

Table of Contents

|                                                                               |                  |
|-------------------------------------------------------------------------------|------------------|
| <b>Executive Summary</b> .....                                                | 3                |
| <b>Terms and Definitions</b> .....                                            | 5                |
| <b>Acronyms</b> .....                                                         | 19               |
| <b>Adoptions and Resolutions</b> .....                                        | 21               |
| <b>I. Introduction</b> .....                                                  | 23               |
| <b>A. Purpose</b> .....                                                       | 23               |
| 1. Preparedness .....                                                         | 23               |
| 2. Prevention .....                                                           | 24               |
| 3. Response .....                                                             | 24               |
| 4. Recovery .....                                                             | 24               |
| 5. Mitigation.....                                                            | 24               |
| <b>B. Scope</b> .....                                                         | 24               |
| <b>C. Methodology</b> .....                                                   | 25               |
| <b>D. Planning Assumptions</b> .....                                          | 25               |
| <b>II. Situation</b> .....                                                    | 27               |
| <b>A. Hazard Analysis</b> .....                                               | 27               |
| <b>B. Geographic's and Climate</b> .....                                      | 27               |
| 1. Geographic's.....                                                          | 27               |
| 2. Topography .....                                                           | 28               |
| 3. Land Use .....                                                             | 28               |
| 4. Environmentally Sensitive Areas.....                                       | 28               |
| 5. Flood Prone Areas.....                                                     | 29               |
| 6. Climate.....                                                               | 29               |
| <b>C. Demographics</b> .....                                                  | 29               |
| 1. Population.....                                                            | 29               |
| <b>D. Economic Profile</b> .....                                              | <del>32</del> 31 |
| <b>III. Preparedness Activities</b> .....                                     | 33               |
| <b>A. Sumter County Emergency Management</b> .....                            | 33               |
| <b>B. Continuity of Operations and Government</b> .....                       | 33               |
| <b>C. Preparedness Programs</b> .....                                         | 34               |
| <b>IV. Organization and Responsibilities</b> .....                            | 37               |
| <b>A. Organization</b> .....                                                  | 37               |
| 1. Normal .....                                                               | 37               |
| 2. Emergency .....                                                            | 37               |
| <b>B. Responsibilities</b> .....                                              | 37               |
| <b>V. Concept of Operations</b> .....                                         | 45               |
| <b>1 General</b> .....                                                        | 45               |
| <b>2 Levels of Disaster</b> .....                                             | 45               |
| <b>3 Monitoring, Detection, Alert and Warning</b> .....                       | 46               |
| <b>D. Protective Actions</b> .....                                            | 47               |
| <b>E. Resource Management</b> .....                                           | 48               |
| <b>F. Liaison Management</b> .....                                            | 49               |
| <b>G. Private Sector and Non-Governmental Organization Coordination</b> ..... | 49               |
| <b>H. Citizen Involvement</b> .....                                           | 49               |
| <b>VI. Emergency Support Functions/ EOC Positions</b> .....                   | 51               |

|                                                                            |                             |
|----------------------------------------------------------------------------|-----------------------------|
| <b>VII. Financial Management</b> .....                                     | <a href="#"><u>5555</u></a> |
| <b>A. Training</b> .....                                                   | <a href="#"><u>5555</u></a> |
| B. Mutual Aid Tracking.....                                                | <a href="#"><u>5555</u></a> |
| C. Statewide Mutual Aid Agreement.....                                     | <a href="#"><u>5656</u></a> |
| D. Funding Sources.....                                                    | <a href="#"><u>5656</u></a> |
| E. Expense Record Keeping.....                                             | <a href="#"><u>5656</u></a> |
| F. Municipal Responsibilities.....                                         | <a href="#"><u>5656</u></a> |
| <b>VIII. Plan Development and Maintenance</b> .....                        | <a href="#"><u>5857</u></a> |
| <b>A. Plan Development</b> .....                                           | <a href="#"><u>5857</u></a> |
| <b>B. CEMP Policy Group</b> .....                                          | <a href="#"><u>5857</u></a> |
| <b>C. Planning Cycle</b> .....                                             | <a href="#"><u>5958</u></a> |
| <b>D. Plan Maintenance</b> .....                                           | <a href="#"><u>6059</u></a> |
| <b>IX. References and Authorities</b> .....                                | <a href="#"><u>6261</u></a> |
| <b>A. Federal</b> .....                                                    | <a href="#"><u>6261</u></a> |
| <b>B. State</b> .....                                                      | <a href="#"><u>6261</u></a> |
| <b>C. County</b> .....                                                     | <a href="#"><u>6261</u></a> |
| <b>Appendices</b> .....                                                    | <a href="#"><u>6463</u></a> |
| Appendix A: Normal Board of County Commissioners Organizational Chart..... | <a href="#"><u>6665</u></a> |
| Appendix B: Emergency Operations Center Organizational Chart.....          | <a href="#"><u>6867</u></a> |
| Appendix C: Record of Revisions/ Reviews.....                              | <a href="#"><u>7069</u></a> |
| Appendix D: CEMP Distribution List.....                                    | <a href="#"><u>7271</u></a> |

## Executive Summary

The Comprehensive Emergency Management Plan (CEMP) is an operations-oriented document authorized by Chapter 252, Florida Statutes. The CEMP establishes the frame work for an effective system to ensure that Sumter County, its unincorporated community development districts, and its municipalities will be adequately prepared to deal with the occurrence of emergencies and disasters. The plan outlines the roles and responsibilities of local government, state and federal agencies and volunteer organizations. The CEMP unites the efforts of these groups under the Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response, and recovery from identified hazards.

The ~~is CEMP plan~~ is structured to parallel state and federal activities set forth in the State of Florida Comprehensive Emergency Management Plan, and the Federal Response Plan, and describes how state, federal and other outside resources will be coordinated to supplement county resources and response.

The CEMP is divided into three sections:

- **The Basic Plan** includes the purpose, scope and methodology of the plan, direction and control, organizational structure, alert notification and warning, the four phases of emergency management (preparedness, response, recovery, and mitigation) actions, responsibilities, authorities, and references.
- **The Emergency Support Function Annexes** outlines the agencies responsible for specific actions and duties in the event of a disaster and/or emergency.
- **Support Annexes** include the following annexes:
  - Recovery Plan outlines the steps taken during the recovery efforts following an emergency or a disaster.
  - Mitigation Plan (Separate Document) outlines the mitigation activities before, during, and immediately following a disaster ~~as cited in the~~ ~~For Sumter County the~~ Mitigation Annex and found in ~~is~~ the Sumter County Local Mitigation Strategy.
  - Emergency Operations Center Plan (Separate Document) outlines the functions and layout of the EOC and those of the back-up EOC location(s).
  - Continuity of Government/Operations (Separate Document)

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## Terms and Definitions

**Agency:** A division of government with a specific function offering a particular kind of assistance. In [Incident Command System \(ICS\)](#), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the [Incident Action Plan \(IAP\)](#).

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title *for* individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as *Emergency Responder*.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See *Division*.)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

[Homeland Security Presidential Directive-5 \(HSPD-5\): Homeland Security Presidential Directive 5 serves to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. This management system is designed to cover the prevention, preparation, response, and recovery from terrorist attacks, major disasters, and other emergencies. The implementation of such a system would allow all levels of government throughout the nation to work efficiently and effectively together. This directive gives further detail on which government officials oversee and have authority for various parts of the national incident management system, as well as making several amendments to various other HSPDs.](#)

**Incident:** An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the

incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident Site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site. Initial Response: Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only

safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS, is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is:

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations-Federal, State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi agency coordination systems include facilities, equipment, emergency operation centers (EOC), specific multi-agency coordination entities,

personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nongovernmental Organization (NGO):** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations 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 the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at

detering, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel. All resource elements within a Strike Team must have common communications and a designated leader

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support NIMS, is included in this subsystem. These technologies include orthophotography mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Sumter County Public Information Network (SCPIN):** This is a local Sumter County Organization consisting of Public Information Officers from various agencies in and around Sumter County. The goal is to support each agency in a collaborative and cooperative manner.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native

Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See *Area Command*.)

**Unified Command:** The application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

|

Formatted: None

## Acronyms

|          |                                            |
|----------|--------------------------------------------|
| ALS      | Advanced Life Support                      |
| DOC      | Department Operations Center               |
| EMAC     | Emergency Management Assistance Compact    |
| EOC      | Emergency Operations Center                |
| EOP      | Emergency Operations Plan                  |
| FOG      | Field Operations Guide                     |
| GIS      | Geographic Information System              |
| HAZMAT   | Hazardous Material                         |
| HSPD-5   | Homeland Security Presidential Directive-5 |
| IAP      | Incident Action Plan                       |
| IC       | Incident Commander                         |
| ICP      | Incident Command Post                      |
| ICS      | Incident Command System                    |
| IC or UC | Incident Command or Unified Command        |
| IMT      | Incident Management Team                   |
| JIS      | Joint Information System                   |
| JIC      | Joint Information Center                   |
| LNO      | Liaison Officer                            |
| NDMS     | National Disaster Medical System           |
| NGO      | Nongovernmental Organization               |
| NIMS     | National Incident Management System        |
| NRP      | National Response Plan                     |
| POLREP   | Pollution Report                           |
| PIO      | Public Information Officer                 |
| PVO      | Private Voluntary Organizations            |
| R&D      | Research and Development                   |
| RESTAT   | Resources Status                           |
| ROSS     | Resource Ordering and Status System        |
| SDO      | Standards Development Organizations        |
| SITREP   | Situation Report                           |
| SO       | Safety Officer                             |
| SOP      | Standard Operating Procedure               |
| UC       | Unified Command                            |
| USAR     | Urban Search and Rescue                    |



**Adoptions and Resolutions**



## **I. Introduction**

Florida Statute [Chapter 252](#) mandates the development of a Comprehensive Emergency Management Plan (CEMP). -The CEMP establishes framework, through which Sumter County mitigates, prepares for, responds to, and recovers from the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents and visitors.

The CEMP provides guidance to Sumter County, as a community, on procedures, organization, and responsibilities, as well as provides for an integrated and coordinated local, response. The CEMP is compliant with the National Incident Management System (NIMS) and incorporates the principles set forth in the Incident Command System (ICS). In 2005, Sumter County Board of County Commissioners adopted NIMS through a resolution as the standard for Incident Management in the county. Each employee of the county is required to complete NIMS training and other training as it relates to their emergency support function.

The CEMP parallels federal and state activities set forth in the “National Response Framework” (NRF). The NRF details operating principles and protocols for major disasters. Together, the NRF and NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGO), and the private sector into a seamless national framework for domestic incident response.

### **A. Purpose**

The purpose of the CEMP is to establish uniform policy and procedures for the effective coordination of response to a wide variety of hazards. These hazards may differ in size and severity and affect the health, safety, and/or general welfare of the residents in Sumter County. The Sumter County CEMP addresses these hazards through the following five phases of emergency preparedness:

#### **1. Preparedness**

This phase involves the preparing for prompt and efficient response and recovery activities to protect lives and property affected by an emergency and/or disaster. Activities within this phase include developing plans, conducting training and developing and executing exercises.

## 2. Prevention

This phase is composed of actions to avoid an incident or to intervene or stop an incident from occurring. Examples of this phase include sharing of information and/or hardening of critical infrastructure and facilities.

## 3. Response

This phase of emergency management deals with responding to emergencies and/or disasters utilizing all systems, plans and resources to safeguard the health, safety, and welfare of citizens and visitors. The response phase can include first responders being dispatched to emergencies and the activation of an Emergency Operations Center.

## 4. Recovery

Recovering from an emergency and/or disaster involves providing for the short-term assistance which includes the rapid and orderly restoration and rehabilitation of persons and property affected and the long-term needs of citizens such as mental health counseling and individual needs not covered through State or Federal programs.

## 5. Mitigation

This phase involves activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to or after an incident and can include the addition of hurricane shutters on buildings.

### **B. Scope**

The Basic Plan is designed using the “All-hazards” approach, meaning that it is intended to be used for any type of disaster. Specific hazards that Sumter County is vulnerable to are profiled in the Sumter County Local Mitigation Strategy. It further provides policies and procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of an emergency and/or disaster. The Basic Plan establishes the organization, concepts and terminology under which the County and municipal governments will operate by:

1. Establishing fundamental policies, program strategies and assumptions.
2. Establishing a concept of operations spanning the direction and control of an emergency and/or disaster from initial monitoring through post disaster response and recovery.
3. Defining the roles and responsibilities of elected and appointed government officials, county and municipal departments and agencies, private industries, and volunteer and civic organizations.

### **C. Methodology**

The Sumter County Comprehensive Emergency Management Plan was developed by the Sumter County Emergency Management ~~Department, division of the Sumter County Sheriff's Office~~ with input from various aspects of the community, including various levels of government, as well as private sector and non-profit organizations. CEMP development and implementation is discussed further in the plan.

### **D. Planning Assumptions**

1. A major or catastrophic incident will overwhelm the capabilities of Sumter County and its municipalities to provide prompt and effective emergency response and short term recovery measures.
2. Transportation infrastructure will be damaged and local transportation services will be disrupted
3. Widespread damage to commercial telecommunications facilities will be experienced and the ability of first responders and governmental and non-governmental response to communicate will be impaired.
4. Homes, public buildings, and other critical facilities and equipment will be destroyed or severely damaged.
5. Debris may make streets and highways impassable, making the movement of emergency supplies and resources difficult.
6. Public utilities will be damaged and either fully or partially inoperable.
7. Many county and municipal emergency personnel will be victims of the incident, preventing them from performing their assigned emergency duties.
8. Numerous separate hazardous conditions and other emergencies as a result of the incident will further complicate the situation.

9. Thousands of victims may be forced from their homes and large numbers of dead and injured could be expected.
10. Many victims will be in life-threatening situations requiring immediate rescue and medical care.
11. There will also be shortages of a wide variety of supplies necessary for emergency survival.
12. Hospitals, nursing homes, pharmacies and other health/medical facilities will be severely damaged or destroyed, and those that do remain in operation will be overwhelmed by the number of victims requiring medical attention.
13. Damage to the region's airports could have significant impact on the region's economic prosperity and on the ability to move supplies and goods in and out of the County and the region.
14. Food processing and distribution capabilities will be severely damaged or destroyed.
15. Damage and/or destruction of fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
16. A major incident will most likely create a near-total disruption of energy sources and prolonged electric power failure.
17. An incident may have an effect on the County's and the region's economic prosperity.

## II. Situation

This section of the CEMP provides a summary of the county's population; the major hazards the county is vulnerable to; the geography of the county; and the economic profile of the county.

### A. Hazard Analysis

There are several hazards that Sumter County is vulnerable to based on location, geography, population, and a wide range of other factors. Some of these hazards include but are not limited to:

- Sinkholes
- Hurricanes and Tropical Storms
- Severe Storms
- Tornadoes
- Floods
- Wildfires
- Drought/ Heat Wave
- Winter Storms/ Freezes
- Lightning Strikes
- Hazardous Materials
- General Power Failures
- Major Structural Fires
- Special Events

All of these hazards are profiled further including their probability of occurrence, severity, persons who is at risk, and a brief description of the hazards in the CEMP Mitigation Annex. The Sumter County Local Mitigation Strategy. Please refer to that document to view this information.

### B. Geographic's and Climate

#### 1. Geography

Sumter County is located in the North Central region of Florida, located approximately 55 miles from the Atlantic Ocean and about 30 miles from the Gulf of Mexico at their closest points. Sumter County covers an area of approximately 574 square miles.

The County encompasses the following municipalities and unincorporated community development districts:

- Bushnell
- Center Hill
- Coleman
- Webster
- Wildwood
- The Villages Community Development District #1
- The Villages Community Development District #2
- The Villages Community Development District #3
- The Villages Community Development District #5
- The Villages Community Development District #6
- The Villages Community Development District #7
- The Villages Community Development District #8
- The Villages Community Development District #9
- The Villages Community Development District #10
- Sumter Landing Community Development District

## **2. Topography**

Sumter County is located in Central Florida and is bounded by Marion, Lake, Polk, Pasco, Hernando, and Citrus counties. The average elevation is 70 feet above sea level. The primary rivers in the county include the Withlacoochee and the Little Withlacoochee. Other bodies of water include Lake Panasoffkee and several smaller lakes. ~~(Miona, Deaton, and Okahumpka)~~. Large swamps exist in the western and southern portions of the county. The water area in Sumter County is approximately 19 square miles.

## **3. Land Use**

Sumter County is predominantly rural with over 33% of the county devoted to agriculture and over 50% as vacant acreage. Urban type development accounts for approximately 11% of the county's total area.

## **4. Environmentally Sensitive Areas**

All State and Federal land and coastal areas are considered to be environmentally sensitive. The basis for categorizing other land as sensitive include the presence of significant water resources, habitats, marine resources, endangered species, or previously designation as a State or Federal Conservation Area. Sumter County sensitive areas include:

- Lake Deaton
- Lake Miona
- Lake Panasoffkee
- Lake Panasoffkee Outlet
- Lake West
- Lake Okahumpka
- Devils Creek
- Little Jones Creek
- Gate Hole Slough
- Gum Slough
- Shady Brook
- Shady Creek
- Withlacoochee River
- The Dead River
- Green Swamp
- Withlacoochee State Forest
- Half Moon Wildlife Conservation Area
- Beville Ranch Conservation Easement
- Flying Eagle Ranch Conservation Easement
- Gum Slough Conservation Area

## 5. Flood Prone Areas

Flood Prone areas are depicted on the Flood Information Rate Maps (FIRM), a copy of which is maintained in the Emergency Management Office. In general, flood prone areas include areas designated as Special Flood Hazard Area (Flood Zone A).

## 6. Climate

Sumter County's climate reflects both temperate and subtropical influences. Average summer temperatures are about 82 degrees Fahrenheit and average winter temperatures are about 62 degrees Fahrenheit. In winters, temperatures may drop at night to near or below freezing, but usually rise rapidly during the day to the 60 degree Fahrenheit range.

## C. Demographics

### 1. Population

2010 ~~Census~~ Population Estimate: 97,385 93,420

|              |                  |
|--------------|------------------|
| Bushnell:    | <u>2,328,418</u> |
| Center Hill: | <u>924,988</u>   |

|                 |                     |
|-----------------|---------------------|
| Coleman:        | <u>634,703</u>      |
| Webster:        | <u>763,785</u>      |
| Wildwood:       | <u>5,2006,709</u>   |
| Unincorporated: | <u>87,53981,817</u> |
| Total           | <u>97,38593,420</u> |

**2010 Population U.S. Census Estimates, Bureau of Economic and Business Research**

**a. Density and Distribution**

There are approximately 170,163 people per square mile.

Generally, the population is concentrated within The Villages Community Development Districts that are in the unincorporated area and the City of Wildwood immediately adjacent to and incorporating The Villages of Wildwood of Regional Impact and in the municipalities and the unincorporated areas immediately adjacent to them. The next greatest population density is located along the major roads: State Roads 44, 48, 301 and County Roads 466, 470, 471, and 476.

**b. Distribution by Age**

|             |                  |
|-------------|------------------|
| Under 18:   | <u>15.39.1%</u>  |
| Median Age: | <u>49.762.7</u>  |
| 65+:        | <u>31.143.4%</u> |

**201009 Population U.S. Census Estimates, Office of Economic and Demographics, Tallahassee, Florida**

**c. Special Needs Population**

Sumter County's special need population continues to rise. The County currently has a database of special needs residents located at the Emergency Management office. The database has contains 756794 residents-registered clients at this time. This number remains fluid as the need for transportation increases, health of clients improves or declines, and other fluctuating factors. The database has been changed into an online source where residents can update their information by the web. Based on the 2000-Census2009 American Community Survey of the U.S. Census, Sumter County had 12,55210,125 residents with

some sort of disability ages 5 and up, this is ~~27.915~~% of the ~~2009~~ population.

#### **d. Farm Workers**

The number of farm workers is a variable number. ~~The figure is probably about 10% of the total population, or less than 10,000.~~ According to a 2004 study by the Shimberg Center at the University of Florida there were 557 total farm workers in the county. In 2008, the Shimberg Center estimated there were between 101 and 500 total farm workers in Sumter County.

#### **e. Tourist and Transient Population**

This population is highly mobile and transient. Most tourists pass through the county from the tourist centers of Orlando, Tampa, and Ocala. U.S. Interstate 75 and the Florida Turnpike are the primary transportation routes used by tourists. Tourists in Sumter County are concentrated at the truck stops and stores at the various exits along the Turnpike and Interstate 75. There is also a large Flea Market that draws in a major amount of tourists once a week, especially during the winter months.

Motels, campgrounds, and recreational vehicle parks can add another 5,000 to 10,000 visitors at peak to the county population, most of who can leave on short notice if necessary. These same accommodations cater to so-called seasonal residents.

Construction workers, truck drivers, and other “transient populations” are included in the estimate with tourists. Motels, campgrounds, and RV parks do not record their populations based on “tourist” or workers.

#### **f. Non-English Speaking and Hearing Impaired**

The non-English speaking population is estimated at ~~10.394~~% based on the 20~~1000~~ Census.

The Sumter County Health Department, Sumter County School District, and Sumter County Agricultural Extension Service have the greatest ability to reach these populations should the communication of emergency information be necessary.

~~Several hundred people at most qualify as having a hearing disability. Most are elderly. The majority of the hearing-impaired are capable of some hearing. Few are totally deaf.~~ According to

the U.S. Census 2009 American Community Survey, over 3,000 residents are hearing impaired. The exact number of legally deaf is not known.

**g. Mobile Homes**

Total number of parcels in Sumter County based on the Final Recap Sheets filed to the State by the Property Appraisers Office is 5,9385,929.

**h. Inmate Population**

|                    |                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------|
| Federal: 7,246     | <i>As of Dec. 16, 2010 (<a href="http://www.bop.gov">www.bop.gov</a>)</i>               |
| State (SCI): 1,631 | <i>As of Dec. 21, 2010 (<a href="http://www.dc.state.fl.us">www.dc.state.fl.us</a>)</i> |
| County: 279        | <i>Year summary for 2009 County Records</i>                                             |

**D. Economic Profile**

Government (~~23~~22.4%), transportation and trade, and (~~23~~20.7%), leisure and hospitality (~~14~~20.8%), dominate the economy of Sumter County.

As is the case in most rural counties, government and the school district are among the largest employers. The Coleman Federal Correctional Complex employs over 1,000. Twenty percent of them reside in Sumter County.

The unemployment rate varies. The 2010 rate is approximately ~~10~~9.2%.

Property Value - 2011

|                 |                                     |
|-----------------|-------------------------------------|
| Just Value:     | <u>\$9,199,538,5049,073,073,984</u> |
| Exempt Value:   | <u>\$1,859,321,6511,924,476,317</u> |
| Taxable Values: | <u>\$6,204,583,0996,036,096,665</u> |

*Based on a Final Recap Sheet submitted to the State of Florida by the Sumter County Property Appraisers Office.*

Per Capita Income \$27,50422,314 (Based on 20089 Office of Economic & Demographic Research – Florida Legislature)

Estimated losses by hazard are referenced in the Sumter County Local Mitigation Strategy.

### III. Preparedness Activities

#### A. Sumter County Emergency Management

The Sumter County Emergency Management (SCEM) is a ~~division~~department of the Sumter County Board of County Commissioners (BOCC)~~Sheriff's Office~~ and serves as the Preparedness Organization for Sumter County. SCEM is responsible for coordinating the activities of the County's Emergency Response Plan prior to and following an emergency and/or disaster. This office oversees the following programs:

- Planning Program: this includes the creation and maintenance of emergency management plans and procedures
- Exercise and Training Program: This involves the oversight of training and exercising the EOC and Emergency Responders
- Homeland Security Program: Includes coordination with local, regional, and State preparedness organizations (i.e. Regional Domestic Security Task Force, Urban Areas Security Initiative, etc )
- Mitigation Program: The Local Mitigation Strategy embodies the mitigation program, which seeks to lessen or reduce the impacts of hazards on the County's citizens and infrastructure.
- ~~CERT: This program is designed to educate and train citizens on how to properly prepare and respond to an incident~~
- ~~Hazardous Materials Program: Identifying Extremely Hazardous Substances that are stored, manufactured, and transported through the County.~~
- Sheltering Program: Involves identifying and if necessary operating emergency shelters.
- Grants Program: Management of grants utilized to fund programs and/or buy equipment needed for Homeland Security and Emergency Preparedness.
- Communications and Warning: Responsible for maintaining the County's Warning Systems, Warning Point Equipment, Weather Stations, ~~and~~ Emergency Operations Center, and backup Emergency Operation Center(s).

#### B. Continuity of Operations and Government

Continuity of Government (COG) and Continuity of Operations (COOP) are functions essential to ensuring that the county and its political subdivisions continue to provide vital services throughout the emergency or disaster period. COG is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities.

Sumter County Emergency Management works with the local governmental agencies to ensure they have a disaster plan to provide continuity of essential county functions (COG) under all circumstances. The plans include:

- Identification of essential functions, programs, and personnel
- Procedures to implement the plan and personnel notification and accountability; delegations of authority and lines of succession.
- Identification of alternative facilities and related infrastructure, including those for communications.
- Identification and protection of vital records and databases.

Emergency Support Functions and non-governmental organizations that are relevant to the EOC and emergency response shall form a Continuity of Operations (COOP). This helps to ensure their continued operation after a disaster or major incident. A COOP is to:

- Ensure the safety of personnel and visitors
- Provide for the ability to continue essential operations
- Contain provisions for the protection of critical equipment, records, and other assets.
- Maintain efforts to minimize damage and loss
- Contain provisions for an orderly response and recovery from any incident.
- Serve as a foundation for the continued survival of leadership
- Assure compliance with legal and statutory requirements.

### **C. Preparedness Programs**

All preparedness programs are overseen by Sumter County Emergency Management. Many of the programs work in conjunction with other government agencies.

#### **1. Planning:**

This is the coordination with local agencies, NGOs, private sector businesses and others who have an emergency response or recovery role within the county to develop plans concerning natural, technological, and man-made emergencies and disasters. These plans provide guidance for the use of local emergency resources, mutual aid resources, and specialized regional response resources. County plans also include provisions for a unified emergency response effort and provisions for requesting assistance from the state. All plans are incorporated with NIMS and NRF components. Any older plan will be incorporated with NIMS and NRF under its next revision.

2. Homeland Security:

Includes coordination with local, regional, and State preparedness organizations (i.e. Regional Domestic Security Task Force, Urban Areas Security Initiative, etc)

3. Mitigation:

The Local Mitigation Strategy embodies the mitigation program, which seeks to lessen or reduce the impacts of hazards on the County's citizens and infrastructure.

4. Citizens Corps:

Sumter County [Fire & Emergency Medical Services Division](#) [Emergency Management](#) along with several other organizations and agencies both private and governmental have joined to create a Sumter County Citizens Council. This council will over see several programs such as the Community Emergency Response Team (CERT), Metropolitan Medical Reserve Corps (MMRC), Neighborhood Emergency Preparedness Program (NEPP), and other citizen corps programs.

5. Hazardous Materials:

[Sumter County Fire & Emergency Medical Services Division](#) [provides the identification of](#) Extremely Hazardous Substances that are stored, manufactured, and transported through the County.

6. Sheltering:

Section 252.385(4) (a), Florida Statutes, requires that any public facility, including schools, postsecondary education facilities, and other facilities owned or leased by the state or local governments, but excluding hospitals, hospice care facilities, assisted living facilities, and nursing homes, which are suitable for use as public hurricane evacuation shelters shall be made available at the request of the local emergency management agencies. Sumter County Emergency Management coordinates with all relevant agencies to ensure the proper sheltering for the county. Special needs and pet shelters are also included.

7. Communications and Warning:

Responsible for maintaining the County's Warning Systems, Warning Point Equipment, Weather Stations, and Emergency Operations Center. See Section V: Concept of Operations for more on Monitoring, Detection, Alert and Warnings.

8. Public Education and Awareness:

These programs will address all five phases of emergency management (preparedness, prevention, response, recovery, and mitigation) as well as take an "All Hazards" approach of education and awareness. Expos, presentations, visits, and more will be done for the public on a regular basis to ensure the community is aware of all potential hazards, evacuation zones, shelters, and preparedness information. Brochures are developed by SCEM and distributed on a regular daily basis.

9. Special Needs:

According to Florida Statute 252 these individuals have physical, mental, or sensory disabilities. SCEM maintains a database of all registered Special Needs residents. Residents can register by mailing a completed application, seeing their local home health agency, calling SCEM, or visiting Sumter County Department of Health. Sumter County Department of Health then classifies each resident based on disability and need into three categories and assigns them to the closest shelter. Prior to or following an incident, Sumter County Emergency Management will assist these individuals with resource allocation, sheltering, and other aspects based on their needs.

10. Training and Exercise Plan:

Sumter County Emergency Management maintains this plan. The plan is based on the needs of the Departments/Divisions of the County. Each year a countywide exercise is held to incorporate the trainings for that year and identify other areas of improvement in each Department/Division. The program is an "All-Hazards" program which utilizes NIMS and the Homeland Security Exercise and Evaluation Program in developing, executing, and recording of the Plan and of each exercise. The Training and Exercise Plan is a separate document.

11. Critical Facilities/ Emergency Management Support Facilities:

Sumter County Emergency Management maintains a database of critical infrastructure and key resources in the county. Please refer to

the Critical Infrastructure/Facilities Plan for a complete list of all the facilities with geographic information based on the United State National Grid System. This plan is For Official Use Only (FOUO).

#### **IV. Organization and Responsibilities**

Routinely, municipalities in Sumter County are responsible for management of their own corporate limits. The Sumter County Departments, under the Board of County Commissioners perform the services for residents in unincorporated areas. Some services may also be performed routinely for municipal residents. The constitutional officers perform their functions on a countywide basis, in accordance with Florida Statutes.

This section will provide a look at the operations in Sumter County government.

##### **A. Organization**

###### **1. Normal**

Sumter County is administered by a Board of County Commissioners (BOCC) consisting of five elected officials, with ~~one member+~~ acting as ~~C~~ehairman. The County Administrator is appointed by, and reports to, the Board of County Commissioners. (See Appendix A to Basic Plan for a county organization chart)

###### **2. Emergency**

During emergency conditions, the county transforms to a specialized disaster response organization. (See Appendix B to Basic Plan for an organization chart).

Please refer to the Sumter County Continuity of Government for each County Department/Agency/Division's Emergency Line of Succession.

##### **B. Responsibilities**

Under the "all hazards" approach to emergency management, response to all disasters requiring EOC activation will be conducted as described under the responsibilities designated in this Section. For any disasters which exceed the capabilities of the county, the EOC will request state and federal support through the State EOC.

As reflected in the State of Florida Comprehensive Emergency Management Plan, the following are county, state, and federal responsibilities with regard to emergency management:

1. County governments are responsible for:

- Developing a county emergency management plan consistent with the state comprehensive emergency management plan.
- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the county CEMP. This program shall be designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards, and regulations.
- Coordinating the emergency management needs of all municipalities within the county and working to establish mutual aid agreements to render emergency assistance to one another.
- Implementing a broad-based public awareness, education and information program designated to reach all residents and visitors of the county, including those needing special media formats, those non-English speaking persons, and those with sensory impairment or loss.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Developing and maintaining procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State.
- Ensuring the county's ability to maintain and operate a 24 hour warning point with the capability of warning the public of an imminent threat or actual threat and coordinate public information activities during an emergency or disaster.
- Declaring a local state of emergency (~~LSE~~) and requesting assistance from the state.
- Making a formal request for state assistance if needed.
- Issuing evacuation orders. According to Executive Order 80-29 and supported by Attorney General Opinion 95-24, the Emergency Management Director ~~of the county emergency management agency~~ may order and direct the evacuation of county residents when threatened by an emergency or disaster.

- Providing evacuation shelter facilities during a state or local emergency or disaster. Through the school districts, a county shall provide facilities and necessary personnel to staff such facilities. Each school board that provides transportation assistance in an emergency evacuation shall coordinate the use of its vehicles with the local emergency management agency.
  - Providing emergency power to designated special needs evacuation shelters.
  - Activating mutual aid agreements with neighboring counties and among municipalities within the county.
  - Coordinating emergency response efforts within their political jurisdictions, including coordinating shelter activation, and requesting outside assistance when necessary. A county or city emergency management director will be responsible for recommending to the board of county commissioners, city manager, or mayor that a local state of emergency be declared.
2. The State of Florida is responsible for:
- Coordinating preparedness activities with local and state agencies, private, volunteer and non-governmental organizations, as well as the public.
  - Preparing a state CEMP which shall be integrated into and coordinated with the emergency management plans and programs of the federal government. The Division must adopt the plan as a rule in accordance with Chapter 120, Florida Statutes. The plan must contain provisions to ensure that the state is prepared for emergencies and minor, major, and catastrophic disasters, and the Division shall work closely with local governments and agencies and organizations with emergency management responsibilities in preparing and maintaining the plan. The CEMP shall be operations-oriented and include an evacuation, shelter, post-disaster response and response, recovery, and mitigation.
  - Maintaining a preparedness level that meets the needs of persons with special needs and developing policies that are consistent with federal policy and guidelines (e.g., Emergency Management Planning Guide for Special-Needs Population, Federal Emergency Management Agency and Office for Civil Rights and Civil Liberties, September 2007) as they relate to civil rights and compliance with the Americans with Disabilities Act (ADA).

- Through the State Watch Office, maintaining a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions.
- Establishing guidelines and schedules for annual and periodic exercises that evaluate the ability of the state and its political subdivisions to respond to emergencies, minor, major, and catastrophic disasters and support local emergency management agencies.
- Assigning lead and support responsibilities to state agencies and departments and personnel for Emergency Support Functions and other activities to support the [State Emergency Response TeamSERT](#).
- Adopting standards and requirements for county emergency management plans. The standards and requirements must ensure that county plans are coordinated and consistent with the state CEMP.
- Assisting political subdivisions in preparing and maintaining emergency management plans. The Division shall review these plans per an established review schedule and assess their consistency with the state CEMP.
- Determining the requirements of the state and its political subdivisions for equipment and supplies of all kinds in the event of an emergency; plan for and either procure supplies, medicines, materials, and equipment or enter into memoranda of agreement or open purchase orders that will ensure their availability; and use and employ at various times any of the property, services, and resources within the state.
- Anticipating trends and promoting innovations that will enhance the emergency management system, including maintaining a state logistics response center.
- Instituting statewide public awareness programs which focus on emergency preparedness issues, including, but not limited to, the personal responsibility of individuals to be self-sufficient for at least 72 hours following an emergency or disaster. The public educational campaign shall include relevant information on statewide disaster plans, evacuation routes, fuel suppliers, and shelters (general population, special-needs, and pet).

- Collaborating with the Florida Dept. of Agriculture in developing strategies for the evacuation of persons with pets.
- Initiating community education and outreach to the public regarding the registry of persons with special needs and special needs shelters.
- Preparing and distributing to appropriate state and local officials catalogs of federal, state, and private assistance programs.
- Activating the [State Emergency Response Team](#)~~SERT~~ and coordinating local, state, and federal emergency management activities and taking all other steps, including the partial or full mobilization of emergency management forces and organizations in advance of an actual emergency, to ensure the availability of adequately trained and equipped forces of emergency management personnel before, during, and after emergencies and disasters.
- Establishing a schedule of fees that may be charged by local emergency management agencies for review of emergency management plans on behalf of external agencies and institutions.
- Implementing training programs to improve the ability of state and local emergency management personnel to prepare and implement emergency management plans and programs. This shall include a continuous training program for agencies and individuals that will be called upon to perform key roles in state and local post-disaster response and recovery efforts and for local government personnel on federal and state post-disaster response and recovery strategies and procedures.
- Reviewing, per an established schedule, emergency operating procedures of state agencies and recommending revisions as needed to ensure consistency with the CEMP.
- Maintaining an inventory of portable generators owned by the state and local governments which are capable of operating during a major disaster.
- Assisting political subdivisions with the development and maintenance of specialized regional response teams (Special Weapons and Tactics, Hazardous Materials Team, Incident Management Team, Explosive Ordinance Disposal, etc.) and promoting the development and maintenance of a state urban search and rescue program.

- Creating, implementing, administering, adopting, amending, and rescinding rules, programs, and plans needed in accordance with Chapter 120, Florida Statutes, to carry out the provisions of ss. 252.31-252.90, Florida Statutes, with due consideration for, and in cooperating with, the plans and programs of the federal financial pre-disaster and post-disaster for prevention, mitigation, preparedness, response, and recovery.
- Supporting the emergency management needs of all counties by developing reciprocal intra- and interstate mutual aid agreements.
- Maintaining a program to reduce the deficit of evacuation shelter spaces and increasing the number of special-needs evacuation shelter spaces.
- Maintaining a program to require that all evacuation shelters are American Red Cross (ARC) 4496 compliant.
- Coordinating the state's emergency response activities through its 18 Emergency Support Functions.
- Providing for the rendering of mutual aid among the political subdivisions of the state with other states, and with the federal government with respect to emergency management functions and responsibilities.
- Assisting the federal government as necessary during a mass migration event.
- Administering the Emergency Management, Preparedness, and Assistance Trust Fund.
- Developing, preparing, testing, and implementing (in conjunction with the appropriate counties and the affected operator), radiological emergency response plans and preparedness requirements as may be imposed by the U.S. Nuclear Regulatory Commission (NRC) or the Federal Emergency Management Agency as a requirement for obtaining or continuing the appropriate licenses for a commercial nuclear electric generating facility.
- Implementing and providing administrative support for the Accidental Release Prevention Program and ensuring the timely submission of Risk Management Plans and any subsequent revisions of Risk Management Plans.

3. The federal government is responsible for:

Under the National Response Framework and other federal emergency plans, the federal government may provide assistance to a state upon the request of the Governor or when a primary federal jurisdiction is involved.

|

Formatted: None

## **V. Concept of Operations**

### **1 General**

1. The emergency management program addresses the four integral components of emergency management: preparedness, response, recovery and mitigation. This CEMP addresses these components in detail. .
2. The basic concept for emergency operations in Sumter County calls for a coordinated effort and graduated response by personnel and equipment from municipal, county, and other disaster support agencies in preparation for, and in response to, local disasters. If the county's resources are inadequate, assistance will be requested from the State Emergency Operations Center (SEOC). To ensure an adequate and timely response by emergency personnel and the maximum protection and relief to citizens of Sumter County prior to, during and after a disaster, the concept also provides for:
  - a. Preparation for, and mitigation of, natural and manmade disasters
  - b. Early warning and alert of citizens and officials.
  - c. Reporting of all natural disasters between levels of government
  - d. Establishment of the Emergency Operations Center (EOC) and the organization for command and control of emergency response forces.
  - e. Movement of citizens from natural disaster danger areas to shelters or safe areas.
  - f. Use of increased readiness conditions and response checklists for hurricanes.
  - g. Shelter and care of evacuees.
  - h. Damage assessment reports and procedures
  - i. Return of evacuees when authorized by the appropriate authorities after the disaster danger has passed.
  - j. Recovery operations.
3. The Emergency Operations Center will be activated for all incidents requiring a significant dedication of resources and/or extraordinary inter-agency coordination outside the realm of normal, day to day emergency situations responded to by law enforcement, fire, and EMS agencies.

### **2 Levels of Disaster**

Florida Statute [Chapter 252](#) defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States. F.S. 252 also identifies disasters by the severity of resulting damage, as follows:

1. Catastrophic disaster: one that requires massive state and federal assistance including immediate military involvement.
2. Major disaster: one that will likely exceed local capabilities and require a broad range of state and federal assistance.
3. Minor disaster: one that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.
4. Emergency: Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

### **3 Monitoring, Detection, Alert and Warning**

#### **1. 24 Hour County Warning Point**

The Primary 24 hour County Warning Point is the Sumter County Sheriff's Office 911 Center, which is also responsible for ~~fire and~~ law enforcement dispatch within the county including all the most municipalities except the City of Wildwood. The 911 Center provides continuous monitoring of county situations and notification to officials, ~~such as emergency management, fire rescue, law enforcement, state agencies, etc.~~

Upon activation of the Emergency Operation Center by Sumter County Emergency Management, the EOC then becomes the 24 hour County Warning Point.

#### **2. Communication Systems**

The 911 Center as well as the EOC is equipped with multiple communication networks composed of local and state emergency communications systems. The figure below shows the two locations and the types of communications maintained.

| <i>911 Center</i>                                                                                                                                                                                   | <i>Emergency Operations Center</i>                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Commercial Telephone<br>Amateur Radio Emergency System<br>Wireless Devices<br>Emergency Satellite Communication System (ESATCOM)<br>Emergency Alert System<br>Emergency Notification System (NAWAS) | Commercial Telephone<br>Amateur Radio Emergency System<br>Wireless Devices<br>Emergency Notification System |

### 3. Alert and Warning

The 911 Center will initiate notifications to emergency response officials of an immediate emergency. For known impending emergencies, Emergency Management will notify other government and emergency response officials.

For public warnings, the 911 Center as well as Sumter County Emergency Management have the ability to notify all residents through the County Emergency Notification System, CodeRED®. The county notification system has the ability to send out emails, text messages, and phone calls to cell phones and landline phones. Through the same system, residents can sign up for automatic notifications of Tornado Warnings, Flood Warnings and Severe Thunderstorm Warnings.

### 4. Communications Interoperability

The Mobile Command Vehicle operated by the Sumter County Sheriff's Office has the ability to support all radio frequency bands and proprietary systems to ensure interoperable communications. The county also features one of the states EDICS (Emergency Deployable Interoperable Communication System) units through Sumter County Emergency Management.

## **D. Protective Actions**

### 1. Evacuations

Most evacuations will be local in scope and actions will be initiated following a decision by the Disaster Advisory Committee. In such cases, the actions will be coordinated and administered by emergency response officials using the Evacuations Plan. Emergency Management will coordinate all evacuations.

## 2. Sheltering

The opening of shelters is the responsibility of Emergency Management through the Human Services Section. The activation, operation, and demobilization of shelters will be in compliance of the Shelter Management Plan. All shelters are pre-identified including special needs and pet shelters.

## E. Resource Management

The Emergency Operations Center will serve as the central coordination point for all resource requests during an emergency and/or disaster. These requests are routed through the Resource Management Position which will utilize the Resource Management Plan to coordinate and acquire all resources.

### 1. Resource Typing

Where resources are NIMS typed, those type definitions will be used for resources requests and order fulfillment. Those resources that are not typed will be filled based on a clear definition by the requestor. The current resource request method is through WebEOC, the county emergency communication software, which is fully NIMS compliant and is networked to the State of Florida's system, EM Constellation. All County resources and assets are put into WebEOC and coded with typed ~~under~~ one of the nationally accepted resources types.

### 2. Pre-positioning of Resources

When the impact point of an impending threat is known with reasonable certainty and precautionary deployment of personnel and equipment and pre-positioning of supplies can facilitate a rapid response, the county may pre-position resources. All resources will be pre-positioned according to safety and security to provide the quickest response to the impacted areas.

### 3. Resource Requests

As said before, Sumter County utilizes the software program WebEOC. All resource requests during EOC activations shall flow through the program to track orders and resources. Each ESF has direct communications to their respective agencies. The initial request may come in by phone, radio or other form of communication. The ESF receiving the request will put it into the WebEOC software with all the appropriate NIMS typing and as clear of a description as possible. It will then flow to the ESF 7: Resource Management who will then determine if the resource

is in county or needs to be referred for a vendor or to the state. If it is an in county resource, ESF 7 will route the request to the respective ESF. If it needs to go to the state, ESF 7 will forward it to the WebMonitor who will review the order, notify the EOC Commander and submit to EM Constellation based on the EOC Commanders recommendation. If a vendor is needed, the request will be sent to finance who will locate a vendor and issue an emergency purchase order.

#### 4. Memorandums of Understanding and Mutual Aid Agreements

Each agency is responsible for ~~its~~<sup>their</sup> own Mutual Aid Agreements for day to day operations. Sumter County Emergency Management will be responsible for maintaining Memoranda~~ums~~ of Understanding (MOU) with local businesses and non-governmental groups for services in a disaster or recovery role. Each MOU may be different and all details will be worked out with the two parties in said MOU. During a disaster setting, MOU will be activated at the request for the particular resource, if the MOU is not an automatic activation. In some cases, the MOU may be an automatic activation given a certain standard.

### **F. Liaison Management**

During EOC activation, liaison with the State EOC will principally be accomplished through the Web Monitor/ EM Operations Desk. In the event of a dignitary visit to the county disaster area, coordination will be made through the EOC.

### **G. Private Sector and Non-Governmental Organization Coordination**

Sumter County depends on the services and support of Non-Governmental and Private Sector Organizations and Businesses. The county will continue to reach out to these partners before and following an emergency and/or disaster. During activation, coordination will be made through the Human Services Section.

### **H. Citizen Involvement**

Citizens can be extremely helpful prior to, during, and following an emergency and/or disaster. There are two ways that will be utilized to harness this valuable resource.

#### 1. ESF #15 Volunteers and Donations

During activation, citizens concerned for their community become willing to help. ESF #15 will utilize the Volunteers and Donations

Management Plan to sign up volunteers and assign them to areas that require help.

2. Citizens Emergency Response Team (CERT)

The Sumter County CERT is managed by Sumter County Fire & Emergency Medical Services Division in conjunction with The Villages Public Safety Department ~~Emergency Management~~ and will activate them as needed to assist with activities such as:

- Shelter Management
- Donations Management
- Citizens Concern Line
- Search and Rescue
- Evacuations

The Sumter County CERT will operate according to their Standard Operating Guidelines and Procedures.

Also The Villages Public Safety Department has a CERT that will activate as necessary for affected areas in and around The Villages. They will operate with Emergency Management in accordance to their Standard Operating Guidelines and Procedures.

## VI. Emergency Support Functions/ EOC Positions

The personnel and resources for Sumter County involved in emergency response operations will be grouped into Emergency Support Functions (ESF<sup>2</sup>s).

Sumter County has 20 ESF<sup>2</sup>s. An ESF represents specific response activities that are common to all disasters. Each ESF has a primary agency or agencies and several support agencies, their roles and responsibilities include:

- Appointing a responsible individual or individuals from their organization to act as an Emergency Coordinator, who will assist in both contingency planning and for actual emergency/disaster operations in the Sumter County Emergency Operations Center.
- Developing and maintaining standard operating procedures to accomplish their designated emergency management function. These policies and provisions will be developed consistent with Sumter County Emergency Management.
- Maintaining a current internal notification and recall roster and communications system.
- Participating in testing and exercising to evaluate this plan as well as others.
- Providing for the procurement and management of resources necessary for emergency/disaster operations
- Providing and maintaining a list of resources needed by their ESF.

Each ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESF<sup>2</sup>s to support its mission. Sumter County Emergency Management designates the primary agencies for each ESF. A matrix showing primary and secondary agencies for each ESF as well as defining each of the ESF's purpose and responsibilities, is located in the Emergency Operations Plan. Upon activation of the Emergency Operations Center, the Emergency Operations Plan is activated and used as a Standard Operating Procedure.

**ESF 1 – Transportation**

Responsible for coordinating County-wide transportation support to local governments and voluntary organizations.

**ESF 2 – Communications**

Responsible for the provision and coordination of all communications support to other emergency support functions within the county emergency response team and agencies as required. This includes phone, fax, radios, etc.

**ESF 3 – Public Works**

Responsible for providing emergency road and debris clearance, emergency traffic signalization, flood control and solid waste facilities. Responsible for the coordination of emergency debris removal, debris management, and identifications of alternate debris disposal sites and solid waste facilities.

**ESF 4 – Firefighting**

Responsible for managing and coordinating local fire services operations, and the coordination of use of personnel, equipment, and resources to support other emergency support functions in hazard mitigation and search and rescue operations.

**ESF 5 – Information & Planning**

Responsible for collection, processing, and disseminating information to facilitate emergency response efforts and the preparation of special operations plans.

**ESF 6 – Mass Care**

Responsible for coordinating efforts to provide sheltering, feeding, and emergency relief, and for coordinating bulk distribution of supplies to victims.

**ESF 7 – Resource Management**

Responsible for providing logistical management and resource support to all emergency support functions in response and recovery efforts to include emergency relief supplies, facilities, equipment, fuel, office supplies, contracting services, and all other resources which may be required.

**ESF 8 – Health & Medical**

Responsible for coordinating efforts in identifying and meeting the general health and welfare of victims of a major emergency and/or disaster and for provision of emergency first aid and pre-hospital emergency medical services to the affected population.

**ESF 9 – Search & Rescue**

Responsible for the conducting of Search and Rescue operations including locating, extricating, and providing disaster medical treatment for victims.

**ESF 10 – Hazardous Materials**

Responsible for providing a coordinated response to major releases or spills of hazardous materials.

**ESF 11 – Food & Water**

Responsible for identifying, securing, and arranging the transportation of food assistance to the affected areas.

**ESF 12 – Energy**

Responsible for coordination, prioritization, and restoration of public utilities and services to include emergency power and gas.

**ESF 13 – Military Support**

Responsible for coordination of State and Federal military support to local governments.

**ESF 14 – Public Information**

Responsible for coordination and dissemination of emergency public information.

**ESF15 – Volunteers & Donations**

Responsible for overall management and coordination of volunteers and donated goods.

**ESF 16 – Law Enforcement**

Responsible for all law enforcement duties and constitutional responsibilities.

**ESF 17 – Animal Services**

Responsible for the coordination of local resources in response to pet, farm, and wild animal care needs before, during, and after a significant emergency.

**ESF 18 – Business and Industry**

Responsible for the coordination with local businesses for private resources, recovery efforts, economic stability, critical facility assessments, and assisting with damage assessments.

**ESF 19 – Damage Assessment**

Responsible for conducting and coordinating damage assessment for emergency declarations and federal and state funding reimbursement, collecting and compiling damage assessment reports, and coordinate damage assessment team training as necessary.

**ESF 20 – Municipalities and Unincorporated Community Development Districts**

Responsible for relaying information from each of the municipalities and unincorporated community development districts within the county to the County EOC related to preparedness, response, recovery, and mitigation efforts.

## VII. Financial Management

-Financial Management during a disaster rests with the Sumter County Clerk of the Circuit Court (Clerk). The Clerk may assign the day-to-day financial management to a deputy or finance director. Reference to the “Clerk” is meant to include a deputy or finance director.

### A. Training

Sumter County accepts the Florida Division of Emergency Management as being the “experts” on disaster related financial management. As such, the County intends to use the State resources to the maximum extent possible in training county and municipal personnel in financial management.

- Workshops offered statewide as open-enrollment programs by the Florida Division of Emergency Management will be utilized for training county personnel and will be offered to municipal governments should they chose to participate.
- Sumter County Emergency Management will from time to time request the Florida Division of Emergency Management to export trainers to Sumter County to conduct damage assessment, documentation and reimbursement training for employees of the Board of Commissioners, constitutional officers, ~~and~~ municipalities and unincorporated community development districts.
- The Sumter County Clerk may from time to time, offer workshops on disaster financial management and reimbursement procedures within the capabilities of that office.
- The Florida Reimbursement Document will be used as guidance.

### B. Mutual Aid Tracking

- Sumter County Emergency Management will receive all incoming requests for mutual aid.
- Sumter County Emergency Management will see that all information is accumulated as to equipment use, employee hours and all other reimbursable expense information, which it will forward to the Sumter County Finance Director for billing and collection.

- The Clerk is responsible for monitoring and collecting reimbursement for mutual aid collectables. The Clerk will at the request of the Board of County Commissions prepare and present a current status report on collections

**C. Statewide Mutual Aid Agreement**

Sumter County is a signatory to the Florida Statewide Mutual Aid Agreement and uses this document to simplify reimbursement issues,

**D. Funding Sources**

Sumter County Emergency Management is a recipient of Florida Department of Community Affairs/Division of Emergency Management *Basic Grant (EMPA)* Funds, and may participate in *Competitive Grant* and *Hazard Mitigation Grant Program* funds. The contracts that accompany these programs identify the responsibilities accompanying the received funds.

Following a disaster various federal funds may be available in the form of Public and Individual Assistance programs. Sumter County will attempt to qualify for these funding sources and comply with the contractual agreements that accompany them.

**E. Expense Record Keeping**

The Clerk is the designated recipient of all documentation pertaining to expenditures, obligations for manpower, equipment and materials. Each department of county government, constitutional office, ~~and~~ municipalities and unincorporated community development districts are responsible for collecting and forwarding appropriate information to the Clerk.

**F. Municipal and Unincorporated Community Development District Responsibilities**

- Municipal and unincorporated community development district governments ~~are is~~ responsible for collecting and compiling ~~theirs~~ own documentation regarding disaster actions and expenditures.
- Municipalities and unincorporated community development districts will be offered the same opportunities as county employees for training related to record keeping and reimbursement.
- Post-incident, an applicants briefing will be conducted in Sumter County by representatives of the Florida Division of Emergency Management, which will be made available to municipal and unincorporated community development district representatives.

- Municipalities and unincorporated community development districts will file all applications and supporting documents in compliance with guidance from the Florida Division of Emergency Management and the Office of the Sumter County Clerk of the Court.

## VIII. Plan Development and Maintenance

### A. Plan Development

The Sumter County CEMP will be updated and revised in cooperation with all county departments, organizations, corporate partners, ~~and municipalities,~~ and unincorporated community development districts. The CEMP is a living document and is constantly reviewed and updated to reflect the changing situation and hazards that exist within Sumter County.

The ~~Division of~~ Sumter County Emergency Management Department will oversee the development, revision, and updating of the CEMP. The Emergency Management Director shall be responsible for ensuring the necessary revisions are prepared, coordinated, published and distributed.

### B. CEMP Policy Group

Sumter County utilizes a Policy Group, coordinated by Sumter County Emergency Management, to consult and approve the CEMP before review by the State of Florida Division of Emergency Management. This group is made up of agencies, departments, and organizations that play a role in the 4 phases of Emergency Management.

The CEMP Policy Group includes:

- Sumter County Board of County Commissioners incorporating its divisions and departments
- Sumter County Constitutional Officers including the Sheriff, Property Appraiser, Tax Collector, Supervisor of Elections, and Clerk of Circuit Court
- University of Florida~~Sumter County~~ Agricultural Extension Service in Sumter County
- ~~Sumter County Community Services~~
- Sumter County District Schools and The Villages Charter School
- ~~Sumter County Fire Rescue~~
- Sumter County Health Department
- ~~Sumter County Property Appraiser~~
- ~~Sumter County Public Works~~
- ~~Sumter County Sheriff's Office~~
- ~~Sumter County Tax Collector~~
- ~~Lake Sumter Emergency Medical Services~~
- City of Wildwood
- City of Webster
- City of Center Hill

- City of Coleman
- ~~City of Bushnell~~
- Representative of the unincorporated community development districts of The Villages
- ~~The Villages Public Safety Department~~

### C. Planning Cycle

#### 1. Initial Planning Meeting

This meeting is held internally with Sumter County Emergency Management. At this meeting Emergency Management staff conducts a technical review of the plan, annex or appendices currently under review.

#### 2. Consultation Meeting

This meeting is held with the CEMP Policy Group. At this meeting Emergency Management presents the changes of this plan to the group and asks for their feedback and comments on the plan.

#### 3. Final Approval Meeting

This meeting is conducted again with the CEMP Policy Group and reflects all the changes and discussion from the past meetings. Final approval is then requested from the group.

#### 4. Board of County Commissioners Approval

Every four years once the State of Florida has approved the CEMP Basic Plan, Emergency Management presents the revised plan to the BOCC for their approval through county resolution.

#### 5. Publication of the CEMP

Following the approval from the State of Florida, the CEMP is made public by a number of methods to include:

- Distributed via e-mail to all Policy Group Members
- Printed Copies to all county departments, organizations, corporate partners, and municipalities.
- Advertisement in local newspapers that a copy is available at the County Emergency Management Office.

#### **D. Plan Maintenance**

The CEMP is a living document so maintenance of this plan is done on an annual basis.

1. Basic Plan Review

The Basic Plan is reviewed annually by Sumter County Emergency Management and submitted for review and approval to the Florida Division of Emergency Management every four years.

2. Emergency Support Function Review

The ~~2019~~ Emergency Support Functions of the CEMP are reviewed by the Primary Agency of each of the ESF's on an annual basis with the assistance from Sumter County Emergency Management.

3. Incident and Support Annexes

All the annexes are reviewed on an annual basis and updated as needed.



## **IX. References and Authorities**

### **A. Federal**

- The Robert T Stafford Disaster Relief and Emergency Assistance Act (PL 100-707 which amended PL 93-288)
- Public Law 106-390, Disaster Mitigation Act of 2000
- Post Katrina Emergency Management Reform Act
- Homeland Security Act of 2002
- Homeland Security Presidential Direction #5
- Homeland Security Presidential Directive #8
- National Response Framework
- National Incident Management System

### **B. State**

- Chapter 252 of the Florida Statutes (State Emergency Management Act, as amended)
- Governor's Executive Order 80-29
- The State of Florida Comprehensive Emergency Management Plan
- Rules 9G-22, Florida Administrative Code
- State of Florida 2000 Statewide Mutual Aid Agreement
- Florida Statute 2006-17

### **C. County**

- Sumter County Damage Assessment Plan
- Sumter County Local Mitigation Strategy
- Sumter County Emergency Operations Plan
- Sumter County Continuity of Operations Plan

- Sumter County Emergency Management Standard Operating Procedures
- Sumter County Codes and Ordinances
- Sumter County Disaster Housing Plan
- Sumter County Logistics Plan
- Sumter County Emergency Management Training and Exercise Plan
- Sumter County Public Information Plan
- 

**D. Mutual Aid Agreements/ Memorandums of Understanding**

## Appendices



Appendix A: Normal Board of County Commissioners Organizational Chart



Appendix B: Emergency Operations Center Organizational Chart







## Appendix D: CEMP Distribution List

- Sumter County Board of County Commissioners including its divisions and department
- Sumter County Constitutional Offices including the Sheriff, Property Appraiser, Tax Collector, Supervisor of Elections, and the Clerk of Circuit Court
- ~~Sumter County Public Works~~
- ~~Sumter County Building Department~~
- ~~Sumter County Sheriffs Office~~
- ~~Sumter County Emergency Management~~
- Sumter County Department of Health
- ~~Sumter County Fire Rescue~~
- Sumter County School Board and The Villages Charter School
- University of Florida Sumter County Agricultural Extension Service in Sumter County
- ~~Sumter County Community Services~~
- ~~Sumter County Property Appraiser~~
- ~~Sumter County Tax Collector~~
- ~~Sumter County Building Services~~
- City of Bushnell
- City of Center Hill
- City of Coleman
- City of Webster
- City of Wildwood
- Manager of the unincorporated community development districts of The Villages
- ~~The Villages Public Safety Department~~
- ~~Lake Sumter Emergency Medical Services~~
- United States Department of Agriculture
- American Red Cross
- The Salvation Army
- Progress Energy
- Sumter Electric Cooperative, Inc. Co-Op (SECO)
- Withlacoochee Electric
- Federal Coleman Correctional Complex
- Sumter Correctional Institute