee are listed here, though not all-inclusive:

- WCBCC
- The Matrix COC
- United Way
- FL Department of Children and Families
- FDOH- Walton
- WCSD
- North Florida Legal Services
- Municipalities
- ARC of Northwest Florida
- Catholic Charities of Northwest Florida
- WC LTRO

### ***Immediate Unmet Needs***

Immediate unmet needs will be coordinated through ESF6, and any committee determined to be necessary. Through all its supporting community organizations and partners, ESF 6 will gather initial intelligence information from both the first responder field organizations and appropriate EOC ESF organizations that represent both the County and its municipalities so that more detailed needs assessments can be completed thus maximizing the efficiency and effectiveness of directing appropriate outreach efforts and distribution of available resources. ESF 6 will establish procedures to match those disaster victims with appropriate support agencies and organizations throughout the county or through requests for assistance from the State.

ESF15 will coordinate to ensure the proper storage and distribution of donated goods to support unmet needs.

### ***Mass Feeding***

In the event of a disaster of the magnitude that would require mass feeding stations the ARC, with the assistance of other local volunteer organizations, will coordinate with ESFs 6, 11, and 15 to establish feeding stations and distribution points as needs are identified.

### ***Comfort Stations***

Comfort Stations are locations established in the disaster area to provide basic comforts to disaster victims and relief workers. Some services include food, water, medical services, ice, and showers. These are based on need and are operated by ARC, The Matrix COC, Salvation Army, CERT, and other volunteer organizations. Locations of the stations are coordinated through the EOC on an event-specific basis.

### ***Emergency Temporary Housing***

If temporary housing or living facilities are required, the WCEM Director, WC HUD, and the WC Building Department officials will coordinate with appropriate local, State, federal and private agencies to identify resources that are available. Working with hotel/motel establishments, housing authorities and realty and property management companies, the EOC and appropriate agencies will identify available resources to meet the needs as appropriate.

While housing assistance is under the Federal jurisdiction, Walton County will assist according to need and ability. Whenever possible this may include facilitating comprehensive and expedited planning and permitting for condemnation, removal and reconstruction by the Walton County Building Department; reaching out to rental agencies to establish a list of viable rentals; reaching out to approved commercial manufactured home parks to establish available space; permitting the posting of available individual homes or rooms for rent in the DRC; and reaching out to local real estate agencies to for a list of viable homes or rooms for rent or sale. Walton County Housing Department Director maintains a list of rental property owners that have given prior approval for listing with DRCs. This list is updated continually.

### ***Activation of the Disaster Housing Task Force***

In the event of a disaster, the WCEM Director will direct the activation of the Disaster Housing Task Force (DHTF). Activation coordination will be administered through WC HUD. Based upon the results of the Preliminary Damage Assessment (PDA) Report and the Habitability Assessment Reports, they will determine the priorities of the disaster housing mission and activation of the Disaster Housing Strategy.

When advance notice is available, the WCEM Director may decide to activate core members of the DHTF in advance of the event to begin planning, notification, and coordination activities.

The DHTF will begin coordination efforts with the LTRO or Post-Disaster Redevelopment (PDR) Task Force. They may draw resources and program support from the Planning Department and/or Code on land use, emergency permitting, site availability, and code issues. The Task Force will also ensure timely communication of mission-critical information and issues between and among all levels of government. Communications with the private sector should be coordinated through ESF 18 and ESF 15. A Case Management System will be activated on a conditional basis as the need for social services escalates.

***Disaster Housing Task Force Composition***

The Disaster Housing Task Force focuses on the housing needs of displaced disaster survivors while planning for and implementing the four phases of disaster housing. Representatives from the organizations listed below may comprise the Disaster Housing Task Force:

- WCEM
- WCPW
- FDOH- Walton
- WC HUD
- ARC
- WCSD
- WCSO
- WC Property Appraiser's Office
- LMS Working Group Co-Chairs/Vice Chair
- WC LTRO

## **X. MITIGATION ACTIVITIES**

The LMS Working Group is a multi-agency, multi-organizational, multi-jurisdictional group that works to instill the concept of mitigation within the community. At a minimum, to maintain specific federal funding program eligibility, specific organizations within the County are required to formally adopt the LMS plan as updated every five years to remain eligible for future specific federal or state grant opportunities.

Walton County has a State of FL and FEMA approved LMS, which was adopted by the WCBCC on July 28<sup>th</sup>, 2020, and expires in 2025. The WC LMS Working Group is in the process of updating the LMS for approval prior to the expiration date.

The WCEM Director will work closely with the Walton County Floodplain Manager (LMS Co-Chairs) as a member of the LMS Working Group to determine projects and prioritize them.

Walton County will rely on the Damage Assessment Teams (DAT) to identify damaged structures in the Special Flood Hazard Areas. These DAT members have a comprehensive understanding of the LMS and of the various levels of damage. More information on Damage Assessments and DATs can be found in the Recovery Section of this CEMP. The Walton County Floodplain Manager is actively engaged in the LMS Working Group as well as DATs.

## XI. REFERENCES AND AUTHORITIES

The National Defense Authorization Act for Fiscal Year 1995 ([Public Law 103-337](#)) reenacts the Federal Civil Defense Act and all authorities, in their entirety, into the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

The Stafford Act ([Public Law 100-707](#)) is the Federal Disaster Relief and Emergency Assistance Act of 1988. It is the authority for federal assistance to local or state governments through a Presidential Disaster Declaration of an emergency or major disaster.

F.S. 252 (Emergency Management), Part I (general provisions) outlines EM powers of political subdivisions, requires counties to maintain a register of disabled persons (special needs) and provides for the Emergency Management, Preparedness, and Assistance Trust Fund ([F.A.C. 27P-19](#)). Part II (Florida Hazardous Materials Emergency Response and Community Right-To-Know Act of 1988) requires that site specific planning be accomplished for all extremely hazardous or large quantity hazardous materials facilities with the State. It also provides for a trust fund to accomplish this goal.

[F.A.C. 27P-6](#) requires counties to develop CEMPs, establish a compliance review criterion, and describe frequency and timing of plan reviews.

References for and/or supplements to this CEMP:

- Walton County 2020 Local Mitigation Strategy Plan
- Regional Domestic Security Standard Operating Guides
- WC Post-Disaster Redevelopment Plan
- WCBCC Policies & Procedures Manual
- WCEM HSPs, ISPs, Program Plans, and SOGs

Emergency response mutual aid agreements in effect for Walton County:

- Debris Management
- SMAA February 2024
- POD MOUs
- Transportation WCSD

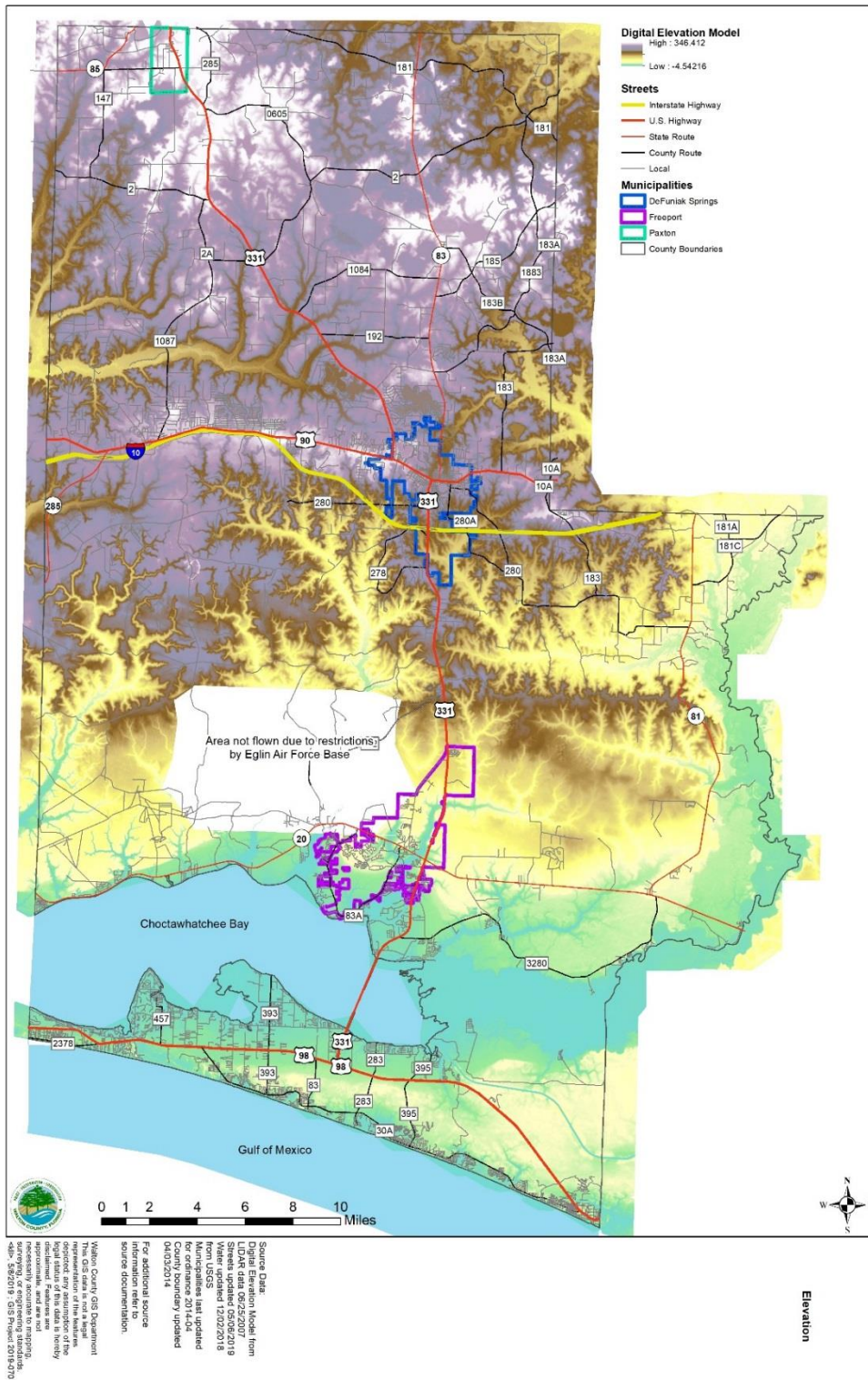
Additional website references:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <a href="#">DFS Airport</a></li> <li>• <a href="#">U.S. Census Bureau QuickFacts: United States</a></li> <li>• <a href="#">DFS.Lake DeFuniak</a></li> <li>• Coastal-dune-lakes-of-Walton-county</li> <li>• Census.gov Quickfacts</li> <li>• <a href="#">Horizon Oil Spill in the Gulf of Mexico   Oceanography (tos.org)</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Purchasing-Manual Revision-09272022 (walton.fl.us)</a></li> <li>• <a href="#">SpNS Registry (flhealthresponse.com)</a></li> <li>• <a href="#">Emergency Declarations and LSE</a></li> <li>• <a href="#">Waltoncountiem.org</a></li> <li>• <a href="#">FEMA.Gov Debris Management Guide</a></li> </ul> |
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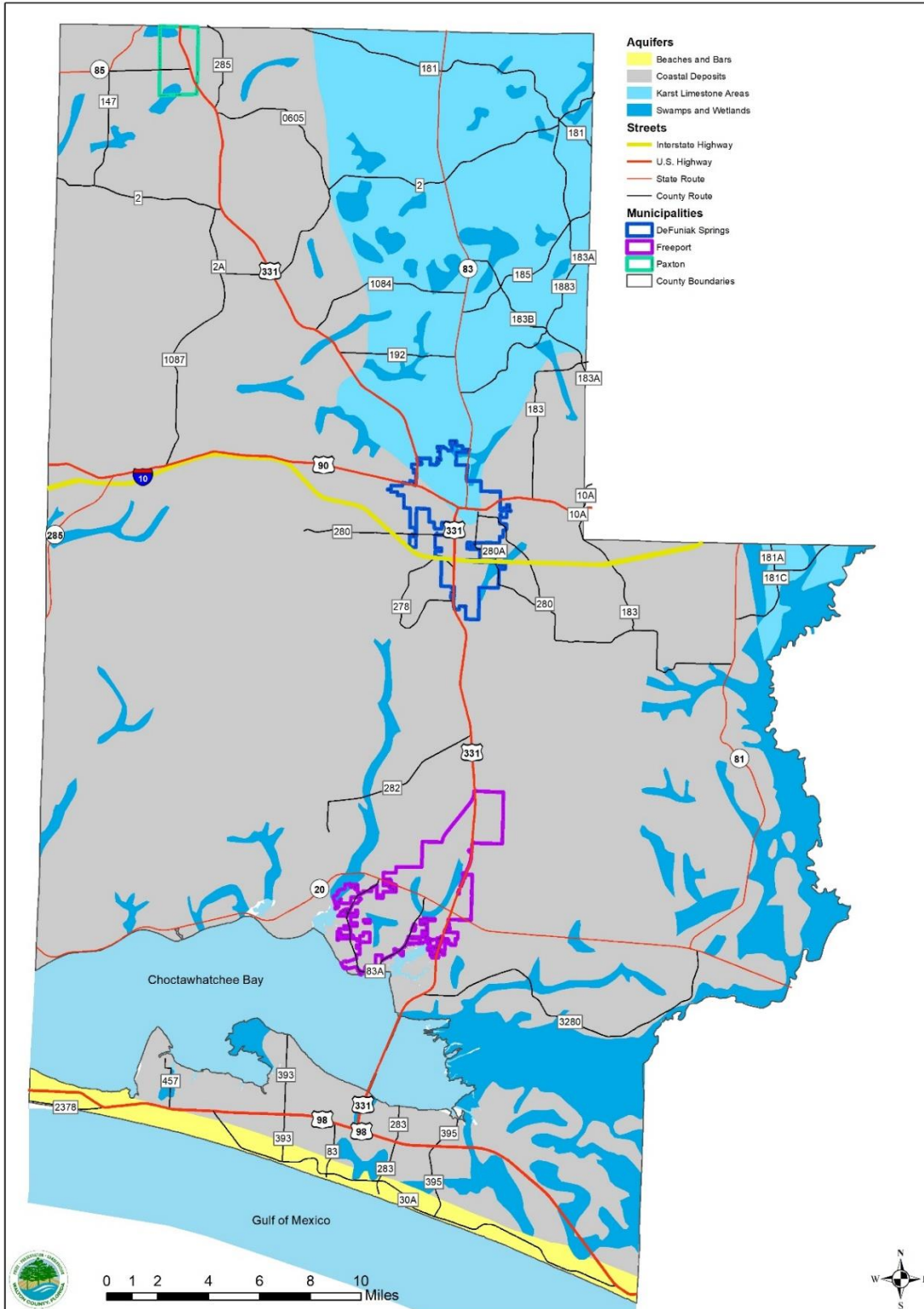
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## XII. Appendices

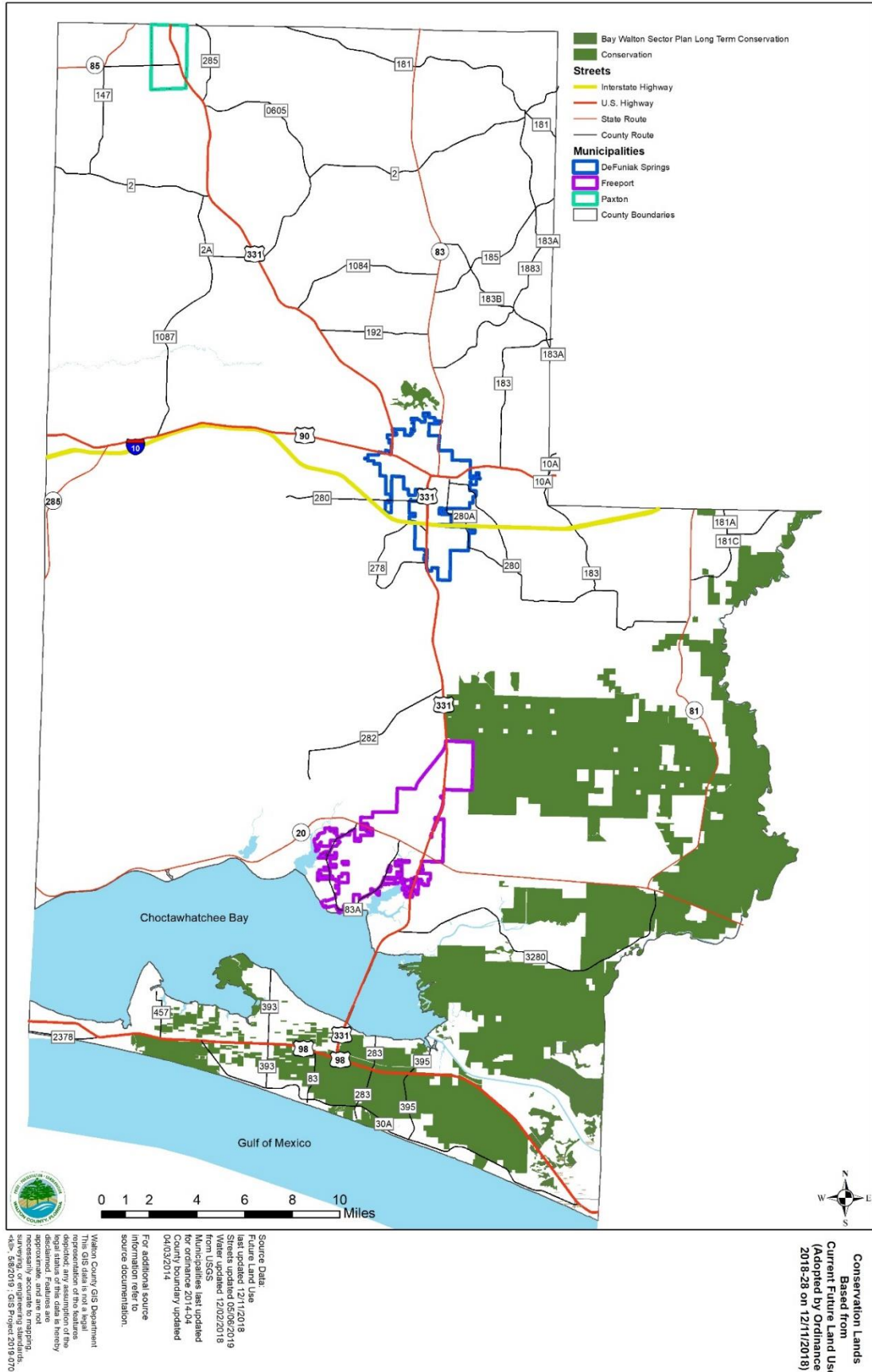
### Appendix I | Maps



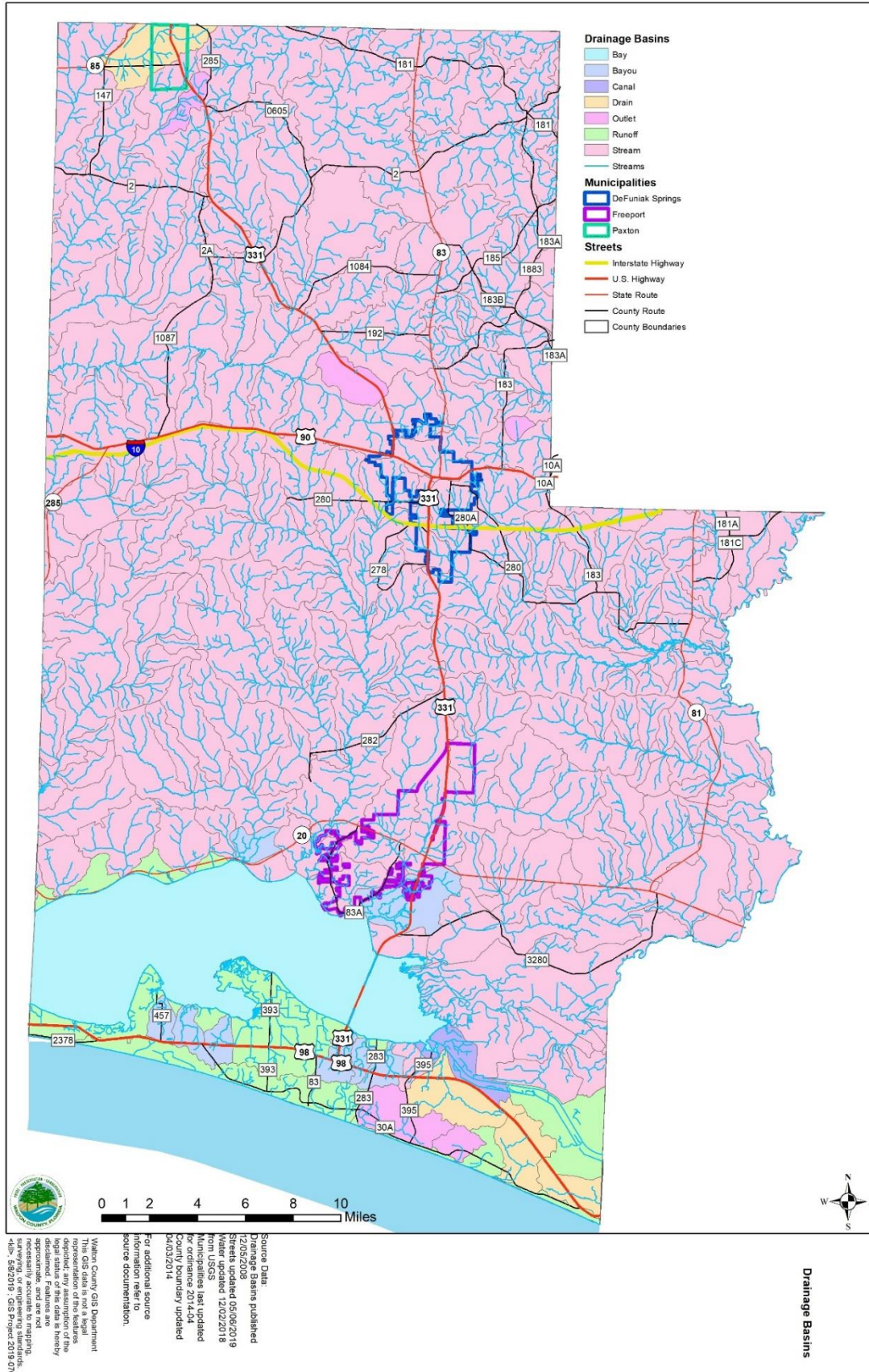




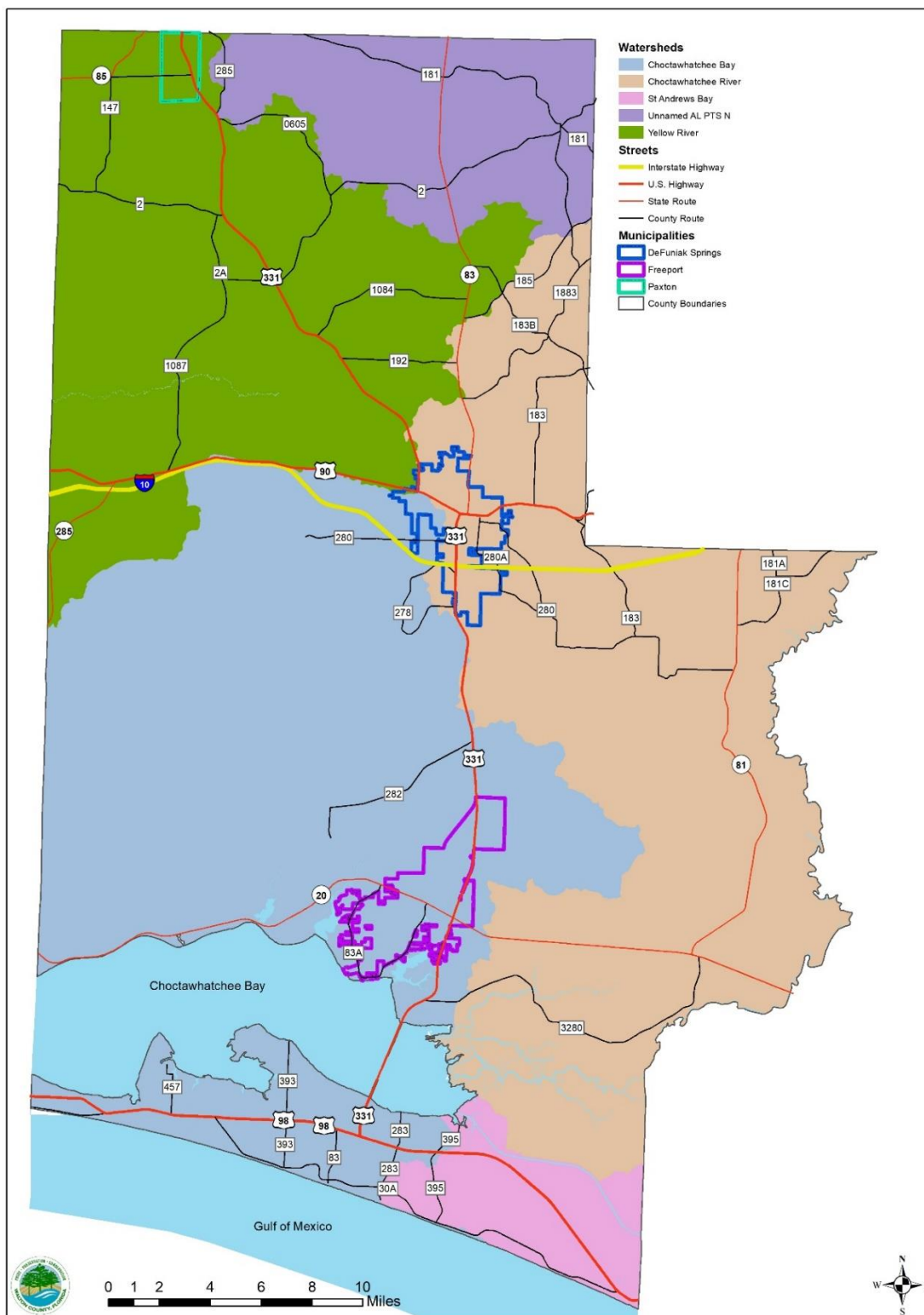
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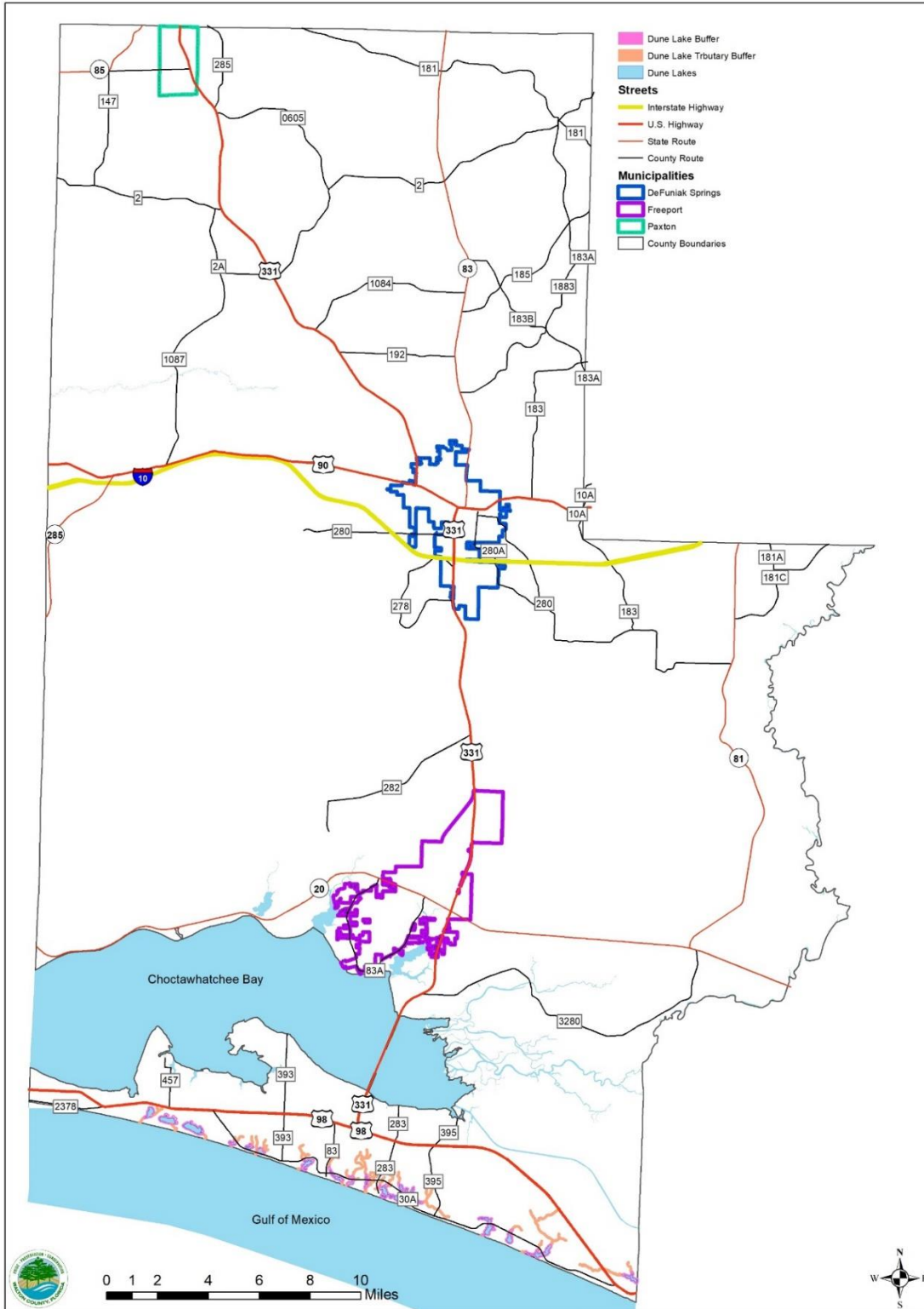


Drainage Basins



Source Data: Watersheds published 12/22/2010 Streams updated 05/06/2019 USGS Municipalities last updated for drainage 2014-04 County boundary updated 04/03/2014	For additional source information refer to source documentation.	Walton County GIS Department This GIS data is not a legal representation of the features displayed; any assumption of the accuracy or completeness of the data is at the user's own risk. No warranty is made. Features are approximate, and are not necessarily accurate to mapping, surveying, or engineering standards. File #: 5822019; GIS Project 2019 0701
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### Watersheds

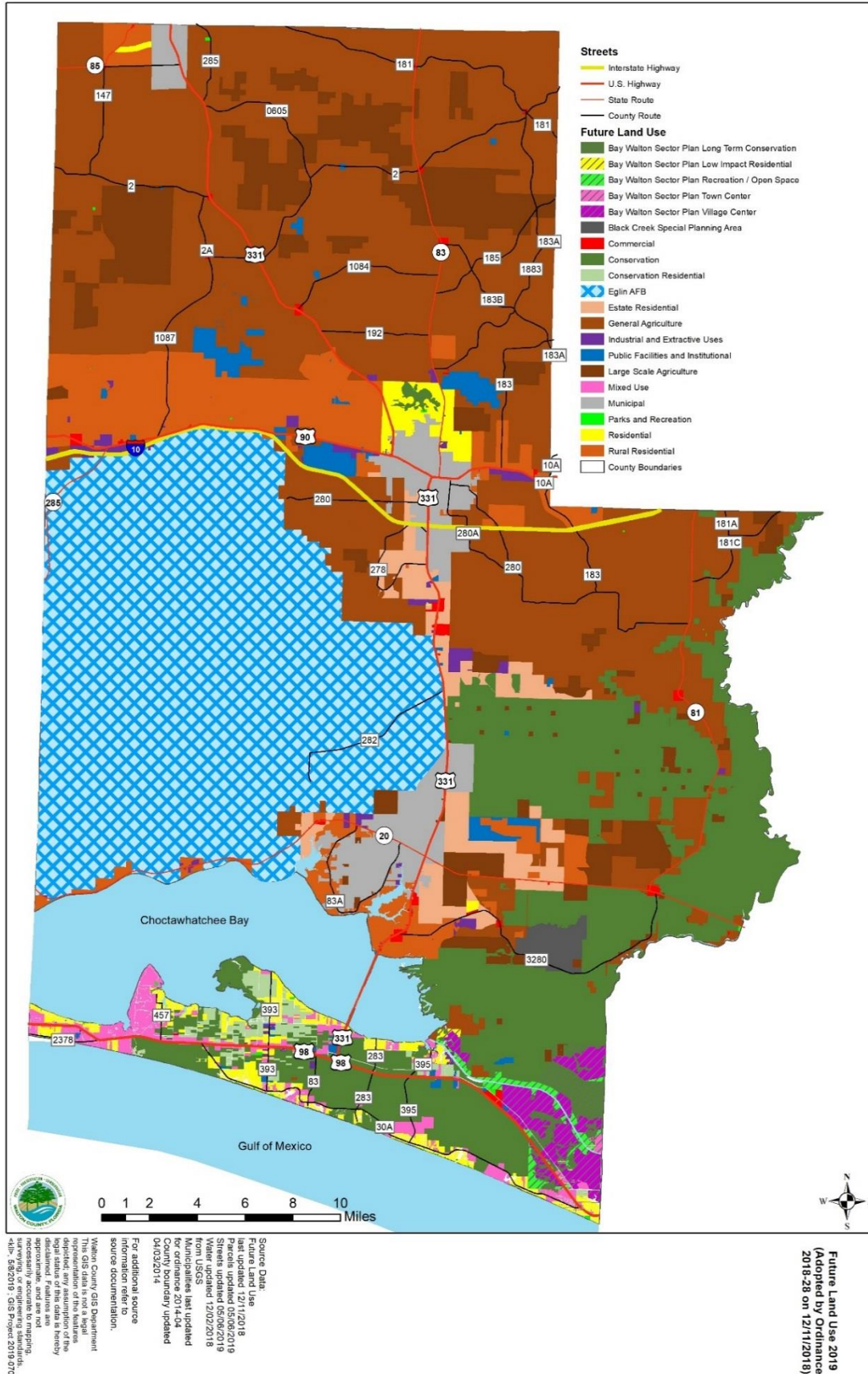


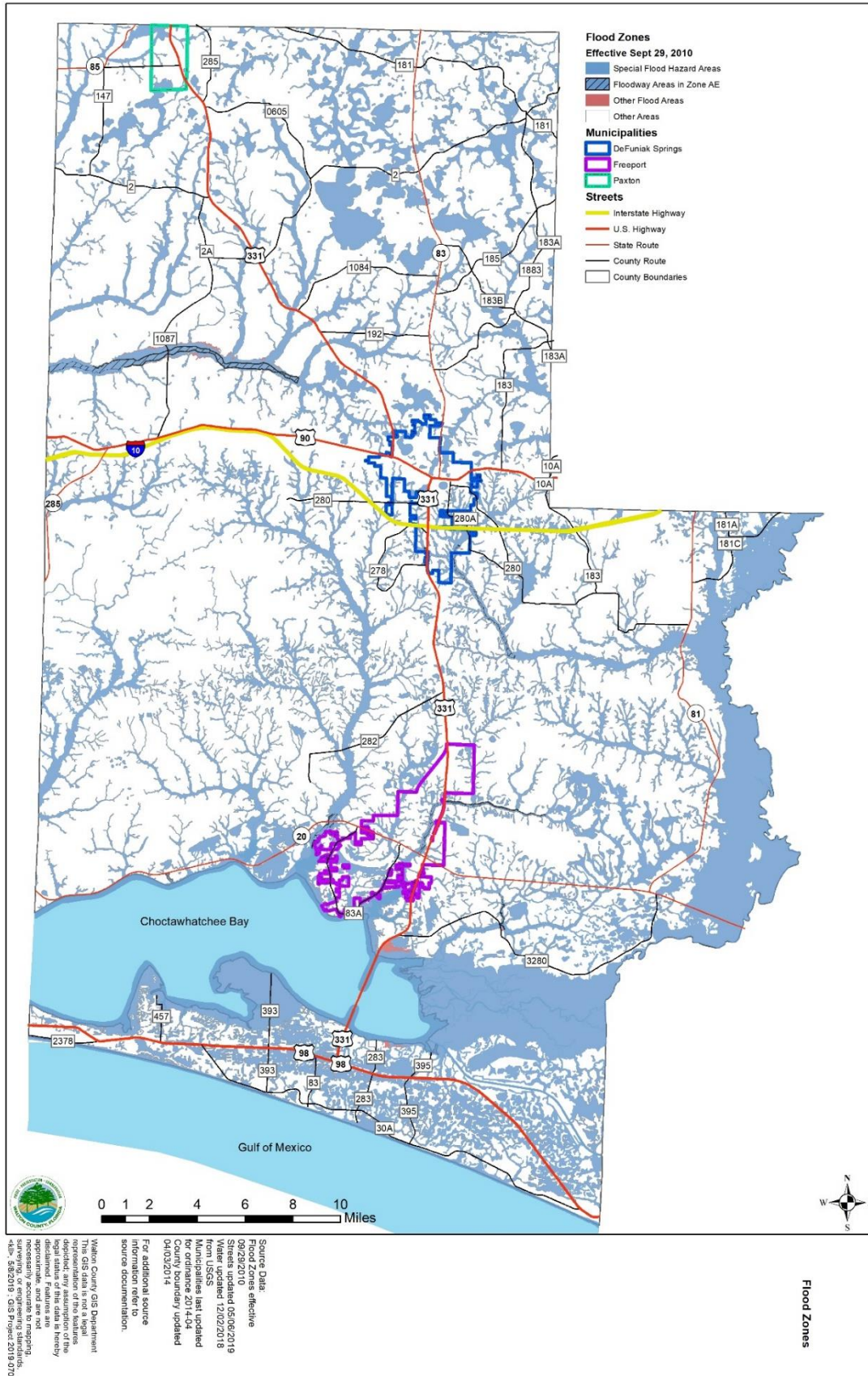
Walton County GIS Department  
 This GIS data is not a legal  
 document and should not be  
 relied upon for legal purposes.  
 The legal status of this data is hereby  
 disclaimed. Features are  
 shown as they appear in the  
 source data and are not  
 necessarily accurate to mapping,  
 surveying, or engineering standards.  
 04/03/2014  
 For additional source  
 information refer to  
 source documentation.

**Source Data:**  
 Drainage Basins published  
 05/06/2019  
 Streets updated 05/06/2019  
 Water updated 12/02/2018  
 from USGS  
 Municipalities last updated  
 for ordinance 2014-04  
 04/03/2014  
 County boundaries last updated  
 04/03/2014

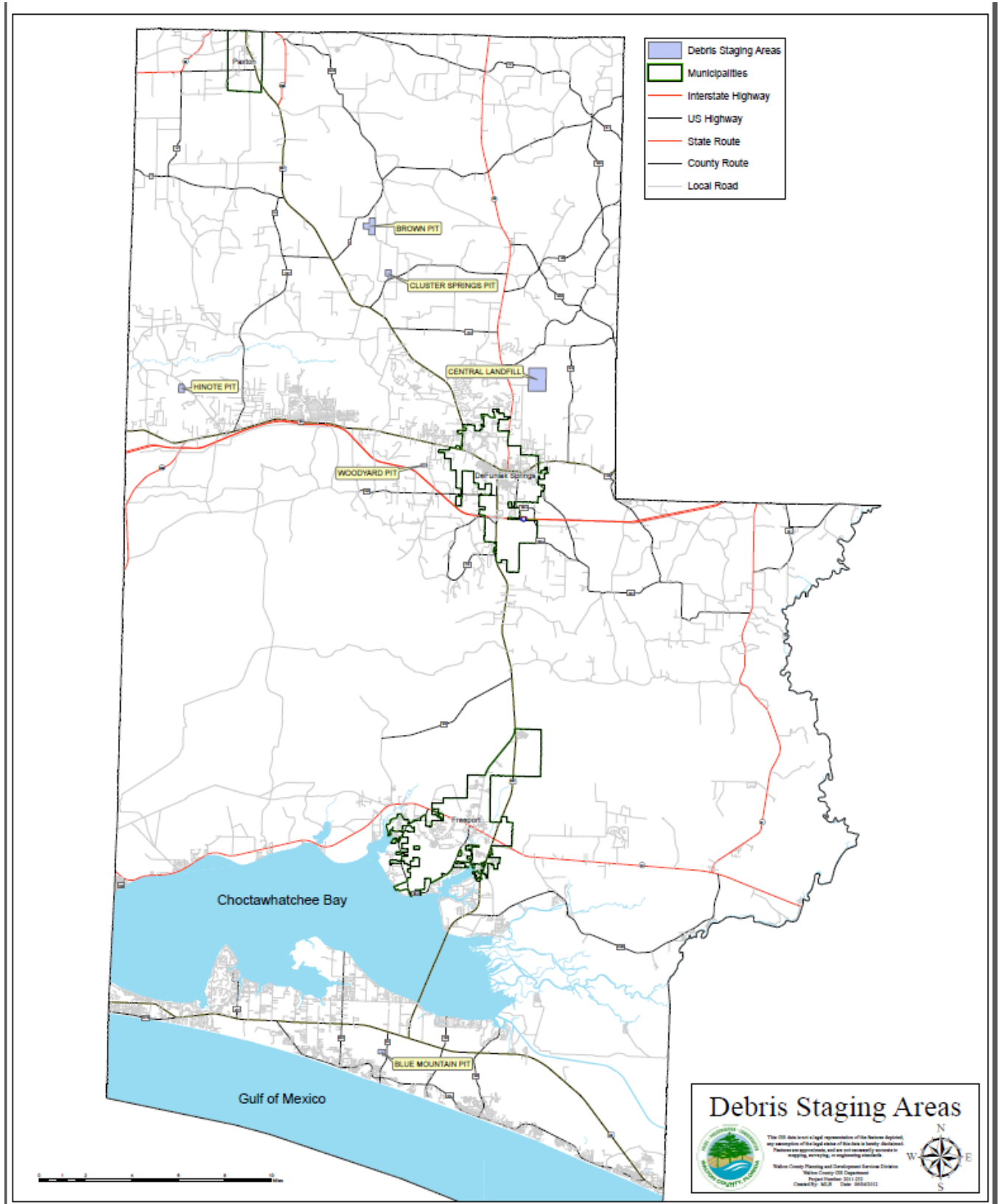
Dune Lakes















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Individual Assistance Preliminary Damage Assessment Form Instructions

Event:

Event Title: E.g. "Groundhogs Day Tornado," "Severe Weather 2009"

As of:

Date of Damage Assessment: E.g. "6/2/08," "11/27/10"

County Team Member:

Names of IDA Team Members: E.g. "Carol Burnett-Property Appraiser"

Page:

Sheet number for the current date: E.g. "Page: 1," "Page: 6"

County:

County in which PDA is being conducted.

Number:

Address number and unit/appt. E.g. "1208," "1886 A"

Street:

Street name: E.g. "Galewood Ave.," "Crimson Lane"

USNG \_\_\_\_ R \_\_\_\_:

Grid Zone (for Florida, either 16 or 17 R) & 100,000-m Square Identification (two letters).

E.g. "16 R GU," "17 R MM"

USNG 1st:

East-West Grid Coordinates (1st set of numbers on GPS unit). Extend to 4 digits. E.g. "6591," "6409"

USNG 2nd:

North-South Grid Coordinates (2nd set of numbers on GPS unit). Extend to 4 digits. E.g. "9481," "7902"

Structure Type:

Ownership:

Assistance:

SF: Single Family Home

O: Owner

INS: Insured

MF: Multi-Family

R: Renter

LO: Low-Income

MH: Mobile Home

2nd: Secondary

Biz: Business

Inaccessible:

Home is inaccessible to Damage Assessment team OR resident.

Water Depth:

For flooding, approximate water depth in inches. In living areas only, does not include basements or crawl spaces.

DEFINITIONS

1. STRUCTURE TYPES The most common structure types recorded during a Joint PDA are:

**Single Family-A:** residential structure designed to host not more than one family, sharing no walls or structural elements with another dwelling.

**Multi-Family-A:** residential structure designed to host more than one family, potentially sharing walls or structural elements with another dwelling (multiple doors).

**Mobile Home-A:** residential structure with no permanent foundation and that may be readied for mobile transport.

**Business-A:** structure whose sole use is that of a commercial, industrial or professional enterprise.

**2. OWNERSHIP** Assistance estimates often depend on whether a resident owns the structure in which they reside and have no other residence to return to, for this reason it is important to assess property ownership.

**Owner (O):** A residential structure whose legal possessor is also the permanent resident.

**Renter (R):** A residential structure in which the legal possessor allows a tenant to use the structure as their permanent residence.

**Secondary (2nd):** A residential structure occupied part-time by a person in addition to his or her primary residence (ex. Beach-front homes, vacation properties).

**3. ASSISTANCE** In order to justify additional assistance requests, it is important to ascertain whether survivor has other assistance sources to help them recover, such as insurance or financial resources.

**Insured (INS):** A resident who is insured for the type of event which caused damage.

**Low-Income (LO):** A resident who has limited resources to assist in their recovery.

4. DAMAGE LEVEL

**Destroyed-Structure** is a total loss. Not economically feasible to rebuild. Permanently uninhabitable.

**Major-Building** has sustained structural or significant damage and is currently uninhabitable. Extensive repairs are necessary therefore the structure cannot be made habitable in a short period of time (less than a month).

**Minor-Structure** is damaged and uninhabitable. Minor repairs are necessary to make the structure habitable—but they can be completed in a short period of time (less than a month). The dwelling has some damage, but can be used without significant repair.

**Affected-Structure** has received minimal damage and is habitable without repairs.

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