

# **EMERGENCY SUPPORT FUNCTION #3**

## **PUBLIC WORKS AND ENGINEERING**



**2019**

## **Emergency Support Function (ESF) 3 Public Works and Engineering**

**Primary Agency:** Santa Rosa County Public Works Department

**Support Agencies:** Santa Rosa County Property Appraiser's Office  
Santa Rosa County Building Inspection and Permit Department  
Santa Rosa County Environmental Control Department  
Florida Department of Transportation

### **I. Purpose**

The purpose of ESF 3 is to provide Public Works coordination and support services in support of emergency events in Santa Rosa County. ESF 3 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. ESF 3 will evaluate infrastructure damage and coordinate emergency debris clearing of essential roads within Santa Rosa County. ESF-3 will also coordinate emergency contracting, building inspections, engineering services and demolitions. ESF-3 will allocate debris clearing and Public Works equipment and process all requests for needs and donations of Public Works and debris clearing equipment. ESF 3 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional public works and engineering service assistance.

### **II. Concept of Operations**

#### **A. GENERAL**

1. ESF 3 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Santa Rosa County through the Santa Rosa County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

This annex covers, in general terms, how the debris removal effort will be conducted. Further in-depth information on this subject resides with the SRC Public Works Department as does the required supplies and equipment and food/water provisions for their crews. In addition, each service unit maintains lists of names, addresses, and phone numbers of debris clearance team members. This list will be updated annually before June. Further, the SRC Public Works Department maintains debris clearance resource lists and plans of other county agencies, municipalities, and State DOT.

2. The municipalities located in Santa Rosa County (SRC) have the responsibility to remove debris within their borders, and may coordinate with SRC for assistance.
3. In a large event requiring local or State mutual aid assistance, ESF 3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 3 will evaluate and analyze information regarding public works requests for response, develop and update

assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

5. This annex covers, in general terms, how the debris removal effort will be conducted. Further in-depth information on this subject resides with the SRC Public Works Department as does the required supplies and equipment and food/water provisions for their crews. In addition, each service unit maintains lists of names, addresses, and phone numbers of debris clearance team members. This list will be updated annually before June.
6. SRC is divided into four (4) Work Zones. A priority road clearing list has been prepared for each of the zones to ensure that the critical roads are cleared first. Debris Clearing Teams are coordinated and briefed prior to an event to facilitate the rapid deployment of personnel and equipment. Equipment and fuel are staged at pre-determined locations in each zone to minimize travel time to the critical roadway locations. Debris clearance teams will deploy to their respective areas of responsibility as soon as possible after storm passage. Coordination of debris clearance efforts and mutual assistance between levels of government (county, municipal, state) and the four (4) Work Zones will be conducted at the EOC to ensure that critical roadways and critical facilities are appropriately addressed. Critical roadways are those roads that must be cleared to allow search and rescue teams into damaged areas; to open access to hospitals, utilities, and emergency response agencies; and to permit damage assessment teams (DAT) to pursue their surveys.
7. The SRC Public Works Department will coordinate debris disposal. Certain county disposal sites will also be open to municipalities. Municipal public works departments will coordinate disposal of their debris at county sites with the SRC Public Works Department.

Designated Debris Disposal:

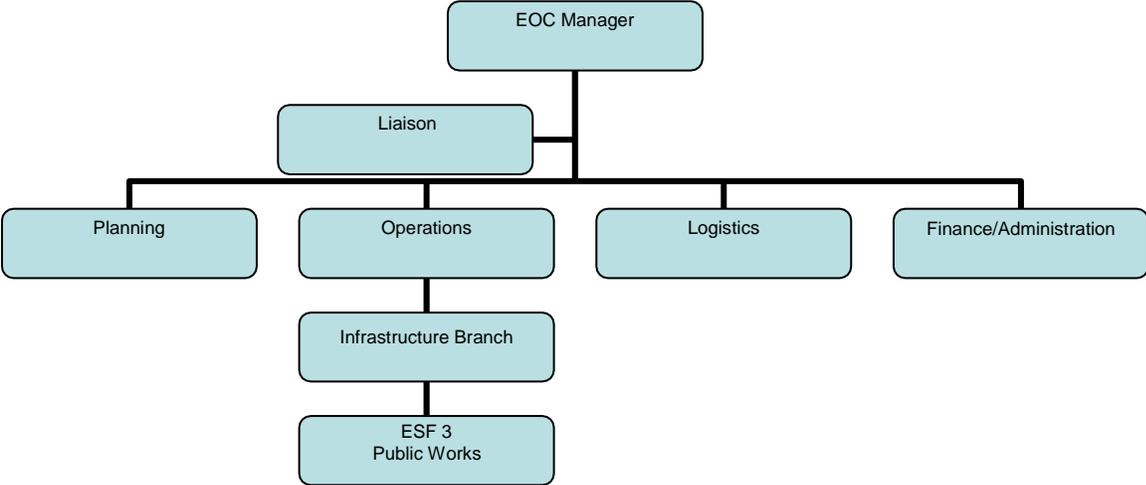
- a. Tree cuttings - Central landfill- located on Dalisa Road. 30.584444, 87.068333
  - b. All other processed solid waste (burnable) – Central landfill - located on Dalisa Road.
8. It may be necessary for public works to use private C & D pits for permanent disposal and satellite disposal sites for temporary disposal of disaster debris. Temporary sites will be on county property and will be operated and managed by the SRC Public Works Department. The sites will be as follows:
    - a. South Zone-Maintenance Yard – Holley – Temporary Site 30.454722, 86.878333
    - b. Bell Lane Pit – Temporary Site 30.600555, 87.116111
    - c. Avalon Pit – Temporary Site 30.594166, 87.076111
  9. In addition to debris generated from roadways, a major hurricane will cause large quantities of debris from damaged homes and businesses. The total amount of debris may exceed the capacity of existing disposal sites. Accordingly, public works departments may have to seek alternatives such as opening emergency sites and burning of debris. In this event, as mentioned above, the public works departments will be required to seek necessary permits/waivers through the County EOC to the State Department of Environmental Protection (DEP).

10. Once a Presidential Disaster Declaration has been issued, DEM will request federal assistance from FEMA if required. Federal aid in the form of both direct assistance and grants for governmental or contractual debris removal services may be available. This assistance can be provided when the FEMA Regional Director determines that the assistance is in the "public interest" because it is:
  - a. Necessary to eliminate threats of life or property.
  - b. Necessary to eliminate a hazard that threatens substantial destruction of undamaged public or private property.
  - c. Essential to the economic recovery of the affected community.
  - d. A benefit to the community-at-large.
11. Generally, assistance will not be provided directly to an individual or private organization, or to an eligible applicant for reimbursement of individual or private organizations, for the cost of removing debris from their own property. Exceptions to this provision are:
  - a. Those private non-profit organization operating eligible facilities.
  - b. When the debris is life threatening or endangers the health, safety, or welfare of the private entity.
12. When direct federal government assistance is requested, the County must arrange unconditional authorization for removal of the debris from both public and private lands and must agree to indemnify the federal government against any claim arising from such debris removal activities.

Federal assistance may also be requested by project application for financial assistance. Work may be accomplished through any three methods:

  - a. Force account, labor, and equipment (local government personnel and equipment).
  - b. Force account, rental equipment and extra hired labor.
  - c. Contract labor and equipment.
13. If debris removal is accomplished through force account, it is limited to the direct cost of eligible work listed on the Damage Survey Report (DSR) of an approved project application. Auditable records are required, specifically relating costs to each damage site.
14. When contracts are used to accomplish debris removal, competitive bid contracts should be used whenever possible, although competitive bid requirements may be waived by the Governor for the emergency period. Use of cost plus percentage of cost contracts is prohibited and contract may not contain a provision making payment contingent upon FEMA reimbursement. In addition, FEMA will not reimburse the applicants for contracts made with a contractor whose name appears on the "Department of General Services consolidated list of debarred and ineligible contractors". Information regarding debarred and ineligible contractors will be available from the State Public Assistance Officer. If government debris removal activities are conducted on private property, owners will be required to sign a right-of-entry form providing a release of liability to the agency removing the debris. (see Appendix 1) Also included on this form is a statement

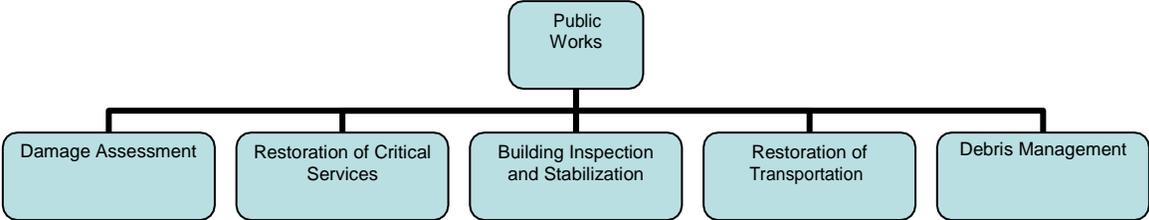
regarding any compensation received from other sources for removal of the same debris. The County is responsible for obtaining right-of-entry agreements with each private party.



**Figure 4 – Incident Command System Structure: ESF 3 – Public Works**

**Organization**

ESF 3 falls under the Infrastructure Branch, as depicted in Figure 4 above. The key emergency functions that fall under ESF 3 can be grouped into five functional categories, depicted below.



**Figure 5 – Emergency Support Function 3 Missions**

**1. COUNTY**

- a. The SRC Public Works Department as the primary agency must ensure that, through coordinated annual planning activities, all support agencies:
  - Participate in the review and revision of ESF 3.
  - Attend and participate in meetings, training, conferences and exercises
  - Develop, test, and maintain manual or automated listings of the following:
    - Agency points of contact that are to be contacted by agency representative(s) assigned to ESF 3;
    - Agency available public works and engineering resources (from within the agency) such as types of equipment and equipment operators and;
    - Points of contact for agency obtainable public works and engineering resources (from agency contractors, vendors, etc.), such as equipment and equipment operators.
- b. Support agencies, including the SRC Public Works Department, must ensure that:
  - Emergency personnel have access to their agency's available and obtainable resources;
  - The status of committed and uncommitted resources is tracked during an activation of the SRC EOC;
  - All personnel will participate in the evaluation and mission assignment of public works and engineering resource requests submitted to the SRC EOC and;
  - All personnel will support the development of situation reports and Incident Action Plans for ESF 5 during activation of the SRC EOC.
- c. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Santa Rosa County Public Works and Engineering Departments staff to provide support that will provide for an appropriate, coordinated and timely response.
- d. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Director.
- e. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering services requests. Also, ESF 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.
- f. Santa Rosa County Public Works and Engineering Departments develops and maintains the overall ESF 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be

in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **2. AREA**

- a. The Infrastructure Services Branch Director, in consultation with the requesting jurisdiction, may obtain additional public works and engineering service resources via established mutual aid agreements.
- b. The Florida Department of Transportation serves as the lead agency for public works and engineering service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 3 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

## **3. STATE**

- a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 3 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service needs requests. Also, ESF 3 will develop and update assessments of the public works services situation and status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- d. The Department of Transportation develops and maintains the overall ESF 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **B. ALERTS/NOTIFICATIONS**

1. Santa Rosa County Public Works and Engineering Departments will notify the EOC when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.
2. The EOC, will notify the "on call" Public Works Supervisor, Director, or Assistant Director the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 3 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Public Works and Engineering representatives or designees will jointly manage the emergency activities of ESF 3.

4. Upon instructions to activate ESF 3, Santa Rosa County Public Works and Engineering Departments will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

## **C. ACTIONS**

Actions carried out by ESF 3 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for ESF 3 personnel (i.e., County, State, Regional, and Federal).
- b. Coordinate with ESF 5 to assess potential damage, loss of functionality of essential facilities, and volume of debris (by category) to scale mission's requirements for each function in ESF 3. Identify anticipated resource shortfalls.
- c. Incorporate findings into functional plans and concepts of operation, including the creation of geographical divisions of Santa Rosa County, as described in NIMS guidance.
- d. Address planning issues on an on-going basis to identify response zones and potential staging areas.
- e. Conduct planning with ESF 3 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Public Works and Engineering operations.
- f. Conduct training and exercise for EOC and Public Works and Engineering Team members.
- g. Prepare and maintain emergency operating procedures, resource inventories, personnel notification systems, and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- h. Develop and implement emergency response and Public Works and engineering strategies.
- i. Develop and present training courses for ESF 3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- j. Maintain liaison with support agencies.
- k. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- l. Conduct all hazards exercises involving ESF 3.
- m. Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.

- n. Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
- o. Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.
- p. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
- q. Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.
- r. Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service.
- s. Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.
- t. When requested through Santa Rosa County's EOC, provide assistance to other local governments through existing inter-local agreements.

## **2. RESPONSE ACTIONS**

A critical function during disaster recovery is debris removal from roadways. Until debris is cleared from the county's thoroughfares, other vital recovery functions cannot be pursued. Roadways must be cleared to allow search and rescue teams into damaged areas; to open access to hospitals, utilities, and emergency response agencies; and to permit damage assessment teams (DAT) to pursue their surveys.

- a. Coordinate operations at the ESF 3 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for additional resources.
- d. Implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Public Works and Engineering support RDSTF in the investigation of a terrorist attack.
- f. Preposition response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- g. Monitor and direct public works and engineering resources, and response activities.
- h. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- i. Coordinate with support agencies, as needed, to support emergency activities.
- j. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

- k. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- l. Other lifesaving functions such as flood control measures, closing dangerous roadways, damming hazardous materials spills, and similar requests, are routinely performed as the need arises, and are not elaborated on in this plan.

### **3. RECOVERY ACTIONS**

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.
- d. The Santa Rosa County Environmental Control Department will be responsible for disposal of debris. Depending on the magnitude of the storm damage, permits for emergency landfills and waivers for burning of debris may be required. The SRC Mosquito Control/Solid Waste Department will coordinate waivers and permits with the State Department of Environmental Regulations (DER).
- e. There are local and regional sources of assistance in debris removal. Private firms could be contacted for this task. Santa Rosa County will contract for this assistance if required and available. In the event that Santa Rosa County requires assistance with debris removal, a debris management firm may be selected by the Board of County Commissioners, through a State approved competitive process. The debris management firm would have several duties and responsibilities. One duty would include the management of individual debris hauling/removal contractors selected through a competitive bid process. Another duty would be the training and management of debris monitors. The debris management firm would also be responsible for the preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines.
- f. The U.S. Army Corps of Engineers (COE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the COE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the COE can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days.
- g. In addition, humanitarian organizations may be available to provide assistance. The volunteer resource coordinator will coordinate this kind of assistance. In order for the debris clearance task to progress in a timely manner, critical equipment must be available in sufficient numbers and must be kept in operational condition.

### **4. MITIGATION ACTIONS**

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters, such as the SRC Local Mitigation Strategy Group.

#### **D. DIRECTION AND CONTROL**

1. Emergency Support Function 3 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Public Safety, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Santa Rosa County.
2. The ESF 3 system operates in two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the ESF 3 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Santa Rosa County Planning and Engineering Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All Public Works and Engineering field personnel are subordinate to the ESF 3 at the County Emergency Operations Center.
6. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 3 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 3. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

#### **E. RESPONSIBILITIES**

##### **1. PRIMARY AGENCY – SANTA ROSA COUNTY PUBLIC WORKS AND ENGINEERING DEPARTMENT**

- a. The SRC Public Works Department has the debris clearance responsibility for the unincorporated areas. The State Department of Transportation (DOT) is responsible for clearing debris off the interstate and state roads. The Emergency Operations Center (EOC) will request debris clearance assistance from the State DEM if required. Under a Presidential Disaster Declaration, Division of Emergency Management (DEM) will request any necessary assistance from the Federal Emergency Management Agency (FEMA).
- b. Serve as the lead agency for ESF 3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team. The Building Inspections Department official will be the Chair of the Damage Assessment Team. Building Inspections personnel will conduct

initial assessments of the disaster area and will provide assessment information to the EOC.

- c. Attend all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate should be prepared to provide status reports on all actions under the public works function (ESF 3) at each EOC briefing.
- d. Participate with the DAT (Damage Assessment Team) Chairperson and the Road Department in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- e. Coordinate the recovery efforts of support agencies under ESF 3 and the efforts of other ESFs under this plan.
- f. Assist other local governments under existing or future Mutual Aid Agreements made between Santa Rosa County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
- g. Maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.
- h. Negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.
- i. Coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.
- j. Provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Public Works and Engineering Department. This documentation should be provided to the representative under ESF 7 (Resource Support) for official record keeping.
- k. The SRC Public Works Department initial task after storm passage will be to support search and rescue operations. For the duration of search and rescue activities, the designated debris clearance teams will be responsive to the fire district search and rescue team chiefs.

## 2. SUPPORT AGENCIES

- **Santa Rosa County Property Appraiser's Office**
  - **Santa Rosa County Building Inspection and Permit Department**
  - **Santa Rosa County Environmental Control Department**
  - **Florida Department of Transportation**
- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that complement the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 3.

- b. The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

**Santa Rosa County Property Appraiser's Office**

- Participates as required in damage assessment.

**Building Inspections and Permits Department**

- Identify and train staff through the Training Officer at the EOC to perform damage assessments under the control of the Damage Assessment Team Chairperson during exercises and EOC activations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.
- Direct the Damage Assessment Team in all preliminary damage assessment activities.
- Identify personnel to be trained through the Training Coordinator at the EOC in damage assessment methodology.
- The Building Department official will provide the Director of Engineering at the EOC initial damage assessment information as soon as possible so priorities for emergency debris clearance can be directed to assist ESF 9 (Search & Rescue).
- Assist and provide unassigned personnel as needed to the disaster recovery.
- Inspect and enforce regulations regarding any un-permitted activity and/or un-licensed contractors.

**Santa Rosa County Environmental Control Department**

- The SRC Mosquito Control/Solid Waste Department will be responsible for disposal of debris. Depending on the magnitude of the storm damage, permits for emergency landfills and waivers for burning of debris may be required. The SRC Mosquito Control/Solid Waste Department will coordinate waivers and permits with the State Department of Environmental Regulations (DER).

**Florida Department of Transportation**

- Identify to ESF 3 all critical state transportation routes requiring immediate clearing and restoration in order to save lives and property within Santa Rosa County.
- Provide equipment and personnel for clearing of prioritized state transportation routes within Santa Rosa County to allow emergency personnel and equipment to rescue and respond to an affected area.
- Provide documentation on utilized manpower, equipment and costs directly related to emergency operations to their respective representative for official record keeping.

- Provide bridge inspections within 24 hours of storm impact, and update ESF 1 and ESF 3 as soon as possible with bridge openings.
- Provide debris removal from State roadways.

## **F. FINANCIAL MANAGEMENT**

1. Emergency Support Function 3 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Santa Rosa County fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

ATTACHMENT I  
UPDATED 2006

SAMPLE FORMAT

RIGHT-OF-ENTRY AGREEMENT

I, \_\_\_\_\_, We \_\_\_\_\_, the owner(s) of the  
property commonly identified as \_\_\_\_\_

\_\_\_\_\_  
(street)

\_\_\_\_\_  
(county)

State of Florida, do hereby grant and freely and without any coercion whatsoever, the right-of-access, entry and use of and to said property to the County (City) of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any and all storm-generated debris of whatever nature from the above described property as may be necessary in the accomplishment of the foregoing.

IT IS FULLY UNDERSTOOD THAT THIS PERMIT IS NOT AN OBLIGATION TO PERFORM DEBRIS CLEARANCE.

The undersigned agrees and warrants to hold harmless the \_\_\_\_\_,  
(City)

\_\_\_\_\_, Federal Emergency Management, State of \_\_\_\_\_,  
(County)

their agencies, contractors and subcontractors, for any damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge and waive any and all action, either legal or equitable which might arise out of any use of activities on the above described property. The property owner(s) reserves the right to mark all or any storm damaged sewer lines, water lines and other utility lines to be used as future reference points.

I (have\_\_\_\_, have not\_\_\_\_) (will not\_\_\_\_) receive any compensation for debris removal from any other source including SBA, ASCS, private insurance, individual and family grant program or any other Public Assistance Program. I will report, for this property, any insurance settlement to me or my family for debris removal that has been performed at federal expense.

For the considerations and purposes set forth herein, I hereby set by hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Owner/Owners)

\_\_\_\_\_  
(Owner/Owners)

\_\_\_\_\_  
(Current Telephone Number)

\_\_\_\_\_  
(Current Address)