

2024

CEOP

COMPREHENSIVE
EMERGENCY
OPERATIONS
PLAN



City of
Tampa
Florida

OFFICE OF EMERGENCY
MANAGEMENT

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An aerial satellite-style image of a large hurricane or tropical storm system over the Gulf of Mexico. The storm's eye is visible in the center, surrounded by dense, swirling clouds. Faint white lines represent the state boundaries of the United States, including Florida, Alabama, Georgia, and parts of Louisiana and Mississippi. The text 'PART 1: BASIC PLAN' is centered over the storm in a large, bold, black font with a white underline.

PART 1: **BASIC PLAN**

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STATEMENT OF EXECUTION

Emergencies can strike at any time without a moment's notice. Hurricanes, flooding, pandemics and other types of emergencies have the potential to cause significant widespread damage to property, life safety of our residents and environmental damage. Being prepared and having a regularly exercised plan of action can be the difference between life and death for the residents of our community.

The City of Tampa has long enjoyed a solid, cooperative and productive relationship with surrounding municipalities, counties, and the State of Florida. Details concerning the coordinating relationships during an emergency between the city, county and state have been outlined in this plan. By understanding each other's roles as well as the risks posed by natural and human-caused disasters, we can better prepare, respond and recover from these incidents.

The Comprehensive Emergency Operations Plan (CEOP) is one of the core planning documents that explains how the City plans to respond to emergencies. City personnel and stakeholders use this plan as the basis for training on their roles during disasters.

The Office of Emergency Management (OEM) is proud to provide this plan to the residents, departments and community partners of the City of Tampa. It is comprehensive to address the complex requirements and processes for emergency management and strategic programs for the City of Tampa. This plan has adopted the best management application of the following:

- National Incident Management System (NIMS) of emergency response and recovery management;
- Core program development and implementation; and
- Consistency with the Florida Division of Emergency Management, Hillsborough County Comprehensive Emergency Management Plan and the Federal Emergency Management Agency's Emergency Support Functions.

This plan was developed with input from all respective city departments and executive leadership. This plan supersedes all prior emergency management plans for the City. It supplements the existing plans and procedures of departmental, municipal, county, state and federal agencies, and others with an emergency response role in this City. The CEOP illustrates the role of the City's Emergency Operations Center (EOC) as the central point of operations for notification, resource management and information management. This plan is a guide and strives to support those who manage emergencies in the City of Tampa, with guiding emergency response operations toward full recovery of our public services and community viability.

For additional information and assistance, please visit the Office of Emergency Management's website at <http://www.tampagov.net/OEM>.

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PREFACE

This plan supersedes all prior emergency management plans published by the City of Tampa. It supplements the existing plans and procedures of departmental, Hillsborough County, state and federal agencies, and others with an emergency response and recovery role in this City. The plan illustrates the role of the City's Emergency Operations Center (EOC) as the central point of operations and coordination for emergency notifications, resource management, and information management. This plan provides a framework for managing emergencies in the City of Tampa, with guiding emergency response operations toward full recovery of our public services and community viability.

Each respective city department and stakeholder has been involved in the development and review of their respective sections and overall plan. Final drafts of the plan were widely circulated to all stakeholders and Emergency Management Steering Committee (EMSC) for review and comment before the plan was finalized (Refer to Record of Distribution on page 16).

Other Emergency Management Plans that interface with the CEOP include:

- EOC Standard Operating Guidelines;
- City of Tampa, Continuity of Operations Guide for Departments;
- City of Tampa, Continuity of Government Plan for City Leaders;
- Tampa Police Department Hurricane Plan;
- Crisis Communications Plan;
- Departmental Hurricane Plans;
- Fuel Management Plan;
- Training and Exercise Plan;
- Hillsborough County Comprehensive Emergency Management Plan
- Hillsborough County Multi-Jurisdictional Local Mitigation Strategy
- State of Florida Comprehensive Emergency Management Plan

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ACKNOWLEDGEMENTS

The Comprehensive Emergency Operations Plan (CEOP) is the product of the hard work and collaboration of the dedicated leadership and staff of the City of Tampa. The CEOP has been developed in coordination with departments, as well as mutual aid organizations, non-profits organizations, Hillsborough County, state agencies, federal agencies, business organizations and other concerned community organizations. A digital copy can be downloaded at www.tampagov.net/oem

Questions pertaining to the contents of this plan may be addressed to:

**City of Tampa,
Office of Emergency Management**
808 E. Zack Street, Tampa FL 33602
EM Duty Officer (813) 274-7700

**City of Tampa,
Emergency Operations Center**
711 E. Henderson Avenue, Tampa FL 33602
EM Duty Officer (813) 274-7700

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RECORD OF SIGNIFICANT CHANGES

The record of changes will be kept, documented, and distributed by Office of Emergency Management (OEM). The record of changes will include the change number, date of change(s), the section(s) and page(s) changed, summary of change(s), and who the changes were made by. Upon publication, the change will be considered part of the document.

Change Number	Date of Change	Section / Page Change	Summary of Change	Name of Person Making Change
1	05/01/2020	Entire Document	Developed CEOP	Office of Emergency Management
2	05/01/2020	Entire Document	Updated CEOP	Office of Emergency Management
3	06/01/2020	Entire Document	New Format	Office of Emergency Management
4	06/01/2020	Entire Document	Update Census Data	Office of Emergency Management
5	06/01/2020	Entire Document	Updated Census and Hazard Data	Office of Emergency Management
6	06/01/2020	Entire Document	Reformatted document into new office format.	Office of Emergency Management
7	06/01/2020	Hazard Analysis	Updated hazard analysis section to match the Local Mitigation Strategy	Office of Emergency Management
8	06/01/2020	ESF Annexes	Each ESF updated its respective ESF Annexes	Office of Emergency Management
9	06/01/2020	Entire Document	Figures and Tables Added	Office of Emergency Management
10	06/01/2020	Appendices	Updated Maps and Figures	Office of Emergency Management
11	07/01/2021	Entire Document	Updated CEOP	Office of Emergency Management
12	4/29/2022	On-Scene ICS	Updated Org Charts	Office of Emergency Management
13	6/12/2023	On-Scene ICS	Update Org Chart	Office of Emergency Management
14	6/12/2023	Situation and Assumptions	Updated General Information for 2023	Office of Emergency Management
15	6/12/2023	Hazard Analysis	Updated General Information for 2023	Office of Emergency Management
16	6/12/2023	Direction and Control	Updated Chief of Staff responsibilities and added new roles	Office of Emergency Management

17	5/17/2024	Basic Plan	Updated facts, figures, and links throughout the documents	Office of Emergency Management
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RECORD OF DISTRIBUTION

The distribution of this document will be handled by the Office of Emergency Management and provided to all necessary and appropriate city and jurisdictional departments, offices, and stakeholders as needed. In addition, a public copy will be posted on the City of Tampa’s Office of Emergency Management website at www.tampagov.net/oem

Group Number	Department	Name / Title of Recipient	Distribution Method	Date
1	EOC Operations Group	EOC Operations Group	Mail	06/01/2006
2	EOC Operations Group	EOC Operations Group	Mail	06/01/2009
3	EOC Operations Group	EOC Operations Group	Mail	06/01/2012
4	EOC Operations Group	EOC Operations Group	Mail	06/01/2015
5	All ESFs	ESF Leads	Email	03/09/2017
6	EMSC	EMSC	Email	08/14/2017
7	EOC Operations Group	EOC Operations Group	Email	08/14/2017
8	EMSC	EMSC	Email	05/14/2017
9	EOC Operations Group	EOC Operations Group	Email	06/01/2020
10	EOC Operations Group	EOC Operations Group	Email	07/15/2021
11	EOC Operations Group	EOC Operations Group	Email	7/13/2022
12	EOC Operations Group	EOC Operations Group	Email	7/13/2023
13	EOC Operations Group	EOC Operations Group	Email	6/21/2024
15				

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1 INTRODUCTION

This section provides an overview of the CEOP. It highlights the purpose and scope of the CEOP, the mission of the Office of Emergency Management (OEM), and the methodology of the CEOP development and maintenance.

OEM Mission

To prepare for, respond to, recover from, and mitigate against the loss of life, injuries, and damage caused by natural and technological hazards that would adversely impact the residents and visitors of the City of Tampa

The City of Tampa is vulnerable to a variety of hazards that could potentially threaten the city's residents, businesses, and environment. The CEOP establishes the framework to ensure that the City of Tampa will be prepared to respond and recover from all types of hazards. The CEOP outlines the general roles and responsibilities of city departments when preparing for, responding to, and recovering from an emergency or large-scale special event. The CEOP also outlines coordination efforts with Hillsborough County, State of Florida, volunteer organizations, and the business community.

Each city department and stakeholder organization with a role in the implementation of this plan needs to become familiar with their respective sections to ensure efficient and effective execution of their roles and responsibilities during an emergency. They must also develop and maintain related emergency plans and/or standard operating procedures as appropriate. By being prepared, the City can better serve those who live, work, and visit the City of Tampa.

This document will continue to be evaluated, updated, and refined to meet the City's changing needs. OEM will continue to maintain and update this plan as needed.

1.1 Purpose

The purpose of the CEOP is to accomplish the following:

1. Minimize suffering, loss of life, personal injury, and damage to property and the environment resulting from emergencies.
2. Provide a framework for a comprehensive emergency management system, which addresses the four phases of emergency management: 1) mitigation; 2) preparedness; 3) response; and 4) recovery.
3. Provide a management structure to obtain resources from higher levels of government during emergencies.
4. Organize city actions to address short and long-term recovery following a disaster.
5. Establish uniform emergency management policies and procedures within the City of Tampa that are consistent with Hillsborough County and the State of Florida.

6. Ensure that all City of Tampa departments and stakeholders are aware of their roles and responsibilities in mitigating against, preparing for, responding to, and recovering from all types of emergencies.
7. Outline emergency management training and exercise requirements.
8. Describe public education and awareness programs to ensure the public is well informed and prepared for all hazards.

1.2 Scope

This plan encompasses the following:

1. Establishes operational concepts under which departments and stakeholders will operate in response to emergencies.
2. Defines the emergency response and recovery organization and structure.
3. Establishes the framework for resource management and obtaining assistance from Hillsborough County, state, non-governmental, private organizations, and the federal government.
4. Establishes fundamental emergency management policies, program strategies, and assumptions.
5. Establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
6. Defines an interagency coordination mechanism to facilitate delivery of immediate assistance, direction, and control of response and recovery resources.
7. Assigns specific functional areas of responsibilities to appropriate City of Tampa departments, agencies, private sector groups, and volunteer organizations.
8. Addresses the various types of emergencies which are likely to occur, from minor to major or catastrophic.
9. Identifies actions that City of Tampa response and recovery organizations will take, in coordination with county, state, and federal counterparts.
10. Does not describe first responder procedures described in Tampa Fire Rescue and Tampa Police Department Standard Operating Guides (SOGs) or other relevant documents.

1.3 Plan Organization

The CEOP is composed of three parts:

1. *Part 1: Basic Plan* describes the framework for the City of Tampa's Emergency Management Program. It specifically addresses:
 - a. Planning process used by Tampa's Emergency Management Program.
 - b. Natural and human-caused hazard analysis.
 - c. Key roles and responsibilities during emergencies.
 - d. Resource management during emergencies.
 - e. Financial and administrative policies during emergencies.
 - f. Training and exercise requirements.
 - g. Plan maintenance schedule and process.
2. *Part 2: Emergency Support Function Annexes* describe the 19 Emergency Support Function (ESF) areas and their respective roles and responsibilities during the preparedness, response, and recovery phase of emergency management.
3. *Part 3: Appendices* show detailed information, maps, and data regarding shelter locations, evacuation clearance times, major drainage basins, etc.

2 SITUATION AND ASSUMPTIONS

2.1 Situation

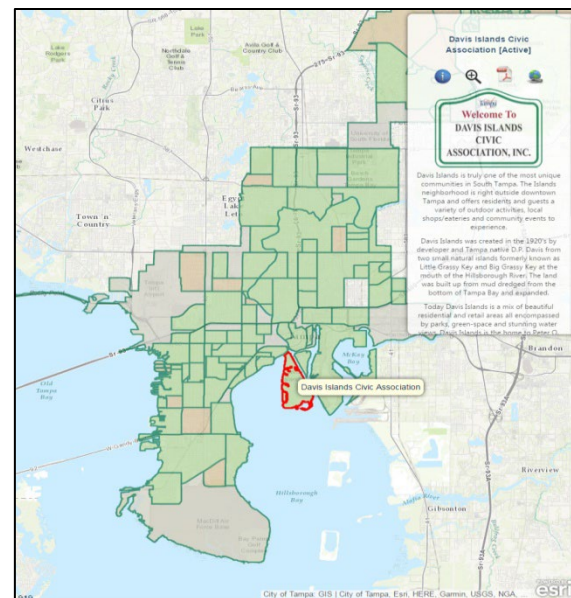
The City of Tampa has identified hazards that have the potential to disrupt day-to-day activities and/or cause casualties, personal injury, and/or property and environmental damage. Emergency management activities and planning efforts will focus on those hazards that have occurred in the past as well as new and complex threats that may occur in the future. This section provides a summary of the City of Tampa's potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile, and demographics.

2.1.1 Geography

The City of Tampa is located in the west central region of Florida and is considered a coastal community due to its location and proximity to large bodies of water. Unlike other coastal communities in this region, the city does not lie directly on the Gulf of Mexico, but is bordered by bays (Tampa Bay, Old Tampa Bay, Hillsborough Bay, and McKay Bay).

The city is divided into many neighborhoods, many of which were towns and unincorporated communities annexed as the city grew (Refer to Figure 1). These areas include: Downtown Tampa, New Tampa, West Tampa, East Tampa, North Tampa, and South Tampa. Popular neighborhoods in the City of Tampa include:

- Ballast Point;
- Davis Islands;
- East Tampa;
- Forest Hills;
- Hyde Park;
- Palma Ceia;
- Riverside Heights;
- Seminole Heights;
- Sulphur Springs;
- Tampa Heights;
- Tampa Palms;
- Westshore Business District; and
- Ybor City.



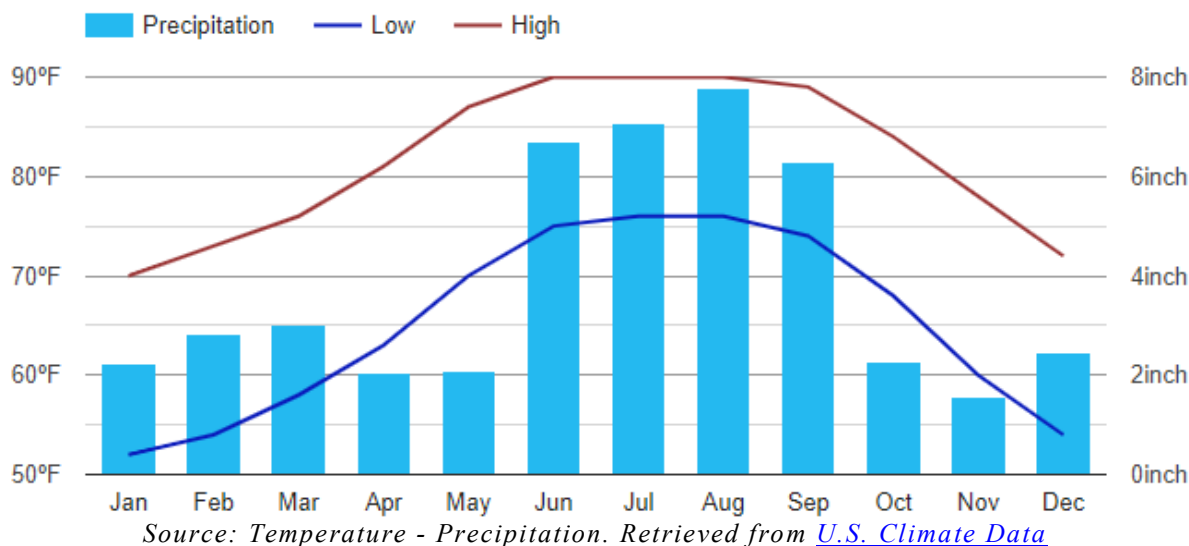
[Figure 1: City of Tampa Interactive Neighborhood Map](#)

2.1.2 Climate

The City of Tampa has a humid subtropical climate, with warm and humid summers to much drier and temperate winters. The area experiences a significant summer wet season, as nearly two-thirds of the annual precipitation falls in the months of June through September (Refer to

Figure 2). The average mean annual temperature in Tampa is 73 degrees (F). The normal daily fluctuations in temperature in the winter months are from the low 40's to the low 70's, while during the summer months the temperature ranges from the low 70's to the mid 90's. The average annual rainfall for this area is 46.31 inches.

Figure 2: City of Tampa Climate



2.1.3 Demographics

Socio-economic factors such as age, race, income, social networks, neighborhood characteristics, etc. have been shown to have a correlating influence on the vulnerability of communities to be resilient to emergencies. The following section provides key demographic data to highlight potential vulnerabilities that must be addressed before, during and after a disaster. Demographic data has been collected by the [U.S. Census](#), [DataUSA](#), and city and county data sources.

2.1.3.1 Population

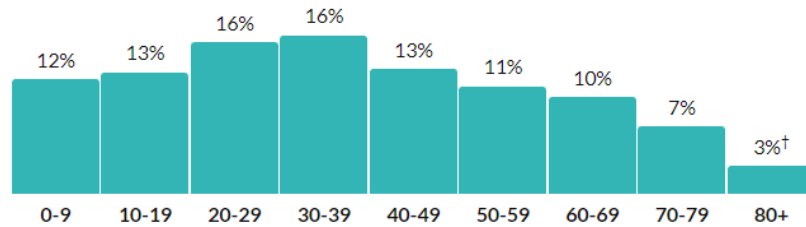
According to 2022 U.S. Census estimates, the City of Tampa has a total population of 398,173. The median age of our residents is 35.3 years. Nearly 20.8% of the population was under 18 years and 13% was 65 years and older (Refer to Figure 3).

Diversity is a major cornerstone of the City of Tampa. According to the Census for people reporting one race alone, 54.9% were White; 21.8% African American; 4.6% Asian; and 13.7% two or more races. Tampa also has a large Hispanic population making approximately 26.7% of the population.

Of people over the age of five living in the city, 18.4% were foreign born. Among people at least 5 years old living in Tampa, 29.5% spoke a language other than English at home, of those 21% spoke Spanish and 8.5% spoke some other language.

The U.S. Census reports 89% of people 25 years and over had at least graduated from high school and 43.3% had a bachelor's degree or higher. Total school enrollment in the City of Tampa was 99,436.

Figure 3: City of Tampa Population by Age

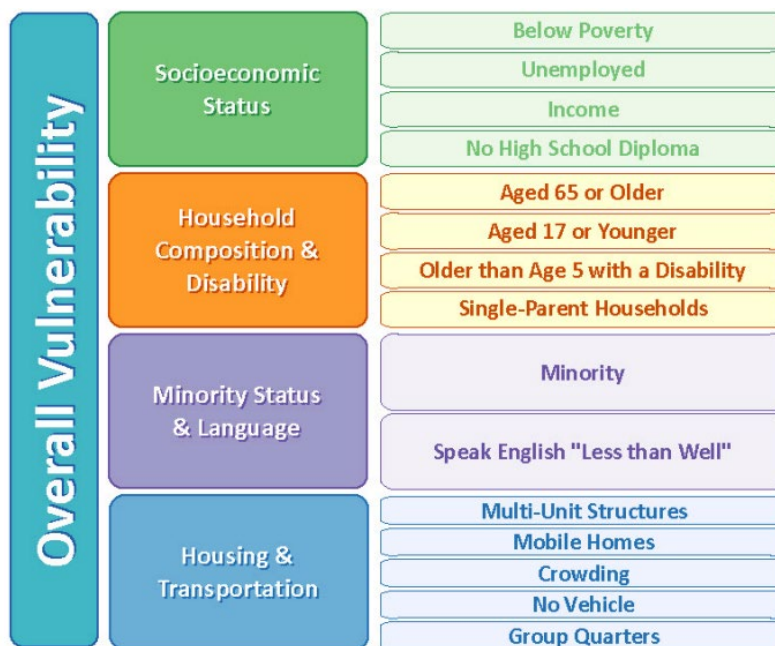


Source: U.S. Census, ACS 1-Year Estimate. Retrieved February 27, 2023, from <https://censusreporter.org/profiles/16000US1271000-tampa-fl/>

2.1.3.2 Vulnerable Populations

The Center for Disease Control and Prevention (CDC) developed the Social Vulnerability Index (SVI) to help emergency managers identify and map communities that will most likely need additional support before, during, and after a disaster. The SVI factors for social vulnerability include: 1) Socioeconomic Status; 2) Household Composition & Disability; 3) Minority Status & Language; and 4) Housing & Transportation (Refer to Figure 4). Refer to Appendix 7: Social Vulnerability Index for a community’s capacity to prepare for and respond to disasters based on these factors by census tract.

Figure 4: Social Vulnerability Index Themes and Social Factors



Source: CDC, 2014. Retrieved July 13, 2017, from <https://www.cdc.gov/nceh/hsb/disaster/atriskguidance.pdf>

2.1.3.3 Socio-Economic Characteristics

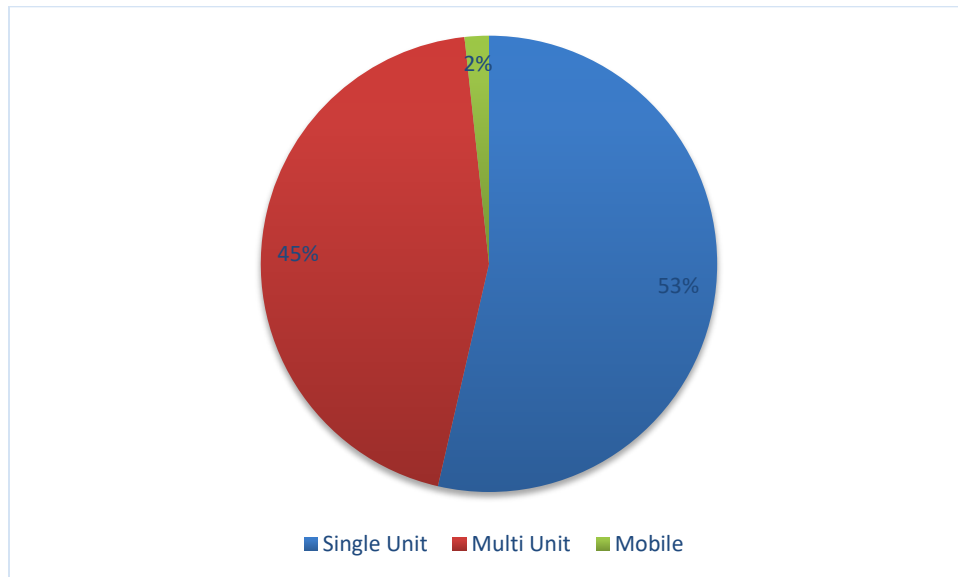
The median income of Tampa in 2022 was \$88,602. In 2020 the Census estimates that, 16.8% of people were living in poverty in the City. 21.6% of related children under 18 were below the poverty level, compared with 19.2 percent of people 65 years old and over.

For the employed population of 16 years and older, the leading industries in the City of Tampa were educational services, healthcare, and social assistance, (20%), and professional, scientific, management, along with administrative and waste management services, (14%).

2.1.3.4 Housing Characteristics

[The U.S. Department of Housing and Urban Development \(HUD\) Comprehensive Housing Market Analysis](#) report that the Tampa housing market has continued to improve since late 2015. In 2020, Tampa had an estimated total of 170,964 Housing Units, 8% of which were vacant. Of the total housing units in 2022, 49.9% were in single-unit structures, 41.6% were in multi-unit structures, and 1.6% were mobile homes (Refer to Figure 5).

Figure 5: City of Tampa Housing Units



Source: American Community Survey, 2022. Retrieved March 26, 2024, from <https://www.census.gov/>

2.1.4 Economic Profile

According to the [2023 Comprehensive Annual Financial Report](#), The City of Tampa is a diverse city comprised of a well-established and growing business community that represents numerous industries including medical, retail, industrial and emerging technologies. Major features of the economy include Port Tampa Bay, Tampa International Airport, the central business district, several professional sports teams, institutions of higher learning, museums and other cultural facilities.

The following table shows the top employers in the City of Tampa in 2023.

Table 1: Major Employers in the City of Tampa (2023)

Rank	Employer Name	Number of Employees
1.	State of Florida	34,700
2.	MacDill Air Force Base	31,000
3.	Baycare Health System	29,402
4.	Public Super Markets Inc.	27,000
5.	Hillsborough County School District	23,750
6.	University of South Florida	16,277
7.	HCA West Florida Division	15,000
8.	Advent Health West Florida Division	15,000
9.	Hillsborough County	11,073

Source: [2023 Comprehensive Annual Financial Report](#)

2.1.4.1 Port Tampa Bay

Located just east of Downtown Tampa's central business district, Port Tampa Bay is the largest economic engine in West Central Florida. Designated as a Foreign Trade Zone (FTZ No. 79), in 2023 the Port handled 217,110 twenty-foot equivalent unit (TEU) of cargo and is Florida's largest cargo volume seaport. The 5,000-acre Port is home to about 250 businesses and more than 22,000 workers, which handle 3,500 vessel calls per year. The Port of Tampa's direct impact on the Tampa Bay region for 2016 was \$6 billion with 34,658 workers who received \$1.2 billion in wages. Counting direct, indirect and induced economic impact, the total impact of the port on the Tampa Bay region is \$17.2 billion, 85,000 jobs and \$881 million in wage income. Impact on local property tax, sales tax, and fuel tax is \$170 million and \$210 million in state sales, corporate, and other state revenues.

2.1.4.2 Tampa International Airport

Tampa International Airport (TIA) has 7,500 and is a major contributor to the local economy amounting to more than \$7.1 billion annually. In 2018, TIA had 21.3 million passengers and 417,890 lbs. of cargo go through its airport. TIA continues to add new flights from large commercial and freight carriers and is currently undergoing a major construction project to expand routes and SkyConnect Trains.

2.1.4.3 MacDill Air Force Base

The total economic impact of MacDill Air Force Base on the Greater Tampa Bay area in Fiscal Year 2022 was than \$96.6 billion. Impact is comprised of \$729 million in direct spending, \$743 million in base's military payroll, and \$326 million in its civilian payroll¹. The total number of jobs supported includes nearly 12,000 military, over 7,200 civilian employees, over 64,000 retired military and 69,000 retired military dependents, 12,400 active-duty military dependents and more than 50,000 indirect jobs.

2.1.4.4 University of South Florida

The University of South Florida's serves over 50,000 students across three campuses in the Tampa Bay Region. In the 2019-20 fiscal year USF's economic impact on the Tampa Bay area was \$6.2 billion.

2.1.4.5 University of Tampa

The estimated annual economic impact of the University of Tampa is \$1.4 billion. The University of Tampa has an annual budget of \$75 million, approximately 650 employees (full and part-time) and approximately 9,838 students in 2021.

2.1.4.6 Hillsborough Community College

Hillsborough Community College has multiple campus locations in the City of Tampa including the Ybor City Campus and Dale Mabry Campus. Throughout its college system, there are 42,434 students currently enrolled.

¹ William R. Levesque, Times Staff (2015). MacDill's economic impact on Tampa Bay leaps to \$4.74 billion. Retrieved April 03, 2017, from <http://www.tampabay.com/news/business/macdill-economic-impact-on-tampa-bay-leaps-to-47-billion/2249792>

2.2 Hazard Analysis

The City of Tampa has adopted the [Hillsborough County Multi-Jurisdictional Local Mitigation Strategy \(LMS\)](#). The LMS analyzes natural and human-caused hazards and their potential impacts to the City of Tampa. The LMS also describes specific strategies to reduce the risk of impacts from all-hazards. This section of the CEOP provides highlights from the *LMS Section 4: Risk Assessment Section*. Please refer to the LMS for more detailed hazard analysis.

Hazard Identification, the process of identifying hazards that threaten a given area, is the first step in the hazard analysis process. The City of Tampa has identified twelve natural hazards and twelve technological hazards that pose a significant risk to residents, visitors and the business community. These hazards were identified through an extensive process that utilized input from the LMS Working Group, the public, historical records, and academic research. A list of all identified hazards and vulnerability classification based on the 2020 LMS are presented below.

Table 2: Hazard Identification and Vulnerability Classification
Source: 2020 Local Mitigation Strategy

Natural Hazard	Vulnerability Classification
Hurricane / Tropical Storm	High
Tornado	Moderate
Flood	High
Severe Thunderstorm	High
Erosion	High
Drought	Moderate
Extreme Heat	Moderate
Suspect Soil	Moderate
Fire (Structure Fire and Wildfire)	Moderate
Winter Storm and Freeze	Moderate
Seismic Events	Low
Tsunami	Low
Technological Hazard	Vulnerability Classification
HazMat Incident	High
Infrastructure Disruption	Moderate
Terrorism	High
Dam/Levee Failure	Moderate
Disease Outbreak and Biological Incident	High
Transportation Incident	High
Space Weather	High
Agricultural Disruption	High
Civil Disturbance	High
Cyberterrorism	Moderate
Food and Waterborne Disease Outbreak	Moderate
Mass Migration	Low
<i>Source: 2020 Hillsborough County Multi-Jurisdiction Local Mitigation Strategy</i>	

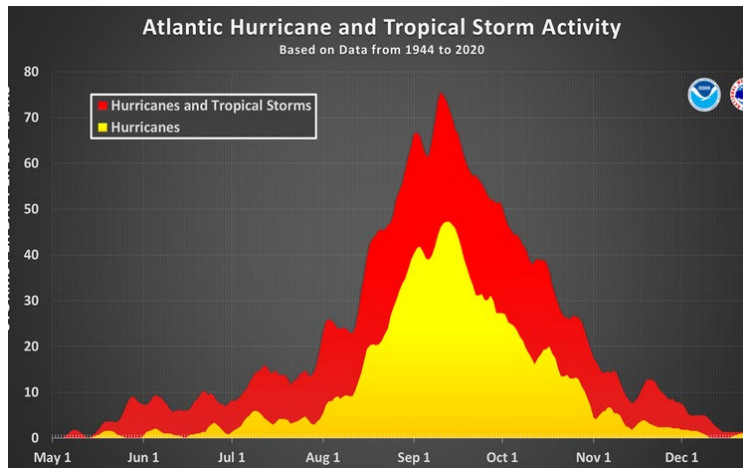
2.3 Natural Hazards

The following section provides an analysis of identified high vulnerability natural hazards and their respective risk and impact to people, property, the environment, and City of Tampa’s emergency operations. For a complete vulnerability analysis of all hazards that may impact the City of Tampa, please refer to the [Hillsborough County Multi-Jurisdiction Local Mitigation Strategy](#).

2.3.1 Hurricane / Tropical Storm

The official hurricane season for the Atlantic Basin (the Atlantic Ocean, the Caribbean Sea, and the Gulf of Mexico) is from June 1st to November 30th. As seen in the graph below, the peak of the season is from mid-August to late October (Refer to Figure 6). However, hurricanes or tropical storms can occur anytime.

Figure 6: Number of Hurricanes and Tropical Storms per 100 years



Source: National Hurricane Center (2020).
Retrieved from <http://www.nhc.noaa.gov/climo/>

Hurricanes / Tropical Storms are characterized by torrential rainfalls, tidal flooding and damaging winds can spawn severe thunderstorms, lighting and tornadoes. Tropical storms and hurricanes are differentiated by the intensity of the storm, typically measured by wind speed and wave height based on the Saffir-Simpson Hurricane Scale (Refer to Table 3).

Table 3: Saffir-Simpson Hurricane Scale

Category	Wind Speed (mph)	Storm Surge (Feet)
5	Greater than 156	Greater than 18
4	131 – 155	13-18
3	111-130	9-12
2	96-110	6-8
1	74-95	4-5
Tropical Storm	39-73	0-3
Tropical Depression	0-38	0

Florida is the most hurricane prone state within the United States due to geographical location and configuration. Hurricanes / Tropical Storms are the greatest natural disaster threat to the City of Tampa. According to a recent study by Karen Clark & Co, a Boston-based firm that specializing in modeling property damage from storms, the City of Tampa is the most vulnerable metro area in the nation to storm surge floods caused by a once-in-a-century hurricane (approximately \$175 billion in losses).

Though there have been many threats of hurricanes / tropical storms to make landfall near Tampa, the last hurricane on record for the 20th century in Tampa Bay was in October 25, 1921 when a Category 3 hurricane passing within 30 miles of Tampa caused six deaths and \$1,000,000 in damage (Figure 8). Two other hurricanes of note hit Tampa Bay within 2 1/2 weeks of each other in September-October 1848 causing 15 and 10 feet of storm surge. Altogether, 37 hurricanes and tropical storms passed within 60 miles of Tampa since 1871 which equates to an occurrence every 3.62 years.

In 2017, Hurricane Irma was a direct threat to the City of Tampa. Although its ultimate track east of the city occurred, the highest winds reported from Hurricane Irma was a gust to 90 mph. Rainfall was generally around 5 inches or greater, with the highest rain total being recorded at 16.18 inches in Tampa. The wind resulted in damage to numerous homes, as well as knocking over trees and power lines. Damage from the storm resulted in 41 homes or businesses destroyed, 130 sustained major damage, 166 had minor damage, and an additional 93 were affected by hurricane Irma throughout Hillsborough County. No significant damage was reported from either the negative surge or the weak positive surge. The total damage from Irma in Hillsborough County was estimated at \$19.95 million, including \$17.86 million in individual assistance claims and \$2.09 million in public assistance claims, of which, \$7 million was estimated to be caused by wind damage in coastal portions of Hillsborough County. Three indirect fatalities were reported in Hillsborough County from Hurricane Irma.

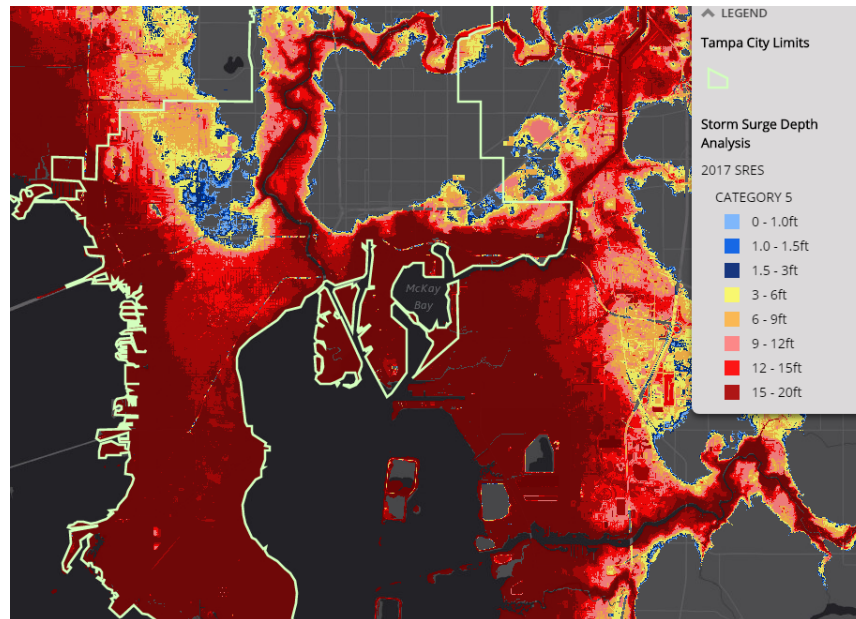
In 2022, Hurricane Ian posed a direct threat to the City of Tampa. Although its ultimate track veered south of the city, the sustained winds reported from Hurricane Ian was a gust of 64 mph. Rainfall was generally around 2.55 inches in Tampa. The wind resulted in damage to numerous homes, as well as knocking over trees and power lines. Damage from the storm resulted in 13 homes or businesses destroyed, 67 sustained major damage, 134 had minor damage, and an additional 141 were affected by Hurricane Ian throughout Hillsborough County. No significant damage was reported from either the negative surge or the weak positive surge. The total damage from Ian in Hillsborough County was estimated at \$54.8 million. Five indirect fatalities were reported in Hillsborough County from Hurricane Ian.

2.3.1.1 Storm Surge

The rise in water level in coastal areas caused by the wind and pressure forces of a hurricane / tropical storm is called storm surge. The intensity, radius, direction and other factors of the hurricane / tropical storm and area's topography will greatly influence the amount of storm surge. The output of the National Oceanic and Atmospheric Administration (NOAA) storm surge prediction model, Sea, Lake, and Overland Surge from Hurricane (SLOSH), shows a storm surge

height of 15 - 20 feet or more above sea level could impact certain areas within the City of Tampa under a worst case Category 5 hurricane (Refer to Figure 7).

Figure 7: Worst Case Scenario Storm Surge for City of Tampa



Source: City of Tampa (2020). Natural Hazards Map, retrieved from <https://www.tampagov.net/emergency-management/info/tampa-hazards>

2.3.1.2 High Winds

The high winds of a hurricane / tropical storm also present significant dangers to the population of the City of Tampa. This hazard especially applies to structures unable to withstand the stress and uplift forces from hurricane force winds (winds from 74 mph and greater). Structures most vulnerable to hurricane force winds are mobile homes and substandard housing. Hurricane winds also create hazardous conditions from flying debris.

2.3.1.3 Rainfall

Rainfall varies greatly from one hurricane / tropical storm to the next. Size, forward speed, and other meteorological factors may affect the amount of rainfall associated with a particular storm. Areas along rivers and the coast which are major drainage systems and low-lying areas may be especially vulnerable to flooding. Rainfall may continue to be heavy after a storm loses hurricane status. The rainfall associated with a hurricane averages 6-12 inches, with sometimes higher amounts.

In August of 2015, The City of Tampa experienced its worst flooding incident in nearly 65 years. Weeks of rain in July led to drainage pools that were filled to the rim with nearly a foot of rain fall in July alone. Near the end of the month, a persistent onshore wind developed bringing in tropical moisture from the Gulf of Mexico, with continuous rounds of heavy rain leading into August. This weather pattern was not associated with a tropical depression or tropical storm.

On August 1st, a storm system moved inland from the Gulf of Mexico with strong with gusts of near 45 mph and Tampa saw rain fall totaling 3.89 inches. These conditions continued through to August 3rd where several rounds of storms provided an additional 4.39 inches of rain in a single day. The system began to clear out on August 4th with a total rainfall of 16.47 inches over a 10-day period.

2.3.2 Tornado

Florida ranks third in the United States in the number of tornado occurrences, and considering tornadoes per square mile, Florida is first in the nation. Tornadoes are difficult to predict and appear with little or no warning. Instantaneous destruction may occur when a funnel cloud touches down over land (tornado) or water (waterspout). Most Florida tornadoes are small, short-lived, and only touch-down for brief periods of time. They cause localized destruction which is difficult to protect against. Downbursts accompanying thunderstorms can also cause damage similar to that of a tornado. Tornadoes are measured by the wind speeds that it produces. Refer to Figure 8 for NOAA’s Fujita-Pierson Tornado Scale and expected damages.

Figure 8 Fujita-Pierson Tornado Scale

EF Rating	Wind Speeds	Expected Damage	
EF-0	65-85 mph	'Minor' damage: shingles blown off or parts of a roof peeled off, damage to gutters/siding, branches broken off trees, shallow rooted trees toppled.	
EF-1	86-110 mph	'Moderate' damage: more significant roof damage, windows broken, exterior doors damaged or lost, mobile homes overturned or badly damaged.	
EF-2	111-135 mph	'Considerable' damage: roofs torn off well constructed homes, homes shifted off their foundation, mobile homes completely destroyed, large trees snapped or uprooted, cars can be tossed.	
EF-3	136-165 mph	'Severe' damage: entire stories of well constructed homes destroyed, significant damage done to large buildings, homes with weak foundations can be blown away, trees begin to lose their bark.	
EF-4	166-200 mph	'Extreme' damage: Well constructed homes are leveled, cars are thrown significant distances, top story exterior walls of masonry buildings would likely collapse.	
EF-5	> 200 mph	'Massive/incredible' damage: Well constructed homes are swept away, steel-reinforced concrete structures are critically damaged, high-rise buildings sustain severe structural damage, trees are usually completely debarked, stripped of branches and snapped.	

Source: NOAA (2020). Fujita - Pierson Tornado Scale

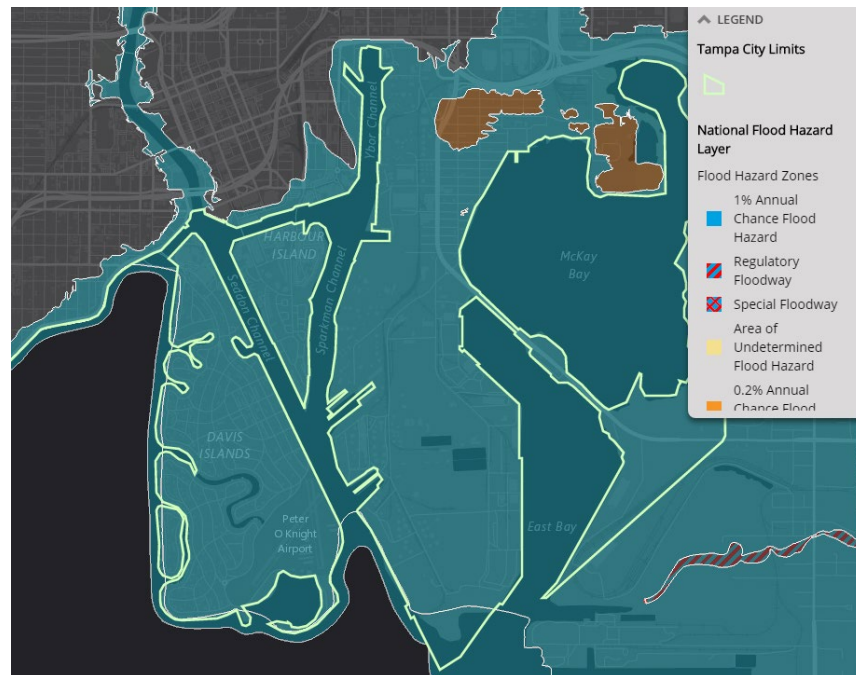
2.3.3 Flood

Flooding can occur in Tampa like most communities in the United States. Flooding can result from the overflow of major rivers and their smaller tributaries, storm surge from hurricanes and

other coastal storms, or inadequate local drainage. The types of flooding events that have occurred within City of Tampa include inland, riverine, local drainage and high groundwater levels, fluctuating lake levels and tidal surge.

- **Inland flooding** is a localized event associated with heavy rainfall and usually occurs in areas identified as being within the 100-year floodplain or along recognizable drainage channels. Principal areas most susceptible to flooding in a 100-year event include: the western and southern portions of the Interbay Peninsula, Davis Islands, Harbour Island, Hookers' Point and port areas of Tampa. Refer to Figure 9 for an example map of 100 – year floodplain for Tampa. An interactive floodplain map can be accessed at www.tampagov.net/emergency-management/info/tampa-hazards
- **Riverine flooding** occurs following heavy rainfall events over an extended period. Areas in the city susceptible to this kind of flooding can be found along the Hillsborough River.
- **Drainage/Stormwater** flooding usually occurs following a heavy rainfall event over a relatively short period of time. This type of flooding is usually localized to urban areas in the City.
- **Tidal flooding** is the result of the effects of wind and low pressure in coastal areas. The effects are exacerbated when combined with high tide.

Figure 9: 100 Year Floodplain Example



Source: City of Tampa (2020). Natural Hazard Map
www.tampagov.net/emergency-management/info/tampa-hazards

2.3.4 Severe Thunderstorm

Florida is one of the most thunderstorm prone states and Tampa has been referred to the "thunderstorm capital of the nation." Thunderstorms may cause damage from lightning, hail,

wind, and flooding. High winds from thunderstorms can cause damage to structures and lightning can cause fires and disable electrical power equipment. Florida is also the most lightning prone state. From 1994 to 2003 Florida average annual lightning casualties were nine deaths and 57 injuries. From 2004 to 2007, lightning deaths averaged seven per year and injuries averaged 35 per year. From 2008 to 2016, there were 40 more deaths due to lightning. For a full description of thunderstorm hazards, including lighting, hail, wind, and flooding please refer to the [Hillsborough County Multi-Jurisdictional Local Mitigation Strategy](#).

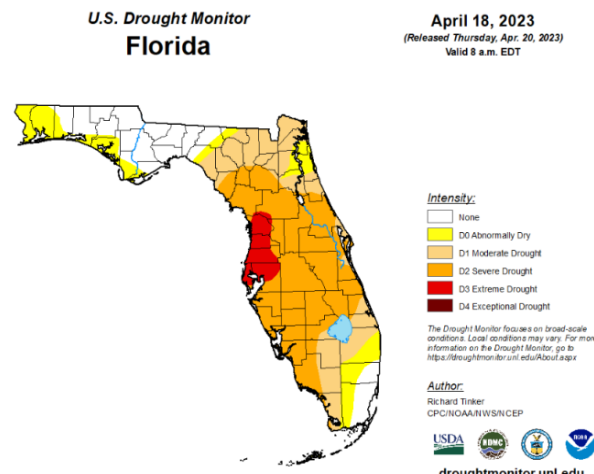
2.3.5 Erosion

Coastal or riverine erosion is defined as the gradual wearing away of the earth’s surface by the natural forces of wind and water. In the City of Tampa, erosion along Tampa Bay and river shorelines is most noticeable after a significant rain and/or tidal surge event. Although this is a natural effect, shoreline development is at risk when erosion occurs at a rate greater than the natural rate of soil replenishment. Areas of greatest risk and protective actions for erosion are identified within the [Part 5: Sustainable Environment of the City of Tampa Comprehensive Plan](#). These areas are found along the Hillsborough River, Old Tampa Bay, Hillsborough Bay, and McKay Bay.

2.3.6 Drought

Lack of rainfall over extended periods of time can cause drought conditions which can adversely affect the City of Tampa’s agricultural sector, cause wells to go dry, thereby affecting potable water supplies to residents. The Tampa Bay area has experienced several drought events over the last 10 years. The most recent extreme drought event occurred from April 18 to May 23, 2023 (Refer to Figure 10). During this period, conditions in the city were extreme enough to warrant emergency watering restrictions and a countywide burn ban. The region's increasingly volatile rainfall patterns, with wild swings year-to-year, complicate efforts to plan ahead.

Figure 10: Example Drought Incident for City of Tampa (April 18, 2023)

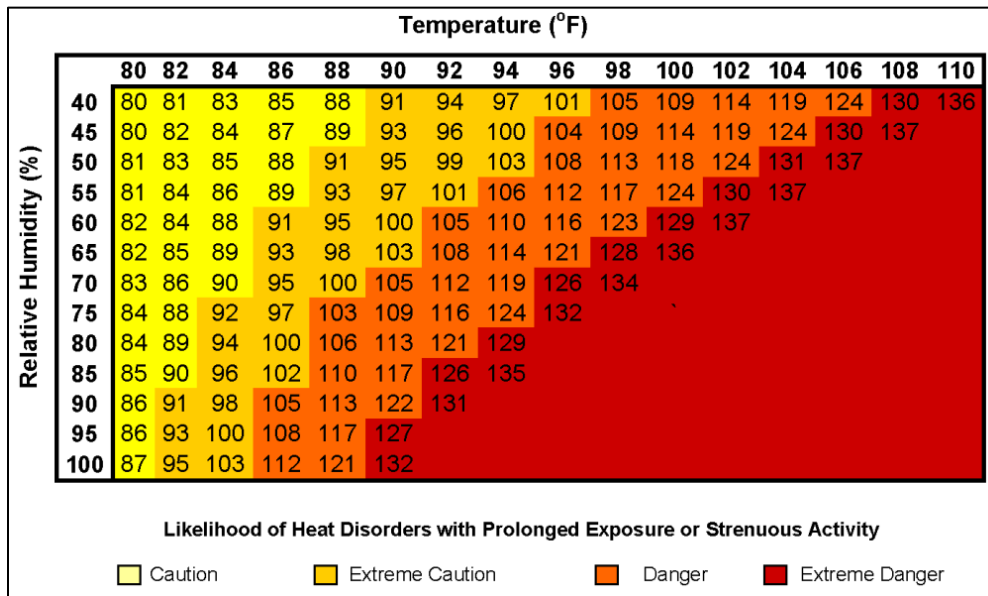


Source: NOAA (2023). U.S. Drought Monitor

2.3.7 Extreme Heat

Extreme heat conditions are defined by summertime weather that is substantially hotter and/or more humid than average for a location at that time of year. The National Weather Service (NWS) measures extreme heat using the heat index. The Heat Index, given in degrees Fahrenheit, is a measure of how hot it really feels when relative humidity is added to the actual air temperature. The heat index for any temperature can be found by cross-checking the temperature and the relative humidity (Refer to Figure 12). The point of intersection is the measure of how hot it really feels.

Figure 11: Likelihood of Heat Disorders with Prolonged Exposure



Source: NOAA (2017). Heat Index

2.3.8 Suspect Soil

Sinkholes are just one of many forms of ground collapse, or subsidence. Subsidence is the gradual settling or sudden sinking of the Earth’s surface owing to subsurface movement of earth materials. The principal causes of land subsidence are aquifer-system compaction, drainage of organic soils, underground mining, hydrocompaction, natural compaction, sinkholes, and thawing permafrost.

The primary risk associated with sinkholes is the collapse of a structure due to the ground giving way underneath. Such occurrences are normally not widespread, but they can totally engulf and destroy individual structures. Refer to the City of Tampa Natural Hazards Map for past sinkhole occurrences and areas of the city that are at risk by visiting www.tampagov.net/emergency-management/info/tampa-hazards.

2.3.9 Fire (Structure Fire and Wildfire)

Structural fires can happen at any time in the City of Tampa. Over the last 4 years, Tampa Fire Rescue dispatched to an average of 9,288 fire related calls for service (Refer to Table 4).

During a period of drought in 2017, there were also multiple wildfires in the city related to dry conditions. Additional information on fire risks can be found through respective Tampa Fire Rescue Standard Operating Procedures (SOPs) and the [Hillsborough County Local Mitigation Strategy](#).

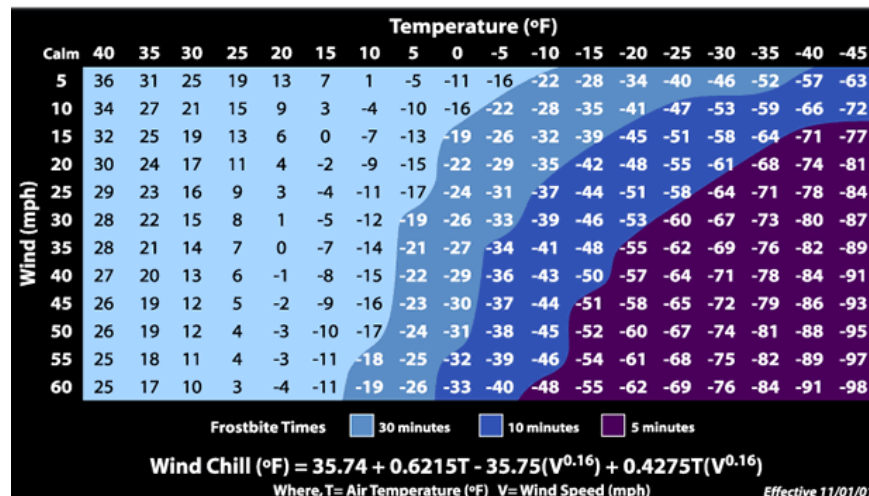
Table 4: 2020-2023 Fire Related Calls for Service (Tampa Fire Rescue)

Year	Fire Related Calls for Service
2023	10,888
2022	10,825
2021	10,035
2020	9,260

2.3.10 Winter Storm and Freeze

Winter storms and freeze incidents can affect the City of Tampa, although not affected by snow, significant freezes have occurred with significant impact to populations with substandard housing or homelessness. Winter storms may be accompanied by other hazards, such as coastal flooding, strong winds, wind-chill and power outages. These effects disrupt commerce, transportation and may result in the loss of life; however, freeze events do not have a large scale effect on buildings.

Figure 12: NWS Wind Chill Chart



2.4 Human-Caused Hazards

2.4.1 HazMat Incident

The threat from hazardous materials in the city exists in two forms; fixed facilities and materials that are transported within or through the city. One of the largest potential threat areas is Port Tampa Bay which stores and handles large quantities of hazardous materials including anhydrous ammonia, petroleum, and industrial chemicals daily. The port ranks 21st nationally in terms of annual tonnage and is the largest port in Florida. There are also numerous fixed facilities in the city that store and utilize significant amounts of hazardous materials.

The City of Tampa also sits along segments of major highway systems (i.e., I-4, I-75, and I-275) and is a major rail center for the region. One of the major industries in the region which makes use of those transportation systems is the phosphate industry, a major user of hazardous materials. The movement of hazardous material for commercial use by air, boat, rail, vehicle, and pipeline occurs daily.

Possible hazardous materials situations include: 1) Exposure to radioactive materials; 2) Seepage or spillage of toxic chemicals or gasses; 3) Explosives that damage large areas; and 4) Chemical fires.

Another major threat of hazardous materials incidents is from Port Tampa Bay (Refer to Table 5). Port Tampa Bay is a major terminal for petroleum products for western Florida. Tampa Bay is vulnerable to oil spills from shipping accidents. The last major oil spill in August 1993 was caused by a collision of a freighter and two (2) tugs, one (1) pushing a barge carrying 255,000 barrels of Jet A gasoline and one (1) pushing a barge containing 88,000 barrels of diesel fuel.

Table 5: Port Tampa Bay Statistics

Top Bulk Cargo	Tonnage (1,000)
Petroleum	17,968,551
Phosphate, Rock/Chemical	3,174,148
Sulphur, Liquid	2,004,420
Top General Cargo Commodities	
Containerized	1,088,332
Scrap Metal	334,823
Steel Products	210,227

Source: *Source: [Port Tampa Bay \(2023\) State of the Port & Statistics](#)*

2.4.2 Infrastructure Disruption

As growth continues in the City of Tampa, there is an increasing demand for electrical power. Through the 10-year Site Plan process, Tampa Electric Company (TECO) addresses growth in their expansion plans. There may be situations where power generating capability may not meet total demand during extreme weather conditions or after a severe storm.

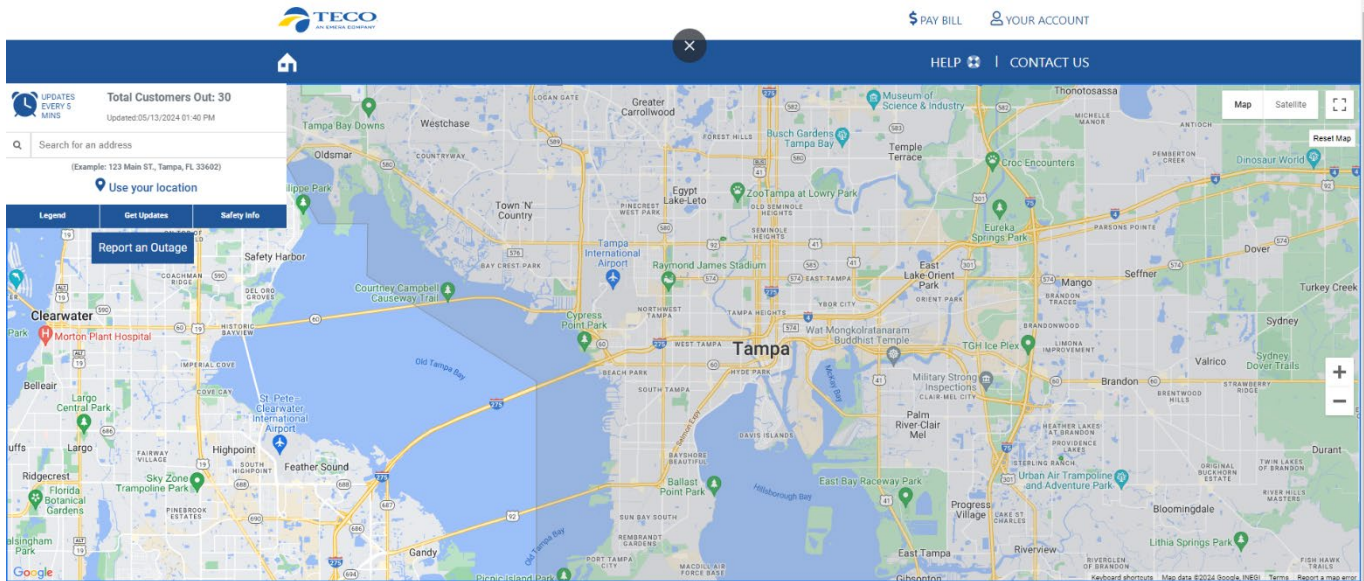


Figure 13: TECO Power Outage Map

Source: TECO (2024) Power Outage Map, retrieved from <http://www.tampaelectric.com/residential/outages/outagemap/>

2.4.3 Terrorism

The City of Tampa contains numerous targets for attack from potential terrorist organizations or “lone actor terrorists”. In general, terrorist targets have included major seaports, international airports, and major military bases, all of which are in the city. In 2012, a potential terrorist attack had been thwarted, a plot involving ties to Islamic extremism. Intentions were to attack nightclubs, a sheriff’s office, and a business in Tampa with small arms and explosives.

The Risk Analysis Center (RAC), formerly known as Site Profiler is a software and service solution for public safety risk management used by the City of Tampa. The critical tasks involved with managing the risk to the City of Tampa are encompassed in this comprehensive software application that leverages experience in and understanding of the homeland security/all hazards risk environment. Currently the RAC is an exhaustive list of critical infrastructure and key resources within the City of Tampa, as well as surrounding jurisdictions. The RAC allows the City of Tampa to:

- Understand and quantify overall risks;
- Prioritize risk and optimize resource allocation strategies;
- Act on risk judiciously and defensibly; and
- Monitor risk management results and decisions with real time views of assets and risks.

2.4.4 Dam / Levee Failure

When the term “dam” is used it is normal to think only of structures associated with the impounding of rivers for use a drinking water reservoir, the production of electricity or flood control. In Florida the term can take on an additional meaning, that of impounding clay settling ponds or phosphogypsum stacks associated with the mining and processing of phosphate. Both types of structures can be found within City of Tampa.

Dam/Levee failure is a collapse or breach in a dam or levee. While most dams have storage volumes small enough that failures have little or no repercussions, dams with large storage amounts can cause significant downstream flooding.

There is one dam in the City of Tampa and is located east of 28th Street, just downstream from the City of Temple Terrace, called the Hillsborough River Reservoir (Refer to Figure 14). The Reservoir is approximately 1,300 acres in size and contains up to 1.6 billion gallons of water. The Reservoir has served as the City of Tampa’s water source since the mid-1920s.

Figure 14: Hillsborough River Reservoir



2.4.5 Disease Outbreak and Biological Incident

Infectious disease results from the spread “germs” that affect the health and well-being of a population. These “germs” are organisms or organic agents – virus, bacteria, fungus, parasitic organisms, organic toxins, and prions – that can be found in the environment, in animals or insects, or moving directly from human to human.

There are a variety of situations where involving these “germs”, ranging from natural occurrence of disease to man-made biologic attacks that are collectively called “biologic incidents”. According to the Centers for Disease Control and Prevention (CDC), disease outbreaks or epidemics are identified by the occurrence of more cases of disease than normally expected within a specific place or among a group of people over a specified period of time. Many diseases are endemic, or routinely circulate, in Hillsborough County (e.g. influenza, the common cold, and gonorrhea). Outbreaks of these diseases occur when case numbers increase during a specific time period in comparison to others. Other diseases (e.g. measles, dengue, rabies, and polio) are rare occurrences and even one case warrants an outbreak investigation.

The impact of a newly emerging infectious disease can be severe as the victims generally lack immunity against the disease and health professionals' unfamiliarity with the disease means a potentially longer time before the response to be initiated as the identification of the agent is latent. The emergence or increase in case numbers of disease across multiple countries is called a pandemic.

There have been a number of epidemics and pandemics in the last 20 years including Sudden Acute Respiratory Syndrome (SARS, 2003), H1N1 Influenza (aka "Swine Flu", 2009), Ebola (West Africa, 2014), Zika virus (2016), Chikungunya virus (2014), and Middle Eastern Respiratory Syndrome corona virus (MERS Co-V, 2014).

At the end of 2019, COVID-19 was identified by the World Health Organization (WHO) when at the epicenter of the outbreak in Wuhan, Hubei Province, China. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. As COVID-19 cases began to spread throughout the world, the WHO declared COVID-19 a Pandemic; the first pandemic known to be caused by a new coronavirus.

The first case of COVID-19 in the State of Florida was identified in a Tampa resident who traveled overseas. As of March 17, 2023 there were 479,640 confirmed cases and 1,832 deaths in Hillsborough County.

2.5 Planning Assumptions

The following are assumptions apply to all emergency management plans in the City of Tampa:

1. A major incident or disaster could happen at any time.
2. The priority of all emergency response and recovery operations is: 1) life safety; 2) stabilization of the incident; 3) protection of property and the environment; and 4) recovery services for basic human needs and critical infrastructure.
3. In some scenarios the impacts could be catastrophic, with local governments in the region, including the City of Tampa, struggling to provide essential services.
4. The City uses an "all-hazards" approach in strategic incident management and development of plans. This recognizes that different emergency situations can use similar information collection processes, communications, resource coordination, and public information.
5. Vulnerable populations, including individuals with access and functional needs, are at greater risk of being significantly impacted by an incident. The City will also need to provide resources to meet access and functional needs in a disaster.
6. The level of preparedness in the community makes a difference in the City's ability to respond and recover from disasters. The more prepared our residents are, the less impact to the city's response capabilities.
7. All residents may need to utilize their own resources and be self-sufficient following an emergency for one week or more. This includes at a minimum, 3 gallons of water per person per day, non-perishable food for 7 days, and prescribed medicine and medical equipment.

8. Some incidents, due to their scope and complexity, could result in a recovery effort that could take years to complete.
9. The amount of information regarding the disaster impacts response operations can quickly overwhelm even the most organized emergency operations center.
10. EOC Staff have been appropriately trained to carry out their roles and responsibilities.
11. The City of Tampa maintains authority for emergency management operations within city limits and commits all available resources to save lives and minimize personal injury and property damage.
12. If city resources are insufficient, assistance may be sought from mutual aid partners, Hillsborough County, State of Florida, and the Federal Government.
13. All evacuations, sheltering operations, points of distribution operations will be coordinated with Hillsborough County.
14. Planning and operations should be a coordinated effort of all city departments and stakeholders.

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3 CONCEPT OF OPERATIONS

This section describes the methods for managing emergency activities during the mitigation, preparedness, response, and recovery phases of emergency management. The major elements of this section include levels of emergencies, structure of organization under emergency conditions, notification and warning, direction and control, and response actions.

The primary purpose of the City of Tampa's Emergency Management Program is to provide a coordinated effort from all City departments in the mitigation of, preparation for, response to, and recovery from a localized or widespread emergency.

The Fire Chief is the Emergency Manager for the City of Tampa. The Fire Chief / Emergency Manager has designated the Emergency Coordinator to head the Office of Emergency Management (OEM). OEM has led the development of this plan based on these core phases to address all-hazards that may impact the City of Tampa. Each emergency situation may have unique issues and priorities, and as such, OEM has adopted an all-hazard approach to establishing an emergency response and recovery organization encompassing key City departments and external agencies and entities, at all levels of government, that are involved in emergency response and recovery.

When Tampa's resources are inadequate, assistance will be requested from the county, state, and federal government. To ensure an adequate and timely response by emergency personnel and the maximum protection and relief to residents and visitors of Tampa before, during, and after a disaster, the concept also provides for:

- Preparing for and mitigating against all natural and technological emergencies;
- Early warning and alert of residents and departments;
- Reporting of all disasters between levels of government;
- Establishment and activation of the Emergency Operations Center (EOC) and the organization for command and control of emergency response forces;
- Movement of residents from the City of Tampa and surrounding areas from evacuation zones to shelters or safe areas;
- Use of increased readiness conditions and response checklists;
- Damage assessment reports and procedures;
- Search and rescue operations and procedures;
- Debris clearing operations and procedures; and
- Recovery operations.

Any additional roles and responsibilities in where the City of Tampa provides mutual-aid support to Hillsborough County for emergency operations (i.e., sheltering operations, points of distribution, etc.) will fall in accordance with the Hillsborough County Comprehensive Emergency Management Plan (CEMP).

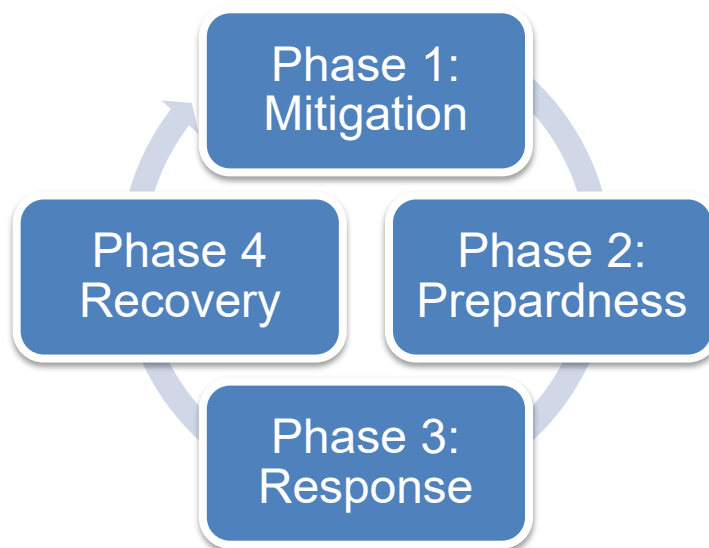
3.1 Phases of Emergency Management

The CEOP addresses the four phases of emergency management that are outlined in the State of Florida Comprehensive Emergency Management Plan (CEMP) and the National Response Framework (NRF).

- Phase 1: Mitigation
- Phase 2: Preparedness
- Phase 3: Response
- Phase 4 Recovery

All phases are highly interconnected; that is, each phase influences the other three phases (Refer to Figure 15). The cycle as a whole is an ongoing process, just as the plan is a dynamic document that requires continuous updating.

Figure 15: Four Phases of Emergency Management



Source: [Developing and maintaining emergency operations plans](#). (2010). Washington, D.C.: FEMA.

3.1.1 Mitigation

Mitigation activities normally occur before or directly after a disaster. The primary purpose for mitigation is to eliminate or reduce the probability of impacts from a disaster. Such activities include amending zoning and land development regulations for structures and buffers, conducting fire inspections, storm-proofing critical facilities, elevating homes in the floodplain, weather-proofing homes, etc. The *Hillsborough County Multi-Jurisdictional Local Mitigation Strategy (LMS)* is the leading document regarding mitigation activities undertaken by the City of Tampa. Refer to *Section 7: Recovery and Hazard Mitigation* for more details.

3.1.2 Preparedness

Preparedness activities are conducted before a disaster occurs in an effort to build emergency management capabilities and community resiliency. It involves actions taken to proactively develop and update emergency plans, provide appropriate trainings, and exercise plans and procedures. Preparedness planning seeks to anticipate problems and project possible solutions to minimize disaster damage. After plans are developed, they must be trained to and exercised, which serves to validate the systems and processes identified in the plans.

Public education is also an ongoing preparedness activity that involves raising overall hazard awareness levels of a community's citizens and stakeholders. OEM is active on sharing public information on social media through AlertTampa and provides speaking engagements regularly with homeowners' associations, business community and other community organizations throughout the year. *Refer to Section 9: Public Awareness and Education* for more details.

3.1.3 Response

Response actions include the use of resources to address the immediate and short-term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage, as well as maintain or speed the restoration of essential government services. When initiating the response operation, first responders and Emergency Operations Center (EOC) activities will conduct an initial assessment of the situation, determine the need to alert others, and take appropriate protective actions to reduce the risks and potential impacts of the emergency. When activated, the EOC, will support the coordination of emergency response activities to ensure needs are met and information is being shared to maintain a common operating picture.

3.1.4 Recovery

The final phase of emergency management involves all short-term and long-term recovery efforts following an emergency. Short-term recovery focuses on restoring vital utilities and life support systems (e.g., power, water, sanitation, and communications), transportation infrastructure, the removal of debris, assessing damage, providing temporary housing and other unmet needs of our residents. Long-term recovery efforts begin after some degree of stabilization has been attained and focus on restoring public facilities and infrastructure. *Refer to Section 7: Recovery and Hazard Mitigation* for more details.

3.2 Levels of Emergencies

Florida Statute (F.S.) 252 defines a disaster as any natural, technological, or civil emergency that causes damage of enough severity and magnitude to result in a declaration of a state of emergency by a county, the governor, or the president of the United States. *F.S. 252* also identifies disasters by the severity of resulting damage as follows:

- **Catastrophic Disaster:** means a disaster that will require massive state and federal assistance, including immediate military involvement.

- **Major Disaster:** means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- **Minor Disaster:** means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.
- **Emergency:** means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

3.3 Operations

This subsection outlines how the City of Tampa is organized to respond to, recover from and mitigate against emergencies and disasters.

3.3.1 Normal Operations

The City of Tampa operates under a strong mayor form of Mayor-Council Government. The Mayor is given administrative authority. The Mayor also prepares and administers the budget, with approval from the city council. The Mayor's appointed Chief of Staff (COS), who supervises department heads, helps prepare the budget and coordinates departments.

The Tampa City Council, which consists of seven elected council members, assists in the governance of the City of Tampa. Council members are elected by the voters within the city limits of Tampa to serve for a term of four years. Council members for Districts 1, 2, and 3 are elected at-large and those from Districts 4 through 7 are elected in individual districts. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as Chief Executive Officer. The Tampa City Council is a legislative branch of city government and operates in accordance with the provisions of the *1974 Revised Charter of the City of Tampa*.

3.3.2 Emergency Operations

Under emergency conditions, the City transforms to a specialized emergency response organization as explained below. The Mayor, as the governing entity of the City of Tampa is vested with certain authority regarding emergency management pursuant to *Chapter 252, Florida Statutes* and as outlined in the *City of Tampa Code of Ordinances Article VII* and Executive Orders of the Mayor.

3.4 Emergency Operations Center

The City EOC has adopted a hybrid Incident Command System (ICS) and Emergency Support Function (ESF) organizational structure. Each ESF will be managed under one section including: 1) Operations; 2) Planning 3) Logistics; and 4) Finance/Administration. Each ESF acts as a functional group within the ICS structure. The EOC Director will provide assistance to the areas in these groupings and facilitate transmission of requests and information to the EOC Operations Desk.

The ICS structure can expand and contract, as necessary. Organizationally, the EOC will operate similarly for both response and recovery operations. As additional departments are needed in the EOC, they will be phased-into the organizational structure. As ESFs are no longer needed, they will be phased-out of the ICS organization.

3.4.1 EOC Activation

The Mayor may, at his/her discretion, declare a state of emergency and activate any portion of this plan and the EOC to support emergency response and recovery operations. In addition, during large special events, the EOC may also be activated in order to support multi-departmental coordination and the ability to quickly support emergency response during a potential no-notice incident that occurs during the event (i.e. active shooter, terrorist attack, etc.)

During the activation of the EOC, city departments and stakeholders send representatives to the EOC. Upon arrival the representative(s) receive his/her assignment and an incident briefing. Some departments and stakeholders may need to send more than one representative if the department is required to perform multiple functions. Refer to Part 2 Functional Annexes for the roles and responsibilities of each EOC position.

When activated, the EOC is responsible for the following:

- Coordinate incident response operations;
- Coordinate incident recovery operations;
- Manage and share incident information with all appropriate departments and stakeholders;
- Manage resource requests to other departments, vendors, Hillsborough County, State of Florida, Federal Agencies and other stakeholders;
- Establish incident response and recovery objectives and strategies;
- Prepare and issue emergency public information;
- Coordinate emergency operations to meet unmet needs of the public.

The Office of Emergency Management (OEM), Tampa Police Department, and Tampa Fire Rescue are constantly monitoring for threats, severe weather, or other hazardous situations. The OEM Duty Officer is on-call 24 hours a day, seven days a week, and is advised of any such events by Signal Division, state warning point, concerned citizens, or other departments. ***The OEM Duty Officer is (813) 274-7700.***

The expected or actual severity of the incident is paramount in determining the level of activation. The Fire Chief / Emergency Manager, or designee, in coordination with the Mayor, has the responsibility of determining what level of activation will be set at the EOC. The purpose of activating the EOC as a result of an emergency is to centralize response and recovery decisions, plans, and operational activities in order to maximize the efficiency, quantity of resources, and reduce duplications of effort.

3.4.2 EOC Activation Levels

The EOC operates at one of three levels of readiness in order to carry out its mission:

- Level III: Normal Operations;
- Level II: Partial Activation; and
- Level I: Full Scale Activation.

3.4.2.1 Level III: Normal Operations

EOC Activation Level III is normal day to day operations. This consists of normal OEM duties and emergency briefings as needed to departments and leadership.

3.4.2.2 Level II: Partial Activation

EOC Activation Level II: Partial Activation, requires OEM staff and appropriate ESFs to report to the EOC or activate virtually. All other ESFs are alerted of the incident and are on standby if needed. The purpose of EOC Activation Level II is to initiate preparations or to coordinate response due to the occurrence of a minor emergency that does not require activating all positions in the EOC. During EOC Activation Level II, the EOC may be operational 24 hours a day. OEM disseminates information to, and begins to coordinate preparation and response actions with, external agencies and City of Tampa departments tasked in emergency response. The EOC Command Staff develops and implements a Situation Reports and may develop an Incident Action Plan (IAP).

3.4.2.3 Level I: Full Scale Activation

In Level I: Full Scale Activation, the EOC is activated on a 24-hour schedule due to an imminent threat, emergency or large-scale special event (i.e. Gasparilla, Super Bowl, etc.). All OEM staff and all ESFs are activated and required to report to the EOC. ICS is implemented and all sections and branches are activated. As in Level I: Full Scale Activation, the IAP establishes the operational objectives and priorities of the incident. Additionally, all logistical support elements are activated. At this level, response and recovery operations are expected to last for an extended period. Additional support or back-up staff, including representatives from Hillsborough County, Florida Division of Emergency Management, other state agencies, and federal agencies will be notified and be made available to assist should the response escalate and exceed local capability. Refer to Figure 17 for Full Scale Activation Organizational Structure.

3.4.3 Emergency Response Centers (ERCs)

During a foreseen emergency, usually during a hurricane, the city may activate one or all three of its Emergency Response Centers (ERCs) to rapidly deploy to reopen essential roadways from debris and conduct a damage assessment. ERCs are led by ERC Commanders and organized with specialized equipment in the field to carry out their roles and responsibilities. ERCs will coordinate their response with the EOC through the Operations Section. Refer to Annex D ESF 3 – Public Works for more details. City of Tampa ERCs include:

- ERC #1 Tampa Bay ES - 3111 Tampa Bay Boulevard Tampa, FL 33612
- ERC #2 Forest Hills ES - 10112 North Ola Avenue Tampa, FL 33612
- ERC #3 Oak Park ES - 2716 North 46th Street Tampa, FL 33605

3.4.4 Coordination between City and County EOCs

The City of Tampa will provide liaison(s) to serve on the Hillsborough County EOC, to coordinate activities between county and city response and recovery operations. These representatives will come from Tampa Fire Rescue (TFR) and the Tampa Police Department (TPD).

3.4.5 Communications Systems

EOC communications systems used during emergency operations include:

- Landline telephones;
- Mobile Phones;
- 800 MHz radios;
- Satellite Phones;
- Information Management Software (WebEOC);
- Everbridge Emergency Notification System; and
- Amateur HAM operators.

For information regarding city communications systems refer to the T&I Communications Recovery Plan.

3.5 Direction and Control

The EOC serves as the centralized direction and coordination point for all emergencies and large-scale special events in the city. The Fire Chief / Emergency Manager provides direction for emergency operations. OEM coordinates emergency operations within the EOC and activated ESFs. Members of the EOC will maintain continual contact with their departments to ensure proper coordination of all emergency response and recovery operations.

OEM will coordinate any required operational, logistical, and administrative support needs of EOC. The EOC Operations Group will coordinate support needs for their personnel in the field with assistance from the Emergency Coordinator, or designee, if necessary. Members of the EOC Operations Group maintain continual contact with their department or agency command centers to ensure proper coordination of all disaster response and recovery operations.

The EOC is activated and managed by the Fire Chief / Emergency Manager, Emergency Coordinator, or their designee in coordination with the Mayor. When activated, designated members of the EOC organization will provide representation at the EOC. Under activation status, departments will ensure designated EOC positions are staffed as needed.

3.5.1 EOC Coordination

The EOC provides an organizational structure to ensure a whole government approach to coordinating information sharing and resource request needs to support onsite incident response and recovery operations during an emergency or large-scale special event.

The City of Tampa's EOC is organized as a hybrid ICS / ESF structure. This allows unity of command, where each personnel reports to a supervisor, as well as effective groupings based on functions that are assigned to specific areas known as ESFs. The EOC organizational structure is flexible and may expand or contract depending on the needs or type of incident facing the City of Tampa. This is in accordance with the principles outlined by the National Incident Management System (NIMS). Refer to Figure 16 for the Level I – Full Activation EOC Organizational Structure.

3.5.2 On-Scene Incident Command System

Effective and efficient command of an incident is essential to prevent loss of life, decrease the extent of injuries and to limit the amount of property and environmental damage. A structured Incident Command System (ICS) organization for response will ensure smoother operations in the field by first responders.

ICS is a multi-discipline, multi-jurisdictional system in which responsibilities and duties of those persons holding key positions have been pre-designated. The system can expand or shrink as the situation warrants

All responder agencies must adopt and follow the incident command concept for it to be effective. Further, each agency is responsible to plan and train for their assigned areas of response or support. A listing of these responsibilities by agency is provided at Part 2: ESF Annexes.

The department to assume Incident Command (IC) will be determined by the type of incident encountered. For example, the IC for a fire or hazardous materials incident will be the Tampa Fire Rescue and the IC for a terrorism incident, active shooter, social unrest or special event will be Tampa Police Department, or appropriate agency. An incident command matrix depicting incident command responsibilities for the various kinds of incidents is provided at Appendix 8.

Command of an incident will be assumed by the first officer on the scene and passed to another officer upon arrival, if deemed necessary. Command should never be changed for sake of change. The incident commander should be the most knowledgeable of that type of incident, not necessarily the most senior. The incident commander must assign officers to assist with the various functions necessary to deal with an incident. When the EOC is activated, the Incident Commander in the field will coordinate as required with EOC Command for resource support and information sharing.

Figure 16: EOC Full Scale Activation Organizational Structure (Command and General Staff Positions)

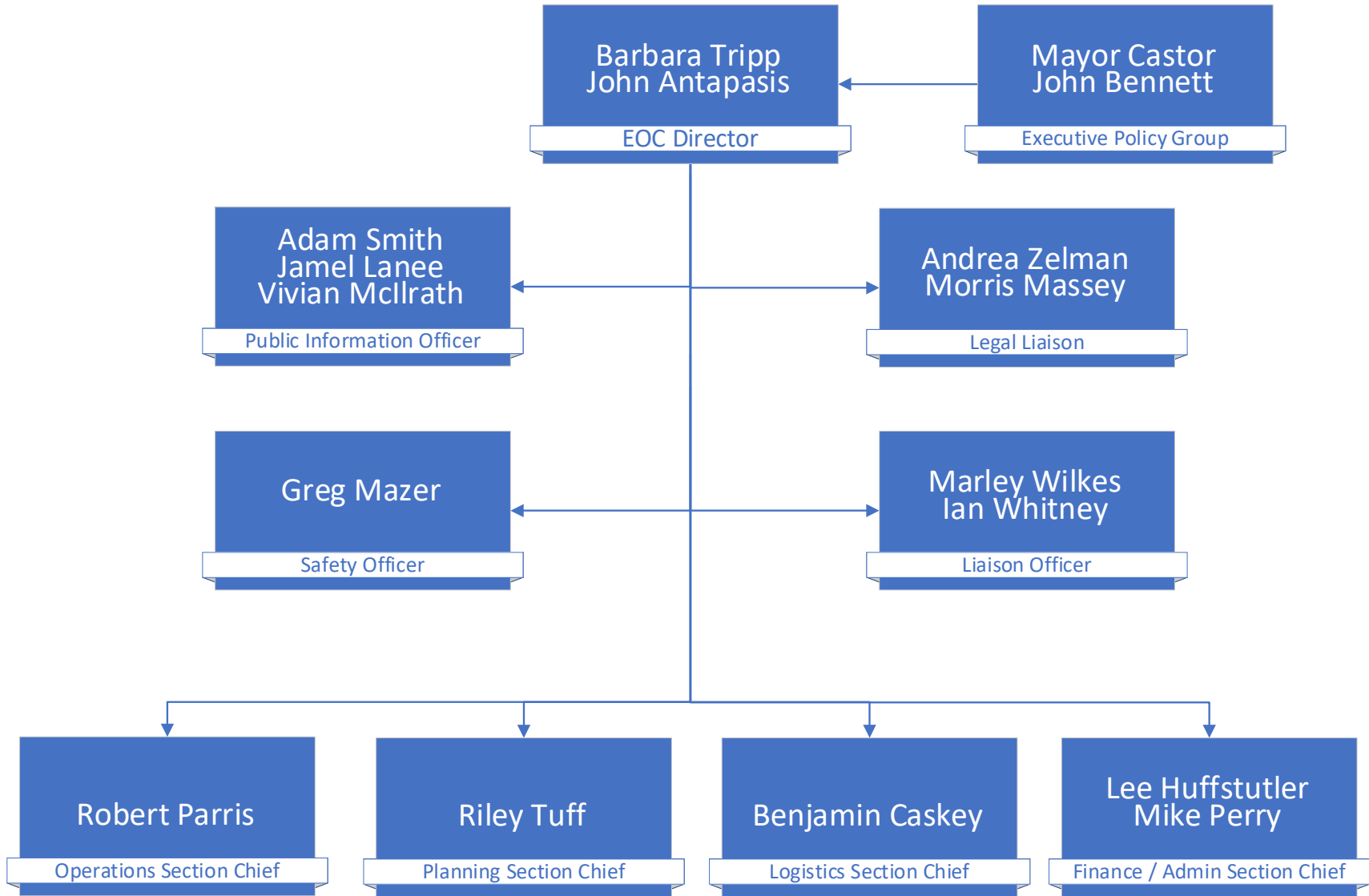


Figure 16: EOC Full Scale Activation Organizational Structure (Operations Section)

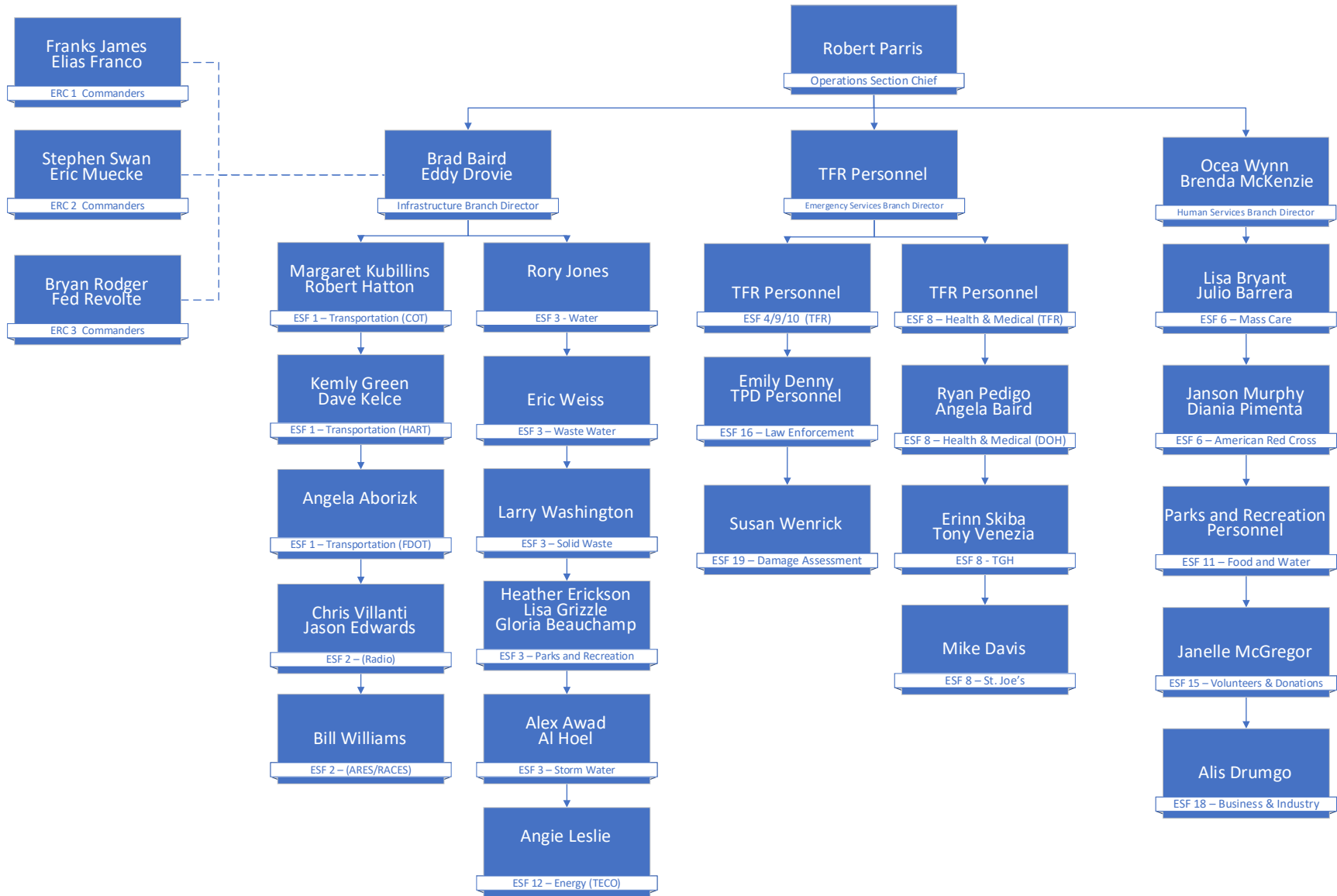


Figure 16: EOC Full Scale Activation Organizational Structure (Planning Section)

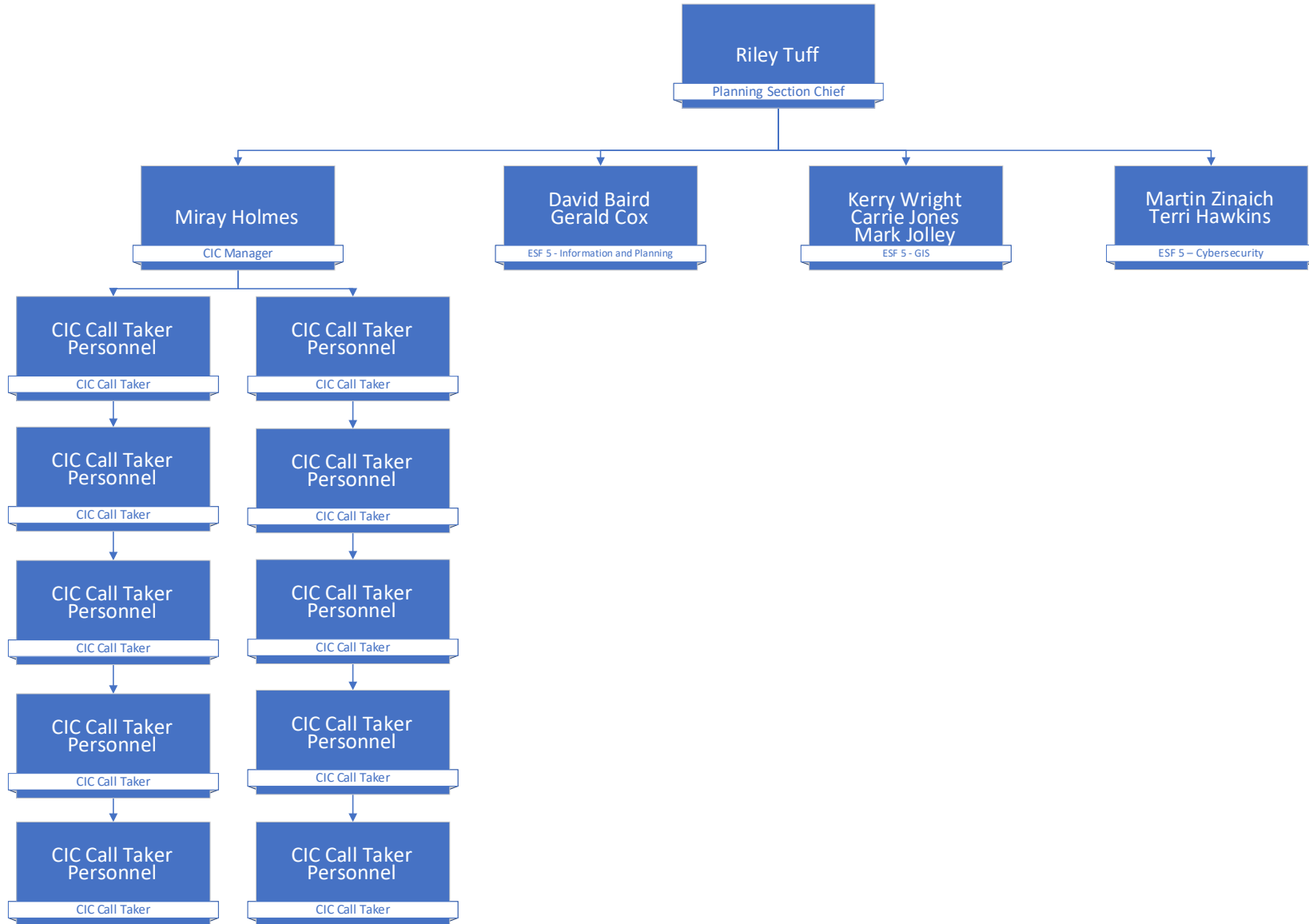


Figure 16: EOC Full Scale Activation Organizational Structure (Logistics Section)

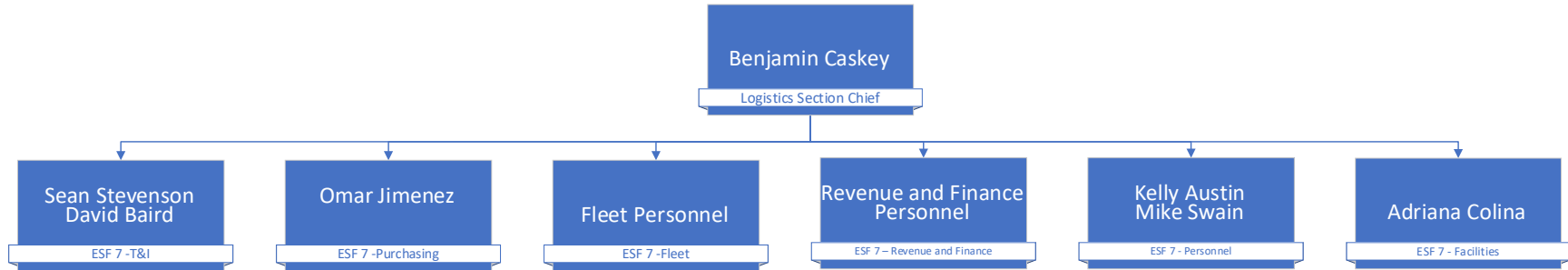
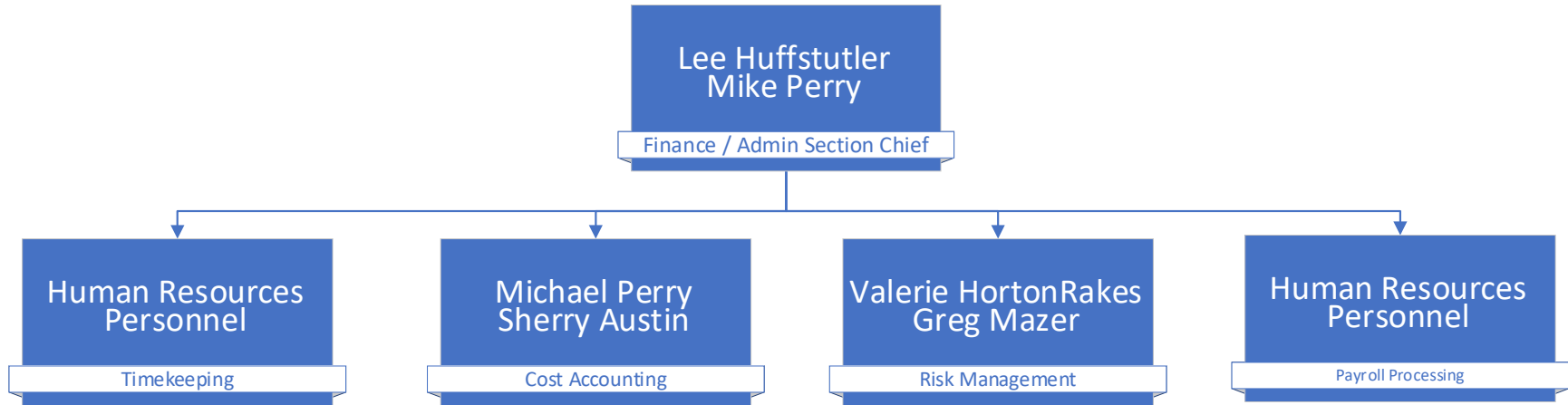


Figure 16: EOC Full Scale Activation Organizational Structure (Finance / Admin Section)



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4 ROLES AND RESPONSIBILITIES

City departments must develop and maintain the internal preparedness, response, and recovery procedures it needs to implement the Comprehensive Emergency Operations Plan (CEOP) and to ensure internal capabilities to perform department emergency functions via participating in training and in exercises.

In the City of Tampa, emergency management encompasses all city departments and external stakeholders with emergency/disaster functions. The city's Emergency Management Program includes organizations involved in the prevention of, mitigation against, preparedness for, response to, and recovery from disasters or emergencies.

4.1 City of Tampa Responsibilities

In general, the City of Tampa is responsible for the following during emergencies:

1. Maintain an emergency management program that is designed to avoid, reduce, and mitigate the effects of hazards through the enforcement of policies, standards and regulations, and that involve all government, private, and volunteer organizations.
2. Maintain the CEOP and ensure it is consistent with the Hillsborough County CEMP and State of Florida CEMP.
3. Maintain adequate staffing levels to prepare, train, and exercise the city's staff to meet the needs of emergency prevention/preparedness, response, recovery, and mitigation operations.
4. Maintain and operate a dedicated EOC, to encompass all-hazard response and recovery operations as necessary. Ensure a constant state of readiness and 24-hour operation of the city's EOC.
5. Establish an EOC and Alternate EOC to provide continuity of government and control of emergency operations.
6. Ensure effective consolidation of emergency management and homeland security operations to facilitate increased inter-agency information sharing, proper appropriation of resources, and accurate understanding of all threats confronting the City of Tampa.
7. Coordinate a municipal response to emergencies within the geographical boundaries of the City of Tampa.
8. Provide liaison(s) to the Hillsborough County EOC during emergencies.
9. Ensure appropriate municipal employees are trained for emergency operations.
10. Ensure adequate alert and warning systems are in place to warn the general public and city employees of emergency situations.
11. Issue state of local emergency and/or protective actions (i.e. evacuation orders, stay at home orders, etc.) when necessary to protect resident safety and property and environmental resources.
12. Develop evacuation and traffic control plans which coincide with overall countywide plans. Control traffic within city limits during evacuations and re-entry.

13. Notify residents of evacuation zones and mobile homes of evacuation orders and if necessary, assist residents who need help in evacuating.
14. Provide security and law enforcement at public shelters located within the City of Tampa's jurisdiction.
15. Plan for and conduct emergency operations to maintain/restore all water and wastewater capabilities within the City of Tampa's jurisdiction during disaster/emergencies.
16. Ensure plans, procedures, and training for damage assessments are established so that accurate and timely damage assessment surveys will be conducted after a disaster. Ensure damage assessment reports are submitted to the Hillsborough County administrator and director of emergency management in a timely manner.
17. Plan for and conduct debris removal and monitoring operations after an emergency.
18. Ensure that detailed records are kept for disaster response and recovery operations for federal and state reimbursements.
19. Designate appropriate public officials to attend federal public assistance briefings. Ensure that all projects undertaken under the federal assistance program are in accordance with established Public Assistance guidelines.
20. Provide support, as available, during mass casualty operations and exercises within Hillsborough County to include personnel and resources in the law enforcement, fire, and emergency medical service areas.
21. Provide for the safeguarding of vital records and survival of government through coordinated continuity of operations planning.

4.2 Key Leadership Responsibilities

The following section outlines responsibilities for key leadership positions in the City of Tampa during emergencies. Detailed roles and responsibilities by each Emergency Support Function or area of responsibility in the EOC are described in detail in Part II: ESF Annexes of this plan.

4.2.1 Mayor

The Mayor of the City of Tampa will oversee and participate in emergency policy decision-making and issue appropriate emergency proclamations, resolutions, and executive orders, as provided by the *City of Tampa Code of Ordinances Article VII. – Civil Emergencies*, executive orders, and as related to in-progress emergency operations. The Mayor may delegate his/her authorities to respective executive staff as needed. In addition, the Mayor is responsible for:

1. Promulgate this plan every three years.
2. Provide for the continuance of effective and orderly governmental control required for emergency and recovery operations in the event of an emergency.
3. Oversee and participate in emergency policy decision-making and issues appropriate emergency proclamations, resolutions, and executive orders and as related to in-progress emergency operations.
4. Serves as an advisory authority in coordination with the Hillsborough County Administrator and Board of County Commissioners (BOCC), order when necessary, the

timely and safe evacuation of citizens from any impacted or threatened area within the City of Tampa to ensure preservation of life.

5. Authorizes the re-entry of residents to evacuated areas when the threatened or actual emergency has passed.
6. Meets, upon request, with the chief of staff and/or emergency manager to address and resolve disaster related issues.
7. Provides executive direction to the city EOC during activation.
8. Executes necessary mutual aid and/or other agreements with county, state, and federal disaster relief agencies/departments to preserve the health, safety, and welfare of Tampa's citizens.

4.2.2 Chief of Staff

Emergency roles and responsibilities of the Chief of Staff, or designee, include:

1. Be well acquainted with the City of Tampa's CEOP.
2. Promulgate policy for safeguarding the lives and property of the citizens of Tampa.
3. Meet upon request with the Mayor to address and resolve emergency related issues.
4. Provide executive direction to the city EOC in the absence of the Mayor during activation.
5. Ensure appropriate department level staffing for emergency response and recovery operations as needed.
6. Provides updates to City Council on the incident as necessary.

4.2.3 Executive Policy Group (EPG)

The City of Tampa's Executive Policy Group (EPG) may also be assembled as a strategic advisory group to the Mayor in order to provide policies and strategic direction to respond to and recover from an emergency. As necessary, roles and responsibilities of the Mayor and Chief of Staff may be designated to the following EPG personnel:

- Mayor
- Chief of Staff
- Chief Financial Officer
- City Attorney
- Development and Economic Opportunity Administrator
- Infrastructure & Mobility Director
- Neighborhood and Community Affairs Administrator
- Police Chief
- Fire Chief / Emergency Manager
- Infrastructure Deputy Administrator

- Infrastructure Services Deputy Administrator
- Communications Director

The EPG’s major role in an emergency is to advise the Mayor on appropriate actions including, but not limited to the following:

1. Curbing price gouging.
2. Declaring a local state of emergency for the City of Tampa.
3. Establishing a curfew.
4. Entering contracts.
5. Recommending to the Mayor to enact appropriate protective measures outlined in *City of Tampa Code of Ordinances Article VII. – Civil Emergencies*.
6. Ensuring emergency staffing and roles and responsibilities are followed for their respective areas.

The EPG formulates general policy during declared disasters. The EPG will identify the overall objectives to be accomplished. These objectives are embodied in the incident action plan (IAP). The responsibility to carry out these overall objectives falls to the ESFs.

The EPG will determine the needs of the city and report the findings to the Mayor and is responsible for determining when the city will transition from the response phase to the recovery phase of an emergency or disaster. During special events (Super Bowl, Republican National Convention, Gasparilla, etc.) the EPG serves as the special event command group.

4.2.4 City Council

The City Council’s actions during and following an emergency will influence community members and directly impact the city’s ability to protect lives and property. The City Council works closely with the Mayor in a similar capacity as they work with the Mayor during normal operations. City Council is responsible to:

1. Receive regular updates and briefings from the Mayor.
2. Review, approve, and extend the declaration of a local state of emergency, as needed.
3. Serve as a liaison with other city, county, state, and/or federal government representatives, as needed.
4. Serve as the liaison with public or community organizations.
5. Conduct public meetings to determine public needs and identify current or future city actions related to the emergency.
6. Review requirements for special legislation and development of policy.
7. Establish executive-level policies and pass important resolutions for the management of the emergency.
8. Participate in emergency management trainings.

4.2.5 Fire Chief / Emergency Manager

The Fire Chief serving as the Emergency Manager bears the responsibility to:

1. Provide direction and control over City of Tampa disaster response and recovery operations.
2. Direct City of Tampa emergency response and recovery operations.
3. Issue emergency decisions as necessary under a declared state of local emergency.
4. Execute agreements with county, state, and federal disaster relief agencies.
5. Ensure participation of all departments identified as required.
6. Activate the City of Tampa CEOP, or portions thereof, whenever the situation warrants.
7. Preside over the Emergency Management Steering Committee (EMSC), providing disaster condition and response status information that assists the group in the establishment of a citywide prioritization of response activities; determination of the need for additional resources and the identification of information that should be provided to the public.

4.2.6 Police Chief

The Police Chief, who oversees Tampa Police Department and ESF 16 – Law Enforcement is responsible for the following in an emergency:

1. Serve on the EPG to provide guidance on policy decisions by the Mayor regarding the emergency.
2. Ensure emergency and hurricane plans are up to date.
3. Ensure TPD personnel are assigned to respond to all emergencies based on internal SOGs/SOPs.
4. Maintain a channel of communication with the EOC, JOC and all other appropriate operation centers.
5. Provide strategic direction to ESF 16 – Law Enforcement operations during an emergency.
6. Be available for speaking engagements or media events regarding the emergency.

4.2.7 Office of Emergency Management

Responsibilities of the Office of Emergency Management under the direction of the Fire Chief / Emergency Manager include:

1. Provide the Fire Chief / Emergency Manager with emergency management direction, recommendations, and information related to the incident.
2. Provide situation reports to appropriate stakeholders during emergencies or the threat of an emergency.

3. Coordinate disaster preparedness, response, mitigation, and recovery issues with all facets of the community and with the county, state and federal agencies before, during, and after disaster.
4. Assess the situation, develop an overall strategy with the emergency management staff and establish objectives and priorities.
5. Depending on the type of the incident and the information available, order partial or full activation of the EOC. Obtain a briefing on the extent of the emergency and recommended initial objectives from EOC staff.
6. Provide direction and coordination in the EOC during activation.
7. Implement the City of Tampa CEOP, or portions thereof, whenever the situation warrants.
8. Provide appropriate emergency management and incident command system trainings for employees.
9. Ensure all equipment and resources are in a state of readiness in the EOC.

4.2.8 City Attorney

Emergency responsibilities of the City Attorney include:

1. Provide advice and guidance to the Mayor and city council on emergency powers that may be exercised to effectively respond and recover from an emergency.
2. Provide advice and guidance to the Mayor, council, and department directors and manager during emergencies.
3. Assist in drafting any proclamations, resolutions, ordinances, or other formal documents needed to provide for protection of life and property and general public safety.

4.2.9 Emergency Services Branch Director

Emergency responsibilities of the Emergency Services Branch Director include:

1. Communicate and coordinate with shift TFR Shift Commanders, District Chiefs, and DAZ Task Force Leaders to address any response issues and resource requests.
2. Respond to requests for fire rescue resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire rescue resources utilized during the event.
4. Support search and rescue operations.
5. Support transportation of injured victims to appropriate medical facilities as required.
6. Coordinate directly with vendors or Hillsborough County to ensure all available disaster medical resources are identified and mobilized as required.
7. Support all rescue units as needed.

8. Coordinate with Tampa Police Department, Infrastructure Services, and TECO for all needed coordination and information updates.

4.2.10 Infrastructure Branch Director

Emergency responsibilities of the Infrastructure Branch Director include:

1. Secure City of Tampa facilities and equipment.
2. Coordinate debris removal and monitoring operations.
3. Assess and coordinate repair of City of Tampa facilities post-disaster.
4. Coordinate and support all ERC operations.
5. Provide regular updates on ERC operations and significant issues to the EOC.

4.2.11 Human Services Branch Director

Emergency responsibilities of the Humans Services Branch Director include:

1. Coordinate with Hillsborough County on pre- and post-incident mass care and sheltering efforts and needs.
2. Identify the need for, establish, and manage points of distribution (PODs).
3. Coordinate sandbagging operations, as needed.

4.3 Emergency Support Function Responsibilities

City departments are designated as Emergency Support Functions (ESF) when the EOC is activated. Each department must have personnel, checklists, plans and any other equipment or training needed to carry out their functions when activated. Functional Annexes of this plan address each of the ESFs in more detail in Part 2: Functional Annexes of the CEOP. General responsibilities of ESFs include:

1. Upon activation of the EOC, lead departments for the ESFs will designate a representative in the EOC to coordinate their respective functions. It is up to the lead department's discretion as to how many and what staff will fill those positions.
2. The lead department for the ESF will be responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and their respective actions.
3. The city will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESFs for completion. The lead department will be responsible for coordinating the delivery of that assistance.
4. The EOC supervisor will issue mission assignments to the lead departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESFs on a mission assignment basis.
5. The lead department for each ESF will be responsible for identifying the resources that will accomplish the mission and coordinate the delivery of that resource to the requesting entity.

6. All ESF representatives are required to work within the structure of NIMS to ensure consistent and efficient management of the incident.

Coordination of emergency response and recovery activities will be facilitated by emergency support functions (ESFs). Tampa will use ESFs to align city response and recovery activities with the county and the state. Below is a brief description of each ESF and their roles and responsibilities.

4.3.1 ESF 1 - Transportation

The ESF 1 - Transportation provides coordination of transportation support to city departments, other government and private agencies, and voluntary organizations requiring transportation to accomplish disaster evacuation, response, and recovery missions.

4.3.2 ESF 2 - Communications

The ESF 2 - Communications is responsible for coordinating all communications support to other ESFs within the city emergency response team as required. This includes coordinating communication resources, organizing amateur radio operators, and ensuring all aspects of the emergency response team maintain communications throughout the incident or special event.

4.3.3 ESF 3 - Public Works

The ESF 3 - Public Works provide public works and utility support in restoration of critical public services, roads, utilities and other city infrastructure. The following departments fall under ESF 3 – Public Works: Stormwater, Water, Wastewater, Solid Waste, and Parks and Recreation.

Responsibilities of ESF 3 include:

- Debris clearance, removal and monitoring;
- Temporary construction of emergency access routes;
- Restoration of critical public services;
- Provide sandbags and other protective supplies to residents; and
- Restoration of water and wastewater systems.

4.3.4 ESF 4 - Firefighting

The ESF 4 - Firefighting is responsible for managing and coordinating local fire service operations, and the coordination of personnel, equipment, and resources to support other ESFs as needed.

4.3.5 ESF 5 - Information and Planning

The ESF 5 - Information and Planning is responsible for collecting, processing, and disseminating information to facilitate emergency response and recovery efforts.

4.3.6 ESF 6 - Mass Care

The ESF 6 – Mass Care is responsible for coordinating efforts to provide sheltering, feeding, and emergency relief as needed.

4.3.7 ESF 7 - Resource Management

The ESF 7 - Resource Management is responsible for providing logistical management and resource support to all emergency support functions in response and recovery efforts. The following departments fall under ESF 7 – Resource Management: T&I, Purchasing, Fleet, Revenue and Finance, Human Resources, and Facilities.

4.3.8 ESF 8 - Health and Medical

The ESF 8 - Health and Medical is responsible to coordinate and provide for public health and medical needs following a disaster.

4.3.9 ESF 9 - Search and Rescue

The ESF 9 - Search and Rescue is responsible for coordinating urban search and rescue (USAR) operations, including: locating, extricating, and providing disaster medical treatment for victims. This includes coordinating outside resources, including mutual aid, to perform USAR operations.

4.3.10 ESF 10 - Hazardous Materials

The ESF 10 - Hazardous Materials is responsible for providing a coordinated response to major releases or spills of hazardous materials.

4.3.11 ESF 11 - Food and Water

The ESF 11 - Food and Water is responsible for identifying, securing, and arranging the distribution of food water and other commodities to affected areas and residents as needed.

4.3.12 ESF 12 - Energy

The ESF 12 - Energy is responsible for the coordination, prioritization, and restoration of infrastructure to ensure power restoration.

4.3.13 ESF 13 – External Liaison

The ESF 13 – External Liaison represents external organizations, governmental, NGO, or private sector that are assisting in a role for a special event or incident. This may include military liaisons, state or county agencies, special event owners, or other stakeholders to coordinate the sharing of information and resources.

4.3.14 ESF 14 - Public Information

The ESF 14 - Public Information is responsible for the coordination and dissemination of emergency public information. ESF 14 may be activated as part of the Joint Information Center (JIC) if needed.

4.3.15 ESF 15 - Volunteers and Donation

The ESF 15 - Volunteers and Donations is responsible for the overall management, tracking and coordination of volunteers and donated goods.

4.3.16 ESF 16 - Law Enforcement

The ESF 16 - Law Enforcement coordinates law enforcement activities and mutual aid support during emergency operations including:

- Law and order;
- Traffic control;
- Security; and
- Re-entry operations.

4.3.17 ESF 17 – Animal Services

The ESF 17 –Animal Services is the responsibility of Hillsborough County Department of Pet Resources.

4.3.18 ESF 18 – Business and Industry

ESF 18 – Business and Industry responsibilities include collecting information on economic disruption in the city related to an emergency and coordinating support of local, state, and federal resources to businesses as needed.

4.3.19 ESF 19 - Damage Assessment

The ESF 19 - Damage Assessment coordinates damage assessment activities for public and private structures following an emergency in the City of Tampa.

4.4 Hillsborough County Government Responsibilities

Responsibilities of the Hillsborough County government as outlined in the Hillsborough County Comprehensive Emergency Management Plan (CEMP) and *F.S. Statute 252* during an emergency or disaster include:

1. Maintaining an emergency management program at the county level involving all government, private, and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county, and that is designed to

avoid, reduce, and mitigate the effects of hazards through the enforcement of policies, standards, and regulations.

2. Coordinating the emergency management needs of all municipalities within the county and working to establish mutual aid agreements to render emergency assistance.
3. Executing mutual aid agreements within the state for reciprocal emergency aid and assistance if a situation is beyond the city or county's capability.
4. Developing and maintaining procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the state.
5. Ensuring the county's ability to maintain and operate a 24-hour warning point with the capability of warning the public.

4.5 State of Florida Responsibilities

4.5.1 Florida Division of Emergency Management (FDEM)

Responsibilities of the FDEM as outlined in the State of Florida Comprehensive Emergency Management Plan (CEMP) include:

1. Maintaining an emergency management program at the state level involving all government, private, and volunteer organizations which have responsibilities in the comprehensive emergency management system within Florida.
2. Maintaining a broad-based public awareness, education, and information program designated to reach most of the citizens of Florida, including citizens needing special media formats, such as non-English speaking individuals.
3. Supporting the emergency needs of all counties by developing reciprocal intra- and inter-state mutual aid agreements, in addition to coordinating assistance from the FEMA.
4. Maintaining direction and control of a state response and recovery organization, based on ESFs, involving broad participation from state, private, and voluntary relief organizations.
5. Developing and implementing programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards, and regulations.
6. Coordinating state activations with Florida volunteer organizations active in disasters (VOAD). Ensuring that these organizations are identified and organized under ESF 15 of the State Emergency Response Team (SERT).
7. Coordinate state activities with Florida's business community and its organizations to ensure broad and comprehensive coverage of assistance and relief during a disaster.
8. Promote mitigation efforts in the business community with emphases on the state's infrastructure.
9. Identify critical industry and infrastructure that may be impacted by disaster or are required for emergency response efforts.
10. Review and analyze the state CEMP against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.

5 EMERGENCY NOTIFICATION AND WARNING

Warning for an emergency requires action on two levels: warning officials and organizations and warning the general public. The extent and method of warnings issued will be determined by the Mayor, Fire Chief / Emergency Manager, Marketing and Communications Director, the Emergency Coordinator, and or designee. The scope of a warning can ranges from citywide for an event like a hurricane to a limited area of the city for a hazardous materials incident.

5.1 Emergency Notification

The City of Tampa utilizes the AlertTampa Emergency Notification system powered by Everbridge software to provide emergency information through phone, text message, and email communication. Emergency notifications include:

- Severe Weather Warnings;
- Mandatory Evacuations;
- Hazardous Materials Release;
- Hostage Situation;
- Critical Threat;
- Hurricane Re-entry Orders;
- Boil Water Orders;
- Informational Alerts;
- Emerging Crime Patterns in your Neighborhood;
- Street closures for planned events; and
- City utility service changes

Hillsborough County also has two emergency alert systems (EAS) stations. Under the EAS system, radio and television stations, as well as cable companies in the county, will provide emergency announcements when the EAS system is activated. In addition, Hillsborough County or the City of Tampa may issue Integrated Public Alert and Warning System (IPAWS) alerts to mobile phones in an area that has been impacted or has an imminent threat.

The National Weather Service (NWS) forecasts weather conditions and originates severe weather watches and warnings for the City of Tampa. Severe weather information concerning City of Tampa is provided by NWS offices in Ruskin. NWS provides alert and warning information through official dissemination sources, including NOAA Weather Radio, NOAA Weather Wire Service, and Weather.gov to the public, and the iNWS service for core partners, including OEM.

In addition, the NWS has recently implemented the use of Wireless Emergency Alerts (WEA) to send severe weather warnings directly to mobile phones in the City of Tampa. WEA messages are generally sent during imminent threat of an emergency (i.e. Tornado Warning, Flash Flood Warning, or Hurricane Warning).

5.2 Warning Points (Hillsborough County)

The Hillsborough County EM Director has the overall responsibility for maintaining the county warning points. There are two designated warning points for Hillsborough County, located at the EOC building at 9450 E Columbus Drive, Tampa, FL 33619:

- Primary – Emergency Dispatch Communications (EDC), which is also responsible for fire and EMS dispatch within the unincorporated county, serves as the county’s 24-hour warning point.
- Secondary – Hillsborough County Emergency Management activates the EOC under emergency conditions, which then assumes some of the County Warning Point responsibilities.
- The Hillsborough County EOC possesses the capability to operate on a self-sufficient basis for an extended period. It has a 300KVA generator with a fuel tank and a county refueling station on site. It has an emergency potable water system served by a domestic well and a wastewater holding tank. It also has adequate cooking and sleeping capabilities on site.

Warning of potential or actual disasters can be received at both the primary and secondary warning points from the following sources:

- National Weather Service (NWS) – The NWS forecasts weather conditions and originates severe weather watches and warnings. Severe weather information concerning the Tampa Bay area is provided by NWS offices in Ruskin. This information is received at the County Warning Points over the state satellite system by telephone and weather teletype.
- State Satellite Communications System – This system provides the capability to transmit voice, high-speed data, facsimile and video communications throughout the state’s emergency management network. Besides the 67 terminals located in every county EOC, the system serves all National Weather Service forecast offices in the state, the National Hurricane Center (NHC) and the primary Emergency Alert System (EAS) radio stations.
- Telephone and Local Radio Systems – Warnings of emergencies within the county can be received by telephone or radio, including the 9-1-1 system.

Warning will be made by County Warning Point personnel utilizing all available means of communications to inform and warn the City of Tampa and other jurisdictions. Notification lists and phone numbers of key emergency personnel are maintained by both EDC and EOC staffs. The EM Director normally decides which personnel are notified depending on the emergency scenario. The systems available for warning are:

- Normal Telephone System (Including Fax): The Warning Points keep comprehensive listings of telephone numbers to be called for various emergency situations. Faxes can also be used for this purpose.
- E-mail: Advisories can be sent electronically to multiple addresses by e-mail.

- Two-Way Radio – The Warning Points have access to existing radio systems, e.g., police, fire, etc. to warn specific agencies.
- Emergency Alert System (EAS) – County Warning Points can request activation of the EAS by contacting the State Watch Office (SWO). The SWO will activate the system through the primary EAS station in the area. Upon appropriate authentication, participating broadcast stations (radio and television) as well as cable television companies, tuned to the primary EAS station will activate their alert tone transmitters and interrupt their broadcasts to pass the warning message. This system can only alert those individuals who are monitoring the radio/television broadcast at the time of the warning.
- Media – In addition to using the EAS, Warning Point/Watch Office will provide warning information through a Public Information Officer to television, radio and print media. The broadcast media provide a major part of the county’s capability to warn the public in a timely manner. Hispanic radio stations are available to provide warning to the Spanish speaking populace. About the hearing impaired, television stations provide the key method of warning this sector.
- NOAA Weather Radio – Ruskin Weather will broadcast warning messages for Hillsborough County over their NOAA Weather Radio network. This system will be activated by a phone call from the EOC to Ruskin Weather. Emergency Management encourages county departments, agencies, and all public and private facilities to obtain an inexpensive weather radio receiver to have the capability of receiving warning messages. Ruskin Weather is also designated as an alternative to activate the EAS.
- Computer Controlled Telephone Out Dial Systems – The EOC, Sheriff’s Office and Tampa Police possess telephone out dial systems which can be used to provide residents and businesses in designated areas with public safety or emergency management advisories. HCFL Alert is Hillsborough County’s official mass notification.
- Mobile Public Address Systems (PA) – An effective means of alerting the populace is law enforcement and fire personnel broadcasting the warning via mobile public address systems.
- Personal Contact – The least efficient method of alerting the populace is door-to-door by law enforcement and fire personnel. However, personal contact is a highly effective way of alerting the affected populace, especially for localized disasters.
- Port Siren Alert System – this radio-based system is activated when a hazardous materials release occurs in the Port area. The alert system can be activated at the EOC or at the Port.

The County Warning Point will notify the State Watch Office in Tallahassee, FL of applicable incidents over the Satellite Communications System. The two County Warning Points are capable of coordinating any warning with the City of Tampa by Satellite Communications System, telephone, and two-way radio.

6 RESOURCE MANAGEMENT

The ESF 7 - Resource Management is responsible for providing logistical and resource support to City of Tampa response agencies during emergencies or large-scale special events. This involves the coordination and/or provision for logistical and resource support, for emergency response and recovery operations, to other ESFs and city organizations during the implementation of this plan for an imminent or declared state of local emergency. Resources include:

- Personnel;
- Emergency supplies;
- Office space;
- Specialized equipment;
- Telecommunications;
- Contracting services; and
- Transportation services;

More information regarding resource management and support can be found in the ESF 7 - Resource Management Functional Annex in Part 2 of the CEOP.

6.1 Resource Management Objectives

The ESF 7 - Resource Management will set resource objectives for each incident and periodically conduct a gap analysis to determine which resources are still necessary for operations and those resources that still need to be obtained. This information will be included in the Incident Action Plan (IAP).

6.2 Resource Needs and Shortfalls

Each ESF will estimate resource shortfalls based on their own available and obtainable resources and report the findings to ESF 7 - Resource Management. ESF 7 – Resource Management will begin analyzing resource shortfalls at the onset of an event. If deemed necessary, ESF 7 - Resource Management will take steps to locate and obtain the needed resources, including:

- Mutual Aid Agreements;
- Memorandums of Understanding;
- Contractual agreements; and
- Business partnerships.

ESF 7 - Resource Management will ensure that the needs of emergency responders and residents are prioritized so that additional resources can be located, secured, and distributed by appropriate departments, and used in the most effective manner possible during response and recovery operations.

6.3 Activation, Dispatch, and Deactivation of Resources

The ESF 7 - Resource Management will be activated for an emergency or large-scale special event at the request of the ESF Lead Department. The ESF Lead Department is responsible for:

- Notifying the support agencies of the activation; and
- Notifying those with contractual agreements and MOUs of the need to either stand-by or mobilize resources.

Resource needs will be relayed to the ESF 7 - Resource Management by other ESFs and agencies through the EOC. When available, resources will be dispatched through their prospective ESF, upon the request of the ESF 7 - Resource Management.

Once the resource is no longer needed, ESF 7 - Resource Management will deactivate dispatched resources through their ESF. Other resources that have been utilized or requested will be notified of the deactivation.

For debris removal contracts, ESF 3 – Public Works is responsible for activating / deactivating the contract and notifying ESF 7 – Purchasing.

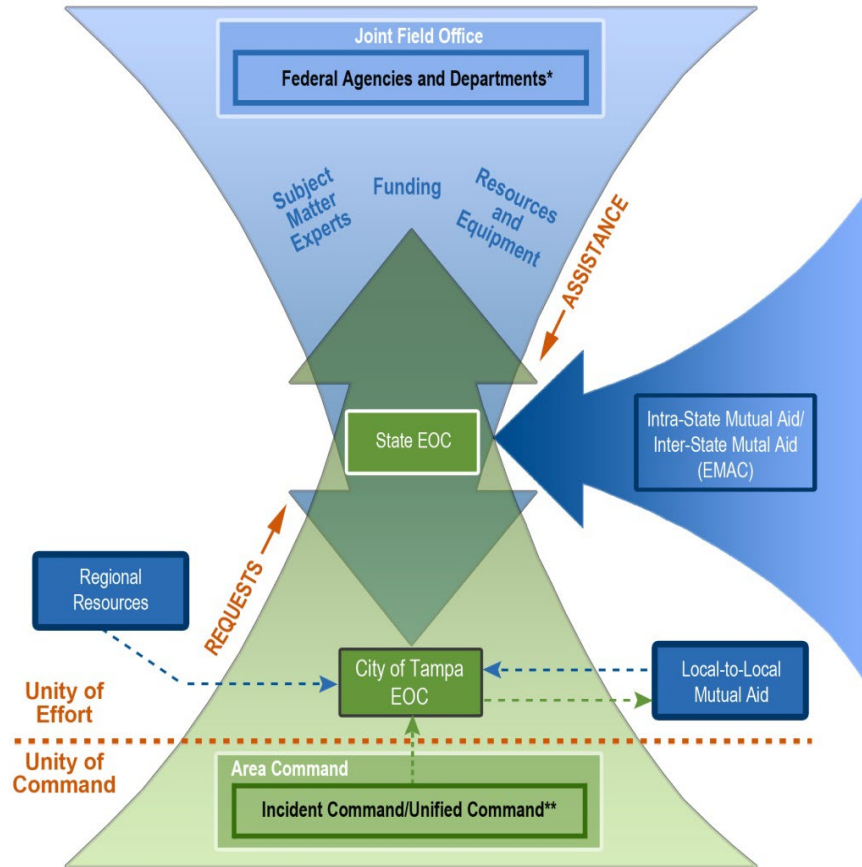
6.3.1 Obtaining Resources

The City of Tampa will exhaust local resources and will make request resource from Hillsborough County only when resources at the city level are, or will be, inadequate to cope with specific request. The City of Tampa is a signatory to the statewide mutual aid agreement, if resources within the city are insufficient for disaster response and recovery operations, mutual aid will be requested from the Hillsborough County EOC.

When a disaster is beyond the capabilities of city and county resources to respond, the Hillsborough County EOC will request assistance to the city from the State EOC. The State EOC will coordinate fulfilling and unmet needs to the city that cannot be fulfilled by Hillsborough County.

If a disaster is of such magnitude and severity that the resources within the State of Florida are inadequate to successfully respond, the Governor will request federal assistance through FEMA to the President of the United States. Once authorized by the President, the federal government provides assistance through the National Response Framework NRF (Refer to Figure 17). In addition, the Governor may also request mutual-state assistance through the emergency Management Assistance Compact (EMAC).

Figure 17: Local to Federal Resource Request Process



Source: NIMS. (2008). Washington, D.C.: DHS (Edited by City of Tampa).

6.4 State Assistance

When a disaster is beyond the capabilities of city and county resources to respond, the Hillsborough County EOC will request assistance from the state. The State EOC will coordinate assistance provided to the county. The state has organized various capabilities to assist counties impacted by a disaster.

6.4.1 State Emergency Response Team (SERT)

State Emergency Response Team (SERT). The SERT is comprised of all or a partial group of State Emergency Coordinating Officer (SECO), representing 17 ESFs. These SECOs are empowered to carry out the missions that are assigned by their ESF. Assistance requests from counties are forwarded to the State EOC to the various ESF groups. A SERT Liaison Officer, typically a State Regional Coordinator, will be dispatched to a county threatened by or experiencing a largescale emergency or disaster. The SERT Liaison Officer will provide ongoing assessments and relay local recommendations or resource requests to the State EOC. As the emergency situation develops, additional SERT representatives may be deployed to the impacted county to provide additional support and assistance. When organized, this group will be

designated as the "Forward SERT". This team will operate from the County EOC or a separate operating location where it can coordinate regional response activities.

6.5 Mutual Aid Assistance

Mutual aid support sent into the county will be assembled at a County Staging Area (CSA). The CSA is located at the Museum of Science and Industry (MOSI) or another alternate site determined by Hillsborough County, which may include the Fairgrounds. The CSA may be staffed by State or county personnel. The main functions of the CSA will be to receive, process, assign and coordinate support of mutual aid responders.

The City of Tampa has also historically used Raymond James Stadium as the city's staging area for mutual-aid resources before being assigned to a specific mission. A city staging area will always be identified when outside resources need to stage to assist in emergency response or recovery operations.

6.6 Federal Assistance

If a disaster is of such magnitude and severity that the resources within the state are inadequate to successfully respond, the Governor will request federal assistance through FEMA to the President of the United States. Once authorized by the President, the federal government provides assistance through the Federal Response Plan.

Under a presidential declaration, the federal government provides assistance through counterpart federal ESFs to support local efforts. The federal/state one-on-one liaison will remain in effect in the State EOC throughout the entire federal response operation.

A local, state, or federal state of emergency or presidential disaster declaration must be in effect in order to request state assistance, to use the emergency procurement procedures, the state mutual aid system, and to receive State or Federal funding for disaster related activities. The Mayor can declare a state of local emergency for seven (7) days before or after an event occurs or the City can benefit from a declaration initiated by the County or the State.

Prior to rendering a decision on disaster declaration, the State requests the counties and incorporated cities to provide estimated costs of damages. The City will send survey teams to prepare a quick and rudimentary estimate of damages to private property, businesses, utilities and City-owned infrastructure. This estimate will be forwarded to the County for inclusion with the County's estimate for review by the State. If the situation meets certain State criteria, the Governor declares a State of Emergency and requests a Federal State of Emergency. If the situation meets the criteria, a Federal State of Emergency is declared. A Federal survey may be conducted prior to this decision.

After the declaration, the State and/or Federal authorities send inspection teams into the affected areas to determine which specific locations are eligible for disaster assistance and to estimate the costs of the eligible work. The City is responsible for identifying damaged sites and accompanying the Federal/State inspection team to each site in order to estimate damages or to develop damage reports or Project Worksheets. The Project Worksheets will describe all work

authorized for reimbursement. Auditors will recognize those expenditures that are completely documented by the department.

6.7 Joint Information Center (JIC)

In the event of a disaster, one or more Joint Information Center (JIC) will be set up. The JIC will be staffed with public affairs representatives from local, state and federal response agencies. The purpose of the JIC is to ensure the coordinated, timely and accurate release of information to the news media and to the public about disaster related activities. Emergency messaging should be consistent with primary response agencies and Hillsborough County and State of Florida where applicable.

6.8 Donations and Goods

During an emergency in the City of Tampa, the ESF 15 - Volunteers and Donations will coordinate with the Hillsborough County EOC to set up and manage a volunteer reception center to receive and assign volunteers. The ESF 15 - Volunteers and Donations and The ESF 7 - Resource Management will coordinate with the county to establish donated goods collection points to receive and manage donated goods for distribution or pickup, as required.

During an emergency in the City of Tampa, resources and capabilities may quickly become exhausted. In many situations, volunteers and donated goods and services will become essential to the recovery process. Managing the established needs for donated goods and services for the city and coordinating the receipt, sorting, prioritizing, and distribution is best accomplished at the city level with support from the Hillsborough County EOC.

The ESF 15 - Volunteers and Donations is responsible for expediting the delivery of voluntary goods and services to support the relief effort in the City of Tampa before, during and after an emergency or disaster. More information on volunteers and donations can be found in the ESF 15 - Volunteers and Donations annex of this plan.

Documentation of donated goods and services is essential, as it may be utilized as a matching resource for various grant assistance.

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7 RECOVERY AND HAZARD MITIGATION

The recovery phase of a disaster deals with the functional restoration of our community to conditions prior to the disaster event. The recovery phase includes but is not limited to the following:

- The restoration of infrastructure including roads, traffic controls, signs, canals, railroads, airports, shipping facilities, fuel supplies, potable water supplies, electricity, sewage disposal, storm drains, and flood control facilities;
- The restoration of public safety measures including fire suppression, law enforcement, and search and rescue; and
- The restoration of human services including the provision of health and medical services, environmental and public health concerns, and the provision of services to people, including those with special needs.

The Office of Emergency Management (OEM), through the ESF 3 - Public Works is responsible for the coordination of short-term recovery efforts within the City of Tampa. Before the establishment of a Joint Field Office (JFO), recovery activities are coordinated through the EOC. Recovery activities include preliminary damage assessment, coordinated debris strategy and debris clearance, as well as the coordination of business recovery actions will all respond from designated Emergency Response Centers (ERCs).

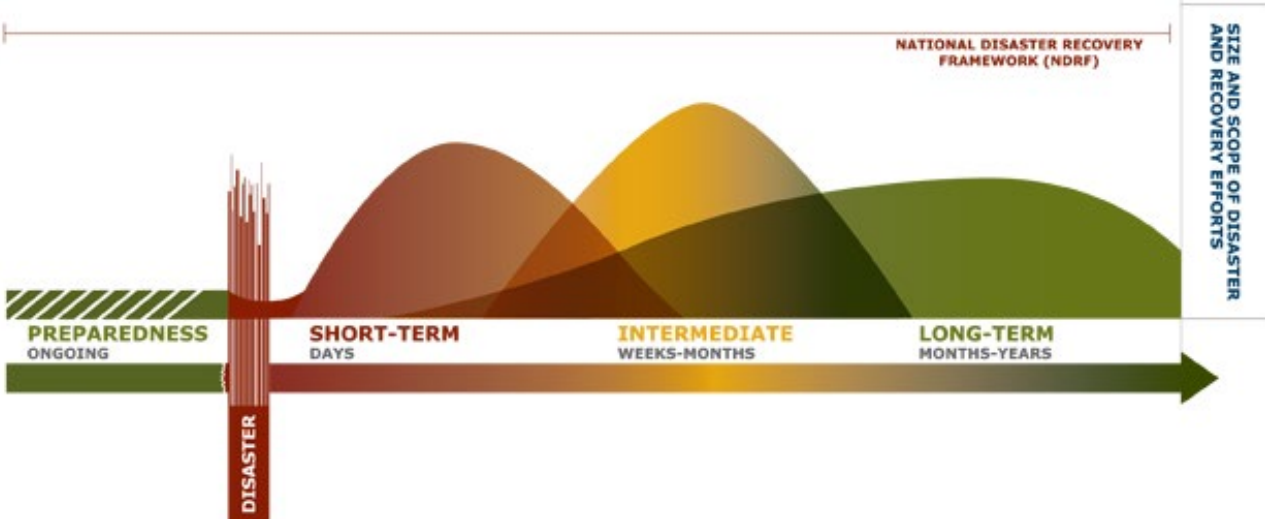
In the event of an emergency that is followed by a major disaster declaration (as described in [44 CFR](#)), requiring the establishment of a JFO, OEM becomes the liaison between the City of Tampa and Hillsborough County, along with state and federal representatives assigned to the Disaster Field Office (DFO). This is also true relative to the implementation of Disaster Recovery Centers (DRCs), and preliminary damage assessment teams, staging areas, and other sites. In the event of an emergency that is not followed by a disaster declaration, OEM initially coordinates with the appropriate agencies for assignments, until essential services are restored.

7.1 Transition from Response to Recovery

The transition from response activities to recovery may not be concise. Refer to Figure 18 for FEMA's depiction of the phases of recovery according to the National Disaster Recovery Framework.

The City of Tampa has established Recovery Support Functions (RSFs) to focus on recovery issues that may arise during the short-term and long-term recovery phases after a disaster. Refer to subsections below for more details on RSFs.

Figure 18: Recovery Continuum



Source: FEMA (2016) National Disaster Recovery Framework

7.2 Short-Term Recovery Phase

The short-term recovery phase immediately follows the disaster event and entails the immediate, even if temporary, efforts to allow a return to normal life. The community may still be under emergency conditions if essential services have not been restored. Conditions for extending the emergency period during the short-term recovery phase include:

- Residents are still residing in shelters;
- Water or sewer systems are not fully operational;
- Electricity is not available;
- Food, water, and other basic good shortage;
- A curfew is in effect; and
- Re-entry is not possible because of debris or severe damage.

The recovery process begins with an initial damage assessment conducted by ESF 19 – Damage Assessment out of designated Emergency Response Centers (ERCs) and staging areas using City of Tampa damage assessors, aircraft, ground vehicles, observer call-ins, and other available means. The size and type of incident, including its overall impact on the community, will determine who should participate in the damage assessment process. Minor emergencies or incidents may only require participation of local city agencies and organizations. Major disasters or emergencies may involve Hillsborough County, as well as state and federal representatives in the damage assessment process.

Oversight of short-term recovery falls within the responsibilities of the EOC’s Operations Section Chief. The use of damage assessors from the City of Tampa Code Enforcement Division and Tampa Fire Rescue Urban Search and Rescue (USAR) personnel are utilized for structural evaluation during the re-entry process.

7.3 Long-Term Recovery Phase

Long-term recovery is defined as the point at which repairs are permanent rather than temporary. After the essentials are restored and victims have returned to their homes or other permanent housing, the jurisdiction must rebuild the infrastructure and economy to at least a pre-event level.

Activities may include:

- Demolition of dangerously damaged structures;
- Repair and reconstruction of water and sewer systems, roads, bridges, and other public facilities;
- Activities in the Post-Disaster Redevelopment Plan; and
- Repair or reconstruction of private property.

The first step in the long-term recovery process following a declared emergency or disaster is to schedule an applicant's briefing, a meeting conducted by a representative of the state for all potential applicants for public assistance grants. At the applicant's briefing all parties are informed of the eligibility requirements, application procedures, administrative requirements, funding, and program eligibility criteria to receive federal and state assistance. OEM will undertake to notify as many potential applicants as possible including advertising the applicant briefing in local newspapers. Potential applicants include City of Tampa department representatives, state and county departments, and certain private not-for-profit organizations. All applicants who believe they may be eligible will be asked to prepare a [Request for Public Assistance \(FEMA Form 90-49\)](#).

Following the applicant's briefing, the City of Tampa Office of Revenue and Finance assumes the primary responsibility for coordinating the city activities required by the public assistance program, including oversight of project worksheets and grants management.

The State of Florida and/or FEMA then issues a determination as to whether an applicant is eligible to receive public assistance funding. A kickoff meeting is then scheduled and conducted by the public assistance coordination (PAC) crew leader. The meeting is designed to provide a much more detailed review of the public assistance program and the applicant's needs. The meeting is the first step in establishing a partnership among FEMA, the state, and the applicant and is designed to focus on the specific needs of that applicant. The meeting focuses on the eligibility and documentation requirements that are most pertinent to an applicant. The FEMA kickoff meeting will be held at a determined location and will be attended by a representative from the Hillsborough County, state, FEMA, OEM, and the applicant. Potential applicants are responsible for identifying possible infrastructure recovery projects and participating in the public assistance process.

Each applicant deemed eligible prepares a [Project Worksheet \(PW\) \(FEMA form 90-91\)](#) for each damaged facility. The PW consists of a scope of work necessary to return the facility to its pre-disaster condition and, an estimate of the cost to do so (see 44 CFR 206). Each PW completed by the City of Tampa is submitted and is then validated by a representative from FEMA and/or from the State of Florida.

The FEMA liaison officer at the FEMA coordinating office is responsible for the implementation of the public assistance process and oversees all administrative procedures. All contract and work-in-progress monitoring of public assistance recovery projects is the responsibility of the capital improvement construction coordination office with the exception of major flood recovery and mitigation projects, which are the responsibility of the division of recovery and mitigation of the department of environmental resources management (DERM).

7.4 Disaster Declaration Process

If the governor determines the state requires federal assistance in dealing with a disaster, a request is submitted to FEMA. FEMA, in cooperation with the City of Tampa, Hillsborough County, and the State of Florida, will perform a preliminary damage assessment (PDA). The FEMA inspectors meet with an OEM representative who is responsible for coordinating the City's PDA participation, and obtain:

- List of the communities to be inspected;
- Names and addresses of all local contacts;
- Population count;
- List of damaged facilities with their locations and cost estimates;
- Annual budget, after debt service, for the City of Tampa;
- Maps which may be used to show damaged sites; and
- Vehicles, tools, and other items necessary to carry out the PDA.

The federal, state, county, and city teams jointly verify the extent of damages attributable to the disaster and submit estimates thereof to the FEMA Regional Director. The recommendations are then submitted to the FEMA National Director in Washington, D.C., who in turn prepares a recommendation to the President of the United States. At such time, the president may issue a Presidential Disaster Declaration.

Appropriate City of Tampa and Hillsborough County officials are responsible for providing the State with an assessment of their capability to effectively handle the recovery effort. This assessment includes how the damages are to be repaired, a projected schedule for completion, and funding recommendations. Life-safety issues are determined by qualified structural engineers from city and county staff such as the construction services division or from local contractors to the USAR Team.

During a large-scale disaster some of the recovery activities are coordinated from a FEMA Disaster Field Office (DFO). Local, county, state, and federal officials operate from this facility until all required recovery projects are addressed. Basic staffing is organized in accordance with the guidelines provided in the National Response Framework.

7.5 Recovery Support Functions

Recovery Support Functions (RSF) have been established to support the City of Tampa during the recovery process by facilitating problem solving, improving access to resources and by

fostering coordination among governmental agencies, nongovernmental partners and stakeholders after a disaster.

The RSFs are organized into six manageable components and through this organization, relevant stakeholders and subject matter experts are brought together to plan year-round, and when activated post-disaster to identify and resolve recovery challenges (Refer to Figure 19). RSFs and stakeholders organize and request assistance and/or contribute resources and solutions. Together, these RSFs help facilitate stakeholder participation and promote intergovernmental and public-private partnerships.

Each RSF has a designated coordinating department that will focus on a specific functional area to address needs during long-term recovery. When RSFs are activated, primary agencies and supporting organizations are expected to be responsive to the function related communication and coordination needs. The following RSFs have been established in the City of Tampa:

- RSF 1 - Community Planning and Capacity Building
- RSF 2 - Economic Recovery
- RSF 3 - Health and Social Services Recovery
- RSF 4 - Housing Recovery
- RSF 5 - Infrastructure Systems Recovery
- RSF 6 - Natural and Cultural Resources Recovery

Figure 19: Recovery Support Functions



7.5.1 RSF 1 - Community Planning and Capacity Building

The mission of RSF 1 – Community Planning and Capacity Building is to restore and strengthen the city’s ability to plan for recovery, engage our community in the recovery planning process and build capacity for local plan implementation and recovery management. Recovery planning in the post-disaster environment builds short-term and long-term community resilience, empowers local leaders and stakeholders and improves recovery outcomes for the individual and the community. Governmental and non-governmental partners, coordinated by OEM, will come together under the banner of the RSF 1 – Community Planning and Capacity Building to share information and coordinate planning support resources. These resources can include technical assistance, program support, community outreach and education, or seeking funds for planning and capacity building-related initiatives.

7.5.2 RSF 2 – Economic Recovery

The mission of RSF 2 - Economic Recovery is the ability to return economic and business activities and develop new economic opportunities that result in a sustainable and economically viable community. RSF 2 – Economic Recovery integrates the expertise of Tampa’s public and private-sector leaders to help government and private sector sustain and/or rebuild businesses and employment and develop economic opportunities that result in a sustainable and economically resilient community after an incident.

7.5.3 RSF 3 – Health and Social Services Recovery

Social Services have a major impact on the ability of a community to recover. The support of social services programs for at-risk and vulnerable children, individuals, and families affected by a disaster can promote a more effective and rapid recovery. The RSF 3 – Health and Social Services Recovery outlines the framework to support locally led recovery efforts to address public health, health care facilities and coalitions, and essential social service’s needs. Displaced individuals in need of housing will also need health and social services support.

7.5.4 RSF 4 – Housing Recovery

RSF 4 – Housing Recovery coordinates and facilitates the delivery of disaster resources to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Housing is a critical and often challenging component of disaster recovery, but must be adequate, affordable, and accessible to make a difference for the whole community after a disaster.

7.5.5 RSF 5 – Infrastructure Systems Recovery

RSF 5 - Infrastructure Systems Recovery works to efficiently facilitate the restoration of infrastructure systems and services to support a viable, sustainable community and improves resilience to and protection from future hazards.

7.5.6 RSF 6 – Natural and Cultural Resources Recovery

RSF 6 – Natural and Cultural Resources Recovery facilitates the integration of capabilities of regional, State and Federal post-disaster resources to support the protection of natural and cultural resources and historic properties within the City through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with applicable environmental and historical preservation laws and ordinances.

7.6 Hazard Mitigation Activities

Hazard mitigation under [Sections 404 and 406 of the Stafford Act](#) is any action taken to reduce or eliminate the long-term risk to human life and property from natural or human-caused hazards. While the City of Tampa is performing repair or restorative work, it should consider mitigation methods that will prevent similar damage in a future event thereby reducing future damage.

Hazard mitigation is pursued on a project-by-project basis. A positive benefit to cost ratio must exist to ensure that the additional work will be cost effective. Mitigation is accomplished by completing additional work that is typically beyond the scope of normal repairs and consistent with more stringent code requirements in order to reduce the vulnerability to future disaster related damages.

Mitigation planning is provided through the Hillsborough County Hazard Mitigation Section and carried out by the Local Mitigation Strategy (LMS) Working Group that consists of representatives from all phases of the community including City Departments, public and private schools and universities, non-profit organizations, and members of the private sector. The Staff that supports the LMS Working Group are from the Hazard Mitigation Section of the Hillsborough County Planning and Growth Management Department and the City of Tampa Office of Emergency Management.

The LMS, which was adopted by the City of Tampa, contains an all-hazard mitigation plan covering virtually any hazard that might occur in the City of Tampa. It also includes numerous recommended mitigation projects and a summary of possible funding sources. Refer to the Hillsborough County Multi-Jurisdictional LMS for more detailed mitigation information.

7.7 State and Federal Assistance for Recovery and Mitigation

7.7.1 Individual Assistance

Individual Assistance (IA) is assistance to private citizens who sustained damage from the disaster event and are uninsured or have insufficient insurance to cover their losses. This program is administered by the small business administration (SBA) or through the FEMA individuals and households program (IHP).

Additionally, there is assistance available for those individuals who have been unemployed because of the disaster. Businesses that have been impacted by the disaster may be eligible for

recovery loans from the SBA. An SBA declaration helps any eligible business regardless of the size of that business.

7.7.2 Public Assistance

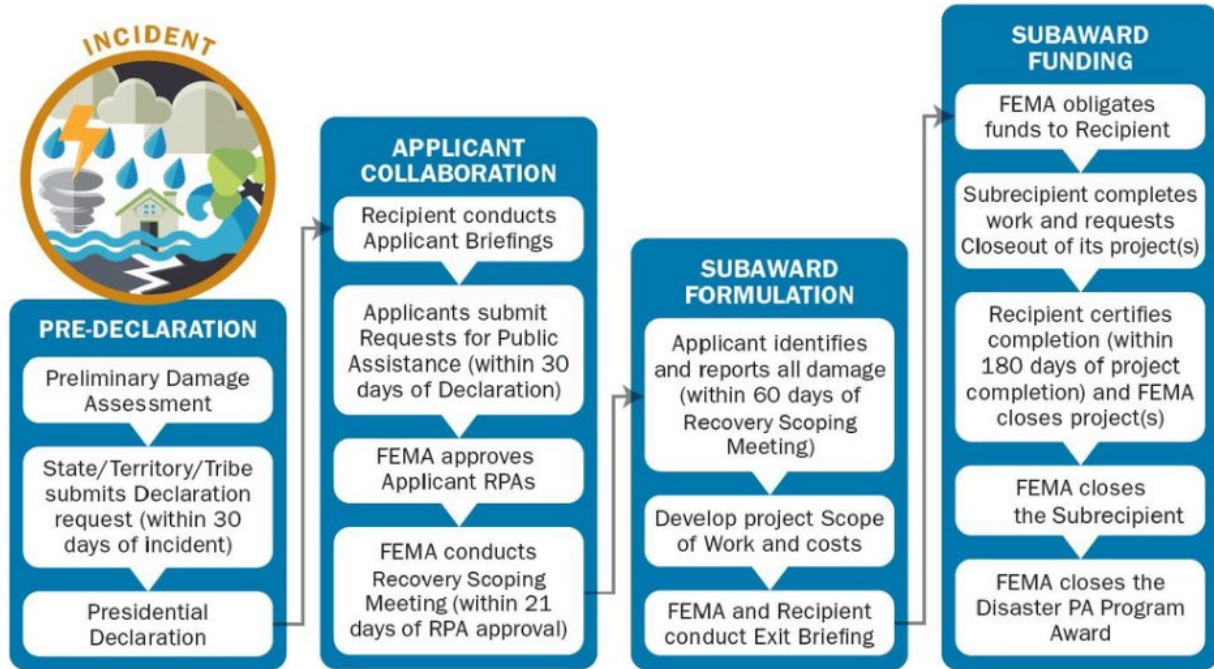
The mission of the Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) Program is to provide assistance to local governments, and certain types of private nonprofit (PNP) organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities and specific facilities of certain PNP organizations.

The PA Program also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation measures. FEMA provides this assistance based on authority in statutes, executive orders (EOs), regulations, and policies. Refer to Figure 20 for an overview of the Public Assistance Program process. For additional information on the Public Assistance Program visit <https://www.fema.gov/media-library/assets/documents/111781>

The following are categories defined by FEMA that are eligible for reimbursement under the Public Assistance Program:

- Category A: Debris removal
- Category B: Emergency protective measures
- Category C: Roads and bridges
- Category D: Water control facilities
- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other facilities

Figure 20: Public Assistance Program Overview



7.7.3 Hazard Mitigation Assistance

Hazard Mitigation Assistance (HMA) programs provide funding for eligible activities to reduce the long-term vulnerability of a community. HMA programs reduce community vulnerability to disasters and their effects, promote individual and community safety and resilience, and promote community vitality after an incident. Furthermore, HMA programs reduce response and recovery resource requirements in the wake of a disaster or incident, which results in a safer community that is less reliant on external financial assistance.

There are three HMA programs authorized by the federally government and each have a slightly different scope and intent, which include:

- Hazard Mitigation Grant Program;
- Pre-Disaster Mitigation Grant Program; and
- Flood Mitigation Assistance.

7.7.3.1 Hazard Mitigation Grant Program (HMGP)

HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. The amount of HMGP

funding available to the Applicant is based on the estimated total Federal assistance. More details on the program can be found at <https://www.fema.gov/hazard-mitigation-grant-program>.

7.7.3.2 Pre-Disaster Mitigation (PDM)

PDM is designed to assist local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. It can be applied to before a disaster event. The total amount of funds distributed for PDM is determined once the appropriation is provided for a given fiscal year. It can be used for mitigation projects and planning activities. More details on the program can be found at <https://www.fema.gov/pre-disaster-mitigation-grant-program>.

7.7.3.3 Flood Mitigation Assistance (FMA)

FMA was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994. FMA funding is available through the National Flood Insurance Fund (NFIF) for flood hazard mitigation projects as well as plan development and is appropriated by Congress. More details can be found at <https://www.fema.gov/flood-mitigation-assistance-grant-program>.

8 TRAINING AND EXERCISES

This section addresses general and specific training of emergency management personnel and exercising of plans, procedures, and response actions for the City of Tampa. The Office of Emergency Management (OEM) will make city personnel aware of training opportunities as they arise from the local, state, and federal government.

8.1 Training

OEM will conduct annual and other requested in-service training to assist in integration of discipline-specific training. To register for required trainings visit the OEM webpage at <https://itampa.ads.cot/emergency-management/training> Refer to the table below for a list of required trainings by personnel type.

Table 6: Emergency Management Training Requirements

Personnel	Training Requirements
<ul style="list-style-type: none"> ❖ All City Employees 	<ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction
<ul style="list-style-type: none"> ❖ EOC non-supervisory staff, Unit Leaders, PD and FD personnel non-supervisory 	<ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-703: Resource Management (All Logistics Section personnel as well as personnel with a significant resource management role) ❖ IS-800: National Response Framework
<ul style="list-style-type: none"> ❖ EOC Branch Directors and ESF Supervisors, PD Lieutenants and Fire Lieutenants and Captains (<i>Fire Officer II Requirement</i>) 	<p>Tier I</p> <ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-800: National Response Framework <p>Tier II</p> <ul style="list-style-type: none"> ❖ ICS-300: Intermediate ICS or equivalent (In Class)
<ul style="list-style-type: none"> ❖ EOC Section Chiefs and Command Staff, ERC Commanders, PD Captains and above, TFR Chiefs and above (<i>Fire Officer III Requirement</i>). 	<p>Tier I</p> <ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-800: National Response Framework <p>Tier II</p> <ul style="list-style-type: none"> ❖ ICS-300: Intermediate ICS or equivalent (In Class) ❖ ICS-400: Advanced ICS or equivalent (In Class)

The City of Tampa's emergency management training program will also include:

- Participation in the Countywide Multi-Year Training and Exercise Plan (MYTEP);
- Incident management organizations and personnel participating in realistic exercises, including multidisciplinary and multi-jurisdictional events and private-sector and nongovernmental organization interaction;
- Standard courses on incident command and management and the incident management structure;
- Standard courses on operational coordination processes and systems;
- Courses focused on discipline-specific subject matter expertise; and
- Courses focused on agency-specific subject matter expertise.

8.2 Exercises

The City of Tampa, along with Hillsborough County participates in the annual statewide hurricane exercise as an opportunity to test and evaluate the ability to manage events that are not experienced on a daily basis. As permitted, the City of Tampa will participate in other all-hazards exercises to test and evaluate current plans and procedures.

The City of Tampa OEM and Hillsborough County Office of Emergency Management will provide disaster exercise assistance to government and non-governmental agencies as requested. As resources allow, OEM personnel will participate in other exercises by our stakeholders as needed.

Detailed planning will be accomplished on an interagency basis in preparation for EOC sponsored exercises. Representatives of each participating agency will develop action items for their Tampa EOC participants to resolve during the actual exercise. All exercises will be planned, conducted, and documented using the guidelines set forth in the Homeland Security Exercise Evaluation Program (HSEEP).

An after-action review will be conducted after each emergency operation or exercise to identify improvements needed in training, planning, operations, and resource management. Information will be provided to all participants in an after-action report (AAR). OEM will follow-up on identified actions to be taken to ensure their completion.

9 PUBLIC AWARENESS AND EDUCATION

Community preparedness and resilience is critical to the city's overall ability to respond and recover from disasters. It is a symbiotic relationship between government and community that will ensure a successful outcome after a crisis. The Office of Emergency Management (OEM) has numerous public awareness and education programs aimed at increasing personal, neighborhood, and community preparedness.

As we have seen in disasters in the United States community members coming to each other's aid during disaster are truly the "first" first responders. While city resources must stay prioritized on restoration of vital service and infrastructure, many, if not most, will have to fend for themselves in the immediate aftermath of a catastrophic event. In Tampa, emergency preparedness education and community planning encourages individuals, families, neighborhood groups and community associations to connect with each other ahead of time, and create plans to check on each other, share information and resources and problem-solve to help each other, without relying on city services and resources. OEM works to leverage the strengths of the community, creating connections among residents, neighborhoods, businesses, to keep everyone safe and self-sufficient during disaster.

9.1 Community Outreach

The City of Tampa holds various community outreach events throughout the year to promote city resident and visitor preparedness to all-hazards. This includes larger preparedness special events as well as smaller scale speaking engagements with civic groups, church groups, mobile home parks, business and industry, public schools and universities, hospitals, nursing homes, etc.

City of Tampa also provides opportunities for volunteers to assist in our outreach efforts through our Tampa Community Emergency Response Team (CERT) and Radio Amateur Civil Emergency Service (RACES). Trainings for CERT and RACES are given throughout the year.

Special efforts are dedicated to reaching those citizens with special needs. The city works with county and state social services agencies and home health care agencies to ensure disaster preparedness information is disseminated to those with special needs and elderly. They also provide information to the various public and private human services organizations for their clients. Those citizens who need assistance during an evacuation are encouraged in the disaster pamphlet and in personal contacts to register with the Hillsborough County Department of Health. Their telephone number is prominently displayed in the pamphlet for those who need assistance in an emergency. Individuals on the list are contacted each year to update databases.

9.2 Emergency Management Website and Social Media

Social media has been an invaluable tool for public awareness and community outreach. City of Tampa currently utilizes social media to provide emergency preparedness information and incident related information to the public and local media. The AlertTampa social media handle, with thousands of followers, has been a unique source for the community to stay in touch and ask questions about emergency preparedness throughout the year.

In addition, the City of Tampa Emergency Management website at www.tampagov.net/oem hosts important emergency preparedness information to ensure families Get a Plan, Make a Kit, and Stay Informed all year long.

9.3 Public Information Officers

The City's Public Information Officers (PIOs), under direction from the Mayor's Marketing and Communications Director, will ensure that public service announcements are prepared to keep the residents and visitors of the City of Tampa informed on hazard mitigation, preparedness, response, and recovery. City PIOs will coordinate with the Hillsborough County's PIOs to speak with one voice during an emergency.

9.4 Joint Information Center

The EOC has an area dedicated for media press conferences and a Joint Information Center (JIC) for emergency operations. Interviews with city officials and emergency staff may be conducted in this area. The JIC gathers information, verifies it, and disseminates it to the general public, community leaders, and other impacted groups as well as the media. When a JIC is activated, the objectives of the JIC are:

- To protect and help ensure the safety of the residents of Tampa;
- To present timely, accurate and relevant information;
- To protect the City's reputation and maintain public confidence;
- To monitor information disseminated through the media and correct any misinformation early in the process; and
- To convey compassion and concern while maintaining control of the situation.

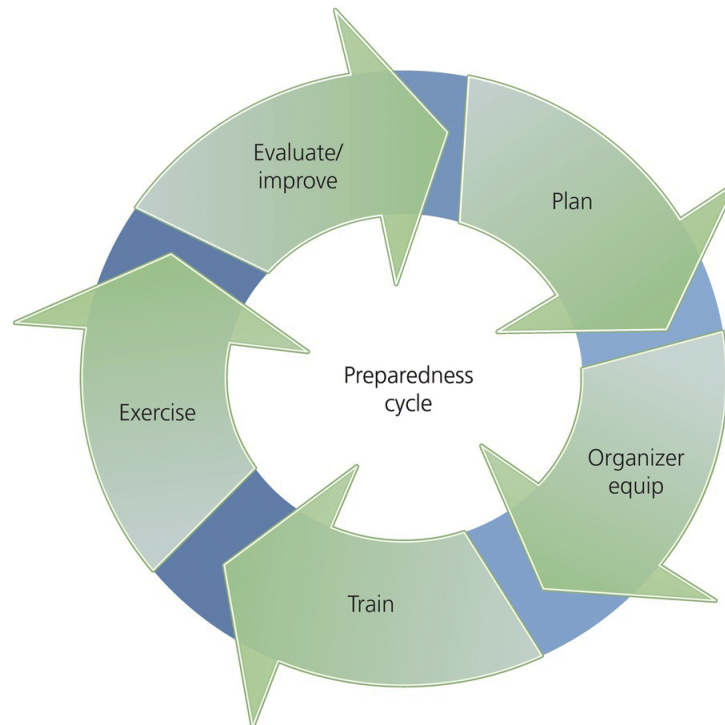
10 PLAN MAINTENANCE

Plan development and maintenance is a primary responsibility of the Office of Emergency Management (OEM) and each respective ESF Lead. Active and on-going participation in the emergency planning process and in plan production and evaluation is required by all who have responsibilities to execute this plan. This process involves a team of participants from all sectors of the community and at all levels of the City of Tampa's government.

Furthermore, the City of Tampa utilizes FEMA's Preparedness Cycle actions to maintain, organize, train, exercise, evaluate and improve the CEOP (Refer to Figure 21). The following actions will be taken to ensure the CEOP is maintained:

- OEM and ESF Leads will continually review and update this plan as needed;
- OEM and ESF Leads may also discuss needed changes to the CEOP following citywide, countywide, and statewide exercises;
- Updates are tracked on Records of Significant Changes page; and

Figure 21: Preparedness Cycle



Source: FEMA (2016) Preparedness Cycle

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11 REFERENCES AND AUTHORITIES

11.1 Acronyms

AAR/IP	After Action Report / Improvement Plan
BOCC	Board of County Commissioners
CEMP	Comprehensive Emergency Management Plan
CEOP	Comprehensive Emergency Operations Plan
COOP	Continuity of Operations Plan
COS	Chief of Staff
DFO	Disaster Field Office
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EMSC	Emergency Management Steering Committee
EOC	Emergency Operations Center
EPG	Executive Policy Group
ERC	Emergency Response Center
ESF	Emergency Support Function
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
GIS	Geographical Information Systems
HI	Heat Index
HSEEP	Homeland Security Exercise Evaluation Program
IAP	Incident Action Plan
ICS	Incident Command System
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
JIC	Joint Information Center
LMS	Local Mitigation Strategy
MACS	Multiagency Coordination System
MYTEP	Multi-Year Training and Exercise Program
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OEM	Office of Emergency Management
OEM	Office of Emergency Management
PA	FEMA Public Assistance program
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PIO	Public Information Officer
RAC	Risk Analysis Center
RI	Relative Humidity
RSF	Recovery Support Function
SAR	Search and Rescue
SEOC	State Emergency Operations Center

SERT	State Emergency Response Team
SLOSH	Sea, Lake, and Overland Surge from Hurricane
SOP	Standard Operating Procedures
TECO	Tampa Electric Company
THIRA	Threat and Hazard Identification and Risk Assessment
TFR	Tampa Fire Rescue
TPD	Tampa Police Department
TTX	Tabletop Exercise
USAR	Urban Search and Rescue
VOAD	Volunteer Organizations Active in Disasters
WEA	Wireless Emergency Alerts

11.2 City of Tampa Authorities and References

- City of Tampa Ordinance 2009-96, Emergency Management (EM) Ordinance, which addresses declarations of a state of local emergency and outlines certain resolutions that can be imposed under such conditions
- City of Tampa Ordinance, Article VII, Civil Emergencies, Sec. 2-402, No. 91-188, § 2, 10-3-91, as amended July 16, 2009, which establishes the process of a declaration of a state of local emergency; duration, alteration, and rescission
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-403, as amended on July 16, 2009, which addresses the emergency management powers of the mayor
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-404, as amended on July 16, 2009, which addresses the specific restrictions authorized and exemptions imposed by the mayor during a declared emergency
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-405, as amended on July 16, 2009, which addresses evacuation levels and specific restrictions authorized
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-406, as amended on July 16, 2009, which addresses the EOC
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-407, as amended on July 16, 2009, which addresses continuity of operations/continuity of government
- City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-408, as amended on August 5, 2021, which addresses the Community emergency response team
- Hillsborough County Ordinance 85-35, as amended and associated administrative orders, which establish the organization of Hillsborough County government. The department of emergency management is responsible to provide general support to citizens and government agencies in matters relating to emergency preparedness and public safety
- Hillsborough County Ordinance 06-13, EM Ordinance, which addresses declarations of a state of local emergency and outlines certain resolutions that can be imposed under such conditions
- Hillsborough County Ordinance 93-20, which provides post disaster redevelopment and mitigation guidelines

- Hillsborough County Comprehensive Emergency Management Plan
- Hillsborough County Local Mitigation Strategy

11.3 State of Florida Authorities and References

- Chapter 252 of the Florida Statutes (State Emergency Management Act, as amended). Section 252.38 directs each county to establish and maintain an emergency management plan and program that is coordinated and consistent with the state Comprehensive Emergency Management Plan and program. The statute further specifies county and municipal emergency management powers and responsibilities
- Chapter 252 of the Florida Statutes (State Emergency Management Act, as amended). Section 252.38 authorizes and encourages creation of municipal emergency management programs. Municipal programs must comply with the same laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with the applicable county emergency management plan. Municipal requests for state or federal emergency response assistance must be coordinated with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs
- Governor's Executive Order 80-29, which delegates specific emergency responsibilities and directs certain emergency management actions to county governments.
- The State of Florida Comprehensive Emergency Management Plan
- Rules 9G-6, 9G-7, 9G-11, 9G-14, 9G-19 and 9G-20, Florida Administrative Code
- State of Florida Department of Community Affairs Resource and Finance Management Policies and Procedures for Emergency Management
- Executive Order 05-122 dated June 10, 2005, which establishes the State Emergency Response Commission. Executive Orders 98-153 and 98-155 are hereby rescinded

11.4 Federal Government Authorities and References

- Public Law 103 - 337, which reenacted the Federal Civil Defense Act of 1950 into the Stafford Act
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes
- The National Strategy for Homeland Security, July 16, 2002
- Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended

- Emergency Management Assistance Compact, Public Law 104-321
- Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq., provides insurance coverage for all types of buildings
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq., which governs hazardous materials planning and community right-to-know
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents
- Public Law 95-510, 42 U.S.C. 9601, et seq. the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements
- Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster
- Public Law 89-665, 16 U.S.C. 470, et seq., National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq., as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325)
- Regal Community Development and Regulatory Improvement Act of 1994
- HSPD 3: Homeland Security Advisory System
- HSPD 5: Management of Domestic Incidents
- HSPD 7: Critical Infrastructure Identification, Prioritization, and Protection
- HSPD 8: National Preparedness
- Presidential Decision Directive 39, United States Policy on Counter Terrorism
- Executive Order 11988, Flood Plain Management. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
- Federal Emergency Management Agency (FEMA) Public Assistance Guide (FEMA 322)

- National Response Framework (NRF)
- National Incident Management System (NIMS)

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PART 2:
ESF ANNEXES

TAMPA, STAY HOME. SAVE LIVES.

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PART 2: ESF ANNEXES

The following annexes to the Comprehensive Emergency Operations Plan (CEOP) have been developed to ensure this plan is implemented by Emergency Support Functions (ESFs) before, during, and after a major emergency or special event:

- ANNEX A: General Responsibilities for ESFs
- ANNEX B: ESF 1 – Transportation
- ANNEX C: ESF 2 – Communications
- ANNEX D: ESF 3 – Public Works
- ANNEX E: ESF 4 – Firefighting
- ANNEX F: ESF 5 – Information and Planning
- ANNEX G: ESF 6 – Mass Care
- ANNEX H: ESF 7 – Resource Management
- ANNEX I: ESF 8 – Health and Medical
- ANNEX J: ESF 9 – Search and Rescue
- ANNEX K: ESF 10 – Hazardous Materials
- ANNEX L: ESF 11 – Food and Water
- ANNEX M: ESF 12 – Energy
- ANNEX N: ESF 13 – External Liaison
- ANNEX O: ESF 14 – Public Information
- ANNEX P: ESF 15 – Volunteers and Donations Management
- ANNEX Q: ESF 16 – Law Enforcement
- ANNEX R: ESF 17 – Animal Services
- ANNEX S: ESF 18 – Private Sector Liaison
- ANNEX T: ESF 19 – Damage Assessment

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ANNEX A: General Responsibilities for ESFs

1. INTRODUCTION

A. Purpose

This structure provides mechanisms for providing governmental support to agencies affiliated with the City of Tampa or from the City to the County both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act events. The emergency support functions (ESFs) provide the structure for coordinating governmental interagency support in preparation for, during and after a disaster within functional areas.

Each ESF, both the lead and supporting agencies, are responsible for identifying and coordinating resources necessary to accomplish emergency management missions during the response, recovery and mitigation phases of a disaster event. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

B. Scope

The resources may be utilized under any level of disaster activation: incident, minor, major or catastrophic (EOC activation levels 1, 2 or 3).

C. Policies

Each ESF will utilize resources available and obtainable to accomplish missions/tasks within its defined purpose. Resource shortfalls will be coordinated through the City of Tampa EOC, so that a formal request can be made for additional resources through the most appropriate means, including:

- Necessary resources are defined as those that would be required for optimal response to an emergency or disaster.
- Available resources are defined as those that are currently in the possession of or under the purview of the City of Tampa. They include personnel, technology, equipment and supplies.
- Obtainable resources include personnel, technology, equipment, facilities, materials, and supplies that are obtainable from contractors, vendors, suppliers, and related agencies. The business, agency or department resources that are not under the purview of the City structure shall be coordinated through Memoranda of Understanding (MOU). The MOU will specify the resources that will be provided and reimbursement mechanisms.
- Resource shortfalls shall be defined as the difference between available and obtainable resources vs. the necessary resources to accomplish the ESF missions. Resource

shortfalls shall be projected as part of each ESF's standard operating procedures, by disaster level (minor, major or catastrophic), to ensure that specific requests to the Hillsborough County Emergency Operations Center can be quickly made.

2. CONCEPT OF OPERATIONS

A. General

- Duty rosters shall be maintained by lead and support agencies. The lead agency shall ensure that notification points of contact lists are maintained and available at the EOC. All ESF agency representatives shall notify their agency command post, and/or district of emergency operations activation.
- Each ESF lead agency shall notify the support agencies' points of contact of actual or pending emergencies or disaster events. In the case of a pending event, personnel shall be placed on standby notification, and provided duty station information.
- Each ESF team (lead and support agencies) shall be prepared to review and assess emergency situations, by planning to provide the following information:
 - Periodic situation reports;
 - Potential problems and corrective measures;
 - Response and short-term recovery plans of action;
 - Resource requests based on short-term and long-term needs;
 - Financial management; and
 - Mutual aid options.
 - Each ESF team will routinely prepare and file situation reports with ESF-5.
 - Each ESF will track the status of resources: available/obtainable and committed.
 - Each ESF agency will maintain personnel and expense records.

B. Organization

- The Office of Emergency Management (OEM) has adopted the Incident Command System (ICS) as its management structure. Each ESF will be managed under one (or more) of the five management categories: Operations, Planning & Information Management, Logistics, Liaison and/or Finance/Administration (see the Emergency Organization Structure organizational chart). Each ESF acts as a functional group within the ICS structure. Within the EOC Organization or Operations Group, the following ESFs are in each of the following Branches:
 - Emergency Services Branch: ESFs 16, 4, 9, 10, and 13
 - Infrastructure Branch: ESFs 3, 12, and 19
 - Human Services Branch: ESFs 6, 8, and 11

- Intergovernmental & Liaison Branch
 - Recovery Support Branch
- The Time Delineation Schedule (incorporated into this document by reference) shall serve as a time frame for response and recovery actions.
 - Lead Agency/Coordinator: The lead agency shall designate the ESF Coordinator. The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is filled through a “unified command” approach if agreed upon by the primary agencies. Responsibilities of the ESF coordinator include:
 - Coordinating ESF activities as appropriate relating to catastrophic incident planning and critical infrastructure preparedness.
 - Pre-incident planning and coordination;
 - Maintaining ongoing contact with ESF primary and support agencies;
 - Conducting periodic ESF meetings and conference calls;
 - Coordinating efforts with corresponding private sector organizations; and
 - In concert with OEM, annual review and revision of ESF procedures, protocols and/or policies;
 - Maintenance and annual update of available and obtainable resources database; and
 - Maintenance and annual update of duty roster.
 - ESF agency representatives (lead and support agencies) shall have the authority of their respective agencies to commit available and obtainable resources without a requirement of additional managerial approval.
 - In the event that a mission assignment/tasking requires resources beyond the scope of a given ESF, coordination with the other ESFs shall be made through the Operations Desk Manager.
 - Support Agencies: When an ESF is activated in response to an incident support agencies are responsible for:
 - Conducting operations, when requested by the EOC or the ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
 - Participating in planning for short-term and long-term incident management operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first responder standards;
 - Assisting in conducting situational assessments;

- Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency;
- Providing input to periodic readiness assessments;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats; and
- Nominating new technologies to the EOC Director or Supervisor for review and evaluation that have the potential to improve performance within or across functional areas.

C. Preparedness Phase

Basic preparedness actions include the following for all ESFs:

- Contact shall be made to all lead and support agency points of contact;
- Twenty-four hour staffing shall be scheduled;
- Personnel shall report to the City of Tampa EOC upon confirmation of EOC activation;
- The ESF lead agency coordinator shall contact and liaison with their appropriate counterpart at the Hillsborough County EOC;
- Preliminary vulnerability assessments shall be made and reported to the EOC Supervisor, with estimated repair time frames; and
- Confirm operational status of all relevant systems outside the EOC.

D. Response Phase

Each ESF agency shall be prepared to:

- Receive, distribute, evaluate and act upon resource requests;
- As appropriate, make preliminary arrangements for participation in formal damage assessments;
- Provide information (verbal and/or written) for situation reports, incident action plans, and EOC briefings;
- Monitor team rosters to ensure 24 hour staff coverage;
- Maintain a duty log; and
- Assess recovery phase requirements and initiate phase-over when and as required.

E. Recovery Phase

The above actions shall be continued as appropriate during EOC activation, which may extend well beyond the initial 72-hour response phase. ESF representatives shall remain aware of the

need for relief teams, and make request for it based on the magnitude of the event and projected EOC activation time frames.

F. Mitigation Phase

Each ESF team shall consider mitigation strategies.

G. Direction and Control

The City of Tampa EOC policies and procedures shall govern the processing of resource requests, mutual aid and memoranda of understanding.

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**ANNEX B:
Emergency Support Function 1 – Transportation**

Lead Agencies

- Mobility Department

Support Agencies

- Tampa Police Department (TPD)
- Florida Department of Transportation (FDOT)
- Hillsborough Area Regional Transit Authority (HART)
- Hillsborough County Disaster Transportation Group
- US Coast Guard

1. INTRODUCTION

A. Purpose

The purpose of ESF 1 - Transportation is to ensure effective coordination and utilization of all available City of Tampa transportation resources during an emergency or disaster. ESF 1 - Transportation serves as a coordination point between response operations and restoration of the transportation infrastructure.

B. Scope

This annex applies to all lead and support agencies. City departments and partner agencies/companies give a wide perspective and provide the city's emergency responders the ability to coordinate response and recovery activity with County, State and private responders.

2. CONCEPT OF OPERATIONS

A. General

The ESF 1 - Transportation Leads will, in the event of an incident or disaster, do the following:

- Notify all support agencies of any pending incident or disaster and to advise them of when and where their previously designated personnel are to report for duty if activation is required.
- Review and assess developing transportation problems and respond by preparing periodic situation reports and submitting the to the Planning Section Chief.

B. Organization

- The Director, Mobility Department is responsible for ensuring the attendance and participation of designated individuals within the support team at ESF 1 - Transportation meetings, conferences, training, and exercises.
- ESF 1 - Transportation will develop and maintain a database of emergency transportation support agency contacts.
- ESF 1 - Transportation will maintain a database of available and obtainable resources that may be employed on a required basis during or after an incident or disaster event.
- The overall management of ESF 1 - Transportation will be the responsibility of the Director, Mobility Department. Their duties will include:
 1. The establishment and maintenance of an ESF 1 - Transportation duty roster ensuring 24-hour continuity of operation when required.
 2. The maintenance and timely issuance of situation reports, as appropriate, to the Planning Section Chief.

C. ESF Interface

- ESF 1 - Transportation will coordinate directly with the Infrastructure Branch ESFs for available and obtainable resources.
- ESF 1 - Transportation will interface with ESF 7 - Resource Management when seeking available and obtainable resources from other ESF's.
- ESF 1 - Transportation may also interface with ESFs within the Emergency Services Branch and Humans Services Branch.

3. ROLES AND RESPONSIBILITIES

ESF 1 – Transportation is generally responsible for the coordination, regulation, and control of vehicular traffic.

A. Preparedness Phase

During the preliminary phases, prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions for ESF 1 - Transportation:

- Contact the designated ESF 1 - Transportation agencies.
- Arrange for 24-hour staff coverage and set up duty roster and attendance logs, as anticipated conditions require.
- Monitor and report on the status of all route readiness for accessibility to critical facilities and potential/active evacuation routes.
- Serve as liaison between TPD and the TMC or Operations as needed.
- Monitor flow and report on HART routing and facilitate coordination.

- Monitor and report the official status of the Tampa International Airport taken by airport operations.
- Prepare situation reports for submission to the Planning Section Chief.
- Monitor and report the status of THEA's operation of the reversible lanes.
- Monitor and report the status of FDOT's activation of the Emergency Shoulder Use plan.
- Monitor and report the status of bridges in collaboration with Coast Guard, Florida Highway Patrol, TPD, and other agencies as required.
- Ensure hurricane evacuation signage has been installed and/or in good repair at critical route intersections for a smooth traffic.

B. Response Phase

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions by ESF 1 - Transportation. The following represents a list of those basic response actions:

- Receive, evaluate, coordinate, and implement support and resource requests for ESF 1 - Transportation.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one shift to the next.
- Maintain duty roster and attendance logs, as required.
- Restore critical infrastructure related to transportation in coordination with FDOT.
- Prepare situation reports for submission to the Planning Section Chief.
- Monitor and report on road conditions and accessibility.
- Coordinate logistic request between transportation and ESF 16 – Law Enforcement.

C. Recovery Phase

The following represents a synopsis of the recovery responsibilities of ESF 1 - Transportation:

- Receive, evaluate, coordinate, and implement support and resource requests for ESF 1 - Transportation.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one shift to the next.
- Maintain the duty roster and attendance log as required.
- Prepare situation reports for dissemination to the Planning Section Chief.
- Plan for the orderly transfer of operations to other City of Tampa departments.
- Monitor and report on road conditions and accessibility.

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ANNEX C: Emergency Support Function 2 – Communications

Lead Agencies

- Technology and Innovation, Electronics / Infrastructure Services

Support Agencies

- TFR & TPD 911 Communication Divisions
- ARES / RACES
- Hillsborough County Sheriff's Office Radio Repair
- Communications International, Inc.
- Verizon
- AT&T

Contracts (If Applicable)

- Tactic Interoperable Communication Plans (TICP)
- Urban Area Security Initiative (UASI) Group
- Hillsborough County Sheriff's Office Interlocal Agreement
- Communications International, Inc. (HCSO contract)

1. INTRODUCTION

A. Purpose

ESF 2 - Communications is responsible to provide and coordinate communications equipment (radio, data, phone, cell phone, and other communications types and systems) and service in support of operations during all phases of emergency management.

B. Scope

- The obtainable resources may be defined as personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of Federal, State, County and local governments, and public and private associations or organizations.
- Establish, distribute and maintain emergency communications between the City of Tampa Emergency Operations Center (EOC) and the Hillsborough County EOC, communications at City of Tampa Emergency Response Centers (ERC).
- To create and implement the communications plan (ICS205).
- The identification and implementation of alternate / back up radio systems to restore communications until corrective actions can be implemented. The repair, replacement, or

relocation of repeaters to enable the fullest use of the mobile two-way radio communication systems.

- The repair or temporary installation of radio antennas.
- Perform an initial survey of the communications infrastructure to assess damage and prioritize repair.

2. CONCEPT OF OPERATIONS

A. General

- In the event of an emergency or major special event, it will be the responsibility of the EOC Supervisor to notify the T&I Infrastructure Services Manager who will notify ESF 2 Communications to activate identified personnel to be deployed for emergency operations.
- Designated ESF 2 - Communications personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.
- It will be the responsibility of the ESF 2 - Communications to review and assess any developing communications problems and respond in the following manner:
 1. Assess developing communication problems, develop corrective actions, and implement on a priority basis. The priority for the repair of communications systems damaged by an incident is as follows:
 - i. 700 MHz P25 HCSO radio system
 - ii. 800 MHz HCSO radio system
 - iii. Conventional Mutual Aid frequencies
 - iv. VHF and UHF radio systems
 - v. City telephones
 - vi. Amateur Radio
 - vii. Satellite communications link (If available)
 2. Prepare periodic situation reports and submit to the Planning Section chief.
 3. Resource support requests received by the ESF 2 - Communications, will be evaluated, prioritized and acted upon, if the resource request is technically practical and within the objectives for the incident, response or recovery.
- The following are major emergency operations that may be carried out by ESF 2 – Communications during an emergency or major special event:

Technology and Innovation

Technology and Innovation (T&I) Department provides technology consulting and support services to all city departments. T&I is also responsible for maintaining the city's complex infrastructure of networks, voice, data, applications, desktops, and mobile devices.

Tampa Fire Rescue 911 Dispatch Center

Tampa Fire Rescue's 911 Communications center is staffed with trained Emergency Medical Dispatchers. TFR dispatchers ask specialized questions and based on the answers provided by callers, the most appropriate assistance is dispatched to fire and medical related calls for service.

TFR dispatchers utilize the internationally recognized Medical Priority Dispatch system to gather pertinent information to quickly handle medical calls for service. This system is used to determine the location of the emergency incident, call back number, the patient's chief complaint, age, status of consciousness and breathing. After these initial questions are asked, a secondary survey takes place which provides a more detailed view of the patient's condition which helps to determine a response to the medical emergency.

Tampa Police 911 Dispatch Center

The Tampa Police 911 Dispatch Center is the City of Tampa's primary Public Safety Answering Point (PSAP) and receives and processes all 911 calls made within the city limits; dispatches officers to calls for services; provides the department with centralized control of personnel and facilities field operations through the rapid dissemination of critical information by radio and telephone. There are 13 primary call-taking positions and 6 primary dispatch positions. Two "Pick-Up Desk" positions process FDLE information, enter warrants and call out wreckers. Dispatchers also staff a Special Operations channel for Tactical Response Team activations and large events and a Warrants channel for conducting warrant checks for officers.

Hillsborough County ARES/RACES

Hillsborough County Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) trains Amateur Radio Service licensees who are skilled in the use of a wide range of emergency and disaster communications techniques and who are committed to supporting our partners' missions in service to the public. These volunteers are a resources in the city to provide redundant communications out in the field and the EOC to maintain communications during an emergency.

B. Organization

- The ESF 2 - Communications operates within the Logistics Section.
- The T&I Infrastructure Branch Manager, is responsible for the operation of the ESF 2 - Communications.
- The T&I Infrastructure Branch Manager is responsible for coordinating the attendance and participation of designated agencies within the ESF 2 - Communications support team in meetings, conferences training sessions, and exercises.
- The overall administration and coordination of the ESF 2 – Communications team will be the responsibility of the T&I Infrastructure Branch Manager, and will include:
 1. The establishment and maintenance of an ESF 2 – Communications duty roster, ensuring 24-hour staffing coverage when required.
 2. Maintenance and timely issuance of situation reports to the Operations Section Chief.

3. When a declaration is issued, the responsibility for amateur radio operations within the EOC shifts to staff Amateur Radio Emergency Services (ARES) / Radio Amateur Civil Emergency Services (RACES). The ARES / RACES personnel control the amateur radio operations of within the EOC.

C. Direction and Control

- As the lead agency, T&I will manage and control the operation of the ESF 2 - Communications.
- The ESF 2 - Communications will provide resources that include contracts for goods and services, liaison with all stakeholders.
- Resource Requests will be made through the WebEOC systems and assigned to ESF 2 – Communications by the Logistics Section.

D. ESF Interface

- ESF 2 – Communications is obliged to interface with all ESFs that support Operations and Logistics functions.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of the ESF 2 – Communications to establish and maintain a liaison with all recognized communication groups, as required.

It is the responsibility of the ESF 2 - Communications to maintain the operational status of all communication systems and ensure the timely transmission and receipt of messages with sufficient clarity to permit full understanding of the messages.

A. Preparedness Phase

During the preliminary phases, prior to the advent of an incident or disaster a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions:

- Arrange for 24-hour staff coverage and set up duty roster and attendance logs, as anticipated conditions require.
- Confirm City of Tampa EOC/ERC activations and test communication systems.
- The ESF 2 - Communications Lead establishes contact with the Hillsborough County ESF 2 - Communications counterpart.
- Note any communication system that does not meet operational status and report to the T&I Infrastructure Branch Manager.
- The T&I Infrastructure Branch Manager and the ESF 2 - Communications support team will, on an annual basis, review and revise, as necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).

- The ESF 2 - Communications lead agencies will establish and maintain a database of available and obtainable resources that may be employed on an as required basis during or after an incident or disaster.
- The ESF 2 - Communications will develop and maintain a database of emergency contact points.

B. Response Phase

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 2 - Communications. The following represents a list of those basic response actions:

- Receive, evaluate, and support resource requests for the ESF 2 - Communications.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one shift to the next.
- Establish duty roster.
- Confirm operational status of all local communication systems and establish contact with the Hillsborough County EOC. Repeat operational status checks periodically.
- Review preliminary vulnerability and create an evaluation based upon predicted incident conditions and transmit situation reports to the T&I Infrastructure Branch Manager.
- Collect information relative to ESF 2 - Communications and prepare situation reports on a frequency to be determined by the Planning Section Chief.
- Develop the Emergency Communications Recovery Plan as needed.
- Utilizing the appropriate forms, document activities, duties performed, and equipment utilized throughout the incident or event.
- Develop Demobilization Plan.

C. Recovery Phase

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 2 - Communications. The following represents a list of those basic recovery actions:

- Receive, prioritize, and evaluate recovery resource requests.
- Plan and execute the repair, replacement or relocation of communication system equipment to meet the communication needs of the disaster workers.
- Check communication systems for operational status in command centers, distribution sites, staging areas, and disaster recovery centers.
- Ensure the staffing capability of 24-hour operations. Ensure that adequate shift overlap time is provided for the orderly transfer of shift operations.
- Track and log the usage of equipment acquired through mutual aid.

Attachment 1: Key Communications Facilities

Key facilities for ESF 2 - Communications include:

- T&I Annex / Warehouse
- EOC City of Tampa
- Emergency Response Center 1
- Emergency Response Center 2
- Emergency Response Center 3
- TPD Headquarters
- CMOB
- T&I Electronics (Radio Repair)
- TPD/TFR Dispatch Center
- EDOC – HCEOC
- HC tower sites
- Egypt Lake tower site
- MacKay Bay tower site
- Morris Bridge Water Plant tower site
- Nebraska tower site
- Ragan Park tower site
- TFR Station 15 Communication Site
- Himes Water Tank Communications Site
- City Center at Hannah Ave

**ANNEX D:
Emergency Support Function 3 – Public Works**

Lead Agencies

- Water Department
- Wastewater Department
- Contract Administration
- Solid Waste & Environmental Program Management
- Parks and Recreation
- Stormwater Operations
- Logistics and Asset Management

Support Agencies

- TECO
- Hillsborough County Code Enforcement
- Hillsborough County School District

Contracts

- Hillsborough County Schools Interlocal Agreement
- TECO Franchise Agreement
- Debris Monitoring Contracts
- Debris Management Contracts
- Portable shower agreements
- Food vending service agreements

1. INTRODUCTION

A. Purpose

It is the responsibility of ESF 3 - Public Works to provide and coordinate public works and utility services to the emergency management effort during the response, recovery, and mitigation phases of a disaster. The resources of ESF 3 - Public Works will be employed in the event of an incident or disaster to accomplish the following:

- Emergency debris clearance for the restoration of basic transportation in order to provide access to critical facilities. A detailed account of emergency debris clearance policies and practices may be found in the Coordinated Debris Clearance document (see attached) that is developed and maintained by the Deputy Administrator of Infrastructure, with a copy maintained in Office of Emergency Management (OEM).

- Emergency repair, rerouting, or closure of damaged public works facilities.
- Emergency repair or closure of potable water, reclaimed water, sanitary sewer, and stormwater systems.
- Perform the initial survey of infrastructure damage and prioritize preliminary repair.
- Perform a vulnerability survey and assessment of damage to City of Tampa hazardous materials and hazardous waste storage, generation, distribution and disposal sites.
- Assist with the coordination and identification of electrical, telephone, natural gas and cable television systems.

Emergency Response Centers (ERCs)

During the response and recovery phases of a natural disaster of forewarning, the City of Tampa will be required to perform a wide range of activities. To ensure organized efficiency during disaster operations under the worst-case conditions, certain critical functions shall be coordinated through the City of Tampa EOC and its network of three ERCs. City of Tampa ERCs include:

- ERC #1 Tampa Bay Boulevard ES - 3111 Tampa Bay Boulevard Tampa, FL 33612
- ERC #2 Forest Hills ES - 10112 North Ola Avenue Tampa, FL 33612
- ERC #3 Oak Park ES - 2716 North 46th Street Tampa, FL 33605

B. Scope

This annex applies to all lead and support agencies. City departments and partner agencies/companies give a wide perspective and provide the city's emergency responders the ability to coordinate response and recovery activity with County, State and private responders.

2. CONCEPT OF OPERATIONS

A. General

- It will be the responsibility of the Individual Department Directors to notify all ESF 3 - Public Works agencies of any pending incident or emergency and to advise them of when and where their previously designated personnel are to report for duty if activation is required.
- It will be the responsibility of ESF 3 - Public Works to review and assess developing infrastructure and utilities problems and respond in the following manner:
 1. Prepare periodic situation reports and submit to Deputy Administrator of Infrastructure.
 2. Assess ESF 3 - Public Works related challenges, develop corrective measures, and submit response and short-term recovery action plans to the Deputy Administrator of Infrastructure.
- Damage applicable to ESF 3 - Public Works purview will be assigned to one or more of ESF 3 - Public Works agencies for assessment and corrective action on a priority basis as emergency, response or short-term recovery work. Public Works personnel will be

assigned to each of the three Emergency Response Centers (ERCs) as necessary. Specialized personnel from Water, Wastewater, Solid Waste, Parks and Recreation, Stormwater, Neighborhood Empowerment and, Logistics and Asset Management will staff each ERC

- The following are description of major emergency operations that may be carried out by ESF 3 – Public Works during an emergency or major special event:

Emergency Response Centers

The highest priority following the passage of a major hurricane (most likely a category 3 or higher) is saving lives. Accordingly, the first objective is to identify and recover persons who are in immediate peril or in need of medical attention. The SAR Teams work in conjunction with the guidance of TFR. ESF 3 - Public Works personnel are assigned to each SAR Team. They are responsible for the clearance of debris and other obstructions in an effort to reach critical facilities or people who may need immediate help.

All assigned personnel and equipment will stage with TFR at one of the five Disaster Action Zones (DAZs), located throughout the City. DAZs represent groups of fire stations that are combined to form five Area Command Centers. Each agency assigned to a DAZ is required to remain with TFR until they determine that the impacted areas are free from major dangers that present medical or safety hazards. DAZs and their supporting fire stations include:

- DAZ 1- Station 1 808 E. Zack (Downtown)
 1. Support – 4, 6, 10, 16
- DAZ 2- Station 14 1325 S. Church (South Tampa)
 1. Support – 3, 15, 17, 19
- DAZ 3- Station 13 2713 E. Annie (Busch Gardens area)
 1. Support – 7, 18
- DAZ 4 – Station 12 3073 W. Hillsborough
 1. Support – 2, 5, 8, 9, 11, 25
- DAZ 5 – Station 21 18902 Green Pine LN (New Tampa)
 1. Support – 20, 22, 23

Push Team / Debris Clearance Operations

Concurrent with SAR operations, the first priority of ESF 3 - Public Works will be to open those roadways servicing critical facilities such as hospitals, medical facilities, police/fire stations, electrical substations, utility pump stations, etc. The roads, or push routes, will be cleared systematically using Push Teams dispatched from each of the three ERCs, whose main function is to push clear at least one lane for travel. This will be accomplished by cutting and pushing debris off the roadways onto the shoulders or adjacent rights of way when possible. The push routes followed by the Push Teams are associated with the longitudinal and latitudinal coordinates of the TPD map grids.

Sandbag Operations

Once declared by the Mayor, the City makes sandbags available to residents in preparation for heavy rains and/or storm events. Parks and Recreation personnel will set up, deliver, and distribute sandbags at five sandbag locations. Residents interested in receiving 10 sandbags must show identification verifying residence within the city limits. Sandbags are made available at the following five locations:

- Himes Complex – 4304 S Himes Avenue Tampa, Fl 33611
- Al Lopez Park – 4810 N. Himes Ave, Tampa, FL 33614
- Al Barnes Park – 2902 N 32nd Street, Tampa, Fl 33605
- Sulphur Springs Park – 701 E Bird Street, Tampa, Fl 33604
- Williams Park – 4362 E Osborne Avenue, Tampa, Fl 33610

Parks and Recreation is the lead for sandbag operations and their responsibilities include:

- Prior to the storm event, inventory and stock the sand, sandbags, shovels, etc. at the sandbag locations.
- Coordinate with purchasing and the warehouses on pick up times for additional sand/sandbags that may be needed.
- Check ID's and assist anyone who are disabled or in need of assistance.

Hazard Assessment

During and/or immediately following push/debris clearance operations, ERC Push Teams and Hazard Assessors will identify hazards after the storm, such as downed power lines, washed out or flooded roads, unsafe bridges or culverts and roads blocked by downed trees and/or power lines.

Damage Assessment (Public Structures and Public Infrastructure)

Damage assessment will commence immediately after ERC Push Teams and Hazard Assessors complete their work. Public damage assessment includes an initial survey of critical transportation, facility and utility assets maintained and operated by the City of Tampa to determine the severity and magnitude of the disaster.

Record Keeping

All departments involved in debris removal and disposal must ensure comprehensive records are maintained on all manpower, equipment, supplies and contract resources used. All departments will ensure records are maintained by specific site, since site specific records will be required when applying for federal assistance.

B. Organization

- ESF 3 - Public Works operates within the Infrastructure Branch under the Infrastructure Branch Director.

- ESF 3 Lead Agencies are responsible for coordinating the attendance and participation of ESF 3 - Public Works in meetings, conferences, training sessions, and exercises.
- ESF 3 Lead Agencies and supporting team will, on an annual basis, review and revise, as necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- ESF 3 Lead Agencies along with the ERC Commanders, will develop and maintain a database of emergency contact points.
- ESF 3 - Public Works will establish and maintain a database of resources that may be employed on an “as required” basis during or after an incident or disaster. The database will include engineering services, construction resources and any materials that may require pre-positioning in the preparation phase of an anticipated incident or disaster.
- The overall administration and coordination of ESF 3 - Public Works will be the responsibility of ESF 3 Leader whose duties will include:
 1. The establishment and maintenance of an ESF 3 - Public Works duty roster ensuring 24-hour continuity of operation when required.
 2. Maintaining the timely issuance of situation reports, as appropriate, to the Infrastructure Branch Director.
- Designated ESF 3 - Public Works personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.

C. Direction and Control

The procedures for receiving, evaluating, and prioritizing resource requests are as follows:

- ESF 3 - Public Works receives the resource request from an agency, organization or citizen.
- ESF 3 - Public Works will prioritize the request based upon urgency, available manpower and equipment resources.
- ESF 3 - Public Works will then advise in writing, an estimated completion time and submit this to the Deputy Administrator of Infrastructure or designee.
- Each agency within ESF 3 - Public Works is individually responsible for the maintenance of an inventory of available resources including vehicles, equipment, facilities, personnel, and material.

D. ESF Interface

- ESF 3 - Public Works may interface with any of the represented ESF’s within the City of Tampa and Hillsborough County EOCs.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of ESF 3 – Public Works has coordinating responsibility for all public works planning and operations during the preparedness, response and recovery phases of emergency management.

The ESF 3 – Public Works Leads will, in the event of an incident or disaster, notify agencies to activate previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center .

A. Preparedness Phase

During the preliminary phases prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

- Contact the designated ESF 3 - Public Works personnel.
- Arrange for sufficient staff to provide for a 24-hour continuity of operations at the EOC.
- Review team rosters to ensure continuity of operation.
- Establish contact and liaison with the Hillsborough County ESF 3 - Public Works.
- Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the Deputy Administrator of Infrastructure.
- Confirm operational status of all notification, communication and support systems relevant to ESF 3 - Public Works.
- Relocate essential emergency equipment and vehicles to predetermined locations.
- Advise and coordinate the shutdown of public and private utility systems.
- Ensure appropriate resources (human and equipment) are available and will remain available throughout the activation of ESF 3 - Public Works.
- Ensure all needed contracts and mutual aid agreements are maintained in a functional capacity.
- Identify and update debris storage areas on an annual basis and supply a list to the EOC.
- Preparing for activation of ERCs.
- Conduct Annual ERC Exercise with three S.M.A.R.T. Objectives.
- Activate Sandbag sites.

Stormwater

- Pump down ponds to lowest levels possible.
- Make sure inlets and pipes are clear.
- Prepare generators and temporary pumps.
- Monitor SCADA System to evaluate initial conditions.

Solid Waste

- Relocate Vehicles.
- Complete collection routes on the day of activation.

- Clear floors of transfer stations.
- Possible closure of WTE facility and transfer stations.

B. Response Phase

The response phase of an incident or disaster requires that a number of tasks be accomplished by ESF 3 - Public Works. The following represents a list of those basic response actions:

- Receive, distribute, and evaluate resource requests.
- Collect information and prepare situation reports on a frequency to be agreed upon with the Planning Section Chief.
- Activate ERC Push Routes to open roadways to facilitate movement of emergency response vehicles, equipment, and supplies to critical facilities.
- Conduct and coordinate debris clearance in accordance with procedures.
- Acquire appropriate permits, coordination of permission for debris removal and disposal.
- Identify established priorities for emergency clearance of debris to allow the passage of equipment, personnel and supplies into the affected area immediately following a disaster.
- If necessary, ESF 7 - Resource Management will work with ESF 3 - Public Works to expedite the purchase of needed supplies in accordance with established purchasing policies and directives.
- Identify and code all resources used (purchase receipts, inventory issues, labor, equipment and contract services employed) with the disaster project number or name on a daily basis.

Stormwater

- Monitor SCADA system for incident developments.
- Track impacts to pump systems.
- Communicate updates to with ERCs 1, 2, and 3

Solid Waste

- Coordinate with ERC crews to monitor information.
- Report developments of events in the field into WebEOC.
- Coordinate with debris contractors to ensure immediate response following conclusion of storm conditions.

C. Recovery Phase

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF 3 - Public Works. The following represents a list of those basic recovery actions:

- Receive, distribute, and evaluate resource requests for the area affected by the incident or disaster.
- Arrange transportation for damage assessment as needed.
- Collect information and prepare situation reports on a frequency to be agreed upon with the Planning Section Chief.
- Repair and restore damaged public systems, (e.g., water, wastewater, solid waste, electrical, natural gas, stormwater, etc.).
- Stabilize damaged public and structures to facilitate recovery operations and/or protect the public health and safety.
- Develop and initiate emergency collection, sorting and debris routes and sites for debris clearance from public and private property. Access to private property will be for life, safety and health related requirements.
- Determine the levels of damage or impact to the following systems: transportation, water, stormwater, wastewater, solid waste, electrical, natural gas and hazardous materials.
- Determine the levels of damage or impact to City owned facilities and resources such as pumping stations, treatment plants, recreation centers, trees, beaches and green infrastructure, as well as municipal buildings.
- Prioritize and initiate recovery efforts to restore, repair, and mitigate public works and utility infrastructure.
- Provide technical assistance with respect to flooding, water management, and structural events.

Stormwater

- Address complications with pump systems as identified by push crews.
- Document impacts for resolution following return to standard operating procedures.

Solid Waste

- In coordination with push crews received information regarding impacts.
- Triage impacted areas to determine priority debris collection and response.
- Reopen WTE facility and Transfer Stations.
- Based on severity of damage, determine if augmented services are required.
- Collaborate with debris contractors to address impacts to city.

**ANNEX E:
Emergency Support Function 4 – Firefighting**

Lead Agency

- Tampa Fire Rescue (TFR)

Primary Support Agencies

- Hillsborough County Fire Rescue
- Florida Division of Forestry
- Mobility Department
- Tampa Electric Company (TECO)
- Tampa Police Department (TPD)
- Florida Fire Chiefs Association (FFCA) Mutual Aid
- MacDill Air Force Base
- Hillsborough County Aviation Authority
- Temple Terrace Fire Rescue
- Pasco County Fire Rescue

1. INTRODUCTION

The ESF 4 - Firefighting deals with the issue of firefighting during the response and recovery phases of an emergency incident or special event.

A. Purpose

It is the responsibility of ESF 4 - Firefighting to provide and coordinate fire protection and suppression services within the City of Tampa during response and recovery phases of an emergency incident or special event. This is to be accomplished by use of the available and obtainable resources, which will be deployed to achieve the following:

- Suppress fires.
- Support search and rescue (SAR) operations.
- Inspect facilities to determine if fire hazards exist that endanger the occupants and community.
- Ensure sufficient water supply for firefighting operations.
- Support ESF 8 - Health and Medical in providing medical assistance for victims.
- Support ESF 8 - Health and Medical in assuring adequate Emergency Medical Service (EMS) coverage in impacted areas prior to re-population of communities.
- Support ESF 9 - SAR in search and rescue operations.
- Support ESF 10 - Hazardous Material during hazardous materials operations.

B. Scope

The ESF 4 - Firefighting and appropriate support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates at a Level II, or I in response to any emergency incident or special event.

- The available resources of ESF 4 - Firefighting include personnel, facilities, equipment, vehicles and supplies.
- The obtainable resources of ESF 4 - Firefighting are personnel, equipment, vehicles and supplies from federal, state, county and local governments, as well as private organizations.

2. CONCEPT OF OPERATIONS

A. General

The ESF 4 - Firefighting Lead will, in the event of an emergency incident or special event, notify agencies to activate previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center (EOC).

- The lead agency will notify ESF 4 - Firefighting primary contact in the event of an emergency incident or special event.
- The ESF 4 - Firefighting shall monitor developing problems, prioritize and develop plans to mitigate incidents or concerns.

B. Organization

- The ESF 4 - Firefighting operates under the Emergency Services Branch Director.
- The lead agency is responsible for managing the availability and participation of designated individuals within ESF 4 - Firefighting.
- The lead agency will review and update this section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) as needed, or annually at a minimum.
- The lead agency will maintain an emergency contact list.
- The lead agency will be required to establish and maintain a database of available resources that may be required for an emergency incident or special event.
- Designated ESF 4 - Firefighting personnel must have the delegated authority of their agency to commit and procure resources as needed.

C. Direction and Control

The procedures for receiving, evaluating, prioritizing and dispatching firefighting resource requests are as follows:

- The ESF 4 - Firefighting may receive resource requests from the Emergency Services Branch Director, or any agency representative in the EOC.
- The ESF 4 - Firefighting prioritizes these resource requests based upon urgency and available resources.
- The ESF 4 - Firefighting will then annotate an estimated completion time and cost.
- It is the responsibility of the lead agency to monitor any and all resource requests aligned with ESF 4 - Firefighting and assure appropriate action is taken.
- If the resource request exceeds available firefighting resources, a request is made by ESF 4 - Firefighting lead agency to the Hillsborough County EOC or state mutual aid.
- The ESF 4 - Firefighting has a direct link to the Emergency Services Branch Director
- The ESF 4 - Firefighting will interface with the Emergency Services Branch Director to expedite the priorities of the function. The Operations Section will facilitate and act as the liaison between ESF and the other branches.
- Requests for additional non firefighting supplies will be made to the Logistics Section.

D. ESF Interface

- ESF 4 - Firefighting may interface with any of the represented ESF's within the City of Tampa and Hillsborough County EOCs.

3. ROLES AND RESPONSIBILITIES

A. Preparedness Phase

During the preliminary phases prior to an emergency incident or special event, the following tasks must be accomplished in coordination with the Emergency Services Branch Director:

- Contact the designated ESF 4 - Firefighting support personnel.
- Arrange for 24 hour coverage.
- Establish communications with the Hillsborough County ESF 4 - Firefighting.
- Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the EOC Director.
- Confirm the operation of all notification and communication systems to include: dispatch, radio and phone lines.
- Acquire an updated inventory list of available resources within the City of Tampa.
- Continue normal operations until winds exceed 40 miles per hour (MPH). Response requests will be made at the division level.

B. Response Phase

The response phase of an emergency incident or special event requires that a number of tasks be accomplished by ESF 4 - Firefighting. The following represents a list of those basic response actions that will be implemented in coordination with the Emergency Services Branch Director:

- Receive, distribute, and evaluate resource requests.
- List items for inclusion in the situation reports.
- Maintain a duty log.
- Refer to Standard Operating Guidelines (SOGs) for normal operations.
- Complete all tasks assigned by the Emergency Services Branch Director.

C. Recovery Phase

The recovery phase of an emergency incident or special event places an entirely new set of duties and responsibilities upon ESF 4 - Firefighting. The following represents a list of those basic recovery actions that will be implemented in coordination with the Emergency Services Branch Director:

- Receive, distribute, and evaluate resource requests.
- List items for inclusion on the situation reports.
- Establish staging areas of mutual aid responders and deploy these teams as needed.
- Assure adequate coverage for each shift.
- Complete all tasks assigned by the Emergency Services Branch Director.

ANNEX F
Emergency Support Function 5 – Information and Planning

Lead Agency

- Office of Emergency Management
- Technology and Innovation (T&I)

Support Agencies

- All other agencies supporting the City of Tampa Emergency Operations Center (EOC)

1. INTRODUCTION

A. Purpose

ESF 5 - Information and Planning is responsible for the collection, analysis, evaluation, and dissemination of information and advanced planning regarding an incident or major special event.

B. Scope

While the responsibilities and objectives of ESF 5 - Information and Planning do not change with the levels of activation, the means by which the objectives are accomplished is based on the complexity of the response and the number of available personnel to assist the EOC.

2. CONCEPT OF OPERATIONS

A. General

- In the event of an emergency or major special event, OEM is the lead agency for ESF 5 - Information and Planning. OEM will assign previously identified personnel to perform designated duties in the EOC.
- It will be the responsibility of Planning Section Chief to notify all ESF 5 support agencies and personnel of any pending incident or major emergency and to advise them of when and where the designated personnel are to report for duty should activation be required.
- It will be the responsibility Planning Section Chief personnel to review and assess the developing incident information and accomplish ESF objectives pursuant to the City of Tampa EOC Planning and Information Standard Operating Guide (SOG) developed for this ESF.

B. Organization

- EOC Planning Section Chief is the lead point of contact for ESF 5.

- The Planning Section Chief is responsible for coordinating attendance and participation of designated individuals in incident planning process in concordance with the standards set by NIMS and ICS best practices.
- ESF 5 - Information and Planning team will meet periodically to review and revise, if necessary, the applicable sections of the Comprehensive Emergency Operations Plan (CEOP).
- OEM will develop and maintain a database of emergency contact personnel the EOC.

C. ESF Interface

- ESF 5 - Information and Planning interfaces with all personnel and agencies in the EOC to obtain information relative to the incident.
- ESF 5 - Information and Planning is responsible for the Citizens Information Center that receives all incoming messages not specifically directed to an ESF. Each message is transcribed and delivered to the appropriate agency for action, as are all inter-agency communications and requests.

3. ROLES AND RESPONSIBILITIES

A. General

OEM Responsibilities

The following responsibilities will be carried out by the Office of Emergency Management (OEM):

- Act as the primary coordinating agency for ESF 5 - Information and Planning.
- Develop and maintain the process for information flow during an emergency or disaster.
- Develop and maintain liaison with support agencies to ensure effective coordination of information flow.
- Develop reporting formats, systems, and procedures to maintain situational awareness during and activation of the EOC.
- Ensure that appropriate reports are generated in a timely manner as designated for the level of EOC activation.
- Ensure that long range planning is conducted during emergency situations to identify capability and resource needs for future emergency operations (72 hours out and beyond).
- Obtain a summary of resources and agencies currently involved in response to the incident.
- Prepare a list of all agencies, departments and/or individuals with whom contact must be made for representation in the EOC.
- Compile and display incident assessment and status information in Situation Reports.
- Prepare and distribute IAPs in conjunction with the EPG and EOC Section Chiefs.

- Maintain communications with the TPD / TFR Command Centers, Emergency Response Centers, City Shelter, Joint Information Centers and the Hillsborough County EOC.
- Prepare geographical depictions of the disaster impact.
- Assist in briefing the EPG and EOC staff.
- Prepare an EOC Demobilization Plan.

T&I Responsibilities

The following responsibilities will be carried out by the Technology and Innovation (T&I):

- Provide Information Management, website, and Geographical Information System (GIS) support for the EOC supervisor, all command centers, and all functions, as needed.
- Assist in shutdown and demobilization for EOC technology components.

Citizen Information Center

The following responsibilities will be carried out by the Citizen's Information Center (CIC):

- Train and work department supervisors to assign personnel for the call center.
- Develop and disseminate accurate and timely information to the public, emergency responders, and other stakeholders.
- Coordinate with other agencies and organizations to ensure that communication efforts are consistent.

C. Preparedness Phase

During the preliminary phases prior to an emergency or disaster, a number of preparatory tasks must be accomplished. The following represents a list of preparatory actions to be taken by ESF 5 – Information and Planning:

- Test and ensure the functionality of all EOC and all command centers technologies are ready.
- Discuss with the Executive Policy Group the level of involvement in the incident for OEM and EOC.
- Obtain a summary of resources and agencies currently involved in the response to the incident (if any).
- Prepare an initial strategy, if possible.
- Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activations.
- Identify the need for the use of specialized resources.
- Prepare situation reports as needed.
- GIS will prepare maps and provide other related information, as needed.
- Test CIC equipment and systems to ensure functionality.

- Troubleshoot any potential software issues.

D. Response Phase

ESF 5 - Information and Planning will assist in the implementation of the EOC Planning and Information Section SOGs by doing the following:

- Establish time intervals for operational period cycles. Arrange for 24-hour continuity of operation utilizing support agency staff as required. Provide for a shift overlap to ensure continuity of information and planning.
- Input information from the Operations Section into GIS and compile informational maps using existing GIS programs and the EOC plotter.
- Compile and display incident assessment and status information in the EOC, and incorporate into the IAP.
- Assemble alternative strategies.
- Identify the need for use of specialized resources.
- Ensure Situation Reporting in a timely fashion at the direction of the EOC Supervisor.
- Collect and process information regarding recovery activities while the response phase of the disaster is ongoing.
- Develop IAPs to identify projected operational objectives and requirements for the recovery phase.
- Anticipate the types of recovery information the Operations Section will require.
- Compile information to support recovery activities.
- Stand-up CIC operations.
- Just-in-Time Training for new and returning CIC Call Takers.

EOC Activation Notification Protocol

The City of Tampa EOC activation notification protocol is as follows:

- Office of Emergency Management (OEM) will notify the T&I Director of the need for EOC activation.
- T&I will then notify the EOC Support Staff and GTE Financial of the need for EOC activation.
- OEM will notify the Executive Policy Group (EPG) that EOC activation is imminent.
- OEM will notify ESF representatives, as needed.

E. Recovery Phase

The recovery phase of an emergency or disaster places an entirely new set of duties and responsibilities upon ESF 5 - Information and Planning. The following represents a list of those basic recovery actions:

- Assist the Operations Section and the Infrastructure Branch in developing long-term recovery strategies; incorporate these strategies into the IAP.
- Work with county, state and federal agencies by sharing appropriate information that works to ensure coordinated recovery efforts.
- Prepare an EOC demobilization plan.
- Assist ERC crews with GIS applications.
- Provide information to general public regarding recovery resources and information.

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**ANNEX G:
Emergency Support Function 6 – Mass Care**

Lead Agencies

- Parks and Recreation
- Hillsborough County Social Services Department

Support Agencies

- Office of Emergency Management (OEM)
- Tampa Police Department (TPD)
- Salvation Army
- American Red Cross
- Tampa Fire Rescue (TFR)

1. INTRODUCTION

A. Purpose

ESF 6 - Mass Care has a responsibility to organize within the City the capability to meet basic human needs (shelter, food, clothing, inquiry, and emergency social services) for the general population in disaster situations, and to outline responsibility and policy established for operations before, during, and after a disaster.

ESFT 6 – Mass Care coordinates sheltering operations with the Hillsborough County Emergency Operations Center who has overall responsibility for shelters in the City of Tampa.

B. Scope

ESF 6 - Mass Care will coordinate and plan the following activities:

- Activation and Staffing for sheltering activities during a disaster event.
- The establishment and operation of mass feeding facilities in areas affected by disasters.
- The establishment of a system to provide shelter population counts to appropriate authorities.

2. CONCEPT OF OPERATIONS

A. General

- In the event of an impending or actual disaster, the agencies and organizations of ESF 6 - Mass Care will assign designated personnel to the City of Tampa EOC.
- Should activation be required, the Human Services Branch Director will notify all ESF 6 - Mass Care agencies of an incident and provide them with the time and location their personnel will need to report.
- ESF 6 - Mass Care shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns. These plans will be forwarded to the Human Services Branch Director.

B. Organization

ESF 6 - Mass Care operates under the direction of the Human Services Branch within the City of Tampa EOC structure.

C. Direction and Control

The establishment of priorities and the initiation of emergency work for mass care during the response and recovery phases will be handled by ESF 6 - Mass Care. The procedures for receiving, evaluating, prioritizing and dispatching mass care resource requests are as follows:

- The Human Services Branch Director receives resource requests.
- The Human Services Branch Director provides the requests to ESF 6 - Mass Care Lead for evaluation.
- ESF 6 - Mass Care Lead will prioritize requests based upon urgency and available resources.
- ESF 6 - Mass Care Lead will then advise, in writing, an estimated completion time and provide this to the Human Services Branch Director.
- Each agency under ESF 6 - Mass Care shall maintain an inventory of available and obtainable resources including vehicles, equipment, material, and personnel.
- Each ESF 6 - Mass Care agency will be responsible for the positioning, logistics, and management of its individual resource inventory.
- Parks and Recreation in cooperation with the Hillsborough County EOC will coordinate points of distribution operations within the City of Tampa..
- The Hillsborough County Health Department collect and track the information on the residents who are registered with the Special Needs Evacuation Shelters.
- Parks and Recreation coordinates the opening and closing of shelters with the Hillsborough County EOC.
- For long term sheltering the American Red Cross may be responsible for the registration, staffing, feeding and other activities in the general population shelters.

- TPD is the lead agency for coordinating security at each shelter sites.
- TFR is responsible for staging an ALS Transport Unit to special needs shelters established in the City limits.
- Hillsborough County Shelter training will be provided by Hillsborough County Social Services and is a requirement for shelter staff.

D. ESF Interface

- ESF 6 - Mass Care will coordinate directly with other Human Service agencies for support services.
- ESF 6 - Mass Care will coordinate through the Human Services Branch Director for support from other ESFs outside of the Human Services Branch.
- ESF 6 - Mass Care will exhaust all obtainable resources before turning a request for logistical support over to ESF 7/Resource Support Unit.
- The American Red Cross will coordinate with Hillsborough County to make provisions for resources of food, water, and ice to be distributed from mass feeding sites.

3. ROLES AND RESPONSIBILITIES

ESF 6 - Mass Care is responsible for the planning and provision of mass care services, including:

- Ensuring the staffing of shelters by from the appropriate group of designated individuals.
- Updating the appropriate sections of the City of Tampa CEOP as needed.
- Coordinate trainings with Hillsborough Social Services.
- Maintain a list of trained personnel for each shelter site.
- Ensure designated lead in the EOC will have the delegated authority of their agency to commit available resources and procure obtainable resources as needed.

A. Preparedness Phase

During the preliminary phases prior to a disaster, the following tasks must be accomplished:

- Contact the designated ESF 6 - Mass Care Lead and support personnel.
- Determine the scope of services that will be required from ESF 6 - Mass Care.
- Ensure systems utilized to report shelter status are functional and able to communicate with Hillsborough County.
- Train staff on the shelter training with Hillsborough County Social Services.
- Arrange for 24-hour (or appropriate) coverage within the EOC and other designated sites where mass care services are provided.
- ESF 6 - Mass Care Lead agencies will establish communications with the Hillsborough County ESF 6 - Mass Care contact.

- Perform a preliminary assessment of the resources at each shelter facility being utilized.
- Confirm operation of all notification and communication systems.

B. Response Phase

The response phase of an incident or disaster requires that a number of tasks be accomplished by ESF 6 - Mass Care. The following represents a list of those basic response actions:

- Evaluate the status and condition of the evacuation shelters to determine which shelters should remain open.
- Perform regular assessment of shelter resources and determine if additional mass care services are needed and at which locales.
- Make arrangements to include sleeping accommodations.
- Collection information for situation reports on a schedule determined by the Planning Section Chief.

C. Recovery Phase

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF 6 - Mass Care. The following represents a list of those basic recovery actions:

- Monitor the conditions of evacuees and responders and provide needed services including food and water at evacuation shelters, and disaster relief centers on a priority basis.
- Receive, distribute, evaluate and act on resource requests for the impacted areas.
- Establish a system for the utilization of mutual aid resources and personnel.
- Collection information for situation reports and incident action plans on a schedule determined by the Planning Section Chief.
- Assure adequate coverage for each shift.
- Assist Hillsborough County developing a demobilization plan for shelter sites.
- Assist Hillsborough County in determination if transition to Red Cross of agency is required.

Attachment 1: Shelter Batting Order and Capacity

City of Tampa is responsible for staffing five General Population Shelters within the city’s jurisdiction, including:

1. Middleton High School,
2. Wharton High School,
3. Pizzo Elementary School,
4. Middleton High School, and
5. Lockhart Elementary School.

Sector	Pet Shelter	Shelter Names	Distance from Warehouse (Miles)	Address	City	Maximum Useable Capacity	Staff Needed	Public Capacity	COVID-19 Capacity	COVID Public Capacity	Staff Needed for Phase
Phase 1: 27% (14) Shelters Opened with 2 Family Shelters & 1 EOC Support Shelter						24,891	512	24,379	12,431	11919	512
East		Armwood High School	9.5	12000 US Highway 92	Seffner	525	16	509	284	268	
South	Yes	Bloomingdale High School (Family/Municipality)	20.5	1700 East Bloomingdale Ave.	Valrico	797	73	724	431	358	
East	Yes	Burnett Middle*	10.9	1010 N Kingsway Rd.	Seffner	2,562	46	2516	1,385	1339	
South		Dorothy York Elementary UUU		5995 Covington Garden Drive	Apollo Beach	2,230	36	2194	1,206	1170	
South	Yes	Durant High School	24.7	4748 Cougar Path	Plant City	2,035	46	1989	1,100	1054	
West	Yes	Greco Middle (Family/Municipality)	1.8	6925 East Fowler Ave.	Temple Ter	493	73	420	267	194	
West		Lockhart Elementary	7.9	3719 N 17TH St.	Tampa	1,506	28	1478	814	786	
West	Yes	Middleton High School*	7.6	4801 N 22nd St	Tampa	2,630	36	2594	1,396	1360	
South		Newsome High School	27.1	16550 Fishhawk Blvd	Lithia	803	16	787	384	368	
West		Pizzo Elementary*	0.5	11701 Bull Run	Tampa	1,757	28	1729	949	921	
East		Schmidt Elementary (EOC Support)	11.7	1250 Williams Rd.	Brandon	1,179	2	1177	637	635	
North	Yes	Sickles High School	13.8	7950 Gunn Highway	Tampa	3,044	46	2998	698	652	
North	Yes	Steinbrenner High School	17.2	5575 W. Lutz Lake Fern Rd.	Lutz	3,889	46	3843	2,102	2056	
East		Valrico Elementary	17.2	609 S Miller Rd.	Valrico	1,441	20	1421	779	759	
Phase 2: 25% (13) Shelters Opened - total 55% opened						20,510	342	20,168	10,611	10,269	342
North		Benito Middle	12.3	10101 Cross Creek Blvd.	Tampa	3,122	36	3086	1,256	1220	
South		Collins Elementary*	23.5	12424 Summerfield Blvd.	Riverview	1,310	20	1290	708	688	
South		Cypress Creek Elementary	29.3	4040 19TH Ave. NE	Ruskin	517	16	501	279	263	
North		Hammond Elementary	14.8	8008 N Mobley Rd.	Odessa	1,758	28	1730	886	858	
East		Jennings Middle	6.6	9325 Govenors Rd.	Seffner	2,118	36	2082	1,127	1091	
East		Marshall Middle	22.9	18 S Maryland Ave.	Plant City	648	16	632	350	334	
South		Mulrennan Middle	18.9	4215 Durant Rd.	Tampa	2,200	36	2164	1,189	1153	
South		Nelson Elementary	20.6	5413 Durant Rd.	Tampa	1,813	28	1785	1,020	992	
South		Reddick Elementary	32.7	325 West Lake Dr.	Wimauma	1,969	28	1941	1,064	1036	
South	Yes	Shields Middle	31.6	15732 Beth Shields Way	Ruskin	2,492	46	2446	1,347	1301	
North		Turner Elementary	12.6	9020 Imerial Oaks Blvd.	Tampa	1,430	20	1410	773	753	
North		Wharton High School	11.9	20150 Bruce B Downs Blvd.	Tampa	526	16	510	284	268	
East		Wilson Elementary	20	702 English St.	Plant City	607	16	591	328	312	
Phase 3: Third 25% (13) Shelters Opened - total 74% opened						19,579	380	19,199	10,609	10,229	380
North	Yes	Bartels Middle	12.4	9190 Imperial Oaks Blvd.	Tampa	2,116	46	2070	1,144	1098	
South	Yes	Barrington/Stowers	24	5925 Village Center Dr.	Lithia	4,038	68	3970	2211	2143	
East		Brandon High School*	12.8	1101 Victoria St.	Brandon	759	16	743	410	394	
South		Boyette Springs Elementary	22.7	10141 Sedgebrook Dr.	Riverview	602	16	586	325	309	
South		Cimino Elementary	20	4329 Culbreath Rd.	Valrico	2,105	36	2069	1,138	1102	
East		Knights Elementary	16.2	4815 N Keene Rd.	Plant City	560	16	544	303	287	
North		McKittrick Elementary	16.9	5503 Lutz Lake Fern Rd.	Lutz	2,158	36	2122	1,166	1130	
North		Pride Elementary	13.6	10310 Lions Den Dr.	Tampa	2,026	36	1990	1,095	1059	
South		Sessums Elementary	21.4	11525 Ramble Creek Dr.	Tampa	1,491	20	1471	806	786	
North		Smith, SGT Paul Middle	13.3	14303 Citrus Pointe Dr.	Tampa	2,258	46	2212	1,220	1174	
South		Summerfield Elementary*	26.8	11990 Big Bend Rd.	Riverview	475	14	461	257	243	
East		Tomlin Middle	19	501 N Woodrow Wilson	Plant City	471	14	457	255	241	
East		Turkey Creek Middle	22.5	5005 Turkey Creek Rd.	Plant City	520	16	504	281	265	
Phase 4: Fourth 23% (11) Shelters Opened - total 100% opened						10,214	192	10,022	4,759	4,567	192
South		Bevis Elementary	26.1	5720 Osprey Ridge Dr.	Lithia	1386	20	1366	749	729	
North		Bowers-Whitley / Muller	3.1	13609 N. 22nd St.	Tampa	302	14	288	163	149	
West		Cannella Elementary	10.3	10707 Nixon Rd.	Tampa	509	16	493	275	259	
West		Carrollwood Elementary	8.2	3516 McFarland Rd.	Tampa	237	14	223	128	114	
East		Cork Elementary	16.7	3501 N Cork Rd.	Plant City	556	16	540	300	284	
North		Heritage Elementary	11.9	18201 East Meadows Rd.	Tampa	1,457	20	1437	787	767	
West		Lake Mag Elementary	5.2	2002 Pine Lake Dr.	Tampa	1,003	20	983	542	522	
North		Martinez Middle	16.8	5601 W Lutz Lake Fern Rd	Lutz	1,580	28	1552	854	826	
North		Mort Elementary	4.3	1806 Bears Ave.	Tampa	402	14	388	217	203	
West		Sheehy Elementary	4.7	6402 N 40TH St.	Tampa	1,491	16	1475	520	504	
East		Simmons Career Center	20.5	1202 W Grant St.	Plant City	1,291	14	1277	223	209	
						75,194	1,426	73,768	38,411	36,985	1,426

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**ANNEX H:
Emergency Support Function 7 – Resource Management**

Lead Agencies

- Purchasing Department
- Human Resources & Talent Development
- Logistics and Asset Management
- Technology & Innovation

Support Agencies

- Office of Emergency Management
- Revenue and Finance Department

1. INTRODUCTION

A. Purpose

ESF 7 - Resource Management will provide logistical support to the operations of agencies and personnel at the City of Tampa EOC. ESF 7 - Resource Management ensures that the needs of emergency responders and residents are prioritized so that additional resources can be located, secured, distributed, and utilized in the most effective manner possible during response and recovery operations.

B. Scope

ESF 7 - Resource Management will activate when the City of Tampa EOC is operating in response to any planned event, major emergency or disaster. ESF 7 - Resource Management will support emergency operations by supplementing the available and obtainable resources of response and recovery agencies. Available or existing resources refer to personnel, technology, equipment, supplies, temporary facilities, and vehicles. Obtainable resources refer to personnel, technology, equipment, supplies, facilities, and vehicles that can be directly accessed through contractors, vendors, other agencies, governments and/or public or private groups. Emergency response agencies must be prepared to sustain themselves during the first 24 hours following the onset of an emergency or disaster.

2. CONCEPT OF OPERATIONS

A. General

ESF 7 - Resource Management will provide support to all agencies and representatives of the EOC during all phases of an emergency activation.

ESF 7 - Resource Management Leads, in cooperation with the Logistics Section Chief will have the authority to determine which facilities, resource receiving areas, checkpoints and warehouses should be made operational.

The following are overviews of the Lead Agencies responsible for ESF 7 – Resource Management:

Human Resources Department

Human Resources is responsible for the Know Your Role program. The Know Your Role database was created to obtain critical information from personnel resources for planning, notification, and activation purposes, in order to coordinate and mobilize personnel resources for the preparation and response efforts before, during and after an impending or declared disaster or declared emergency conditions. Provide continued support for time keeping and matters of personnel.

Purchasing Department

The Purchasing Department is responsible for overseeing the procurement of goods and services required before, during and after an impending or declared disaster or declared emergency conditions. This involves the prior establishment of emergency contracts and coordination with other agencies and vendors to provide the required goods/services. To provide support, Purchasing Buyers are staffed at the EOC and Inventory Personnel provide support during the preparedness and recovery phases at the City’s Warehouse locations during EOC activation. In addition, the Purchasing Department is responsible for the activation and credit limit increases of the City’s P-Card and WEX Fuel Card program when a declared disaster or declared emergency conditions occurs.

Logistics and Asset Management

Logistics and Asset Management will coordinate petroleum product activities during disaster response and recovery operations. Assistance may be required from the Logistics Section in obtaining and transporting petroleum products needed to sustain disaster activities.

T&I

The technology department will ensure the EOC has the necessary technology infrastructure to manage logistics and supply chain operations during an emergency. This would include setting up and maintaining computer systems, servers, software, and communication systems.

B. Organization

The City of Tampa Purchasing Department and Human Resource Department, as the lead agencies for ESF 7 - Resource Management, are responsible for the overall operation of the resource management function. Other identified support agencies are tasked with specific roles in support of ESF 7 - Resource Management based on their areas of expertise. All representatives of ESF 7 - Resource Management coordinate with the Logistics Section Chief.

ESF 7 - Resource Management support agencies must appoint representatives who have the authority to commit and procure available and obtainable resources without requiring additional

agency approval. These representatives must also have the authority to make decisions on behalf of their respective agencies.

C. Direction and Control

- The Logistics Section Chief and the lead agencies will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts, including the Know Your Role database.
- The Logistics Section Chief will be responsible for notifying ESF 7 - Resource Management Lead any pending incident or emergency. If appropriate, the lead agency representative will alert the support agencies of the potential for EOC activation.
- If prior warning is available, the lead departments and appropriate support agency representatives will alert those suppliers with whom agreements or contracts are currently in place.

D. ESF Interface

- ESF 7 – Resource Management interfaces with all agencies and representatives involved in the activation of the EOC.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of ESF 7 – Resource Management to accomplish the following:

- As required in the general responsibilities of all ESF teams, resource shortfalls should be estimated based on the agencies' available and obtainable resources.
- Anticipate needs which will go above and beyond local resource capabilities. Begin preparations and arrangements for meeting those needs through the most appropriate means.
- Compile local resource lists, including establishing agreements and contracts prior to the onset of any emergency.
- Assess and prioritize all disaster-related needs on an ongoing basis to ensure the most efficient use of resources.
- Obtain resources through one of several means including local resource inventories or local agreements, mutual aid (local or statewide), memoranda of understanding, or procurement.
- Track inventory and organize bulk resources at the most appropriate staging areas.
- Identify and coordinate operations of facilities for the purpose of receiving and storing resources.
- Coordinate transportation of resources to their destination.
- Manage personnel for the fulfillment of all emergency response capabilities.
- Acquisition and coordination for additional natural gas, petroleum products and liquefied petroleum gas (LPG), for City of Tampa use.

- Develop and maintain an inventory of vehicles to be used for emergency transportation.
- Establish priorities for the allocation of scarce transportation resources and the processing of transportation resource requests in support of other emergency support functions.
- Maintain an inventory list of emergency transportation equipment.

C. Preparedness Phase

During the preliminary phases prior to the onset of an emergency or disaster, a number of preparatory tasks must be accomplished. These are:

Human Resources Department

- Perform a preliminary needs assessment based upon predicted conditions and prior experience.
- Contact insurance and claims providers with which contracts, agreements or arrangements have been made for disasters.
- Address personnel and contract issues that arise during the preparedness phase of the emergency incident or special event.
- Ensure staffing of safety assessment positions at ERC and EOC locations.

Purchasing Department

- Contact entities with which contracts, agreements or arrangements have been made for providing resources during emergencies or disasters.
- Perform a preliminary needs assessment based upon predicted conditions and prior experience.
- Activate emergency contracts with vendors preidentified for emergency support.
- Communicate required food, water, and ice resources to emergency food contractors.
- Negotiate contracts for support of emergency actions as required.
- Manage acquisition coordination and delivery of procured resources.

Logistics and Asset Management

- Arrange for the transportation of fuels to meet the emergency needs of the City.
- In coordination with the Real Estate Division, identify warehouses and properties that can be used for staging areas for incoming resources, resource distribution points, base camps, warehouses, and other functions as they arise.
- Perform a preliminary needs assessment based upon predicted conditions and prior experience.
- Preposition fuel and transportation resources based upon the preliminary vulnerability assessment.
- Top off all dispensing fuel tanks.

T&I

- Ensure that the EOC has the necessary technology infrastructure to manage logistics and supply chain operations during an emergency.
- Set up computer systems, servers, software, and communication systems within the EOC.
- Implement cybersecurity measures, such as firewalls and encryption.

D. Response Phase

Once ESF 7 - Resource Management has been activated; it will carry out resource management response activities by addressing the following concerns:

Human Resources Department

- Address personnel and contract issues that arise during the response phase of the emergency incident or special event.
- Coordinate with LAM to acquire manpower and equipment resources that ensure continuous 24-hour operation of transportation vehicles.

Purchasing Department

- Activate a City Disaster Emergency Purchase Order System if the City's electronic Purchasing and Procurement Program is rendered inoperative.
- Obtain and coordinate delivery of food, water, and other resources as requested by the Command Staff and the Executive Policy Group.
- Receive resource requests and route as appropriate within the WebEOC database.
- Monitor and update inventory and resources held within warehouses.

Logistics and Asset Management

- Prepare all vehicles and support generators necessary to operate ERCs.
- Maintain a fueling list and ensure that arrangements are in place to secure priority fueling for ESF 3 – Public Works vehicles.
- Survey departments and ascertain type and location of all available transportation vehicles capable of transporting large groups.

T&I

- Maintain computer systems, servers, software, and communication systems within the EOC.
- Collect data on supplies, equipment, and personnel, and use that data to identify gaps or areas where additional resources are needed.
- Facilitate communication and information sharing between different agencies and organizations involved in logistics and supply chain operations.
- Monitor City systems for any potential vulnerabilities or breaches of cybersecurity.

E. Recovery Phase

Once the emergency situation subsides and critical needs have been met, the Logistics Section Chief and ESF 7 - Resource Management Lead will direct the needs assessment, supply and distribution groups to complete the following activities:

Human Resources Department

- Address personnel and contract issues that arise during the recovery phase of the emergency incident or special event.
- Ensure staffing of hazard assessors with ERC push crews.
- Coordination the transport of claims adjustors to city property.

Purchasing Department

- Contact all recipients of rented or leased equipment, supplies, or personnel and prepare arrangements for return of items.
- Confirm that all rented or leased property is returned to the proper owner.
- Following the demobilization of response efforts, produce a formal evaluation of services provided by contractors.

Logistics and Asset Management

- Arrange for the transportation of fuel to meet the emergency needs of the city
- Coordinate with ESF 3 - Public Works for the priority repair of any infrastructure required to facilitate the movement of fuel to meet the emergency needs of the City of Tampa.

T&I

- Maintain computer systems, servers, software, and communication systems within the EOC.
- Collect data on supplies, equipment, and personnel, and use that data to identify gaps or areas where additional resources are needed.
- Facilitate communication and information sharing between different agencies and organizations involved in logistics and supply chain operations.
- Monitor City systems for any potential vulnerabilities or breaches of cybersecurity

Attachment 1: Mutual Aid/FEMA Request for Reimbursement Guidelines

Process Overview: Immediately after a weather event or other disaster, the City may receive a request from another jurisdiction either inside or outside the State of Florida, for Mutual Aid emergency assistance. This request will likely be directed to the City of Tampa Emergency Management Office, the Tampa Police Department or Tampa Fire Department, depending upon the circumstances, to obtain assistance from the City in the form of material supplies, equipment, and/or specialized personnel services. Upon acceptance of the assignment by the City the City Budget Officer/Grant Administrator **must** be notified.

Immediately upon receiving notification that a City department will be responding to a Mutual Aid request, the Revenue & Finance Department will advise the department regarding the necessary information required to be compiled and the preferred format.

The responding department is responsible for documenting the time on deployment for each of its employees, and ensuring that the appropriate authorizations are obtained and provided to HR in a timely manner, with copies to Revenue and Finance (i.e. Deployment Orders; properly completed, approved, signed and dated **Request for Advance Authorization for Overtime/Request for Sworn Overtime forms** for each deployed employee as applicable; detailed equipment and supplies listing utilized during deployment, as well as notations documenting any grant restrictions tied to the equipment; Demobilization Orders, applicable shift calendar and/or roster for applicable period; unit logs for each shift [ICS 214 or equivalent], etc., as well as the Revenue and Finance Storm/Event Work Cost Reporting Form, when directed.)

Upon return from assignment, the responding department must ensure that all Requests for Advance Authorization for Overtime/Request for Sworn Overtime are verified, dated and signed confirming actual overtime worked, and submitted to Human Resources. (Overtime **actually worked** vs. overtime authorized in anticipation of event **must** tie to claim form.) A form for each affected employee must be completed for each payroll period in order for the employee to be properly paid, and the deployment information, including mission and task numbers, must be noted in the purpose section of the form. **Important:** In order to ensure proper payment, all regular timekeeping tasks must also be completed in a timely manner (i.e. Telestaff and Kronos), using the appropriate payroll codes.

Once the responding department has completed the various State Fire Marshal Office/FEMA forms to the extent to which they have the information, electronic copies of each agency form will be forwarded to the department's assigned Budget analyst or designee for further input of appropriate fringe benefits numbers and total cost calculations, and recalculation for accuracy of entry and computation for all claimed line items.

The Budget analyst will request copies of payment advices from Payroll to verify event time paid compared to time indicated on documentation provided. Once each entry is verified by the Budget analyst or designee as to accuracy and consistency with the balance of reports and information provided by the department, the completed agency forms and copies of required documentation for submittal will be presented to the Budget Operations Manager assigned to compile grant claims for final review and submission.

Attachment 2: Checklist Documentation Required Mutual Aid/FEMA Claims

- Activation Orders from State of Florida Emergency Operations Center or applicable agency.
- Demobilization Orders from State of Florida Emergency Operations Center or applicable agency.
- Copy of Applicable labor contract covering activation period (see City website).
- Copy of City of Tampa applicable Request for Authorization for Overtime/Request for Sworn Overtime Forms for all deployed personnel.
- Copy of City pay advices indicating actual pay for straight and overtime paid for applicable period for each deployed employee.
- Copy of applicable Shift Calendar(s).
- Unit Logs for each shift (ICS 214 or equivalent).
- Copy of Department Roster for applicable period.
- Florida State Fire Marshal Office, FEMA or applicable entity claim forms (Summary, Labor, Labor Backfill, Equipment, Materials, Benefits Calculation worksheets).
- Other documentation, as requested – **READ ALL INSTRUCTIONS FROM AUTHORIZING ENTITY CAREFULLY**

**ANNEX I:
Emergency Support Function 8 – Health and Medical**

Lead Agencies

- Tampa Fire Rescue (TFR)

Support Agencies

- Hillsborough County Department of Health
- Hillsborough County Medical Examiner
- Wastewater Department
- Water Department
- Solid Waste Department

1. INTRODUCTION

An emergency incident or special event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance. The purpose of ESF 8 - Health and Medical is to plan for, mobilize and manage health, medical, and human services during the response and recovery phases of an emergency incident or special event. Coordination with the Hillsborough County ESF 8- Health and Medical representatives will be required to identify health, medical and human service needs of City of Tampa residents after an emergency incident or special event is necessary.

A. Purpose

It is the responsibility of ESF 8 - Health and Medical to plan for, mobilize, and manage health and medical services during the response and recovery phases of an emergency incident or special event. ESF 8 -Health and Medical will coordinate the provision medical care, treatment, transport, and support to victims, response personnel, and the general public. These activities will be coordinated through the Emergency Services Branch Director.

B. Scope

ESF 8 - Health and Medical lead and support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates at a Level II, or I in response to any major emergency incident or special event.

ESF 8 - Health and Medical is responsible for identifying and meeting the health and medical needs of victims of a major or catastrophic emergency. The scope of this support can be generally categorized into the following sub-functional areas:

- Assessment of health/medical needs.

- Disease control and epidemiology activities.
- Identification and coordination of health and medical equipment and supplies.
- Supporting, when requested, patient evacuations from critical health care facilities within evacuation zones.
- Identification of casualties and performance of mortuary services.
- Coordination of Emergency Medical Services (EMS).

2. CONCEPT OF OPERATIONS

During an emergency situation in the City, health, behavioral health, medical, and mortuary requirements will be coordinated and prioritized in the City EOC and provided to the Hillsborough County ESF 8- Health and Medical representatives.

A. General

- The Lead Agency for ESF 8 - Health and Medical is responsible for identifying personnel that will be assigned to the EOC, evacuation centers and disaster relief centers.
- Emergency response measures may be exclusively dependent on local resources during the first 24 hours after an emergency incident or special event. Preparations will be made by ESF 8 - Health and Medical in coordination with the Emergency Services Branch Director to provide their own resources for this time period.
- ESF 8 - Health and Medical will prepare an initial inventory of available and obtainable resources for the purpose of determining where additional resources will be necessary.
- Resources of ESF 8 - Health and Medical will include personnel, technology, facilities, medical equipment, vehicles and that can be accessed directly through contractors, vendors, other agencies, governments and/or public and private groups.
- In the event of an emergency incident or special event the OEM will notify the lead ESF 8 - Health and Medical agency and advise them of when and where their designated personnel are to report for duty should activation be required.

ESF 8 - Health and Medical will assist with the coordination of the following services:

- Medical treatment, transport and support to victims, response personnel and the general public;
- Pre-positioning at public and special needs shelters;
- Coordinating support from other social service agencies to provide needed assistance;
- Treating, transporting and evacuating the injured;
- Medical and special needs evacuations.

B. Organization

ESF 8 - Health and Medical reports to the Emergency Services Branch Director in the City EOC.

C. Direction and Control

The procedures for receiving, evaluating, prioritizing, and dispatching health and medical resource requests are as follows:

- ESF 8 - Health and Medical receives the request from the Emergency Services Branch Director, or any agency representative in the EOC.
- ESF 8 - Health and Medical will prioritize the request urgency and available resources.
- ESF 8 - Health and Medical will advise in writing an estimated completion time and submit to the Emergency Services Branch Director.
- If the resource request exceeds obtainable resources, ESF 8 - Health and Medical will attempt to locate the resource through outside sources.
- A request will then be made, in coordination with the Emergency Services Branch Director, through WebEOC to ESF 7 - Resource Management.

D. ESF Interface

- ESF 8 – Health and Medical is obliged to interface with all support groups, both in the operations arena and in the support section.
- ESF 8 - Health and Medical, in coordination with the Hillsborough County ESF 8, will be responsible for coordinating the evacuation of stretcher bound patients from hospitals and nursing homes, if an evacuation becomes necessary.
- ESF 8 – Health and Medical will coordinate with private and public ambulance services,

ESF 8 - Health and Medical will coordinate with the Hillsborough County ESF 8 on issues that go beyond medical intervention such as radiological, epidemiological, environmental health, communicable disease, hazardous material contamination and vector control.

3. ROLES AND RESPONSIBILITIES

A. Preparation Phase

During the preliminary phases prior to an emergency incident or special event, the following tasks must be accomplished in coordination with the Emergency Services Branch Director:

- Arrange for possible 24-hour staff coverage as required by emergency incident or special event conditions.
- Arrange to secure public safety equipment such as EMS ambulances and Medevac helicopter.
- Provide coordination/support for referrals to the Hillsborough County EOC for emergency benefits, evaluations for competency, and aftercare support.
- Commence coordination of post-storm response planning activities.
- ESF 8 - Health and Medical will establish contact with the Hillsborough County ESF 8 - Health and Medical Representatives.
- Perform a preliminary vulnerability evaluation based upon predicted conditions.
- Confirm operation of all notification systems.

B. Response Phase

The response phase of an emergency incident or special event requires that a number of tasks be accomplished by ESF 8 - Health and Medical. The following represents a list of those basic response actions that will be implemented in coordination with the Emergency Services Branch Director:

- If health or medical resources cannot be acquired locally or through mutual aid, requests for state or federal resources will be made through Hillsborough County ESF-8.
- Coordinate resource needs for casualty collection points within the City.
- Coordinate with ESF 14 – Public Information to disseminate information to the public concerning potential and existing health hazards.
- Provide Support for General Shelters in City of Tampa.
- Provide ALS Transport units at special needs shelters.
- Coordinate private ambulance companies in the evacuation of stretcher bound patients.
- Maintain contact with the Hillsborough County ESF 8 – Health and Medical contact.
- Determine whether to request an activation of the Disaster Medical Assistance Teams (DMAT).
- Collect data and prepare reports as determined by the Planning Section Chief and Emergency Services Branch Director.
- List items for inclusion in the situation reports and incident action plans.
- Complete all tasks assigned by the Emergency Services Branch Director.

C. Recovery Phase

The recovery phase of an emergency incident or special event places an entirely new set of duties and responsibilities upon ESF 8 - Health and Medical. The following represents a list of those basic recovery actions that will be implemented in coordination with the Emergency Services Branch Director:

- Monitor and report any potential or existing health hazards.
- Coordinate with DOH Hillsborough/County ESF8 any support needs for City of Tampa operations.
- Coordinate with ESF 14 - Public Information for the dissemination of information to the public concerning potential and existing health hazards.
- Coordinate immunizations or quarantine procedures, if necessary.
- Ensure that the appropriate actions are taken to protect the health and safety of victims, responders, and the general public.
- If area medical facilities are damaged, make preparations to transport victims in serious or critical condition to facilities outside the affected area.
- If necessary, set-up casualty collection points and/or family reunification facilities.
- Communicate unmet resource needs.
- Complete all tasks assigned by the Emergency Services Branch Director.

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**ANNEX J:
Emergency Support Function 9 – Search and Rescue (SAR)**

Lead Agencies

- Tampa Fire Rescue (TFR)

Support Agencies

- DAZ Task Forces
- Radio Amateur Civil Emergency Service (RACES)
- Civil Air Patrol
- Emergency Response Centers
- Hillsborough County Fire Rescue
- Hillsborough County Sheriff’s Office (HCSO)
- St. Petersburg Fire Rescue
- Tampa Electric Company (TECO)
- Tampa Police Department (TPD)
- United States Coast Guard (USCG)
- Mobility
- State Fire Marshall / Florida Task Force 3

1. INTRODUCTION

ESF 9 - SAR will provide support to local governments and agencies. Additionally, this unit will describe the use of resources in both Urban Search and Rescue (USAR) and SAR in response to emergency incidents or special events.

A. Purpose

The purpose of ESF 9 - SAR is to coordinate SAR efforts throughout the City of Tampa during the response and immediate recovery phases of any emergency incident or special event. The efforts include but are not limited to:

- Conducting physical SAR operations in damaged/collapsed structures to locate and extricate victims.
- Administering immediate medical attention for life-threatening injuries.
- Carrying out reconnaissance duties to assess damage and conduct needs assessment.
- Coordinating identification of missing persons with law enforcement.
- Performing specialized operations relevant to the emergency, such as diving and technical operations such as confined space, rope, trench, and swift water rescues.
- Notify TPD and the Medical Examiners staff of deceased victims.

- All local and mutual aid resources should be exhausted before requesting assistance, unless if it is clear that the magnitude of the event will require additional SAR task forces.
- Disseminate information to all agencies involved.

B. Scope

ESF 9 - SAR lead and appropriate support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates for any emergency incident or special event.

SAR activities include, but are not limited to the following:

- Locating, accessing, stabilizing and removing victims trapped in collapsed structures, confined spaces, trenches and in urban flood waters.
- Locating missing persons.
- Locating downed aircraft, with both land based and water based assets.
- Extrication.
- Initial treatment of survivors.

SAR Support may include, but is not limited to:

- Performing necessary actions to locate victims within impacted areas including aviation assets such as helicopters, planes, and unmanned aircrafts.
- Coordinating SAR Assistance Requests from other EOCs and other ESFs received through the EOC.
- Coordinating, allocating and prioritizing SAR operations resources to include people, materials, goods, and services within the impacted areas.
- Performing necessary actions to assist with rapid impact assessment during recovery operations.

The available and obtainable resources of ESF 9 - SAR include personnel, SAR specific equipment, vehicles, supplies and search dogs.

C. Policies

The assets available to ESF 9 - SAR will be used to support City of Tampa emergency operations and other ESFs with their emergency efforts. The priorities for allocation of these assets will be:

- In locations or events where there may be numerous trapped or vulnerable victims, who need immediate medical and rescue assistance, structures that offer the highest chance of survivability and the number of potential victims will receive priority. .

- Assisting in the evacuation of persons from immediate peril.
- Responding to and implementing public safety and protective actions.
- Providing for the safety and health of all ESF 9 - SAR personnel by providing logistical support, food/hydration, shelter and medical care.
- Interface with ESFs as necessary.
- Operations will be conducted in line with SERP statewide policies.

2. CONCEPT OF OPERATIONS

A. General

During a declared State of Local Emergency, the Lead Agency of this ESF is responsible for implementing its functions. A representative of the Lead Agency will be available in the EOC during activation to respond to requests for support submitted to this ESF. This person will staff the work station assigned to this ESF in the EOC, and will identify which support agencies for ESF are required, and take steps to assure that support agencies are activated or on alert as appropriate.

ESF 9 - SAR will coordinate the provision of other jurisdictional SAR operations, personnel and equipment. It will also coordinate the mobilization of resources through the Florida Fire Chief's Association (FFCA) Statewide Emergency Response Plan (SERP) Plan.

- The Emergency Services Branch Director will notify ESF 9 - SAR primary contact in the event of an emergency incident or special event.
- ESF 9 - SAR shall monitor, prioritize, and develop plans to mitigate any incidents.
- ESF 9 - SAR representative upon arrival at the EOC will contact their Hillsborough County counterpart as necessary, relaying the situation and giving an assessment of possible support that may be needed from mutual aid and federal sources.

B. Organization

- ESF 9 - SAR operates under the Emergency Services Branch Director.
- The lead agency is responsible for managing the availability and participation of designated individuals within ESF 9 - SAR.
- ESF 10 - Hazardous Materials representative may support ESF 9 - SAR role should a Hazardous Materials specialist be required.
- The lead agency will review and update this section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) as needed, or annually at a minimum.
- The OEM will coordinate with ESF 9 - SAR lead agency to maintain an emergency contact list.
- The lead agency is required to establish and maintain a database of available resources.
- Designated ESF 9 - SAR personnel must have the delegated authority of their agency to commit and procure resources as needed.

SAR Divisions

For more information regarding the SAR Divisions please refer to Appendix 12 of this document or the Tampa Fire Rescue SOG.

Personnel and Equipment

SAR Task Forces are comprised of, but not limited to, the following:

- Engine Company
- Truck Company
- Rescue Company
- TECO Line Truck
- DPW Front End Loader
- DPW Dump Truck
- TPD units
- Specialty Companies as needed i.e. (HazMat, USAR, TSAR, CCT).

C. Direction and Control

The procedure for receiving, evaluating, prioritizing, and dispatching SAR resource requests is as follows:

- ESF 9 - SAR may receive resource requests from the Emergency Services Branch Director
- ESF 9 - SAR prioritizes these resource requests based upon urgency and available resources.
- ESF 9 - SAR will determine the appropriate units to fulfill the quest.
- If specialized units are required, such requests will be made to the Emergency Services Branch Director.
- ESF 9 - SAR will determine the availability of SAR assets.
- ESF 9 - SAR will develop an estimated completion time.
- When additional resources are requested to determined to be required, a request will be made to ESF 7.
- It is the responsibility of the lead agency to monitor any and all resource requests aligned with ESF 9 - SAR and ensure appropriate action is taken.
- ESF 9 - SAR will coordinate with the Emergency Services Branch Director to prioritize resource requests.

3. ROLES AND RESPONSIBILITIES

A. Preparedness Phase

General readiness tasks include:

- Testing of communications and notification equipment
- Drilling on mobilization of the Task Force
- Reviewing annual training requirement to include service animals.

The Lead Agency will coordinate all activities of this ESF. The Emergency Manager will initiate recovery activities in coordination with other City departments related to SAR, damage assessment and temporary housing for displaced citizens.

The Lead Agency is responsible for the following:

- Notification, activation and mobilization, through the OEM of all agencies assigned to ESF 9 - SAR.
- Organization, assignment and staffing of all facilities at which ESF 9 - SAR is required to be located.
- Coordination of all support agency actions in performance of missions assigned to ESF 9 - SAR.
- Coordinating requests for assistance and additional resources in performance of the mission of ESF 9 - SAR from all assigned agencies and forwarding them to the appropriate ESF or agency.
- Providing situation status reports to ESF 5 - Information and Planning periodically, or on request.
- Interface with ESF 8 - Health and Medical to assist with medical treatment of patients as needed.
- Collect, coordinate, and distribute analysis information as quickly as possible.

All support agencies of ESF 9 - SAR are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions, as designated within the Basic Plan of this document or the response actions of this document.
- The designation and assignment of personnel for staffing of all facilities at which ESF 9 - SAR is required, and representation is determined by the Lead Agency of this ESF to be necessary.
- Coordination of all actions of the support agency, with the Lead Agency in performing assigned missions of ESF 9 - SAR.
- Identifying all personnel and resource requirements to perform assigned missions that are in excess of the support agencies capabilities.

B. Response Phase

The response phase of an emergency incident or special event requires that a number of tasks be accomplished by ESF 9 - SAR. The following represents a list of those basic response actions:

- Receive requests and deploy resources as needed.
- Provide verbal or written summaries pertaining to the incident; to involve, if necessary, structural effects of the disaster on buildings being searched.
- Deploy light search and rescue teams in coordination with Fire-Rescue or 911 requests.
- Continually reassess priorities to address the most critical SAR operation needs and the development of strategies to meet them.
- Track resources that are committed to specific operations, and redeploy them, if necessary.
- Update information and provide it to ESF 5 - Information and Planning.
- Coordinate resources between Hillsborough County, Regional, State of Florida and, if requested, Federal SAR operations.

C. Recovery Phase

The main SAR function is normally completed shortly after the occurrence of an event. The personnel trained for these operations would therefore return to their standard duties and assignments. Their recovery functions would therefore be in line with the requests made of the Lead Agency, however, initial recovery actions of ESF 9 - SAR may include: providing resources to assist human relief and recovery efforts and developing recovery actions and strategies. ESF 9 - SAR will continue to be staffed for specific requests.

**ANNEX K:
Emergency Support Function 10 – Hazardous Materials**

Lead Agencies

- Tampa Fire Rescue (TFR)

Support Agencies

- Hillsborough County Fire Rescue
- 48th Civil Support Team – Florida National Guard
- Private hazardous materials response/clean up

1. INTRODUCTION

The purpose of the ESF 10 - Hazardous Materials is to provide support and coordination in response to an actual or potential discharge or release of hazardous materials resulting from a major emergency or disaster.

A. Purpose

It is the responsibility of the ESF 10 - Hazardous Materials to provide and coordinate hazardous material support during the response and recovery phases of a disaster.

B. Scope

The available resources of the ESF 10 - Hazardous Materials include personnel, facilities, equipment, vehicles, and supplies.

The obtainable resources of the ESF 10 - Hazardous Materials are personnel, equipment, vehicles, and supplies of related agencies, federal, state, county and local governments, public and private organizations.

2. CONCEPT OF OPERATIONS

A. General

- It will be the lead agency's responsibility to notify their dispatch and all ESF 10 - Hazardous Materials agencies of an emergency incident or special event and provide them with the time and location that their personnel should report in case of a required activation.
- The ESF-10 - Hazardous Materials lead agency shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns.
- The lead and support agencies for the ESF 10 - Hazardous Materials will provide additional support as required in the response and recovery phases of any hazardous material incident or disaster.

B. Organization

The establishment of priorities and the initiation of emergency work for hazardous material incidents during the response and recovery phases are handled by the lead agency. The procedures for receiving, evaluating, prioritizing, and responding to resource requests are as follows:

- The ESF 10 - Hazardous Materials receives the resource request from emergency responders or 911 Dispatch.
- The ESF 10 - Hazardous Materials prioritizes requests based upon urgency and available resources.
- The ESF 10 - Hazardous Materials lead agency will advise in writing an estimated completion time and provide this using E-Team.
- If the resource request exceeds available resources, a request is made to the ESF 7 - Resource Management.

Each agency under the ESF 10 - Hazardous Materials shall maintain an inventory of available and obtainable resources, including vehicles, equipment, material, personnel, and facilities.

C. Site Specific Information

Information from sources such as Site Profiler, Superfund Amendment and Reauthorization Act (SARA), Title III, TIER I, II & III reports may be used by both responders and command personnel to gain knowledge of materials present at specific sites. The Local Emergency Planning Committee (LEPC) may also be able to provide responders and EOC representatives with needed information regarding sites housing hazardous materials and/or hazardous waste.

All received hazardous material sites received by Tampa Fire Rescue will be sent to TFR Communications to be added into the CAD system for future reference.

**ANNEX L:
Emergency Support Function 11 – Food and Water**

Lead Agency

- Parks and Recreation

Support Agencies

- Office of Emergency Management (OEM)
- Tampa Fire Rescue
- Salvation Army
- Hillsborough County Office of Emergency Management
- American Red Cross
- Purchasing Department
- Tampa Police Department (TPD)
- Florida National Guard

1. INTRODUCTION

A. Purpose

ESF 11 - Food and Water facilitates and provides guidance in identifying and distributing commodities (such as sandbags, food, water, and other vital needs) to the public both prior to and following the impact of an emergency situation in the City of Tampa. Additionally, it also outlines procedures to obtain these commodities and to distribute them to those in need.

B. Scope

- ESF 11 - Food and Water will assess the food, water and ice needs of the residents in the affected area following a disaster or emergency and will obtain the necessary resources.
- ESF 11 - Food and Water will transport the needed resources to the disaster area will identify appropriate facilities for storage through the assistance of ESF 7 - Resource Management.
- ESF 11 - Food and Water will assist in the distribution the food, water and ice to the disaster victims in conjunction with ESF 6 - Mass Care agencies through activated Points of Distribution (POD) sites.

The following POD sites, but not limited to, may be activated to support the unmet needs in the community:

- Himes Complex – 4304 S Himes Avenue Tampa, Fl 33611
- Macfarlane Park – 1700 N MacDill Avenue Tampa, Fl 33607
- Al Barnes Park – 2902 N 32nd Street, Tampa, Fl 33605
- Sulphur Springs Park – 701 E Bird Street, Tampa, Fl 33604
- Williams Park – 4362 E Osborne Avenue, Tampa, Fl 33610
- Al Lopez Park – 4810 N Himes Ave, Tampa, FL 33614
- Gandy Boat Ramp – 5108 W Gandy Blvd, Tampa, FL 33611
- New Tampa Community Center – 17302 Commerce Park Blvd, Tampa, FL 33647
- Copeland Park – 11001 N 15th St, Tampa, FL 33612
- Rowlett Park – 2401 E Yukon St, Tampa, FL 33604
- Gadsden Park – 6901 S MacDill Ave, Tampa, FL 33611

2. CONCEPT OF OPERATIONS

A. Organization

The primary coordinator for locating, obtaining and arranging the transportation of food and water after a disaster is ESF 11 - Food and Water, in coordination with Office of Emergency Management.

ESF 11 - Food and Water fall under the Logistics Section within the City of Tampa EOC.

B. Direction and Control

The procedures for the activation and facilitation of ESF 11 responsibilities are as follows:

- The agencies that comprise ESF 11 - Food and Water report directly to the Logistics Section Chief.
- The lead agency for ESF 11 - Food and Water is responsible for the operation of the food and water function. Other identified support agencies are tasked with specific roles based on their areas of expertise.
- The Logistics Section Chief and the lead agency will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.
- The Logistics Section Chief will be responsible for notifying ESF 11 - Food and Water lead agency representative of any pending emergency. The lead agency representative will be notified as to where support agency personnel will need to report in the event that the City of Tampa EOC is activated.
- ESF 11 - Food and Water lead agency will proceed to alert the support agencies of the potential for EOC activation.

- If prior warning is available, ESF 11 - Food and Water lead and support agencies will alert agencies, vendors or donors with whom food, water or ice contracts or agreements exist.
- The lead agency must identify an EOC representatives with the ability to make decisions on behalf of their respective agency.
- All organizations supporting ESF 11 - Food and Water in the City will coordinate their plans and operations with Hillsborough County EOC.

C. ESF Interface

ESF 11 - Food and Water agencies can communicate directly with other ESF agencies within the EOC. Agencies can request assistance and resource support from each other. Other ESFs that ESF 11 - Food and Water may interface with include:

- **ESF 7 - Resource Management** - Interface with ESF 7 - Resource Management will be necessary to coordinate the acquisition of food, water, and ice supplies if such items are not available in sufficient quantities within local inventories. ESF 7 - Resource Management will be the point of contact for making requests from the State of Florida or from federal agencies.
- **ESF 6 - Mass Care and Shelter** - Interface with ESF 6 - Mass Care will ensure the distribution of food, water, and ice supplies to disaster victims through fixed and mobile feeding sites such as Salvation Army Comfort Stations and American Red Cross Emergency Response Vehicles (ERVs).
- **ESF 1 - Transportation** - Interface with ESF 1 - Transportation will be necessary to coordinate the transportation of food, water, and ice from warehouses and designated staging areas to the affected areas. These transportation resources will be provided by ESF 1 - Transportation on a priority basis.
- **ESF 13 – External Liaison** - In extreme circumstances, it may be necessary for ESF 11 - Food and Water to request National Guard assistance for Points of Distribution through ESF 13 – External Liaison.

3. ROLES AND RESPONSIBILITIES

As the lead agency of ESF 11 – Food and Water has coordinating responsibility for providing food and water to victims of a disaster and will accomplish the following:

- Identify and establish mass points of distribution sites.
- Ensure adequate staffing of the City of Tampa EOC for 24-hour operational period during activation.
- Determine which facilities or food and water staging areas need to be made operational to support the points of distribution.
- Request outside assistance for emergency food, water, and ice supplies when local resources do not exist or have been exhausted.

- Develop emergency food, water, and ice procurement, distribution strategies and procedures.
- Assist the Hillsborough County EOC, where required, in coordinating the overall effort to satisfy the countywide emergency food, water, and ice requirements during an emergency situation.

A. Preparedness Phase

During the preliminary phase prior to the onset of a threatened emergency or disaster, ESF 11 - Food and Water must accomplish a number of preparatory tasks including:

- Review food, water, and ice vendor lists.
- Contact vendors to verify that necessary items will be available should a disaster strike.
- Inventory food, water, and ice supplies of all ESF 11 - Food and Water support agencies and of other vendors within and outside of the City of Tampa.
- Coordinate with ESF 7 - Resource Management agencies to identify warehouses, which could be used to stage and/or store food, water and ice supplies.
- Prepare analysis of anticipated food, water and ice needs.

B. Response Phase

Once ESF 11 - Food and Water agencies have been activated due to the occurrence of an emergency or disaster, they will carry out the following responsibilities:

- Make estimates of the needed quantities of food, water and ice and request the needed supplies.
- Identify and establish points of distribution sites in cooperation with ESF 6 - Mass Care.
- Request assistance with security at distribution and mass feeding sites to ensure that disaster victims receive these resources in an orderly and safe manner.
- Coordinate with ESF 7 - Resource Management to secure refrigerated trailers and warehouse space for the distribution and storage of water, ice and food supplies as necessary.
- Establish a network of drop-off sites surrounding the affected area both inside and outside of the City of Tampa where food products can be left by both individuals and vendors.
- Transport the food items to their final destinations.
- Coordinate with ESF 14 - Public Information to disseminate public information.
- Assess warehouse space and needs for staging areas. Secure additional refrigerated and non-refrigerated space if needed.
- Monitor and coordinate the flow of food, water and ice supplies into the City.
- Coordinate with ESF 15 - Volunteers and Donations to integrate donated supplies into mass feeding, bulk distribution and related activities.

C. Recovery Phase

The recovery phase of an incident or disaster requires additional or varied set of duties and responsibilities for ESF 11 - Food and Water. The following represents a list of those basic recovery actions:

- Assess the need for long-term provision of food, water and ice supplies to the disaster victims.
- Monitor the number and location of community-based feeding sites, soup kitchens and food pantries and determine their plans for continued feeding of disaster victims.
- Identify those organizations involved in long-term feeding of disaster victims.
- Evaluate the current status of warehouse food inventories.

Once the emergency situation subsides and critical needs have been met, the Logistics Section Chief in cooperation with ESF 11 - Food and Water lead agency will determine the feasibility of deactivating. At such time, the following items will be addressed and acted upon:

- Contact all recipients of loaned equipment, supplies or personnel and verify arrangements for return of items.
- Arrange for relocation of excess food, water, or ice resources.
- Shut-down any remaining mass feeding sites unless operated by an independent private agency.
- Evaluate the effectiveness of ESF 11 - Food and Water operations and prepare a written report of the findings with recommendations for improvements.
- Verify that all donors of food, water and ice supplies receive a Thank You letter for their services.
- Deactivate volunteers and staff of ESF 11 - Food and Water agencies as their services are no longer needed.
- Submit all outstanding time sheets and other financial paperwork to the Administration and Finance Section.

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**ANNEX M:
Emergency Support Function 12 – Energy**

Lead Agencies

- Tampa Electric Company (TECO)

Support Agencies

- Purchasing Department

1. INTRODUCTION

The purpose of ESF 12 – Energy is to provide support and coordination of response and recovery efforts for shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy and fuel that impact or threaten to impact the citizens of the City of Tampa in the event of a major emergency.

A. Purpose

It is the purpose of ESF 12 - Energy to coordinate and facilitate all efforts to ensure the uninterrupted supply and delivery of energy resources to the City of Tampa. This includes minimizing or preventing disruptions in electrical and natural gas distribution for the City.

B. Scope

The available resources of ESF 12 - Energy are defined as personnel, technology, equipment, facilities, and supply resources.

The obtainable resources of ESF 12 - Energy are defined as personnel, technology, equipment, facilities, material, and supply resources obtainable from contractors, vendors, suppliers, and related agencies of federal, state, county, local governments, and public and private associations or groups.

C. Policies

The following policies will be implemented by ESF 12 – Energy:

- ESF 12 - Energy will provide public information bulletins regarding power outages, energy conservation, and other related energy issues, to ESF 14 - Public Information for dissemination to the media, and public inquiries.
- All information relative to the situation and status of ESF 12 - Energy operations will be provided to the Planning Section Chief.

2. CONCEPT OF OPERATIONS

A. General

The Operations Section Chief, in cooperation with ESF 12 - Energy lead agency will, in the event of an incident or disaster, assign previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center (EOC).

It will be the responsibility of the OEM to notify all ESF 12 - Energy support agencies of any pending incident or disaster and to advise them of when and where their previously designated personnel are to report for duty, should activation be required.

B. Organization

In the Incident Command System (ICS) ESF 12 - Energy reports through the Operations Section within the City of Tampa EOC.

C. Direction and Control

ESF 12 - Energy will coordinate and facilitate the restoration of all energy-related infrastructure including electrical transmission and distribution, and natural gas storage and distribution.

The procedure for receiving, evaluating, and prioritizing emergency energy resource requests is as follows:

- ESF 12 - Energy receives the emergency energy resource request from the Operations Section Chief.
- ESF 12 - Energy will then prioritize the request based upon comparative urgency and available manpower and equipment.
- ESF 12 - Energy will then advise, in writing, an estimated completion time and submit the information to the Operations Section Chief.
- If the resource request exceeds the available and obtainable resources of ESF 12 - Energy, the Logistics Section Chief will submit the request to ESF 7 - Resource Management for additional resources.

ESF 12 - Energy is responsible for the positioning, logistics, and management of its individual resource inventory. In addition, each agency, when posed with a resource request it cannot fill, will check to see if that resource is available or obtainable from another source before submitting that request to ESF 7 - Resource Management.

D. ESF Interface

ESF 12 - Energy will coordinate with other ESFs for available and obtainable resources.

ESF 12 - Energy will work with the Logistics Section Chief and the Operations Section Chief in establishing priorities for the restoration of damaged energy supplies based upon the needs of the community and the severity of the incident or disaster.

ESF 12 - Energy may also be required to interface with include:

- **Damage Assessment** - Interface with Damage Assessment Teams to facilitate the assessment of energy system damage, supply demands, and restoration requirements.
- **Search and Rescue** – Interface with ESF 9 - Search and Rescue and supporting agencies to facilitate the location and rescue of survivors within impacted areas in response to the emergency.
- **Public Information** - Interface with ESF 14/Public Information to provide accurate, timely information to the public in response to the event.

3. ROLES AND RESPONSIBILITIES

The Florida Electric Power Coordinating Group coordinates with all state electrical power providers concerning power generation activities. Under mutual assistance, TECO coordinates with the Southeastern Electric Exchange (S.E.E.) to acquire resources and manpower for response and restoration efforts.

The City EOC with representatives from the City of Tampa Department of Public Works (DPW) and TECO assume coordination of electric power and natural gas.

TECO is responsible for providing electric power throughout the City of Tampa. Peoples Gas is responsible for providing natural gas in the city.

A. General

The following general actions will be taken by ESF 12 – Energy:

- The Operations Section Chief is responsible for coordinating the attendance and participation of designated individuals within ESF 12 - Energy in meetings, conferences, training sessions, and exercises.
- ESF 12 - Energy support team and the Operations Section Chief will, on an annual basis, review and revise as required, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- ESF 12 - Energy support team, in conjunction with the Operations Section Chief, will develop and maintain a database of emergency contact points.
- The establishment and maintenance of an ESF 12 - Energy duty roster ensuring 24-hour continuity of operation when required.
- The maintenance and timely issuance of situation reports, as appropriate.

B. Preparation Phase

During the preliminary phases, immediately prior to the advent of an incident or potential disaster, a number of preparatory tasks must be accomplished. The following represents a list of those actions:

- Contact designated ESF 12 - Energy personnel.
- Arrange a shift roster that ensures up to 24-hour coverage. Perform a preliminary vulnerability assessment based upon predicted incident or disaster impacts on the energy infrastructure.
- Prepare situation reports for submission to the Planning Section Chief.
- Prepare for the response phase.

B. 1 Electrical Power

The facilities within the City which receive the highest priority are hospitals, 9-1-1 communications centers, critical water and wastewater facilities, selected public safety and human services facilities, and MacDill Air Force Base. The second highest priority is assigned to nursing homes, important water and wastewater facilities, selected public safety and human service facilities, and Tampa International Airport.

Under any disaster situation where the electrical power system is affected, TECO will assess damage to the infrastructure and restore power as rapidly as possible, in accordance with the Hillsborough County Criticality list. The City Energy Plan will serve as a guideline in allocating priorities for restoration and maintenance of power. The TECO Emergency Response Plan contains procedures on electrical power restoration including assessment of damage, personnel assignments, and the operational plan to restore the system.

The TECO plan includes the influx of massive support from electric utility companies outside the area, and the provision of housing and feeding for outside workers. TECO's plan also calls for the staging of equipment at various locations in the county, in advance of a hurricane.

Coordination of electrical power related information will be accomplished at the City EOC. TECO will keep the City EOC apprised of the electrical power situation (e.g. areas and numbers of people without power, projections on power restoration, public safety information on downed power lines, etc.). TECO provides a representative on a 24-hour basis to the City EOC during disaster situations. This representative will serve as the liaison between TECO and the City EOC Operations Group regarding all electrical power operations. All requests for power restoration generated at the City EOC will be processed through this TECO representative. TECO also will have a representative at the Hillsborough County EOC during disaster situations.

TECO conducts a comprehensive public information program on a continuing basis regarding energy conservation, potential energy outages and other related energy issues. They have developed pre-canned Public Service Announcements (PSA) for transmission by the media on what the public should do during various phases of energy crisis situations. On an annual basis, TECO provides disaster preparedness information to customers.

The Florida Public Service Commission has adopted Rule 25-6.0183, which addresses procedures to be used by Florida's electric utilities and governing agencies (state and local) in response to generating capacity shortages. It is designed to provide a coordinated response to generating capacity changes on a statewide basis. In the event of a major disaster, the City EOC

will ensure proper coordination of information with county and state officials and other energy suppliers regarding energy supply recovery assistance.

C. Response Phase

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions. The following represents a list of those actions:

- Evaluate the energy needs of the City based upon damage assessment data and any other reliable sources.
- Plan, coordinate and implement operations relative to the restoration of the energy infrastructure.
- Energy system damage will be readily apparent after a disaster. TECO, public water utilities and telephone companies will provide service in accordance with their own restoration plans as well as the requirements under City policy.
- Receive, evaluate, coordinate, and implement support and resource requests for ESF 12 - Energy assistance.
- Coordinate aerial assessments between TECO and City of Tampa aircraft.
- Maintain a shift roster that ensures up to 24-hour coverage. Review preliminary vulnerability evaluations relative to actual impact and advise the Operations Section Chief of any plan revisions that may be necessary.
- Prepare situation reports for dissemination to the Operations Section Chief.
- Assess recovery phase requirements and implement as required.

All requests for ESF 12 - Energy support and resources will be copied to the Logistics Section Chief.

D. Recovery Phase

The following represents a synopsis of the recovery responsibilities of ESF 12 - Energy support group.

- TECO and Public Works are responsible for maintaining inventories of energy resources to include personnel, data, equipment, and vehicles.
- TECO public information effort will be closely coordinated with ESF 14- Public Information
- Evaluate the energy needs of the City of Tampa based upon the information gathered during the response phase and any additional information gathered during the Initial Damage Assessment.
- Receive, evaluate, coordinate, and implement support and resource requests for ESF 12 - Energy assistance.
- Maintain a shift roster that ensures up to 24-hour coverage. Plan, coordinate, and implement short-term recovery operations relative to the restoration of the city electrical

distribution system, other energy infrastructure, and the Hillsborough County Post Disaster Redevelopment Plan.

Other than providing and receiving information relative to damage and repair of energy distribution systems, the city does not play an assessment or repair role. Similarly, private sector gas companies are responsible for all issues relative to the supply and distribution of natural gas within the city. Once again, as a private industry, the responsibility, damage assessment and repair of private property is outside the purview of the City of Tampa, other than the supply and receipt of information.

Attachment 1: TECO Franchise Agreement with City of Tampa

24 **SECTION 14. EMERGENCY SUPPORT.** In accordance with the provisions of
25 this Section 14, Tampa Electric agrees to make available to the City six (6) linemen and
26 twelve (12) additional resources to secure the Facilities in connection with the City's
27 post-hurricane search and rescue activities. Tampa Electric agrees to embed such
28 resources with the City's disaster recovery resources in the Disaster Action Zones
29 (DAZ's) delineated by the City, prior to the onset of gale-force winds associated with an
30 oncoming hurricane. However, the above-mentioned resources will be made available
31 only to the extent that, in Tampa Electric's sole judgment, (i) the DAZ facilities to which
32 Tampa Electric employees will be assigned are safe and will withstand the level of
33 hurricane expected and (ii) that such resources are available in light of Tampa Electric's
34 other public utility obligations. Once deployed, the City shall release such Tampa
35 Electric resources within forty-eight (48) hours after search and rescue operations have
36 commenced, unless Tampa Electric determines, in its sole discretion, that such Tampa
37 Electric resources must be reassigned to other storm recovery duties prior to the
38 expiration of said forty-eight (48) hour period.
39

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ANNEX N
Emergency Support Function 13 – External Liaison

Support Agencies

- MacDill Air Force Base
- Tampa Sports Authority
- Florida Division of Emergency Management
- Hillsborough County Office of Emergency Management
- Other external governmental, NGO, private sector partners related to the incident

1. INTRODUCTION

ESF 13 – External Liaison involves the direction and coordination, operations, and follow-through with entities outside of the City of Tampa during an emergency or disaster.

A. Purpose

The mission of ESF 13 – External Liaison is to ensure the coordination of accurate and timely information between agencies activated in the Emergency Operation Center (EOC).

B. Scope

ESF 13 – External Liaison is responsible for dealing with any public, NGO, or private entity, namely assisting and cooperating agencies, stakeholder groups, and government officials who have a vested interest and will be expected to provide input into the response and recovery process for an emergency incident or large-scale special event within the City of Tampa.

2. CONCEPT OF OPERATIONS

A. General

ESF 13 – External Liaison entities may be activated to support operations and assist with the development of a common operating picture, sharing of information and resources as well as a point of contact to the respective organization for communications with the EOC. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF 13 - External Liaison in the EOC.

B. Organization

ESF 13 – External Liaison is a function under Command and reports through the EOC Director within the EOC.

C. ESF Interface

ESF 13 – External Liaison interfaces with all Emergency Support Functions as necessary for the needs of the incident..

3. ROLES AND RESPONSIBILITIES

The following lists the responsibilities of ESF 13 – External Liaison:

A. Preparedness Phase

- Establish and maintain a directory of all participating external organizations.
- Designate a liaison to communicate with local, state and federal governments and other external agencies.
- Ensure agencies and/or organizations that have functional support responsibilities coordinate the dissemination of essential information within all activated stakeholders in ESF 13 – External Liaison.
- Develop a briefing and reporting system to include an EOC briefing and situation report and information request format in conjunction with ESF 5 – Planning
- Ensure necessary reporting information and formats are shared with agencies and/or organizations identified to have a primary functional support responsibility.

B. Response Phase

- Maintain a system to ensure accurate dissemination of emergency information amongst assisting and cooperating agencies. This should include the location, type of hazard, extent of damage, casualties, operational shelters, evacuation routes and other identified protective actions.
- Work closely with the ESF 14 – Public Information to ensure a clear delineation of responsibility for stakeholder’s interaction.
- Establish procedures for the notification of entities whose personnel, equipment or other necessary resources may be utilized to support response and recovery operations.
- Ensure that the needs of assisting and cooperating agencies are met.
- Provide incident personnel with information regarding assisting and cooperating agencies’ resources and support activities.
- Ensure the proper recording and tracking of information that may be necessary for a disaster declaration.

C. Recovery Phase

- Continue provision of public safety and other necessary information to assisting and cooperating agencies throughout the recovery phase.
- Process and disseminate disaster welfare and family reunification information.

- Other services required during an emergency situation not specifically prohibited by directives.

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**ANNEX O:
Emergency Support Function 14 – Public Information**

Lead Agencies

- Marketing & Communications Division
- Tampa Fire Rescue
- Tampa Police Department

Support Agencies

- All City Departments and support agencies as required for subject-matter expertise.

1. INTRODUCTION

The responsibility of ESF 14 - Public Information is to establish a mechanism that efficiently provides and disseminates vital information to the public during an emergency, disaster, or events as deemed necessary.

A. Purpose

The purpose of the ESF 14 - Public Information is to disseminate information and advisories concerning emergencies, disasters, or events in order to save lives, reduce property damage, and to provide a central point of contact for the media.

B. Scope

This annex applies to all City departments and their Public Information Officers (PIOs).

C. Policies

The following policies apply to ESF 14 – Public Information:

- ESF 14 Lead Agencies are responsible for the releasing of all external information to the media when the Emergency Operations Center (EOC) is activated.
- All public information to be considered for release will be coordinated and approved by relevant agencies and released by ESF 14.
- The ESF 14 Lead will be responsible for the coordination of all public information.

2. CONCEPT OF OPERATIONS

A. General

- PIOs/Public Relations Coordinators – The responsibilities of these positions are determined by their respective department directors or the City of Tampa Marketing Communications Team.
- The Emergency Manager and/or the EOC Supervisor will coordinate all news releases through ESF 14.
- The Emergency Manager will determine if the formation of a Joint Information Center (JIC) is required based on the extent of the emergency or special event.
- ESF 14 will coordinate with Citizen Information Line and Emergency Call Center Supervisor to maintain awareness of public issues.

B. Organization

In the Incident Command System (ICS), ESF 14 – Public Information is a staff function for the Executive Policy Group (EPG), as well as a Command Group element within the City of Tampa EOC.

C. Direction and Control

The following steps will be carried out when preparing the release of information to the public:

- The Marketing & Communications Director, or the appropriate designee, provides primary interface with decision-makers and the EPG or Incident Commander (IC) to approve the release of emergency information.
- Once the EPG/IC approves the release, ESF 14 - Public Information will execute delivery of the release.

D. ESF Interface

Interface with ESF 14 - Public Information is accomplished through the appropriate representatives of each Emergency Support Function (ESF) involved in the activation of the EOC. Research of media questions and the efforts to issue emergency information requires the free access of the PIO staff to all ESF representatives.

3. ROLES AND RESPONSIBILITIES

A. General

The general roles and responsibilities of ESF 14 – Public Information include:

- Provide specific protective actions to be taken in response to an emergency or threat.
- Provide the status of emergency conditions and operations within the affected area(s).

- Provide information regarding the availability of essential emergency services.
- Communicate protective measures to be taken for public health and welfare.
- Provide information concerning specific emergencies, their associated threats, and protective actions to the news media and general public.
- Identify a central point of contact that will allow the news media and general public to access information.
- Provide information and advisories specific to an event (i.e., road closures, traffic advisories, etc.)
- Provide public information concerning volunteers, goods, and services.
- Coordinating interviews with local and National Media.
- Coordinate scheduling of interviews between all Stakeholder Agencies
- Ensure communications are made in a variety of languages to meet the needs of the general public.
- Ensure the availability of ASL interpreters during press conferences.

B. Preparedness Phase

ESF 14 will, in coordination with the Marketing & Communications Director:

- Designate and train city employees to staff ESF 14 – Public Information.
- Verify the operability of all PIO communication systems.
- Advise cancellation of public social events.
- Prepare public information statements, as applicable.
- Maintain and update public information software and applications.

C. Response Phase

ESF 14 - Public Information will accomplish the following during the response phase:

- Prepare public information announcements on behalf of the city in a timely fashion.
- Coordinate any release of information with the regional, state, and federal partners, as necessary.
- Prepare weather-related public information announcements, as necessary. Issue emergency information reports via the mass notification system (ie: EverBridge/AlertTampa).
- Prepare and staff the Joint Information Center (JIC), as needed.
- Monitor media reports. Verify that public officials are getting accurate and complete information through the media in a timely manner.
- Coordinate with any other local, state, or federal Joint Information Centers (JICs) as needed.

- Disseminate public information on the City of Tampa’s website and associated social media accounts.

D. Recovery Phase

The following actions will be taken by ESF 14 – Public Information during the recovery phase:

- Determine the best means to maintain the information flow with governmental entities as well as Tampa’s residents during the recovery phase.
- Collaborate with Logistics to create public messaging regarding Disaster Recovery Centers.
- Provide public information to local media outlets. State and Federal assistance activities will be prepared and disseminated through the JIC.
- Interface with the local media. Schedule and provide periodic news briefings and serve as a reliable source of information for your respective department.
- Disseminate public information on the City of Tampa’s website and associated social media accounts.

**ANNEX P:
Emergency Support Function 15 – Volunteers and Donations Management**

Lead Agencies

- Community Engagement & Partnerships
- Office of Emergency Management (OEM)

Support Agencies

- American Red Cross
- Salvation Army
- Additional Non-Profit and Faith-Based Organizations

1. INTRODUCTION

The ESF 15 - Volunteers and Donations coordinates volunteer services and donated goods during a disaster.

A. Purpose

It is likely that in the event of a catastrophic disaster, well-intentioned unsolicited volunteers and donations will arrive in the City of Tampa. In order to effectively manage the receipt of solicited and unsolicited volunteers and donated goods, it is necessary to have a coordinating entity to facilitate the receipt of spontaneous and affiliated volunteers, and to coordinate the use of volunteers. In some instances, it may even be necessary to recruit and train volunteers from within the city.

B. Scope

The ESF 15 - Volunteers and Donations will be activated in the event of a major emergency, disaster or planned event to accomplish the following:

- Provide a central location for the local, county, state, and federal community to offer donations and services to aid in the relief and recovery efforts.
- Serve as an additional source of goods and services to support the response and recovery efforts.
- Create an organized system for receiving, routing, and dispensing affiliated and spontaneous donations of goods and services.
- Develop and maintain a computer based record keeping system for donations and volunteers.
- The ESF 15 - Volunteers and Donations may become operational when the City of Tampa Emergency Operations Center (EOC) activates in response to a major emergency, disaster or planned event.

- The ESF 15 - Volunteers and Donation manages all incoming spontaneous volunteers and donations, as well as requests for volunteers and donations.
- All personnel, technology, equipment, facilities, goods, services, and cash received through donations from the community will be made available to support the response and recovery efforts of local government and private not-for-profit agencies.

2. CONCEPT OF OPERATIONS

A. General

The ESF 15 - Volunteers and Donations will manage the receipt and deployment of volunteers and donations during a major emergency, disaster or planned event, until such time as State of Florida recovery operations go into effect.

B. Organization

The ESF 15 - Volunteers and Donations is an ESF within the Logistics Section. Agencies that comprise the ESF 15 - Volunteers and Donations report directly to the Logistics Section Chief. The Logistics Section Chief will coordinate with the Hillsborough County ESF 15 - Volunteers and Donations, and other appropriate outside agencies to provide directions and information for volunteers and drivers/organizations bringing donations into the City of Tampa.

Community Engagement & Partnerships is lead agency for ESF 15 - Volunteers and Donations.

Support agencies are tasked with specific roles within the ESF 15 - Volunteers and Donations based on their areas of expertise. The ESF 15 - Volunteers and Donations support agencies must appoint representatives who can work with the lead agency to develop and implement ESF 15 - Volunteers and Donations plans. These representatives will have the authority to make decisions on behalf of their respective agencies.

C. Direction and Control

- The Logistics Section Chief and the ESF 15 - Volunteers and Donations lead agency work cooperatively in creating and maintaining databases of names and numbers to be utilized for emergency contacts.
- The Logistics Section Chief is responsible for notifying the ESF 15 - Volunteers and Donations of any pending incident or emergency and the location where the support agency personnel need to report in the event that the ESF 15 - Volunteers and Donations plan is activated.
- The ESF 15 - Volunteers and Donations will contact the Hillsborough County EOC to determine if a volunteers and donations reception center has been established.
- The ESF 15 - Volunteers and Donations will prepare periodic situation reports and submit them to the Planning Section Chief.

D. ESF Interface

- ESF 15 – Volunteers and Donations is obliged to interface with all other ESFs.

3. ROLES AND RESPONSIBILITIES

A. Preparedness Phase

During the preliminary phases of a major emergency, disaster or planned event, the ESF 15 - Volunteers and Donations lead and support agencies must accomplish the following tasks:

- ESF 15 - Volunteers and Donations agencies will gather donations and volunteer resource availability lists.
- Receive requests for donations and volunteers through the ESF 7 - Resource Management.
- Contact entities with which agreements are in place for donations and/or volunteers to assess their current availability.
- Coordinate with Hillsborough County to request additional volunteers through their volunteer registration database.

B. Response Phase

Once activated, the ESF 15 - Volunteers and Donations will carry out their responsibilities as they pertain to volunteers and donations management:

- **Volunteer Services:** Individuals who wish to volunteer their services are encouraged to contact a local disaster relief organization through public information campaigns. The ESF 15 - Volunteers and Donations will conduct training and orientation programs for volunteers.
- **Determination of Resources and Services:** The following actions will be taken to determine resource and service needs that can be assisted by volunteers and donations:
 1. In consultation with the EOC General Staff, the ESF 7 - Resource Management will make the initial identification of resource needs and will establish which needs are of the highest priority.
 2. The ESF 7 - Resource Management and the General Staff will prioritize the needs of the affected area(s) by evaluating information from a variety of sources.
 3. The ESF 7 - Resource Management and Logistics Section Chief will refer needs that cannot be met through existing local resource inventories to the ESF 15 - Volunteers and Donations, when appropriate.
 4. The ESF 15 - Volunteers and Donations will receive and evaluate incoming resource requests for possible donation or volunteer support.
 5. The ESF 15 - Volunteers and Donations will prioritize incoming requests so that the most vital needs are given primary attention. Needs affecting the life, safety, and health of the general public will be given the highest priority.

6. Requests without existing donation offers will be placed on a Donations List.
- **Distribution of Goods and Volunteers:** the following actions will be taken to distribute donated goods and services:
 1. Donors of goods and services not assigned a destination for their offer will be asked to provide all the pertinent information regarding their donation.
The ESF 15 - Volunteers and Donations may need to coordinate with the State of Florida.
 2. In situations where the donation is a high priority item, the potential donor can deliver the goods to the donations warehouse site for storage or to a distribution site.
 3. Goods at the donations warehouse sites are sorted, packaged, stored, and when appropriate, delivered to a designated distribution site as directed by either the ESF 15 - Volunteers and Donations or the ESF 7 - Resource Management.
 - **Operation of Donations Warehouses and Points of Distribution:** The following actions will be taken to operate donations warehouses and Points of Distribution:
 1. The donation warehouse sites are large facilities used to store, inventory, sort, package, and prepare for the distribution of large volumes of donated goods. The donations warehouse sites should be large warehouse facilities with loading docks that have paved parking and turn-around areas, security fencing, and are preferably located near a major highway, airport, seaport or rail line.
 2. The Distribution Sites are smaller locations strategically located throughout the impacted disaster areas. Once packaged, resources are transported from the donations warehouse sites to the distribution sites where the resources are most needed. Once properly packaged and authorized through the City of Tampa EOC, resources can also be directly transported to distribution sites.
 3. Distribution sites are the locations where disaster victims and relief and recovery agencies can pick-up needed resources. City, county or private disaster relief agencies may operate them in certain instances. The number of sites will vary based on the extent of damage in the impacted areas.
 4. When managing volunteer reception centers and overseeing donations warehouse sites, the Volunteers and Donations Agency carries out the following functions:
 - Determination of resources and services needed to support the response operations.
 - Categorization of donations and volunteers.
 - Matching needs with donors.
 - Distribution of goods and volunteers to appropriate destinations.

C. Recovery Phase

Once the emergency situation subsides and critical needs have been met, the ESF 15 - Volunteers and Donations completes the following activities:

- Coordinate with the Public Information Officer (PIO) to advise the public to contact specific disaster relief organizations if they wish to make additional donations or volunteer.
- Work with the ESF 7 - Resource Management to arrange for the relocation of excess donated goods to charitable organizations.
- Prepare comprehensive reports on the amount and type of goods and services, donated items utilized and specific information on surplus items.

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**ANNEX Q:
Emergency Support Function 16 – Law Enforcement**

Lead Agencies

- Tampa Police Department (TPD)

Support Agencies

- Hillsborough County Sheriff’s Office
- Florida Department of Law Enforcement (FDLE)
- Florida Highway Patrol

1. INTRODUCTION

The purpose of the ESF 16 - Law Enforcement is to provide and coordinate the human, technical, equipment, facility, materials, and resources of, or obtainable by, to support the security needs of the City of Tampa during an Emergency Operations Center (EOC) activation. ESF 16 – Law Enforcement is responsible for assisting in search and rescue, coordinate evacuations and re-entry, patrol evacuated areas after a disaster, traffic control, shelter security, curfew enforcement, protection of critical infrastructure and maintaining overall public safety within the community.

A. Purpose

The purpose of ESF 16 - Law Enforcement is to coordinate and direct all law enforcement and security tasks in support of the prevention, preparedness, response, and recovery phases of a potential or actual disaster event.

B. Scope

The law enforcement and security resources of the primary and support agencies listed under ESF 16 - Law Enforcement are utilized under any level of activation of the City of Tampa EOC.

The available resources of ESF 16 - Law Enforcement include personnel, facilities, equipment, vehicles, and supplies. A list of available resources inventory is located at the headquarters of each of the support agencies.

C. Policies

The available and obtainable resources of ESF 16 - Law Enforcement are deployed in the event of an incident or disaster to achieve the following:

- Coordinate and direct all law enforcement and security tasks in support of the prevention, preparedness, response, and recovery phases of a potential or actual disaster event.
- Maintain law enforcement and security in areas evacuated in the aftermath of disasters.

- Provide traffic control as needed in impacted areas.
- Ensure that communities have adequate protection prior to re-population of a community.
- Escort supplies, equipment, and VIPs into impacted areas.
- Patrol areas to enforce local curfews as needed.

Mutual Aid Agreements

- Bartow Police Department
- Citrus County Sheriff's Office
- Clearwater Police Department
- Daytona Beach Department of Public Safety
- Gulfport Police Department
- Hernando County Sheriff's Office
- Hillsborough County Aviation Authority
- Hillsborough County Sheriff's Office
- Lake County Sheriff's Office
- Lakeland Police Department
- Mac Dill Air Force Base (AFB)
- Manatee County Sheriff's Office
- New Port Richey Police Department
- Pasco County Sheriff's Office
- Pinellas County Sheriff's Office
- Pinellas Park Police Department
- Plant City Police Department
- Polk County Sheriff's Office
- Port Richey Police Department
- Port Security (Multi-Agency)
- Sarasota Police Department
- St. Petersburg Police Department
- State Fire Marshal (Bomb Squad)
- Tampa-Hillsborough Expressway Authority
- Tampa International Airport Police Department
- Tampa Sports Authority
- Tarpon Springs Police Department
- Temple Terrace Police Department
- University of South Florida (USF) Police Department
- US Coast Guard Sector St. Petersburg
- US Secret Service
- US Veterans Affairs – Haley Veteran's Hospital PD (2015)
- Zephyrhills Police Department

2. CONCEPT OF OPERATIONS

A. General

TPD will operate under its specific general orders to ensure the availability of needed personnel and equipment. Should ESF 16 - Law Enforcement exhaust its resources, additional resources will be requested through ESF 7 - Resource Management in the City of Tampa EOC.

- As the lead agency for the ESF 16 - Law Enforcement, TPD will assign designated personnel to the City of Tampa EOC during an incident, emergency, or disaster to coordinate all law enforcement activities throughout the City of Tampa.
- The Emergency Services Branch Director will notify all ESF 16 - Law Enforcement support agencies with information regarding the time and location to report for activation.
- In conjunction with the Emergency Services Branch Director the ESF 16 - Law Enforcement shall review, prioritize, and develop plans to mitigate incidents or concerns.

Available Resources

Lists of available resources include:

- TPD List (InfoBase employee profile database)
- ICS Events Planning Tool
- Constellation Software
- Tampa Police Department Hurricane Plan- the Tampa Police Department Hurricane Plan outlines response procedures for all department personnel before and during Tropical Storm and Hurricane weather conditions that impact the City of Tampa

B. Organization

- The ESF 16 - Law Enforcement operates within the Emergency Services Branch.
- Each ESF 16 - Law Enforcement support agency is required to establish and maintain a database of available resources that may be required for a disaster, incident, or special event.
- Designated ESF 16 - Law Enforcement personnel must have the delegated authority of their agency to commit and procure resources as needed or be capable of communicating directly with such person with said authority.

C. Direction and Control

The procedures for receiving, evaluating, prioritizing, and dispatching law enforcement resource requests are as follows:

- ESF 16 - Law Enforcement receives the resource request from the Emergency Services Branch Director.
- ESF 16 - Law Enforcement prioritizes the requests, based upon urgency and available resources.

- ESF 16 - Law Enforcement Lead will then advise, in writing, an estimated completion time and provide this to the Emergency Services Branch Director.
- If the resource request exceeds available resources, a request is made to the ESF 7 - Resource Management.

D. ESF Interface

- ESF 16 – Law Enforcement is obliged to interface with all support groups, both in the operations arena and in the support section.

Communications

The primary communication system within the TPD will be via the Tampa Police Radio System for all emergencies. Assigned frequencies will be designated by the Police Communications Call Center Manager.

The TPD uses volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials.

Additionally, there are a limited number of Satellite Phones. The Criminal Intelligence Bureau controls all the Satellite Phones, these phones supplement the command and control elements.

3. ROLES AND RESPONSIBILITIES

The responsibilities of the ESF 16 - Law Enforcement are commensurate with the tasks associated with prevention, mitigation, preparedness, response and recovery.

A. Preparedness Phase

The following actions will be completed by ESF 16 – Law Enforcement during the preparation phase:

- Perform critical infrastructure risk analysis to decrease or deter potential threats or disasters.
- Ensure personnel and equipment is maintained at a high level of readiness through regular training and exercises.

B. Response Phase

The ESF 16 - Law Enforcement will allocate its resources appropriately to sustain normal law enforcement functions and respond to the planned event, threat or disaster in an efficient, well-coordinated manner.

C. Recovery Phase

The ESF 16 - Law Enforcement will properly utilize personnel and equipment to contain, control and eliminate any threat or disaster through the point of demobilization.

D. Mitigation Phase

The following actions will be completed by ESF 16 – Law Enforcement during the prevention phase:

- Identify critical infrastructure.
- Work effectively with the private sector to protect high-risk targets.
- Identify precursor crimes for terrorism.
- Use crime prevention techniques to deter terrorists.

E. Disaster Preparedness, Response, and Recovery Initiatives

Other preparedness response and recovery initiatives include:

- City of Tampa “Divisions” Response with TFR, Tampa Electric Company (TECO), Public Works (PW) and TPD. (Prevention, Response and Recovery)
- SIMU (Planning)
- BOMB Team Operations (Response and Recovery)
- SWAT Team Operations (Response and Recovery)
- Forensic Investigations (Recovery)
- Marine Patrol/Dive Team (Response and Recovery on water)
- Aviation Unit (Prevention, Response and Recovery)
- Mounted Unit (Prevention and Recovery)
- K-9 Unit (Response and Recovery)
- Reserve Force (Prevention, Response and Recovery)

Critical Incident Stress Management (CISM), (Recovery)

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**ANNEX R:
Emergency Support Function 17 – Animal Services**

Lead Agencies

- Hillsborough County Pet Resources

Mutual Aid Agencies

- Humane Society of Tampa Bay
- Disaster Animal Response Team (DART)
- Humane Society of the United States (HSUS)

I. INTRODUCTION

The ESF 17 - Animal Services is responsible for the acquisition of resources and the coordination of efforts to ensure the safety and well-being of all animals, large or small, domestic or exotic, household or commercial before, during, and after a disaster.

A. Purpose

The ESF 17 - Animal Services is charged with providing for the safety, preventing or reducing the suffering of, and assuring the care of all animals. This includes household pets, commercial livestock, poultry, fish, exhibition (racing animals), zoo animals and laboratory and research animals. Further responsibilities include but are not limited to the following:

- Diagnosis, prevention, and control of animal disease
- Elimination of parasitic infestation
- Control and care of stray, lost, or abandoned animals
- Security and quarantine
- Capture and control of escaped exotic animals
- Adoption of abandoned animals
- Reunification of lost animals with owners

B. Scope

- The ESF 17 - Animal Services may become operational during any incident or disaster requiring Emergency Operations Center (EOC) activation.
- The available and obtainable resources of the ESF 17 - Animal Services include personnel, technology, equipment, and supplies obtainable from contractors, vendors, related agencies of federal, state, county and local governments, as well as private associations or groups.

C. Policies

The ESF 17 - Animal Services operates in accordance with the following guidelines:

- Hillsborough County Pet Resources Department serves as the lead agency for the ESF 17 - Animal Services.
- The ESF 17 - Animal Services will coordinate with other ESFs for the provision of goods and services.

II. CONCEPT OF OPERATIONS

A. Organization

- The ESF 17 - Animal Services coordinates its activities through the Emergency Services Branch Director in the EOC and with the Hillsborough County ESF 17 - Animal Services operation.
- The ESF 17 - Animal Services support agencies are tasked with specific roles based on their areas of expertise.

B. ESF Interface

The ESF 17 - Animal Services may communicate directly with any of the ESFs. All requests for resources are submitted through the Emergency Services Branch Director.

III. ROLES AND RESPONSIBILITIES

The overall administration of the ESF 17 - Animal Services is the responsibility of the ESF 17 - Animal Services lead agency, whose duties will include:

- Developing and maintaining a roster of support agencies and their respective EOC representatives.
- Working with support agencies to ensure adequate staff for 24-hour operations at the City of Tampa EOC.
- Overseeing the implementation of all aspects of the ESF 17 - Animal Services plan in times of an emergency.
- Compiling status reports and providing them to the Emergency Services Branch Director.

It is the responsibility of the ESF 17 - Animal Services support agencies to:

- Review, assess, and respond to incoming resource requests received from other ESFs.
- Assess related ESF 17 - Animal Services problems and develop corrective actions.
- Assist in preparing and submitting periodic situation reports.

All ESF-17 personnel are given the authority to commit and procure available and obtainable resources without requiring additional agency approval. These representatives have the authority to make decisions on behalf of their respective agencies.

A. Preparation Phase

During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory tasks must be accomplished. These tasks include:

- Contact suppliers of goods and services to ensure that appropriate arrangements have been made to provide essential resources during and after an incident or disaster.
- Compile or update a resource list from representative agencies.
- Identify shelter locations and private facilities available to house domestic animals during the incident or disaster.
- Perform a preliminary needs assessment.

B. Response Phase

Once the ESF 17 - Animal Services is activated, the following concerns will be addressed:

- Needs determination
- Resource location and acquisition
- Distribution of Resources

B.1 Needs Determination

Although there is no mechanism to accurately determine the number and types of animals currently located in the City of Tampa, the ESF 17 - Animal Services will work closely with the Damage Assessment teams to determine animal protection needs within the city by:

- Anticipating animal needs based upon projected severity of the incident or disaster.
- Prioritizing resource requests to ensure that each resource request meets the criteria for action by the ESF 17 - Animal Services.

B.2 Resource Location and Acquisition

After the needs are identified, the personnel, supplies, equipment, facilities, and technology, required to accommodate those needs will be located and acquired.

When a resource is determined to be unobtainable by the ESF 17 - Animal Services, the group will communicate with other ESFs to locate the resource. If the resource is still determined to be unobtainable, The ESF 17 - Animal Services will request the assistance of the ESF 7 - Resource Management.

B.3 Distribution of Resources

Once a resource has been acquired, it is the responsibility of the ESF 17 - Animal Services to coordinate the distribution of the resource in the most efficient and timely manner. In many cases the distribution of a resource will require the assistance and cooperation of other ESFs. The distribution of resources will be accomplished in the following manner:

- Ensure that the appropriate animal shelters and facilities are operational.
- Notify checkpoints and animal facilities of the anticipated arrival time of the resource.
- Coordinate with the ESF 16 - Law Enforcement and Security to provide traffic control for the routing of resources, when required.
- Coordinate with the ESF 3 - Public Works and Utilities to confirm that the anticipated routes are passable.
- Track each resource from its source to its final destination.

C. Recovery Phase

Once the emergency situation subsides and the critical needs have been met, the Emergency Services Branch Director and the ESF 17 - Animal Services lead agency representative will coordinate following activities:

- Contact all recipients of loaned equipment and supplies and verify that arrangements have been made to return those items.
- Close animal shelters and facilities as required.
- Deactivate the volunteer staff as required.
- Compose and send thank-you letters to donors and volunteers.

D. Non- Emergency Activities

The Emergency Services Branch Director is responsible for ensuring the attendance and participation of ESF 17 - Animal Services personnel in planning meetings, conferences, training sessions, and exercises.

The ESF 17 - Animal Protection lead agency and the Emergency Services Branch Director will review and revise, as necessary, the ESF 17 - Animal Services section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) and the associated Standard Operating Procedure (SOP).

The ESF 17 - Animal Services recruits a variety of businesses, organizations, and local veterinarians within the local community to enter into agreements regarding the donation and use of resources during times of emergency.

**ANNEX S:
Emergency Support Function 18 – Private Sector Liaison**

Lead Agencies

- Department Economic Opportunity

Support Agencies

- Tampa Business Emergency Council
- Greater Tampa Chamber of Commerce
- Hillsborough County Economic Development
- Tampa Office of Emergency Management (OEM)
- Growth Management and Development Services
- Tampa Downtown Partnership (TPD)
- Ybor City Development Corporation (YCDC)

Memorandum of Understanding (MOU)

- Tampa Chamber of Commerce

I. INTRODUCTION

Following the impact of a major disaster ESF 18 – Private Sector Liaison will serve as the lead agency to access business and industry in the affected area. The ESF 18 – Private Sector Liaison will also conduct, in coordination with the ESF 19 - Damage Assessment, provide an initial and preliminary damage assessment.

A. Purpose

The purpose of this ESF is to provide timely information to the business community and coordinate activities relating to business resumption without the disruption or compromise of any city activities relating to life safety issues. In addition, the pace and success of post-disaster recovery will be determined by how well Tampa attracts, effectively utilizes, and sustains the flow of investment capital from a multitude of sources throughout the rebuilding period.

B. Policies

In the immediate aftermath of an emergency event, local government officials will conduct Search and Rescue (SAR) efforts. Business owners should coordinate access through the ESF 18 – Private Sector Liaison.

- It is important that the business and industrial community reestablish normalcy as soon as possible in order to deliver goods and services to the population and to return the workforce to employment.

- It is assumed that some business may sustain substantial damage or destruction while others may sustain minimal or no destruction.
- There will be areas in which a law enforcement perimeter will be established to limit access to the area.
- No business and industry owners or representatives will be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.
- Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.

II. CONCEPT OF OPERATIONS

A. General

- The ESF 18 – Private Sector Liaison plans, coordinates and assists in recovery support to the private sector and local government.
- This ESF will assist in the coordination of the re-entry and recovery process for business and industry.
- This ESF will act as a liaison to the business community and work with local business alliances and the ESF 16 - Law Enforcement, to develop procedures for providing access to businesses to perform damage assessment and business continuity activities.
- Prior to a disaster event, the Lead and Support Agency Representatives shall work with local business groups to develop procedures for providing local companies access to their facilities for damage assessment and business continuity activities.
- ESF staffing needs and identified personnel will be trained in ESF operations. Private damage assessment and recovery teams will coordinate operations through a specified EOC point of contact.

B. Organization

In the Incident Command System (ICS), the ESF 18 – Private Sector Liaison reports through the Command structure at the City of Tampa EOC.

C. ESF Interface

During emergency or disaster operations the ESF 18 – Private Sector Liaison will interface with the ESF 14 - Public Information, the ESF 16 - Law Enforcement and the ESF 19 - Damage Assessment.

III. ROLES AND RESPONSIBILITIES

The lead agencies for ESF 18 – Private Sector Liaison are responsible for:

- Ensure that the ESF 18 – Private Sector Liaison is manned during a crisis when the EOC is activated.

- Coordination with the ESF 16 - Law Enforcement to develop procedures for business and industry to reenter an affected area to perform damage assessment and determine the capability to resume business.
- Coordination with the ESF 14 - Public Information and the ESF 5 - Information and Planning to ensure that business and industry have access to timely information pre and post event.
- Assisting with the business and industry recovery process.
- Coordination with the OEM to provide appropriate training to the business and industrial community regarding emergency management preparedness and contingency planning.
- Participating in City emergency exercises.
- Participating in City EOC led planning activities.

All support agencies of this ESF are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.
- The designation and assignment of personnel for staffing of all facilities at which this ESF is required, and representation is determined by the primary agency of this ESF to be necessary.
- Coordination of all actions of the support agency and the primary agency performing assigned missions of the ESF.
- Identifying all personnel and resource requirements to perform assigned missions that exceed the support agencies capabilities.
- Response and Recovery: Although this annex addresses response and recovery activities of the agencies associated with this ESF, the City EOC is responsible for coordinating all emergency activities. Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC.
- Coordination of Actions: All agencies assigned within the ESF shall coordinate actions in performance of emergency response and assistance missions with the Primary Agency and representation assigned to the City EOC.
- Develop and maintain a database of corporate information, including a listing of disaster response personnel, emergency contacts, and anticipated out-of-area assistance.

A. Preparation Phase

During the preliminary phases, prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions:

- Encourage personnel, especially those with emergency responsibilities, to have a Personal Disaster Plan.

- Effectively communicate the need to shut down and evacuate areas of industries and major corporations.
- Secure facilities and implement other precautionary measures in anticipation of leaving the area.
- If employees remain on-site, have them register with the ESF 18 – Private Sector Liaison.
- Begin arrangements for recovery efforts, based on projected damage assessment data.

B. Response Phase

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions by ESF 18 – Private Sector Liaison. The following represents a list of those basic response actions:

- Assist business damage assessment teams.
- Compile damage assessment reports for preliminary and final damage assessment data.
- Secure building and property.
- Maintain log of private restoration activities.
- Assist the EOC with the transition to long-term recovery operations.

C. Recovery Phase

During the recovery phase, the ESF 18 – Private Sector Liaison will begin and continue long-term recovery planning.

**ANNEX T:
Emergency Support Function 19 – Damage Assessment**

Lead Agencies

- Neighborhood Enhancement – Code Enforcement
- Infrastructure & Mobility

Support Agencies

- Development & Growth Mgmt.
- T&I - GIS

I. INTRODUCTION

The purpose of the ESF 19 - Damage Assessment is to provide an initial and ongoing damage assessment within the confines of the City of Tampa and to estimate the economic impact of an incident upon the City.

A. Purpose

The purpose of the ESF 19 - Damage Assessment is to determine the extent of damages on all private property and businesses, following an emergency or disaster in the City. Private property damage assessment will commence immediately after the initial impact assessment is done by the Public Works Push Teams, and the “all clear” is given.

B. Policies

The ESF 19 - Damage Assessment is maintained and updated by the Lead Agency. Each listed agency/department is responsible for maintaining their appropriate standard operating procedures (SOPs) and protocols to ensure consistency with all applicable Federal, State and Local requirements.

II. CONCEPT OF OPERATIONS

A. General

The ESF 19 - Damage Assessment will accomplish its primary responsibility of conducting private property damage assessment by:

- Conducting damage assessments in the impacted area.
- Collecting and forwarding damage assessment reports to the ESF 5 - Planning and Information.
- Updating emergency supplies and training staff on emergency duties and responsibilities.
- Coordinating and efficiently deploying staff during emergency response.

- Collecting data on Federal Emergency Management Agency (FEMA) assessment forms and reporting the findings to the City of Tampa Emergency Operations Center (EOC) and Hillsborough County.
- Establishing emergency permitting and inspection procedures.
- Re-establishing standard construction permitting and inspection procedures with emphasis on FEMA flood regulations.

B. Organization

ESF 19 - Damage Assessment as a function, reports through the Planning and Information Management Section within the City of Tampa EOC.

C. ESF Interface

During emergency or disaster operations the ESF 19 - Damage Assessment will interface with the following ESFs:

- ESF 3 - Public Works and Utilities
- ESF 4 - Firefighting
- ESF 5 - Information and Planning
- ESF 7 - Resource Management
- ESF 15 - Volunteers and Donations
- ESF 16 - Law Enforcement and Security
- ESF 18 - Business and Industry

III. ROLES AND RESPONSIBILITIES

The Neighborhood Enhancement Division, along with staff from Development & Growth Mgmt., is responsible for private property damage assessment post storm or post incident in accordance with FEMA guidelines and requirements.

The Division of Neighborhood Enhancement is responsible for private property damage assessment post storm or post incident in accordance with FEMA guidelines and requirements. In addition, has jurisdiction over the administration, enforcement and monitoring of city ordinances pertaining to minimum standards for existing structures, land, property maintenance and other related enforcement issues. Infractions include, but are not limited to: zoning violations, overgrown lots or yards, inoperative vehicles, maintenance of structures, illegal signs, and any public nuisance condition affecting the health, safety and quality of life within the boundaries of the city.

Development & Growth Mgmt. may provide support to the Division of Neighborhood Enhancement ESF 19 - Private Property Damage Assessment Unit, since they are knowledgeable in, and is responsible for, various community development services and oversees every aspect of

Tampa's development, including: construction services, affordable housing programs, historic preservation, city real estate transactions, zoning, and economic revitalization efforts. Its overall focus is neighborhood investment and community redevelopment.

Office Logistics

The Division of Neighborhood Enhancement will handle all private property damage assessment, health/safety, code and ordinance operations.

Development & Growth Mgmt. will handle all residential and commercial services permitting operations.

Call Center

Citizens will be directed as to what paperwork is needed, what information is required and who they need to see. A customer service area will be established for citizens to fill out applications and get any additional information that may be needed. If they are not prepared with all necessary information they will be given a checklist and asked to return.

Permit Issuance

Development & Growth Mgmt./CSC Staff will be assigned to issue repair permits based on the moratorium criteria established by the City. If the mainframe/cashiering systems are not available, then paper documentation will be used for permit issuance.

Plan Review

Plan review will be done per the moratorium criteria, with the focus on getting the minimally damaged structures repaired first. Residential services is to provide "deemed to comply" plan documents that can be given to citizens along with the permit for use in making minor repairs to their roof, wall, and floor systems, without having to submit plans. These drawings have been prepared by FEMA for use in wind borne debris areas, which are also applicable for use in the City of Tampa. This will facilitate and expedite the plan and permit issuance process for residential structures. Commercial services will utilize engineer's certification, along with the signed and sealed documents to facilitate and expedite commercial plan approval for the repairing/rebuilding of commercial structures.

Emergency Work Permits

Development & Growth Mgmt. field inspectors will issue emergency work permits for the following types of work:

- Roof covering repair/replacement
- Roof sheathing panel replacement
- Repair/replace windows
- Repair/replace doors

Permit Fees

It is recommended that all permit fees be waived for the first 30 days in order to assist the customer in the rebuilding process, and facilitate the issuance of permits.

Residential Buildings in Flood Areas

Residential buildings in flood areas face the possibility of having to be raised to the base flood elevation if they sustain substantial (greater than 50%) damage. Any structure in the flood zone with a damage assessment that shows a percentage of damage between 40 and 60 percent will receive a more in-depth evaluation to determine whether the 50 percent threshold has been exceeded. If so, the citizen will be informed that the structure must be raised to the base flood elevation and the plans must so indicate.

A. Preparation Phase

During the preliminary phases, prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions for ESF 19 – Damage Assessment:

- Update the ESF 19 - Damage Assessment staff on City personnel policies regarding employee emergency duties.
- Update the Neighborhood Enhancement and Development & Growth Mgmt.'s employee list and Know Your Role Questionnaire for each employee.
- Update the Division of Neighborhood Enhancement and Development & Growth Mgmt.'s vehicle/driver list. Update parking locations and ensure a spare key for each vehicle is available in a centralized location.
- Schedule and coordinate Hurricane Plan briefing and training for department staff.
- Make sure that each staff member has a copy of the ESF 19 - Damage Assessment Hurricane Response Plan.
- Ensure each staff member who will be involved in field operations in accordance with the ESF 19 - Damage Assessment Emergency Duty Roster has safety shoes, City polo or uniform shirt, rain gear and hardhat.
- Prepare damage assessment kits, which consist of a sufficient supply of the necessary forms, placards, maps, flashlights and various office/field supplies for ESF 19 - Damage Assessment staff.
- Conduct training for damage assessment inspectors and administrative support staff.
- For the issuance of a Hurricane Watch, the Division of Neighborhood Enhancement's Manager, through the Division of Neighborhood Enhancement's Emergency Management Coordinator, schedules a meeting with all Supervisors to review departmental duties and responsibilities.
- With the assistance of the Division of Neighborhood Enhancement's Emergency Management Coordinator and Supervisors, conduct short briefing on damage assessment procedure and forms for damage assessment inspectors.

- Top off city vehicle gas tanks and prepare to either park vehicles at a standard remote parking facility or car-pool private autos in preparation for taking city vehicles home, as determined by Division of Neighborhood Enhancement's Manager.
- During a Hurricane Warning, suspend all routine field activity.
- During a Hurricane Warning, report readiness status to Department Administration and await word from the Mayor via the Division of Neighborhood Enhancement Manager regarding suspension of office activity.
- Secure equipment, set workstations and organize damage assessment operations at the 2555 E. Hanna Ave. office building (Division of Neighborhood Enhancement offices) and Development & Growth Mgmt., if needed. (backup).

B. Response Phase

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions by ESF 19 – Damage Assessment. The following represents a list of those basic response actions:

- A Rapid Impact Assessment will be conducted immediately after the storm or incident to determine the areas and extent of damage. Results will be forwarded to the ESF 19 - Damage Assessment Planning Section desk at the EOC.
- A Windshield Assessment will be conducted of all affected police grids to further determine the levels and amount of damage. This assessment should be completed within the first 8 to 12 hours after deployment. Results will be forwarded to the ESF 19 - Damage Assessment and the Planning Section desk at the EOC.
- Detailed health and safety damage assessment inspections of all residential and commercial structures will begin as soon as safety permits. Information will be forwarded to the ESF 19 - Damage Assessment and the Planning Section desk at the EOC.
- All information will be entered on approved forms to maintain uniformity in the assessment process.
- Post non - habitability placards on unsafe structures and assure visibility from the street.
- Post *City of Tampa Hurricane Safety Information* flyer on structure and ensure visibility from the street.
- Complete structural inspection form for any structure that is classified as either Major or Destroyed.

Damage Assessment data collection and reporting will be conducted by:

- Computer equipment and network connectivity to EOC and the ESF 19 - Damage Assessment command post will be available at all Emergency Response Centers (ERCs).
- Staff will compile and organize Damage Assessment reports by Tampa Police Department (TPD) grids.
- Damage assessment data will be summarized and entered into the database in accordance with the organization scheme.

- Individual structural inspection reports of properties classified as Major or Destroyed shall be separated for subsequent re-inspection.
- Damage assessment results for each property declared as Major or Destroyed will be entered into the mainframe system as an active comment as soon as the City's network is back online.

C. Recovery Phase

ESF 19 – Damage Assessment will perform various tasks during the recovery phase depending on the impacts from the event.

Moderate or Severe Storm

The following will be completed after a moderate or severe storm by ESF 19- Damage Assessment:

- Equipment at the Division of Neighborhood Enhancement and Development & Growth Mgmt.'s Construction Services Center (CSC) shall be secured and protected from the elements as best as is possible for subsequent use during the recovery operations.
- Mainframe access will be re-established as quickly as possible.
- Relocation to CSC for permitting operations will be accomplished as quickly as possible.
- In the event the Division of Neighborhood Enhancement or CSC building is not available, their respective Continuity of Operations Plan (COOP) will be followed.
- Until such time as entry can be made into the mainframe database, a copy of the paper damage assessment information will be used to determine which permits can be issued.
- Issuance of permits and plan review will be based on the building moratorium priority criteria.
- Each staff member will be knowledgeable in general information regarding the recovery phase (e.g. permits, plans, who to call, where to go, etc.).
- Each staff member will be assigned specific job duties.

Minimal Storm

The following will be completed after a minimal storm by ESF 19- Damage Assessment:

- Equipment at the Division of Neighborhood Enhancement and CSC will be secured and protected from the elements as best as is possible for subsequent use during the recovery operations.
- Mainframe access will be re-established as quickly as possible.
- Each staff member will be assigned the same specific job duties as stated above.

D. Mitigation Phase


The Division of Neighborhood Enhancement is responsible for the enforcement of all codes and ordinances within the City pertaining to existing structures, environmental issues, zoning and public nuisance violations. The division will continue its proactive approach to ensure the health, safety and welfare of the citizens of Tampa. This action is intended to prevent any unsafe

conditions that may cause property damage or loss of life during any natural or man-made disasters.

Development & Growth Mgmt. is responsible for the regulation of all residential and commercial development in the City. This is accomplished through the enforcement of state and local construction codes and regulations. These codes and standards are intended to assure that structures are built safely and to protect the public's health and safety from the destructive forces of natural hazards and disasters (hurricanes, floods, etc.)

Development & Growth Mgmt. is mitigating future damage from natural disasters through the regulation of both new construction and redevelopment of existing structures by carefully reviewing construction plans and ensuring compliance with building codes through the inspection process.

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A photograph showing two men working together to fill sandbags. The man on the left is wearing a blue t-shirt with 'FLYS BASEBALL TR' printed on it and is using a shovel to scoop sand into a white bag. The man on the right is wearing a tan uniform with a patch on the sleeve and a dark cap, and is also using a shovel to fill a bag. They are standing in a large pile of sand. In the background, there is a white truck, a red picnic table, and a large tree trunk. The text 'PART 3: APPENDICES' is overlaid in the center of the image.

PART 3:
APPENDICES

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PART 3: APPENDICES

The following appendices to the Comprehensive Emergency Operations Plan (CEOP) have been developed to provide additional information for emergency planning, response, and recovery:

- APPENDIX 1: City of Tampa Code of Ordinances Article VII. – Civil Emergencies
- APPENDIX 2: Personnel Manual B.40 Emergency Conditions
- APPENDIX 3: Evacuation Zones, Routes and Shelters
- APPENDIX 4: Emergency Evacuation Bus Routes and Evacuation Zones
- APPENDIX 5: Evacuation Clearance Times
- APPENDIX 6: 100-Year Floodplain
- APPENDIX 7: Social Vulnerability Index:
- APPENDIX 8: Incident Command Matrix
- APPENDIX 9: Emergency Response Center Push Routes
- APPENDIX 10: Public Shelter Demand
- APPENDIX 11: Severe Weather Response Action List
- APPENDIX 12: Disaster Action Zones
- APPENDIX 13: Public Assistance Thresholds

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APPENDIX 1:
City of Tampa Code of Ordinances
Article VII. – Civil Emergencies

Sec. 2-401. - Definitions.

For the purposes of this chapter, the following words are defined:

Emergency shall include a "disaster", "emergency" or "public health emergency" as those terms are defined in F.S. § 252.34, and means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause. These can include, but are not limited to, fire, flood, hurricane, wind, thunderstorm, tornado, hazardous material spill, epidemic, air contamination, critical material shortage, infestation, act of terrorism, cyber attack, explosion, radiological dispersion or other major incident requiring emergency action to avert danger or damage.

Emergency management means all those activities and measures undertaken by or on behalf of the city, designed:

(1)To minimize the effect upon persons and property of natural or man-made disasters;(2)To deal with the immediate emergency conditions created by natural or man-made disasters; and(3)To effectuate emergency repairs to, or emergency restoration of, vital public utilities and facilities destroyed or damaged by natural or man-made disasters.

(Ord. No. 91-188, § 2, 10-3-91; Ord. No. 2009-96, § 8, 7-16-09; Ord. No. 2021-104, § 2, 8-5-2021)

Editor's note— Ord. No. 2009-96, § 8, adopted July 16, 2009, changed the title of § 2-401 from "Declaration of a state of local emergency; duration; alteration and rescission" to read as herein set out.

Sec. 2-402. - Declaration of a state of local emergency; duration; alteration and rescission.

(a)A state of local emergency shall be declared by executive order of the mayor if the mayor finds that an emergency, as defined in F.S. § 252.34 or herein, has occurred in the city or that the threat thereof is imminent. All executive orders issued under this article shall indicate the nature of the emergency, the area or areas threatened, and the conditions which have brought the emergency about or which make possible its termination. The executive order shall be filed with the city clerk's office within three (3) days after issuance, and shall be promptly disseminated by means calculated to bring its contents to the attention of the general public, including by publication on a dedicated webpage accessible through a conspicuous link on the City of Tampa homepage. The city shall

also provide the link to the Florida Division of Emergency Management.(b)The duration of each state of local emergency declared is seven (7) days; it may be extended, as necessary, in seven (7) day increments, subject to the requirements set forth below:(1)A declaration of a state of emergency issued pursuant to F.S. Ch. 252 or Ch. 381 in response to:a.A hurricane or other weather-related emergency; orb.Another emergency, provided that the declaration issued in response to an emergency other than a hurricane or other weather-related event does not limit the rights or liberties of individuals or businesses within the City of Tampa;

may be extended by executive order.

(2)A declaration of a state of emergency issued pursuant to F.S. Ch. 252 or Ch. 381 in response to an emergency other than a hurricane or other weather-related emergency, that limits the rights or liberties of individuals or businesses within the City of Tampa, may be extended, as necessary, by a majority vote of the city council upon the recommendation or with the approval of the mayor, in seven-day increments for a total duration of not more than forty-two (42) days.(c)Any state of local emergency declared may be altered during the continued or threatened existence of a state of local emergency, or rescinded, in the event that the emergency conditions cease to exist, by the issuance of a subsequent executive order(s); except that, upon the expiration of an order issued pursuant to subsection (b)(2) of this section, the mayor may not issue a substantially similar order.(d)In the event a state of local emergency declared pursuant to subsection (b)(1) of this section has been in effect continuously for more than thirty (30) days, and in the event a state or federal state of emergency is not also in effect, the mayor shall appear before city council at its next regular meeting to present the reasons for further continuance of the state of local emergency. If upon presentation of the mayor, the city council determines emergency conditions exist, the city council may extend the local state of emergency by resolution of the council. If upon presentation by the mayor, city council finds that emergency conditions no longer exist, city council may terminate the local state of emergency by resolution of the council. The mayor shall retain the authority to continue to extend any state of local emergency, pursuant to subsections 2-402(b)(1) and (c), in seven-day increments in excess of thirty (30) days when:(1)A declared state or federal state of emergency continues to exist;(2)City council has not yet acted pursuant to this subsection (d);(3)City council has acted to extend the local state of emergency pursuant to this subsection (d).

(Ord. No. 2009-96, § 9, 7-16-09; Ord. No. 2009-167, §§ 2, 3, 12-3-09; Ord. No. 2021-104, § 3, 8-5-2021)

Editor's note— Ord. No. 2009-96, §§ 2 and 9, adopted July 16, 2009, repealed the former § 2-402 and enacted a new § 2-402 as set out herein. The former § 2-402 pertained to emergency management powers of the mayor, and derived from Ord. No. 91-188, § 2, 10-3-91. See also the Code Comparative Table.

Sec. 2-403. - Emergency management powers of the mayor.

Upon declaration of a state of local emergency, the mayor, in addition to any other powers conferred upon the mayor by law, City of Tampa Charter or city ordinance, has the following power and authority:

- (1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area within the city if he deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery.
- (2) To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.
- (3) To appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.
- (4) To establish, as necessary, a primary and one or more secondary emergency operations centers to provide continuity of government and direction and control of emergency operations.
- (5) To assign and make available for duty the offices and agencies of the City of Tampa, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the City of Tampa for employment within or outside the political limits of the city.
- (6) To request emergency assistance and resources from higher levels of government, other local governments and/or other agencies, in accordance with the State of Florida Comprehensive Emergency Management Plan and/or the Statewide Mutual Aid Agreement and/or in accordance with the needs of the city and the resources available.
- (b) Upon declaration of a state of local emergency, the mayor shall also have the power and authority to waive the procedures and formalities otherwise required of the city by law or ordinance pertaining to:
 - (1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
 - (2) Entering into contracts;
 - (3) Incurring obligations;
 - (4) Employment of permanent and temporary workers;
 - (5) Utilization of volunteer workers;
 - (6) Rental of equipment;
 - (7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities;
 - (8) Appropriation and expenditure of public funds.

(Ord. No. 2009-96, § 10, 7-16-09; Ord. No. 2021-104, § 4, 8-5-2021)

Editor's note— Ord. No. 2009-96, §§ 3 and 10, adopted July 16, 2009, repealed the former § 2-403 and enacted a new § 2-403 as set out herein. The former § 2-403 pertained to specific restrictions authorized and exemptions, and derived from Ord. No. 91-188, § 2, 10-3-91. See also the Code Comparative Table.

Sec. 2-404. - Specific restrictions authorized; exemptions.

(a) During the existence of a declared state of local emergency, the mayor may impose by executive order any or all of the following restrictions: (1) Prohibit or regulate the purchase, sale, transfer or possession of explosives, combustibles, dangerous weapons of any kind (except firearms which may be restricted by F.S. § 870.044), or alcoholic beverages; (2) Prohibit or regulate any special event, demonstration, parade, march, vigil or participation therein from taking place on any of the public rights-of-way or upon any public property; (3) Prohibit or regulate the sale or use of gasoline, kerosene, naphtha or any other explosive or flammable fluids or substances altogether, except by delivery into a tank properly affixed to an operable motor vehicle, bike, scooter, boat, or airplane and necessary for the propulsion thereof; (4) Prohibit or regulate the participation in or carrying on of any business activity, and prohibit or regulate the keeping open of places of business, places of entertainment and any other place of public assembly; (5) Prohibit or regulate travel upon any public street, highway or upon any other public property. Persons in search of medical assistance, food or other commodity or service necessary to sustain the well being of themselves or their families or some member thereof may be excepted from such prohibition or regulation; (6) A curfew upon all or any portion of the city thereby prohibiting persons from being on public streets, highways, parks or other public places during the hours which the curfew is in effect; (7) Prohibit state and/or local business licensees, vendors, merchants and any person operating a retail business from charging more than the normal average price for any goods, materials or services sold during a declared state of local emergency, except that the normal average price for any merchandise may be increased, but only to the degree that the maximum increase in retail price shall be a percentage less than or equal to the amount representative of the average mark-up percent between wholesale and average retail price for any merchandise during the thirty-day period immediately preceding the declared state of local emergency. The normal average price as used herein is defined to be that price at which similar merchandise, or services, has been sold during the thirty (30) days immediately preceding the declaration of a state of local emergency; (8) Prohibit any person, firm, or corporation from using the fresh water supplied by the city for any purpose other than cooking, drinking or bathing. (b) The executive order of the mayor may exempt, from all or part of such restrictions, physicians, nurses and ambulance operators performing medical

services, on-duty employees of hospitals and other medical facilities, on-duty military personnel, bona fide members of the news media, personnel of public utilities maintaining essential public services, city authorized or requested firemen, law enforcement officers and personnel and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve safety, health and welfare needs of the people within the city.

(Ord. No. 2009-96, § 11, 7-16-09; Ord. No. 2015-90, § 1, 8-27-2015)

Editor's note— Ord. No. 2009-96, §§ 4 and 11, adopted July 16, 2009, repealed the former § 2-404 and enacted a new § 2-404 as set out herein. The former § 2-404 pertained to evacuation levels established, and derived from Ord. No. 91-188, § 2, 10-3-91 and Ord. No. 93-92, § 1, 7-15-93. See also the Code Comparative Table.

Sec. 2-405. - Evacuation levels established; specific restrictions authorized.

The evacuation levels of the city are hereby established as designated upon the Hillsborough County Evacuation Map, as now or hereafter revised, on file at the Hillsborough County Emergency Operations Center, posted on the Hillsborough County website, and on file or to be filed in the office of the city clerk; and such map and all notations, references or other information shown thereon shall be as much a part of this section as if such information set forth on such map were fully described and set out herein.

(Ord. No. 2009-96, § 12, 7-16-09; Ord. No. 2021-104, § 5, 8-5-2021)

Editor's note— Ord. No. 2009-96, §§ 5 and 12, adopted July 16, 2009, repealed the former § 2-405 and enacted a new § 2-405 as set out herein. The former § 2-405 pertained to penalties, and derived from Ord. No. 91-188, § 2, 10-3-91. See also the Code Comparative Table.

Sec. 2-406. - Emergency operations center.

The City of Tampa will maintain a hardened emergency operations center (herein "EOC") to provide standard local coordination and control of emergency, special event, or disaster response and relief operations for up to a twenty-four (24) hour-per-day basis, if necessary. The EOC will be equipped with the necessary computers, redundant communication devices, maps, displays, audio visual technology, status and situation boards, plans and procedures and will be supported by appropriate city emergency management personnel. The EOC will be managed by the director of emergency management and/or its emergency coordinator in accordance with the National Incident

Management System. The EOC will be staffed with senior city officials and support organization representatives.

- (1) EOC staff will exercise appropriate authority over all emergency operations from or through the center in the event of a disaster or emergency including, declaring the onset and/or termination of a disaster or emergency. (2) The city's EOC will serve as the city's command center for executive leadership and direction and provide for the following:
- a. To control and coordinate actions generated as result of orders from the executive policy group.
 - b. Provide direction and support to the disaster incident commander in the field.
 - c. Arrange for and deploy logistical resources that exceed the capabilities or purview of a single city department.
 - d. Initiate and coordinate recovery activities to meet the requirements that will follow the disaster and so that the public can receive all eligible assistance, allowing the city can return to a state of normalcy at the earliest time.
 - e. Coordinate and release disaster related public information.

(Ord. No. 2009-96, § 13, 7-16-09)

Sec. 2-407. - Continuity of operations; continuity of government.

The city shall maintain, through the Office of Emergency Management and Homeland Security, a viable continuity of operations plan that addresses the continuity of critical, essential and emergency functions performed by the City of Tampa to its citizens and visitors in the event of a natural or man-made disasters that diminishes, threatens or incapacitates one (1) or many departments of city government or the city government as a whole.

- (1) To maintain a viable COOP capability, each City of Tampa department's plan shall:
- a. Be maintained at a high level of readiness.
 - b. Be capable of implementation both with and without warning.
 - c. Be operational no later than twelve (12) hours after activation.
 - d. Require that operations must be maintained for up to thirty (30) days.
 - e. Take maximum advantage of existing agency field infrastructures.

(Ord. No. 2009-96, § 14, 7-16-09)

Sec. 2-408. - Community emergency response team: state and national criminal history screening required.

- (a) The Tampa Community Emergency Response Team (CERT) is a voluntary program that trains citizens to be prepared for and respond to emergencies that may arise in their community. CERT volunteers complete training that enables citizens to help themselves

and their neighbors by applying basic response and organizational skills during an emergency. CERT members can also serve as first responders to an emergency until professional emergency services arrive.(b)The city has determined that it is critical to public safety to require state and national criminal history screening for CERT members. Therefore, each individual who submits a volunteer application to be a CERT member shall be fingerprinted, and those fingerprints shall be submitted to the Florida Department of Law Enforcement for a state criminal history record check and to the Federal Bureau of Investigation for a national criminal history record check. The information obtained from the criminal history checks may be used to determine an applicant's eligibility for CERT membership.

(Ord. No. 2021-104, § 6, 8-5-2021)

Secs. 2-409—2-499. - Reserved.

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APPENDIX 2:
Personnel Manual B.40 Emergency Conditions

City of Tampa Personnel Manual
B. Directives and Benefits
B40. Emergency Conditions

Issue Date: 03/23/09

B40. Policy

1. Purpose – The purpose of this policy is to provide direction regarding employee work assignments and pay status during an impending or declared disaster or declared emergency conditions and, when applicable, during the post-event/recovery period. This includes situations due to severe inclement dangerous weather and other types of emergency situations. Departments shall refer to the City’s Emergency Operations Plan and Know Your Role Program for execution of response activities and emergency roles.
 - a. This policy shall not apply to bargaining unit sworn fire or bargaining unit sworn police personnel.
2. Declaration of Emergency Conditions. The provisions and procedures contained in this policy shall be implemented only upon authorization of the Mayor. Even if other government officials have declared emergency status, this policy applies only when the Mayor has declared emergency conditions. It is recognized that upon declaration of an emergency status, collective bargaining contracts are suspended for the duration of the emergency. This means that the City may suspend time frames for grievances, seniority, disciplinary actions, processing pay changes, and other personnel transactions until the emergency period is no longer in effect.
3. Job Duties. In order to continue to address the needs of the community in emergencies, and to provide essential services, employees may be temporarily assigned to duties other than the essential functions of their regular position and/or be assigned to work at different job sites through the Know Your Role Program. As is the case for all regular and overtime assigned work, employees are subject to disciplinary action up to and including dismissal for failure to report to duty. Failure to report for an emergency assignment (pre-impact, emergency period, and/or post event/recovery period) shall also subject the employee to disciplinary action up to and including immediate dismissal.
4. Emergency Phases. For purposes of job assignments and pay status, emergency conditions are addressed according to three phases as follows:

- a. Pre-Impact Period – This is the time period prior to the impending emergency. This period includes emergency response preparation activities and preventative measures by the City of Tampa departments in preparing for the impending emergency.
 - b. Emergency Period – This is the time period during which emergency response activities and restoration of critical services are conducted to protect life and property, and most normal city services are suspended.
 - c. Post-event/Recovery Period – This is the time period during which activities are conducted to restore the City's infrastructure and services to pre-emergency conditions, and some city services may be suspended.
5. Employee Emergency Status. All employees shall be assigned to an Employee Emergency Status Group as follows:
- a. Emergency Assigned Employees (Group I) are those employees who are assigned pre-defined emergency roles and duties that require that they report during the Pre-impact or Emergency periods. This group includes those employees assigned to the Emergency Operations Center (EOC) and the Emergency Response Centers (ERCs) before, during and after an emergency. Dismissal or worksite closure announcements do not apply to these employees unless instructed otherwise.
 - b. Non-emergency Assigned Employees (Group II) are those employees who are not required to work during the pre-impact or emergency periods, when normal city services have been suspended, however, are pre-assigned continuity of operations and/or emergency support functions in their department, typically responding as services are restored.
 - c. Post-event Assigned Employees (Group III) are the remainder of employees not previously assigned a specific role or function, but are required to be available when recalled/notified. Employees may be temporarily assigned to duties other than the essential functions of their regular position, and/or be assigned to work at different job sites.
 - d. Special Needs Exemption Request (Group IV) is for employees that may request in advance to be excused from non-emergency or postevent roles. To qualify for this group, an employee may submit a Special Needs Exemption request form in advance to his/her

supervisor for approval by the Department Director if the employee is the primary/sole caregiver for a family member that has a bona fide disability and/or requires medical care.

6. Pre-Impact Period. The determination to close work sites either entirely or partially, and/or to implement disaster/emergency duties for City employees is at the sole discretion of the Mayor. Accordingly, the Mayor may determine that non-emergency employees at all or certain work sites are to have an early work dismissal, late work arrival, or site closure for one or more work shifts.
 - a. Individual Leave Requests for Family Obligations – Individual employees may face special family situations (i.e. when employees are expected to report or remain at work but schools open late, are closed, or close early and no alternative childcare is available). If an employee is not designated to report for emergency duty work, supervisors are advised to be flexible to the extent possible and approve annual leave for the employee to handle the situation. If employees are designated to report for emergency duty work, the Department Director may authorize, up to the end of the employee's current shift, paid time to make the appropriate family arrangements prior to reporting to the emergency duty work assignment.
 - b. Early Work Dismissal – Employees will be informed by their supervisor in the event that an early work dismissal has been authorized by the Mayor. Supervisors shall not permit employees to be dismissed without verification through the Department Director that authorization by the Mayor has occurred. Rumors or announcements by unauthorized personnel shall not be considered to be a factual basis for this determination.
 - c. Work Site Closures or Late Work Arrival – If known prior to the employees' departure from work, employees will be informed by their supervisor in the event that their work site will be closed or will be utilizing a late work arrival time. Supervisors shall not inform employees of information without verification through the Department Director that authorization by the Mayor has occurred. Rumors or announcements by unauthorized personnel shall not be considered to be a factual basis for this determination.
 - d. Pre-Impact Pay Status
 - 1) Non-Working Employees – Employees who are authorized to be dismissed from work due to an early work dismissal, late work arrival time, or other closing of the work site, shall

receive regular pay for all hours not worked during their regularly scheduled shift.

- a) Employees directed to NOT report to work (or to cease work during the day) as specified in “b” and “c,” below, shall be recorded as Emergency Duty Relief (EDR) on the payroll. No deductions are made from the employees’ leave accounts.
- b) Determination of EDR status shall be made on a frequent basis and shall not exceed a maximum of three workdays, except under extraordinary circumstances as determined by the Mayor.
- c) Employees who are on sick leave or annual leave status during the EDR status period, shall remain on the sick or annual leave status and shall not be eligible for EDR.
- d) Employees on normal day(s) off shall not receive EDR pay.

2) Working Employees

- a) Employees who are required to work during the EDR status shall receive EDR pay for the equivalent time period and shall be paid for all hours actually worked. Hours actually worked shall be indicated as Emergency Duty Work (EDS- Emergency Duty Work Straight Time; EDO – Emergency Duty Overtime-150%).
- b) Only those employees required to work in support of emergency response activities shall be authorized to work. Authorization is also required for those employees recalled/notified to work postevent/ recovery.
- c) Compensation for the hours actually worked as Emergency Duty Work (EDW) will be paid at the appropriate overtime rate, if all other assigned hours are worked during the week of the emergency. There is no guaranteed number of work hours during an emergency. Employees are relieved from emergency work at the earliest opportunity. Emergency Duty Relief (EDR) and Emergency Duty Work (EDS, EDO)

count as hours worked for purposes of calculating overtime.

- d) The appropriate overtime rate referenced above shall be the overtime rate determined by the applicable overtime policy depending on the employee's type. However, for purposes of this policy only:
 - (1) Supervisory employees (grade "S"), professional or technical employees (grade "N"), Police Lieutenants (grade P-10) and Police Captains (grade P-14) shall receive payment at 100% of their rate of pay (straight time) rather than the crediting of compensatory time as provided in B4.1.
 - (2) Managerial and appointed unclassified employees shall be credited Emergency Duty Bank (EDB) time which provides compensatory time equivalent to 100% straight time for the additional hours worked rather than no credit as provided in 4.1.

Exception: Administrators and Department Directors shall not be eligible and shall not receive any additional compensation or compensatory time credit for additional hours worked.

- 7. Emergency Period. Work assignments and pay status shall be implemented during the Emergency Period as provided in the Pre-Impact Period specified above.
- 8. Post-event/Recovery Period. If some city services remain suspended during the post-event/recovery period, an employee must be working at their designated City position, a designated official post-event/recovery assignment through the Know Your Role Program, or be on approved leave to receive pay.
 - a. In the event that an employee is unable to report for their assigned recovery duties, the employee must contact their direct supervisor to request approval of annual leave (or leave without pay if annual leave is exhausted).
 - b. An employee that fails to report for post-event/recovery assignments will not receive pay beyond the maximum specified as

EDR on the payroll, and may face disciplinary action, up to and including dismissal for failure to report to duty for a post-event/recovery period assignment.

9. Emergency Information. Information regarding the City's status during all emergency phases (pre-impact, emergency and post-event/recovery periods) will be communicated via the City's **Emergency Alert Line (EAL)**, 813-232-6865. In addition, notices to employees regarding recall notifications, assignment locations and return to work will be communicated via the EAL and/or the supervisor.

Additionally, the primary Emergency Broadcast System (EBS) stations are WYNF (94.9 FM), WRBQ (1320 AM and 104.7 FM), and WFLA (970 AM), although most television/radio stations remaining in service will be providing essential emergency information to the community. In addition to calling the EAL, employees are encouraged to monitor these stations for instructions regarding the City's status, including work closures and work re-opening, as well as information regarding employee recall notifications, assignment locations and return to work. In the event of conflicting or uncertain information, employees must confirm information with their supervisors.

10. Sworn Fire/Sworn Police. As stated in 1 (a) above, this policy shall not apply to bargaining unit sworn fire or bargaining unit sworn police personnel, provided however, that specialized payroll coding, designating work hours as emergency assignments, shall be used to indicate all hours worked for accounting purposes. These codes are "ESS" (Emergency Sworn Straight Time – 100%) and "ESO" (Emergency Sworn Overtime - 150%).
11. Emergency Mutual Aid. The pay status for employees as provided herein may apply to specified Emergency Mutual Aid assignments at the direction and discretion of the Mayor. Prior to assigning employees to Emergency Mutual Aid duties the Department Director shall confirm the authorization for special payment and shall utilize the applicable payroll codes as designated for that purpose.

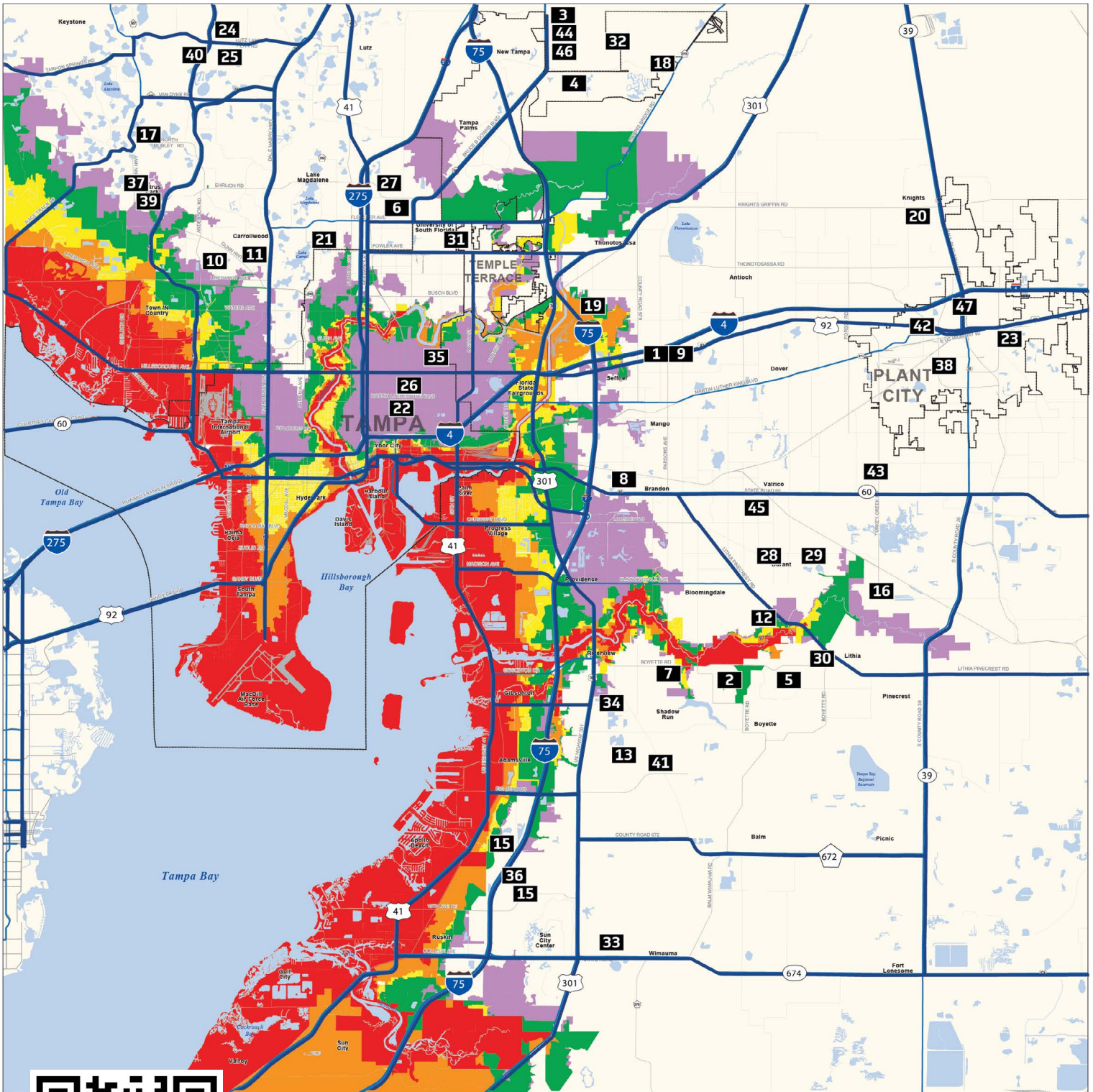
APPENDIX 3: Evacuation Zones, Routes and Shelters

The following appendix is the Hillsborough County Evacuation Zones, Routes, and Shelters for Tropical Storms / Hurricanes. An interactive evacuation zone and shelter map can be found at www.tampa.gov/HazardMap

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Hillsborough County Evacuation Zones

Evacuation Routes 1 Shelters



Note: This is a quick reference map. For a more detailed map scan the QR code, or visit: HCFL.gov/heat

Legend

Evacuation Level	Wind Velocity (MPH)	Potential Tide Heights (FT)	Areas To Be Evacuated
A 	74 to 85	To 11'	Red areas plus all mobile home residents.
B 	96 to 110	To 17'	Red and Orange areas plus all mobile home residents.
C 	111 to 130	To 22'	Red, Orange, and Yellow areas plus all mobile home residents.
D 	131 to 155	To 31'	Red, Orange, Yellow, and Green areas plus all mobile home residents.
E 	156 and over	To 38'	Red, Orange, Yellow, Green, and Purple areas plus all mobile home residents.






Shelters

	Shelter Names	Address	Pets
1	Armwood High	12000 US Highway 92	
2	Barrington/Stowers	5925 Village Center Dr	✓
3	Bartels Middle	9190 Imperial Oaks Blvd	
4	Benito Middle	10101 Cross Creek Blvd	
5	Bevis Elementary	5720 Osprey Ridge Dr	
6	Bowers-Whitley / Muller	13609 N. 22nd St	
7	Boyette Springs Elementary	10141 Sedgebrook Dr	
8	Brandon High	1101 Victoria St	
9	Burnett Middle	1010 N Kingsway Rd	✓
10	Cannella Elementary	10707 Nixon Rd	
11	Carrollwood Elementary	3516 McFarland Rd	
12	Cimino Elementary	4329 Culbreath Rd	
13	Collins Elementary	12424 Summerfield Blvd	
14	Cypress Creek Elementary	4040 19TH Ave. NE	
15	Dorothy York Elementary	5995 Covington Garden Drive	
16	Durant High	4748 Cougar Path	✓
17	Hammond Elementary	8008 N Mobley Rd	
18	Heritage Elementary	18201 East Meadows Rd	
19	Jennings Middle	9325 Governors Run Dr	
20	Knights Elementary	4815 N Keene Rd	
21	Lake Magdalene Elementary	2002 Pine Lake Dr	
22	Lockhart Elementary	3719 N 17TH St	
23	Marshall Middle	18 S Maryland Ave	
24	Martinez Middle	5601 W Lutz Lake Fern Rd	
25	McKittrick Elementary	5503 Lutz Lake Fern Rd	
26	Middleton High	4801 N 22nd St	✓
27	Mort Elementary	1806 Bearss Ave	
28	Mulrennan Middle	4215 Durant Rd	
29	Nelson Elementary	5413 Durant Rd	
30	Newsome High	16550 Fishhawk Blvd	
31	Pizzo Elementary	11701 Bull Run	
32	Pride Elementary	10310 Lions Den Dr	
33	Reddick Elementary	325 West Lake Dr	
34	Sessums Elementary	11525 Ramble Creek Dr	
35	Sheehy Elementary	6402 N 40TH St	
36	Shields Middle	15732 Beth Shields Way	✓
37	Sickles High	7950 Gunn Highway	✓
38	Simmons Career Center	1202 W Grant St	
39	Smith, SGT Paul Middle	14303 Citrus Pointe Dr	
40	Steinbrenner High	5575 W. Lutz Lake Fern Rd	✓

	Shelter Names	Address	Pets
41	Summerfield Elementary	11990 Big Bend Rd	
42	Tomlin Middle	501 N Woodrow Wilson St	
43	Turkey Creek Middle	5005 Turkey Creek Rd	
44	Turner Elementary	9020 Imerial Oaks Blvd	✓
45	Valrico Elementary	609 S Miller Rd	
46	Wharton High	20150 Bruce B Downs Blvd	
47	Wilson Elementary	702 English St	

During an emergency, please follow Hillsborough County on social media (@HillsboroughFL) and your local news stations for up-to-date information on shelter availability.

The Saffir-Simpson Hurricane Scale

	Wind Speed	Type of Damage
	74-95 mph	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled.
	96-110 mph	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads.
	111-129 mph	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads.
	130-156 mph	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas.
	157 mph or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas.

Source: <https://www.nhc.noaa.gov/aboutshws.php>

APPENDIX 4:
Emergency Evacuation Bus Routes and Evacuation Zones

The following appendix is the Hillsborough County Emergency Evacuation Bus Routes for Tropical Storms / Hurricanes.

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Emergency Evacuation Bus Routes

Rutas de Autobuses de Evacuación de Emergencias

LEGEND

HART EVACUATION ROUTES

- A ROUTE "A" E ROUTE "E"
- B ROUTE "B" F ROUTE "F"
- C ROUTE "C" G ROUTE "G"
- D ROUTE "D" H ROUTE "H"
- I ROUTE "I"

DESTINATION SHELTERS

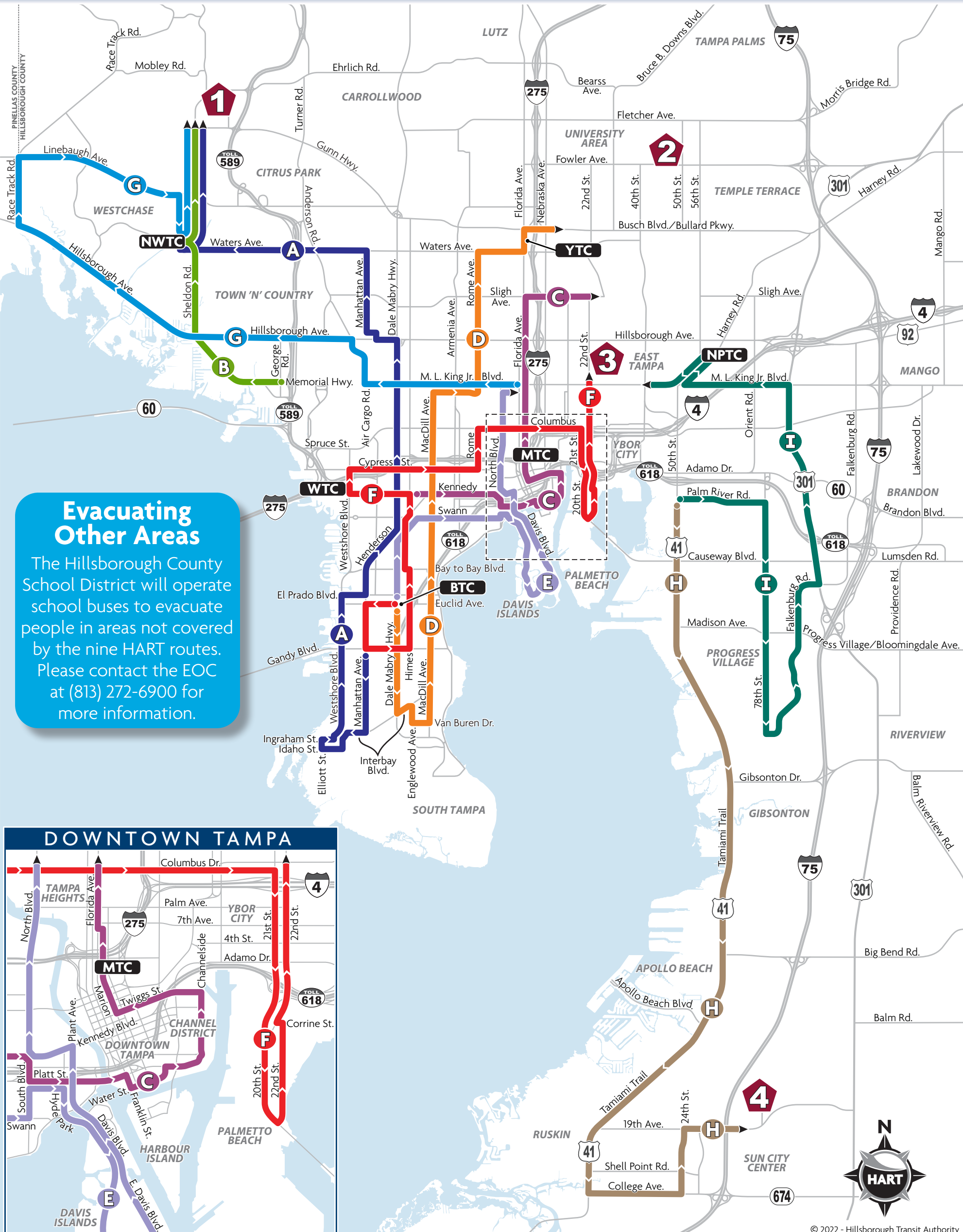
- 1** SMITH MIDDLE SCHOOL
14303 CITRUS POINTE DR.
CITRUS PARK
(SHELDON RD. @ GUNN HWY.)
FROM ROUTE: A B G
- 2** PIZZO ELEMENTARY SCHOOL
11701 BULL RUN DR.
UNIVERSITY AREA
(BULL RUN DR. @ FOWLER AVE.)
FROM ROUTE: C D
- 3** MIDDLETON HIGH SCHOOL
4301 NORTH 22ND ST.
TAMPA
(OSBORNE AVE. @ 22ND ST.)
FROM ROUTE: E F I
- 4** SHIELDS MIDDLE SCHOOL
15732 BETH SHIELDS WAY,
RUSKIN
FROM ROUTE: H

- SHELTERS WITH ADA-ACCESSIBLE RESTROOMS
- COUNTY STAFFED PET FRIENDLY SHELTERS. PLEASE BRING CAGE, FOOD, WATER, MEDICATION AND PROOF OF VACCINATIONS.

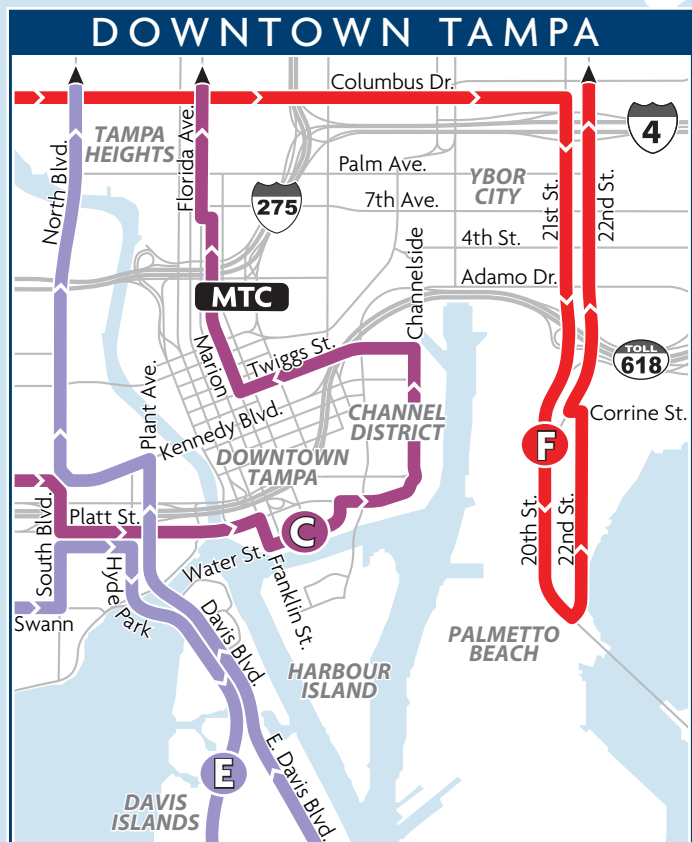
HART TRANSIT/TRANSFER CENTERS SERVED

- BTC** BRITTON PLAZA
3944 S. DALE MABRY HWY.
ON ROUTE: D E F
- MTC** MARION
1211 NORTH MARION ST.
ON ROUTE: C
- NPTC** NETPARK
5003 NORTH 56TH ST.
ON ROUTE: I
- NWTC** NORTHWEST
8951 WEST WATERS AVE.
ON ROUTE: A B G
- WTC** WESTSHORE PLAZA
250 WESTSHORE PLAZA
ON ROUTE: F
- YTC** YUKON
400 EAST YUKON ST.
ON ROUTE: D

For information on current evacuation zones please visit **Hillsborough County Stay Safe page.**
<http://hclfgov.net/StaySafe>



Evacuating Other Areas
The Hillsborough County School District will operate school buses to evacuate people in areas not covered by the nine HART routes. Please contact the EOC at (813) 272-6900 for more information.



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**APPENDIX 5:
Evacuation Clearance Times (in hours)**

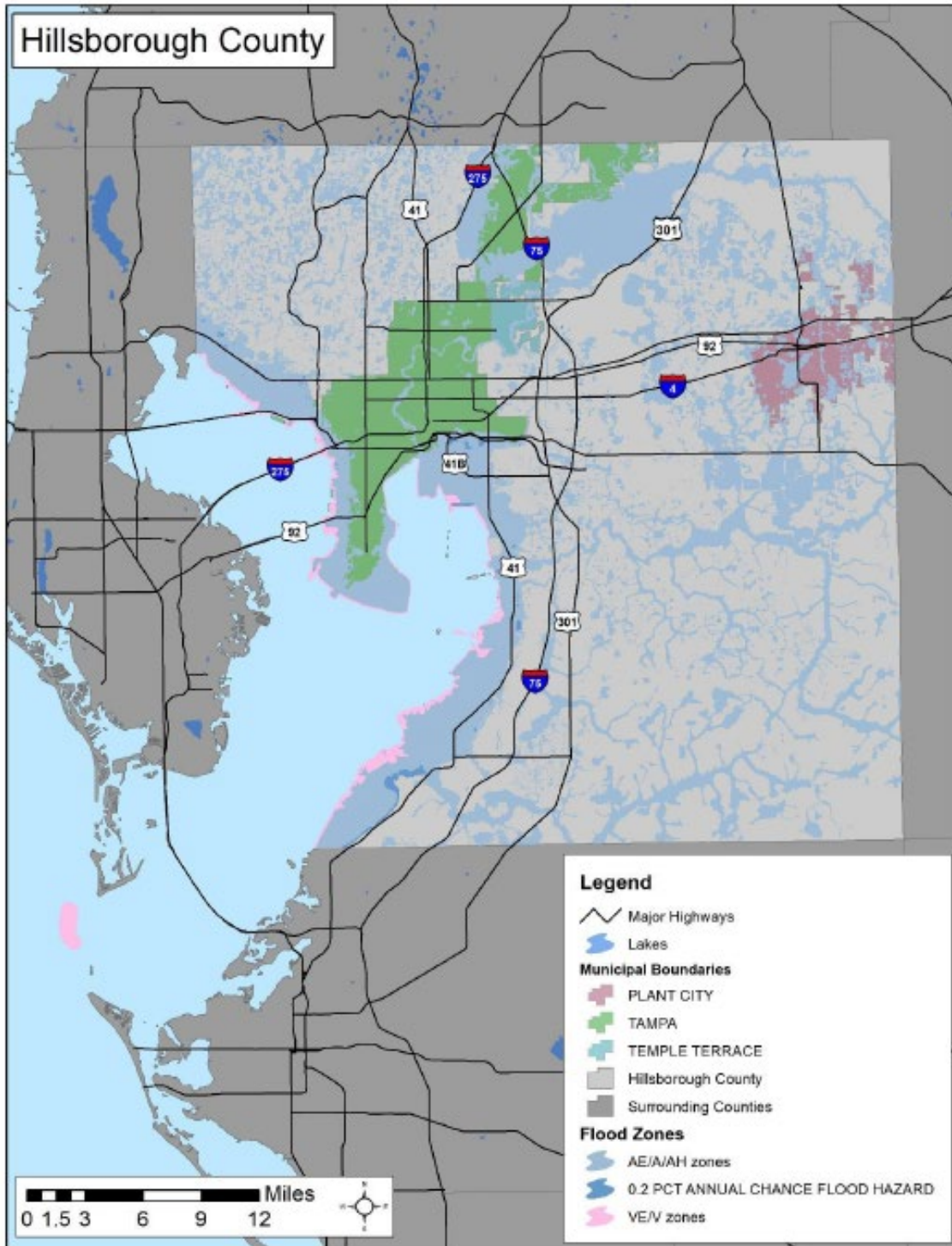
	Evacuation Level A	Evacuation Level B	Evacuation Level C	Evacuation Level D	Evacuation Level E
Clearance Time to Shelter	18	18	24.5	33.5	37.5
In-County Clearance Time	18.5	18	27	36.5	42
Out of County Clearance Time	18	18	27	36.5	42
Regional Clearance Time Tampa Bay Region	18.5	18	27	37.5	42.5

Source: Tampa Bay Region Hurricane Evacuation Study, Technical Data Report (2024)

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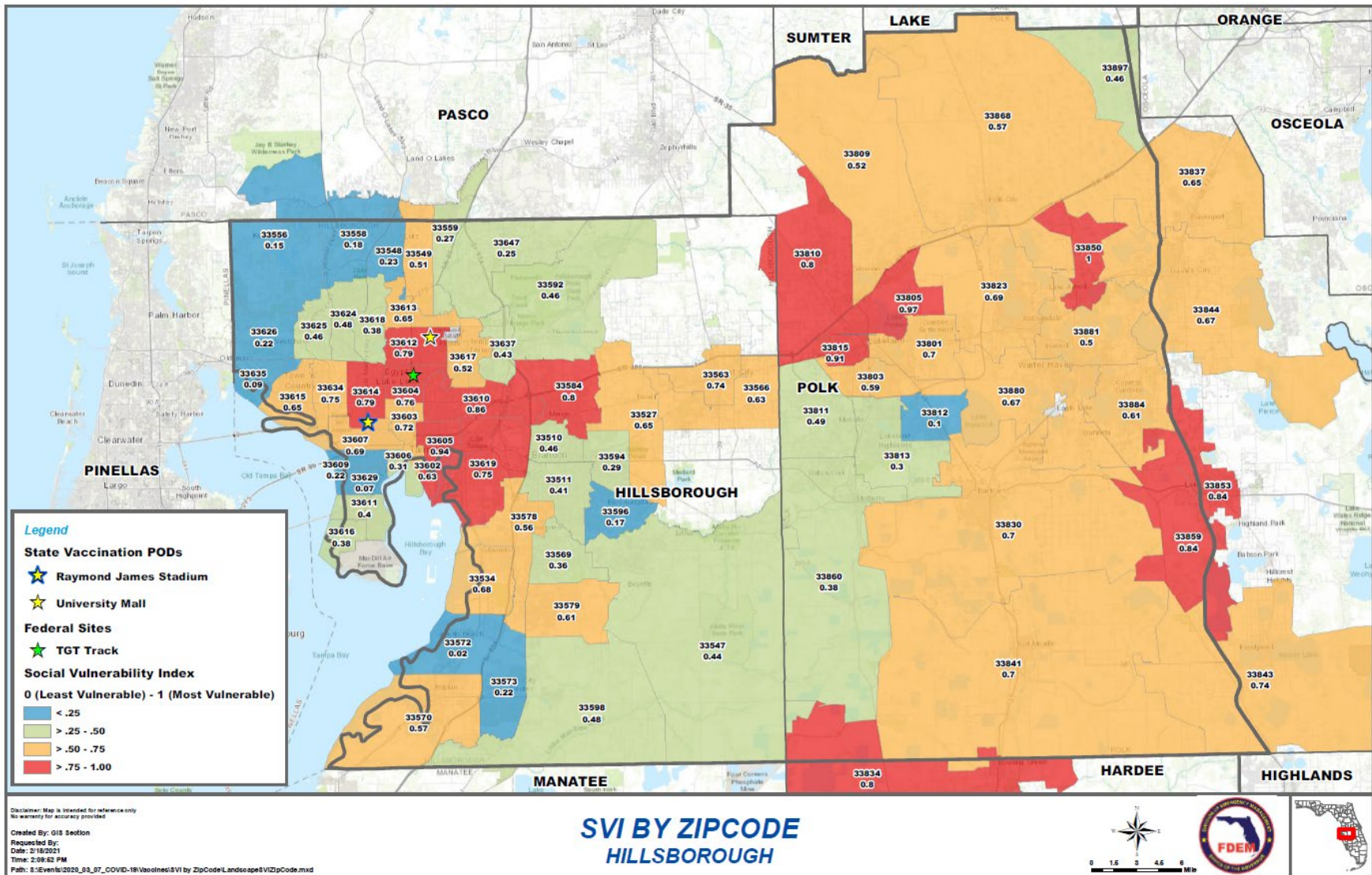
APPENDIX 6: 100 and 500 Year Floodplain

The following appendix is the 100 and 500 Year Floodplain for Hillsborough County. An interactive 100 and 500 Year Floodplain map can be found at <https://goo.gl/DxjZwd>.



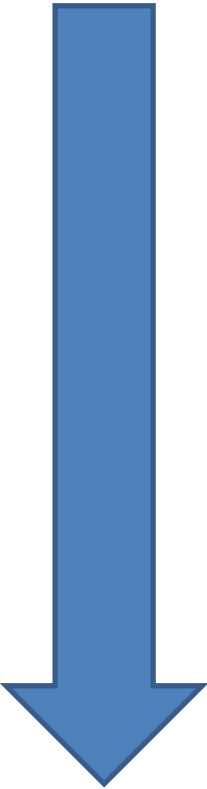
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APPENDIX 7: Social Vulnerability Index



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APPENDIX 8: Incident Command Matrix

Incident	Fire Operations	Medical Operations	Law Enforcement	EOC
Hurricane	Notification Evacuation Rescue	Medical Treatment Special Needs Evacuation Shelter Support	Traffic Control Evacuation Security	*COMMAND Evacuation Transportation Sheltering Recovery
Hazmat	*COMMAND Mitigation	Medical Treatment Survivor Transport	Evacuation Traffic Control Security	Assistance Coordination Resources Policy Guidance
Air Crash	*INITIAL COMMAND Rescue Extinguishment	Triage Medical Treatment Survivor Transport	Evacuation Crowd Control Security *ASSUME COMMAND FOR INVESTIGATION	
Fire	*COMMAND Rescue Extinguishment	Medical Treatment Survivor Transport	Evacuation Crowd Control Security	
SWAT	N/A	Support to Law Enforcement	*COMMAND Crowd Control Traffic Control Security	
Terrorism	Support to Law Enforcement Rescue Extinguishment	Support to Law Enforcement	*COMMAND Crowd Control Traffic Control Security	
Tornado	*COMMAND Rescue	Medical Treatment Survivor Transport	Crowd Control Traffic Control Security	
Flooding	*COMMAND Evacuation Rescue	Medical Treatment Survivor Transport	Traffic Control Evacuation Assistance Security	
Major Transportation Incident	*COMMAND Rescue Extinguishment	Triage Medical Treatment Survivor Transport	*ASSUME COMMAND FOR INVESTIGATION Traffic Control	
Explosives	Rescue Extinguishment	Medical Treatment Survivor Transport	*COMMAND Evacuation Traffic Control Mitigation	
Mass Casualty	*COMMAND Rescue	Triage Medical Treatment Survivor Transport	Traffic Control Evacuation Assistance Security	

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APPENDIX 9: Emergency Response Center Push Routes

The following maps outline Emergency Response Center Push Routes for debris clearance and infrastructure restoration. The following maps are included:

- ERC 1 Push Route Map
- ERC 2 Push Route Map
- ERC 3 Push Route Map

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APPENDIX 10: Shelter Batting Order and Capacity

Sector	Pet Shelter	Shelter Names	Distance from Warehouse (Miles)	Address	City	Maximum Useable Capacity	Staff Needed	Public Capacity	COVID-19 Capacity	COVID Public Capacity	Staff Needed for Phase
Phase 1: 27% (14) Shelters Opened with 2 Family Shelters & 1 EOC Support Shelter						24,891	512	24,379	12,431	11919	512
East		Armwood High School	9.5	12000 US Highway 92	Seffner	525	16	509	284	268	
South	Yes	Bloomingdale High School (Family/Municipality)	20.5	1700 East Bloomingdale Ave.	Valrico	797	73	724	431	358	
East	Yes	Burnett Middle*	10.9	1010 N Kingsway Rd.	Seffner	2,562	46	2516	1,385	1339	
South		Dorothy York Elementary UUU		5995 Covington Garden Drive	Apollo Beach	2,230	36	2194	1,206	1170	
South	Yes	Durant High School	24.7	4748 Cougar Path	Plant City	2,035	46	1989	1,100	1054	
West	Yes	Greco Middle (Family/Municipality)	1.8	6925 East Fowler Ave.	Temple Ter	493	73	420	267	194	
West		Lockhart Elementary	7.9	3719 N 17TH St.	Tampa	1,506	28	1478	814	786	
West	Yes	Middleton High School*	7.6	4801 N 22nd St	Tampa	2,630	36	2594	1,396	1360	
South		Newsome High School	27.1	16550 Fishhawk Blvd	Lithia	803	16	787	384	368	
West		Pizzo Elementary*	0.5	11701 Bull Run	Tampa	1,757	28	1729	949	921	
East		Schmidt Elementary (EOC Support)	11.7	1250 Williams Rd.	Brandon	1,179	2	1177	637	635	
North	Yes	Sickles High School	13.8	7950 Gunn Highway	Tampa	3,044	46	2998	698	652	
North	Yes	Steinbrenner High School	17.2	5575 W. Lutz Lake Fern Rd.	Lutz	3,889	46	3843	2,102	2056	
East		Valrico Elementary	17.2	609 S Miller Rd.	Valrico	1,441	20	1421	779	759	
Phase 2: 25% (13) Shelters Opened - total 55% opened						20,510	342	20,168	10,611	10,269	342
North		Benito Middle	12.3	10101 Cross Creek Blvd.	Tampa	3,122	36	3086	1,256	1220	
South		Collins Elementary*	23.5	12424 Summerfield Blvd.	Riverview	1,310	20	1290	708	688	
South		Cypress Creek Elementary	29.3	4040 19TH Ave. NE	Ruskin	517	16	501	279	263	
North		Hammond Elementary	14.8	8008 N Mobley Rd.	Odessa	1,758	28	1730	886	858	
East		Jennings Middle	6.6	9325 Govenors Rd.	Seffner	2,118	36	2082	1,127	1091	
East		Marshall Middle	22.9	18 S Maryland Ave.	Plant City	648	16	632	350	334	
South		Mulrennan Middle	18.9	4215 Durant Rd.	Tampa	2,200	36	2164	1,189	1153	
South		Nelson Elementary	20.6	5413 Durant Rd.	Tampa	1,813	28	1785	1,020	992	
South		Reddick Elementary	32.7	325 West Lake Dr.	Wimauma	1,969	28	1941	1,064	1036	
South	Yes	Shields Middle	31.6	15732 Beth Shields Way	Ruskin	2,492	46	2446	1,347	1301	
North		Turner Elementary	12.6	9020 Imerial Oaks Blvd.	Tampa	1,430	20	1410	773	753	
North		Wharton High School	11.9	20150 Bruce B Downs Blvd.	Tampa	526	16	510	284	268	
East		Wilson Elementary	20	702 English St.	Plant City	607	16	591	328	312	
Phase 3: Third 25% (13) Shelters Opened - total 74% opened						19,579	380	19,199	10,609	10,229	380
North	Yes	Bartels Middle	12.4	9190 Imperial Oaks Blvd.	Tampa	2,116	46	2070	1,144	1098	
South	Yes	Barrington/Stowers	24	5925 Village Center Dr.	Lithia	4,038	68	3970	2211	2143	
East		Brandon High School*	12.8	1101 Victoria St.	Brandon	759	16	743	410	394	
South		Boyette Springs Elementary	22.7	10141 Sedgebrook Dr.	Riverview	602	16	586	325	309	
South		Cimino Elementary	20	4329 Culbreath Rd.	Valrico	2,105	36	2069	1,138	1102	
East		Knights Elementary	16.2	4815 N Keene Rd.	Plant City	560	16	544	303	287	
North		McKittrick Elementary	16.9	5503 Lutz Lake Fern Rd.	Lutz	2,158	36	2122	1,166	1130	
North		Pride Elementary	13.6	10310 Lions Den Dr.	Tampa	2,026	36	1990	1,095	1059	
South		Sessums Elementary	21.4	11525 Ramble Creek Dr.	Tampa	1,491	20	1471	806	786	
North		Smith, SGT Paul Middle	13.3	14303 Citrus Pointe Dr.	Tampa	2,258	46	2212	1,220	1174	
South		Summerfield Elementary*	26.8	11990 Big Bend Rd.	Riverview	475	14	461	257	243	
East		Tomlin Middle	19	501 N Woodrow Wilson	Plant City	471	14	457	255	241	
East		Turkey Creek Middle	22.5	5005 Turkey Creek Rd.	Plant City	520	16	504	281	265	
Phase 4: Fourth 23% (11) Shelters Opened - total 100% opened						10,214	192	10,022	4,759	4,567	192
South		Bevis Elementary	26.1	5720 Osprey Ridge Dr.	Lithia	1386	20	1366	749	729	
North		Bowers-Whitley / Muller	3.1	13609 N. 22nd St.	Tampa	302	14	288	163	149	
West		Cannella Elementary	10.3	10707 Nixon Rd.	Tampa	509	16	493	275	259	
West		Carrollwood Elementary	8.2	3516 McFarland Rd.	Tampa	237	14	223	128	114	
East		Cork Elementary	16.7	3501 N Cork Rd.	Plant City	556	16	540	300	284	
North		Heritage Elementary	11.9	18201 East Meadows Rd.	Tampa	1,457	20	1437	787	767	
West		Lake Mag Elementary	5.2	2002 Pine Lake Dr.	Tampa	1,003	20	983	542	522	
North		Martinez Middle	16.8	5601 W Lutz Lake Fern Rd	Lutz	1,580	28	1552	854	826	
North		Mort Elementary	4.3	1806 Bears Ave.	Tampa	402	14	388	217	203	
West		Sheehy Elementary	4.7	6402 N 40TH St.	Tampa	1,491	16	1475	520	504	
East		Simmons Career Center	20.5	1202 W Grant St.	Plant City	1,291	14	1277	223	209	
						75,194	1,426	73,768	38,411	36,985	1,426

Special Needs Shelters and Capacity

Sector	Pet Shelter	Shelter Names	Distance from Warehouse (Miles)	Address	City	Maximum Useable Capacity	DOH Staff Needed	Public Capacity	COVID Capacity	Staff Needed for Phase	Support Shelters
West	Yes	Erwin Tech Center	6.5	2010 E. Hillsborough Ave	Tampa 1	800	50	800	400		Middleton High
South	Yes	Sumner High School	25.7	10650 CR 672	Riverview 2	617	50	617	308		Summerfield Elementary
East	Yes	Strawberry Crest High School	13.2	4691 Gallager Rd	Dover 3	298	50	298	149		Burnett Middle
South	Yes	Riverview High School	20.2	11311 Boyette Rd	Riverview 4	435	50	435	217		Collins Elementary
East	Yes	McLane Middle School	14.1	306 N Knights Ave	Brandon 5	338	50	338	169		Brandon High
West	Yes	Yuengling Center	0.7	4202 E Fowler Ave SUN 130	Tampa 6	413	50	413	207		Pizzo Elementary
						2902	300	2902	1451	300	

APPENDIX 11: Severe Weather Response Action List

The following appendix describes City of Tampa Severe Weather Response Actions and Tropical Cyclone Matrix to guide decision making during severe weather incidents within the City of Tampa.

The City EOC will be the central coordination and control facility for City of Tampa emergency response and recovery operations. Under the direction of the Fire Chief / Emergency Manager and EM Coordinator, the City EOC Organization will coordinate and direct all aspects of response activities. This subsection outlines, but is not limited to, response actions that may be focused on by the City of Tampa during a severe weather emergency, including:

- Evacuations
- Public Shelters
- Search and Rescue
- Critical Infrastructure Restoration
- Debris Management
- Damage Assessment
- Re-Entry

Evacuations

The City, in coordination with Hillsborough County, may initiate protective measures to evacuate residents and visitors from potentially hazardous areas that are a risk to human life. There are two types of evacuations: 1) Localized Evacuation and 2) Large Scale Evacuation.

Localized Evacuation

The principle of graduated response applies to actions taken if a localized disaster causes evacuations from threatened areas. Any localized evacuation will be dictated by the situation and by the decision of the incident commander in the field based upon the threat to the areas adjacent to the disaster site

During localized evacuation situations, requests for outside assistance will be made through EOC or OEM Duty Officer. This assistance may include, but is not limited to, the opening of selected shelters, emergency transportation, and activation of search and rescue units and requests for specialized personnel or equipment.

Large Scale Evacuation

When, in the judgment of the Mayor, or representative, an approaching hurricane or other emergency presents a threat to the City of Tampa, the Hillsborough County Board of County Commissioners (BOCC) will be convened. If deemed appropriate, the Hillsborough County BOCC will issue a Declaration of a State of Local Emergency. The BOCC may issue an

Evacuation Order concurrently with this Declaration or may defer the Evacuation Order to a later time.

If necessary during an impending disaster, the Hillsborough County School Board, or if designated by the Board, the Superintendent of Schools, will order the closing of public schools. Public schools will be closed based on consultation with the County Administrator or representative.

Responsibility for closing of businesses during actual or impending disasters rests with individual business management. However, businesses located within an area ordered to be evacuated by the BOCC or an incident commander for a localized disaster, must be evacuated.

Evacuation Areas

Those in areas directed to evacuate should depart to a safe location in “well built” structures outside of the evacuation zone or to a designated public shelter. The city is divided into five evacuation levels (Level A to E). Evacuation levels are determined based on the forecasted storm surge from a given tropical cyclone (i.e. Tropical Storm or Hurricane). Refer to Appendix 3: Evacuation Map for a detailed city map of each evacuation level area.

Residents of all mobile homes must evacuate for a strong tropical storm or higher (39mph or higher). The Tampa Bay Regional Planning Council (TBRPC) Hurricane Evacuation Study (2010) estimated 33,166 mobile home spaces within Hillsborough County. The TBRPC Study reflected 65,318 mobile home residents.

Evacuation Routes

Evacuation routes are as coordinated between Hillsborough County and Florida Department of Transportation, District 7. The main evacuation routes are the major highways in the county. These include the interstate systems (I-4, I-275 and I-75), U.S. highways (U.S. 41, U.S. 92 and U.S. 301), state roads (S.R. 60, S.R. 580, S.R. 581, S.R. 582, S.R. 597, S.R. 672, S.R. 674 and S.R. 676) and the Crosstown and Veterans Expressways. Evacuation routes are shown in Appendix 3: Evacuation Zones, Routes and Shelters. Tampa will assist the county in manning evacuation routes as requested.

Individuals evacuating out of the area will use these routes as their primary means of egress. Individuals evacuating to shelters will use the most direct route from their area to their shelters. In the event of closure of any evacuation route, law enforcement personnel will redirect traffic to alternate routes as appropriate. To ease traffic congestion, residents in low-lying areas will be advised through the media to consider leaving as early as possible before a mandatory evacuation order begins.

To maintain a continuous flow of traffic, both internally and on the evacuation routes leading out of the City, TPD and the city traffic engineers have established a traffic control plan. Traffic Control Points are designated at critical intersections through the City of Tampa. TPD is assigned to provide the necessary personnel at each Traffic Control Point. Locations of Traffic Control Points are maintained in the *TPD Hurricane Plan*.

Evacuees who require transportation assistance may use public transportation provided by the Hillsborough Area Transit Authority (HART). Public transportation will assist evacuees who cannot drive or have no other means of transportation. All evacuees using emergency bus service will be taken to designated shelters. Buses will also be made available to return to the evacuated areas when conditions are safe. Refer to Appendix 4 Emergency Bus Routes for detailed emergency route system.

Bridge Closures

There are 5 bridges controlled by the City of Tampa (Platt Street, Brorein Street, Cass Street, Laurel Street and Columbus Drive). Under a hurricane evacuation it may become necessary to close all drawbridges in the city to facilitate evacuation. According to 33 Code of Federal Regulations (33 CFR), the primary jurisdiction to regulate drawbridges over navigable waters is the federal government. This authority rests with the U.S. Coast Guard. The cognizant agency in the City of Tampa is the Seventh Coast Guard District, Miami, Florida.

Prior to a disaster, the closure of drawbridges must be authorized by the Coast Guard. If the City of Tampa desires to mandate closure of drawbridges during evacuation, the EOC shall coordinate this action with the Seventh Coast Guard District. CFR 117.33 allows drawbridges to remain closed during a natural disaster unless the Coast Guard specifically directs otherwise.

FDOT policy as reflected in their Bridge Tender Manual is that drawbridges may be closed no earlier than eight hours prior to arrival of winds of 34 knots (39 mph) or more, if DOT has determined that closure is required to prevent damage to the bridge. Whenever such closure is ordered, it should be reported to the Coast Guard.

Public Shelters

In the event of a hurricane or other countywide emergency, the decision to open shelters will be made by the County Administrator or his/her representative. In most cases, the decision to open shelters will be made subsequent to a Declaration of a State of Local Emergency by the Hillsborough County EPG. The decision can be made no later than the time an Evacuation Order is issued by the Hillsborough County EPG. This decision will be immediately provided to Hillsborough County Office of Emergency Management, which has the responsibility to open the shelters, and to the Hillsborough County School District. For a localized disaster, a request to open shelter facilities will be made by the appropriate agency to the Office of Emergency Management.

With the exception of special needs shelters, all general population shelters will be staffed and operated by Hillsborough County and City of Tampa personnel. Minimum staffing is referenced in Appendix 10: Public Shelter Demand. Law enforcement agencies will provide 24-hour security personnel at each shelter within their jurisdiction. Fire Rescue will provide onsite emergency medical support at each shelter within their jurisdiction. ARES/RACES Armature Radio operators will provide communications support at each shelter.

Most public shelter facilities for countywide emergencies will be located at public schools. The designated public schools to be used as public shelters will be reviewed periodically by a shelter

verification committee consisting of Hillsborough County School Board Administration and Hillsborough County. This committee will ensure that the best available public school facilities are chosen to meet shelter requirements primarily based on safety criteria.

Logistical requirements for shelters are a joint responsibility of the Hillsborough County School District and Hillsborough County Office of Emergency Management. The Hillsborough County School District will ensure a minimum of a three-day supply of food, in addition to sufficient water and sanitation facilities are available for designated public school shelters. These two organizations will also ensure that food service and janitorial personnel support is available. Replenishment of food, water and other supplies is a Hillsborough County Office of Emergency Management responsibility in coordination with the Hillsborough County School District.

There is a continual goal to meet projected public shelter demand for the worst-case hurricane scenario in accordance with Tampa Bay Regional Planning Council planning estimates. Through the continuing shelter capacity refinement process, available shelter spaces vary. Projected shelter capacities and any potential shortages, if any, are calculated annually. Various churches throughout the City, in coordination with the Red Cross provide a capability to accept overflow evacuees in case the official public shelters become saturated. Also, in the event that a region wide evacuation causes the capacity of shelters to be exceeded, refuges of last resort will be identified by the Hillsborough County EOC to download evacuees from the highways. An updated list of official public shelters within the City of Tampa is published annually in the Hurricane Guide based on the shelter verification committee's review and findings.

Shelters used for a localized disaster will depend on the number of individuals needing shelter and the timing of the event. For a small scale-sheltering requirement, shelters will be established at Parks and Recreation facilities identified as Family Assistant Centers, local churches, local service groups. If schools are not in session and there is a significant sheltering requirement, public schools may be used for sheltering during localized emergencies.

Special Needs Shelters

Hillsborough County opens designated shelters, the number depending on the severity of the hurricane, which are solely dedicated for those with special medical needs. Hillsborough County Department of Health (FLDOH) manages these shelters.

Those who qualify for special needs shelters are encouraged through the Hurricane Guide, as well as by human service agencies and home health agencies to pre-register. FLDOH maintains a list and updates it on a continual basis.

Medical supplies for special needs shelters have been placed at each of the shelters. Generators will be required for each special needs shelter. If a special needs shelter is not equipped with a county owned generator, one will be leased by Hillsborough County.

More detailed information on evacuation and sheltering of people with special needs can be found in Hillsborough County Special Needs Evacuation Operations Plan.

Re-Entry

The Hillsborough County EPG is vested with the authority to allow reentry to evacuated areas and to declare a termination of a state of emergency. In all likelihood, reentry will be a gradual process depending on extent of damage in various areas of the county. In all damaged areas, re-entry will not be allowed until the area has been deemed safe. In those damaged areas, the County Administrator will make recommendations to the Hillsborough County EPG on when the areas are safe as determined by the City and County agencies.

Teams comprised of representatives from the appropriate agencies (i.e. law enforcement, fire rescue, building, utilities and health) will advise the Hillsborough County EM Director of when an area is considered safe for re-entry. Tampa Police Department is responsible for restricting access to evacuated and/or damaged areas until City EOC have concluded that there are no threats to health and safety. TPD Special Incident Management Unit (SIMU) in conjunction with the City of Tampa Office of Emergency Management is tasked with the responsibility of planning, coordinating, and directing TPD's re-entry and security operations of the affected area(s) using uniform officers from each of the Tampa Police Districts to accomplish the assignment. Parking Division personnel will assist TPD in all areas.

Emergency Response Center Operations

During the response and recovery phases of a disaster of forewarning, such as a hurricane, the City of Tampa will be required to perform a wide range of activities. To ensure organized efficiency during disaster operations under the worst case conditions, certain critical functions shall be coordinated through the City of Tampa EOC and its network of three ERCs. City of Tampa ERCs include:

- ERC #1 Tampa Bay Boulevard ES - 3111 Tampa Bay Boulevard Tampa, FL 33612
- ERC #2 Forest Hills ES - 10112 North Ola Avenue Tampa, FL 33612
- ERC #3 Oak Park ES - 2716 North 46th Street Tampa, FL 33605

Search and Rescue Operations

The highest priority following the passage of a major hurricane (most likely a category 3 or higher) is saving lives. Accordingly, the first objective is to identify and recover persons who are in immediate peril or in need of medical attention. The SAR Teams work in conjunction with the guidance of Tampa Fire Rescue. ERC personnel are assigned to each SAR Team. They are responsible for the clearance of debris and other obstructions in an effort to reach critical facilities or people who may need immediate help. All assigned personnel and equipment will stage with TFR at one of the five Disaster Action Zones (DAZs), located throughout the City. DAZs represent groups of fire stations that are combined to form five Area Command Centers. Each agency assigned to a DAZ is required to remain with TFR until they determine that the impacted areas are free from major dangers that present medical or safety hazards. DAZs and their supporting fire stations include:

- DAZ 1- Station 1 – 808 E. Zack (Downtown)
 - Station Branches – 4, 6, 10, 16
- DAZ 2- Station 14 – 1325 S. Church (South Tampa)
 - Station Branches – 3, 15, 17, 19
- DAZ 3- Station 13 – 2713 E. Annie (Busch Gardens area)
 - Station Branches – 7, 18
- DAZ 4 – Station 12 – 3073 W. Hillsborough
 - Station Branches – 2, 5, 8, 9, 11, 15
- DAZ 5 – Station 21 – 18902 Green Pine LN (New Tampa)
 - Station Branches– 20, 22, 23

Push Team / Debris Clearance Operations

Concurrent with SAR operations, the first priority of the ERCs will be to open those roadways servicing critical facilities such as hospitals, medical facilities, police/fire stations, city infrastructure, etc. The roads, or push routes, will be cleared systematically using Push Teams dispatched from each of the three ERCs, whose main function is to push clear at least one lane for travel. This will be accomplished by cutting and pushing debris off the roadways onto the shoulders or adjacent rights of way when possible. The push routes followed by the Push Teams are associated with the longitudinal and latitudinal coordinates of the TPD map grids.

Damage Assessment (Public Structures and Infrastructure)

Damage assessment will commence immediately after ERC Push Teams and Hazard Assessors complete their work. Public damage assessment includes an initial survey of critical transportation, facility and utility assets maintained and operated by the City of Tampa or nonprofit entities to determine the severity and magnitude of the disaster. CAD will take the lead for public structures while preassigned Damage Assessment Teams from ERCs will assess public infrastructure.

Neighborhood Enhancement will be responsible for conducting Private Damage Assessment under ESF 19 – Damage Assessment. This includes assessing for damages in residential, commercial and other private property post-storm.

Debris Management

Debris Removal Teams from the ERCs and Solid Waste Department will be utilized for post disaster operations after the conclusion of the emergency situation. Debris removal helps restore normalcy and safety to City of Tampa neighborhoods. A systematic debris removal plan will be activated based on the decision made as to whether or not activation of primary and/or secondary contracts for debris removal and monitoring will occur. If both contracts are activated, Solid Waste Department personnel will monitor the contractors’ performance. If the monitoring contract is not activated, personnel will have a more active role in monitoring the debris removal contract. If none of the contracts are activated, the Solid Waste Department will formalize the

Debris Removal Teams and be responsible for the removal of debris throughout the City of Tampa. Debris removal efforts should begin as determined by the EPG on a case-by-case basis.

The Solid Waste Director is the overall coordinator of debris disposal activities with the City of Tampa. A Debris Disposal Team will make sure adequate temporary disposal sites are available for receiving the necessary approval from other governmental agencies for activation of these interim or Temporary Disposal Storage and Reduction Sites (TDSRS). It may be necessary to set up TDSRSs to receive debris generated by a storm. The Debris Disposal Team will coordinate the establishment and operation of such sites. Also, this team ensures sites are restored to their original condition after full recovery. The Solid Waste Director will update the list of TDSRSs annually and provide a copy to the OEM.

Tropical Cyclone Decision Point Matrix

The following Tropical Cyclone Decision Point Matrix should be used to track timely decision-making points based on time constraints from a tropical cyclone. This should be used for planning purposes only and individual storm characteristics and operational factors may adjust decision-making during real-world tropical cyclone incidents.

Time Until Landfall in Hours (hrs.)	Actions
+ 120 hrs.	<ul style="list-style-type: none"> • Monitor National Hurricane Center / National Weather Service Forecasts • Attend Stakeholder Briefings: State Briefing, NWS Tampa Bay, Hillsborough County OEM • Maintain information sharing with Hillsborough County Office of Emergency Management • Provide Public Information on Social Media Platforms @AlertTampa, @CityofTampa, etc. • Distribute Flash Report and NWS Forecasts to EOC Operations Email Distribution List • Monitor tropical system on Hurrevac and other tropical weather products
+ 96 hrs.	<ul style="list-style-type: none"> • Continue coordination and conference calls with stakeholders • Distribute Flash Reports when significant updates are provided • EOC and Emergency Communications Test (radios, satellite phones, GETs Cards, etc.) • Departmental preparedness action briefing and email sent to department heads and employees from Human Resources • Situation Briefing with EOC Operations Group (Command, ESFs, ERCs, NWS, etc.) • Public Information Updates • Implement and support EOC and departmental emergency plans • Check / Organize emergency supplies including sand, PPE, food, fuel emergency vehicles, etc. • Prepare to notify Know Your Role employee positions of potential emergency activation • Contacting emergency vendors to be on standby for needs and timelines to receive services or commodities • Draft / Sign Local State of Emergency
+72 hrs.	<ul style="list-style-type: none"> • Continue coordination and conference calls with stakeholders • Distribution Flash Reports when significant updates are provided • Situation Briefing with EOC Operations Group (Command, ESFs, ERCs, NWS, etc.) • Public Information Updates • Emergency Fuel Purchase to top off tanks and turn on WEX Card Fuel Program • EOC Activation Status Decisions to be made and/or prepared to be made • Distribute sandbags to the public and departments as needed • Ensure city buildings are being prepared to be hardened shutter • Conduct / monitor storm water and utilities systems emergency protective measures • Contact and staff for volunteer HAM Radio Operators for EOC and ERCs

Time Until Landfall in Hours (hrs.)	Actions
	<ul style="list-style-type: none"> • Request additional GTE space by memo for sleeping quarters at the EOC • Prepare for EOC activation • Have EOC, FLASH, ERCs and TPD Command Centers staffing on standby • Order food and final emergency supplies for EOC, FLASH, ERCs, and TPD Command Centers • Implement department emergency plans • Coordinate with county on sheltering or any other unmet needs by the City of Tampa • Activate the Citizen Information Center (CIC)
+ 48 hrs.	<ul style="list-style-type: none"> • Continue coordination and conference calls with stakeholders • Distribution Flash Reports when significant updates are provided • Situation Briefing with EOC Operations Team (Command, FLASH, ESFs, ERCs, NWS, etc.) • Public Information Updates • Finalize all protective measures • Develop Incident Action Plan and emergency staffing • Finalize preparedness action to activate EOC, FLASH, ERCs and TPD Command Centers • Finalize staging of resources and equipment • Attend State, County, NWS, and NHC Briefings and provide updates to EOC Operations Group • Make final resource requests thru vendors, Hillsborough County, and Florida Division of Emergency Management as needed • Evacuation orders, shelter opening decisions need to be made by EPG and/or Mayor in direct coordination with Hillsborough County Office of Emergency Management
+24 hrs.	<ul style="list-style-type: none"> • Continue coordination and conference calls with stakeholders • Distribution Flash Reports when significant updates are provided • Situation Briefing with EOC Operations Team (Command, FLASH, ESFs, ERCs, NWS, etc.) • Public Information Updates • Finalize all protective measures • Activate the EOC and send out emergency notification message to activated emergency positions, ERCs, ESFs, etc. • Secure all critical facilities • Prepare for lockdown at EOC, FLASH, Fire Stations, TPD Command Centers, Utility facilities, etc.
Landfall	<ul style="list-style-type: none"> • Maintain communications • Remain secured in safe facilities • Prepare all post-impact actions including ERC push teams, damage assessment teams, search and rescue, etc.

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APPENDIX 12: Disaster Action Zones

A DAZ Task Force will be located within each of the five Tampa Fire Rescue Districts. The DAZ Task Force provides a combination of resources to provide life safety response and search and rescue operations within their designated DAZ due to the emergency. This will include specialized resources and personnel from TFR, TPD, Infrastructure and Mobility Services, and TECO.

The Station Captain will be the DAZ Task Force Leader and is responsible for directing all resources under the DAZ Task Force to respond to life safety and search and rescue operations calls for service or as directed by the OPCON Command.

The DAZ Task Force will include: (1) Fire Captain, (3) Driver Engineers / Firefighters, (1) TECO line truck with personnel, (1) Infrastructure and Mobility crew that will staff a frontend loader and dump truck, (1) TPD unit, (1) rescue unit with three man crew, fire apparatus as determined by the zone requirements, military drivers and vehicles.

DAZ Task Forces will be located in each of the 5 DAZ Divisions to support their respective Station Branches to include:

- DAZ 1- Station 1 – 808 E. Zack (Downtown)
 - Station Branches – 4, 6, 10, 16
- DAZ 2- Station 14 – 1325 S. Church (South Tampa)
 - Station Branches – 3, 15, 17, 19
- DAZ 3- Station 13 – 2713 E. Annie (Busch Gardens area)
 - Station Branches – 7, 18
- DAZ 4 – Station 12 – 3073 W. Hillsborough
 - Station Branches – 2, 5, 8, 9, 11, 15
- DAZ 5 – Station 21 – 18902 Green Pine LN (New Tampa)
 - Station Branches – 20, 22, 23

The DAZ Task Force Leader position will be held by the respective Station Captain where each DAZ Task Force is located. The DAZ Task Force Leader is responsible for directing all DAZ Task Force assignments, actions, requests for resources through OPCON Command and providing periodically updates on the situation within the DAZ. When OPCON is activated, all DAZ members will respond to calls together as one task force for safety measures.

Other TFR personnel assigned to a DAZ Task Force will be responsible for the following actions:

- Provide lifesaving medical treatment to help injured and/or displaced persons from the emergency.
- Provide fire suppression within DAZ.

- Conduct primary search and rescue within DAZ. This would be limited to rescue of lightly trapped victims.
- Provide Rapid Damage Assessment in area around station.

TPD Task Force Responsibilities

TPD will be responsible for the following actions as part of the DAZ Task Force:

- Provide scene security.
- Provide traffic control.
- Provide additional support as needed to the DAZ Task Force.

Infrastructure and Mobility Services Task Force Responsibilities

Infrastructure and Mobility Services will be responsible for the following actions as part of the DAZ Task Force:

- Assist with clearing blocked roadways by debris.
- Use of chainsaw operations if needed.
- Provide additional support as needed to the DAZ Task Force.

TECO Task Force Responsibilities

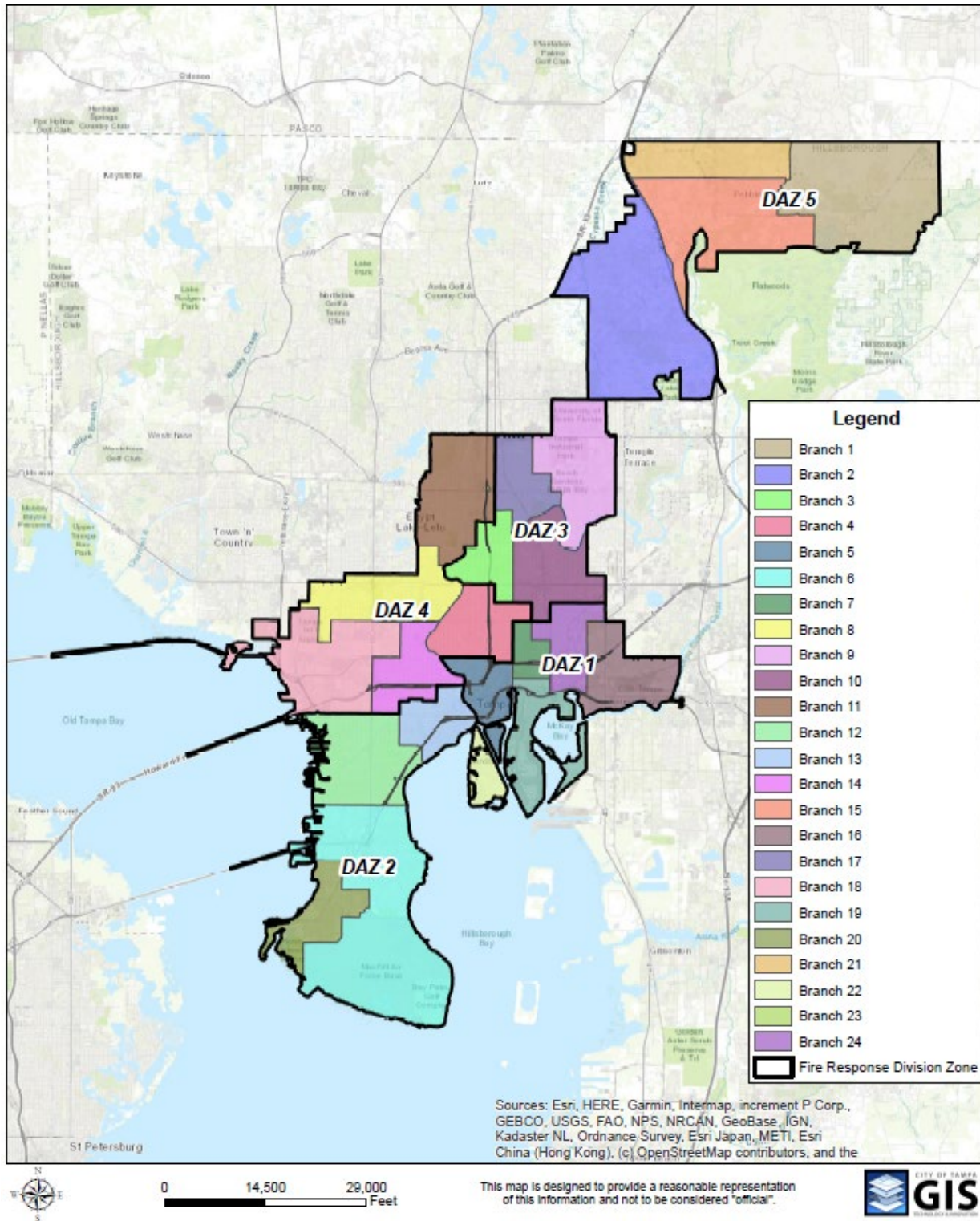
TECO will be responsible for the following actions as part of the DAZ Task Force:

- De-energize downed powerlines.
- Mitigate life safety risk of downed powerlines or electrical issues as determined.

Logistical support will be provided as needed, determined by availability. **If additional resources are needed contact TFR OPCON COMMAND.**

Due to the dynamic nature and potential impacts from a hurricane (i.e., flooding, high winds, and storm surge), the concept of operations and mobilization of personnel and equipment must remain flexible to respond most effectively to protect lives and save property during a hurricane event. The relocation of personnel and equipment will be at the direction of TFR OPCON COMMAND and may change depending on the situation and severity of the expected impacts from a given hurricane.

Disaster Area Zone Divisions and Branches



Disaster Action Zones

DAZ1	Location	Office
Station #1	808 East Zack Street	274-7024/7025
Station #4	2100 East 11th Ave	242-5422/5423
Station #6	311 South 22 nd St	242-5384/5469
Station #10	3108 North 34 th St	242-5421
Station #16	5126 East 10th Ave	242-5319
DAZ2		
Station #14	1325 South Church St	259-1600/1601
Station #3	103 South Newport Ave	259-1659/1611
Station #15	4919 South Himes Ave	832-1211/1212
Station #17	601 East Davis Blvd	259-1660/1661
Station #19	7910 Interbay Blvd	831-3871
DAZ3		
Station #13	2713 East Annie St	931-2157/2158
Station #7	6129 North Nebraska Ave	231-5296/5298
Station #18	5706 North 30th St	231-5282/5286
DAZ4		
Station #12	3073 West Hillsborough Ave	348-2061/2062
Station #2	3911 Bessie Coleman Blvd	348-6523/6524
Station #5	3900 North Central Ave	274-8344/8377
Station #8	2015 North Manhattan	348-1071/1072
Station #9	2525 West Chestnut St	348-1064/2032
Station #11	1500 West Waters Ave	931-2110/2111
Station #25	710 East Fairbanks St	931-0057/0098
DAZ5		
Station #21	18902 Green Pine Ln	975-2749/2754
Station #20	16200 Bruce B. Down Blvd	975-2710/2705
Station #22	10871 Cross Creek Blvd	973-9085
Station #23	20770 Trout Creek Dr	907-6841/6847

**APPENDIX 13:
Public Assistance Thresholds**

Provided in this Appendix are the thresholds required to meet the thresholds for public assistance in the State of Florida.

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FY 22-23 PUBLIC ASSISTANCE PROGRAM THRESHOLDS

Applies to major disasters and emergencies declared on or after October 1, 2022

State	Population (2020 Census)	Per Capita Indicator	State Threshold
Florida	21,538,187	\$1.77	\$38,122,590.99
County	Population (2020 Census)	Per Capita Indicator	County Threshold
Alachua	278,468	\$4.44	\$ 1,236,397.92
Baker	28,259	\$4.44	\$ 125,469.96
Bay	175,216	\$4.44	\$ 777,959.04
Bradford	28,303	\$4.44	\$ 125,665.32
Brevard	606,612	\$4.44	\$ 2,693,357.28
Broward	1,944,375	\$4.44	\$ 8,633,025.00
Calhoun	13,648	\$4.44	\$ 60,597.12
Charlotte	186,847	\$4.44	\$ 829,600.68
Citrus	153,843	\$4.44	\$ 683,062.92
Clay	218,245	\$4.44	\$ 969,007.80
Collier	375,752	\$4.44	\$ 1,668,338.88
Columbia	69,698	\$4.44	\$ 309,459.12
Desoto	33,976	\$4.44	\$ 150,853.44
Dixie	16,759	\$4.44	\$ 74,409.96
Duval	995,567	\$4.44	\$ 4,420,317.48
Escambia	321,905	\$4.44	\$ 1,429,258.20
Flagler	115,378	\$4.44	\$ 512,278.32
Franklin	12,451	\$4.44	\$ 55,282.44
Gadsden	43,826	\$4.44	\$ 194,587.44
Gilchrist	17,864	\$4.44	\$ 79,316.16
Glades	12,126	\$4.44	\$ 53,839.44
Gulf	14,192	\$4.44	\$ 63,012.48
Hamilton	14,004	\$4.44	\$ 62,177.76
Hardee	25,327	\$4.44	\$ 112,451.88
Hendry	39,619	\$4.44	\$ 175,908.36
Hernando	194,515	\$4.44	\$ 863,646.60
Highlands	101,235	\$4.44	\$ 449,483.40
Hillsborough	1,459,762	\$4.44	\$ 6,481,343.28
Holmes	19,653	\$4.44	\$ 87,259.32
Indian River	159,788	\$4.44	\$ 709,458.72
Jackson	47,319	\$4.44	\$ 210,096.36
Jefferson	14,510	\$4.44	\$ 64,424.40
Lafayette	8,226	\$4.44	\$ 36,523.44
Lake	383,956	\$4.44	\$ 1,704,764.64
Lee	760,822	\$4.44	\$ 3,378,049.68
Leon	292,198	\$4.44	\$ 1,297,359.12
Levy	42,915	\$4.44	\$ 190,542.60



FY 22-23 PUBLIC ASSISTANCE PROGRAM THRESHOLDS

Applies to major disasters and emergencies declared on or after October 1, 2022

County	Population (2020 Census)	Per Capita Indicator	County Threshold
Liberty	7,974	\$4.44	\$ 35,404.56
Madison	17,968	\$4.44	\$ 79,777.92
Manatee	399,710	\$4.44	\$ 1,774,712.40
Marion	375,908	\$4.44	\$ 1,669,031.52
Martin	158,431	\$4.44	\$ 703,433.64
Miami-Dade	2,701,767	\$4.44	\$ 11,995,845.48
Monroe	82,874	\$4.44	\$ 367,960.56
Nassau	90,352	\$4.44	\$ 401,162.88
Okaloosa	211,668	\$4.44	\$ 939,805.92
Okeechobee	39,644	\$4.44	\$ 176,019.36
Orange	1,429,908	\$4.44	\$ 6,348,791.52
Osceola	388,656	\$4.44	\$ 1,725,632.64
Palm Beach	1,492,191	\$4.44	\$ 6,625,328.04
Pasco	561,891	\$4.44	\$ 2,494,796.04
Pinellas	959,107	\$4.44	\$ 4,258,435.08
Polk	725,046	\$4.44	\$ 3,219,204.24
Putnam	73,321	\$4.44	\$ 325,545.24
Santa Rosa	188,000	\$4.44	\$ 834,720.00
Sarasota	434,006	\$4.44	\$ 1,926,986.64
Seminole	470,856	\$4.44	\$ 2,090,600.64
St. Johns	273,425	\$4.44	\$ 1,214,007.00
St. Lucie	329,226	\$4.44	\$ 1,461,763.44
Sumter	129,752	\$4.44	\$ 576,098.88
Suwannee	43,474	\$4.44	\$ 193,024.56
Taylor	21,796	\$4.44	\$ 96,774.24
Union	16,147	\$4.44	\$ 71,692.68
Volusia	553,543	\$4.44	\$ 2,457,730.92
Wakulla	33,764	\$4.44	\$ 149,912.16
Walton	75,305	\$4.44	\$ 334,354.20
Washington	25,318	\$4.44	\$ 112,411.92

Public Assistance Program Project Thresholds

Minimum Amount for Project Worksheets

\$3,800.00

Maximum Amount for Small Project Grants

\$1,000,000.00

Census Data retrieved from

<http://edr.state.fl.us/Content/population-demographics/data/index-censusdata.cfm>

FY21-22 STATE Per Capita Indicator = \$1.63 & County Per Capita Indicator = \$4.10

FY22-23 STATE Per Capita Indicator = \$1.77 & County Per Capita Indicator = \$4.44

APPENDIX 14: EOC Battle Rhythm

Provided in this Appendix is the general timeline of events in the Emergency Operations Center once a full activation is issued in response to a disaster or special event.

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Time	Meeting/Activity	Participants
0500	Sitrep Updates Due	All
0500	NHC Advisory Released	Command and General Staff
0515	SERT Conference Call	Command and General Staff
0600	Sitrep Distributed	Planning Section
0700	National Weather Service Briefing	All
0710	Region IV Director's Call	Command
0815	Executive Policy Group Meeting	Executive Group
1000	Operational Briefing	EOC Staff
1100	Sitrep Updates Due	All
1100	NHC Advisory Released	Command and General Staff
1115	SERT Conference Call	Command and General Staff
1200	Sitrep Distributed	Planning Section
1230	Commence IAP Documentation	Planning Section
1300	National Weather Service Briefing	All
1310	Region IV Director's Call	Command
1430	Hillsborough County EAG	EOC Staff
1600	Operational Briefing	EOC Staff
1700	Sitrep Updates Due	All
1700	NHC Advisory Released	Command and General Staff
1715	SERT Conference Call	Command and General Staff
1730	Executive Policy Group Meeting	Executive Group
1800	Sitrep Distributed	Planning Section
1900	National Weather Service Briefing	All
1910	Region IV Director's Call	Command
1930	IAP Review and Approval	Command
2000	IAP Distribution	Planning Section
2300	Sitrep Updates Due	All
2300	NHC Advisory Released	Command and General Staff
2315	SERT Conference Call	Command and General Staff
0000	Sitrep Distributed	Planning Section
0110	Region IV Director's Call	Command
0230	Hillsborough County EAG	EOC Staff
0500	RETURN TO BEGINNING OF CYCLE	All

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APPENDIX 15: POD Sites

Below are is list of locations where Points of Distributions operation may be established withing the City of Tampa:

Al Lopez Park
4810 N. Himes Ave
Tampa, FL 33614

Al Barnes Park
2902 N. 32nd St,
Tampa, FL 33605

Himes Avenue Sports Complex
4501 S. Himes Ave
Tampa, FL 33611

Macfarlane Park
1700 N. MacDill Ave
Tampa, FL 33607

Gandy Boat Ramp
5108 W. Gandy Blvd
Tampa, FL 33611

New Tampa Community Park
17302 Commerce Park Blvd
Tampa, FL 33647

Copeland Park
11001 N. 15th St
Tampa, FL 33612

Rowlett Park
2501 E. River Hills Dr
Tampa, FL 33604

Gadsden Park
6901 S. MacDill Ave
Tampa, FL 33611

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