

City of Naples
Comprehensive Emergency
Management Plan
2017

Table of Contents

EXECUTIVE SUMMARY

BASIC PLAN

I. Introduction	1
Purpose	
Scope	
Methodology	
II. Situation	2
Hazards Analysis	
Geographic Information	
Demographics	
Economic Profile	
City Government	
Emergency Management/Response Support Facilities	
Mutual Aid Agreements	
III. Concept of Operations	9
General	
Organization, Direction and Control	
Emergency Support Functions	
Activation Levels	
Preparedness Activities	
Response	
IV. Financial Management	20
General	
Resource Procurement and Reimbursement	
Records Maintenance	
V. Continuity of Operations and Continuity of Government	22
VI. References and Authorities	26
APPENDIX	27
Appendix A: Acronyms	
Appendix B: Shelters	
Appendix C: Emergency Contact Numbers	
Appendix D: Assisted Living/Nursing Homes	
Appendix E: Workplace Security	
Appendix F: Disaster Accounting Forms	

ANNEX I – NEOC OPERATIONS

- NEOC Operational Steps
- NEOC Set-Up
- NEOC Telephone List
- NEOC Representative Checklist
- NEOC Equipment Supply List
- Emergency Worker Checklist
- Evacuation Checklist

ANNEX II – RECOVERY FUNCTIONS

- Overview
- Direction and Control
- Operational Activities
- Recovery Functions and Responsibilities
- Damage Assessment Checklist
- Damage Assessment Forms

ANNEX III – MITIGATION FUNCTIONS

- Overview
- Pre-Disaster Mitigation
- Post-Disaster Mitigation
- Operational Activities
- Post Disaster Assessment
- Emergency Assistance

ANNEX IV – DEPARTMENTAL PLANS

- Tab 1: City Manager’s Office
- Tab 2: Finance & Accounting Department
- Tab 3: Clerk of the Courts
- Tab 4: Human Resources Department
- Tab 5: Community Services Department
- TAB 6: Streets & Stormwater Department
- Tab 7: Building Department
- Tab 8: Planning Department
- Tab 9: Utilities Department
- Tab 10: Information Technology
- Tab 11: Police Department
- Tab 12: Fire Department

EXECUTIVE SUMMARY

The City of Naples Comprehensive Emergency Management Plan has been compiled as a stand-alone guide for the City government and its residents, with a methodology that parallels the Federal Response Plan and the State and County Emergency Plans. This plan is designed to provide a framework for the City of Naples to prepare, respond, recover and mitigate from the effects of an emergency or disaster.

While severe weather such as a tropical storm or hurricane can cause the most wide-spread damage and potential for loss of life and damage to property, smaller events with less warning such as hazardous material spills, tornadoes or fires need to be considered and planned for as well.

This basic plan includes the purpose, scope and methodology for planning, direction and control, organizational structures, alert notification and warning, actions to be taken – including checklists and summaries, responsibilities, authorities and references. Responses to events are broken down into “Levels of Activation”: Level 3 = Normal, Level 2 = Partial Activation and Level 1 = Full Activation of the City’s emergency resources. The Recovery Operations section outlines the steps that need to be taken or considered during recovery efforts following an emergency or disaster, and includes the transition from response activities to recovery operations, initial damage assessment, transition points for County and State assistance and mitigation activities.

Departmental plans are provided as Annexes to the basic plan and are designed as outlines to be updated and enhanced by the specific departmental heads and their subject matter experts. Details and procedures contained in these Annexes are often of critical importance to the overall plan because of the local knowledge and information that they contain and special attention should be paid to their maintenance, accuracy and completeness.

This plan is designed to provide a basis for City leaders, staff and citizens to manage a program which allows for a coordinated and logical approach to community preparedness. The Plan’s four tenets of Prevention, Preparedness, Response, Recovery and Mitigation are aimed at a continuing process of review, training, exercise and adjustment to meet the City’s requirements and ensure synchronization with the County, State and Federal plans. This plan is not designed to replace detailed departmental and individual plans, or specific Standard Procedures and instruments of Understanding and Agreement necessary for legal and contractual purposes – nor is it a static document which can be put away without maintenance. In order for this plan to provide its intended purpose it must be read, understood and adjusted by the professionals and volunteers who will be tasked to implement it when needed.

“Good fortune is what happens when opportunity meets planning” – *Thomas Alva Edison*

I. INTRODUCTION

Purpose

The purpose of the Comprehensive Emergency Management Plan (CEMP) is to provide Prevention, Preparedness, Mitigation, Response and Recovery guidance for the City of Naples and develop a framework to:

- Provide a protocol which prepares for, responds to and mitigates the effects of emergencies such as tropical storms and hurricanes, tornadoes, hazardous materials incidents, terrorism and other major events impacting the City of Naples.
- Provide for integration of necessary actions into an Incident Command System (ICS).
- Provide measures to be taken by the City Departments and leadership which are aimed at preserving life, preventing injury and minimizing damage to the community.
- Provide for coordination with Collier County and State government's response before, during and after the emergency.
- Establish a mitigation and recovery program which provides disaster resiliency and speeds recovery in order to return the community to normalcy as quickly as possible.
- Provide for contractual services to augment existing resources with needed assistance and equipment for pre-and-post recovery activities in accordance with State and Federal protocols.
- Establish operational phases (Activation Levels), in order to transition the City government in an orderly manner, into an emergency posture able to manage the potential impact of a tropical storm or hurricane.

City departments are expected to develop and update detailed plans and procedures for implementation of the guidance contained in this CEMP. All plans and procedures should be coordinated with, and generally conform to the Collier County Comprehensive Emergency Management Plan (CCCEMP), the State of Florida Comprehensive Emergency Management Plan and Florida Statutes, Chapter 252, Florida Administrative Code Rule 9G-6 and the Federal Robert T. Stafford Act.

Scope

The City of Naples CEMP has been developed to provide guidance and direction to the City Administration, elected officials, staff, volunteers and residents to prevent, prepare, respond, recover and mitigate the effects of natural and man-made disasters and emergencies. The plan details actions necessary for short term and long-term recovery and mitigation efforts following a disaster. The Naples Emergency Operations Center (NEOC) serves as the initial venue to coordinate emergency Response and Recovery activities. Once these activities are focused on a specific

function, for example, debris management, long-term recovery will be managed by the department directly. Mitigation measures are addressed through Collier County's Local Mitigation Strategy meetings and through rebuilding initiatives associated with damaged facilities. The City will maintain an active role in the County's ongoing mitigation strategy effort.

Methodology

The City's 2017 Plan was developed by updating existing City Plans and working with City Departments to outline and document written procedures. These procedures and guidelines have been developed to be implemented independently or in conjunction with County, State and Federal plans and procedures. All City Administrators, Department Directors, and Staff are responsible for the development and update of their respective sections of the CEMP.

The "Basic Plan" is designed to provide an "all hazards" response template for most emergencies. Hazard Specific Annexes will be developed for this plan at a later date, and maintained for unique emergencies such as aircraft crashes, major hazardous material incidents, and acts of terrorism. These will include direction and control measures and protocols for a variety of emergency responses which may require coordination between local, State and Federal agencies. Generally, a unified command is established to manage an emergency response covering more than one jurisdiction.

II. SITUATION

Hazards Analysis (All Hazards)

Tropical weather is one of the most likely disaster events to affect the City of Naples. In fact, since 1857 there has been of either a tropical storm or hurricane pass within 60 nautical miles of Naples an average of every two years. Past storms which have impacted Collier County and the City of Naples include: major hurricanes in 1910 and 1926; Hurricane Donna in 1960; Tropical Storm Bob in 1985; Hurricane Andrew in 1992; Tropical Storm Gabrielle in 2001 and Hurricane Wilma in 2005. There have also been multiple no-name storms producing flooding events that have caused traffic problems and disruption of business.

The City of Naples is very vulnerable to hurricane storm surge, with most homes and businesses only elevated between 9 and 11 feet above sea level. Because of this vulnerability, Naples is normally included in a mandatory evacuation zone for a Category 1 hurricane or greater primarily due to its vulnerability to storm surge flooding. A Category 1 hurricane can produce a storm surge that would inundate large portions of the City, causing major flooding in both residential and commercial areas and causing coastal erosion.

In addition to storm surge, tropical storms and hurricanes are often accompanied by significant rainfall, most of it falling in a fairly short period of time. It is not unusual to receive greater than 20 inches of rain in 24 hours. While there may be areas unaffected by storm surge, it is possible that those areas could receive damaging flooding from heavy rains. Tornadoes and micro-bursts are

other natural hazards that commonly occur during tropical storms and hurricanes that can be a significant hazard. Tornadoes are often contained in the outer “feeder bands” of a tropical system, located well away from the eye or center of the storm, but can result in significant damage to a community.

High winds that are associated with tropical storms and hurricanes are also of great concern due to their ability to damage homes, businesses and infrastructure as well as creating large amounts of debris. Hurricanes Andrew and Wilma both had virtually no storm surge associated with their impact on the City, but caused wide-spread damage and large amounts of debris. Older buildings and manufactured homes are particularly susceptible to high winds and these structures require particular attention and precautions. High winds also typically disrupt commercial electric and utility services, which is of special concern to the elderly and persons who are dependent on electricity for their well-being. During the aftermath of a storm, large amounts of debris can cause additional problems by isolating areas from emergency services and preventing the restoration of the power system and other public services.

In addition to the aforementioned tropical weather related events, the City of Naples is also potentially vulnerable to the following hazards:

- Agricultural Freeze
- Airplane/Airport Accident
- Civil Unrest
- Coastal Erosion
- Drought or Water Shortage
- Exotic Pests
- Gas Pipeline Rupture
- Hailstorms
- Hazardous Material Incidents (transport or fixed facility)
- Highway Accident
- Mass Casualty Incident
- Mass Migration
- Oil Spill
- Pandemic Illness
- Power Failure
- Radiological (transport)
- Sinkhole/Subsidence
- Special Events
- Terrorism (bio or non-bio)
- Urban Fire
- Wild Fire
- Wind Storm

City staff and local citizens must also consider the following additional threats caused by any disaster of significance:

- Dislodged fuel tanks
- Water and sewer systems could be disrupted or destroyed
- Food supplies could be inaccessible, or in short supply
- Loss of electricity and downed live wires
- Lack of sanitary facilities and potable water
- Damaged and blocked bridges and roads
- Waterway debris, including sunken and disabled boats
- Being cut-off from emergency services (EMS, Fire, Police & Hospitals)
- Generally difficult conditions for residents, visitors and businesses

Geographic Information

The City of Naples (see map on page 6) is comprised of 14.4 square miles, located in Collier County at latitude 26°09'11" N longitude 81°47'55" W along Florida's West Coast, bordering the Gulf of Mexico. Elevations range from sea level to 14 feet NGVD. The Gordon River runs centrally through the City and empties into the Gulf of Mexico through the Naples Bay. Naples is bisected by U.S. 41 running generally north and south and by Golden Gate Parkway, east and west out to Interstate 75, which transverses the eastern boundary of the City. Areas prone to storm surge flooding are depicted on the Collier County Storm Surge Map on page 7.

Demographics

The population estimate for the City of Naples is projected to be 19,652 permanent residents (year-around) and 37,727 including seasonal residents (peak-season November through April). The permanent population is comprised of: 92% Caucasian, 5% African American, 0.1% Native American and 2.9% other. The mixture of the seasonal increase is comparable to the permanent population with the addition of a small percentage of international residents mostly from European countries, predominately Great Britain and Germany. The median age for City residents is 64 years, which highlights the vulnerability of its residents to emergencies and disasters – as well as the need for special considerations when planning.

Economic Profile

The City of Naples' major economic component is the service industry, which supports a major tourist and retirement community. This is followed by a medical services and hospital sector, banking and investment and a growing high-technology business enclave. In 2011, major employers in Naples include Collier County School District, Naples Community Hospital, Hospital Management Associates (HMA), Inc., a multitude of other healthcare services and providers, various banking and financial services businesses, Publix Supermarkets, Hilton Corporation, Naples City Government, Fifth-Third Bank's Southern Regional headquarters, Allen System's Group (ASG) and the Marriott

Corporation. The median income for City residents in 2014 was \$80,571. Census estimates show that Naples and the surrounding areas to have one of the highest per capita incomes in the state.

City Government

The City of Naples was established on May 25, 1949, by the Florida State Legislature. There are seven (7) elected City Councilpersons, including the elected Mayor. The Council also oversees the City Attorney and City Clerk. City staff is managed by the City Manager and comprises ten (10) Departments (see Organizational Chart on page 8).

Emergency Management/Response Support Facilities

The City of Naples has its own Fire Rescue and Police Departments, as well as an emergency dispatch center located at 355 Riverside Circle, which is co-located with the City's Emergency Operations Center (NEOC). Additionally, there are two (2) combination Fire and Emergency Medical Support (EMS) stations located at 835 8th AVE S (temporarily at 50 Riverside Cir), (Station #1); 977 26th Avenue South, (Station #2) and the Naples Airport Fire/Rescue Station located on the west side of the airfield. Emergency Medical Service (EMS) is provided through agreement with the Collier County Government. Collier County Government maintains a state-of-the-art EOC 10 miles southeast of the City of Naples, at 8075 Lely Cultural Parkway, which provides augmentation and back-up to the City's facility, as well as linkage to State and Federal agencies and their resources and capabilities. An auxiliary EOC is located at the Port Royal Beach Club.

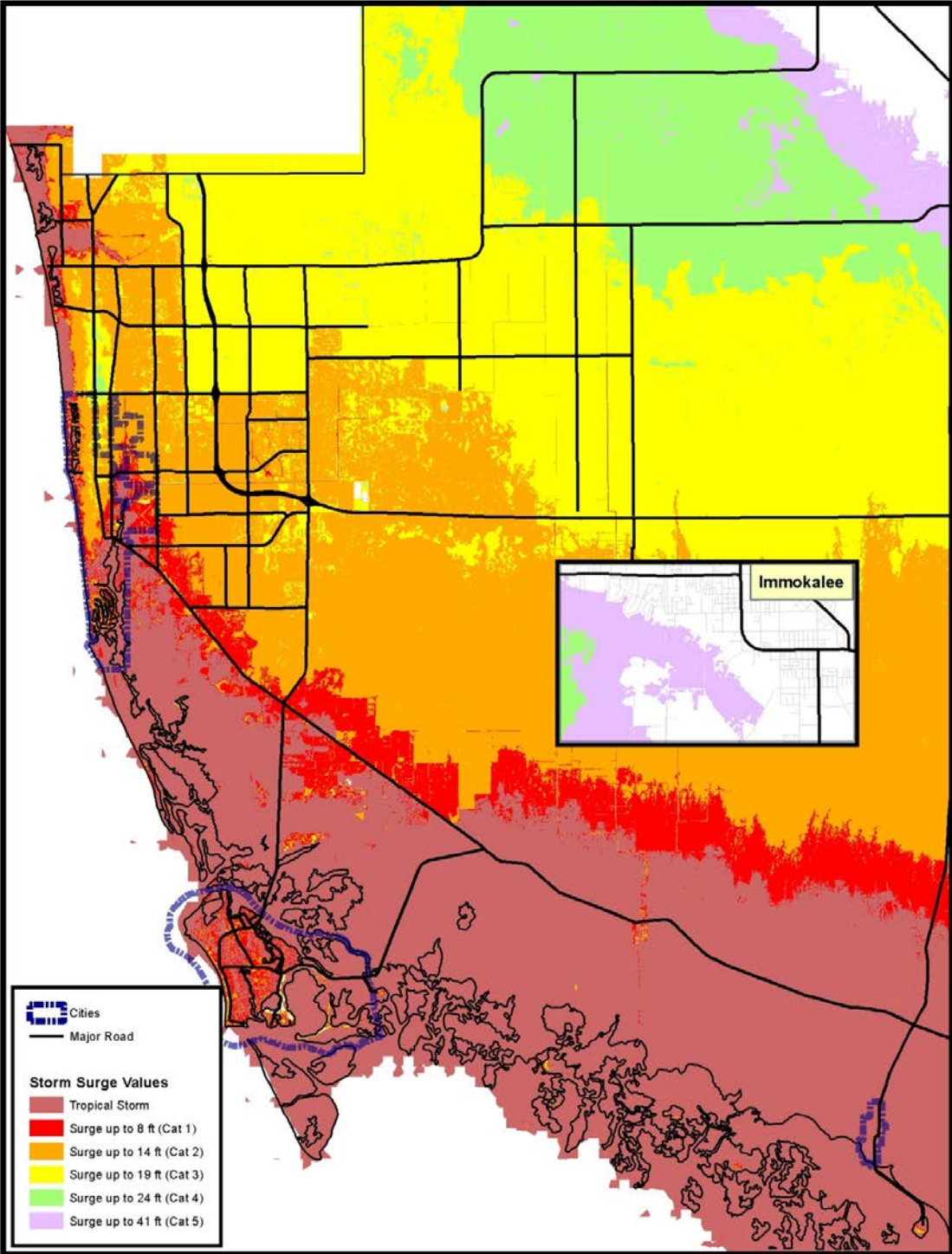
Mutual Aid Agreements

The City maintains Mutual Aid Agreements and Memorandums of Understanding with various vendors for assistance during emergencies. Copies of these documents are included in Annex IV containing Department Emergency Plans.

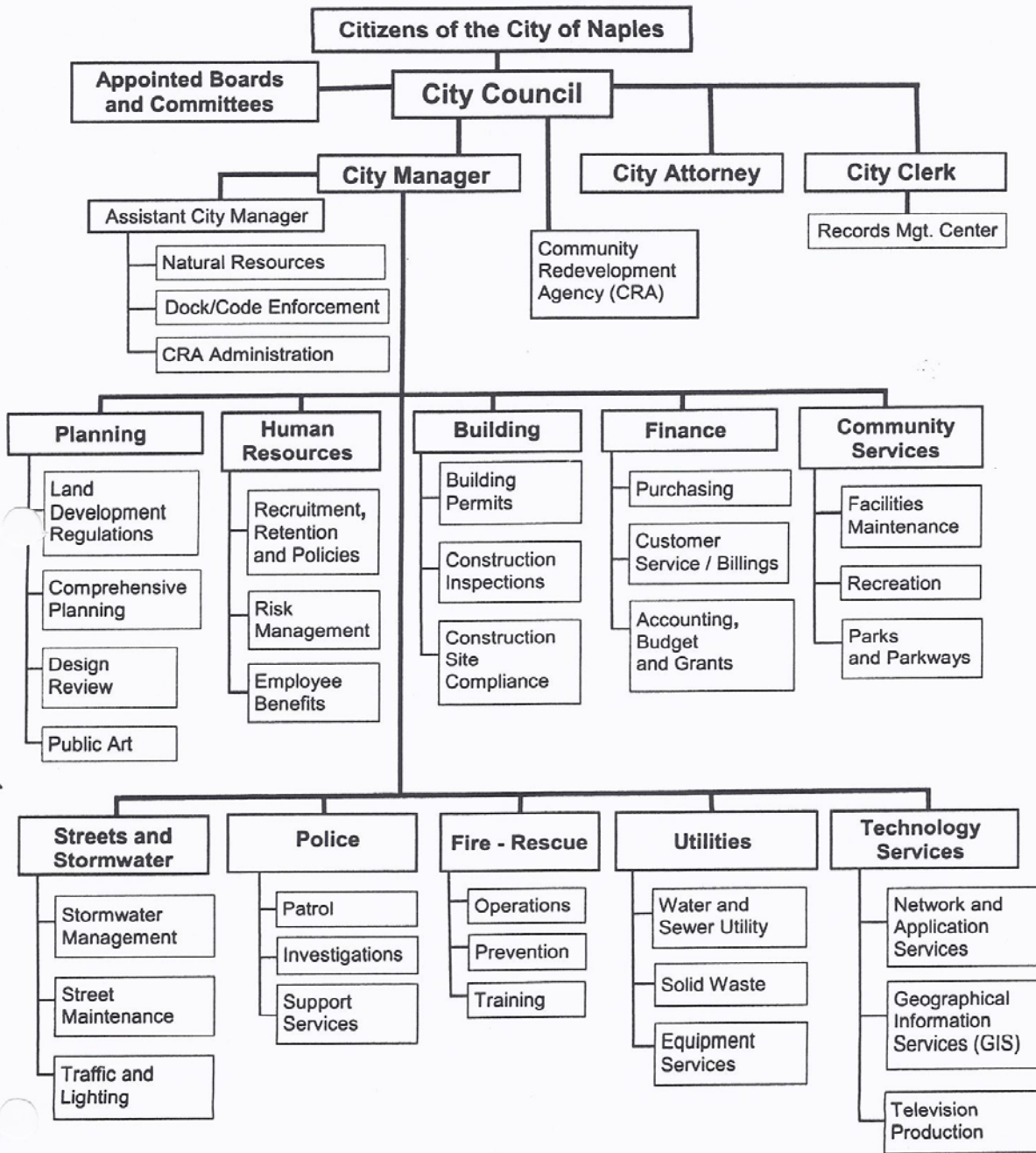
CITY OF NAPLES MAP



COLLIER COUNTY STORM SURGE MAP



City of Naples Organizational Chart



III. CONCEPT OF OPERATIONS

General

This plan is based on the principle that the City bears the initial responsibility for its disaster Prevention, Preparedness Response, Recovery and Mitigation. As a corollary to this principle, each level within the city government will accomplish the functions for which it is responsible, requesting relief from other City Departments or Agencies or the next higher level of government only after resources at that level are inadequate to respond to the emergency. Requests for County support and assistance can be requested at any time, but initiated independently by the County, only after a State of Local Emergency (City or County) has been declared in accordance with their Codes and Laws.

The City of Naples can declare a State of Emergency in accordance with the provisions laid out in Section 14-33 of its Code of Ordinances. Likewise, Collier County can declare a Local State of Emergency (which can include the City of Naples) in accordance with Collier County Ordinance 2002-50, Section 38-58.

A comprehensive approach is needed for standardizing and synchronizing planning and operations for an efficient and effective organizational approach to managing a local emergency or disaster. While some situations are more demanding than others, this plan is designed to be scalable, flexible and compatible with existing plans and procedures both at the local level (City and County) and at the State and Federal level.

Organization, Direction & Control

The Naples Emergency Operations Center (NEOC) may be activated as either a “Command” entity or as a “Support” entity. For an event using many resources of one jurisdiction, the NEOC may serve as a single command element for the operation. Where incidents occur across political jurisdictions, or there is more than one responding agency with incident jurisdiction, the NEOC is activated as a “Command” entity, usually using a “Unified Command” element to direct operations within the City as a unified command. In its “Support” role, the NEOC serves as a Multi-Agency Coordination Center, supporting incident management policies and priorities established by an on-scene command element, for example, law-enforcement operations such as terrorism.

The NEOC will be activated at the direction of the City Manager or his/her designee after consultation with the Mayor, Council Members and staff. In a sudden emergency event such as a tornado, terrorist attack, or major aircraft incident, the Incident Commander (IC) may direct the NEOC be activated immediately and coordinate the notification of senior officials as the situation dictates. The City Manager will designate an overall IC for the disaster/emergency who will be responsible for the organization and staffing of the NEOC. City departments will be prepared to provide trained personnel to staff the NEOC in accordance with Table 1 (Primary & Support Agencies) provided on pages 10-12. This table depicts Emergency Support Functions which are operational areas of responsibilities outlined in the State CEMP.

Table 1

**Emergency Support Functions
SF – Primary & Support Agencies**

AGENCY	ESF-1 (Transportation)	ESF-2 (Communications)	ESF-3 (Public Works)	ESF-4 (Fire)	ESF-5 (Info & Planning)	ESF-6 (Mass Care/Special Needs)	ESF-7 (Resource Support)	ESF-8 (Health & Medical)	ESF-9 (Search & Rescue)	ESF-10 (Hazardous Material)	ESF-11 (Food & Water)	ESF-12 (Energy)	ESF-13 (Military Support)	ESF-14 (Public Info)	ESF-15 (Volunteers & Donations)	ESF-16 (Law Enforcement)	ESF-17 (Veterinary Services)	ESF-18 (Business & Industry)
Naples Police & Fire Department	S	P	S	P	P	P	P	S	P	P	S	S	P	S	S	P	S	S
Naples Mayor & Council	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Naples City Council	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Naples City Clerk		S			S									S				
Naples City Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	P
Naples Building Department	S				S		S		S						S			P
Naples Community Services		S	S		S	S	S		S			S			S			S
Naples Construction Management					S		S											S

AGENCY	ESF-1 (Transportation)	ESF-2 (Communications)	ESF-3 (Public Works)	ESF-4 (Fire)	ESF-5 (Info & Planning)	ESF-6 (Mass Care/Special	ESF-7 (Resource Support)	ESF-8 (Health & Medical)	ESF-9 (Search & Rescue)	ESF-10 (Hazardous Material)	ESF-11 (Food & Water)	ESF-12 (Energy)	ESF-13 (Military Support)	ESF-14 (Public Info)	ESF-15 (Volunteers &	ESF-16 (Law Enforcement)	ESF-17 (Veterinary Services)	ESF-18 (Business & Industry)
Naples Finance					S		S				S				S			
Naples Human Resources					S		S				S				S			
Naples Technology Services		S			S													
Naples Public Works	S	S	P	S	S		S		S	S	S	P						
Airport Authority	S						S											
American Red Cross				S		S	S	S			S				S			S
County Transportation	P									S								
Collier County Emergency Management											P	S	S	S	P			
Collier School Board	S				S		S	S	S					S				
Collier Sheriff	S						S							S		S		
County Manager's Office							S							S				

AGENCY	ESF-1 (Transportation)	ESF-2 (Communications)	ESF-3 (Public Works)	ESF-4 (Fire)	ESF-5 (Info & Planning)	ESF-6 (Mass Care/Special Needs)	ESF-7 (Resource Support)	ESF-8 (Health & Medical)	ESF-9 (Search & Rescue)	ESF-10 (Hazardous Material)	ESF-11 (Food & Water)	ESF-12 (Energy)	ESF-13 (Military Support)	ESF-14 (Public Info)	ESF-15 (Volunteers & Donations)	ESF-16 (Law Enforcement)	ESF-17 (Veterinary Services)	ESF-18 (Business & Industry)
Florida Power & Light	S		S									P						
Health Department								P										
Naples Chamber of Commerce		S																S
Naples Community Hospital								S										
Sprint		S																
The Salvation Army							S				S				S			
Veterinary Association																	S	
Animal Control																	P	

The following staff members shall initially report for an incident briefing to the City NEOC:

- Mayor
- City Manager
- Assistant City Manager
- Chief of Police
- Fire Chief
- Human Resources Director
- Planning Director
- Building Director
- Community Services Director
- Public Works Director
- Construction Management Director
- City Clerk
- City Attorney
- Finance Director
- Technology Services Director

Activation Levels

Activation levels are defined as follows:

- **LEVEL 3 ACTIVATION: NORMAL OPERATIONS**
Monitoring - Plans, procedures, training and supplies checked/updated and ready for activation upon detection of a threat requiring a higher level of activation.
- **LEVEL 2 ACTIVATION: POTENTIAL EMERGENCY OR THREAT OR STORM IMPACT**
Partial Activation - Initial preparedness and response actions undertaken; equipment and personnel ready to deploy; Emergency Operations Center partially activated (above normal status).
- **LEVEL 1 ACTIVATION: LIKELY THREAT OF EMERGENCY OR STORM IMPACT**
Full Activation – State of Local Disaster declared or imminent.

Emergency situation, Tropical Storm or Hurricane Watch or Warning issued, Local State of Emergency (Local, County or State) declared. City of Naples Emergency Operations Center (NEOC) staffed and Emergency Plans being implemented in accordance with the direction of City leaderships. All departments at full readiness and personnel and equipment are ready to deploy.

EOC Operations

An Operations Guide for the Naples Emergency Operations Center (NEOC) is provided in Annex I which includes an outline of the basic operational steps, the organizational set-up, a telephone list, an NEOC representative checklist and a list of recommended equipment and supplies.

Preparedness Activities

The key to minimizing damage, injury and the potential for loss of life in an emergency or disaster is a proactive program of preparedness and response. The City of Naples Fire Chief is the lead entity for ensuring the City government is poised to manage an emergency situation within the city limits, and is the central point of contact for development and maintenance of the CEMP.

Annually (prior to March 15), all members of the City leadership (Senior Management, Directors and Elected Officials) will review their portions of the CEMP for currency, accuracy and feasibility. This review will include:

- Basic CEMP guidance
- Departmental Annexes
- CEMP Appendices
- Memorandums of Understanding (MOU)
- Memorandums of Agreement (MOA)
- Mutual Aid Agreements (MAA)
- Standard Operating Procedures (SOP)
- Vendor Contracts
- Collier County Comprehensive Plan (CEMP)
- Appropriate Laws, Ordinances and Statutes
- Other applicable documents and agreements

Upon completion of this review, comments, corrections, additions, deletions and issues will be provided in writing to the City of Naples Fire Chief for review and action. Once consolidated and correlated, a written summary will be forwarded to the City Manager for final approval and incorporation.

1. Training and Exercise:

In order to be properly prepared to manage a City emergency or disaster, it is important that the personnel responsible for the required actions are properly trained and experienced in order to function in all of the situations to which they could be exposed. Each agency or department tasked within this plan will be trained (and maintain training) to fulfill the requirements of the National Incident Management System (NIMS) commensurate with the role assigned. The NIMS Integration Center establishes the minimum training standards for credentialing personnel and equipment. (HSPD-5) Each agency will maintain a roster of trained personnel, including the type of training and date received, for all persons with emergency response capabilities.

The Fire Chief is responsible for the overall emergency training program for the City of Naples. Department Directors are responsible for ensuring that City staff is trained in their emergency job duties, including Federally mandated National Incident Management System (NIMS) and Incident Command System (ICS) courses. The following courses are considered

minimum requirements for persons working in the EOC, or having emergency responsibilities for their departments:

- ICS-100 (Introduction to ICS)
- ICS-200 (ICS for Single Resources and Initial Action Incidents)
- ICS 300 (Intermediate ICS)
- ICS 700 (NIMS: An Introduction)
- ICS 701 (NIMS Multi-agency Coordinating System)
- ICS 704 (NIMS Communications and Information Management)

Key Emergency Management personnel should additionally complete:

- ICS 400 (Advanced ICS)
- ICS 702 (NIMS Public Information Systems)
- ICS 703 (NIMS Public Information Systems)
- ICS 706 (NIMS Intrastate Mutual Aid)
- ICS 800 (National Response Plan)

Elected Officials are encouraged to complete: ICS-100, ICS-700, ICS-701 and ICS- 704. ICS classes are available on-line at: <http://training.fema.gov/IS/NIMS.asp>.

The City EOC staff will hold an exercise at least annually which simulates the activation of the NEOC facility as well as the other different components which are involved in a City emergency or disaster. The City of Naples will also participate in the County/State hurricane exercise held in the spring of each year. This participation can be coordinated in conjunction with the City's independent EOC exercise. Additional opportunities are periodically offered by the Collier County Emergency Management Department for joint exercise and training and participation can be coordinated as appropriate.

City Departments will annually exercise their individual department plans by holding a tabletop exercise or drill prior to June 1. These department exercises should test each department's ability to provide response and recovery functions. All City exercises and drills will have a critique component so that any weaknesses can be identified and corrected.

Hospitals and nursing homes are required to schedule two disaster related drills per year to maintain their accreditation. Training for Naples and Collier Airport Authorities are scheduled to meet Federal Aviation Authority (FAA) requirements. Training for primary responders is held several times per year.

When drills or exercises are conducted, only those agencies with a response requirement are included. For example, a full-scale hurricane exercise may include a hazardous materials drill, however, it would involve only the agencies that would respond in an actual event (e.g., Police, Sheriff's Office, City Fire, County Fire Districts, EMS, pollution control, utilities department, road department, and emergency management).

2. Public Awareness and Education:

a. Mass Media: Radio/TV stations are listed below:

NOAA WEATHER RADIO 162.525MHZ MIAMI
 NOAA WEATHER RADIO 162.475 MHz RUSKIN/LEE EOC
 FIPS Code: 012021

Primary - FM WFGU/WMKO **90.1 / 91.7** FM Naples/Marco Island
Secondary - FM WSRX 89.5 Naples

WAFZ 92.1/1490 Immokalee (Spanish)
 WTLT 93.7 Ft. Myers/Naples
 WARO 94.5 Ft. Myers/Naples
 WINK 96.9 Ft. Myers/Naples
 WGUF 98.9 Naples
 WAVV 101.1 Naples
 WWGR 101.9 Ft. Myers
 WSGL 104.7 Naples
 WJPT 106.3 Ft. Myers/Naples

Primary - AM WAFZ (Spanish) 1490 AM Immokalee
Secondary - AM WINK 1240 AM Ft. Myers

WNOG 1270 AM Naples
 WWCL1440 AM Lehigh Acres (Spanish)
 WVOI1480 AM Marco Island
 WCNZ1660 AM Naples

b. Television

Primary

Comcast - Collier County Government – Channel 97
 Naples City Government – Channel 98

Secondary

	Comcast	Marco Island	Direct TV	Local
WGCU (PBS)	Ch 3	Ch 3	Ch 30	Ch 30
WBBH (NBC)	Ch 2	Ch 2	Ch 20	Ch 20
WZVN (ABC)	Ch 7	Ch 7	Ch 26	Ch 26
WFTX (FOX)	Ch 4	Ch 16	Ch 36	Ch 36
WINK (CBS)	Ch 5	Ch 10	Ch 11	Ch 11
CNN	Ch 38	Ch 38	Ch 202	
CNN HLN	Ch 39	Ch 39	Ch 204	
MSNBC	Ch 40	Ch 36	Ch 356	
Fox News	Ch 71	Ch 35	Ch 360	
Weather Channel	Ch 47	Ch 38	Ch 262	

1. Public Service Announcements (PSAs) The City of Naples maintains a listing of camera-ready public service announcements.

2. Notification Through Non-Media Means The Naples/Collier County telephone book includes the following Information Center:
 - Hurricane safety rule
 - Tracking map
 - Evacuation Information Center with land-falling storm surge zone

The Collier County "All Hazards Guide" is published annually and is available on the Collier County Emergency Management web page (www.collierem.org) has a comprehensive listing of disaster preparedness information including links to the National Hurricane Center, Federal, State, local agencies and for real time weather Information Center.

Response

1. General

- a. Section 14- 34 of the City Code of Laws & Ordinances for the Declaration and Termination of a State of Emergency outlines the authority and duration for emergency powers and procedures.
- b. The process to close schools is coordinated though the Superintendent of the Collier County School District normally in consultation with the City and/or County Boards. Private schools make their own decisions to be closed.
- c. The City Manager will coordinate with the Constitutional Officers on either closing or limiting City business and/or services.
- d. Businesses closings will be coordinated through ESF-18 (Business & Industry) at the City and/or County EOC.
- e. Requests for County/State Assistance should be coordinated through the Collier County EOC. When local and State resources are determined to be inadequate, the Governor will request assistance through the Federal Emergency Management Agency (FEMA). This request is normally based on local and State damage assessments and expenditure reports that are to be maintained and supplied by the City and County.

All City employees are encouraged to develop personal disaster plans for their use and the safety of their families.

2. Notifications and Warnings:

Guidelines for warnings would require timely Collier Emergency Information Hotline(CEIH) dissemination to two audiences: public officials/organizations, and the general public.

a. Receipt of Warnings:

Twenty-four hour Warning Point: The local warning point during normal business hours (Monday - Friday, 8:00 a.m. - 5:00 p.m.) is in the City of Naples Dispatch Center located within the Emergency Services Complex on Riverside Circle. The Collier County warning point serves as a redundant/back-up center and is located in the Collier County Sheriff's Communication Office (staffed around the clock). The office is located on the third floor of the County Emergency Services Center within the County EOC located in East Naples. Both offices have: redundant communications capabilities to receive warning information from

all relevant sources; back-up power; and resistance to extreme weather, flooding and other hazards.

The County alternate EOC located at the County's South Water Treatment Plant, near the intersection of Collier Blvd & I-75 is available to the City in emergencies. It has adequate communications, is on the county's fiber network and has back-up power.

Warnings may be received by the following means: ESATCOM, Internet, the commercial weather satellite receiver, Facsimile and/or report from the general public. (Note: Reports from the general public will be confirmed prior to dissemination.) All computer systems in the NEOC have access to the Internet.

b. Notification to Public Officials & Organizations:

The extent of notification and warning will be governed by the type and magnitude of the disaster event. Key personnel, including the City Manager and other City Officials will be notified as soon as practicable by the Incident Commander – directly, or as directed (through the City dispatch or NEOC personnel). Volunteer and auxiliary organizations, such as Community Emergency Response Teams (CERT) will receive initial notifications through the Fire Department, as necessary.

c. Notification & Warning System:

(1) **In the City:** During business & non-business hours, the City Dispatch Center or County Sheriff's Dispatch Center will notify the Fire Chief (or his representative) of all warnings via digital pager or phone. The City Dispatch will notify the following agencies over Emergency Control as indicated below:

- **Citywide Emergency:** Fire Chief, Police Chief, County Sheriff's Office, EMS, and the City Manager.
- **Hazardous Spills/Major Transportation Accident:** Fire Chief, Police Chief, County Sheriff's Dispatch, FHP, and Road Department (Collier County Pollution Control and Emergency Management may need to be specified to County).
- **Major Structure Fire:** Fire Chief, Police Chief, County Sheriff's Dispatch, EMS.
- **Other Emergency:** State Warning Point, Collier County School District, Board of County Commissioners, FBI, Naples Community Hospital, Physicians Regional Medical Center, American Red Cross, Salvation Army, Coast Guard, Civil Air Patrol and the Collier County Health Department. Notification assistance can be obtained from the Collier County EOC, if required.

d. Notification to the General Public:

The City Manager (or representative) has the responsibility for disseminating warnings to the general public via various public safety communication modes to the media, hospitals and nursing/healthcare facilities, and hotels/motels. The Collier County government can assist with notification to local media and public safety upon receipt of a "hard copy".

(1) **Primary and Back-Up Warning Systems** - Warnings will be transmitted to WGCU 90.1 FM and COMCAST Cablevision, who will provide the information to customers. Television customers will see the warning as a "crawl" at the bottom of the TV screen.

The Weather Channel (Channel 25) routinely transmits all warnings for this area upon receipt.

Collier County Emergency Management may also request, under specific circumstances, that emergency action statements be transmitted by the Weather Channel as a public service. The National Weather Service Forecast Office in Miami will activate the Emergency Alerting System (EAS) upon request of the Collier County EOC.

Fire and law enforcement departments will accomplish door to door checks for areas that are in peril from hazardous spills or fires. Checks will be generally based on the severity of the event regardless of time of day or day of week.

- (2) Public Emergency Notification - The type of disaster threatening the area will govern the extent of warning. For example, a severe weather warning, marine warning, or hazardous spill would be less extensive than that for a hurricane warning. Public information notices for events impacting large geographic areas should be coordinated between affected governing agencies so that published emergency information is consistent and uniform.
 - (3) Warning for Hearing Impaired, Visually Impaired and Non-English Speaking Populations - Warnings to the General Public are available via television and radio (AM and FM) in English, Spanish and Creole translations. The City and the Collier County EOC have TDD equipment for providing information to the hearing impaired. FAX notification will be made to hotels/motels in the area so they may warn the visiting public.
3. Evacuation:

Evacuation and clearance times: Because of the unique threat posed by each tropical weather event, or other emergency requiring an evacuation, there are no static evacuation zones. The storm surge map is a planning tool used to identify vulnerability from a water threat by a certain level of tropical cyclone intensity and not an evacuation zone map. The Incident Commander or County Emergency Management Director will make his/her evacuation zone recommendations to elected officials based event parameters. During tropical storm or hurricane events, all evacuation measures must be completed before the arrival of sustained tropical storm force winds, (greater than 45 miles per hour). After that time, all public safety personnel in the affected area of tropical storm force winds will seek shelter.

- a. **Primary and Secondary Evacuation Routes:** The primary evacuation routes out of the City or County are I-75 and US-41, CR 846 (Immokalee Road) and SR 29. The normal flow of traffic, under most circumstances, will not be changed if the decision to evacuate is issued with sufficient time.
- b. **Use of the Public Transportation System:** At the time that either a voluntary or mandatory evacuation is recommended, Collier Area Transit (CAT) and the Collier County School District bus fleet will be used to help facilitate the evacuation of the general population. Evacuation buses will follow the normal CAT routes and deposit passengers at the Transfer Station to be shuttled to a designated shelter. Additional express bus services will be provided for service industry workers who live in Immokalee area and the

communities near the intersection of US-41 and SR-29, including Everglades City. Evacuation bus services will cease with the anticipated arrival of sustained winds of 30 miles per hour. Once the storm has departed and weather conditions are safe, those shuttled to a shelter will be returned to the Transfer Station or community from which they came.

IV. FINANCIAL MANAGEMENT

General

The Finance Department is the lead department for all financial matters pertaining to an emergency or disaster. Protection of life and property are always the highest priority, however, pre-established policies and procedures regarding expenditure of City or other governmental funds will be strictly followed whenever possible. To maximize the reimbursement of expenditures made before, during and after an event, and to provide an effective and timely system for documentation of emergency activities, all employees, contractors and volunteers authorized to expend funds or make financial commitments will be provided with training regarding the requirements associated with emergency and disaster expenditures.

Resource Procurement and Reimbursement

In the expenditure of Federal funds for debris clearance, distribution of supplies and other major disaster or emergency assistance activities which are carried out by private firms, preference will be given to individuals or companies that reside or do business in the affected area, to the maximum extent possible. (IAW USC 42 (307) 5150). When major disaster assistance activities are carried out by private firms or individuals, preference will be given to individuals or companies that reside or do business primarily in the area affected by the disaster (PL 100.707, Paragraph 206.10 and Section 252.46, Florida Statutes.)

Emergency use of resources and capabilities of the private sector will be pre-arranged through agreements to the maximum extent possible. Agreements shall be in writing and shall be entered into by duly appointed officials. Agreements between elements of the same level of government will be included as part of the plans of the government. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual updates should be conducted. A clear statement of agreement regarding payment or reimbursement for services rendered is necessary. Procurement of goods and services must meet all the requirements of established state and local procurement rules and regulations.

Reporting Tasks and Established Deadlines Disaster assistance grants are governed by time limits under 44 CFR, Part 206, and can be extended until the work is completed.

Records Maintenance

1. Local Accounting:

Each subdivision may allocate and expend funds as appropriate for local emergency operations. Complete, accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. For the ease of capturing response and recovery expenditures, a separate disaster related coding system should be used to accurately document expenditures for personnel, materials, equipment, contract and mileage. Despite the difficulty in maintaining such records in the stress of an emergency, agencies are required to identify and document:

- Funds for which no federal reimbursement will be requested should a declaration be made and,
- Funds eligible for reimbursement under emergency or major disaster project applications.

2. Reports and Records – General:

When federal public assistance is provided under the Disaster Relief Act, local projects approved by the Federal Emergency Management Agency are subject to both state and federal audit. (Public Law 100-707, paragraph 206.16). During any emergency activity, the maintenance of accurate records is essential. Suspense dates and formats for reports will be in accordance with the Collier County Emergency Management Department, who shall be the central collection agency for logs and reporting and preliminary damage assessment protocols and procedures.

County and municipal governments, are to record accurately and account for activities during an emergency/disaster, and should keep the following records, at a minimum:

- Record of expenditures and obligations
- Copies of receipts, purchase orders and invoices
- Activities Log of actions taken
- Recordings of ESATCOM message traffic
- Historical records of declarations, newly created ordinances and any special actions taken to deal with the emergency
- Copy of the State's "Tracker Message", and number, to validate an authenticated and approved request

Emergency reports such as preliminary damage assessment reports are to request a Presidential emergency or disaster declaration. Updates giving new developments and more complete Information Center will be forwarded as new information becomes viable in the most expeditious manner available, i.e., facsimile, ESATCOM, INTERNET, "EM Constellation".

Copies of the following recordkeeping documents are found in Appendix F.

- Force Account Labor Summary Record (FEMA Form 90-123)
- Rented Equipment Summary Record (FEMA FORM 90-125)
- Contract Work Summary Record (FEMA Form 90-126)
- Force Account Equipment Summary (FEMA Form 90-127)
- FDEM Summary Record
- Activities Log (ICS 214)
- Summary of Daily Activity Reports

3. After Action Reports

The Emergency Management Director will provide reporting requirements and suspense dates. Normally a critique and after-action report will be completed within two weeks following the emergency or disaster and can be expected to address evaluations of warning system effectiveness, practical application of emergency plans, communication effectiveness, coordination with adjoining counties and the State Division of Emergency Management, and the effectiveness of mutual aid agreements.

V. CONTINUITY OF OPERATIONS (COOP) AND CONTINUITY OF GOVERNMENT (COG)

General

Continuity of Operations (COOP) is a process within individual departments and agencies to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. This is accomplished through the development of plans, comprehensive guidelines, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records/ databases. The planning effort should consider essential activities that need to be up within each of the following scenario timeframes: 24-hours, seven days and 30-days.

Continuity of Government (COG) is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities and it is an essential function of emergency management that is vital during an emergency/disaster situation.

Mission Essential Functions

A disaster can affect public service activities in various ways. Equipment may be lost or destroyed, sufficient numbers of people needed to deliver a service may be deficient or supplies to meet the needs of the victims and residents may be lacking. Yet, despite these factors, disaster affected residents expect services to be delivered in an efficient and effective way.

Each agency and activity governed by this CEMP will analyze its functions and rank order the services and activities from the most to the least critical. The results of this process can be contained in a Standard Operating Procedure (SOG). A listing of each department's Mission Essential Functions and the status of each will be provided to the Recovery Task Force upon request, via ESF-5 (Planning

and Intelligence). ESF-5 will compile the governmental activity status listing and provide it to the Recovery Task Force with impact assessments and recommendations. The Recovery Task Force will then validate the level of service available to the community and/or shift resources to meet the service level expectations.

Plans and Procedures

A phased concept of operations to direct relocation of personnel and resources to an alternate facility, along with the necessary support documentation should be developed and maintained by each department.

Delegation of Authority

Each department head should establish, in writing, the delegations of authority and lines of succession within the departments when under a Local State of Emergency Declaration or other circumstances. This can be done through a standing agency SOG or letter.

Orders of Succession

The succession of authority for the City of Naples is in accordance with F.S. 870.042, Sec 14-34 and begins with the Mayor or in the Mayor's absence, the Vice-Mayor is designated and empowered. The succession proceeds through the Council members by seniority order beginning with the Chair or Vice Chair's absence or the City Manager in their absence, or the City Clerk in their absence and the Deputy City Manager in his absence. Each Agency, in turn, should publish an internal order of succession letter that addresses three (3) levels below the Director or Manager.

Alternate Facilities

Each department should identify and pre-plan for using an alternate facility capable of supporting operations for 30 days. This plan should include identifying the infrastructure for relocation of essential staff. This information should be maintained in an organizational SOG.

Interoperable Communications

1. The Emergency Management Office possesses internal and external communications capability. In addition, this office can supply emergency amateur radio operators with their equipment during an emergency.
2. The Police Chief will develop a plan that prioritizes restoration of communications. This plan should be updated and validated annually.
3. Each department should conduct an inventory of its communications assets and determine minimum mission essential levels.

Vital Records and Databases

1. Most vital records are located in the main City Hall building which has a first floor elevation higher than a Category 1 land falling storm. Additionally, some vital records are located in other municipal government buildings throughout the City which are generally also elevated above a Category 1 surge threat. All agencies should regularly review various methods to protect these vital records based on all the associated hazards outlined in the City's risk assessment.
2. All city agencies must ensure the protection of their records so that normal procedures may continue after a disaster. The Clerk's Office will assist with providing procedures and protocols aimed at identifying the ways and means to best safeguard all vital records.
3. Damage to records is most often the result of fire and/or water damage. Damaged records can often be saved by prompt mitigation and salvage action. Technical guidance for records salvage operations may be obtained from the State Division of Emergency Management or the Collier County Emergency Management Department.
4. Vital records that establish or protect the rights of citizens and government are divided into two categories:
 - **Category A:** Records needed for the emergency operation of government during a disaster and
 - **Category B:** Records needed for the re-establishment or continuity of normal governmental functions after the disaster event is over.
5. Agencies under the City Manager are required to protect records under the criteria previously established. Agencies that are not under the City Manager are encouraged to use the criteria as guidance in their vital records preservation programs.

Personnel Issues & Coordination

To have a successful COOP/COG planning effort, each agency needs to address internal personnel issues that could affect the CEMP. Managers should ensure that timing for employees to take care of personal matters is addressed while assuring the operation maintains a minimal acceptable level of performance.

Logistics and Administration

Because plans are developed to continue operations to deliver services to the public and others, planning efforts should be detailed enough to determine what needs to be packed and moved as well as who will move the assets. The range of contingency planning should go from identifying what needs to be moved and set up at the alternate location to having to accomplish all the labor with only those resources your department possesses.

Security

Depending on the emergency that warrants implementation of the COOP/COG plans, various levels of security should be factored into the planning process.

Test Training and Equipment

To make the Continuity of Operations and Continuity of Government Plans viable, all employees need to be trained regularly on various elements of the plans in order to make sure all are aware of their roles and responsibilities as well as validate the currency of plans and procedures. See Section III.E (Preparedness) for information on training and exercise opportunities.

Emergency Actions

Specific emergency delegations are contained in this plan. The head of each tasked organization shall identify a person as the emergency coordination officer (ECO) for that agency to the City Emergency Management Office. The ECO is responsible for coordinating with the Emergency Management Office on emergency preparedness issues, preparing and maintaining emergency preparedness and post disaster response and recovery plans for such agency, maintaining personnel.

VI. REFERENCES & AUTHORITIES

City of Naples, Resolution 10-12606 (Approval of Local Mitigation Strategy)
City of Naples Code Article II, Sec 14
Collier County Comprehensive Emergency Management Plan (CEMP) with Annexes
Collier County Hazard Mitigation Plan
Collier County Ordinance 84-37 (state Emergency Ordinance), dated May 22, 1984
Collier County Ordinance 06-35 (Post-disaster Recovery Ordinance), dated July 25, 2006
Collier County Ordinance 06-45 (Contractor Licensing Ordinance), dated October 10, 2006
Collier County Code of Laws & Ordinances, Chapter 38
Chapter 252, F.S., as amended
Emergency Management Assistance Compact (EMAC)
Federal Robert T. Stafford Act (Public Law 93-2880
FEMA-116; Reducing Losses in High Risk Flood Areas
FEMA 322 – Public Assistance Guide
FEMA – 502-2; ICS Forms Booklet
Florida Executive Order 80-29
Florida Handbook for Disaster Assistance
Florida Statewide Mutual Aid Agreement
Homeland Security Presidential Directive – Five (HSPD-5)
Naples Municipal Airport Emergency Plan, Aug 31, 2011
National Response Plan (NRP)
NOAA Sea, Lake, Overland Surge from Hurricanes (SLOSH)
U.S. Coast Guard Auxiliary – Your Boat & Hurricanes, 2005
Office of Management & Budget (OMB) A-87
SERT – Preliminary Damage Assessment
State of Florida, Chapter 9G – 6
29 Code of Federal Regulations (CFR)
44 CFR
USC 42

Appendix

Appendix A

Acronyms

ADPAC - Animal Disaster Preparedness Advisory Committee

ALF - Assisted Living Facility

ALT - Alternative

ARC - American Red Cross

ARES - Amateur Radio Emergency Services

ARRL - American Radio Relay League

ASD- Collier County Administrative Services Division

CAP- Civil Air Patrol

CCFCA - Collier County Fire Chiefs' Association

CCSO-Collier County Sheriff's Office

CDES- Collier County Community Development and Environmental Services Division

CEMP - Comprehensive Emergency Management Plan

CERT - Community Emergency Response Team

CERV- Collier Emergency Response Volunteers

CFR - Code of Federal Regulations

CIEH- Collier Emergency Information Hotline

COG- Continuity of Government Plan

COOP- Continuity of Operations Plan

CPA- Closest Point of Approach

CR - County Road

CRS- Community Rating System

DART - Domestic Animal Response Team

DOH- Department of Health

DRC - Disaster Recovery Center

EAS - Emergency Alert System

EM - Emergency Management

EMC-Emergency Management Coordinator (Marco Island)

EMS - Emergency Medical Services

EOC - Emergency Operations Center

ESATCOM - Emergency Satellite Communications

ESF - Emergency Support Function

FDEM - Florida Department of Emergency Management

FDLE - Florida Department of Law Enforcement

FDOT - Florida Department of Transportation

FEMA - Florida Emergency Management Agency

FHP- Florida Highway Patrol

FS - Florida Statutes

HAP – Hurricane Action Plan

HAZMAT - Hazardous Materials

HM - Hazard Mitigation

HSUS - Humane Society of the United States

HSPD - Homeland Security Presidential Directive

IA - Individual Assistance

ICS - Incident Command System

LE- Law Enforcement

MARS - Military Affiliate Radio System

MIHAP-Marco Island Hurricane Action Plan

MOU - Memorandum of Understanding

NAD- North American Datum

NEOC– Naples Emergency Operations Center

NIMS - National Incident Management System

NETC- National Emergency Training Center

NFIP - National Flood Insurance Program

NOAA - National Oceanographic and Atmospheric Administration

NWSFO - National Weather Service Forecast Office

OMB - Office of Management and Budget

PA - Public Assistance

PIO - Public Information Office

PL - Public Law

PRI - Primary

PSA- Public Safety Announcement

PSD- Collier County Public Services Division

PSN - People with Special Needs

PUD- Collier County Public Utilities Division

PW- Project Worksheet

PWD - Public Works Department

RACES - Radio Amateur Civil Emergency Service

RDSTF - Regional Domestic Security Task Force

RIAT - Rapid Impact Assessment Team

RMD- Collier County Risk Management Department

RRT - Rapid Response Team

SEOC - State Emergency Operations Center

SERT- State Emergency Response Team

SWFARA- South West Florida Amateur Radio Association

SFWMD- South Florida Water Management District

SITREP - Situation Report

SLOSH - Sea, Lake, Overland Surge from Hurricanes

SMART - Strategic Metropolitan Assistance and Recovery Teams

SOG- Standard Operating Guide

SOP - Standard Operating Procedure

SR - State Road

TDS - Time Delineating Schedule

TH - Temporary Housing

TTY – Teletype

USCGA - U.S. Coast Guard Auxiliary

USNG - United States National Grid

VOAD - Voluntary Organizations Assisting in Disaster

Appendix B

Shelters

Schools

Naples High School
1100 Golden Eagle Circle
Naples, FL 34102
(239) 377-2201

Mason Classical Academy (Charter)
3073 S. Horseshoe Dr.
Naples, FL 34104
(239) 227-2838

Gulfview Middle School
255 6th Street, South
Naples, FL 34102
(239) 377-4000

Lake Park Elementary
1295 14th Ave North
Naples, FL 34102
(239) 377-7200

Sea Gate Elementary
650 Sea Gate Drive
Naples, FL 34103
(239) 377-8300

St. Ann Catholic School (Private)
542 Eighth Ave, South
Naples, FL 34102
(239) 262-4110

Park Buildings/Libraries

Fleischmann Park
1300 Fleischmann Blvd.
Naples, FL 34102
(239) 213-3026

Norris Center
788 8th Street
Naples, FL 34102
(239) 213-3041

Naples Library
650 Central Ave
Naples, FL 34102
(239) 262-4130

Appendix C

Emergency Contact Numbers

American Red Cross	(239) 596-6868, or 777-7967 (after hours)
Animal Services (County)	(239) 252-7387
Ashbritt Environmental (Debris Contract)	(954) 545—3535, or 683-0247
Border Patrol Comm Center	(954) 965-6300 x120
Century Link Telephone	(239) 263-6205, or (239) 565-3896
Civil Air Patrol (Naples)	(239) 643-2226
Collier County Clerk of Courts	(239) 252-8430
Collier County Emergency Management	(239) 252-3600/3601
Collier County School District, Superintendent	(239) 377-0212
Collier County Sheriff's Office	(239) 774-4434, or 252-9300
Collier County Sheriff's Dispatch Center	(239) 793-9319
Collier County Dist 4 Commissioner	(239) 252-8392/8097
Collier County Manager's Office	(239) 252-8383
Collier County Health Department (Director)	(239) 252-8201, or 293-3000
Collier County Supervisor of Elections	(239) 252-8450
Combs Oil Company	(239) 657-3313, or 774-2666
Comcast Cable	(239) 432-1840, or (239) 432-1634
Congressman Connie Mack (14 th Dist)	(202) 225-2536, or (239) 252-8999
Congressman David Rivera (25 th Dist)	(202) 225-2778, or (239) 348-1620
Evans Fuel	(239) 262-4124
Everglades City – Mayor	(239) 695-3781
FAA Watch Desk – Ft. Myers	(239) 768-1377
FDLE	(800) 342-5869
FBI (Tampa)	(813) 273-4566

FDOT	(863) 519-2758
FEMA HQ - Washington D.C.	(800) 621-3362
FEMA Region IV (Atlanta)	(770) 220-5200 #1
Florida DEP (Ft. Myers)	(239)344-5600
Florida Highway Patrol (Ft Myers)	(239)938-1800
Florida Power and Light – Kate Donofrio	(239) 262-1322, or (239) 410-4014 (pg)
Florida Forest Service (Div of Forestry)	(239) 690-3500 x105, or 229-0126
Governor of Florida	(850) 410-0501
Greater Naples Chamber of Commerce	(239) 262-6376
Marco Island City Manager	(239) 389-5000
Medical Examiner	(239) 434-5020, or 434-7767
Mosquito Control	(239) 436-1000
Naples Civil Air Patrol	(239) 643-2226, or 860-5560
Naples Airport Authority	(239) 643-0733 SatPhone 870776419268
Naples Community Hospital (NCH)	(239) 436-5252, or 436-5178
Naples City Manager	(239) 213-1027
Naples Mayor	(239) 213-1000, or 777-7952
Naples Police Chief	(239) 213-4850
North Collier NCH	(239) 513-7580
National Weather Service – Miami	(305) 229-4528/4470
National Weather Service – Ruskin	(813)645-2323
Physicians Regional – Pine Ridge	(239) 304-4753
Physicians Regional – Collier Blvd	(239) 304-4756
Pollution Control (Collier County)	(239) 252-2502, or 249-4309
Representative Franics Rooney	(202) 225-2536
Representative Bob Rommel	(850) 717-5106, or (239) 417-6200
Salvation Army	(239) 775-9447
Senator Kathleen Passidomo	(239) 417-6205

Senator Marco Rubio (R)	(202) 224-3041, or (239) 252-8999
Senator William Nelson	(202) 224-5274
State of Florida Warning Point (24/7) EOC	(850) 413-9900, or (800) 320-0519
South FL Water Management District	(239) 263-7615 x7603
Sunbelt Rental Equipment	(239) 449-6005
SW Florida Domestic Security T/F	(239) 278-7080 x197
Taylor Rentals	(239) 643-1334
TECO Gas	(877) 832-6747, or (239) 690-5508
Towing – Extreme Recovery	(239) 261- 7033
United Way of Collier County	(239) 261-7112
U.S. Coast Guard – Ft. Myers	(239) 463-5754/5755, or (877) 249-2824
Waste Management	(239) 325-3208

Appendix D

Assisted Living / Nursing Homes

Brookdale Naples
770 Goodlette Road North
Naples, FL 34102
(239) 308-0488

Lakeside Pavilion
2900 12th Street, North
Naples, FL 34102
(239) 261-2554

Heritage Health Care
777 9th Street, North
Naples, FL 34102-8197
(239) 261-8126

Moorings Park
130 Moorings Park Drive
Naples, FL 34103
(239) 643-9133

Windsor Place
2626 Goodlette-Frank Road
Naples, FL 34103
(239) 403-0826

Appendix E

Workplace Security

In anticipation of the arrival of severe weather or other emergency or potential disaster, certain precautions can and should be taken which will prevent or mitigate damage to equipment or the loss of important data, records and historically important items. The following are some guidelines which should be followed when directed to prepare your office or workplace:

- Back-up computer files (disk, portable-drive or remote)
- Consider printing critical data lists (e-mail addresses, phone lists, etc.)
- Coordinate with IT for server back-up
- Coordinate with IT for off-site web hosting
- Ensure Uninterrupted Power Supplies (UPS) are functioning & connected properly
- Check that sensitive equipment is surge protected
- Safeguard important hard-copy (paper) documents
 - Remove/cover
 - Seal in water proof container
 - Move to non-threatened area
 - Make copies
- Unplug/disconnect electronic devices and label wires for re-connection
- Record a phone/computer out-of-office instruction message
- Relocate electronic equipment away from windows and off of the floor
- Cover equipment and furniture with plastic sheeting or plastic bags
- Protect and elevate sensitive office supplies like paper stock, etc.
- Park vehicles and other equipment on high ground, in a parking garage or evacuate inland
- Close storm shutters, install flood barriers and lock doors and windows
- Remove or secure any loose items in outdoor areas.
- Safeguard sensitive data (i.e. social security numbers, credit card numbers)

Remember:

- Water can come from below (flooding), above (roof leak) & horizontally (window/doors)
- Power outages and power surges damage electronic equipment
- Back-up generators don't power everything

Supplies: Plastic tarps, plastic garbage bags, packing /duct tape, waterproof containers, bungee cords, portable data storage devices, spare UPS, spare surge protector, cable tags, small tool kit (for connecting and disconnecting equipment), spare batteries, extension cords and manual office equipment and supplies, clean-up supplies, paper towels and dehumidifier.

Appendix F

Disaster Accounting Forms

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

PAGE _____ OF _____

*O.M.B. No. 1660-0017
Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME		\$
--	--	----

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME		\$
---	--	----

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE ⁴⁰	DATE
-----------	---------------------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). Submission of the form is required to obtain or retain benefits under the Public Assistance Program. **Please do not send your completed form to the above address.**

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
RENTED EQUIPMENT SUMMARY RECORD

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
-----------	-----------	-------------	----------

LOCATION/SITE	CATEGORY	PERIOD COVERING
---------------	----------	-----------------

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					

GRAND TOTAL _____

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE 43	DATE
-----------	----------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). Submission of the form is required to obtain or retain benefit under the Public Assistance Program. **Please do not send your completed form to the above address**

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATIOJN/SITE	CATEGORY		PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE

GRAND TOTAL _____	
--------------------------	--

I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	45	TITLE	DATE
-----------	----	-------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). **Please do not send your completed form to the above address.**

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
 Expires October 31, 2008

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	47	TITLE	DATE
-----------	----	-------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control

number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). **Please do not send your completed form to the above address.**

INSERT

FDEM

SUMMARY REPORT

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INSERT

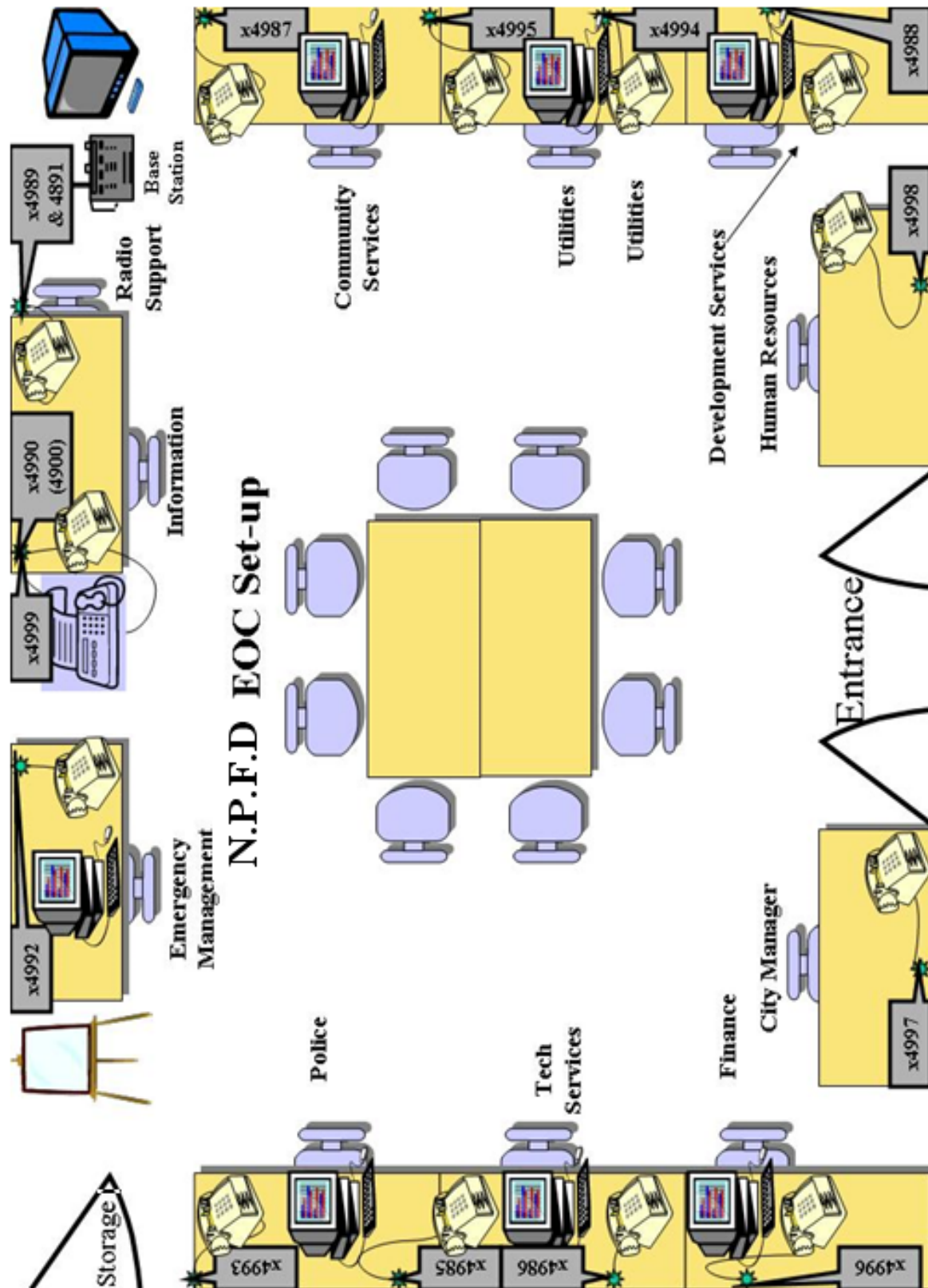
SUMMARY OF DAILY

ACTIVITY REPORT

Annex I
NEOC Operations

NEOC Operational Steps

1. Alert Key Staff
 - City Manager
 - Council Chair
 - Mayor
 - Required Emergency Support Function (ESF) representatives
2. Notify the County EOC and State Warning Point
 - Collier County Emergency Management (239) 252-3600, or through dispatch
 - State of Florida Warning Point (850) 413-9900 or 1-800-320-0519
3. Determine if emergency notification is required
 - Public Safety Announcement (PSA) – coordinate with the Collier County PIO of event exceeds City of Naples boundary
 - Code Red
 - Emergency Alert System (EAS) – County EOC can activate
4. Start Incident Log
5. Bring equipment on-line
 - Computers
 - Phones
 - Printers/Plotters & Copier
 - Check back-up generator (operation and fuel)
6. Prepare initial situation briefing
 - Define the scope of emergency
 - Gather the facts
 - Establish the unknowns
 - Identify the resources you have and you need
7. Prepare for the media
 - Designate a PIO
 - Prepare an initial Press Release (PR)
8. Provide liaisons as necessary
 - On-scene IC
 - County EOC
 - State
 - Others
9. Establish reporting and briefing schedule
10. Determine if multiple shifts (24/7 operations) will be necessary
11. Notify the County and State when NEOC is closed or activation level is changed



Naples Emergency Operations Center Telephone List

Extension	Purpose	Wall	Position (L-R)	Voice Jacks	Data Jacks
4997	City Manager	West	Right	2-33	2:39, 2:40
4996	Finance	North	Left	2-31	2:37, 2:38
4986	Tech Services	North	Left-Center	2-29	2:35, 2:36
4985	Construction Management	North	Right-Center	2-27	2:33, 2:34
4993	Police	North	Right	2-25	2:31, 2:32
4992	Emergency Management	East	Left	2-23	2:29, 2:30
4999	FAX	East	Right-Center	2-22	2:25, 2:26
4990 (4900)	Information	East	Left-Center	2-21	2:27, 2:28
4989 / 4991	Radio Support	East	Right	2-19 2-20	2:27, 2:28
4987	Community Services	South	Left	2-17	2:23, 2:23
4995	Utilities	South	Left-Center	2-15	2:21, 2:22
4994	Utilities	South	Right-Center	2-14	2:19, 2:20
4988	Development Services	South	Right	2-11	2:17, 2:18
4998	Human Resources	West	Left	2-9	2:15, 2:16

NEOC Representative Check-List

Upon notification that you need to report to the EOC for duty, the following list should be consulted for things that should be considered or accomplished prior to your arrival:

- Alert:
 - Confirm who is calling and get a contact phone number
 - Establish your report time and potential duration of duty
 - Confirm location to report to (main EOC, Alternate or Other)
- Prepare:
 - Notify your supervisor
 - Notify family/relative how to reach you (main EOC number is 252-3600)
 - Secure your home/workplace
- Bring with you:
 - County/EOC Identification
 - Cell phone(s), pagers and chargers
 - County radio, batteries and charger
 - Laptop, accessories and charger
 - Department Go-kit (phone lists, SOPs, forms, office supplies)
 - Personal supplies (change of clothes, medications, jacket/sweater)
 - Snacks (bring something to eat and drink)
- Upon arrival:
 - Sign in
 - Report to EOC leader (Emergency Management Director or IC)
 - Confirm duty station (ESF or other)
 - Get a briefing (Gather the facts/Establish the unknowns)
 - Start Incident Log
- Bring equipment on-line:
 - Computers
 - Phones
 - Printers/Plotters & Scanners
 - Other departmental equipment
- Report back to Division/Department on arrival and status:
 - Scope/Status of the emergency
 - Resources you have and resources you need
- Establish reporting and briefing schedule
 - Determine if multiple shifts (24/7 operations) will be necessary
 - Prepare for media
 - Notify the Division or Department when NEOC is closed or activation level is changed

NEOC Equipment Supply List

- Workstation Computers
- Laptop Computers
- Spare Monitors, Keyboards, etc.
- Printers
- Fax Machine
- Extra Toner
- Desktop document scanners
- Computer projector
- GIS Plotter
- Copier
- White Boards
- Back up UPS
- Telephones (standard)
- Satellite Telephone
- Extra Cell Phones
- Batteries
- Power Strips
- Extension cords
- Office paper
- Miscellaneous Office Supplies
- Televisions
- NOAA Weather Radio
- Phone/Radio Chargers
- Phone headsets
- 800mHz Radios
- 3 days of shelf-stable meals
- 3 days of bottled water
- Coffee
- Paper towels
- Garbage bags
- Plastic Tarps
- Duct Tape
- Flash Lights
- Battery powered lanterns
- 6 portable toilets
- 3 cases toilet paper
- Portable fans
- Ball point pens (Black, Blue & Red)

- Permanent Markers
- Dry Erase Markers
- Flip Chart Paper
- Easels
- Thumb drives
- Manual typewriter
- Pencils
- Pencil Sharpener
- Rubber bands
- Staplers
- Paper clips
- Sticky notes
- Note/legal pads
- Index Cards
- Binders
- Label maker
- Dictionary
- Phone Books
- Map Books/Maps
- Clear Tape
- Glue
- Clear document covers
- Scissors
- Box cutters
- File Storage Boxes
- Clear packing tape
- Plastic Utensils
- Paper plates
- Coffee cups
- Zip lock bags
- Aluminum Foil
- Plastic wrap
- Portable Signs
- Insect Repellent
- Hand sanitizer
- Cleaning supplies
- Hand cart

Emergency Worker Checklist For Preparing for a Disaster/Emergency Event

I. Preparation Activities – Individual & Property (Note: those items marked with an asterisk should be done if the area is threatened by a hurricane or coastal storm)

Prepare ahead of time - in a relaxed, stress-free atmosphere

Dress appropriately for the tasks you are to carry out

Pack the following personal items:

Personal hygiene items (prescriptions)

Change of clothing, work shoes or boots, rainwear

Food/snack-food

Bedding (if required to stay overnight)

Special tools equipment

Prepare your home or residence:

Bring in outdoor items*

Secure windows and sliders with shutters/window protection*

Secure garage door with appropriate bracing/locks*

Secure valuables/important papers in safe area/secure location

Lock windows and doors

Draw drapes and blinds

Collect water in containers and store in refrigerator/freezer*

Make as much bulk ice as possible*

Unplug all unneeded electrical appliances, (except the refrigerator - other)*

Turn off all unneeded circuit breakers at breaker box, (except for refrigerator – other)*

Water heater

DVD

Clocks

Television(s)

Dishwasher

Icemakers

Stereo

Microwave

Other Appliances

- _____ Turn off water at main source (main valve)*
- _____ Notify family/friend or neighbor of situation and to watch your home
- _____ Take pager/radio/cellular phone, and chargers
- _____ Lock all doors and bring an extra set of keys
- _____ Stop at the bank/ATM and withdraw extra cash
- _____ Fill your vehicle's gas tank and other fuel containers
- _____ If needed, stop at the store and purchase snack foods, sodas, batteries etc.

II. Emergency Response (Activation) Procedures:

- _____ Report to assigned location
- _____ Check-in and locate your workstation supervisor

Obtain briefing from supervisor and determine:

- _____ What your specific job responsibilities and what's expected of you
- _____ Identification of personnel working with you
- _____ Where your work location will be
- _____ Eating and/or sleeping arrangements
- _____ Identification of work shift (length & time of day)
- _____ Procedures for obtaining additional supplies, services and personnel
- _____ Clarification of any important points relative to work assignment(s)
- _____ Carry out assigned or delegated responsibilities
- _____ Report any unsafe act or conditions to your supervisor
- _____ Observe established radio and telephone procedures
- _____ Attend any scheduled briefing sessions to review events
- _____ Maintain a daily record or log of your activities and time spent on work

III. Behavioral Guidelines to Follow:

- _____ Avoid personal conflicts. Be polite and professional in your actions
- _____ Limit or avoid tobacco, caffeine, sugar and sodium
- _____ Assist colleagues during stressful situations
- _____ Use words like "Thank You" and "Please"
- _____ Keep your sense of humor, especially with your co-workers
- _____ Eat well balanced meals

- _____ **Carry out the following stress prevention or reduction techniques**
- _____ Get plenty of sleep and rest
- _____ Work off excess stress or anger by physical exercise
- _____ Attempt one task at a time
- _____ Take one day at a time
- _____ Talk to a friend
- _____ Learn to accept what you cannot change or fix
- _____ Look for the positives in the situation
- _____

IV. Deactivation Procedures:

- _____ Verify deactivation schedule with supervisor
- _____ Ensure that sleeping area (if activated) is clean
- _____ Clean and secure any gear or equipment assigned to you
- _____ File any required forms, logs and reports to the appropriate party
- _____ Return any issued communications equipment
- _____ Follow approved check-out procedures
- _____ Check out, making sure that supervisor has all appropriate paperwork
- _____

V. Post-Incident Behavioral Guidelines:

- _____ Talk about what you have gone through with co-workers
- _____ Talk about situation with someone who cares about your personal health and welfare
- _____ If possible, exercise your body
- _____ Relax your mind if stressed
- _____ Eat well-balanced meals
- _____ Get plenty of rest
- _____ If possible, relax at home or away from the workplace for about 48 –72 hours
- _____ Critique emergency operations with co-workers
- _____ If necessary, schedule critical incident stress debriefing sessions
- _____

Evacuation Checklist

- Prepare evacuation plan and purchase supplies ahead of time (now)
- Identify where you will go (a couple of alternatives)
- Plan on how you will get there
- Think about your pets & supplies for them (Public shelters don't allow pets)
- Monitor local media for information and weather updates
- Secure your home inside and out
- Check your shutters for parts and fit – lock windows and doors
- If you have a boat, make sure you have supplies required & know how to secure it
- Bring in outdoor furniture and loose items
- Turn off unneeded utilities (water, electric & gas), if possible
- Fill your car with fuel, check tire pressure and fluids
- Get cash from the bank or ATM (Consider placing Jewelry & valuables in Safety Deposit box.)
- Bring your disaster supply kit (see the Collier County All Hazards Guide)
- 3-5 days' supply of food and water
- Battery Operated radio
- Flash lights
- Extra batteries
- First aid kit
- Sleeping bags
- Medications – check prescriptions
- Personal hygiene supplies
- Cell phone chargers
- Toys, books, or games for the kids
- Identification for Re-entry to your neighborhood (2 forms)
- Insurance Information: Policy numbers, Contact information, Information on coverage
- Personal phone book

- Other valuable documents
- Original documents: passports, birth certificates, titles/deeds
- Medical records
- **Lastly, notify friends and family on how to get a hold of you**

For additional information go to: <http://www.colliergov.net/FTP/allhazards/Inside.htm>
<http://www.floridadisaster.org/EMTOOLS/Severe/hurricanes.htm>

Annex II
Recovery Functions

I. OVERVIEW

The emergency/disaster recovery process consists of three overlapping phases consisting of a wide range of activities:

Immediate Emergency Phase

The Immediate Emergency Phase begins right after the danger has passed through the area (i.e. hurricane winds decrease to less than 40 miles per hour). Emergency activities focus on the missing, stranded, injured, and homeless. The primary activities are Search and Rescue, and preventing further injury or damage. During this period, normal social and economic activities are disrupted or discontinued. Emergency Management officials begin to survey the affected areas to determine needed recovery resources, mitigation of further damage and restoration of critical services.

Short Range Restoration Phase

The Short Range Restoration Phase begins as soon as possible after the event, and continues several days depending upon the extent of damage. Restoration activities focus on returning the City to relatively normal activities. Restoration of all public utilities and public facilities will be undertaken at a high priority. More detailed surveys and damage assessment will continue, with County, State and Federal disaster relief resources allocated and provided as required to victims needing assistance with emergency food, shelter, temporary housing, and other public assistance.

Long Range Reconstruction Phase

The Long Range Reconstruction Phase can extend from several days to several months or even years after a major disaster event until all physical property and social and economic processes return to an acceptable pre-event level. The visible activities include demolition of partially destroyed structures, continued debris removal, as well as major reconstruction and mitigation projects.

II. DIRECTION AND CONTROL

The City of Naples Emergency Operations Center (NEOC) will continue to provide the primary direction and control of all City employees through the immediate and short range recovery process. If long range recovery is required, the City Manager may elect to organize that effort under a special management structure.

The City of Naples EOC will work closely with the Collier County EOC to provide pertinent information that needs to be disseminated to the residents of the City via radio, television, etc. This communication with Collier County EOC will include requests for assistance that falls under their responsibility. County responsibility is covered separately in their Comprehensive Emergency Management Plan (CEMP).

III. OPERATIONAL ACTIVITIES

Immediate Emergency Phase

1. Search and Rescue

Search and rescue activities focus on locating victims of the event and rendering aid or removing them from the hazardous situation. Injured victims will be administered basic and advanced life support, then transported to the most appropriate medical facility. Deceased victims will be transported to a temporary receiving morgue as directed by the Collier County EOC. The homeless will be transported to evacuation/temporary shelters as directed by Collier County EOC.

Damage may sever access routes to local areas, stranding or isolating residents without electricity, food/water, and communications. This situation may require a large-scale search and rescue and relief operation to locate and assist any residents in need.

City staff will provide citywide coordination of post-event search and rescue activities, in cooperation with the County and State resources available. The City of Naples Fire Chief will be the lead in this effort, supported by City Police and Emergency Medical Services personnel.

Search and rescue activities will be conducted by geographic sections with a search and rescue team assigned to each of the sections. All sections, even those that only appear to have nominal damage, will be searched. Since the first people into a heavily damaged area will normally be the search and rescue teams, information relayed back to the City EOC by these teams will provide the initial indication of the extent and location of major damage. When the search of an assigned section is complete, the City EOC will redirect the search and rescue team on a priority basis until the entire city has been covered.

Security tasks to facilitate search and rescue, investigations, anti-looting, crowd control and access restriction will be provided by the City of Naples Police Department. Access to the City will be limited through checkpoints coordinated with the County Sheriff's Office and only if deemed necessary.

2. Initial Damage Assessment

The Community Development Department ESF-5 (Planning and Intelligence within the NEOC) will be responsible for coordinating the damage assessment for the City. This assessment will quantify the extent of the damage and will be used to determine if outside assistance is needed. The initial damage assessment is the first step in requesting Federal Disaster Assistance through the County, State and Federal governments and will be completed as soon as possible after the event has passed and urgent life and safety issues are addressed,

coordinated and forwarded to the Collier County EOC. A Damage Assessment Checklist is provided in the back of this Annex.

Generally, there are two types of damage assessments: Windshield and Post Disaster Habitability. A Windshield assessment can be done quickly from a vehicle and is utilized to give officials a basic measurement of the magnitude and severity of the damage to the community. Windshield Damage Assessments help determine the location and degree of damage (affected, minor, major or destroyed as outlined in the State of Florida, Division of Emergency Management “Preliminary Damage Assessment Team Pocket Guide for Individual Assistance”). Post Disaster Habitability inspections are done by certified and licensed engineers and building officials to determine structural integrity, and whether measures need to be taken before a structure can be safely utilized.

City of Naples damage assessment teams will conduct their initial damage assessment by geographic section, with a damage assessment team assigned to each of the sections. All sections, even those which appear to have minimal damage will also be assessed. When the initial assessment of an assigned section is complete, the City EOC will direct the damage assessment team to the next section until the entire City has been covered. The initial assessment will be transmitted by the City EOC to the Collier County EOC as quickly as possible. The assessment will be based on visual contact, aerial photographs, over flights and/or video tapes.

Short Range Restoration Phase

During the short-range restoration phase, many of the same activities of the immediate emergency phase will continue. These activities include:

- Search and rescue and rendering of medical assistance
- Provision of temporary shelter
- Restoring water services
- Restoring wastewater services
- Establishing food and water supplies
- Continuing damage assessment

1. Full Damage Assessment

The objective of the full damage assessment operation is to accurately measure the amount of damage suffered by the City of Naples after a disaster event occurs. City damage assessment teams will be responsible for damage assessment for property located within the city limits. Whenever possible, it is advantageous to utilize the same personnel for the Full Assessment as were used during the Initial Assessment. The purpose of the full assessment is to capture the ‘real value’ of properties damaged, economic impacts and the identification of needs. While the main focus of the damage assessment effort is to capture and quantify the full scope of the damage to the City resulting from an event, it also must be

understood that this process dictates what State and Federal Individual Assistance (IA) will be potentially available to assist with the recovery process.

City damage assessment teams may request assistance from the County, other licensed contractors and/or local insurance companies, if necessary, after approval by the City Manager.

Damage assessment activities will be conducted by section with a damage assessment team assigned to each of the sections. The basic map may be modified depending on the event so that damage assessment teams can be utilized in the most effective manner possible. When the assessment of an assigned section is complete, the City EOC will direct the damage assessment team to the next section until the entire City has been covered.

The following Standard Damage Assessment Forms are provided in the back of this Annex.

- Form “A” Public Property Preliminary Assessment Estimate
- Form “B” Public Property Preliminary Damage Assessment Summary
- Form “C” Preliminary Housing Damage Assessment Estimate
- Form “D” Preliminary Business/Industry Damage Assessment Record

A request for a State Disaster Declaration and/or Presidential Disaster Declaration will require a formal written damage assessment report coordinated through the Collier County EOC. This report is more detailed than the initial damage assessment, including specific damage to public and private property.

The overall City damage assessment report will be compiled by consolidating reports from the City of Naples and independent agencies as required. The report will then be submitted to the Collier County Emergency Management Department.

2. Debris Removal

Priorities for post event debris removal are focused on restoring search and rescue routes, emergency services routes and major transportation arteries that are critical for the movement of traffic and recovery supplies and materials.

The City of Naples Streets and Stormwater Department will coordinate debris removal and disposal. Initial efforts will be to move debris aside to permit free traffic flow only (see street/debris clearing). Coordination will be maintained with the County Public Utilities Division and the City EOC at all times. The Solid Waste Division will coordinate with all property environmental protection agencies to assure that all pertinent regulations are being followed.

Until debris is removed from City streets, other vital recovery functions cannot be accomplished. Streets will be cleared to allow search and rescue and other activities to begin. This will also allow access to medical facilities, and permit utilities and emergency

services to respond to needed locations. Debris in the context of this plan includes not only downed trees, other foliage and signs, but includes debris from damaged or demolished structures that interfere with recovery efforts.

3. Water and Wastewater Systems

Initial recovery efforts related to water and wastewater systems will focus on determining if there is contamination to potable water supplies from storm damage. The plan for checking and providing for repairs will begin with major transmission systems and then proceed down to minor transmission systems. The City EOC will request that the Utilities Director make a determination of any public health hazards due to contamination and report the findings to the City EOC immediately.

The Utilities Director will take steps to immediately repair the facilities and stop further contamination if contamination exists. The City EOC, through Collier County EOC, will then request any assistance necessary from the State Department of Environmental Protection (FDEP). The Utilities Director will provide daily updates to FDEP via the State Warning Point and the FDEP in coordination with the County EOC. The City is a member of the FLAWARN Mutual Utility Aide System, and will make equipment and personnel requests accordingly.

The Utilities Department will do everything possible to restore damaged water and wastewater systems as soon as possible after a disaster event. If there is a major disruption of the water supply, the City government will arrange for alternate sources of water (such as water and wastewater interconnections with Collier County, commercial company or water tankers, bottled water, etc.).

4. Electricity

Restoring electrical power is one of the highest priorities of a recovery operation because of its importance to the infrastructure, medical and other health, safety and business concerns. Power loss may also disrupt communication capabilities, slowing the City response to the emergency. The City will not begin to return to normalcy until the majority of commercial power is restored to the City and its surrounding area.

Restoration of electrical power in the Immediate Emergency Phase will begin as soon as possible and can be dependent on major roads being cleared of debris and fallen trees to allow passage of trucks and work crews.

Florida Power and Light is responsible for the timely restoration of electrical power and will have representatives located in the County EOC as well as the City EOC for direct coordination of operations.

The City maintains a limited inventory of portable emergency generators which can be requested through the NEOC, where their use will be prioritized. Additional emergency generators may be available through the County EOC, local vendors and by Mutual Aid Agreement.

5. Transportation

City roadways can be severely affected by flooding and the high winds from a hurricane or tornado event. Roads located in hurricane surge prone areas are expected to receive damage from upheaval and/or erosion of the roadbed from a major flooding storm. ESF-1 (Transportation) will coordinate status and impact of the road network including bridges and the Naples Airport. ESF-4 (Fire), ESF-16 and the Airport Manager will provide input and support for a complete infrastructure status. The temporary or permanent repair of roadways and their associated traffic control devices will be accomplished by the Streets and Stormwater Department as soon as possible after the event. ESF-16 will assist with traffic control and detouring which may be necessary due to roads which may not be usable due to damage or impacts from the event. All transportation closures or problems will be reported to the County EOC so that a coordinated response and reporting can be accomplished.

Long Range Reconstruction Phase

Major disaster events can result in multi-year recovery efforts and require detailed planning and management. Locally funded and federally assisted disaster reconstruction projects extending beyond the period of time of the City of Naples EOC would be activated and will be ultimately be administered by the appropriate City/County department that is responsible for oversight, inspection, and control of that type of project.

IV. RECOVERY FUNCTIONS AND RESPONSIBILITIES

The purpose of this component is to outline the activities necessary to ensure a successful recovery effort. These activities include: condition monitoring, situation evaluation, identification of recovery center sites, recovery center managers, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams and mitigation assessment teams to identify hazard mitigation issues. During the "Response Phase" a minor "Recovery" component will be contained within ESF-5, Planning and Intelligence Section, in order to project the requirements and needs after the "Response Phase". The City Manager will identify and appoint the Recovery Manager.

In a Presidential Disaster Declaration, there may be several affected agencies; each with a responsibility to apply for its own disaster assistance and manage its own project(s). ESF-5 will be responsible for coordinating with the County in preparation to meet with FEMA after a disaster to facilitate each eligible applicant's project, grant and financial activities.

At a minimum, the following agencies are invited by the County to participate in the FEMA Kick-Off meeting (for a County event): Board of County Commissioners, Sheriff, Clerk of Courts, Property Appraiser, Tax Collector, City of Naples, City of Marco Island, Everglades City, United Way

agencies, Collier Schools, and Naples Community Hospital. There will be media announcements of the meeting to invite any other eligible applicants to the meeting.

Recovery Task Force

The Recovery Task Force is a group composed of individuals that reflect broad-based representation of community interests pursuant to Chapter 38 of the Code of Laws [Civil Emergencies]. The purpose of this group is to advise the Collier County BOCC on a wide range of post-disaster recovery, reconstruction and mitigation issues. The City will participate in this group if appropriate.

Recovery Manager

The County Recovery Manager is that individual appointed by the County Manager to oversee the recovery efforts by ensuring consistency with the policies of the Recovery Task Force. This individual is responsible for establishing the management system and structure outside the County Emergency Operations Center for sustained recovery operations as soon as possible after the disaster event. The City will coordinate its recovery efforts with the County Recovery Manager.

Post Disaster Recovery

Article I of Chapter 38 of the Code of Laws & Ordinances provides guidance for disaster recovery operations. This ordinance establishes the Disaster Recovery Task Force as well as:

- Provides priorities for post-disaster redevelopment
- Provides priorities for essential services and facility restoration
- Establishes policies for debris clearance and disposal
- Establishes policies on emergency repairs
- Establishes policies for damages determination, build-back, building repair moratoria, building permitting, new development, emergency permitting, etc.
- Establishes policies on economic redevelopment
- Establishes policies on acquiring damaged properties

Requests for Federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After local government conducts the initial damage assessment and reports to the State Emergency Operations Center via the Collier County EOC, a joint local/State preliminary damage assessment may be scheduled that could also include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration and Natural Resource Conservation Service. This process is described in 44 CFR, Part 206, Subpart B – The Declaration Process and other Federal and State policies and procedures.

Recovery Teams

For recovery field operations in the aftermath of a disaster, with or without a Presidential Declaration, the Collier County EOC may deploy several specialized recovery teams into the impacted area. Examples of some of these are:

1. **Damage/Impact Assessment Team** – A team deployed to conduct assessments of damages to public properties and individual homes and businesses. The assessment quantifies the extent of damages, and is used to justify federal assistance. The City’s Building Department has the primary responsibility to deploy their initial impact teams and work with any County, State or Federal Teams and report their results to ESF-5. The City of Naples will also report their results to the County Emergency Operations Center, ESF-5 (Planning and Intelligence).
2. **Community Relations Team** – A team that is deployed into the impacted area to collect information as well as meet with the disaster-affected community(ies) and eligible individuals requesting assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process. Collier County Emergency Management will act as the liaison to the FEMA/State Community Relations team. This liaison will help to frame the human needs impact assessment of the community. Should the FEMA/State Community Relations teams not be present, the County Coordinator will interface with ESF-5 and Human Needs Assessment teams to develop a human needs impact profile. The City of Naples ESF-15 will coordinate with the County EOC to ensure that all unmet Human needs are coordinated.
3. **City Volunteers Committee for Unmet Needs** – A committee established to identify unmet needs and possible assistance. The committee is comprised of volunteer agencies, private sector representatives, and governmental agencies and will coordinate with ESF-15.
4. **Human Needs Assessment Team** – A team that is deployed immediately after a disaster and determines the immediate needs of disaster victims. They will develop a list of observations for Human Needs Coordinator to prioritize for Community Relations teams to follow such as ensuring safety of community members and ensuring that accurate and timely information is provided. In addition, the Human Needs Coordinator will contact key community leaders regarding emergency community needs.

Recovery Facilities/Activities

Recovery operation sites such as: recovery centers, disaster field office, disaster recovery centers, and travel trailer/mobile home sites will be situated nearest the victims using community park facilities and leased commercial facilities.

1. **Disaster Recovery Center** – Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for

managing these centers is jointly shared by the State, the Federal Emergency Management Agency, County and City. The Centers will be sited at, or near, the disaster areas. City/County park buildings have been identified throughout the county and its municipalities for this purpose. Disaster Recovery Center administrative kits will be delivered to each activated assistance center.

2. **Reconstruction Information Center(s) (RIC)** – Centers that are set up as one-stop information and permitting point for coordination, technical assistance, and reconstruction expertise assistance in recovery and mitigation activities. These centers will be staffed by departments with reconstruction and/or permitting responsibilities. The primary RIC will be established at the City of Naples Building Department.
3. **Disaster Field Office (DFO)** - When an area is identified to receive a Presidential Disaster Declaration, the federal government (FEMA) sets up a Disaster Field Office (DFO) in or near the local governments. The federal government and the state government both have Coordinating Officers who serve as the respective heads of the recovery effort. The County Emergency Management Department will coordinate local activities to support the DFO.

Public Assistance Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the local media and notifications from the County emergency management director in accordance with 44 CFR-206 Subpart G & H. The Office of Management and Budget, with the assistance from the County Emergency Management Department, is responsible for administering the Public Assistance Program for the unincorporated area of the county. The City of Naples will be notified of application opportunities and procedures by the Collier County BCC through its Emergency Management Department.

Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities by the applicant. The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor of Florida and the Florida Legislature. In addition, the federal government may provide for an administrative cost allowance for each eligible project that is 100 percent federally funded.

The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program. Contractual agreements with the Florida State Division of Emergency Management are executed with applicants with all reimbursements coming through the Division. Some of the Sub-grantees within Collier County are: the Board of County Commissioners, each Fire District, each incorporated City, the Collier School District and each taxing district.

Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Florida Division of Emergency Management. One office under each Sub-grantee will maintain these records locally making them available for audit.

Non-presidential or agency declarations can provide some disaster assistance through the Department of Agriculture, the Small Business Administration, and other federal agencies. In the event there is no Federal or agency assistance available, the unmet needs committee will be formed to see if any direct assistance agencies can address the victim needs with their resources.

Individuals & Household Programs

Once a Presidential Disaster Declaration has been issued that authorizes Individuals and Household Programs, the State Individual Assistance Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

The primary means of applying for Individuals and Household Programs will be made through a National Tele-registration toll-free number (announced at the time of the declaration).

Disasters that do not meet the criteria for requesting Individuals and Household Programs for a Presidential Disaster Declaration may meet the criteria for other Federal assistance.

Individuals and Household Programs Inspectors will meet with the State Mitigation Officer in a contractor's briefing.

Temporary Housing

Following a "Presidential Disaster Declaration", FEMA will manage the Temporary Housing program. They will initially look for available rental properties and apartments before they will bring in mobile homes for disaster displaced victims. Prior to FEMA's arrival, governmental departments within the County and City, that have access to agencies and businesses which control rental housing and subsidized housing, shall query their sources for available units then pass on the results to the FEMA housing activity upon their arrival. This activity will significantly reduce the time victims spend in the shelters and greatly contribute toward their recovery, whether there is a "declared" disaster or not.

Unmet Needs Coordination

Key City volunteer and non-governmental agencies, under the direction of the City Government, may meet as an Unmet Needs Committee to determine the essential needs of the City residents and visitors in need, and to coordinate donated goods and services. A Volunteer Center and Disaster Assistance Center may be established in the City or County to help support unmet needs coordination operations.

1. **Lead Person for Coordinating Volunteer Agencies for the City of Naples:** The Human Resources Department has lead responsibility for coordinating unmet needs agencies in the event of an emergency.
2. **Agency Responsible for Unmet Needs Coordination:** Collier County Emergency Management, together with the City's ESF-15, will support the coordination of the unmet needs.

3. **Role & Responsibility for Unmet Needs Coordinator:** The City Manager will appoint an Unmet Needs Coordinator, who will provide oversight and coordination of human needs agencies and provide their points of contact in the event of an emergency.
4. **Criteria for Coordination with the County:** Either a declared or undeclared emergency that requires a response to the community's needs that have not been met through either individual or municipal planning.
5. **Groups that May Be Used to Comprise Unmet Needs Committee:** Agencies that coordinate the skills of volunteers are often utilized during an emergency. The agencies come together as City volunteers during the crisis and will return to non-emergency response status once the needs are resolved. These agencies are usually those identified with ESF-6 and ESF-15.
6. **Identifying and Addressing Local Unmet Needs:** Generally, agencies (both non-profit and profit) will notify the City EOC of the needs of the City residents. The City will provide the information to the County which has a cooperative relationship with a multitude of field agencies in both emergency and non-emergency times. During a major disaster operation, FEMA will send Community Relations teams to Collier County and the City of Naples, along with the American Red Cross and other community agencies to get a sense of the community's needs.
7. **Training:** In addition to required training discussed earlier in this document, other training and seminars are available through County, State and other resources.

Emergency assistance may be provided through other State programs such as:

- Small Cities Community Development Block Grant
- Community Services Block Grant
- Low-Income Home Energy Assistance Program
- Low-Income Emergency Home Repair Program
- Home Investment Partnership Program
- State Housing Initiative Partnership Program

Collier County Disaster Recovery Task Force

The Collier County Disaster Recovery Task Force has two major hazard mitigation responsibilities:

1. Development and implement a redevelopment plan for hazard prone areas that would minimize repeated exposure to life-threatening situations; and
2. Implementation of an acquisition program to acquire storm damaged property in hazard prone areas. The following strategies should be included in the recovery, reconstruction and mitigation ordinance:
 - Essential Service and Facility Restoration Priorities
 - Essential Service and Facility Restoration Priorities

- Post Disaster Debris Clearance and Disposal Strategies
- Determination of Damage
- Build Back Policy
- Build Back Policy
- Emergency Permitting System and Emergency Review Board
- Economic Development Policies
- Redevelopment in High Hazard Areas

Guidelines for Acquiring Damaged Property ESF-5, Planning & Intelligence

This section responsible for the initial recovery component to disaster operations and works closely with the Recovery Task Force/Recovery Manager until those operations are moved outside the Emergency Operations Center. Its responsibilities include:

- Review damage reports and forward to County EOC
- Review damage reports and forward to County EOC
- Address and prioritize restoration issues
- Identify mitigation opportunities
- Coordinate Hazard mitigation projects

National Flood Insurance Program (NFIP)

The City of Naples participates in the National Flood Insurance Program (NFIP), as well as the NFIP Community Rating System.

Damage Assessment Team Checklist

- Safety Briefing
 - Preliminary Information on the area
 - Known Hazards
 - Known Damage
- Map of the Zone to be Assessed
- GPS Receiver
- Camera w/ extra batteries
- Laptop computer with Air Card and charger
- Clipboard
 - Pens/pencils, etc.
 - Placards and marking paint
 - Damage Assessment forms
 - Handouts for citizens
- Appropriate clothing
 - City/Emergency Markings
 - Steel toed shoes or boots
 - Rain gear
 - City Safety vest
 - Long Pants
 - Gloves
 - Hat/hard hat
 - Eye protection
 - Respirator/dust mask
- Supplies/ Equipment
 - Bottled Water
 - Bug Spray
 - Sun Screen
 - First Aid kit
 - Cell Phone w/charger
 - Radio
 - Snack food
- Vehicle
 - Emergency/City Markings
 - Full tank of fuel
 - Spare tire/ Fix-a-flat
 - Shovel & tow rope
 - Cooler w/ ice and water

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, State, FEMA, SBA PDA Team Member:

Names of PDA 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. E.g. "Seminole"

Number:

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

Street:

Street name. E.g. "Gatewood 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. "6481," "7902"

Structure Type:

SF: Single Family home

MF: Multi-Family

MH: Mobile Home

Biz: Business

Ownership:

O: Owner

R: Renter

2nd: Secondary

Assistance:

INS: Insured

LO: Low-Income

Inaccessible:

Home is inaccessible to PDA 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 cost 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 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.



IA Preliminary Damage Assessment STATE TEAM MEMBER CHECKLIST

EQUIPMENT

- Go-Kit
 - Contact sheet
 - Hardcopy forms
 - Field Notes form
 - Pocket Guide (draft)
 - Maps
 - County CEMP damage assessment section
 - Org Chart
 - Safety Guide ○
 - PDA Checklist ○
 - Pens, Pencils
 - SERT Parking placard
 - Clipboard
- Cell Phone
- GPS, if necessary and/or available
- Personal Protective Equipment (PPE)
 - SERT Shirt
 - Long Pants
 - Waterproof, over-the-ankle boots
 - Sunscreen
 - Bug Repellent
 - Hat
 - Water
 - Hand Sanitizer
 - Bug spray

ENTRANCE SURVEY

- Who is local coordinator? (generally, EM Director)

- Who is our local team member?

- Review assessment criteria.
- Damage location by priority
 - Maps, gridding
 - Initial Damage Assessment (IDA), other assessments (Red Cross, Building Department, etc.)
 - High risk areas

- Local issues (building material problems—ex. particle board floors in mobile homes, older neighborhood locations, lots of renters, secondary, low-income areas, any insurance databases or information resources?)

- Safety Issues (high crime areas, downed powerlines, need escort, known flooded roads?)

REPORTING

- Report in at least twice a day
(between 11 AM and 1 PM and between 3 pm and 5 pm)

EXIT SURVEY (Use Field Notes Form as well)

- Have we seen **ALL the damage**?
- What are the **SBA damage totals** (get from SBA PDA representative)?
- How many persons were **injured or died** as a direct result of this event? How many **missing**?
- How many **shelters** are open? How many people?
- How many **feeding stations** are open in the county?
- How have community **functions and services** been disrupted?



Individual Assistance
Joint Preliminary Damage Assessment
Field Notes Form

County: _____

City/Town: _____

PDA Date: _____

Event Title: _____

Local Official: _____

Contact Info: _____

EVENT INFORMATION (Narrative):

INSURANCE & INCOME LEVEL (express survivors' ability to recover on their own):

COMMUNITY RESOURCES (Voluntary Agencies ability to assist, Housing Resources in the area):



Individual Assistance
Joint Preliminary Damage Assessment
Field Notes Form

INDUSTRY IMPACT (population unemployed due to disaster, business impact, major industries in the area—e.g. tourism, manufacturing, etc.):

SPECIAL NEEDS (low income, homeless, elderly, language barriers, etc.):

EMERGENCY RESPONSE:

Shelters Open: _____ Persons in Shelters: _____ Feeding Stations: _____

Medical Impact: Injuries—_____ Deaths—_____ Missing—_____

OTHER:

State Representative: _____

Annex III

Mitigation Functions

Overview

In order to minimize the effects of a disaster, the City is dedicated to a program of policies and actions which are aimed at lessening or preventing damage to property, injury and loss of life. In support of this goal, the City will continue to develop and implement basic mitigation strategies intended to prioritize planning initiatives, promote coordination between governmental agencies and ensure community support. Departments are required to review their areas of responsibility for mitigation opportunities and the community at-large is encouraged to propose projects and ideas which they feel should be considered.

Pre-Disaster Mitigation

Pre-disaster mitigation measures begin with basic planning, preparedness, and prevention activities which may include:

- Public education and awareness programs to inform citizens of potential hazards to the community and methods to reduce potential risks.
- Public involvement in community mitigation strategies.
- Coordination of mitigation strategies between governmental and private agencies.
- Developing floodplain and storm water management programs to minimize flooding and coastal erosion.
- Participation in hazard mitigation community groups.

The City of Naples is a participant in the Collier County Local Mitigation Strategy (LMS) Group. The LMS Group is composed of members drawn from county and municipal governments as well as interested citizens from around Collier County, and was formed under the Collier County Citizen Corps Advisory Committee. Its purpose is to identify new mitigation opportunities, techniques and, if necessary, reprioritize existing mitigation projects. This group meets at least annually and after every disaster event that causes significant damages to infrastructure. This group is also responsible for maintaining the Collier County Hazard Mitigation Plan.

Post-Disaster Mitigation

After a disaster, an Interagency Hazard Mitigation Team (IHMT), comprised of federal, state and local agencies that were impacted by the disaster will be established to identify failures and recommend mitigation activities that would prevent a recurrence. Representatives from the City of Naples and other municipalities, as well as the County, will be asked to participate on the IHMT.

The Collier County Emergency Management Director will serve as the Post-Disaster Hazard Mitigation Coordinator. The Naples City Manager together with ESF-5 is required to provide assistance in the establishment and coordination of State/Federal hazard mitigation efforts,

including performance of hazard mitigation projects or programs to reduce the community's hurricane susceptibility and vulnerability. depending on the disaster. Equipment and vehicles

Post-disaster mitigation activities within the City of Naples require a well orchestrated and coordinated effort among the various levels of government. Under the Federal Response Framework, a Deputy Federal Coordinating Officer for Mitigation will be appointed for each Presidential Declared disaster. The Deputy Federal Coordinating Officer for Mitigation will have a staff composed of hazard mitigation and flood plain management specialists.

One of the major tasks assigned to the Deputy Federal Coordinating Officer for Mitigation is to assure that mitigation activities are integrated and unified with the State and local recovery efforts. The State Mitigation Officer, working under the direction of the Deputy State Coordinating Officer for Recovery, should work in concert with the Deputy Federal Coordinating Officer for Mitigation to assure that the State is aware of and takes advantage of all available mitigation opportunities.

Post-Disaster Assessment

1. Mitigation Preliminary Damage Assessment – The Collier County Interagency Hazard Mitigation Team may request the State Mitigation Officer to assign mitigation personnel to assist the community in conducting a Mitigation Preliminary Damage Assessment. The purpose of the Mitigation Preliminary Damage Assessment is to identify the causes of specific disaster related damage in order to determine the appropriate mitigation measures. This assessment is forwarded to the appropriate Local Mitigation Strategy committee and the mitigation staff in the Disaster Field Office.
2. Mitigation Assessment Report - The State Mitigation Officer coordinates with the Deputy Federal Coordinating Officer for Mitigation to develop a mitigation assessment report which identifies appropriate mitigation measures and highlights the mitigation priorities as determined by the local mitigation strategies in the affected counties and municipalities.

These priorities and measures then guide the use of State and federal funds for mitigation purposes. The Report is also utilized to identify any recommended changes to the State Hazard Mitigation Plan based on lessons learned from the disaster.

3. Post-disaster Mitigation Technical Assistance – The Hazard Mitigation Grant Program is a federally sponsored program administered by the Florida Division of Emergency Management, Bureau of Recovery and Mitigation. The program provides State funds equal to 20 percent of the total federal disaster expenditures in the aftermath of a Presidential Declared disaster. These funds have a 25 percent nonfederal match requirement, and are distributed as grants to the communities affected by the disaster to implement the mitigation projects identified in the local mitigation strategy.

Coordination with the Deputy State Coordinating Officer and the State Recovery Officer is required to assure that the mitigation opportunities provided under the Individual Assistance Minimization Program are realized. The Minimization Program is designed to fund low cost activities that can be used to reduce future disaster losses to a residential structure. The

Minimization Program offers grants to eligible homeowners based on 25 percent of the total Individual and Family Grant award received by the homeowner, for a maximum award of \$5,000.

4. The Flood Mitigation Assistance Program - The Florida Division of Emergency Management, Bureau of Recovery and Mitigation manages the Flood Mitigation Assistance Program. This program makes pre-disaster federal funds available to fund mitigation projects in communities participating in the National Flood Insurance Program. These funds have a 25 percent non-federal match requirement. The overall goal of the Flood Mitigation Assistance Program is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to National Flood Insurance Program insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

Emergency Assistance

Emergency assistance may be provided through other State programs such as:

- Small Cities Community Development Block Grant
- Community Services Block Grant
- Low-Income Home Energy Assistance Program
- Low-Income Home Emergency Repair Program
- Home Investment Partnership Program
- State Housing Initiative Partnership Program