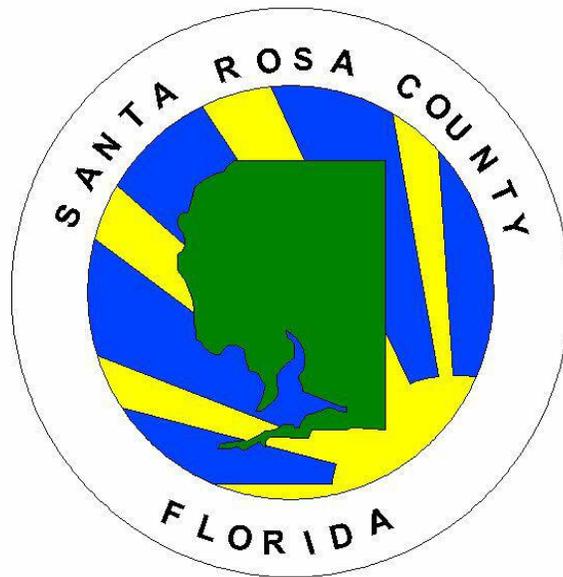


PREPAREDNESS ELEMENT



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PREPAREDNESS ELEMENT

GENERAL

This element of the Santa Rosa County Comprehensive Emergency Management Plan, addresses the Preparedness activities that are conducted in Santa Rosa County. During the preparedness phase of emergency management, Santa Rosa County undertakes a range of deliberate, critical tasks and activities necessary to build, sustain, and improve operational capability. Such preparedness activities may include establishing guidelines, protocols, and standards for planning, training and exercises, pursuing personnel and equipment qualification and certification, and publication management.

PREPAREDNESS ACTIVITIES

The Preparedness Activities discussed below are organized in to six categories:

1. Planning
2. Preparedness Organizations
3. Public Awareness and Education
4. Exercise
5. Training
6. Mutual Aid Agreements

PLANNING

Planning efforts are ongoing through the preparedness phase. The Emergency Management Director, or designee, oversees the development of documents, such as standard operating guidelines (SOGs) and emergency plans, which establish operational concepts and processes that will facilitate the coordination of emergency actions.

Examples of some of the local plans include:

1. **The Santa Rosa County Comprehensive Emergency Management Plan (SRC CEMP)**
This plan outlines the operational processes for all phases of emergency management.

PLANNING (Cont)

2. **The Continuity of Operations plan (COOP)**
This establishes how each county department may continue operations following a disaster.
3. **The Continuity of Government (COG) plan**
This plan establishes how government is to be maintained following a disaster.
4. **The Emergency Support Function (ESF) plans**
These plans outline the responsibilities of the primary and support agencies for each functional element of response. (Included in SRC CEMP)
5. **School Violence Prevention Plan**
School District plan to deter school violence and outlines multi-agency response.
6. **Better Santa Rosa Plan**
This plan addresses county services in general, to include emergency management, law enforcement, etc.
7. **Santa Rosa County Firefighter's Association Communications Plan**
This plan outlines interoperability, common terminology and ICS structure regarding communications.
8. **Santa Rosa County Emergency Management Communications Standard Operating Guidelines**
These documents provide guidelines that can be used by Emergency Management Communications staff for a wide variety of circumstances. (Sections 5, 6, and 10 of these SOG's have been attached to the CEMP as Appendix 6.)

PLAN REVIEWS

Santa Rosa County Emergency Management conducts statutorily driven plan reviews, using ACHA criteria, for area hospitals and nursing homes in order to maintain a working knowledge of the processes and procedures developed by such entities for protecting their clients.

PREPAREDNESS ELEMENT

PREPAREDNESS ORGANIZATIONS

Preparedness Organizations are groups and forums that provide interagency coordination for domestic incident management activities in a non-emergency context. They can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups and other organizations that meet and coordinate to ensure a proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area. Within Santa Rosa County there are several Preparedness Organizations:

THE DISASTER MANAGERS GROUP

The Disaster Managers Group is composed of the Santa Rosa County Administrator, several Department and Division Heads, County staff, and a law enforcement representative. The Disaster Managers group holds regularly scheduled meetings to identify ways to provide better service during disaster and to determine where the emergency facilities should be.

THE SANTA ROSA COUNTY LOCAL MITIGATION STRATEGY TASK FORCE

Santa Rosa County LMS Task Force meets to coordinate mitigation activities throughout Santa Rosa County and the municipalities. They maintain a prioritized listing of approved mitigation efforts within the County. The Steering Committee meets periodically to modify the list to accommodate additions and other changes.

THE LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

The District 1 LEPC holds quarterly meetings to discuss preparedness, response, training, and public awareness regarding hazardous materials within the Region. The Committee also conducts exercises within the Region every two years.

THE REGIONAL DOMESTIC SECURITY TASK FORCE (RDSTF)

The RDSTF holds quarterly meetings to discuss coordination of response to domestic terrorism and other incidents. The RDSTF also conducts terrorism exercises annually.

THE SANTA ROSA COUNTY FIREFIGHTER'S ASSOCIATION

This Association holds regularly schedules meetings of the Fire Chief's representing the 16 Fire Districts in Santa Rosa County. They are the proponents for Fire Corps.

SANTA ROSA COUNTY'S COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

CERT is a program that trains citizens to be better prepared to respond to emergencies in their communities. It is not intended to supplant the local emergency response community; however, the CERT participants are an important component to it. If needed following a disaster, these community responders use their training as part of a neighborhood team to help others when professional responders are overwhelmed or are not immediately available. Their planning and training efforts help to mitigate the effects of disaster on the community.

SUPPORT ALLIANCE FOR EMERGENCY READINESS (SAFER) SANTA ROSA A COMMUNITY ORGANIZATIONS ACTIVE in DISASTERS (COAD)

and

SANTA ROSA COUNTY'S CITIZEN CORPS COUNCIL (CC)

SAFER Santa Rosa meets twice a year as an organization, with committees meeting more often. It is an advocate for ongoing planning and preparation by individuals and organizations to mitigate, prepare for, and cope with the impact of disaster, including immediate response, restoration and revitalization of the community. SAFER Santa Rosa is recognized by Resolution by the Board of County Commissioners.

SAFER board of directors assumed the mantel of Citizen Corps Council. Citizen Corps is the overarching organization for Volunteers in Police Service (VIPS), Neighborhood Watch (NW), CERT, Medical Reserve Corps (MRC), and Fire Corps (FC). These organizations all play a role in the mitigation, preparation, response and recovery of the County.

PREPAREDNESS ELEMENT

PUBLIC AWARENESS AND EDUCATION

The Santa Rosa County Public Awareness Program is a year-round effort designed to raise awareness of the hazards faced in the community, and methods that can be taken to reduce risk. Emergency Management conducts periodic community workshops, briefings, and meetings designed to increase awareness and facilitate community preparedness. Citizens can also specifically request presentations on a variety of topics such as hurricane preparedness, hazardous materials and sheltering-in-place, terrorism preparedness, etc. Other public awareness efforts include publicly noticed preparedness organization meetings, press releases, website postings, television interviews, and publications such as the Santa Rosa County Disaster Guide. In addition, pamphlets from authorities such as FEMA and the American Red Cross are also made available at the SRC Administrative Center, Santa Rosa South Service Center, public libraries, and participating businesses. Citizen Corps is another avenue of educating and preparing the public through the promotion of all of the Citizen Corps programs.

The Community Emergency Response Team (CERT) program is another method used to educate and raise public awareness. This program maintained by Santa Rosa County educates citizens about the hazards faced in the community and provides training to them in life saving skills that can be used following a disaster. These citizen responders use their training as part of a neighborhood or workplace team to help others when professional responders are overwhelmed or not immediately available. CERT members provide immediate assistance to victims in their area, organize spontaneous volunteers, and collect disaster intelligence that will assist professional responders with prioritization and allocations of resources upon arrival. This program provides an exceptional public-citizen interface and encourages citizen participation in preparedness and response. *(See the CEMP Response element for more information on CERT)*

The Public Awareness Program intensifies immediately prior to or following a disaster, when dissemination of public information is even more critical. Santa Rosa County disseminates information, via many of the previously stated methods, and uses frequent status reports, press briefings, and the use of a public information officer to convey information to the public. Information disseminated includes status reports on the progress of response and recovery, hazards and vulnerability information, evacuation routes/maps, mitigation opportunities, locations of Disaster Recovery Centers and other related information. Additionally, Santa Rosa has programmable road signs that can help to communicate information to the public.

EXERCISES

Santa Rosa County participates in and encourages the use of exercises as coordination and plan-validation tools for the preparedness actions already undertaken. Exercises also help to identify deficiencies in a non-threatening environment. Those agencies with responsibilities under the County's Comprehensive Emergency Management Plan, both government and private, participate in various levels of exercises. Other entities, including the LEPC, regional HAZMAT Teams, the Regional Domestic Security Task Force, or State entities may also participate depending on the scope of the exercise. Whenever possible, Santa Rosa County seeks to also either include or participate in the exercises of private industries such as the hospitals, Taminco/Air Products, Sterling Fibers, Florida Gas Transmission, or Quantum Oil in Jay..

SCHEDULED EXERCISES

Santa Rosa County participates in at least three exercises per year, and may participate in additional exercises scheduled by other entities. All three exercises are multi-agency, and two cross-jurisdictional boundaries. These include:

1. **Hospital Exercise:** Generally a full-scale, mass-casualty exercise with the hospitals in Santa Rosa and Escambia Counties
2. **HAZMAT exercise:** This is either a tabletop, functional or full-scale exercise. The HAZMAT exercise is conducted with participation from the volunteer and paid fire departments, regional HAZMAT Team, neighboring counties or the Local Emergency Planning Committee.
3. **Full-scale Hurricane Exercise:** Every year in May, Santa Rosa County participates in the Statewide Hurricane Exercise, which is a weeklong event, testing emergency response capabilities across the State of Florida.
4. **Terrorism Exercise:** Santa Rosa County participates in at least one terrorism exercise annually. In some cases, efforts are combined with those of the Northwest Florida Regional Domestic Security Task Force.

PREPAREDNESS ELEMENT

EVALUATION OF EXERCISES

Persons or individuals who have direct knowledge of the tasks under evaluation, and are not “players” in the exercise may conduct the exercise evaluation. For all exercises funded by the Department of Homeland Security, evaluators are required to follow the analytical method outlined in the Homeland Security Exercise Evaluation Program (HSEEP).

IDENTIFICATION OF IMPROVEMENTS/DEFICIENCIES

A “hotwash” held immediately after each exercise, allows the participants the opportunity to discuss what went right and what needed improvement. This self-evaluation process, combined with the results of the formal evaluation, is compiled together, along with recommendations, to form the “After Action Report”. This report is shared among participating agencies and with Department Heads in order for key officials to make improvements, conduct additional training, or to revise plans. The After Action report is also forwarded to the State of Florida Department of Emergency Management.

SUBSTITUTION OF REAL EVENTS

Santa Rosa County reserves the right to substitute response to actual incidents for exercises in order to avoid overly extending the paid and volunteer staff. The Santa Rosa County Division of Emergency Management makes such substitutions as needed and in accordance with any contractual obligations to exercise from the State of Florida’s Division of Emergency Management.

TRAINING PROGRAM

Advance training is the key to any successful preparedness program. It is the integral component, which allows agencies involved in each aspect of an operation to be fully aware of their roles, responsibilities, procedures, and authority prior to the onset of an actual event.

Santa Rosa County has an ongoing training program. Each County Department/Division conducts its own training, in accordance with the rules, statutes, and levels of training governing their particular function. Wherever possible, individuals from other agencies, municipalities and volunteer groups, are encouraged to participate in county training, such as CEMP, ICS, NIMS, and ESF training.

COORDINATION OF THE LOCAL TRAINING PROGRAM

Ultimately, the Director of the Division of Emergency Management is responsible for coordination of the local training program including training on the command structure and implementation of the County’s emergency plans. In addition, the Director is responsible for training those individuals, including volunteer and municipal entities, assigned to the County Emergency Operations Center (EOC) in protocols and procedures necessary to function as a component of the Emergency Support Function (ESF) system. This training is offered annually and provides an opportunity for liaisons and county employees to become familiar with their roles in the EOC prior to an event.

The Santa Rosa County Division of Emergency Management distributes educational materials and arranges for specialized emergency-related training, within the constraints of budget. The Division of Emergency Management also monitors training opportunities available through State of Florida and maintains responsibility for authorizing personnel from county agencies to participate in State Training offerings. A list of State training opportunities is available on the State Division of Emergency Management training website: <http://www.floridadisaster.org/TrainingCalendar/index.asp>.

PREPAREDNESS ELEMENT

REQUIRED TRAINING (INCLUDING LOCAL PERSONNEL STAFFING FUNDING PROGRAMS)

All staff with disaster-related duties must take the Incident Command System (ICS -100 series and 200 series) Introduction to NIMS (IS-700) and the Introduction to the NRP (IS-800). All personnel, whose positions are funded through the Emergency Management Preparedness Assistance (EMPA) contract, are encouraged to take at a minimum the Professional Development Series- Independent Study courses, and the Advanced Professional Development Series through FEMA. All required training is to be reported to the State of Florida Department of Emergency Management.

ADDITIONAL RECOMMENDED TRAINING REQUIREMENTS FOR LOCAL PERSONNEL

PREPAREDNESS:	RESPONSE	RECOVERY	MITIGATION
Prepare Florida (Hazmat awareness)	CPR/First Aid	Emergency Support Function training	Emergency Support Function training
Emergency Support Function training	Emergency Support Function training	Recovery correspondence courses (FEMAs EMI)	Mitigation correspondence courses (FEMAs EMI)
Correspondence courses (FEMA's EMI)	HAZMAT Awareness		
CERT Training	Agency-specific training, i.e. Firefighter 1		

TRAINING PROGRAM FOR MITIGATION ACTIVITIES

Several entities conduct mitigation training locally. For instance, the Santa Rosa County Building Department provides training to residents and contractors, by request, on methods to harden structures, select appropriate building sites, and flood-proof homes. The local Fire Departments conduct fire safety briefings, inspections, and smoke detector distribution/training to inform residents, reduce risk, and mitigate potentially hazardous situations.

Additionally, Santa Rosa County's Community Emergency Response Team (CERT) program trains participants to respond to emergency situations in their communities. These actions help to mitigate the effects of disaster on the community. SRC also has a strong Teen CERT program currently in 3 of our 6 high schools.

Other activities are often conducted by or through other entities, such as the Santa Rosa County School District. Efforts include teaching First Aid and CPR to seventh graders in order to mitigate medical emergencies and presentations by Emergency Management Communications on how to call for help using 911.

TRAINING PROGRAM FOR EMERGENCY RESPONSE AND RECOVERY TEAMS

The training program for emergency response and recovery teams in Santa Rosa County consists primarily of CERT and CPR training. Additionally, these teams participate in exercises as a component of their training program. SRC DEM also conducts damage assessment training for county staff and volunteers.

MUTUAL AID AGREEMENTS

Another key element in the preparedness phase is the development of agreements for outside assistance. Santa Rosa County and all municipalities are signatories to the Statewide Mutual Aid Agreement. This agreement establishes procedures for counties to support and obtain reimbursement while operating in support of another county. The agreement is on file at the Division of Emergency Management. SRC personnel, teams and resources can deploy to other locations at the request and approval of FDEM.

PREPAREDNESS ELEMENT

Additionally a local Memorandum of Understanding exists between the Santa Rosa County fire fighters and the Santa Rosa Board of County Commissioners to provide fire service within the county, and additional agreements exist. All local MAA/MOUs are approved by the Board of County Commissioners (BOCC). Adoption of state sponsored MAA/MOUs is also performed through approval of the BOCC.

Requesting mutual aid during disaster situations is usually performed through EMConstellation requests for tracking of resources through state DEM.

Other agreements exist for each Emergency Support Function, in which the lead agencies accept their responsibilities under the CEMP. (See Memorandums of Understanding/Agreements Section page 16)

Special Needs registration is conducted by the Division of Emergency Management Special Needs Coordinator in collaboration with the County Health Department. Information on how to register is on the County Emergency Management webpage, in the annual disaster guide, and distributed to home health care providers. After a special needs form is received either as a hard copy or electronically, it is entered into the emergency management data base. The data is then sent to the County Health Department for evaluation on whether the client is eligible for the special needs shelter, a general shelter, or should be referred to a hospital. Next the client is made aware of the results of the evaluation and depending on their outcome, their data is either kept in the special needs shelter database, or moved to the welfare check part of the data base.

COOP activities are the responsibility of every staff member and are exercised annually. The plans section chief is responsible for maintaining the COOP plan.

MAA/MOUs are also in place with neighboring counties to provide public safety and resource assistance when SRC is low on resources. SRC also reciprocates. This type of mutual aid request is handled through EMC by telephone with the appropriate agency, advising what resource is needed, how much or what size, where it is needed, and when it is needed.

