



Peacetime

Engineering



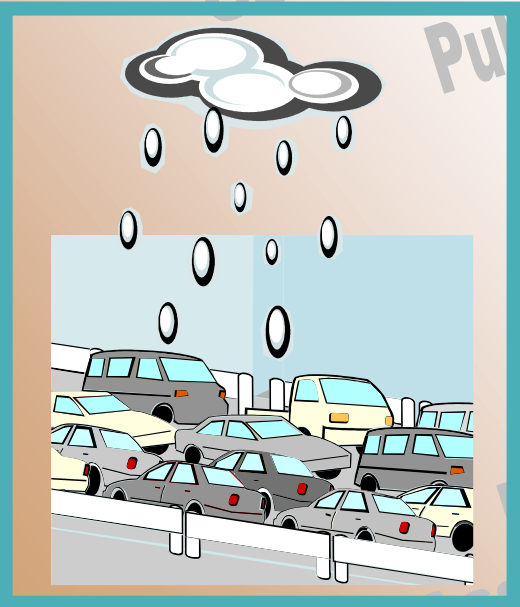
Evacuation

Information
Transportation

Communications
Hazmat

2013 EMERGENCY PLAN

Animal
Control



Public Works
Police

Search
Rescue

Firefighting



Damage
Assessment

City of Ormond Beach - PEACETIME EMERGENCY PLAN

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PURPOSE

The purpose of this plan is to develop a comprehensive emergency management methodology for the City of Ormond Beach. The plan, however, does not intend to predict every possible situation and response, nor does it eliminate the need for speedy, common sense decisions at all levels of government. Departments are expected to develop specific guidelines and procedures to further define their roles and responsibilities in executing this plan.

OBJECTIVES

To anticipate the problems that will be encountered by the City of Ormond Beach, its citizens, and visitors during such an emergency and to establish procedures for managing those problems.

To identify, define and assign areas of responsibility as they pertain to the preparation for, dealing with, and recovery from peacetime emergencies.

Department Directors/Heads should hold periodic meetings and training sessions with their subordinates to ensure that all employees are familiar with this plan and their responsibilities within the plan. They are encouraged to become students of emergency management and develop skills that may prove beneficial during large-scale emergencies. It can't be overemphasized that proper preparedness becomes invaluable during significant disaster events.

HAZARD ANALYSIS

The City of Ormond Beach, as a coastal city of Florida, is subject to weather related emergencies, mainly in the form of hurricanes, tornadoes, and severe thunderstorms, with accompanying high winds, heavy rain and flooding. These weather related threats are potentially more dangerous because a portion of the City is positioned on a peninsula joined by only one bridge within the City limits. This bridge serves not only the residents and visitors in the City's portion of the peninsula, but also the ever-increasing population of the unincorporated area known as the "North Peninsula."

In addition to the dangers posed by severe weather, the City is also exposed to hazardous material incidents. The numerous residential and commercial swimming pools throughout the City use dangerous chemicals (liquid, powdered, and gas chlorine, acids, etc.). These chemicals are stored in bulk in several retail stores throughout the area. Chemicals are also used in the water and sewage treatment plants operated by the City of Ormond Beach. Additional dangers are created by the transportation of hazardous materials on Interstate 95 and other roadways within the City of Ormond Beach. The Florida East Coast Railway also passes through the City, which transports hazardous materials along Florida's east coast. Ormond Beach is also subject to moderate to severe wildfire activity due to its pine forests and combustible undergrowth that are prevalent, particularly in the western City suburbs.

Additionally, Ormond Beach must be prepared for a terrorist related emergency event that could occur with or without notice. All of the above events will be managed through an "All-Hazards" approach which allows for commonality in the emergency management structure, terminology and overall approach to disaster events.

DEMOGRAPHICS

The City of Ormond Beach is comprised of two components: a peninsula created by the Atlantic Ocean and the Halifax River, and the mainland. The City's population of approximately 38,500 can, at peak tourist seasons, almost double. The City occupies roughly 36 square miles. This area contains four major waterways, the Halifax River (a part of the Intra-coastal Waterway), the Tomoka River, and Thompson's and Strickland Creeks. The majority of the City is comprised of residential units, with approximately 15% of the total lands being commercial properties. There were a total of 2,045 hotel/motel/timeshare units within the City in 2012.

AUTHORITIES

This plan has been established, and is authorized, as per Florida Statute 252.38(3) (Fla. Stat., 1985), regarding the creation of municipal emergency management agencies. It fulfills the requirement for the creation and maintenance of a City-wide emergency operations plan and authorizes City emergency management officials to make operational and/or administrative alterations or changes that may be needed to effectively manage emergencies.

DISCUSSION

While the City of Ormond Beach is not responsible for the initiation of an evacuation of the City (except under extreme situations), it will lend all assistance available to the Volusia County Emergency Management Division in the event of such an evacuation. This assistance will mainly consist of: Coordination and assistance in relaying the warnings to the citizens, visitors, and businesses within the City of Ormond Beach, and if so ordered, the evacuation of the population.

- Providing traffic control along designated evacuation routes, and ensuring that these evacuation routes are kept free of obstructions which would cause unnecessary delays to those evacuating.
- Protecting the lives and property of the citizens and visitors.
- Assisting in the search and rescue operations of injured and deceased persons.
- Documenting damage caused by the emergency in regards to injuries, loss of lives and property damaged.
- Providing for increased patrol of homes and businesses damaged.
- Providing for the orderly and safe return of citizens after the emergency has passed.
- Providing for prudent and necessary relief efforts for citizens and visitors that may be affected during or after an emergency.

DIRECTION AND CONTROL

In the event of an emergency, the Ormond Beach Emergency Operations Center (O.B.E.O.C.) will be established. Response activities will be coordinated from this center, which will be located in the Police Department, 170 West Granada Boulevard. Should it be determined that this location is unsuitable for use, the O.B.E.O.C. may be established at Fire Station #92, 189 South Nova Road. This station is equipped with City extension phones and ports for connecting to the City-wide computer network. It will be necessary to obtain portable radios, a power converter and an antenna for this location. The Ormond Beach Emergency Operations Center will be activated by the City Manager or his/her designee. At the discretion of the event Incident Commander, an emergency call out procedure to communicate with other City staffers may be implemented.

An emergency staff comprised of the City Manager, Assistant City Manager, Police Chief, Fire Chief, Director of Planning and Director of Public Works or their designees will be responsible for the management and administration of all emergency services for the City of Ormond Beach in accordance with National Incident Management System (NIMS). In addition, clerical staff will also be present to record the actions taken and prepare all other correspondence that may be necessary. These personnel shall be stationed at the Ormond Beach Emergency Operations Center, or be immediately available for consultation. The City Manager will remain responsible for the overall administration during emergencies that affect the City. Decisions rendered by this body will include but not be limited to:

- Insuring that workers not evacuated are placed and sheltered in secure areas.
- Establish safe havens for critical and necessary equipment.
- Provide specific direction in instances where it deviates or is not addressed in City emergency plans.

EMERGENCY MANAGEMENT COORDINATOR

The City Manager shall appoint an individual to serve as Emergency Management Coordinator (EMC). This individual shall be charged with the following assigned duties:

- Coordinating the planning and general preparedness activities of the municipal government.
- Serving as liaison between the City and County Emergency Management Organizations.
- Serving as controller of the Ormond Beach Emergency Operations Center during its activation.
- Ensuring the operational capability of the Ormond Beach Emergency Operations Center.
- Keeping the City Manager apprised of the City's current preparedness status and future needs.
- Initiating and monitoring the increased readiness actions among the City services when disaster threats occur.
- Maintaining liaison with organized emergency volunteer groups.
- Analyzing the training needs of the City force and arranging the training necessary to fulfill the requirements.

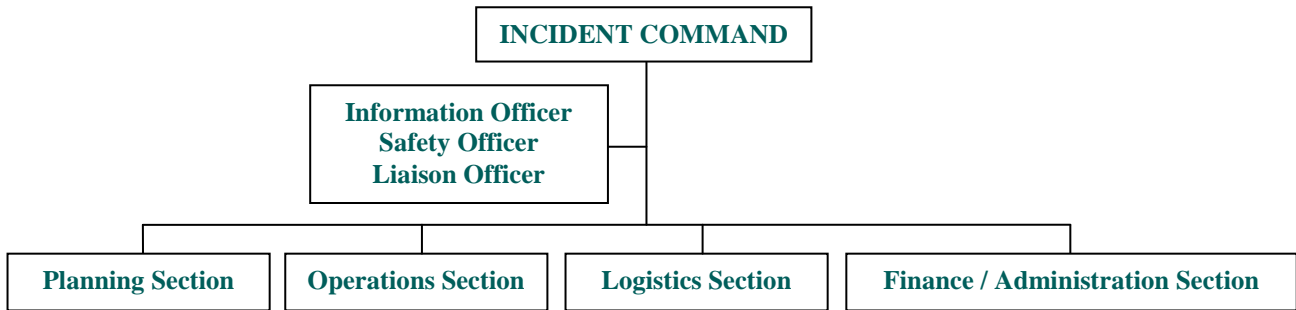
EMERGENCY OPERATIONS OFFICER

The City Manager shall appoint an individual/s to serve as Emergency Operations Officer/s (EOO/s). This individual/s shall be charged with assisting the Emergency Management Coordinator (EMC) with his/her responsibilities:

INCIDENT COMMAND SYSTEM (ICS)

The National Incident Management System (NIMS) is recognized as the system to be used for command, control and coordination of an emergency response. NIMS also serves to provide a means to coordinate the efforts of the City of Ormond Beach, working toward the common goal of stabilizing the incident and protecting life, property and the environment. NIMS utilizes general principles that have proven to improve efficiency and effectiveness to provide seamless emergency response.

The NIMS organizational structure is built around five (5) major component sections; the incident commander, planning section, operations section, logistics section and the finance/administration section. The City's EOC structure will utilize this format.



INCIDENT MANAGEMENT SYSTEMS (IMS) - Responsibilities

Each Department Head will designate an emergency management coordination team. This team will consist of a group of individuals who will be responsible for ensuring that their department is prepared to provide the emergency services required to manage all-hazard emergencies. Department Heads should also develop a plan for providing relief for the employees should emergencies continue for long periods of time.

These operational coordination teams will be activated as deemed necessary by the City Manager, Assistant City Manager, Police Chief, Fire Chief and Director of Public Works. Each Department, in addition to the specific obligations listed within this plan, will ensure that all departmental vehicles are fully fueled and operational. They shall also see that their respective areas are clear of debris or loose objects that could become wind-borne and create a hazard.

How Should Employees Prepare For Disaster Duty

Employees should pay special attention to available information regarding anticipated disaster conditions, especially during hurricane season. Sources of information include, but are not limited to, national and local news media, City e-mail and other official communication means, and supervisory direction. Employees should be prepared to report to work during disasters as directed with the following:

- City badge/ID
- Sleeping mattress/gear
- Comfort items such as snacks, cards, ETC
- Extra comfortable clothes
- Issued communications equipment
- Rain gear and issued protective equipment
- Personal items, such as toothpaste, medication, ETC

During prolonged emergencies, it may be days or longer before you will be released from duty. Prepare for those possibilities. Plan for a minimum of 72 hours of self-sufficiency.

ESF 1 - Transportation

PRIMARY RESPONSIBILITY: PUBLIC WORKS - FLEET MAINTENANCE

The purpose of this ESF is to provide for the coordination of transportation support to perform disaster assistance missions following a catastrophic or significant natural/man-made disaster.

Responsible for coordinating City-wide transportation support during response and recovery operations. Support includes, but is not limited to:

- Overall coordination of transportation assistance to perform emergency response missions;
- Prioritization and/or allocation of all governmental transportation resources; and,
- Processing all transportation requests from all divisions/departments.

Members of the Fleet Maintenance Emergency Operations Team shall consist of the Fleet Operations Manager, Administrative Support Staff, Garage Foreman and Mechanics. Responsibilities are:

- Scheduling mechanics to be available for the duration of the emergency.
- Checking the operational condition of emergency power generators within City buildings, as well as portable generators.
- Maintaining an adequate supply of miscellaneous parts for City vehicles to be used during the emergency.
- Supplying and staffing vehicles capable of responding to the aid of disabled City vehicles.
- Providing and dispensing fuel (regular and diesel).

ESF 2 - Communications

PRIMARY RESPONSIBILITY: INFORMATION TECHNOLOGY

The purpose of this ESF is to ensure the provision of telecommunications support for response efforts following an emergency, major disaster, extraordinary situation or other related emergencies. Assistance will be provided by representatives of Police, Fire and Public Works regarding radio system capabilities.

Responsible for the provision and coordination of all communications support to other ESFs within the City. Support includes, but is not limited to:

- Coordination of data security and recovery;
- Identification of communications facilities and resources available for use;
- Provision of communications equipment and capability including telephone, radio, and data;
- Coordination of operation, installation, and restoration of commercial communications services for City facilities;
- Coordination, acquisition, and deployment of additional resources, equipment, and personnel to establish point to point communications as required; and,
- Coordination of local participation in the Federal Telecommunications Service Priority (TSP) System procedures.

ESF 3 - Public Works and Engineering

PRIMARY RESPONSIBILITY: PUBLIC WORKS

The purpose of this ESF is to provide Public Works and Engineering support to assist in needs related to life saving and life protecting following a major or catastrophic disaster.

Responsible for providing technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, facilities management, emergency road and debris clearance, emergency traffic signalization, emergency repair of water and wastewater, and solid waste facilities. Support includes, but not limited to:

- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, health and safety purposes during the immediate response phase;
- Temporary construction of emergency access routes which include damaged streets, roads, airfields and any other facilities necessary for passage of rescue personnel;

- Emergency restoration of critical public services and facilities including supply of adequate amounts of potable water, restoration of water supply systems, and the provision of water for firefighting;
- Emergency demolition or stabilization of damaged structures and facilities designed for local government use as immediate hazards to public health and safety dictate as necessary to facilitate the accomplishment of life saving operations; and,
- Technical assistance and damage assessment, including inspecting infrastructure and forwarding their damage assessments to the Chief Building Official.

Support to other ESFs as outlined in this plan. Upon the issuance of **HURCON 3**, the Department of Public Works - Field Operations Center (FOC) located at 501 N. Orchard Street, will be activated and staffed by qualified personnel 24 hours per day. All City 800 MHz radio communications will be logged and dispatched from the PW-FOC administrative facility. Radio and telephone communications initiated from the EOC, will be transferred to the PW-FOC, will be logged and dispatched to public works crews for response. All Department of Public Works heavy equipment will also be stored at the PW-FOC.

PUBLIC WORKS OPERATIONS - Street Section

Upon the issuance of a **Hurricane or Tropical Storm Warning**, members of the Public Works Operations - Division will secure all loose objects (trash barrels, tables, playground equipment, etc.) at the City parks which could become wind bourn hazards.

Crew assignments, at a minimum, will include: a crew leader and 2 public works workers. The Streets Section crews and equipment will be assigned to provide safe passage of the main arterial roadways, with designated Evacuation Routes having priority. Requests for assistance will be forwarded from the EOC to the PW-FOC for assistance.

Once the Incident Commander has determined that the danger has passed, units of the Damage Assessment and Search/Rescue Teams will begin assessment of the affected areas. These units will notify the EOC, who will notify the PW-FOC to determine roadway clearing priorities, allowing Search/Rescue and Damage Assessment Teams access to affected areas.

LEISURE SERVICES - Building Maintenance

Upon the issuance of HURCON 3, all divisional staff will monitor inclement weather conditions. All divisional vehicles will be fueled daily. All emergency equipment will be checked, repaired or replaced as necessary. Inspections, with the assistance of Code Enforcement, if necessary, will notify contractors/permittees that potentially hazardous conditions may be imminent at construction sites throughout the City. Materials required for securing structures will need to be made readily accessible for application. All documents and equipment essential for divisional operations will be secured in the event of an evacuation. Essential documents will be transferred to computer disks, and one (1) computer will be secured for possible evacuation. Staff will be briefed on evacuation procedures and advised of potential return locations and contact numbers. Staff will supply the Chief Building Official (CBO) with evacuation destination addresses and telephone numbers if different from documented evacuation plans. Upon the issuance of HURCON 4, members of the Building Maintenance Division will begin the task of City facility security preparation (boarding of windows, removal of possible wind blown debris, etc.). The CBO will advise staff to secure personal dwellings, setting an effective return to work time and date. Upon the issuance of HURCON 5, staff duties will be assigned, final preparations will be made for evacuation and post disaster recovery responsibilities will be issued. The Damage Assessment Team will conduct damage assessments on City-owned buildings and report their damage and cost estimates to the Chief Building Official.

ESF 4 - Firefighting

PRIMARY RESPONSIBILITY: FIRE DEPARTMENT

The purpose of this ESF is to detect and suppress wildland, rural, and urban fires resulting from, or occurring with a catastrophic event, natural disaster, or other event requiring fire suppression assistance.

The Fire Department is responsible for managing and coordinating all local firefighting and prevention operations. In addition, the Department coordinates the use of personnel, equipment, and resources to support other ESF duties in

hazard mitigation and in search and rescue operations. Support includes, but is not limited to:

- Mobilization of personnel and equipment.
- Supplies to support firefighting and prevention operations.
- Providing Emergency Medical Services (EMS) to the community.
- Detection and suppression of fires.
- Coordinating Mutual Aid needs through the Volusia County Fire Chiefs Association agreement, and the State of Florida Disaster Response Plan.

The Fire Department Emergency Management Team shall consist of the Fire Chief and the Battalion Commanders. Operational needs of the Department and the City of Ormond Beach will determine station staffing.

ESF 5 - Information and Planning

PRIMARY RESPONSIBILITY: PLANNING DEPARTMENT

The purpose of this ESF is to collect, process and disseminate information about a potential or actual disaster or emergency to facilitate the overall activities, providing response and assistance to the affected area.

Responsible for collecting, processing, and disseminating information to facilitate emergency response efforts and in the preparation of special operation plans. Support includes, but is not limited to:

- Collection, processing, dissemination of essential elements of information for use by response operations and provision of input for reports, briefings, displays, and plans;
- Consolidation of information into reports and other materials which describe and document overall response activities and keep the EOC and other ESFs apprised of overall operations;
- Operation of automated decision systems;
- Maintenance of displays of pertinent information for use in briefings; and,
- Research of technical data.

ESF 6 - Mass Care

PRIMARY RESPONSIBILITY: LEISURE SERVICES

The purpose of this ESF is to coordinate efforts to provide shelter, food, and emergency relief following a natural disaster.

Responsible for coordinating efforts to provide shelter, food, emergency relief, and for coordinating bulk distribution of supplies to victims. Support includes, but is not limited to:

- Coordinate, where appropriate, the provision of relief efforts by organizations actively engaged in providing assistance; and,
- Coordinate the establishment of mass feeding, as needed.

A shelter may be activated upon notification from the City Manager, Emergency Management Coordinator, Emergency Operations Officer and/or the Volusia County EOC. Shelters may be established for emergency workers and their families or for public use as needed. Once the shelter is activated, the following procedures shall be implemented:

- Shelter operation assignments will be made by the Leisure Services Director, or their designee.

Police Athletic League personnel, under a cooperative arrangement, will assist in the staffing of the emergency shelter. All available Finance Department employees will be utilized at the Employees' Post Disaster Shelter located at the Performing Arts Center, 399 N. US #1.

ESF 7 - Resource Support

PRIMARY RESPONSIBILITY: SUPPORT SERVICES

The purpose of this ESF is to provide logistical/resource support following a significant natural disaster or other event requiring response.

Responsible for providing logistical management and resource support to all ESFs in response and recovery efforts to include emergency relief supplies, facilities, equipment, office supplies, contracting services, and all other resources which may be required. The Finance and Purchasing Departments will assist. Support includes, but is not limited to:

- Maintenance of inventories of critical resources available locally;
- Location and identification of necessary logistical support and resources;
- Establishment and administration of depot and distribution facilities;
- Coordination of state and federal resources;
- Negotiation of contracts for support of emergency actions; and,
- Provision of requested resources to all other ESFs and other agencies and governments active in emergency response.

ESF 8 - Health and Medical

PRIMARY RESPONSIBILITY: FIRE DEPARTMENT

The purpose of this ESF is to ensure that public health and medical needs are appropriately managed. The Fire Department will assume the lead role in this effort. The County Health Department, the Volusia County Medical Director, and EVAC Ambulance will be the primary contacts.

ESF 9 - Search and Rescue

PRIMARY RESPONSIBILITY: FIRE DEPARTMENT

The purpose of this ESF is to coordinate the use of Search and Rescue assets following an event requiring response. Support may be provided by resources from the Police Department, Public Works, and other City departments as needed.

Responsible for provision of emergency first aid and pre-hospital emergency medical services to the affected population and the conduct of urban search and rescue operations including locating, extricating, and providing disaster medical treatment and transportation for victims. Support includes, but is not limited to:

- Identification, coordination and mobilization of medical equipment, supplies, and personnel;
- Provision of pre-hospital and hospital emergency medical care;
- Mobilization and management of search and rescue teams;
- Initiation of a search for victims throughout the impacted area; and,
- Provision of field command and control of emergency rescue teams.

ESF 10 - Hazardous Materials

PRIMARY RESPONSIBILITY: FIRE DEPARTMENT

The purpose of this ESF is to provide support before, during or after an actual or potential discharge and/or release of hazardous materials.

Responsible for providing coordinated response to major releases or spills of hazardous materials. Support includes, but is not limited to:

- Detection and identification of hazardous materials discharge;
- Coordination of initial incident command at the scene of release;
- Support of protective action decisions by field command;
- Coordination of the overall containment and cleanup; and,
- Provision of equipment, personnel, and technical assistance.

ESF 11 - Food and Water

PRIMARY RESPONSIBILITY: LEISURE SERVICES

The purpose of this ESF is to identify, secure, and arrange for the transportation of food assistance following a disaster or other event requiring response.

Responsible for identifying, securing, and arranging the transportation of food and water assistance to the affected areas. Support includes, but is not limited to:

- Maintenance of an inventory of warehouse food products/quantities and identification of sources to obtain additional supplies;
- Coordination of warehouse space for storage of food supplies;
- Coordination of transportation of food and water supplies to designated distribution or mass feeding sites; and,
- Preparation and segregation of food stuffs for mass bulk distribution.

Upon the issuance of a **Hurricane or Tropical Storm Watch**, members of the Leisure Services Department responsibilities will be to secure City recreation facilities: Performing Arts Center, Nova Tennis Center, Ormond Beach Tennis Center, Senior Center, Nova Community Center, The Casements Cultural Center, South Ormond Neighborhood Center, and the Gymnastic Center. Additionally, the Leisure Services Division will be responsible for obtaining a supply of non-perishable food items. These food items should be of a nature that allows for easy preparation. Eating utensils and cleaning equipment must also be available. All available water containers will be filled and maintained, in the event that the water supply is interrupted. Responsibilities of Recreation Activities Personnel:

Recreation Manager

- To ensure all Recreation Facilities are secure and Recreation Staff have completed assigned jobs as listed.

Performing Arts Center

- It shall be the responsibility of the PAC Coordinator, to ensure all building doors are locked and any outside items are secured. After the above has been completed, the PAC Coordinator will contact his immediate supervisor for additional duties within the department.
- Please note that the PAC will be used for sheltering staff and staff families upon notification from the City Manager, Emergency Management Coordinator, Emergency Operations Officer and/or the Volusia County EOC.

Nova Tennis Center

- All equipment and loose items will be stored inside the tennis building.
- The Tennis Center will then contact their supervisor for additional duties within the department. No personnel will be released without approval from the Director.
- It should be noted that all designated tennis personnel will report after the emergency to assist in clean up duties as per the instruction of the Director.
- It shall be the responsibility of the Nova Community Center Coordinator to coordinate the proper securing windscreens, tennis nets, and all loose equipment related to the Tennis Center operations on and off the court, and place in the outside storage building.

Ormond Beach Tennis Center (Lessee)

- It shall be the responsibility of the Tennis Center Lessee to properly secure windscreens, tennis nets, and all loose equipment related to the Tennis Center operations on and off the court, and place in the outside storage building.

Senior Center (Lessee/ City Staff)

- It shall be the responsibility of the Senior Center Lessee to properly secure all loose equipment related to the COA/Senior Center daily operations. Under their lease agreement, they are to vacate immediately and Leisure Services Staff will assume an emergency role.

Nova Community Center

- It shall be the responsibility of the Nova Community Center Coordinator, to ensure all building doors and skate park gates are locked and any outside items are secured. After the above has been completed, the Coordinator will contact their immediate supervisor for additional duties within the department.
- Please note that the Nova Gymnasium will not be used for sheltering due to the danger of operating in a metal building.

The Casements Cultural Center

- It shall be the responsibility of the Casements Coordinator to ensure all building doors and park gates are locked and any outside items are secured. After the above has been completed, the Coordinator will contact their immediate supervisor for additional duties within the department.
- Please note that The Casements will not be used for sheltering.

South Ormond Neighborhood Center

- It shall be the responsibility of the South Ormond Center Coordinator to ensure that all windows are closed and all doors are locked. The SONC staff may be called to assist the Recreation Facilities Maintenance staff in removing tennis windscreens, tennis nets, and loose items off the grounds. All equipment and other loose items will be stored in the outside storage building.
- Please note that the gymnasium will not be used for sheltering due to the danger of operating in a metal building.

Gymnastics Center

- It shall be the responsibility of the Gymnastics Coordinator to ensure all building doors are locked and any outside items are secured. After the above has been completed, the Coordinator will contact their immediate supervisor for additional duties within the department.
- Please note that the Gymnastics Center will not be used for sheltering due to the danger of operating in a metal building.

***NOTE:** All Leisure Services personnel will report to the Leisure Services Administration Office for individual assignments upon the completion of the facility preparations.*

ESF 12 - Utilities Support

PRIMARY RESPONSIBILITY: PUBLIC WORKS

The purpose of this ESF is to facilitate restoration of utility systems following a natural disaster, or other significant event requiring response assistance. Utilities are critical to save lives and protect health, safety, and property, as well as carry out other emergency response functions.

Responsible for coordination and restoration of public utilities and services to include emergency power, fuel, gas, and telecommunications. Support includes, but is not limited to:

- Assessing system damages and requirements to restore such systems;
- Provide restoration of services;
- Coordinating utility equipment and personnel; and,
- Providing guidance for utility information and conservation.

Uninterrupted utility service to the citizens of Ormond Beach and surrounding communities is an essential function of the Utilities Division. In the event of natural or catastrophic circumstances, the Utilities Division will enact an emergency operation plan to meet the needs of the community. Operations include but are not limited to the following listed facilities:

- Water Treatment Plant (1)
- Wastewater Treatment Plant (1)
- Water Production Wells (38)
- Booster Pumping Stations (5)
- Liftstations (75)
- Reuse-Groundwater Irrigation Pumping stations (3)

Upon the issuance of a **Hurricane or Tropical Storm Watch**, members of the Utilities Division will secure the assigned work stations and water/waste water/reuse facilities to begin the following tasks:

- Fill all generators, vehicles, gas cans, and equipment with fuel, oil and water.

ESF 13 - Military Support

PRIMARY RESPONSIBILITY: POLICE

The purpose of this ESF is to provide military assistance to local jurisdictions when and where needed. Any request for military aid will go through the Volusia County Emergency Operations Center.

ESF 14 - Public Information

PRIMARY RESPONSIBILITY: SUPPORT SERVICES

The purpose of this ESF is to provide guidance and procedures to carry out the public information function in response to significant disaster or other event requiring response assistance. The incident/situation will determine the Lead Agency responsibilities for Public Information. The City's Public Information Officer will be supplemented by PIO trained personnel from other City Department's during protracted events.

Responsible for coordination and dissemination of emergency public information. Support includes, but is not limited to:

- Provide single point of contact for all emergency information requirements;
- Dissemination of response and recovery information to the general public;
- Management of press personnel;
- Scheduling of press briefings and interviews; and,
- Providing designated spoke person(s) as required.

ESF 15 - Volunteer and Donations

PRIMARY RESPONSIBILITY: HUMAN RESOURCES DEPARTMENT

The purpose of this ESF is for the coordination of volunteers and support in the event of a disaster or other emergency response. The incident/situation will determine the Lead Agency responsibilities for volunteers and donations.

Responsible for overall management and coordination of volunteers and donated goods. Support includes, but is not limited to:

- Receipt and management of donations to the disaster relief effort;
- Reception, screening, evaluation, and assignment or referral of volunteers;
- Operation of warehouse facilities for donations;
- Coordination of distribution of donated goods;
- Provision of support for volunteers; and,
- Documentation of volunteer hours, activities and supplies as required.

ESF 16 - Law Enforcement

PRIMARY RESPONSIBILITY: POLICE DEPARTMENT

The purpose of this ESF is to provide law enforcement presence before, during and after a natural disaster or other event requiring emergency law enforcement assistance.

Responsible for coordinating all law enforcement response and recovery actions. Support includes, but is not limited to:

- Coordination of resource request from or to other police service agencies;
- Coordination of evacuation traffic control plan;
- Coordination and consolidation of information from police services agencies;
- Implementation of re-entry security plan; and,
- Coordination of the implementation of the Florida Law Enforcement Mutual Aid Plan.

ESF 17 - Disaster Assessment

PRIMARY RESPONSIBILITY: PLANNING DEPARTMENT

The purpose of this ESF is to provide situation development management in the event of a disaster or other emergency response. The incident/situation will determine which departments are needed for assistance.

Responsible for the overall situation development management. Support includes, but is not limited to:

- Collection of situation report information;
- Serve as focal point for coordination of the assessment process to ensure appropriate levels of resources are requested;
- Provide updated status reports to inform and ensure uniform levels of support throughout responsible ESF; and,
- Focus on human needs and infrastructure recovery requirements.

ESF 18 - Damage Assessment

PRIMARY RESPONSIBILITY: PLANNING DEPARTMENT

The purpose of this ESF is to provide detailed damage assessment management in the event of a disaster or other emergency response. The incident/situation will determine the Lead Agency responsibilities for damage assessment.

Responsible for the detailed development of public sector damage estimates corresponding to FEMA guidelines in order to support joint preliminary damage assessment operations as required. Responsibility includes, but is not limited to:

- Aerial survey as feasible;
- Ground survey capability;
- Coordinate data provided by City departments that have expertise in assessing specialized areas of public facilities, infrastructure or capability;
- Coordinate with County agencies to report public sector categories of damage assessment;
- Provide data for response and recovery operations and planning development for longer-term recovery operations; and,
- Will support inspections done by the Building Department by providing drivers when needed.

Each individual department is responsible to capture expenditures and submit to Planning for review. A copy should also be forwarded to the Finance Director for reimbursement processing. Planning and Finance may require additional information; detailed records are critical to receive full reimbursement. The detail captured should include the following minimum information:

- Employee/s involved
- Activity being performed
- Duration of activities
- Equipment being utilized
- Dates and times associated with all of the above

BUILDING AND GENERAL INSPECTIONS

Upon the issuance of **HURCON 3**, members of the Damage Assessment Team/s (DAC) will begin the process of video documentation of City facilities, parks, evacuation routes, roadways and area video documentation for damage assessment purposes. Once the Incident Commander has determined that the dangerous conditions have subsided to a point where damage assessments can be safely made, members of the DAC will conduct inspections of damaged areas. Units of the DAC will report the locations of damaged businesses and residences which will be relayed to the EOC. The DAC will forward their reports to the Emergency Operations Center, listing the amount and type of damage found, and information regarding the habitability of the structures involved.

ESF 19 - Animal Control

PRIMARY RESPONSIBILITY: POLICE DEPARTMENT

The purpose of this ESF is to coordinate resource response for pets, farm and wild animals in the event of a disaster or other emergency response.

Responsible for the coordination of local resources in response to pet, farm, and wild animal care needs before, during, and after a significant emergency. Support includes, but is not limited to:

- Assessment of animal needs;
- Overall management of animal care services;
- Coordination of support of pet, farm, and wild animal needs;
- Identification of local facilities and resources available for animal concerns; and,
- Coordination of animal care volunteers.

ORMOND BEACH MUNICIPAL AIRPORT

The Ormond Beach Airport Manager will be responsible for implementing pre and coordinating post emergency action plans consistent with this document and other approved airport plans. Close coordination will be necessary between the Airport Manager and other City, regional, State and federal agencies during times of emergencies.

1.0 INTRODUCTION

An emergency at the Ormond Beach Municipal Airport can be complex because of the number and nature of organizations that may be called upon to provide assistance, and the overlapping responsibility and authority. Consequently, a “Unified Command” may be established by the Incident Commander depending upon the incident, its scope and impact.

In response to airport emergencies, the emphasis is heavily weighted toward rescue. Because the potential victims may have suffered burns and/or traumatic injuries and could be in need of extrication, all available resources must initially concentrate on the rescue effort. This can involve a tactical decision by firefighters to ignore a body of fire until after rescue of any persons (crew, passengers, etc.) is accomplished. In contrast to a structural fire response, where saving the bedrooms from a kitchen fire is considered a win You can't save half an airplane. The rule of thumb is initially fight only the fire that interferes with the rescue.

2.0 ORMOND BEACH MUNICIPAL AIRPORT

The Ormond Beach Municipal Airport (OMN), owned and operated by the City of Ormond Beach, is located approximately three (3) miles northwest of the Ormond Beach central business district in Volusia County. The Airport is a general aviation facility and is used primarily for private flight activity and flight instruction; however, the amount of business flight activity at the airport increased in recent years. Additionally, Part 135 charter operations are conducted on a periodic basis.

The airfield facilities (runways, taxiways, etc.) at the Ormond Beach Municipal Airport are designed to a Group 2 standard. As a result, the largest aircraft that could be expected to utilize the Airport would be a Gulfstream IV for example. This aircraft will hold two (2) crewmembers and eight (8) passengers. Consequently, if a single aircraft emergency occurred at the Ormond Beach Municipal Airport, the maximum number of injured individuals would be ten (10) persons. Naturally, if it was a mid-air collision involving two (2) of these aircraft, then the potential number of injured could then be twenty (20) persons (plus, anyone affected on the ground).

3.0 PURPOSE OF EMERGENCY PLAN

The purpose of this emergency plan is to minimize the possibility and extent of personal injury and property damage at the Ormond Beach Municipal Airport in an emergency. The emergency plan will include procedures for prompt response to emergencies at the Airport, including the network for communication. Sufficient detail will be given so as to provide guidance to each person who must implement the plan.

In addition, the Airport Emergency Plan will also cover those aircraft emergencies that may occur within the City of Ormond Beach, but not physically at the Ormond Beach Municipal Airport. The Volusia County Sheriff has authority for all air crashes outside the City limits. This Airport Emergency Plan establishes the general guidelines for all departments within the City of Ormond Beach. It is intended to be based upon, and consistent with the Federal Aviation Administration (FAA) guidelines.

4.0 RESPONSIBILITIES:

4.1 City of Ormond Beach

4.1.1 Economic Development/Airport Department

The Economic Development/Airport Department is responsible for operation of the Ormond Beach Municipal Airport. It is the pivotal coordinating agency in any airport emergency for two (2) reasons:

- The Ormond Beach Municipal Airport is their facility; and,
- They are best suited for coordinating the transition of Incident Command in a major air crash event. Their responsibilities include:
 - Assistance in maintaining this Airport Emergency Plan;
 - Assisting in the scheduling and conduct of emergency simulations;
 - Participation in the Incident Command System;
 - Providing facilities and staff; and,
 - Coordination.

4.1.2 Fire Department

The Ormond Beach Fire Department has responsibility for:

- Incident Command and implementation of the Incident Command System;
- Command and control of operations;
- Coordinating the transition of Incident Command;
- Training of Fire Department personnel for airport emergencies; and,
- Life safety operations and the protection of property and the environment until relieved by the appropriate investigatory agency.

4.1.3 Police Department

The Ormond Beach Police Department has responsibility to:

- Provide security and a perimeter isolating the incident;
- Provide traffic and crowd control;
- Assist in evacuation of victims;
- Provide media relations support (coordinate with Airport Manager);
- Participate in the Incident Command System;
- Train police officers in airport emergency procedures; and,
- Assist with the transition of Incident Command.

4.1.4 Emergency Management

The Ormond Beach Emergency Management Director is responsible for:

- Providing the Mobile Command Post and coordinating its operation (if required); and,
- Coordinating activities with City Departments (i.e., Public Works, etc.) and other agencies (i.e., Red Cross, etc.) as may be necessary.

4.1.5 Public Works

The Ormond Beach Public Works Department is responsible for:

- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for life saving, life protecting, health and safety purposes during the immediate response phase;
- Temporary construction of emergency access routes which include damaged streets, roads, airfields and any other facilities necessary for passage of rescue personnel;

- Emergency demolition or stabilization of damaged structures and facilities designed for local government use as immediate hazards to public health and safety, or as necessary to facilitate the accomplishment of life saving operations; and,
- Technical assistance and damage assessment, including structural inspections of structures.

NOTE: All City Departments are subject to being tasked by the Incident Commander to provide appropriate assistance.

4.2 Volusia County

4.2.1 Medical Examiner

The Volusia County Medical Examiner is responsible for the inquiry and determination of the circumstances, manner and cause of all violent, sudden or unusual deaths, in whole or in part, from or related to accidents. The Medical Examiner is responsible for the establishment of a temporary morgue and the identification and disposition of the dead.

4.2.2 Division of Emergency Management

The Division of Emergency Management is the agency designated by Volusia County as meeting the requirements of Chapter 252, Florida Statutes, as the emergency management coordinating point for the County. Requests for County resources other than those routinely available through established mutual-aid will be requested through this division. Requests for State assistance are through this office.

4.3 State of Florida

4.3.1 Department of Community Affairs, Division of Emergency Management

The resources of all State agencies can be coordinated by the Division of Emergency Management. They may be contacted through the State Warning Point which is their 24-hour coordinating operation. The State Emergency Response Team (SERT) is coordinated by this office.

4.3.2 Department of Environmental Protection

The Florida Department of Environmental Protection responds to hazardous material spills other than those which are bio-hazardous in nature which affect, or are likely to affect, any inland waters. The Department has a limited amount of resources to contain and clean-up a spill affecting State waters. If the spill is beyond their resources, they contact pre-established clean-up contractors for assistance. Authority provided by Florida Statute 376.305 and 403.1655 to charge payment for containment and clean-up of spillage to the responsible party is applicable. If the spiller cannot be identified or is without resources, the Environmental Protection Agency has funds available upon which they may draw to recover costs incurred. However, payment for containment/clean-up on private property is the responsibility of that party even if the spiller cannot be identified.

The Florida Department of Environmental Protection may assist and/or make provisions for the identification and containment of all hazardous materials spilled on State highways and freeways, or unincorporated County streets and roads. The Department may dispatch a local identification team to identify and contain the material.

4.3.3 Florida Highway Patrol

The Florida Highway Patrol is responsible for maintaining safe traffic flow upon State highways.

4.3.4 Game and Fresh Water Fish Commission

The Florida Game and Fresh Water Fish Commission provides recommendations and guidelines when hazardous material spills contaminate or are liable to contaminate streams and/or waterways, or otherwise affect wildlife resources.

4.3.5 Department of Health

The Radiation Control Services (RCS) of Environmental Health has the primary authority over radioactive materials in Florida. In the event of an incident involving these materials, the RCS provides appropriate technical assistance.

4.4 Federal Government

4.4.1 Federal Aviation Administration (FAA)

The Federal Aviation Administration (FAA) is charged with regulating air commerce to promote safety, security and development. In addition, the FAA has the initial responsibility for the investigation of all air crashes, and will direct the investigation until a representative from the National Transportation Safety Board (NTSB) arrives on the scene.

4.4.2 Federal Bureau of Investigation (FBI)

The Federal Bureau of Investigation (FBI) has investigative jurisdiction in cases involving air piracy, airline sabotage, attempted sabotage and bomb threats.

4.4.3 National Transportation Safety Board (NTSB)

It is the responsibility of the National Transportation Safety Board (NTSB) to make rules and regulations governing notification and report of accidents involving civil aircraft. The NTSB will:

- Investigate such accidents and report such facts, conditions, and circumstances relating to each accident and the probable cause thereof;
- Make such recommendations to the FAA Administrator, presenting opinions that may prevent similar accidents in the future;
- Make such reports accessible to the public in a manner prescribed to be in the public interest; and,
- Investigate accidents by conducting special studies on matters pertaining to safety in air navigation and prevention of accidents.

4.5 Other Agencies

4.5.1 American Red Cross

When notified of a serious emergency, staff of the Red Cross will respond to the incident and may provide, or help coordinate the following services:

- Food, clothing, comfort kits, personal items, baby supplies, housing, communications and assistance with medical expenses;
- Mobile canteen service for emergency workers and victims;
- Development of a complete list of passengers, crew, ground personnel and others affected by the accident, along with information as to injuries sustained, if any, and where the affected are taken for treatment or care. This information will be consolidated and verified when obtained from hospitals, physicians, coroner's office, airlines and airport officials;
- Transport for those patients treated and released from local medical facilities to the airport or shelter facilities;
- Communication with the families of passengers through Red Cross chapters in their home communities;
- Transportation of the injured to their home communities;
- Meeting arriving relatives of victims, assisting with hotel accommodations, accompanying them to the hospitals or funeral homes and/or assisting with funeral arrangements;
- Personnel with nursing or first aid experience assigned to hospitals, funeral homes and morgues will provide support services to relatives suffering shock or distress;
- Personnel assigned to shelters and aid stations to provide needed support services;
- Translators for victim(s) and relatives unfamiliar with the English language; and,
- Supplementary mobile radio communications using the Red Cross frequency.

4.5.2 Florida Funeral Directors Association

The Florida Funeral Directors Association will provide manpower to assist the medical examiners' post-incident management. They may be activated through the State Warning Point (Florida Division of Emergency Management). This coordination is usually accomplished through the Volusia County Department of Emergency Management and the Medical Examiner's Office.

4.6 Medical Facilities (w/ 24-hr. Emergency Rooms)

4.6.1 Florida Hospital Memorial Medical Center

301 Memorial Medical Parkway, Daytona Beach, FL

4.6.2 Florida Hospital Oceanside

264 S. Atlantic Avenue, Ormond Beach, FL

4.6.3 Halifax Health Medical Center

303 N. Clyde Morris Blvd., Daytona Beach, FL

4.7 Emergency Medical Transportation (Ground)

4.7.1 EVAC Ambulance Service

4.8 Emergency Medical Transportation (Air)

4.8.1 Air One – Volusia County Sheriff's Department

5.0 CONCEPT OF OPERATION

5.1 Major Incident Sectors and Rendezvous Points (Airfield Access Gates)

It will be important for the Communication Center to advise off-airport agencies to respond to a designated access gate. Fire Department units will respond to the appropriate incident sector location at the Airport. Equipment will be positioned in pre-determined non-movement area locations; however, **they shall not enter the Air Operations Area unless escorted by an airport radio-controlled vehicle with flashing amber lights, or advised that a secure travel corridor has been established.**

Escorts will be conducted by Airport staff or authorized emergency response personnel. As soon as practical, a secure transport corridor will be established by the Airport Manager, in conjunction with the Police Department, from the access point to and from the incident site.

5.2 Priority of Actions

The response of all personnel involved in an airport emergency must be directed toward the following actions in the priority listed:

- Rescue and life saving;
- Safety of personnel, equipment and property;
- Fire fighting;
- Protection of the incident site/wreckage and preservation of the site for later investigation;
- Keeping unaffected areas of the airport operating;
- Returning the airport to normal operating status as soon as possible; and,
- Aircraft, cargo and equipment recovery and removal.

ECONOMIC DEVELOPMENT EMERGENCY PLAN

1.0 Purpose of Emergency Plan

The purpose of this emergency plan is to develop a comprehensive plan of action for the Economic Development department in a time of potential crisis. The plan will also assist the Airport Business Park and other large businesses in the Ormond Beach area in pre and post disaster related activities. The emergency plan will include procedures for prompt response to emergencies, electrical power outages and phone issues.

This Emergency Plan establishes the general guidelines for the Economic Development department in preparation for and damage assessment after a disaster.

2.0 Responsibilities

Economic Development Department is responsible for making preparations for on-coming storms, and communicating with the tenants within the Airport Business Park as well as other local business entities. Staff will conduct the following pre and post disaster procedures in dealing with the business community:

- Follow closely all of the warnings issued by the City’s Emergency Management Coordinator.
- Staff to follow directives and secure all office equipment from wind or water damage.
- Relay information to all business contacts, including Business Park tenants and the Chamber of Commerce.
- Participate in the Incident Command System.
- Contact City Manager and EOC/Incident Commander and keep them informed.
- Conduct a door-to-door evaluation of post-hurricane damages at Business Park and businesses in other areas of the City as required.
- Assist in recovery efforts.

3.0 Utilization

The Economic Development staff can be used in the following ways through the Emergency Management Plan:

- Staff worked closely with the Chamber of Commerce in creating a comprehensive data base that identifies contacts with phone numbers and e-mail addresses to provide storm related information and to communicate emergency measures to Ormond Beach businesses. This database will be updated annually.
- Work closely with the newly created Business Operations Center (BOC). The BOC was designed to assist the Emergency Operations Center in locating resources to match needs with the business community; act as a facilitator of business to business assistance during recovery and provide information for local businesses and their employees as it relates to business closures or levels of operation.
- In cases of serious events, particularly when they occur during working hours, an alert could be broadcast via e-mail to the businesses directing them to take action, such as storing outside materials and equipment or suggesting the businesses send employees home.
- Staff will process a post storm assessment report regarding the commercial/industrial property damage for the purpose of possible grants and loans.
- Staff will intervene on behalf of the businesses with the utility companies to restore electricity, phones and cable as quickly as possible.

HURRICANE OPERATIONAL PLAN

This Operational Plan shall be broken down into chronological segments, using **HURCONS** (see Appendix A “Definitions”)

HURCON 1: Day-to-day operations outside season (1 Dec. - 31 May)

The Emergency Management Coordinator shall periodically review this plan, making any changes necessary to keep it current with changes within the City, the various departments affected, or in how it relates to the Volusia County Peacetime Emergency Plan.

Members of the Emergency Operations Teams of the various City Departments shall conduct periodic inspections to ensure that they are fully capable of supplying the equipment and manpower necessary to complete their assigned duties as delegated in this plan.

HURCON 2: Day-to-day operations during hurricane season (1 June - 30 Nov.)

The Emergency Management Coordinator and the Emergency Operations Officer shall cause any storm to be noticed and tracked. They shall advise City employees and others of the information currently available on the storm and keep them apprised of further updates.

The Emergency Management Coordinator and the Emergency Operations Officer shall obtain the checklist necessary for the activation of **HURCON 3** procedures. The Police Department Patrol Division will inspect the established evacuation routes for any obstructions, construction, etc., and report same to the E.O.C.

HURCON 3: Tropical Storm or Hurricane Watch has been set for an area that includes Volusia County. Tropical Storm or Hurricane weather conditions 48 hours away.

Upon the issuance of a **Tropical Storm or Hurricane Watch**, the City Manager, at his/her discretion, may cancel days off and vacations and institute a plan of extended shift hours for essential City employees.

The duration of the extended shift hours will be determined by the severity of the storm and the operations necessary to deal with the emergency and its aftermath. Should the City Manager desire to execute this plan of extended shift hours, the City Manager shall advise the Department Directors/Heads who will then initiate emergency call-out procedures as detailed in the Appendices of this plan. The Emergency Management Coordinator shall also, through the City Manager, request that all City Departments, that have not been activated, be alerted to the emergency and request that they monitor the preparations and be prepared to assist.

The Emergency Management Coordinator and the Emergency Operations Officer may activate the Ormond Beach Emergency Operations Center ensuring that the necessary personnel are notified and that the required equipment is available. The EMC or the EOO shall contact the Volusia County Emergency Operations Center and determine the opening times and locations of the emergency shelters and relay this information to the appropriate departments. The EMC or the EOO shall distribute the information sheets regarding the emergency shelters for the families of City departmental personnel.

Police Department Command Staff will ensure that:

- Officers will be assigned to the necessary traffic posts to assist with the evacuation. (Refer to the Patrol Division Emergency Staffing Schedule contained in the appendices of this plan.) This plan should be coordinated with the Fire Department for evacuation assistance.
- All zones are staffed with two (2) officers per unit, as possible.
- Patrol units continuously check evacuation routes, clearing disabled vehicles and other obstructions.
- Extra supply of flashlight batteries and bulbs are available.
- Adequate supplies are on hand to keep the Police Headquarters operational (coffee, drinking cups, soft drinks, paper towels, toilet paper, light bulbs, etc.), communications equipment is operational, and information regarding the location of emergency shelters and evacuation routes are available at all phone positions.
- The emergency power generator at the Police Department is operational, that the fuel tank is full and that additional fuel is available. (The generator at the police department uses diesel fuel which will be available from Fleet Services or a private contractor, via previous arrangements.) All stand-by police vehicles are fully fueled, operational and equipped, portable signs and sandbags are available and stored in the gun range.
- The grounds of the Police Department have been cleared of all loose objects which could become wind bourn, and all portable signs removed or secured.

HURCON 4: Tropical Storm or Hurricane Warning has been set for an area that includes Volusia County. Tropical Storm or Hurricane weather conditions expected within 24-36 hours.

Upon the issuance of a **Tropical Storm or Hurricane Warning**, an evacuation of the low lying areas of the City, particularly the peninsula, will most likely have begun. The Ormond Beach Emergency Operations Center shall be activated ensuring that the necessary personnel are notified and that the required equipment is available. Members of the Police Department will cover all traffic posts as set forth in this plan. They shall also be on the lookout for damage that could result in looting. It will be extremely important that a constant patrol of the established evacuation routes be maintained as high winds and street flooding may already be present. Should these conditions mandate a change in evacuation routes, the Ormond Beach Emergency Operations Center shall be notified and shall relay this information to the Volusia County Emergency Operations Center.

Upon receiving an evacuation order, members of the Police Department's Patrol Division and Fire Department staff will be dispatched to ensure that residents, visitors and business persons within the affected area(s) are aware of the order (see Annex V, Evacuation).

HURCON 5: Tropical Storm or Hurricane WARNING continues for area that includes Volusia County. Projected landfall within 16 hours. EVACUATION ORDERS have been issued for designated areas.

Police Department Patrol Division units and Fire Department staff will continue their patrol of the City, ensuring that evacuation orders are being followed. Upon the determination of the supervisor on duty that traffic conditions have reached a point where it can be controlled by mechanical means, the officers assigned to traffic posts will be relieved, unless it is determined that their assistance is needed elsewhere.

Should the conditions deteriorate to a point that the safety of City employees becomes a concern, all employees will be ordered to a secured area. No employees shall leave these areas without the consent of the Emergency Operations Staff and/or the Police Chief.

DEFINITIONS

HURRICANE:	A tropical cyclone in which the maximum sustained surface wind is 74 MPH and higher. The storm may range from 50 to 1,000 miles in diameter.
TROPICAL STORM:	A storm originating over tropical waters, with winds near its center reaching between 39-73 MPH.
ADVISORY:	Weather advisory messages are issued by the National Hurricane Center concerning tropical storms and hurricanes. An advisory states details relative to the location, intensity, direction of travel, and speed of a tropical storm or hurricane.
BULLETIN:	A weather bulletin is a public release from the National Hurricane Center during periods between advisories, announcing the latest details on the tropical storm or hurricane.
GALE WARNING:	A warning of 1 minute sustained surface winds within the range of 39-54 MPH. Gale warnings may precede or accompany a hurricane watch.
HURRICANE WATCH:	Advance statement issued by the National Hurricane Center. The Hurricane Watch is not a warning, but does indicate a hurricane is near and that attention should be given to subsequent advisories. It implies a possibility of dangerous conditions within 48 hours. Precautionary action should be taken in case a hurricane warning is forthcoming.
HURRICANE WARNING:	A warning which indicates that hurricane winds of 74 MPH and higher or a combination of dangerously high water and rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 36 hours. When a warning is announced, it is of the utmost importance that precautionary measures and actions be instituted for protection of life and property.

HURRICANE CONDITIONS CODE

HURCON	CONDITIONS	“HURCONS” ACTION
1	Day-to-day operations outside season (1 Dec. - 31 May)	Review and update organizational plans, conduct training.
2	Day-to-day operations during hurricane (1 June - 30 Nov.)	Keep informed of location of tropical storms and hurricanes. Equipment and supplies prepared for deployment.
3	Tropical Storm or Hurricane Watch has been set for area that includes Volusia County. Tropical Storm or Hurricane Weather conditions are 48 hours away.	Prepare to take immediate actions to activate organizational plans.
		Ensure organizational personnel has been briefed and family responsibilities have been stabilized.
		Coordinate with Emergency Management as required. Activate Citizens Information Center (CIC) Partial activation of EOC by designated personnel.
4	Tropical Storm or Hurricane Warning has been set for area that includes Volusia County Tropical Storm or hurricane weather conditions expected within 24 - 36 hours.	Complete all preparatory actions.
		Report actions completion/status to Emergency Management in anticipation of evacuation order.
		Cities coordination with VCEOC reflect their readiness status. Cities anticipate EPAC meeting.
5	TS or Hurricane WARNING continues for area that includes Volusia County. Projected landfall within 16 hours.	Execute evacuation plans. EVACUATION ORDERS have been issued for designated areas. Full activation of EOC.

HURRICANE CLASSIFICATION

CLASS	WIND VELOCITY	STORM SURGE
1	74 - 95 MPH	4 - 5 feet
2	96 - 110 MPH	6 - 8 feet
3	111 - 129 MPH	9 - 12 feet
4	130 - 156 MPH	13 - 18 feet
5	157 MPH or higher	Over 18 feet

THE SAFFIR-SIMPSON HURRICANE SCALE

CATEGORY	SUSTAINED WINDS
1	74 - 95 MPH
2	96 - 110 MPH
3	111 - 129 MPH
4	130 - 156 MPH
5	157 & UP MPH

Fujita-Pearson Tornado Intensity Scale

Category	Wind Speed MPH	Description	Intensity
F0	40 - 72	Gale Tornado	Light Damage
F1	73 - 112	Moderate Tornado	Moderate Damage
F2	113 - 157	Significant Tornado	Considerable Damage
F3	158 - 206	Severe Tornado	Severe Damage
F4	207 - 260	Devastating Tornado	Devastating Damage
F5	261 - 318	Incredible Tornado	Incredible Damage (rare)

APPENDIX A - EMERGENCY CALL OUT PROCEDURE

At the discretion of the City Manager, an emergency call out procedure may be implemented. Each department shall develop and maintain a specific procedure for calling employees back to work. The procedure should include information to remind employees that they may be called back to work for extended hours and should be prepared for such conditions. Extra clothing and personal hygiene items will likely be needed.

The names of personnel that could not be contacted should be recorded for future action.

The Emergency Operations Officer shall be responsible for notification of essential key officials within City Departments.

ANNEX II - EMERGENCY PUBLIC INFORMATION

Information to be released to the general public will be done through the procedure set forth by the Ormond Beach Public Information Officer. All information released will be coordinated with the Volusia County Emergency Operations Center.

ANNEX III - WARNING

As used in this plan, warning shall refer to notifying City officials, the Ormond Beach Emergency Operations staff and the general public of an impending disaster.

In the event of an impending disaster, the City Manager (or his/her designee) shall be responsible for notifying the necessary City Officials.

The Emergency Management Coordinator and/or the Emergency Operations Officer, shall be responsible for notifying the staff of the Ormond Beach Emergency Operations Center.

In all incidents, with the exception of emergencies involving only small sections of the City of Ormond Beach, warning notification of the general public will be the responsibility of the Volusia County Emergency Management Team.

Should the emergency affect a localized area of the City of Ormond Beach, warning may be given by any or all of the following means:

- Door to door personal contact
- Use of sirens and public address systems
- Contact via telephone, using cross reference directories
- Notification of news media
- Request for assistance from the V.C.E.O.C.

A full list of local news media agencies is contained in this plan and also within the Dispatch Operations Manual located within the Communications Center.

VOLUSIA COUNTY MEDIA OUTLETS

Volusia County Emergency Management has a contract with Black Crow Broadcasting and WDSC-TV Ch. 15 to provide emergency coverage to the community. The Black Crow stations are: 1150 WNDB-AM, 1490 WNDA-AM (DeLand), 95.7 WHOG-FM, 103.3 WVYB-FM, and 93.1 FM-Country WKRO.

RADIO STATIONS

WNDB-AM	1150 KHz	(EBS)	(386) 257-1150	fax (386) 872-2225
WELE-AM	1380 KHz	(EBS)	(386) 523-1870	fax (386) 523-1883
WMFJ-AM	1450 KHz	(EBS)	(386) 756-9000	fax (386) 760-7107
WJLH-FM	90.3		same	Same
WJLU FM	89.7		same	same
WROD-AM	1340KHz	(EBS)	(386) 253-0000	fax (386) 255-3178
WPUL-AM	1590KMz	(EBS)	(386) 492-2908	fax (386) 254-7510

TELEVISION STATIONS

WESH-TV	Channel 2	NBC	Orlando (407) 539-7960 Daytona (386) 226-2222	fax (407) 539-7948 fax (386) 222-2110
WKMG-TV	Channel 6	CBS	Orlando (407) 521-1323 Daytona (386) 252-6449	fax (407) 298-2122 fax (386)252-2415
WFTV-TV	Channel 9	ABC	(407) 841-9000	fax (407) 481-2891 x444
BRIGHT HOUSE CABLE TV	Message board		(386) 445-8804 x1315	fax (386) 445-5434

NEWSPAPERS

DAYTONA BEACH NEWS JOURNAL	(386) 252-1511	fax (386) 258-8465
ORLANDO SENTINAL	(386) 253-1076	fax (386) 258-8680

ANNEX IV - COMMUNICATIONS

A Communications Center is available as needed and equipped with the Volusia County 800 MHz radio system which allows for communication with other Mutual Aid Cities, Police Agencies and Departments. This radio monitors the VC Wide 1 & 2 channels for mutual aid requests and will be the link between City crews and the O.B.E.O.C. Department personnel capable to monitor this channel will be instructed to scan all channels for instructional purposes to ensure radio communications with Police Department dispatchers. Communications occurring with responding Fire Department personnel/equipment will be through the Volusia County Sheriff's Office Emergency Communications Center (VCSOECC). Police Department, Fire Department and Public Works crews will utilize radio channels, as designated, on the Volusia County 800 MHz radio system for coordination during an emergency event. During activations, the VCSOECC will augment existing dispatch staff.

The Ormond Beach Communications Center is equipped with an auxiliary antenna system and can be equipped with a portable radio system should either be required.

Arrangements have been made to obtain assistance from the Volusia County Department of Corrections for Law Enforcement manpower assistance to staff American Red Cross Evacuation Shelters within the City. Additionally, the American Red Cross has made arrangements with amateur radio operators for the assignment of their personnel and equipment to the shelters. These personnel provide direct communications with the V.C.E.O.C.

In the event it becomes necessary to relocate the Ormond Beach Emergency Operation Center, a portable radio, with its power converter and antenna will be used at the alternate site (Fire Station #94).

In the event of a County-wide emergency, emergency broadcasts will be made on the all-points and inter-City frequencies (Channels 3 & 4). The information contained in these broadcasts will also be sent via teletype. Communications Center personnel shall provide the Ormond Beach Emergency Operations Center with copies of these teletype messages.

In addition to the previously listed methods of communication, the Volusia County Emergency Operations Center will have the capability of radio communications with the below listed agencies and their mobile units:

- | | | | |
|-------------------------|-------------------------|---------------------|-------------------------------|
| - American Red Cross | - Florida Power & Light | - Southern Bell | - V.C. Corrections Department |
| - Civil Air Patrol | - Mosquito Control | - VOTRAN | - V.C. Public Works |
| - Coast Guard Auxiliary | - R.E.A.C.T. | - V.C. Beach Safety | - V.C. School Board |
| - Florida D.O.T. | | | |

Should it become necessary to contact any of the above listed agencies, and this contact cannot be telephonically, messages can be relayed via the V.C.E.O.C.

ANNEX V - EVACUATION

As previously stated in this plan, it is not the responsibility of the City of Ormond Beach to order an evacuation unless the Volusia County Emergency Operators Center and the staff of the Ormond Beach Emergency Operations Center have reason to believe that residents of the affected areas will face life threatening conditions if not evacuated.

If time permits, the Ormond Beach Emergency Operations Center will be notified one hour prior to the start of a public evacuation. By that time, arrangements will have been made to assign officers to the predetermined traffic posts along the evacuation routes. It should be noted that in certain incidents heavy traffic may be experienced prior to the issuance of an evacuation order, thus necessitating earlier manning of the traffic posts.

Upon the issuance of an evacuation order, units of the Police and Fire Departments may be required to broadcast the information in beachside residential areas via the use of sirens and public address systems.

The following routes are the designated evacuation routes for the City of Ormond Beach:

- Southbound on S.R. A1A, Halifax Drive and John Anderson Drive from the North City Limits to Granada Boulevard (S.R. 40)
- Southbound S.R. A1A and Riverside Drive from Rockefeller Drive to the North City Limits of Daytona Beach

- Northbound on S.R. A1A, Halifax Drive and Riverside Drive from Rockefeller Drive to Granada Boulevard (S.R. 40)
- Westbound on S.R. 40 (Granada Boulevard) to the evacuation shelters or the West City Limits

Invalids who have pre-registered with the Volusia County Emergency Management will be picked up at their homes by specially equipped buses, and transported to the emergency shelters. Should invalid residents, who are not pre-registered, contact the Police Department requesting assistance, personnel will obtain their name, address, phone number and condition. This information will be relayed to Fire Department personnel.

People who do not have transportation will be transported to emergency shelters by Votran and/or Volusia County School busses. These people will be instructed to gather at the following locations within, or adjacent to, the City of Ormond Beach:

- **Bellair Plaza Shopping Center**
- **Granada Plaza Shopping Center**
- **Seabreeze High School**
- **S.R. 40 at John Anderson Drive**
- **Ellinor Village Shopping Center**
- **Ormond Mall**

These people will be returned to the same locations following the emergency.

Officers of the Police Department will maintain a constant patrol of the evacuation routes. Any obstructions will be expeditiously cleared by the use of wreckers for disabled vehicles, and City Facilities/Maintenance Street Division crews for other types of obstructions. Should the obstruction cause a substantial delay, traffic will be re-routed using barricades and signs (these will be immediately available from the Service Officers on duty). Any detour of the evacuation routes will be immediately reported to the Ormond Beach Emergency Operations Center. Officers must also be aware of the possibility of street flooding in certain low-lying areas. Should this condition occur, detours will be established and reported as previously listed. Any street flooding problems observed will be reported to the Ormond Beach Emergency Operations Center.

In the event of an evacuation, emergency shelters will be opened, staffed and operated by the American Red Cross. A police officer or Corrections Officer will be assigned to each emergency shelter within the City of Ormond Beach. The emergency shelters within the City of Ormond Beach are as follows:

<u>Pathways Elementary School</u> 2100 Airport Rd	<u>Pine Trail Elementary</u> 300 Airport Rd	<u>Tomoka Elementary School</u> 999 Old Tomoka Rd
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There is no set order for the opening of these shelters. Determination will be made, depending on circumstances, by the Red Cross and Volusia County Emergency Management.

During any evacuation, Police Officers will be assigned to the following intersections to monitor, and if necessary, direct traffic:

- S.R. 40 (Granada Boulevard) and S.R. A1A
- S.R. 40 (Granada Boulevard) and Halifax Drive
- S.R. 40 (Granada Boulevard) and John Anderson Drive
- S.R. 40 (Granada Boulevard) and Beach Street
- S.R. 40 (Granada Boulevard) and U.S. 1 (Yonge Street)
- S.R. 40 (Granada Boulevard) and Nova Road

The following traffic lights will be placed on “flash”:

- S.R. A1A (South Atlantic Avenue) and Cardinal Drive
- S.R. 40 (Granada Boulevard) and John Anderson Drive
- S.R. 40 (Granada Boulevard) and Ridgewood Avenue
- S.R. 40 (Granada Boulevard) and Orchard Street
- S.R. 40 (Granada Boulevard) and Main Trail

Additional assistance in traffic control may be available from the Florida Highway Patrol, Volusia County Beach Rangers, and the Volusia County Sheriff’s Office.

ANNEX VI - DAMAGE ASSESSMENT

Once the danger has passed, members of the Police, Fire and Public Works Departments will begin an inspection of the affected areas. A thorough check of damaged buildings will be conducted to determine if any injured persons are within.

The extent of damage sustained in a natural disaster must be reported to the Volusia County Emergency Management Center using the “**FLASH REPORT OF NATURAL DISASTER FORM.**” These reports must be completed on all hazardous materials incidents and all tornado touchdowns.

Damage assessment teams will be dispatched upon determination that the danger has passed and that teams may safely conduct the inspections. The teams will be supplied with a sufficient supply of the appropriate forms.

The damage assessment teams will be comprised of representatives of the following City Departments:

- Engineering
- Police
- Water
- Building Inspections
- Fire
- Public Works

Upon completion of the inspection forms, the teams will submit same to the Ormond Beach Emergency Operations Center. The forms will be photocopied and then submitted to the Volusia County Emergency Management Center.

In addition to the damage assessment of the City overall, employees of each City Department will be assigned to inspect their respective buildings and areas for damage. Reports of damage to City facilities will be submitted, in writing, to the Ormond Beach Emergency Operations Center.

Areas of damage must be indicated on a map and submitted with the “**FLASH REPORTS.**” This duty will be the responsibility of the O.B.E.O.C. staff. Areas of damage, if at all possible, will be photographed.

EMERGENCY WELFARE SERVICES

In the event of a disaster, which would create the need for welfare services, Volusia County Emergency Management, in close coordination with the City of Ormond Beach emergency managers shall:

- Provide all available personnel, equipment and supplies to the Emergency Welfare Services Coordinator in support of emergency operations;
- Assist in emergency feeding;
- Assist in emergency clothing;
- Assist in emergency lodging;
- Assist in emergency registration and injury;
- Supply emergency ambulatory needs, i.e., crutches, walkers, wheelchairs, etc.;
- Supply emergency fuel needs; and,
- In the event of a Presidential Declaration of a major disaster, officers of the Ormond Beach Police Department will be required to provide security and traffic direction services to Federal and State Disaster Assistance Centers (DAC).

EMERGENCY INCIDENT OPERATING PROCEDURE - INTRODUCTION

The procedures, as set forth in this outline, are intended to be used as a guide for handling a mass casualty and/or critical incident situation. While it is granted that each situation is unique and presents its own challenges, following the procedures within this manual have been proven to be very effective in handling various critical incident situations.

The manual is broken down into various incident types, with specific information regarding each type contained within its subheading. In all of the situations contained within, and almost any critical incident situation not covered, several procedures must be initiated to control and contain the incident scene. Those procedures are contained within the following outline. It must be remembered that these procedures are only intended to assist officers and do not replace the need for common sense decisions on the part of supervisory personnel.

A similar manual is contained within the Communications Division, containing the emergency phone numbers of agencies, departments and personnel for the various types of incidents.

SITUATION ASSESSMENT

The first City official on the scene of a critical incident must relay his assessment of the scene to the Volusia County Sheriff's Office Fire and Emergency Communications Center. This assessment should include, but is not be limited to:

- Exact location of the event
- Type of event
- Number of people involved
- Number of people injured
- Safest access route
- Amount and type of assistance required
- Location of danger areas or areas to be avoided

The first arriving supervisor should conduct his own assessment and assign responding personnel as needed. Consideration must be given to additional notifications as required:

- Fire Department
- EVAC
- Emergency Management
- Specialty units such as: risk management, photographers, investigators, hostage negotiations, emergency operations officer, emergency management, snipers, hospitals, mutual aid agencies

OPERATIONS

The on-scene supervisor must determine the location of and begin establishing several operational sites and the perimeters.

PERIMETERS

Establishment of an outer perimeter is a priority. Traffic should be diverted from the affected area and not allowed to clog the ingress/egress routes of the emergency vehicles. All non-essential personnel should be removed from within the outer perimeter. In a hostile situation, or an incident in which the danger has not passed, residents and/or businesses within the outer perimeter may have to be evacuated. No unauthorized personnel should be allowed within the outer perimeter once established.

An inner perimeter must then be established to contain the situation.

COMMAND POST

A Command Post (CP) should be established in an area which is between the inner and outer perimeters. Except in the event of hostile activities, the CP should be relayed to responding command personnel and dispatch. The following considerations should be given to the selection of a site for the CP:

- Accessibility
- Sufficient Space
- Communications Capabilities
- Lighting
- Area control

STAGING AREA

A site must be designated as a staging area for responding personnel. All additional personnel who are called to the scene must report to this area for assignments. An individual must be assigned to record the names and departments of all personnel entering and leaving the outer perimeter. A check in/out system ensures that upon completion of the incident, all personnel are accounted for and assists in later reconstruction and investigation. The recording duty can be handled by the supervisor at the staging area who is assigning personnel to various positions.

Several considerations must be given to the site selection:

- Ingress/egress routes
- Sufficient space for parking
- Briefing area
- Rest area
- Lighting
- Communications
- Restroom facilities

The staging area and CP must be at different locations to avoid personnel from the staging area wandering into the CP to see what is happening. This is a natural occurrence at the scene of a critical incident, but must be avoided to limit the number of personnel within the CP and reduce confusion.

It is imperative that ingress and egress routes be maintained for emergency vehicles to and from the staging area. All personnel at the scene on a stand-by basis (fire, EMS, etc.) will remain at the staging area until their services are required.

TRIAGE AREA

In a mass casualty situation, a triage area must be established. This area should be located outside the danger area and must be accessible to medical transport vehicles. Ingress and egress routes must be established in an area which allows for protection from the elements, onlookers, and media.

The locations of the triage area must be broadcast to all personnel. All injured parties should be taken or directed to the triage area for treatment and prioritization of transport.

In the event that a suspect in the situation requires medical treatment, an officer must accompany the suspect to a medical treatment facility if required.

Should off-duty medical personnel respond to assist (doctors, nurses, paramedics, etc.), they will be directed to the staging area where they will be required to sign in, then directed to the triage area.

It may become necessary to determine a safe landing zone for medical helicopters. In a mass casualty situation, there could conceivably be up to five helicopters respond within an hour.

INVESTIGATIVE / INTERVIEW AREA

If the situation warrants, attempt to detain all witnesses who may be able to provide any information regarding the incident (suspects and/or victim identification, floor plan of involved buildings, etc.). These witnesses should be directed to an area where their information can be collected.

MUTUAL AID REQUESTS

In the event that additional emergency personnel are needed to contain and/or control the situation, mutual aid may be requested. It should be requested that all responding units report to the staging area for briefing and assignments.

If the situation is of a critical or disaster nature, the Volusia County Emergency Operations Center (VCEOC) must be notified (contact VSCO either by phone or radio and advise of the situation). Any request for assistance from outside of the surrounding cities, or from any other county must be routed through the VCEOC.

AIRCRAFT CRASHES - EMERGENCY OPERATIONS PLAN

Upon receipt of notification of an aircraft crash, Communications Personnel will attempt to obtain the following information:

- Exact location and type of area
- Type of aircraft involved
- If flames and/or smoke are visible
- Name, address and phone number of reportee

The following units will be dispatched immediately:

- Police Zone Unit and Supervisor
- Fire Department
- Risk Management
- EVAC ambulance
- Emergency Management
- Airport Management

Additional notifications will be made as listed in the Dispatch Operational Manual. If the crash is reported to involve a large aircraft, and the possibility of multiple casualties is present, Communications Personnel will notify the Volusia County Emergency Operations Center (V.C.E.O.C.)

The first unit to arrive at the scene should attempt to verify the exact location and the easiest access route, the size and type of the aircraft, the extent of any fire involved, and an estimated number of persons injured. This information will be relayed to the Communications Center as soon as possible.

Direction and Control

The Fire Department will be responsible for fire suppression, and in conjunction with EVAC personnel, rescue of injured persons. The Incident Commander on the scene will be in charge of the situation. Should the official in charge determine that assistance outside of Volusia County assistance will be required, a request for mutual aid will be made through the V.C.E.O.C.

The Police Department will be responsible for crowd and traffic control and the preservation of the crash scene. The first arriving Police Supervisor will establish a Command Post, from which the necessary assignments will be made. Should it be determined that assistance outside of Volusia County will be required, a request for mutual aid will be made through the V.C.E.O.C.

Operational Plan

In the event of a general aviation (small, private planes) crash, the impact on emergency services is generally not too taxing. A crash of a civil aviation (commercial carrier) or military aircraft usually creates a more devastating problem. This Operational Plan will be based on a “worst case scenario;” various sections may be deleted and/or revised to deal with a smaller scale disaster.

Notifications

As previously discussed, if it appears that the crash will involve a high number of injuries and/or property damage, Communication Personnel will notify the Volusia County Emergency Operations Center.

The Federal Aviation Administration (F.A.A.) must be notified of all plane crashes. Should the crash involve a civil aviation plane, the National Transportation Safety Board (N.T.S.B.) must be notified. If the crash involves a military aircraft, the appropriate branch of the military must be notified. The F.A.A. will, once advised of the situation, make the necessary notifications to these agencies.

Should it be determined that a large number of injuries are present, Communications Personnel will notify EVAC Ambulance of the estimated number so that they can begin their emergency procedures. Additionally, area hospitals will be placed on alert so that they can notify the personnel needed to assist them.

WILDLAND FIRES - EMERGENCY OPERATING PROCEDURES

Wildfires

Under the best of circumstances, the management of a large firefighting operation is complex, often involving thousands of people and several different agencies and jurisdictions. Fires resulting from, or independent of but coincident with, a catastrophic disaster will place extraordinary demands on available resources and logistics support systems.

A major disaster or other significant event may result in many urban, rural and wildland fires. Ignition sources of little concern under normal conditions could cause hundreds of fires during and after a disaster. The damage potential from fires in urban areas during and after a disaster exceeds that of all other causes. Numerous fires are anticipated in rural and wildland settings as well. Under the worst “dry” conditions, these fires will have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. City fire departments not incapacitated by the disaster will be totally committed to fires in urban areas. Normally available firefighting resources will be difficult to obtain and utilize because of disruption of communication, transportation, utility, and water systems.

ESF #4 Firefighting will manage and coordinate all firefighting activities. This will be accomplished by mobilizing firefighting resources with the support of Federal, State and local wildland, rural, and urban firefighting agencies. ESF #4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resources lies primarily with the Incident Commander in coordination with Fire Command.

At the time of a fire event, there may be fires burning elsewhere in the United States. These fires will draw upon the same resources (people, equipment, supplies, etc.) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the disaster-related firefighting operations competing for resources with wildfire suppression operations going else where. Requests for firefighting assistance and resources will be transmitted to the Volusia County Emergency Operations Center and in turn to the State Emergency Operations Center.

TERRORISM - EMERGENCY OPERATING PROCEDURES

Terrorism incidents affect every facet of our lives. Since terrorism can take many different forms, including weapons of mass destruction (WMD), and be directed at many kinds of targets, it poses some very complex, technical problems in planning and response.

When a terrorism incident occurs, information may be very vague, but accurate and rapid assessment of exactly what occurred is critical to developing the appropriate response. As information is acquired and validated, response personnel may need to quickly acquire special skills to deal with the incident.

EMERGENCY BROADCAST SYSTEM (EBS)

The following radio stations are part of the Emergency Broadcast System within Volusia County. Residents should be advised to listen to these stations for Emergency Information:

WWLV-FM	94.5 MHz	WELE-FM	105.9 MHz
WNDB-AM	1150 KHz	WMFJ-AM	1450 KHz
WCFI-FM	101.9 MHz	WROD-AM	1340 KHz
WELE-AM	1380 KHz	WZIP-AM	1590 KHz

GLOSSARY OF TERMS

Agency	A division of government with a specific function that offers a particular kind of assistance.
Agency Dispatch	The agency or jurisdiction facility from which resources are allocated to incidents.
Allocated Resources	Resources dispatched to an incident.
Area Command	An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
Assigned Resources	Resources checked in and assigned work tasks at an incident.
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assisting Agency	An agency directly contributing tactical or service resources to another agency.
Available Resources	Incident-based resources which are ready for deployment.
Base	The location at which primary logistics functions for an incident are coordinated and administered.
Branch	The organizational level having functional or geographic responsibility for major parts of incident operations.
Chain of Command	A series of management positions in order of authority.
Chief	The ICS title for individuals responsible for command of functional sections.
Command	the act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority (may also refer to Incident Commander)
Command Staff	The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
Communications Unit	An organizational unit in the Logistics Section responsible for providing communications services at an incident.
Cooperating Agency	An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort.
Coordination	The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.
Cost Unit	The functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
Director	The ICS title for individuals responsible for supervision of a Branch.
Dispatch Center	A facility from which resources are assigned to an incident.
Division	Used to divide an incident into geographic areas of operation.
Documentation Unit	The functional unit with the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.
Emergency Management Coordinator/Director	The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.
Emergency Operations Center (EOC)	A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency response and support to an emergency.
Emergency Operations Plan	Or Peacetime Emergency Plan (PTEP) maintained for responding to emergency incidents.
Finance/Administration Section	The Section responsible for all incident costs and financial considerations.
General Staff	The group of incident management personnel reporting to the Incident Commander.
Group	Established to divide the incident into functional areas of operation.
Incident	An occurrence, caused either by human action or natural phenomena that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
Incident Action Plan	Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
Incident Commander	The individual responsible for the management of all incident operations at the incident site.
Incident Command Post (ICP)	The location at which the primary command functions are executed.
National Incident Management System (NIMS)	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands.

UPDATED

DATE		INITIALS	DATE		INITIALS	DATE		INITIALS	DATE		INITIALS
June	93	kmg	March	99	kmg	June	05	bbb	April	12	rm
May	95	kmg	May	99	kmg	Dec	05	bbb	March	13	rm
March	96	kmg	Sept	99	kmg	May	08	bbb			
July	96	kmg	June	00	kmg	Aug	09	kmg			
June	98	kmg	May	02	kmg	Feb	10	kmg			
Aug	98	kmg	April	05	bbb	Mar	10	wei			

General Parameters of Responsibility

