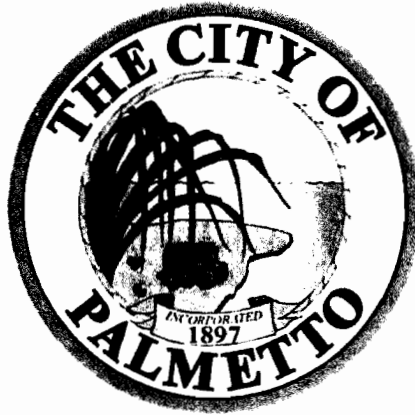


TAB 2

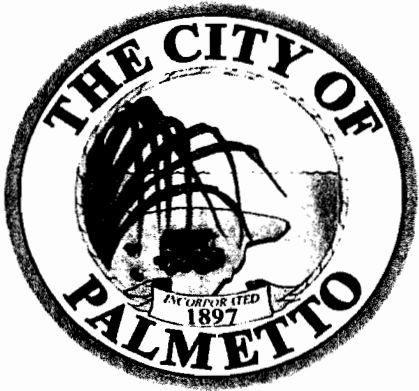


## Hurricane Preparedness Plan 2009



Shirley Groover Bryant  
Mayor of Palmetto

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GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV -3/09

TAB - 1

**MAYOR**

**Shirley Bryant**

**Mayor**

**737-7280**

**The Mayor will review and consolidate information as presented by the Unified Command. She will then provide relevant information to the Government Liaison for distribution to City Commission, and for inclusion in summary reports that may be prepared. The Mayor will serve as a liaison to the constituency of the City and to external governmental agencies as required.**

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV – 3/09

TAB - 2

**COMMISSIONERS**

<b>Tamara Cornwell</b>	<b>At-Large 2</b>	<b>812-2836</b>
<b>Brian Williams</b>	<b>3<sup>rd</sup> Ward</b>	<b>737-3456</b>
<b>Tambra Varnadore</b>	<b>2<sup>nd</sup> Ward</b>	<b>812-6474</b>
<b>Mary Lancaster</b>	<b>1<sup>st</sup> Ward</b>	<b>737-7983</b>
<b>Alan Zirkelbach</b>	<b>At-Large 1</b>	<b>807-5555</b>

**The City Commissioners should serve as the first line of information for their constituents. Commission will contact the Government Liaison for updates and status reports, and will provide complaints and concerns of the residents utilizing this same channel of communication.**

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV -3/09

TAB 3

**UNIFIED COMMAND**

<b>Chief John McGinnis</b>	<b>Fire Chief</b>	<b>812-3180</b>
<b>Chief Garry Lowe</b>	<b>Police Chief</b>	<b>737-1989</b>
<b>Allen Tusing</b>	<b>Public Works Director</b>	<b>737-0282</b>

**Fire Chief:**

The Palmetto Emergency Operation Center (PEOC) is located at Fire Station # 2, located on Experimental Farm Road. The Fire Chief will ensure that the PEOC is available for use. The Fire Chief is responsible for all fire/rescue related issues.

**Public Works Director:**

The Public Works Director is responsible for receiving all updates from the County EOC, and distributing the same to the Unified Command. The Public Works Director is responsible for all public works and utility related issues.

**Police Chief:**

The Police Chief is responsible for all public safety and security issues, to include evacuation and re-entry of residents as required.

**NOTE:** Any action plan considered as a result of the information provided by the EOC Coordinator to the Unified Command members will be made after the appropriate assessment has been considered. Once a determination of needs is reached, a recommendation outlining this plan will be presented to the Mayor for her approval and subsequent implementation.

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV -3/09  
TAB 4

**PLANNING / PIO - GOVERNMENT LIAISON**

**Van Brown**

**723-4580**

**The Government Liaison will attend EOC briefings in the absence of the designated Palmetto EOC representative. The Liaison will receive updated field reports and damage assessments, as well as hurricane status updates, and ensure that the appropriate individuals receive accurate information. This position will serve as liaison to City Commission, the Mayor, Palmetto Police Department, Department of Public Works, North River Fire District and other government and utility (FPL, TECO, telephone, cable, People's Gas, etc.) organizations as warranted.**

**The Planning / PIO team will consist of the following divisions:**

<b>Procedures</b>	<b>Linda Butler</b>	<b>723-4580</b>
<b>Government Liaison</b>	<b>Van Brown</b>	<b>723-4580</b>
<b>Security</b>	<b>Ken Hawkins</b>	<b>723-4580</b>
<b>Mapping</b>	<b>Brad Martin</b>	<b>723-4580</b>
<b>Runner</b>	<b>Debra Scott</b>	<b>723-4580</b>

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM  
REV -3/09

## Planning and PIO Job Descriptions

PIO – Preparing and disseminating information in support of City of Palmetto emergency preparedness plan. Establish and maintain relationships with media and local stakeholders to facilitate effective public advisories.

Van Brown  
Government Liaison

The Government Liaison is to serve as exclusive between elected officials, EOC personnel, and city staff.

Linda Butler  
Procedures

The procedure position is responsible to review the hurricane plan book, make sure that all procedures are in place and that procedures are not duplicated. Procedures are to follow any direction given under the PIO.

Ken Hawkins  
Security

Security is responsible by limiting entry and egress to local EOC. Monitor security of supplies. Advise Government Liaison if police involvement is desired at any particular location.

Brad Martin  
Mapping

Mapping is responsible for bringing maps with immobile points of reference. Marking point of reference before storm in accordance with maps. Laminate maps in advance showing points of reference and infrastructure.

Debra Scott  
Runner

The Runner Position is responsible for communicating between the Operations and Response Position or Deputy Director to act as a conduit for communications in the event wireless or satellite communications is down.



GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV -3/09  
TAB 5

**FEMA REPORTING**

**Karen Simpson**

**723-4570**

**The FEMA Reporting Representative will complete the Project worksheets after the storm. This representative facilitates the processing of financial data collection. During the storm, the representative will provide assistance to staff and monitor the tracking of man-hours, equipment usage and other related costs.**

<b>Assistant</b>	<b>Cheryl Miller</b>	<b>723-4570</b>
<b>Assistant</b>	<b>Matt Misco</b>	<b>723-4570</b>
<b>Procurement</b>	<b>Nixa Haisley</b>	<b>723-4570</b>
<b>Runner</b>	<b>Donna Gross</b>	<b>723-4570</b>

**FEMA CONTACT INFO**



## Region IV

- General Contacts
- Environment & Historic Preservation Contact
- Flood Hazard Mapping Contacts
- Freedom of Information Act Contact
- Media Contact
- National Flood Insurance Program Contacts
- Tribal Contact
- Public Assistance & Fire Management Assistance Grant Programs
  
- Region IV Information

### General Contacts

**Telephone Numbers:**

Main Number: 1 (770) 220-5200

Fax Number: 1 (770) 220-5230

**Mailing Address:**

Federal Emergency Management Agency

3003 Chamblee Tucker Road

Atlanta, GA 30341

**Serving:**

- Alabama
- Florida
- Georgia
- Kentucky
- Mississippi
- North Carolina
- South Carolina
- Tennessee

### Environment & Historic Preservation Contact

William Straw

E-Mail: [william.straw@dhs.gov](mailto:william.straw@dhs.gov)

Telephone: (770) 220-5432

## **Flood Hazard Mapping Contacts**

Brad Loar, Director, Mitigation Division  
E-Mail: [brad.loar@dhs.gov](mailto:brad.loar@dhs.gov)  
Telephone: (770) 220-5406

Robert Lowe, Chief, Risk Analysis Branch  
E-Mail: [robert.lowe@dhs.gov](mailto:robert.lowe@dhs.gov)  
Telephone: (770) 220-5438

Mark Vieira, Senior Civil Engineer  
E-Mail: [mark.vieira@dhs.gov](mailto:mark.vieira@dhs.gov)  
Telephone: (770) 220-5450

Laura Algeo, Senior Civil Engineer  
E-Mail: [laura.algeo@dhs.gov](mailto:laura.algeo@dhs.gov)  
Telephone: (770) 220-5515

Bruce Buckerfield, Civil Engineer  
E-Mail: [bruce.buckerfield@dhs.gov](mailto:bruce.buckerfield@dhs.gov)  
Telephone: (770) 220-5397

Mohammad Waliullah, Civil Engineer  
E-Mail: [mohammad.waliullah@dhs.gov](mailto:mohammad.waliullah@dhs.gov)  
Telephone: (770) 220-5493

Kristen Martinenza, Civil Engineer  
E-Mail: [kristen.martinenza@dhs.gov](mailto:kristen.martinenza@dhs.gov)  
Telephone: (770) 220-3174

## **Freedom of Information Act Contact**

George Yearwood  
E-Mail: [george.yearwood@dhs.gov](mailto:george.yearwood@dhs.gov)  
Telephone: (770) 220-5225

## **Media Contact**

Mary Hudak  
E-Mail: [mary.hudak@dhs.gov](mailto:mary.hudak@dhs.gov)  
Telephone: (770) 220-5226

## **National Flood Insurance Program Contacts**

### **Federal Emergency Management Agency**

Telephone: (770) 220-5200

FEMA

Suite 270

3003 Chamblee-Tucker Rd

Atlanta, GA 30341

### **Georgia Office:**

Telephone: (770) 396-9117

Fax: (770) 396-7730

NFIP B&S Agent

1532 Dunwoody Village Parkway

Suite 200

Dunwoody, GA 30338

### **Tampa Office:**

Telephone: (813) 975-7451

Fax: (813) 975-7471

NFIP B&S Agent

8875 Hidden River Pkwy

Suite 300

Tampa, FL 33637

### **Illinois Office:**

Telephone: (704) 922-6925

Fax: (704) 722-6967

NFIP B&S Agent

1111 E. Warrenville Rd

Suite 209

Naperville, IL 60563

## **Tribal Contact**

Shelley S. Boone

E-Mail: shelley.boone@dhs.gov

Telephone: (229) 225-4572

**Public Assistance & Fire Management Assistance Grant Programs**

Atlanta , GA

Phone: 770- 220-5200

## LOGISTICS

**Gracie Johnson**

**737-0743**

**The Logistics Representative oversees the damage assessment process. She ensures that all telephones, radios, and computers are properly secured and operational. This representative shall facilitate contract administration.**

**Pre-storm site inspections are to include construction sites. She will ensure that potential hazards are eliminated and that all construction materials are secured in accordance with City Ordinance 05-853.**

**The Logistics Operation will consist of the following divisions:**

<b>Legal / Policies and Procedures / Contracts</b>	<b>Mark Barnebey</b>	<b>720-6587</b>
	<b>Diane Ponder</b>	<b>723-4570</b>
	<b>Jim Freeman</b>	<b>723-4570</b>
<b>Supplies</b>	<b>Leslie Martin</b>	<b>723-4580</b>
<b>Supplies &amp; Fuel</b>	<b>Pam Simmons</b>	<b>723-4580</b>
<b>Medical</b>	<b>Beverly Minnix</b>	<b>723-4988</b>
<b>Family Needs</b>	<b>Sharon Jones</b>	<b>723-4570</b>
<b>Food &amp; Water</b>	<b>Hazel Isom</b>	<b>723-4580</b>
<b>Residential Issues</b>	<b>Dee Wyman</b>	<b>723-4570</b>
<b>Communications</b>	<b>Toni Bugel</b>	<b>723-4580</b>
<b>Computers</b>	<b>Geoff Campbell</b>	<b>723-4570</b>
<b>Phones &amp; Dispatch</b>	<b>Maria Aguirre</b>	<b>723-4580</b>
<b>Dispatch</b>	<b>Carolyn Robertson</b>	<b>723-4580</b>
<b>Runner</b>	<b>George Fountain</b>	<b>723-4580</b>

## Logistics Job Descriptions

The Logistics Representative oversees the damage assessment process. He/she ensures that all telephones, radios, and computers are properly secured and operational. Supplies and fuel are readily available.

Jim Freeman  
Mark Barnebey  
Diane Ponder  
Contracts/Legal Policies &  
Procedures

The Contract/Legal position is responsible for making sure all contracts are in place and that policy and procedures are properly administered and fulfilled.

Leslie Martin  
Supplies

Supply leader is responsible for ordering equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

Pam Simmons  
Supplies and Fuel

The Supplies and Fuel Leader is responsible for arranging ordered supplies; check flashlights, cellular phones, batteries; place orders in a timely manner; and ensure fuel supplies are adequate for the duration of the incident.

Sharon Jones  
Whitney Ewing  
Family Needs

The Family Needs Leader is responsible for ensuring the safety and welfare of family members of city workers.

Beverly Minnix  
Medical

The Medical Leader is responsible for the medical emergency plan, obtaining medical aid and transportation for incident personnel, and preparation of reports and records.

Hazel Isom  
Food and Water

The Food Leader is responsible for determining essential food requirements at all incident facilities; menu planning; determining cooking facilities required; food preparation and serving; providing potable water; and general maintenance of the food service areas.

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV - 6/6/08

Carolyn Robertson  
Communications

The Communication leader is responsible for communications equipment; testing of communication equipment; supervision of the incident communications center (radio and phone operators); maintain radio and equipment inventory; Prepare and identify records or files to be boxed in case of evacuation from the communication center; Check flashlight, cellular phones batteries; Check extra portable radio batteries; Check extra cellular phone (Nextel) batteries; Check extra lap top batteries.

Geoff Campbell  
Aubrey Drummond  
Computers

The Computer Leader is responsible for securing computers and any other equipment in case of evacuation from Palmetto Public Works Communication Center. He/she also conducts tests on all computer equipment to ensure functionality.

Dee Wyman  
Resident Issues

The Resident Issues Leader is responsible for writing issues from City residents and directing the issues to the communication leader.

Maria Aguirre  
Radios and Phones

The Radio and Phones Leader is responsible for answering incoming calls from primary phone lines and primary fax lines.

Toni Bugel  
Dispatch

The Dispatcher is responsible for monitoring radio channels between operations commander and supervisors and assist as needed.

George Fountain  
Runner

The Runner Position is responsible for effective communication between the Operations and Response Position or Deputy Director and acts as a conduit for communications in the event wireless or satellite communication is not functional.



**GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM**

REV - 3/09

TAB 7

**EMERGENCY OPERATIONS CENTER (EOC)**

**Ron Koper**

**737-0283**

**The person(s) representing the City of Palmetto in the Manatee County EOC, serve in Emergency Support Function # 3 (Public Works). The representative is required to ensure the Unified Command is updated on all hurricane related matters, pre-storm, during, and post- storm. The person will relay necessary information to the respective Emergency Support Function (ESF) within the EOC regarding specific issue(s) affecting the City of Palmetto, and provide City's damage assessments to the County as required.**

**In an attempt to ensure time-sensitive and consistent reporting, the representative should only be contacted by the Unified Command or the Government Liaison.**

**Frank Woodard**

**Assistant**

**737-0859**

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

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TAB 8

**PARKS AND PUBLIC BUILDINGS**

**Geoff Seger**

**737-0286**

**This representative is responsible for ensuring the security of all public buildings following the declaration of a storm. Post-storm, the representative will conduct damage assessments to public land and buildings in an expedient manner, and report the same, mitigating hazards as staff is able. This representative will also ensure that construction materials are available for operation staff.**

**The Parks and Public Buildings Operation will consist of the following divisions:**

<b>Building Security</b>	<b>Jimmy Michener</b>	<b>812-8998</b>
	<b>David Jones</b>	<b>345-3804</b>
<b>Park Assessment</b>	<b>Jeff Scott</b>	<b>737-0174</b>
	<b>Peggy Martin</b>	<b>737-5386</b>
<b>Construction Materials</b>	<b>Victor Pompey</b>	<b>807-9323</b>
	<b>Jack Erven</b>	<b>962-5797</b>
<b>Runners</b>	<b>Charlie Leaks</b>	<b>531-2161</b>
	<b>Lupe Cantu</b>	<b>721-2138</b>

**17<sup>th</sup> Street Park**

Remove swings, secure other playground equipment, store lose picnic tables, remove grills secure signs, remove trash receptacles.

**Taylor Park:**

Remove Grills, remove swings, and secure playground equipment, remove trash receptacles and picnic tables.

**Hydrant Park:**

Remove Grills, secure playground equipment, picnic tables, remove trash receptacles and remove the heads to lights.

**Sutton Park:**

Remove swings, secure other playground equipment, store lose picnic tables, remove grills secure signs, remove trash receptacles.

**Lamb Park:**

Remove grills, secure signs, remove trash receptacles, remove Tennis nets, remove lose benches secure basketball hoops.

**Riverside Park West:**

Secure Pavilions and restrooms, secure Bait shop and remove trash receptacles.

**Riverside Park East:**

Remove welcome to Palmetto sign, remove trash receptacles, remove American Flag.

**Hidden Lake Park:**

Secure restrooms, Pavilions and picnic tables.

**Estuary Park:**

Secure playground equipment, benches and trash receptacles.

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM

REV - 3/09  
TAB 9

**OPERATIONS AND RESPONSE**

**Duane Kinn**

**737-0285**

The Operations and Response Representative is responsible for all field operations, to include the preparation and distribution of sandbags, and the scheduling and coordination of manpower, vehicles and equipment. The person is required to monitor and maintain all water, sewer, street and other public utilities, post signage as needed, monitor and address problems at the Waste Water Treatment Facility (WWTF).

The priority responsibility is to ensure that all emergency evacuation routes are maintained (kept open for travel) as well as possible, and that emergency evacuation routes and sites are completely cleared as soon as possible.

The representative will respond to damage assessment reports as prioritized by the Public Works Director.

The Operations and Response Team will consist of the following divisions:

<b>Parks &amp; Public Buildings</b>	<b>Geoff Seger</b>	<b>737-0286</b>
<b>Site Assessment</b>	<b>Roger Titus</b>	<b>737-2240</b>
<b>Utilities</b>	<b>Scott Martin</b>	<b>737-5705</b>
<b>Code Enforcement</b>	<b>Bill Strollo</b>	<b>737-2424</b>
<b>WWTF (Veolia)</b>	<b>Ray D'Aiuto</b>	<b>737-8167</b>
<b>Debris Management</b>	<b>Bob Baublitz</b>	<b>737-8071</b>
<b>Vehicle Maintenance</b>	<b>Rick Pittman</b>	<b>737-1433</b>
<b>Barricades and Signs</b>	<b>Jason English</b>	<b>737-2819</b>
<b>Runners</b>	<b>Oscar Kieffer</b>	<b>Direct Connect</b>
	<b>Lennard Mays</b>	<b>723-4580</b>

GENERAL RESPONSIBILITIES  
HURRICANE RESPONSE TEAM  
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WASTEWATER TREATMENT PLANT

PROJECT MANAGER (WWTP, Lift Stations)

Ray D'Aiuto Home: 941-485-0272 Cell: 941-737-8167

MAINTENANCE (Lift Stations Alarms)

Roger Pipkins Home: 941-932-0038 Cell: 941-932-0038

Keith McCloskey Home: 941-729-4627

Scott Patterson Home: 941-531-3608 Cell: 941-737-2147

Ray D'Aiuto Home: 941-485-0272 Cell: 941-737-8167

OPERATIONAL SUPERVISOR

Scott Patterson Home: 941-531-3608 Cell: 941-737-2147

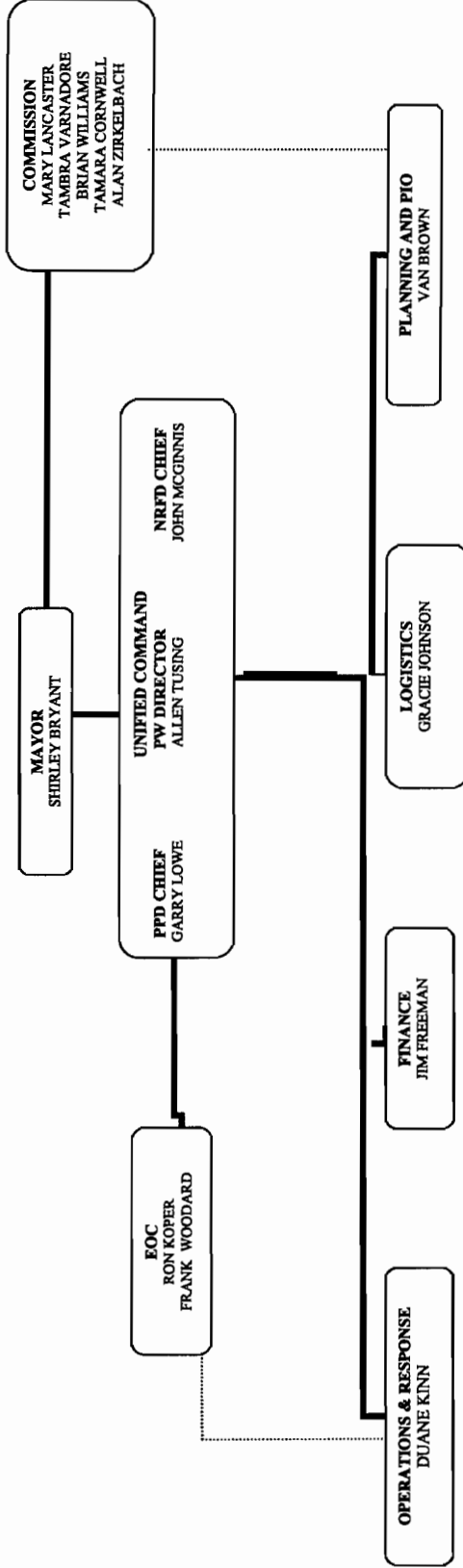
OPERATORS

Jozef Piwowarczyk Home: 941-756-9890 Cell: 941-320-7764

Mike Farrell Home: 941-748-5903 Cell: 941-962-9879

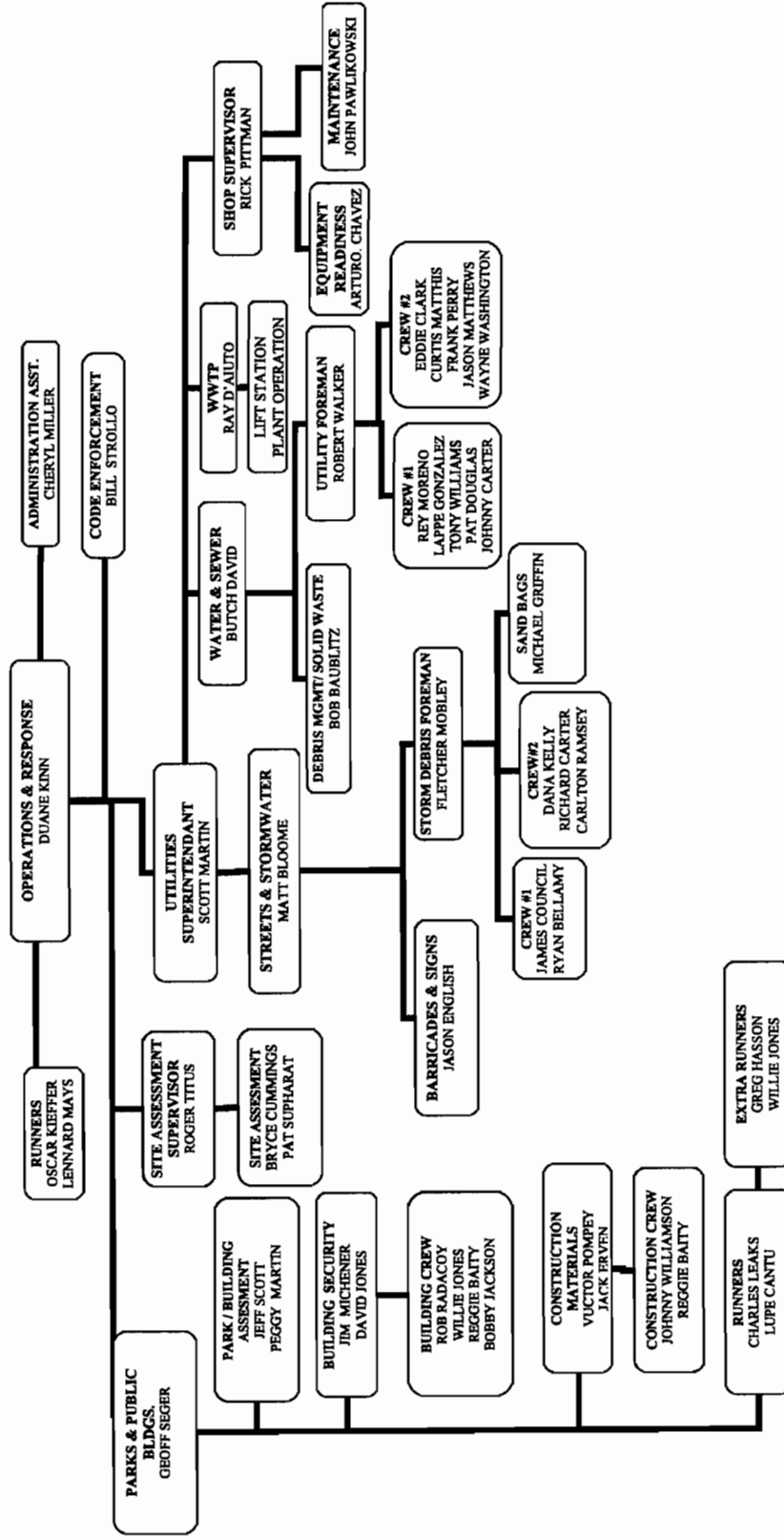
# CITY OF PALMETTO HURRICANE ORGANIZATIONAL CHART

Tab - 10



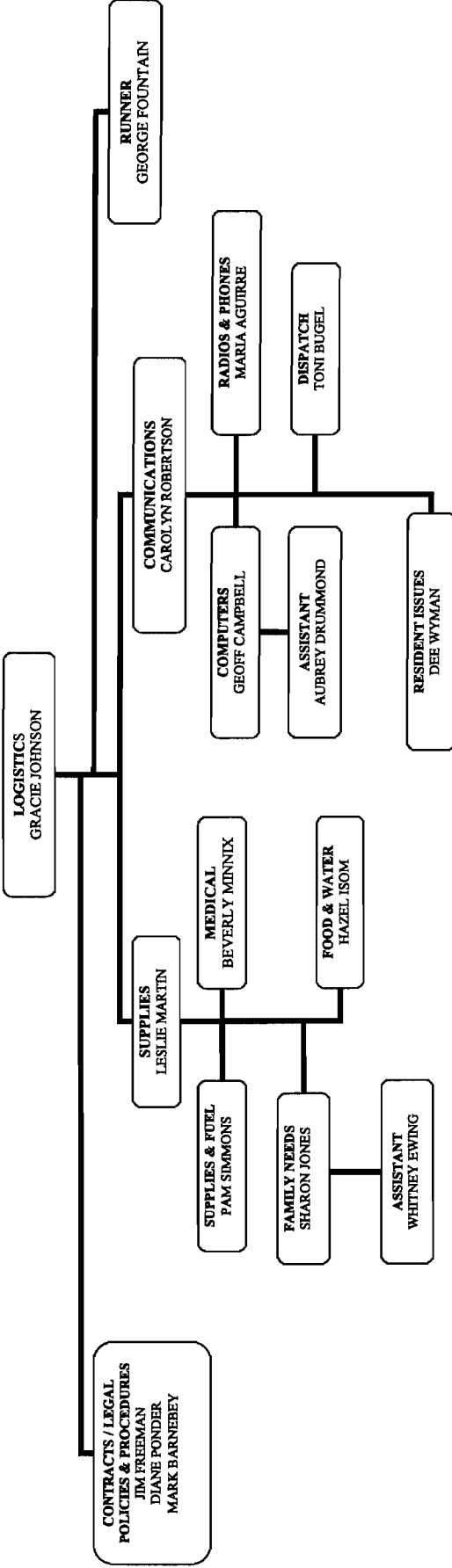
# CITY OF PALMETTO HURRICANE ORGANIZATIONAL CHART – OPERATIONS

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# CITY OF PALMETTO HURRICANE ORGANIZATIONAL CHART - LOGISTICS

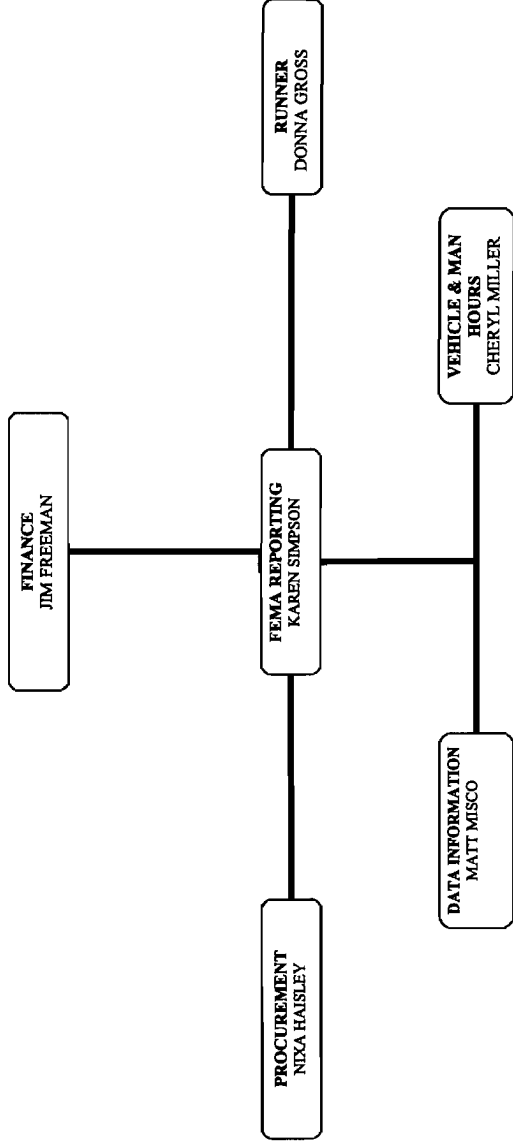
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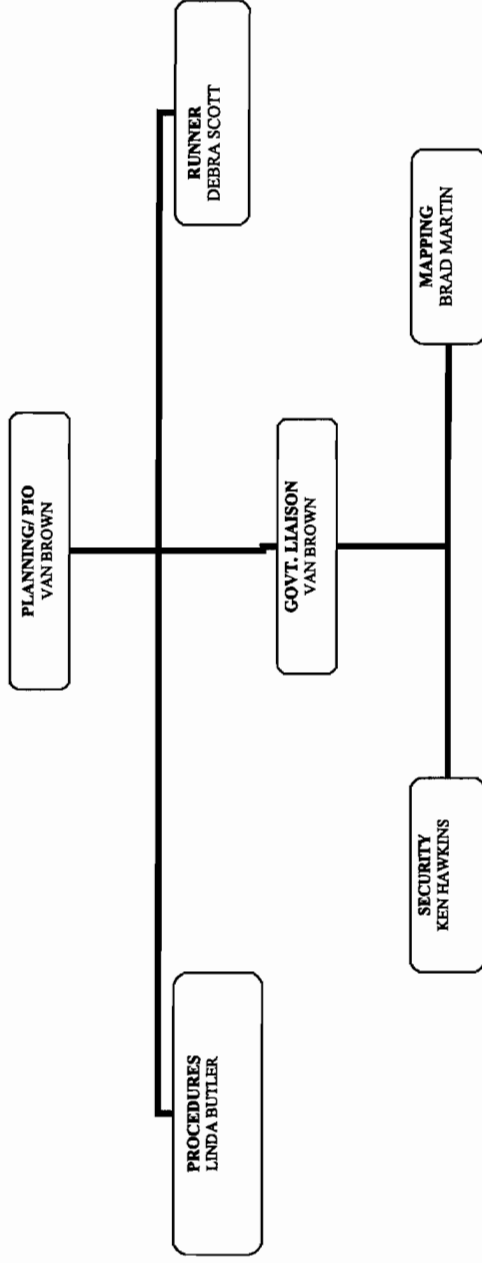
# CITY OF PALMETTO HURRICANE ORGANIZATIONAL CHART – FINANCE

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**CITY OF PALMETTO**  
**HURRICANE ORGANIZATIONAL CHART – PLANNING/ PIO**

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TAB # 11

**ORDINANCE NO. 05-853**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, CREATING CHAPTER 7, ARTICLE I, SECTION 7-10 PERTAINING TO HURRICANE SAFETY AND THE SECURING OF CONSTRUCTION MATERIALS; PROVIDING FOR THE PROMULGATION OF OPERATIONAL RULES OF PROCEDURE; PROVIDING FOR ADDITIONAL AUTHORITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ORDAINED** by the City Commission of the City of Palmetto, Florida, as follows:

**WHEREAS**, Article VIII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions and render municipal services; and,

**WHEREAS**, pursuant to the referenced provision of the Florida Constitution, the City may exercise any power for municipal purposes except as otherwise provided by law; and,

**WHEREAS**, Chapter 166, Florida Statutes, the "Municipal Home Rule Powers Act," implements the applicable provisions of the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and to enact ordinances in furtherance thereof; and,

**WHEREAS**, history has shown that the west coast of Florida, including Manatee County, is susceptible to hurricanes; and

**WHEREAS**, during a hurricane, unsecured construction equipment and materials pose a significant risk to the health, safety and well being of the people of Palmetto; and

**WHEREAS**, the City Commission has determined that adoption of this Ordinance is necessary, desirable and in the best interest of the public health, safety and welfare.

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the City Commission

Ordinance No. 05-853

Page 2

of the City of Palmetto, Florida, as follows:

**Section 1. Findings of Fact.** The above "WHEREAS" clauses are adopted herein as findings of fact.

**Section 2. New Language.** Chapter 7, Article I, Section 7-10 of the City of Palmetto Code of Ordinances is hereby created to read as follows:

**Sec. 7-10. Hurricane procedures.**

1. It shall be unlawful for any person to allow construction related materials (including, but not limited to, roof tiles, lumber, scaffolding and debris) to remain loose or otherwise unsecured at a construction site from 24 hours after a hurricane warning has been issued until the hurricane warning has been lifted. All such materials shall be either removed from the construction site or secured in such a manner as to minimize to the greatest extent possible the danger of such materials causing damage to persons or property from high winds.
2. Any person who fails to correct a violation within 24 hours of receipt of notice of violation, which may be by telephone or fax, shall be guilty of a second-degree misdemeanor and subject to a fine of up to \$500 or imprisonment for a term not to exceed 60 days. The provisions of this article shall be enforced in the same manner as misdemeanors and prosecuted in accordance with F.S. 125.69, or by citation or referral to the Code Enforcement Board as provided for in Chapter 2 of this Code.
3. The Building Official shall have the authority to issue a "Stop Work Order" on any construction project until this section is complied with.
4. In addition to the above, where a contractor violates this section and holds an occupational license issued by the City, the City Clerk shall have the authority to revoke such license and deny applications for a new license for a period of one year.

**Section 5. Repeal Of Ordinance.** This Ordinance hereby repeals all ordinances and parts of ordinances in conflict herewith to the extent of such conflict.

**Section 6. Severability.** It is the intent of this Ordinance to comply with all applicable law and constitutional requirements. If any provision, paragraph or section of this

Ordinance No. 05-853

Page 3

Ordinance or the standards and codes adopted hereby, shall be determined by a court of competent jurisdiction to be inapplicable, illegal, unenforceable or unconstitutional, then to that extent such provisions or portions shall be deemed null and void, but the remaining provisions of this Ordinance shall be in full force and effect as applicable.

**Section 7. Effective Date.** This Ordinance shall take effect as provided for by law and by City Charter, Section 14 upon execution by the Mayor or, if disapproval occurs, upon reconsideration by the City Commission and passing of the Ordinance by at least four (4) votes.

**APPROVED AND ADOPTED**, in open session with a quorum present and voting, this 16th day of May, 2005.

First Reading:	May 2, 2005
Publication:	May 6, 2005
Second Reading and Public Hearing:	May 16, 2005

CITY OF PALMETTO, FLORIDA, BY  
AND THROUGH THE CITY COMMISSION OF  
THE CITY OF PALMETTO

By: Lawrence E. Bustle, Jr.  
LAWRENCE E. BUSTLE, JR., MAYOR

ATTEST: J. E. FREE, JR.  
City Clerk

By: J. E. Free, Jr.  
City Clerk/Deputy Clerk

# NEWS/MEDIA CONTACTS

REVISED 2008  
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BUSINESS NAME	CONTACT PERSON	PHONE NUMBER	FAX NUMBER	E-MAIL
<b>RADIO</b>				
WCTQ RADIO		(941) 552-4800 (888) 329-1065	(941) 761-8683	
WFLA 970 AM		(813) 831-9797	(813) 831-6397	
WJIS 88.1		(941) 753-0401	(941) 753-2963	
WSRQ 1450		(941) 953-6397		maverick@clearchannel.com
WSRZ 107.9	Ryan Rafferty	(941) 552-4800	(941) 552-4900	
WWPR 1490	Vivian	(941) 749-9977 (941) 761-8843 (941) 745-1490	(941) 761-8683	vivian@1490wwpr.com
<b>TV MEDIA</b>				
Bay News 9		(727) 437-2000	(727) 437-2000 (727) 329-2300 (888) 437-1239	desk@baynews9.com
Manatee County Govt. Access Channel 20	Fred Loveland	(941) 745-3719	(941) 749-3040	fred.loveland@co.manatee.fl.us
METV	Charles	(941) 741-3470 ex 226	(941) 741-3480	
WBSV Channel 62		(813) 397-0062	(813) 225-2770	
WEDU-PBS		(813) 254-9338 (800) 354-9338	(813) 266-4940 (813) 253-0826	
WFLA Channel 8		(813) 228-8888	(813) 831-6397	news@970wfla.com
WFTS Channel 28		(813) 3542800	(813) 870-2828	
WTSP CBS Channel 10		(800) 393-6610	(727) 578-7637	
WTVT Fox 13		(813) 876-1313	(813) 871-3135	
WWSB ABC Channel 40	Melissa Parker	(941) 923-8840	(941) 923-8709	mparker@wwsb.tv

# NEWS/MEDIA CONTACTS

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<b>PRINT MEDIA</b>					
Bradenton Herald	Carl Nudi / Ed Scott	(941) 448-0411	(941) 745-7097	<a href="mailto:cnudi@bradenton.com">cnudi@bradenton.com</a>	
El Menjaje Latino		(941) 360-0777	(941) 360-0807		
North River News		(941) 722-1088	(866) 745-4633		
Sarasota Herald Tribune	Janet	(941) 361-4880	(941) 742-6169		
<b>Manatee County</b>					
Manatee County Emergency Management	Larry Leinhauser	(941) 749-3022	(941) 741-3539	<a href="mailto:larry.leinhauser@co.manatee.fl.us">larry.leinhauser@co.manatee.fl.us</a>	
ECC Emergency Center	Kaycee Ellis	(941) 742-5800	(941) 740-3080 (941) 745-3790	<a href="mailto:kaycee.ellis@co.manatee.fl.us">kaycee.ellis@co.manatee.fl.us</a>	
North River Fire District		(941) 721-6700	(941) 721-6701	<a href="mailto:admin@nfrd.org">admin@nfrd.org</a>	
Manatee County Health Dept.	Harry Messick	(941) 748-0747 ex 1355	(941) 750-9364	<a href="mailto:harry_mesick@doh.state.fl.us">harry_mesick@doh.state.fl.us</a>	
Manatee County Health Dept	Tom Larkin	(941) 748-0747 x 1325 (941) 720-1420 Cell	(941) 750-9364	<a href="mailto:tomlarkin@doh.state.fl.us">tomlarkin@doh.state.fl.us</a>	
Manatee County EOC	Don Hermey	(941) 400-9792 Cell	(941) 741-3539	<a href="mailto:don.hermey@co.manatee.fl.us">don.hermey@co.manatee.fl.us</a>	
<b>Misc. Contacts</b>					
Benchmark Lab		(941) 723-9986			

**CITY OF PALMETTO  
DEBRIS MANAGEMENT CONTRACTS**

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<b>CONTRACTOR</b>	<b>POINT OF CONTACT</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>Type of Contract</b>	<b>Executed 6/20/06</b>
Ashbritt	Terry Jackson	1280 Southwest 36 <sup>th</sup> Avenue, Suite 102 Pompano Beach, FL 33609	(954) 545-3535 (954) 818-5449 cell	Piggy Back to Manatee County	Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Ashbritt	Don Madio	1280 Southwest 36 <sup>th</sup> Avenue, Suite 102 Pompano Beach, FL 33609	(954) 205-8141 (727) 243-3816 cell email: dmadio@ashbritt.com	Piggy Back to Manatee County	Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Crowder Gulf Joint Venture	John Ramsay	5535 Business Parkway Theodore, Alabama 36582	(800) 992-6207	Piggy Back to Manatee County	Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Crowder Gulf Joint Venture	Ashley Ramsay	5535 Business Parkway Theodore, Alabama 36582	(800) 992-6207 (251) 459-7433 cell email: aramsay@crowderygulf.com	Piggy Back to Manatee County	Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
DRC	Jennifer Peacock	740 Museum Drive Mobile, Alabama 36608	(251) 343-3581 (251) 423-1169 cell DC 186*117*25909 Email: jpeacock@drcusa.com	Piggy Back to Manatee County	Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Grubbs Emergency Services Inc.	Brian Thomason	PO Box 12113 Brooksville, FL 34603	(352) 796-7127 (888) 478-2271	COP Contract	Entered into on 11/15/04. Consecutive for 5 Years. Renewed on a 5 Year basis after concurrence of both parties.



**CITY OF PALMETTO  
DEBRIS MANAGEMENT CONTRACTS**

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Phillips & Jordan	Dorinda Futchs	8940 Gall Blvd Zephyrhills, FL 33541	(813) 783-1132	Piggy Back to Manatee County	Executed 6/20/06 Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Post, Buckley, Schrub & Jernigan	Michael Harwood	8940 Gall Blvd Zephyrhills, FL 33541	(828) 479-3371 (828) 735-0850 cell email: mhardwood@pandj.com	Piggy Back to Manatee County	Executed 6/20/06 Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Post, Buckley, Schrub & Jernigan	Scott Lawson Cindy Barnett	5665 New Northside Drive, Suite 400 Atlanta, GA 30328	(770) 933-0280	Piggy Back to Manatee County	Executed 6/20/06 Remain in Full Force for One Year. May be amended up to 4 additional periods, each of one year.
Waste Management Inc.	Melissa Doyle	6120 21 <sup>st</sup> Street E Bradenton, FL 34203	(941) 753-7592 Ext. 300 (941) 737-2201 cell	COP Contract	Executed 3/1/2004. Remain in Full Force for Ten Years.



DEPARTMENT OF PUBLIC WORKS  
HURRICANE PLAN  
TAB 14- LAST REVISION 2009

1

**PURPOSE:** To provide policy, guidelines and procedures relative to operations during a hurricane, flood, or similar natural disaster.

**PROCEDURES**

**IMPLEMENTATION:** The operating procedures in this plan shall be implemented immediately upon notification by the Manatee County Emergency Operation Center (MCEOC) that they have reached Level 1 activation. The Mayor or his/her designee shall place the City at Level 1, the Hurricane Watch period. All personnel shall be notified and a staff meeting shall commence within two hours of Level 1 activation.

**OPERATIONAL STRUCTURE:**

1. A Unified Command Structure will be used as outlined in the plan.
2. The Public Works Director, Fire Chief and Police Chief shall collectively coordinate all activities (Preparedness and Recovery) from the Palmetto Emergency Operations Center (PEOC), Fire Station # 2.

**OPERATIONAL DUTIES:**

The duties outlined in the plan will apply to each section depicted on the Hurricane Organizational Chart.

**HURRICANE CALL STATUS**

**LEVEL 1 (Hurricane Watch Period)**

- A. Staff Meeting-notify personnel, review assignments, prepare for a breakdown in communications; i.e., antenna blown down, and notify Wastewater Treatment Plant Contractor.
- B. Notify Hurricane Response Team
  1. Mayor
  2. Commissioners
  3. Public Works Director
  4. Deputy Director of Operations
  5. Fire Chief, NFRD
  6. Police Chief, City of Palmetto
  7. City Clerk
  8. City Attorney
  9. Florida Power & Light Representative
  10. American Red Cross Representative
  11. EOC Liaison



DEPARTMENT OF PUBLIC WORKS  
HURRICANE PLAN  
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- C. Verify Adequate Levels (On-Hand) of Essential Needs-Food, Water, Fuel
- D. Monitor weather
- E. Identify vital records and inventory boxes for packing records
- F. Notify local services, verify phone numbers

**LEVEL 2 (Hurricane Warning Period - threatening Tampa Bay, 24-48 hours)**

- A. Cancel all leave and days off.
- B. Families of employees should report to a shelter.
- C. Ensure all hand-held & vehicle-mounted radios are operational and log serial numbers.
- D. Ensure all small equipment is in good working order and ready to use, such as chain saws, pumps, generators and other miscellaneous items.
- E. Examine hurricane Warning Check List.
- F. Ensure all vehicles are fueled and fluid levels checked.
- G. Check all above and underground fuel storage tanks for available fuel.
- H. Logistics shall locate items needed before and after storm.
- I. Fill sandbags.

**LEVEL 3 (Hurricane 12-24 hours)**

- A. Prepare all buildings for approaching storm. Apply plywood, if needed, to windows and doors, pick up all loose items.
- B. Procure necessary supplies (food, water, sanitation and sleeping facilities).
- C. Notify local services of situation.
- D. Maintain communications with EOC.
- E. Assist in evacuation.
- F. Evacuation Levels D & E - Relocate to higher ground.

**LEVEL 4 (Hurricane Strike Period)**

- A. When winds reach 40 mph, all crews called-in from field operations.
- B. Secure buildings and vehicles.
- C. Monitor weather.
- D. Maintain communication with EOC.
- E. Review post disaster plan.
- F. STAY CALM



DEPARTMENT OF PUBLIC WORKS  
HURRICANE PLAN  
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**DURING A STORM:**

- **BE CAREFUL WALKING THROUGH FLOWING WATER-** Six inches of moving water can knock you off your feet. Use a pole or stick to make sure that the ground is still there for you to go through. Drowning is the number one cause of flood deaths.
- **STAY AWAY FROM ELECTRICAL LINES-** Electrocutation is a major killer in floods. Electrical current can travel through the water.
- **WATCH FOR ANIMALS AND REPTILES, ESPECIALLY SNAKES:** Use a pole to poke and turn over items to scare them away.
- **BE ALERT FOR GAS LEAKS-** Use a flashlight to inspect for damage. Don't smoke or use candles unless you are sure that the gas is turned off.
- **CARBON MONOXIDE EXHAUST KILLS** – Generators, camping stoves, or other gasoline-powered engines should be used only outside or in well ventilated areas.
- **CLEAN EVERYTHING THAT GOT WET** – Floodwaters pick up sewage and chemicals from streets, factories and storage buildings. Spoiled food, flooded cosmetics and medicines are health hazards.

**AFTER A DISASTER:**

**CARE FOR YOURSELF** – Your life may be turned upside down and it will take time for things to return to normal. Take a few minutes to review the precautions and remember the signs of stress.

**DISCUSS YOUR PROBLEMS** – Share your anxieties with friends and family, and let others talk to you to help release their tension. Reassure children and be understanding.

**REST OFTEN AND EAT WELL** – You are more likely to suffer from stress and health problems when you are tired. Being active will help, but don't overdo it. Your body must have proper rest and nourishment for you to keep going.

**SET A MANAGEABLE SCHEDULE** - You will have many things to do, but you cannot do everything at once. Make a list and complete jobs one at a time. Try to set up a routine; it gives you something predictable to depend on.

**WATCH FOR SIGNS OF STRESS** – After a disaster, the recovery period can be long and hard. Do not be surprised if you are tense or see signs of stress.

**WARNING SIGNS OF STRESS**



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- Short tempers, frequent arguments
- Smoking more than usual
- Getting upset over minor irritations
- Difficulty sleeping, bad dreams
- Stomach problems
- Apathy, loss of concentration
- Depression

**STAY HEALTHY:** Your body is accustomed to being clean. When you work in an area that has been destroyed, you can be exposed to dangerous germs that you are not immune to. These conditions can cause you to become ill.

- **WASH HANDS WITH SOAP AND WATER, THOROUGHLY AND OFTEN** – this is especially important before handling food, eating or smoking. Use an antibacterial soap, when available.
- **CONFIRM THAT THE WATER IS SAFE** – Do not drink water or wash dishes or hands until you are sure the water is clean.
- **AVOID INJURIES** – Do not move heavy or large objects alone. Back injuries are a common side effect of cleaning up after a disaster.
- **WATCH OUT FOR FATIGUE** – When you are tired, you are prone to accidents.
- **BE PATIENT** – it will take time for things to return to normal.



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## STORM CLASSIFICATION

<u>TYPE OF STORM</u>	<u>PRESSURE</u>	<u>WIND SPEED</u>	<u>STORM SURGE</u>
<u>Tropical Depression</u>		<u>0 - 39 mph</u>	<u>None</u>
<u>Tropical Storm</u>		<u>39 - 73 mph</u>	<u>&lt; 4 Ft.</u>
<u>Category 1</u>	<u>&gt;28.94</u>	<u>74 - 95 mph</u>	<u>4 - 5 Ft.</u>
<u>Category 2</u>	<u>28.50 - 28.91</u>	<u>96 - 110 mph</u>	<u>6 - 8 Ft.</u>
<u>Category 3</u>	<u>27.91 - 28.41</u>	<u>111 - 130 mph</u>	<u>9 - 12 Ft.</u>
<u>Category 4</u>	<u>27.17 - 27.88</u>	<u>131 - 155 mph</u>	<u>13 - 18 Ft.</u>
<u>Category 5</u>	<u>&lt;27.17</u>	<u>156 - and up</u>	<u>ABOVE 18 Ft.</u>



## ***PALMETTO HURRICANE PREPAREDNESS POST DISASTER RECOVERY PLAN REENTRY PROGRAM***

The purpose of this Reentry program is to accommodate a *SAFE* and *ORDERLY* return to the City of Palmetto, including Snead Island *FOLLOWING* an emergency evacuation due to a hurricane or other incident which involves reentry.

In the event that the City of Palmetto, including Snead Island, was to be evacuated, returning to your business property or residence may be restricted, depending upon the nature of the incident. Three essential categories exist to accommodate the safe and orderly re-entry. Most residents will return under Level 2 (Limited.)

Therefore, the following procedures are adopted and will be enforced by local, state and federal law enforcement officials to facilitate the reentry process. Identification procedures are intended to provide uniform guidance to law enforcement personnel who are directing access to disaster-impacted communities. Refer to the Manatee County Re-Entry Plan February 2007 for identification guidelines.

After a State of Emergency which has resulted in substantial injury or harm to the population or substantial damage to or loss of property; and the evacuation of any area or areas or the restriction or limitation of ingress within an area or areas; the evacuation order or restrictions shall be removed to allow return to the evacuated or restricted areas to the degree appropriate; in accordance with the levels and in the order of priority established below:

The three levels of re-entry include:

### **Level 1 (Closed)**

This level allows for the re-entry of agencies and groups that play key roles in restoring normal operations after a disaster. They include the following:

- Search and Rescue Agents.
- Infrastructure and Utilities Repair Personnel: County and municipal agencies must be permitted immediate access to evaluate essential services such as water, lighting, and communications are restored and infrastructure is intact.
- Official Damage Assessment Teams: may include FEMA, state, and local officials.



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- Other personnel at the discretion of the County EOC or municipality.

**Level 2 (Limited)**

This level allows for the re-entry of other critical groups, residents and businesses. Entry is based on the determination of the County EOC or municipality and public safety personnel. These groups include the following:

- Relief Workers: will be needed to provide food and other supplies for people in impacted areas who did not evacuate.
- Healthcare Agencies: hospitals, nursing homes, assisted living facilities, and dialysis centers.
- Insurance Agents.
- Residents and business operators. County and municipal officials will make the decision and permit residents and business operators to return to impacted areas based on an overall evaluation of the situation. Residents and business operators will be allowed to re-enter their communities when the governing jurisdictions, in consultation with the County EOC, agree that the following factors are resolved:
  - Access: major routes are intact and passable.
  - Public Health: threats have been minimized.
  - Rescue: all search and rescue operations have been completed.
  - Public Safety: threats have been minimized.

**Level 3 (Open)**

This level allows for re-entry of those wishing to gain access with limited restriction. Within the area affected, certain streets or locations may still be "Closed". There may be additional law enforcement patrols or other activities to protect life and property.

- Contractors and other repair service providers will be allowed access at this time.
- Friends, extended family, etc.





## PALMETTO EMERGENCY OPERATION CENTER (PEOC) AND DEPARTMENTAL RESPONSIBILITIES

The City organization for the purpose of Disaster Preparedness & Response includes all operating public and semi-public agencies of the City. Each agency is assigned specific responsibilities.

### **A. Palmetto Emergency Operation Center**

The Palmetto Emergency Operation Center is charged with the responsibility of warning city officials and the citizens of Palmetto of a possible disaster, either man-made or natural. The PEOC will provide efficient and fast transmission and reception of information needed for the coordination and control of emergency operations. The notification of all agencies will be carried out in accordance with the communication plan.

### **B. Mayor and Commission**

Elected officials play a vital role in the emergency management program, before, during and after the proclaimed emergency. They must have a much different role than the first responders and PEOC. Their objectives are to:

1. Establish a legal authority and organization from which the City will operate in times of emergency.
2. Be available to the PEOC to ratify proclamations of a local emergency, pass resolutions and ordinances.
3. Assist in managing recovery issues during reconstruction, by acting as public-relations personnel for the different zones and to the media, so that City personnel can do their job effectively.

### **C. Police Department**

The Police Department is responsible for all public safety and security issues, to include evacuation of residents as required. The Chief of Police will organize all duly constituted law enforcement agencies in Palmetto, taking the necessary measures to minimize casualties and damage; to maintain law and order; and to provide additional warning services as needed.



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**D. North River Fire District (NRFD)**

The NRFD will take actions to control and/or prevent fires which may result from natural or man-made disasters. The NRFD provides fire and rescue services and additional warning services as needed.

**E. Department of Public Works (DPW)**

The Department of Public Works will provide service to minimize the loss of life and damage to property caused by a disaster, man-made or natural. The Department will make emergency repairs to all transportation systems, particularly evacuation routes. The Department will assist rescue operations, debris clearance, and render assistance to the damage survey teams, as needed.

**POST DISASTER PUBLIC WORKS**

**A. Utilities Superintendent – Scott Martin**

The Utilities Superintendent is responsible for monitoring and maintaining operations of Streets and Stormwater Department, Water and Sewer Department, WWTP (VEOLIA) and the Public Works Shop. Specifically, the superintendent will dispatch crews to post high water signs, warnings and road closures. The priorities of this position are to make sure all road ways are clear of debris, high water and electrical hazards and all emergency routes are cleared. Emergency routes are as follows:

- 10<sup>th</sup> St W from Snead Island to 16<sup>TH</sup> Ave E (Canal Rd.)
- 8<sup>th</sup> Ave W from the Green Bridge to City Limits.
- 24<sup>th</sup> Ave W from 10<sup>th</sup> St W to 17<sup>th</sup> St W
- 17<sup>th</sup> St W from 24<sup>th</sup> Ave W to Canal Road

**B. Streets and Stormwater – Matt Bloome**

The Streets and Stormwater Supervisor is responsible for monitoring and maintaining operations of Barricades and Signs, Storm Debris and Crews 1 and 2 and Sandbag distribution. This position will include overseeing removal of all roadway hazards, posting of barricades and warning signs and ensuring that sand, sand bags and crews are available.



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**C. Barricades and Signs – Jason English**

The Streets and Stormwater Personnel will have a clear understanding of all evacuations routes within the City of Palmetto. They will ensure all roads and highways are cleared for evacuation. Post Storm, they will work speedily to repair, repost and replace all signage damaged.

**D. Storm Debris Foreman – Fletcher Mobley**

The Storm Debris Foreman is responsible for overseeing three crews. This position will ensure Crews 1 and 2 are monitoring and maintaining all streets for street damage and street blockage. Specifically they will clear roadways for Emergency Operation vehicles and maintain evacuation routes.

**E. Storm Debris – Crew #1 - James Council, Ryan Bellamy**

The Storm Debris Crew #1, under the supervision of the Storm Debris Foreman will monitor and maintain all streets for street damage and street blockage within the city. Specifically to clear roadways for Emergency Operation vehicles and maintain evacuation routes. This crew will also perform necessary duties as directed by the Superintendent.

**F. Storm Debris – Crew #2 - Dana Kelly, Richard Carter, Carlton Ramsey**

The Storm Debris Crew #2, under the supervision of the Storm Debris Foreman will monitor and maintain all streets for street damage and street blockage within the city. Specifically to clear roadways for Emergency Operation vehicles and maintain evacuation routes. This crew will also perform necessary duties as directed by the Superintendent.

**G. Sandbag Crew - Michael Griffin**

The Sandbag Crew, under the supervision of the Storm Debris Foreman will monitor, fill and distribute sand bags as directed. This crew will also perform necessary duties as directed by the Superintendent.



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**H. Water and Sewer Supervisor – Butch David**

The Water and Sewer Supervisor is responsible for overseeing Debris Management & Solid Waste and Utilities. This position will ensure debris and solid waste operations are monitored, assist and coordinate with solid waste removal with the contracted companies. Ensure that all utilities are serviceable. This position will oversee water and sewer operations and ensuring emergency repairs are attended to.

**I. Debris Management and Solid Waste – Bob Baublitz**

The Debris Management and Solid Waste Coordinator is responsible for monitoring and maintaining services with assigned contractors; Grubbs Emergency Service, LLC ; Waste Management, Inc.,

**J. Utility Foreman – Robert Walker**

The Utility Foreman is responsible for overseeing two crews. This position will ensure Utility Crews 1 and 2 will be assigned to monitor and maintain water and sewer operations, isolating problems and making emergency repairs as needed. This position is to report directly to the Utilities Superintendent any repairs that need further work on cannot be repaired.

**K. Utility – Crew #1 - Rey Moreno, Lappe Gonzalez, Tony Williams, Pat Douglas, Johnny Carter**

The Utility Crew #1, under the supervision of the Utility Foreman will monitor and maintain all streets, street damage and street blockage within the city. Specifically to clear roadways for Emergency Operation vehicles and maintain evacuation routes. This crew will also perform necessary duties as directed by the Superintendent.

**L. Utility – Crew #2 -Eddie Clark, Curtis Mathis, Frank Perry, Jason Matthews, Wayne Washington**

The Utility Crew #2, under the supervision of the Utility Foreman will monitor and maintain all streets, street damage and street blockage within the city. Specifically to clear roadways for Emergency Operation vehicles and maintain evacuation routes. This crew will also perform necessary duties as directed by the Superintendent.



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**M. Waste Water Treatment Plant – Ray D’Aiuto (VEOLIA)**

The WWTP operation is under contract with VEOLIA Water. The contractor is responsible for monitoring and maintaining full operations of the plant and lift stations throughout the city. They are responsible 24/7 for the operations.

**N. Public Works Shop Supervisor – Rick Pittman**

The Shop Supervisor's responsibility is to ensure that all handheld gasoline powered equipment, mobile gasoline powered equipment and vehicles are fueled, maintained and ready for operations with all spare parts in stock and/or easily accessible.

**O. Equipment Readiness – Arturo Chavez**

The Equipment Readiness Position is responsible for ensuring all pumps, hand tools and vehicles are ready for use.

**P. Maintenance – John Pawlikowski**

The Maintenance Position is responsible for ensuring that all vehicles, light equipment, heavy equipment and other necessary tools are maintained and ready for use.

**Q. Runners – Oscar Kieffer, Lennard Mays**

The Runner Position is responsible for communicating between the Operations and Response Position or Deputy Director to act as a conduit for communications in the event wireless or satellite communications is down.

**R. Code Enforcement – Bill Strollo**

The Code Enforcement Officer is responsible for ensuring all public buildings are free of any code violations. Responsible for interacting and coordinating with private contractors to ensure construction sites are prepared for storm activity.

**S. Administrative Assistant – Cheryl Miller**



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It is the Administrative Assistants responsibility to assist the Operations and Response Director in tracking times employee's check in, employees to and from the yard and other areas that the Operations and Response Director feels necessary.

**T. Site Assessment – Roger Titus**

The Site Assessment Position is responsible for post-storm damage.

**U. Site Assessment Crew - Bryce Cummings, Pat Supharat**

The Site Assessment Crew will assist the supervisor in assessing post-storm damage.

**PARKS & PUBLIC BUILDING CREW**

Restore damaged property at public works and central stores to resume operation. Secure all public buildings; assess damage in parks and public facilities; assist with family needs. All paperwork and record keeping, pre and post storm.

**A. Park and Building Assessment - Peggy Martin and Jeff Scott – Park and Building Assessment**

**B. Construction Materials – Victor Pompey and Jack Erven. Responsible for all materials needed for building security.**

Johnny Williamson and Reggie Baity will assist with construction materials.

**C. Building Security – Jim Michener and David Jones. Crew leaders for pre-storm public building security and all parks security.**

Rob Radacoy, Willie Jones, and Bobby Jackson will assist in security for all park and public buildings.

**D. Runners – Charles Leaks and Lupe Cantu. Responsible for communications between divisions and departments within the city.**

Gregg Hasson and Willie Jones will assist the runners.

**LOGISTICS:**



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Assists and monitors with damage assessment; contract administration; communications; mapping and computers.

**SITE & DAMAGE ASSESSMENT:**

Conduct damage assessment utilizing Damage Assessment Teams (DAT). Teams are identified and trained in advance of the disaster to insure proficiency, efficiency, and accuracy. Team members may be selected from any of the following groups – City / County Engineers; Utility Company Personnel; Police and Fire Officials; Property Appraisers; Building Inspectors; County Agricultural Extension Agents; County Health Officials; Voluntary Agency Officials; Real Estate Appraisers, Insurance Agency Representatives. Coordinate all efforts through PEOC to Manatee County Emergency Management office.

This *Preliminary Damage Survey* shall be completed by the Site Assessment Team within 12 hours after the occurrence, remembering that this is only a quick estimate.

In the event of mass casualties, search and rescue operations will be coordinated with County Medical Examiners and appropriate medical facilities. County Medical Examiners will coordinate the establishment of a temporary receiving morgue as well as transportation/disposition of the deceased. Personnel and equipment from the Florida Military, or other public agencies, will assist local law enforcement and fire personnel engaged in search and rescue operations beyond local capabilities. After a Presidential Disaster Declaration, additional assistance can be provided through emergency Federal programs.

1. Organization of Search and Rescue Teams

Search and Rescue Teams must be organized and prepared to conduct Search and Rescue Operations as soon as reentry is possible. Search and Rescue Teams must have the capability of moving into heavily damaged areas to rescue, treat, and evacuate residents who have been injured or their homes destroyed, and to search for and remove deceased victims. The Search and Rescue teams normally will consist of the following departments and/or agencies:

1. Fire District/EMS
2. Public Works
3. Police Department
4. Support Groups (U.S. Coast Guard, Private Contractors)
5. Utilities



DEPARTMENT OF PUBLIC WORKS  
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PEOC will coordinate with the Fire District, Public Works, and Police Department to establish Search and Rescue Teams for the City.

In general, Search and Rescue Operations should consist of teams with one or more Public Works vehicles, such as: a dump truck, front-end loader and/or crane; Fire/EMS vehicle(s) with personnel, equipment and medical supplies to search for and treat victims; and a law enforcement officer and vehicle to assist in the removal of the deceased. The accumulated debris from the effects of the hurricane will not be **removed** by Public Works personnel but only **cleared** from the roadway to allow emergency vehicles into the area.

2. Mobile Search and Rescue

If the routes to heavily damaged areas have not been destroyed or washed out, and only small amounts of debris cover roadways, then Mobile Search and Rescue Teams led by Public Works personnel and equipment may be able to perform their Search and Rescue Operations. Once again, the debris on the roadways will not be cleared but only pushed aside to allow vehicles to pass.

Team movement in the heavily damaged areas may be restricted to foot due to downed trees and debris. Injured and homeless persons must be transported to medical facilities or to the closest available shelter.

3. Foot Search and Rescue

If routes to and from heavily damaged areas are covered with large amounts of debris, then Search and Rescue Teams must be prepared to conduct at least an initial Search and Rescue operations on foot. Evacuations of injured and homeless may have to be conducted by helicopter or boat until the routes to these areas are cleared of debris.

4. Air Search and Rescue

If the severity of damage to the access routes denies vehicles use in the most heavily damaged areas, Search and Rescue Teams must have the capability of using U.S. Coast Guard or National Guard helicopters. Additionally, the County Sheriff's Department would assist in Search and Rescue Operations by utilizing their helicopters for aerial search of damaged areas. Search and Rescue Operations would be conducted on foot and injured and homeless victims would be transported by





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Medical helicopters (or other helicopters), if necessary, for further medical treatment or to a shelter.

5. Boat Search and Rescue

As in the previous situation where access is denied to vehicles because of destruction to the causeways or excessive debris, Search and Rescue Teams should also be prepared to move by boat to the damaged areas. In this case, a staging area should be selected on the mainland and on the islands. Boats must be mobilized as needed to assist Search and Rescue Operations. The County Emergency Operation Center would coordinate support from the U.S. Coast Guard, Florida Marine Patrol, U.S.

Coast Guard Auxiliary and several other local organizations. Injured persons and other evacuees would be moved to the staging area for transport to the mainland by boat.

6. Search and Rescue of Areas of Possible Contamination by Hazardous Materials

All Fire Districts must ensure that as Search and Rescue Operations continue, known generators and storage sites of hazardous material must be surveyed for damage that could result in injuries to residents or in contamination of the surrounding area. This is especially critical in velocity flood zones where severe damage may occur.

Search and Rescue Teams should be aware of the locations of sites that might cause potential hazardous material problems. Industries with major phosphate and petroleum processing or storage facilities must contact the local Fire Districts periodically with an updated list of hazardous material components and quantities both produced and stored.

After surveying the sites within its jurisdictional area, the Fire Districts should notify the County Emergency Operation Center of any hazardous material problems or any requests for assistance.

7. Removal of Deceased Victims

If fatalities are encountered during search and rescue operations, County Medical Examiners will be contacted prior to any relocation of remains. Under the coordination of the County Medical Examiner, deceased victims will be transported to the Medical Examiner's office or to a temporary-receiving morgue. Transport from



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damaged areas may be by boat, vehicle, or air, depending on the condition of the access roadways.

If access to the Medical Examiner's Office is restricted due to flooding, debris, or is beyond capacity, then deceased victims must be taken to a temporary morgue location(s), including the major hospitals and emergency clinics with a receiving facility. The Medical Examiner's Office and the County Emergency Operations Center also maintain an updated list of contacts for refrigerated trucking companies. If necessary, refrigerated trucks will be used as temporary morgue facilities during emergencies for the storage of corpses until a more permanent location can be identified for the disposition.



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**ABBREVIATION OF TERMS**

CRT	Community Relations Team
DAC	Disaster Application Center
DAT	Damage Assessment Team
DCA	Department of Community Affairs
DFO	Disaster Field Office
DRM	Disaster Recovery Manager
DSR	Damage Survey Report
MCEOC	Manatee County Emergency Operations Center
FEBS	Federal Emergency Broadcasting System
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance Program
GAR	Governor's Authorized Representative
PEOC	Palmetto Emergency Operations Center
PDA	Preliminary Damage Assessment
PAC	Public Assistance Coordinator
PIO	Public Information Officer
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency System
RD	Regional Director
RPA	Request for Public Assistance
SCO	State Coordinating Officer



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## Department of Public Works Telephone Tree

Ways to contact your spouse at work during a storm. Please remember these numbers are only to be used in case of emergency.

First, your spouse will call Sharon Jones or Whitney Ewing. Sharon and Whitney are City of Palmetto employees assigned to Family Services for the City of Palmetto.

Name	Office Number	Extension	Cell
Sharon Jones	723-4580		
Whitney Ewing	723-4580		737-4339

Second, if unable to make contact using step one contact your spouse's Deputy Director:

Name	Department	Office Number	Extension	Cell
Duane Kinn	Operations	723-4580	106	737-0285
Geoff Seger	Parks	721-2138	168	737-0286
Frank Woodard	Engineering	723-4580	116	737-0859
Gracie Johnson	Logistics	723-4580	118	737-0743

Third, if unable to make contact using steps one and two contact your spouse's supervisor:

Name	Department	Office Number	Extension	Cell
Scott Martin	Operations	723-4580	107	737-5705
Matt Bloome	Operations	723-4580	111	737-1704
Butch David	Operations	723-4580	113	812-6899
Jeff Scott	Parks	721-2138	165	737-0174
Roger Titus	Building	721-2166	124	737-2240



## **HURRICANE PREPAREDNESS PRESTORM CHECKLIST**

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- DPW - Staff Notification
- Hurricane Status Activation level 1, 2, or 3
- Building Officials (Roger Titus) (Damage Assessment Coordinator)
- Establish DPW Operations Center (Duane)
- WWTP (Operations Check) (Ray D' Aiuto)
- Communications (How Many Radios?) (Back-Up plan if tower is down)
- Adequate Levels of (Food, Water, and Fuel)
- Monitor Weather throughout storm (Duane)
- Debris Removal (Grubbs, WMI, Manatee County Inter-Local Agreement)
- Garbage Pick-Up Schedule (Bob)
- Schools (Open or Closed)
- Cancel all leaves, vacations, and days-off
- Small Equipment (Chains Saws, Pumps and Generators)
- Vehicles (Fueled and Fluid Levels) (Out of Service Report, if any)
- Fuel Storage Tanks (Have levels been checked?)
- Buildings (Shuttering – What has been done?)
- Post Disaster Plan (What is it?)
- Do supervisor's have all equipment needed in their trucks?
- Extra Clothing & Shoes



- Medications (Any employee who takes daily meds should have them on themselves)
- Need to determine what time to (Activate PEOC) (Have employees report for duty)
- Signage (What do we have?) (Are they available?)
- Refer to (Crews description & items required)
- If the water goes down, are we prepared to do Bac-T testing before turning it back on?
- Do we have the proper contact information, if needed?
- Do we have Spray Paint to identify buildings, streets, intersections, points of critical reference?
- Do we have Map hand-outs available, if needed?
- Family needs crew (Beverly and Dee) (Have they been activated or notified?)
- City Hall – Are they working?

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# ***PALMETTO HURRICANE PREPAREDNESS POST DISASTER RECOVERY PLAN RE-ENTRY PROGRAM***

*Tab - 16*

Revised March 2009

The purpose of this Re-Entry program is to accommodate a *SAFE* and *ORDERLY* return to the City of Palmetto, including Snead Island *FOLLOWING* an emergency evacuation due to a hurricane or other incident which involves re-entry.

In the event, that the City of Palmetto, including Snead Island was to be evacuated, returning to your business property or residence may be restricted depending upon the nature of the incident. Three essential categories exist to accommodate the safe and orderly re-entry. Most residents will return under Level 2 (Limited.)

Therefore, the following procedures are adopted and will be enforced by local, state and Federal law enforcement officials to facilitate the re-entry process. Identification procedures are intended to provide uniform guidance to law enforcement personnel who are directing access to disaster-impacted communities. Refer to the Manatee County Re-Entry Plan February 2007 for identification guidelines.

After a State of Emergency which has resulted in substantial injury or harm to the population or substantial damage to or loss of property; and the evacuation of any area or areas or the restriction or limitation of ingress within an area or areas; the evacuation order or restrictions shall be removed to allow return to the evacuated or restricted areas to the degree appropriate; in accordance with the levels and in the order of priority established below:

The three levels of re-entry include:

## **Level 1 (Closed)**

This level allows for the re-entry of agencies and groups that play key roles in restoring normal operations after a disaster. They include the following:

- Search and Rescue Agents.

- **Infrastructure and Utilities Repair Personnel:** County and municipal agencies must be permitted immediate access to evaluate essential services such as water, lighting, and communications are restored and infrastructure is intact.
- **Official Damage Assessment Teams:** may include FEMA, state, and local officials.
- **Other personnel** at the discretion of the County EOC or municipality.

### **Level 2 (Limited)**

This level allows for the re-entry of other critical groups, residents and businesses. Entry is based on the determination of the County EOC or municipality and public safety personnel. These groups include the following:

- **Relief Workers:** will be needed to provide food and other supplies for people in impacted areas who did not evacuate.
- **Healthcare Agencies:** hospitals, nursing homes, assisted living facilities, and dialysis centers.
- **Insurance Agents.**
- **Residents and business operators.** County and municipal officials will make the decision and permit residents and business operators to return to impacted areas based on an overall evaluation of the situation. Residents and business operators will be allowed to re-enter their communities when the governing jurisdictions, in consultation with the County EOC, agree that the following factors are resolved:
  - **Access:** major routes are intact and passable.
  - **Public Health:** threats have been minimized.
  - **Rescue:** all search and rescue operations have been completed.
  - **Public Safety:** threats have been minimized.

### **Level 3 (Open)**

This level allows for re-entry of those wishing to gain access with limited restriction. Within the area affected, certain streets or locations may still be “Closed”. There may be additional law enforcement patrols or other activities to protect life and property.

- **Contractors and other repair service providers** will be allowed access at this time.
- **Friends, extended family, etc.**