

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

*The*

# Town of Palm Beach



May 2024

# **Comprehensive Emergency Management Plan (CEMP)**

*For the*

## **Town of Palm Beach, Florida**

### **May 2024**

**Kirk Blouin,  
Town Manager**

*Developed under contract by*

**All Hands Consulting  
Columbia, Maryland**

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Comprehensive Emergency Management Plan (CEMP)

# BASIC PLAN



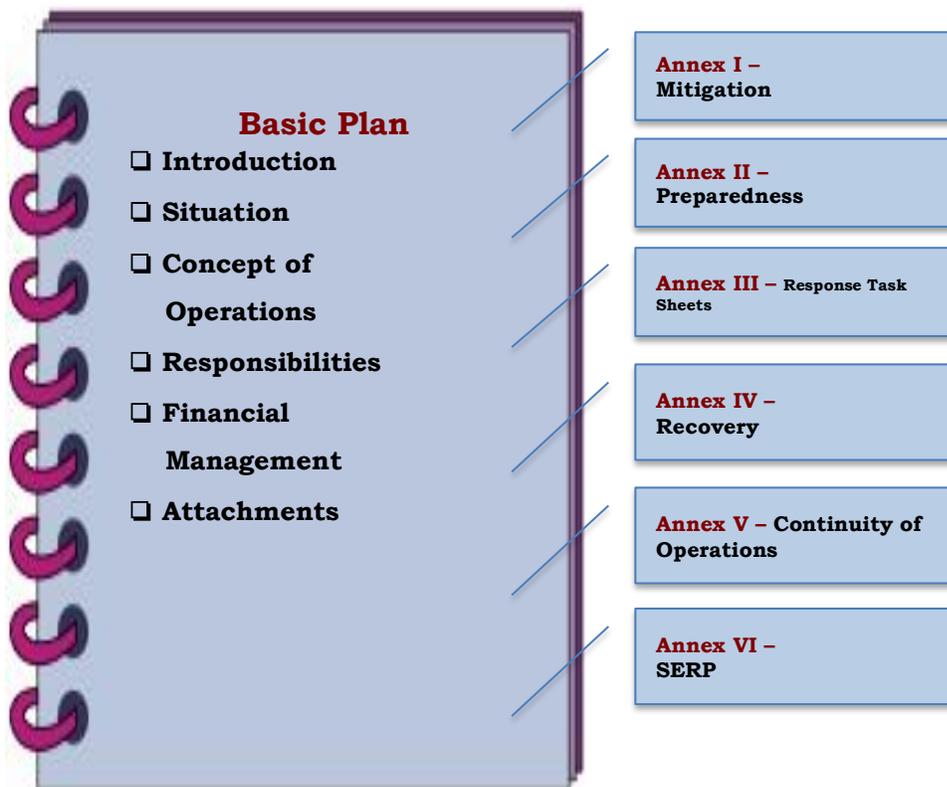
***Town of Palm Beach Comprehensive Emergency  
Management Plan (CEMP)***



## BASIC PLAN SECTIONS.

- I. INTRODUCTION.
- II. SITUATION.
- III. CONCEPT OF OPERATIONS.
- IV. RESPONSIBILITIES.
- V. FINANCIAL MANAGEMENT.
- VI. ATTACHMENTS.

## CEMP COMPONENT PARTS



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**Comprehensive Emergency Management Plan CEMP**

**Basic Plan**

**I. INTRODUCTION**

**I. INTRODUCTION.**

**A. INTRODUCTION.**

1. This CEMP describes the basic strategies, assumptions, and mechanisms through which the Town of Palm Beach will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts.
2. Each Department and non-governmental organization with a role or responsibility in the implementation of the CEMP must become familiar with this Plan to ensure efficient and effective execution of emergency responsibilities. Each Department and participating agency must develop and maintain Departmental emergency plans and/or standard operating plans. By being prepared, the Town of Palm Beach can better serve its citizens.
3. This is a strategic document that will continue to be evaluated, updated, and refined to meet our changing needs. Town Departments have contributed to this plan. The Office of Emergency Management will continue to coordinate input and updates to this plan and to work with Departments and Agencies in the continuing emergency planning process.

**B. PURPOSE, SCOPE, ASSUMPTIONS.**

1. Purpose.

To provide:

- a. Guidance in all phases of emergency management: mitigating/preventing, preparing for, responding to, and recovering from emergencies that threaten life or property within the Town.
- b. An organizational framework that will guide response and recovery actions.
- c. A mechanism for interagency and community-wide cooperation and coordination.

2. Scope.

- a. This CEMP:

- (1) Establishes fundamental policies, program strategies, and assumptions for the Town's comprehensive emergency management program.
- (2) Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- (3) Defines the mechanisms to facilitate delivery of immediate assistance, including direction and control of intrastate, interstate, and Federal response and recovery assistance.
- (4) Assigns specific functions to appropriate Town Departments, as well as outlines methods to coordinate with the private sector and voluntary organizations.
- (5) Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major, or catastrophic disasters.
- (6) Establishes operational goals and objectives for the preparedness, response, recovery, and mitigation phases of the Town's emergency management process.

### 3. Assumptions.

- a. This plan is based upon the concepts that emergency functions for various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
- b. Incidents will be operated under the Incident or Unified Command System in accordance with the National Incident Management System or NIMS. In keeping with the nationwide strategy of the Integrated Emergency Management System (IEMS), this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

## C. OBJECTIVES.

The objectives of the Town of Palm Beach CEMP are to protect public health and safety and prevent loss of life, to preserve property and the environment, to assure continuity of government and government operations, to restore the community to normal, to mitigate/prevent the causes of damage, and prepare the Town in advance of an emergency. Specifically, the Town strives to:

1. Protect Public Health and Safety and Prevent Loss of Life: includes efforts to save human life, treat the injured, warn the public to avoid further casualties, evacuate people from impacted area, direct people to shelter and mass care, coordinate mass prophylaxis (prevention) if warranted, monitor and regulate safety

of food and water.

2. **Preserve Property and the Environment:** includes measures to save property from destruction, prevent further loss, provide security for property, especially in evacuated areas, and, prevent contamination to the environment.
3. **Assure Continuity of Government and Government Operations:** provides for lines of succession for elected and appointed officials, and assures that critical functions of government can be reconstituted and conducted with minimal interruption.
4. **Restore the Community to Pre-incident Conditions:** restore essential infrastructure, the social fabric, as well as the economic basis of the community.
5. **Mitigate/Prevent the Causes of Damage:** implement mitigation measures to prevent damage from a similar emergency that may occur in the future.
6. **Prepare the Town in Advance of an Emergency:** includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

#### **D. METHODOLOGY.**

1. This plan was developed by a planning process coordinated by the Office of Emergency Management.
2. This plan is promulgated by administrative procedure pursuant to the Town Code of Ordinances.
3. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are on file in the Town's Office of Emergency Management.
4. Plan maintenance and record of changes.
  - a. The Town's Office of Emergency Management ensures that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.
  - b. This plan will undergo revision whenever:
    - (1) Information errors or omissions have been identified;
    - (2) New issues, requirements, or supplementary material have been identified which are not adequately addressed;
    - (3) There has been a change in information, data, or assumptions from those on which the Plan was based;
    - (4) The nature or magnitude of identified risks have changed;
    - (5) There are implementation problems, such as technical, political, legal or coordination issues with other agencies;
    - (6) Legislative changes affecting organizational structure of local or State agencies;

- (7) There is a need to incorporate new State or Federal guidelines or directives and /or to address significant operational issues; and
- (8) Exercises reveal deficiencies or shortfalls.

**E. STATEMENT OF LIMITATIONS.**

1. Not all emergency situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multijurisdictional situations as well as simultaneous events.
2. The multijurisdictional and multidiscipline approach reflected in this Plan is a means of ensuring the best use of local response and recovery resources in time of community crisis. No attempt will be made in this document to specify all the possibilities and intricacies associated with every type of disaster that might conceivably develop.
3. Because the Town Comprehensive Emergency Management Plan represents a corporate capability that is constantly altered by changes that occur in the law, public policy, organizations, program funding, systems, and the environment, it is impossible to create, maintain and promise the delivery of a perfect emergency management system.
4. Town actions may also be constrained because hazards can create effects that may impair the availability and use of local government assets, along with other essential services provided by the private sector. The disaster response and relief activities of government may be limited by:
  - a. An inability of the general citizenry to survive on their own for more than three days without additional supplies of water, food, shelter, and medical supplies.
  - b. A lack of law enforcement, fire, emergency medical services and public works and other response organizations due to damage to facilities, equipment, and shortages of personnel.
  - c. The shortage of critical drugs and medicines at medical facilities.
  - d. The shortage of specialized response personnel and equipment needed to respond to a disaster.
  - e. Damage to or overload of lifelines, such as roads, bridges, utilities, and communication networks.
  - f. The delay of arrival of outside assistance from either the State or Federal level.
6. Despite these potentially unavoidable limitations, the Town will endeavor to make every reasonable effort within its capabilities to respond to the dangers and hardships imposed by emergency or disaster events, i.e., based on the situation, the information available, and the resources at hand.
7. This Plan is adopted to protect and preserve the public peace, health, safety, and welfare. Its provisions shall be liberally construed for the accomplishment of these purposes. Moreover, nothing contained in this Plan is intended to be nor shall be construed to create or form the basis for any liability on the part of the Town

or its officers, employees or agents, for any injury or damage resulting from failure of any public official or employee to comply with the provisions of this Plan, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this Plan on the part of the Town by any of its officers, employees or agents.

8. The Plan is not intended to limit or restrict initiative, judgment, or independent action required to provide an appropriate and effective emergency and disaster response.
9. It is expressly the purpose of this Plan to provide for and promote the health, safety and welfare of the general public. It is not intended to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by its provisions.

#### **F. POLICIES.**

1. In order to protect lives and property and in cooperation with other elements of the community (e.g., business, volunteer sector, social organizations, etc.), it is the policy of the Town of Palm Beach, to strive to mitigate, prepare for, respond to and recover from all natural and man-caused emergencies and disasters.
2. It is the policy of the Town of Palm Beach that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the Town.
3. Because of the nature of emergencies and disasters (causing damages, interruptions and shortfalls to Town resources), it is the policy of the Town of Palm Beach that citizens are encouraged to be self-sufficient for a minimum of 72 hours should an emergency or disaster occur.
4. NON-DISCRIMINATION. It is the policy of the Town of Palm Beach that no services will be denied on the basis of race/ethnicity, color, national origin, religion, sex, age, marital status, veteran status, sexual orientation, genetic information, political affiliation, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of municipal services. Town activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16.—Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

#### **G. AUTHORITIES AND REFERENCES. (PUBLISHED SEPARATELY.)**

1. Palm Beach Town Charter Section 3.05(f).
2. Palm Beach Town Code Section 58-41.
3. Florida Statute Chapter 252.38 (Emergency Management) and Florida Statute Chapter 870.043 (Law Enforcement).
4. Town of Palm Beach: Resolution No. 36-05 A Resolution adopting the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive.

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Comprehensive Emergency Management Plan CEMP

Basic Plan

II. SITUATION

II. SITUATION.

A. POTENTIAL EMERGENCY CONDITIONS.

1. A major natural, technological or terrorism related emergency may overwhelm the capabilities of the Town of Palm Beach to provide prompt and effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate.
2. Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Some Town emergency personnel would be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions as a result of the major event can be anticipated.
3. Emergency victims may be forced from their homes and dead and injured could be expected. Some victims may be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.
4. Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be severely damaged or destroyed. There could be minimal to total disruption of energy sources and prolonged electric power failure.

B. HAZARD ANALYSIS (SUMMARY).

1. The Town of Palm Beach “Hazard Vulnerability Analysis (HVA)” is published separately.
2. Hazard Overview:

- Due to its location and geological features of the Town of Palm Beach is vulnerable to the damaging effects of certain hazards. A list of these hazards is found in Table 1: Hazards Affecting the Town of Palm Beach.

**C. VULNERABILITY ANALYSIS.**

1. The Town of Palm Beach has a year-round population estimated at approximately 9,000 people (2020 Census) but may increase to three times that amount during the winter months. The Town could experience a loss of life and property of catastrophic proportion from a series of potential hazards. Specific hazard impacts to people, property, the economy, and environment are detailed in the County Hazard Mitigation Plan.

*Table 1: Hazards Affecting the Town of Palm Beach.*

MASTER LIST OF HAZARDS FOR THE TOWN OF PALM BEACH		
NATURAL	TECHNOLOGICAL	HUMAN/SOCIETAL
<ul style="list-style-type: none"> <li>• Agricultural Pest &amp; Disease</li> <li>• Drought</li> <li>• Flood</li> <li>• Tsunami? (while extremely rare, it’s possible for a barrier island on the Atlantic)</li> <li>• Hurricane/Tropical Storm</li> <li>• Search &amp; Rescue Emergency: Aircraft, Marine, Medical</li> <li>• Seismic Hazards (Sink Holes/Soil Failure)</li> <li>• Severe Thunderstorm/Lighting</li> <li>• Soil/Beach Erosion</li> <li>• Storm Surge</li> <li>• Temperature Extremes</li> <li>• Tornado</li> <li>• Wildfire/Urban Interface Zone</li> </ul>	<ul style="list-style-type: none"> <li>• Air Pollution</li> <li>• Building/Structure Collapse</li> <li>• Communications Failure</li> <li>• Energy Emergency: Fuel/Resource Shortage</li> <li>• Fire: Explosion/Structural</li> <li>• Hazardous Materials Accident</li> <li>• Hazardous Materials Release</li> <li>• Power Failure (Outage)</li> <li>• Radiological Accidents: Including Nuclear Power Plant Accidents</li> <li>• Transportation Accident: Aircraft</li> <li>• Transportation Accident: Marine</li> <li>• Transportation Accident: Motor Vehicle</li> <li>• Wellfield Contamination</li> <li>• Ransomware</li> <li>• Data breach</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Disturbance</li> <li>• Hostage Situation</li> <li>• Immigration Crisis</li> <li>• Terrorism: Sabotage</li> <li>• Terrorism, WMD: Biological, Chemical, Nuclear</li> <li>• Workplace Violence (including “active shooter” in a school or business)</li> </ul>

**D. PERSONS WITH ACCESS AND FUNCTIONAL NEEDS.**

1. The Town recognizes the need to undertake additional and reasonable efforts to protect and assist people with access and functional needs at the time of emergencies and disasters, and especially during evacuations, sheltering and re-entry operations.

E. TOWN OF PALM BEACH ECONOMIC PROFILE.

<b>PALM BEACH (Town), Florida</b>		
<b>People Quick Facts</b>	<b>Palm Beach</b>	<b>Florida</b>
Population, 2023	9,235	22,610,726
Population, percent change, 2010 to 2023	10.6%	17.6%
Population, 2010	8,348	15,982,378
Persons under 5 years, percent, 2023	1.5%	5.0%
Persons under 18 years, percent, 2023	5.6%	19.3%
Persons 65 years and over, percent, 2023	63.9%	21.6%
Female persons, percent, 2023	53.9%	50.8%
White persons, percent, 2023	93.8%	76.8%
Black persons, percent, 2023	0.0%	17.0%
American Indian and Alaska Native persons, percent, 2023	0.4%	0.5%
Asian persons, percent, 2023	1.3%	3.1%
Native Hawaiian and Other Pacific Islander, percent, 2023	0.0%	0.1%
Persons reporting two or more races, percent, 2023	3.9%	2.4%
Persons of Hispanic or Latino origin, percent, 2023	5.2%	27.1%
White persons not Hispanic, percent, 2023	92.4%	52.3%
Living in same house 1 year & over, 2018-2022	88.8%	85.6%
Foreign born persons, percent, 2018-2022	19.0%	21.1%
Language other than English spoken at home, pct age 5+, 2018-2022	12.6%	29.9%
High school graduates, percent of persons age 25+, 2018-2022	97.7%	89.3%
Bachelor's degree or higher, pct of persons age 25+, 2018-2022	68.5%	32.3%
Mean travel time to work (minutes), workers age 16+, 2018-2022	25.3	27.9
Housing units, 2022	9,091(2010)	10,257,426
Homeownership rate, 2018-2022	84.2%	66.9%
Median value of owner-occupied housing units, 2018-2022	\$1,679,800	\$292,200
Households, 2018-2022	5,370	8,353,441
Persons per household, 2018-2022	1.71	2.53
Per capita money income in past 12 months (2022 dollars) 2018-2022	\$215,141	\$38,850
Median household income 2018-2022	\$190,824	\$67,917
People of all ages in poverty - percent	5.1%	12.7%
<b>Business Quick Facts</b>	<b>Palm Beach</b>	<b>Florida</b>
Total number of firms, 2012	2,465	2,009,589
Minority-owned firms, percent, 2012	90	9.0%
Hispanic-owned firms, percent, 2007	S	22.4%

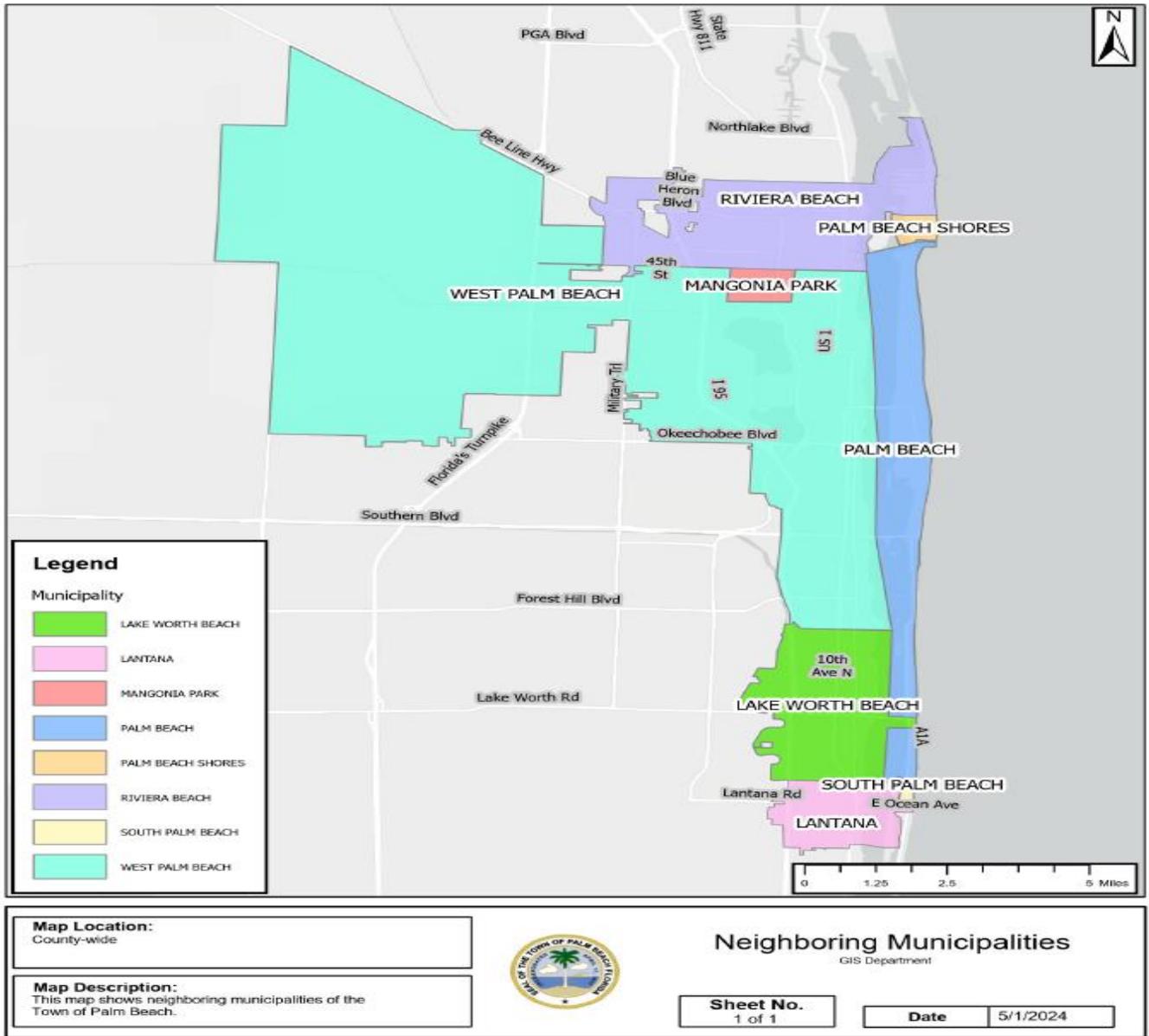
## II. SITUATION

Women-owned firms,2012	560	28.9%
Manufacturers shipments, 2007 (\$1000)	NA	104,832,907
Merchant wholesaler sales, 2007 (\$1000)	51,408	221,641,518
Retail sales, 2017 (\$1000)	519,798	333,134,553
Retail sales per capita, 2017	\$59,419	\$115,881
Accommodation and food services sales, 2017 (\$1000)	242,576	67,950,386
<b>Geography Quick Facts</b>	<b>Palm Beach</b>	<b>Florida</b>
Land area in square miles, 2020	3.8	53,652.17
Persons per square mile, 2020	2432.3	401.4
FIPS Code	1254025	12
Counties		
<b>LEGEND</b>		
(a) Includes persons reporting only one race. (b) Hispanics may be of any race, so also are included in applicable race categories. D: Suppressed to avoid disclosure of confidential information F: Fewer than 100 firms FN: Footnote on this item for this area in place of data NA: Not available S: Suppressed; does not meet publication standards X: Not applicable Z: Value greater than zero but less than half unit of measure shown	Source U.S. Census Bureau: State and County Quick Facts. Data derived from Population Estimates, American Community Survey. Census of Population and Housing, Small Area Income and Poverty Estimates, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments Last Revised: Tuesday, 18-Oct-2011 15:22:49 EDT <a href="http://quickfacts.census.gov/qfd/states/12/1254025.html">quickfacts.census.gov/qfd/states/12/1254025.html</a>	

## F. TOWN OVERVIEW/DEMOGRAPHICS.

<b>Palm Beach at a Glance</b>	
Date of Incorporation	April 17, 1911
Form of Government	Council/Manager
Land Area	3.77 Square Miles
FY2012 General Fund Budget	\$58.5 Million
Taxable Property Valuation	\$11.66 Billion

G. TOWN OF PALM BEACH MAP.



Comprehensive Emergency Management Plan CEMP

Basic Plan

III. CONCEPT OF OPERATIONS

III. CONCEPT OF OPERATIONS.

A. EMERGENCY MANAGEMENT PROGRAM PHASES.

The Emergency Management Program is a comprehensive effort that requires Town Departments to work and cooperate effectively with many other governmental, non-governmental, and private organizations. The Town will meet its responsibility for protecting life and property from the effects of emergency events by acting within each of the following four phases of emergency management.



1. Phase 1: Mitigation/Prevention.
  - a. Mitigation is any action that prevents an emergency from occurring or reduces the impact of an emergency on people, property, and the environment. Mitigation efforts include adopting and enforcing building codes, land use planning, training and education of the public on the need for mitigation, and implementing structural and non-structural safety measures.
  - b. Prevention helps protect lives and property before an emergency occurs. Prevention measures help avoid emergencies, or they can intervene to stop an emergency from occurring. Measures involve applying intelligence and other analysis to a range of activities, such as heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance; immunizations, isolation, or quarantine; and specific law

enforcement operations aimed at deterring or preempting illegal activity.

2. Phase 2: Preparedness.

- Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of emergency response. Preparedness activities have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent emergency response.

3. Phase 3: Response.

- Response is the use of resources to address the immediate and short-term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage, as well as maintain or hasten the restoration of essential government services.

4. Phase 4: Recovery.

- Recovery activities return the Town to a pre-emergency State. Recovery efforts, may include conducting detailed damage assessments, removing debris, restoring essential services, critical facilities, and infrastructure, rebuilding homes and providing assistance to businesses.

**B. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).**

1. The Town of Palm Beach has formally adopted and uses the National Incident Management System (NIMS). NIMS provides a consistent national approach for Federal, State, and local governments and non-governmental 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, and local capabilities, NIMS includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

<b>PREPAREDNESS</b>	Effective incident management begins with a host of preparedness activities conducted on a “steady-State” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification, and certification standards, and equipment certification standards.
<b>COMMUNICATIONS AND INFORMATION MANAGEMENT</b>	Incident response and management rely upon communications and Information Technology that provide a common operating picture to all command and coordination sites. The NIMS describes the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management.

<p><b>RESOURCE MANAGEMENT</b></p>	<p>Incident managers need resources to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.</p>
<p><b>COMMAND AND MANAGEMENT</b></p>	<p>The Command and Management system within NIMS is designed to enable effective and efficient incident management by providing standardized incident management structures. The structure is based on three key organizational systems; (1) the Incident Command System, (2) Multi-agency Coordination Systems, and (3) Public Information System.</p>

2. NIMS provides the Town of Palm Beach a framework for interoperability and compatibility and maintains a balance between flexibility and standardization. NIMS is flexible because the system can be adjusted to manage all types of incidents, and is applicable to any incident regardless of cause, size, or complexity. NIMS provides standardization by using established organization structures (Incident Command System [ICS], Multi-agency Coordination System [MAC], Public Information System) and consistent terminology. The ICS component of NIMS is a toolbox from which incident managers may choose all or some applicable tools necessary to fulfill their functional roles in a full range of events. The flexibility and standardization within NIMS is realized during an incident when Town Departments have previously trained and practiced using these tools.
3. Incident Command System (ICS). This plan formalizes the NIMS incident command organization and structure as mandatory for all response activities by all Departments identified in this plan.

**C. TOWN OF PALM BEACH EMERGENCY MANAGEMENT ORGANIZATION.**

1. This plan establishes the Town of Palm Beach comprehensive emergency management program. Upon promulgation of this plan all officers and employees of the Town are deemed part of the emergency preparedness and response organization.
2. The emergency management plan is always in effect and available for implementation and works to ensure the Town is continually ready to coordinate response activities without formal activation. This is due to the fact that it incorporates principles of response to basic, everyday incidents. However, it should be recognized that an order or proclamation of a local State of emergency or disaster by the Town Manager or designee may activate special components of the emergency management plan when deemed necessary.
3. The Town Manager is the ultimate authority for disaster preparedness and response and the Emergency Management Director has the responsibility for coordinating the entire emergency management program on behalf of the Town Manager.
4. By Municipal Ordinance the Town Manager is delegated executive authority for all emergency operations and powers of Emergency Management.
5. The line of succession for the Town Manager’s emergency authorities is:

- a. Town Manager.
  - b. Emergency Management Director.
  - c. Chief of Police.
6. The Town Manager or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular Department or job classifications.

**D. EMERGENCY AUTHORITIES.**

1. Emergency Measures. The Mayor or in the Mayor's absence, the President of the Town Council or, in the absence of the President of the Town Council, the President Pro Tem and the Town Manager acting in concert or any one (1) of them if the other is not available, may take temporary emergency measures in matters of extreme necessity involving matters of public health or safety. (See Town Charter Section 3.05(f).)
2. State of Local Emergency. If the Chief of Police believes that there is a clear and present danger of a riot or other general public disorder, widespread disobedience of the law, substantial injury to persons or property, he/she may declare a State of emergency within the boundaries of the Town. The Chief of Police is designated as the town official who is and shall be empowered to declare that a State of emergency exists within the boundaries of the town, and to exercise the emergency powers conferred in F.S. Section §§ 870.042 and 870.045. In the absence of the chief of police, the person designated to perform the duties of the chief of police shall be empowered to declare the existence of a State of emergency and to exercise such emergency powers as herein set forth. (See Town Code Section 58–41 and F.S. §§ 870.041 through 870.048.) Notification is made immediately to the Town Manager of such a declaration.
3. Evacuation Order. The decision to order an evacuation from the Town, or any portion thereof, in response to a incident shall be made by the Mayor or in the Mayor's absence, the President of the Town Council or in the absence of the President of the Town Council, the President Pro Tem and the Town Manager acting in concert or any one (1) of them if the other is not available as per Section 3.05(f) of the Town Charter, if an evacuation order is received from the State of Florida (Office of the Governor) or the Palm Beach County Division of Emergency Management.
4. Evacuation of Occupied Buildings or Structures. The Chief of the Fire–Rescue Department, or designee, may order the immediate evacuation of buildings, structures or assembly areas if deemed hazardous due to fire hazard, obstruction of exits, overcrowding or any other hazard or potential which presents immediate danger to the occupants (Section 46–77 Town Code of Ordinances).

**E. CONTINUITY OF GOVERNMENT.**

1. The line of succession for the Mayor and Town Council is:
  - Designees for Mayor and Town Council are provided in Resolution No. 26–75 and Florida Statutes Chapter 22, June 9, 2003.
2. The line of succession for the Town Manager is:

- a. Deputy Town Manager, Business Enterprise and Culture
  - b. Deputy Town Manager, Finance and Administration
3. The line of succession for the Office of Emergency Management Director will be determined by the Town Manager.
  4. The lines of succession for each Town Department and agency heads shall be in accordance with the SOPs established by those Departments and agencies.
  5. Preservation of Records.
    - a. All Town Departments will develop plans and procedures to guarantee the preservation of vital public records, to include their reconstitution if necessary, during and after emergencies.
    - b. In general, vital public records include those: considered absolutely essential to the continued operation of Town government; considered absolutely essential to the Town's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the Town; and, essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.
    - c. Specific vital public records include: vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records.
    - d. All appointments and work assignments in an emergency situation shall be documented. Department Directors will submit a complete emergency operational plan as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Coordinator.

#### **F. INCIDENT COMMAND SYSTEM (ICS).**

1. The Town's on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).
2. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.
3. The Town's and/or municipal emergency responders are likely to be the first on the scene of an emergency. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.
4. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual.

5. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency’s objectives are identified and coordinated.
6. Team problem solving should facilitate effective response. Other agency personnel working in support of the Incident Command system will maintain their normal chain of command but will be under control of the Town or municipal on–scene Incident Commander.
7. The on–scene Incident Commander may designate a Public Information Officer to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed EOC may be activated.
8. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.
9. In emergency situations where other jurisdictions or the State or Federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. Principles of Area Command or Multi–Agency Coordinated Systems may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

**G. INCIDENT RESPONSE LEVELS (LEVELS OF DISASTER).**

1. Many emergencies follow some recognizable build–up period during which actions can be taken to achieve a gradually increasing State of readiness. The Town will use a graduated response approach in responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grow, there will be an increase in emergency response and coordination activities to meet increasing emergency demands. Readiness Levels will be determined by the Town Manager or Emergency Management.

READINESS / EMERGENCY ACTION LEVELS	
<b>Level IV</b>	<p><b>WATCH CONDITION.</b> Emergency management officials are aware that a heightened State of concern about a potential threat to life or property exists, usually in the form of a concern for a weather-related situation. Public Safety Departments monitor the situation for developments.</p> <p><b>WARNING CONDITION.</b> A hazardous condition exists, and there is usually a need for emergency management or public safety officials to issue a public warning.</p>

<b>Level III</b>	<b>Monitoring Activation.</b> Level III is typically a “monitoring” phase. The responsibility for control of the incident rests with the responding Department. The Emergency Operations Center is at normal monitoring condition.
<b>Level II</b>	<b>Partial Activation.</b> This is a limited agency activation. Should an incident remain unresolved, the emergency status will rise to a "level two" activation. Level two incidents involve routine assistance from internal and/or external agencies including mutual aid. Command and control will be the responsibility of the Incident Manager. Notification of the Mayor, Town Council, Town Manager and Police Chief may require a special meeting of elected officials, as per F. S. 252. A partial activation of the Town EOC may occur, or the Office of Emergency Management may go to the Incident Command Post to facilitate response coordination. The Palm Beach County EOC is usually notified.
<b>Level I</b>	<b>Full Scale Activation.</b> This is a full-scale activation with 24-hour staffing of the Town EOC. Should the incident begin or escalate to a situation where non-routine assistance is required or anticipated, a "level one" activation will be declared. The Town EOC will activate at full staffing level, to include representatives from outside agencies. This level of emergency will be used for all hurricanes, for some tropical storms, and for any major technological disasters. The Palm Beach County EOC is notified, communication and coordination is maintained. State and Federal agencies are typically activated at this level to augment Palm Beach and Palm Beach County response efforts.

**H. DIRECTION AND CONTROL.**

1. General.
  - a. The Mayor and Town Council are authorized and responsible for policy making and legislation of matters relative to an emergency.
  - b. The emergency management function in Palm Beach is under the auspices of the Town Manager's office and reports directly to the Town Manager. The Town Manager, in turn, addresses all statutory requirements (F.S. 252) with the Mayor, Town Council, Emergency Management Director and Police Chief.
  - c. The Town Manager is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, he/she may carry out those responsibilities for the EOC.
  - d. The Emergency Management Coordinator will act as the EOC Manager during EOC activation and will provide overall direction of activities within the EOC, coordinating the efforts of personnel assigned by various town Departments, in the areas of operations, planning, logistics and administration. During major emergencies and disaster events, he/she will normally carry out those responsibilities from the Town EOC.
  - e. The EOC Manager is responsible for the proper functioning of the EOC and will also serve as a liaison with State and Federal emergency agencies and neighboring jurisdictions. The EOC Manager will advise

other emergency officials on courses of action available for major decisions.

- f. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
  - g. During emergency operations, Department Directors retain administrative and policy control over their employees and equipment. However, personnel and equipment assigned to assist with a particular incident or EOC activity, will carry out mission assignments as may be directed by incident commanders or the EOC Manager. Each Department and agency are responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.
  - h. The Palm Beach County EOC serves as the liaison and coordinating agency between the Town and State government.
  - i. If County, State and/or Federal resources are made available to the Town, they will be under the field operational control of the Town's Incident Commander(s).
2. Executive Policy Group.
    - a. The purpose of the "Executive Policy Group (EPG)" is to facilitate the process of evaluation and incident planning, and possible activation and implementation of emergency functions and resources. The EPG will also be used to support "Incident Commanders" in field situations.
    - b. Members of the EPG include: Town Manager, Deputy Town Manager, and all Department Directors.

#### **I. EMERGENCY OPERATIONS CENTER – ACTIVATION.**

1. The Emergency Operations Center (EOC) is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.
2. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing the Town's coordinated response.
  - EOC activation levels will follow the "emergency levels" as described in Paragraph G in this Section.
3. The Town Manager or Acting Town Manager is authorized to activate the EOC. In the absence of the Town Manager or Acting Town Manager, the following individuals are authorized to activate the EOC:
  - a. Deputy Town Manager.
  - b. Emergency Management Director.
  - c. Police Chief.

4. When the decision is made to activate the EOC, the Office of Emergency Management will notify the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers which they are responsible for coordinating.
  - This call up procedure includes notification of the "Palm Beach County Warning Point" (P.B. County EOC).
5. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. It is essential that a precise Division of responsibilities be determined for specific emergency operations. Common examples of EOC tasks include:
  - a. Notify the Palm Beach Warning Point (Palm Beach County EOC) that the Town of Palm Beach EOC is being activated, the level of activation, and the reason for the activation.
  - b. Notifications are also made to the State emergency duty officer or State EOC (SEOC).
  - c. EOC/ICS Interface Management: Coordination of on-scene to EOC interaction.
  - d. Situational Awareness and Reports: Assemble accurate information and intelligence on the emergency situation and current resource data to allow officials to make informed decisions.
  - e. Incident Prioritization: Collaborate with representatives of emergency service agencies, determine, and prioritize required response actions and coordinate their implementation.
  - f. Policy Establishment:
    - Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - g. Public Protection Measures:
    - (1) Direct Shelter–In–Place.
    - (2) Organize and implement large–scale evacuation.
    - (3) Organize and implement shelter and mass arrangements for evacuees.
    - (4) Coordinate traffic control for large–scale evacuations.
  - h. Resource Management: Provide resource support for the incident command operations.
    - (1) Acquire and Request;
    - (2) Allocate and Prioritize;
    - (3) Cost control analysis measures.
  - i. Emergency Public Warning: Issue community–wide warnings.
  - j. Record Keeping: Gather, process, analyze, and store incident records.

- k. Emergency Public Information: Issue emergency instructions; provide information to the general public and Joint Information Center Management.
- l. Liaison Coordination: Request and coordinate assistance from the State and other external sources.

**J. EMERGENCY OPERATIONS CENTER (EOC): ORGANIZATION, OPERATIONS AND STAFFING.**

1. Overview.

- a. The EOC management structure is intended to be flexible and should be modified by the EOC Incident Commander, the EOC Manager and the EOC Section Chiefs, to meet the demands of any particular situation.
- b. The EOC Incident Commander will implement policy directives and will have overall management responsibility for the incident.
- c. The EOC Incident Commander directs EOC response actions to save lives and protect property and recommends/implements population protective actions. Within the framework of the EOC, all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.
- d. Departments will document appointments and work assignments in an emergency situation. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency related needs as requested by the EOC Incident Commander. A Department carries out its emergency duties as described in the CEMP concurrently with its essential functions as described in its Continuity of Operations Plan (COOP).
- e. All Town officers and employees are part of the Town of Palm Beach's emergency management organization and may be called on to perform emergency management functions during an emergency.

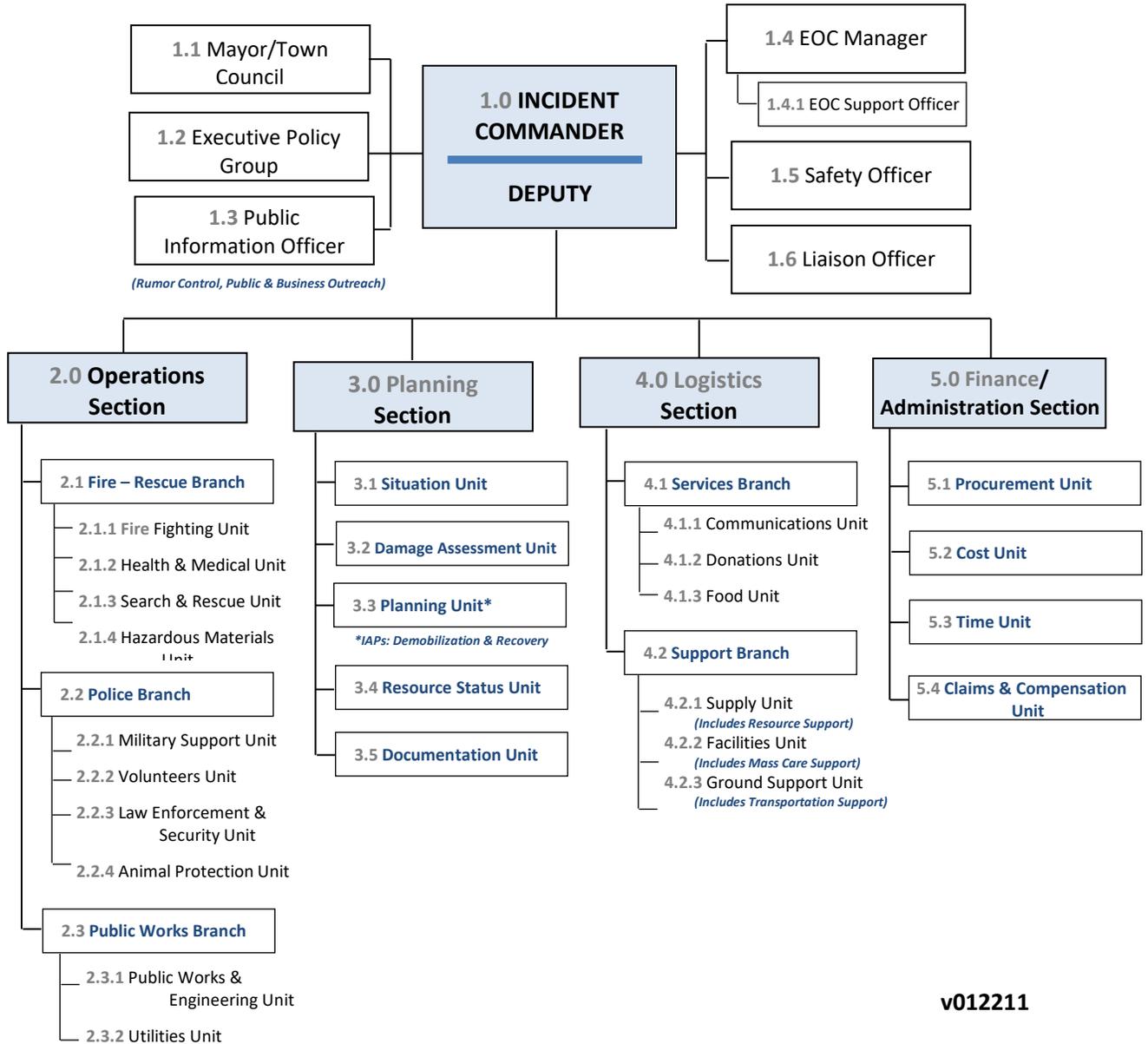
2. Use of the National Incident Management System (NIMS) and Incident Command System (ICS).

- a. The EOC utilizes a modified organizational structure of the National Incident Management System (NIMS)/ Incident Command System (ICS) in the context of both pre-incident, post-incident and recovery activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and standard organizational structure.
- b. Although the EOC uses a modified ICS structure, the EOC does not generally directly manage on-scene operations. Instead, the EOC focuses on policy decisions, providing multi-agency support to on-scene efforts, develops situational awareness for the entire Town, and conducting broader operational management for activities such as mass shelter, catastrophic evacuation, and public information activities.

3. EOC Positions.

- a. **EOC Incident Commander.** Provides overall direction and control and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development, and implementation of strategic decisions, and approving the ordering and releasing of resources.
- b. **Public Information Officer.** The “Public Information Officer (PIO)” reports to the EOC Incident Commander. The PIO Section includes various units to manage: Rumor Control; Public Enquiries; Media Enquiries; Social Media monitoring, and Public Warnings, Information, and Instruction.
- c. **Executive Policy Group.** The Executive Policy Group is comprised of Department leaders who provide strategic advice and policy recommendations to the EOC Incident Commander. This group meets as needed and is chaired by the EOC Incident Commander.
- d. **EOC Manager.** The “EOC Manager” reports to the EOC Incident Commander.
  - (1) The EOC Manager ensure that the EOC is adequately staffed and that appropriate functions are activated to meet the emergency tasks and demands.
  - (2) Advises the Incident Commander as needed.

**Town of Palm Beach**  
**Emergency Operations Center (EOC)**  
**Incident Command System (ICS) Organizational Structure**



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- e. **EOC Support Officer.** The “EOC Support Officer” maintains the EOC readiness, proper staffing by emergency management personnel, and provides/coordinates the EOC administrative, logistical, and communication support required during EOC operations.
  - f. **Safety Officer.** The “Safety Officer” reports to and advises the EOC Incident Commander on EOC and operational safety issues.
  - g. **Liaison Officer.** The “Liaison Officer” staffed or assigned by the EOC Incident Commander is the point of contact with other agencies, and:
    - (1) Coordinates Agency Representatives assigned to the EOC as well as requests from other agencies for sending liaison personnel to other EOCs.
    - (2) Functions as a central location for incoming Agency Representatives and will provide workspace and arrange for support as necessary.
  - h. **EOC Section Chiefs.**
    - (1) There are four EOC Sections: Operations; Planning; Logistics; Finance and Administration.
    - (2) Each of these Sections have branches or units that are functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.
  - i. **EOC Operations Section.** The EOC Operations Section is responsible for all tactical command support and coordination of incident response assets. The Operations Chief position is staffed by the situational needs of the emergency, i.e., Fire, Law Enforcement, Public Works, etc.
  - j. **EOC Planning Section.** The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans.
  - k. **EOC Logistics Section.** The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.
  - l. **Finance and Administration Section.** The EOC Finance and Administration Section is responsible for monetary, financial, and administrative functions.
4. Extended Operations.
- a. The EOC may be required to operate on a 24-hour basis for the duration of an emergency. During a 24-hour operation, shifts will normally last 12 hours, but may be adjusted based on the needs created by the emergency.
  - b. Each position in the EOC must have a total of, at minimum, two people designated to cover shift staffing during a 24-hour period.

**K. FACILITIES.**

1. Incident Command Post (ICP).
  - a. The tactical level, on–scene incident command and management organization is located at the ICP. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on–scene control of tactical operations and utilizes a NIMS ICS incident management team organization.
  - b. The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs.
2. Emergency Operations Center (EOC).
  - a. The Town EOC is located on the third floor of the Central Fire Station.
  - b. The secondary, or alternate EOC is located at the Town of Palm Beach Police Department.
  - c. Emergency Management is responsible for the readiness and support of the EOC.
  - d. Fire and Police responders involved in disaster operations will maintain operations through the Police/Fire Communications Center.
  - e. Any Department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.
  - f. All Departments are responsible to ensure that communication systems are in place between EOC representatives and their Departments.
  - g. Each Department will bring to the EOC their own portable radio, charger, spare batteries, headsets, and cellular phones. Land phones will be provided at the EOC.
  - h. Communications to the general public will be through the media, coordinated by the on–scene Public Information Officer (PIO) as approved by the Town Manager. The Emergency Alert System (EAS) is accessed through the Palm Beach County EOC.
  - i. RACES/ARES (Amateur) Radio is utilized during emergency/disaster situations where normal governmental communication systems have sustained damage or when additional communications are required. The EOC has the capability to put up an antenna and there are FCC licensed people in the Town. Licensed operators may be called upon for assistance.
3. Department Operating Locations.

- Each Town Department will establish a primary location and alternate location from which to establish direction and control of its respective activities in an emergency or disaster. This may be from the EOC, or other location, depending upon the circumstances.
4. 911 Communications.
    - a. Fire and Law Enforcement responders involved in disaster operations will maintain operations through the 911 Communications Center until advised to communicate directly through the EOC.
    - b. Any Department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio, and fax.
  5. Joint Field Office (JFO).
    - a. The JFO is a Federal multi-agency coordination center established locally. It provides a central location for coordination of Federal, State, local, nongovernmental, and private sector organizations with responsibility for response and incident support.
    - b. The Palm Beach County EOC will inform the Town of any establishment and location of a JFO.
  6. Joint Information Center (JIC).
    - The JIC is a location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media. This may also include a Public Inquiry Center which is responsible for receiving and responding to public inquiries regarding the disaster. It is normally established and managed by the EOC.
  7. Disaster Recovery Center (DRC).
    - When established in coordination with State and local jurisdictions, a DRC is a federally established central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various Federal, State, local, private sector, and voluntary organizations.
  8. Point of Distribution.
    - A Point of Distribution (POD) is a centralized location for the receipt of resources and supplies being provided in support of disaster operations. It is at this location that incoming resources will be received, sorted, and distributed.

#### L. ALERT AND WARNING.

1. Alerts and Notifications.

- a. The Town of Palm Beach may receive initial warnings of a disaster, potential disaster, or other Incidents of Critical Significance, from the Town and County Departments, the National Warning System, neighboring jurisdictions, the State EOC, the National Weather Service, the news media, or the general public.
- b. Incidents of Critical Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of Town, private-sector, and nongovernmental entities in order to manage an emergency event. Incidents of Critical Significance which requires notification to Emergency Management may include, but are not limited to the following:
  - (1) Any incident which may require a substantial evacuation and/or temporary displacement of multiple persons (>15) or where assistance in coordinating temporary sheltering or providing transportation assistance.
  - (2) Any event posing a potential or actual threat for a mass casualty incident of level 2 or greater (>11 victims).
  - (3) Have significant impact and/or require significant information sharing, resource coordination, and/or assistance.
  - (4) Attract a sizable influx of independent, spontaneous volunteers.
  - (5) Overwhelm capabilities of government, and infrastructure owners and operators.
  - (6) Any incidents pertaining to significant hazardous material releases.
  - (7) Events which create substantial media attention that may significantly impact the Town's corporate reputation.
  - (8) Any severe weather-related warning (from County Warning Point) or phenomena indicating or involving serious injury or property damage.
  - (9) Any incident which close or significantly block major thoroughfares within the Town for an extended time period due to emergency events.
  - (10) Any prolonged outage of public utilities:
    - (a) Electrical: sustained electrical outage resulting in loss of power in excess of six hours;
    - (b) Natural gas: line breaks requiring evacuation of a significant number of the general public and/or closing of a major roadway; or loss of natural gas capacity in excess of six hours for a significant number of residents.
    - (c) Sewer: any spill involving flow rate in excess of 100 gallons per minute or any spill in excess of 500 gallons into any major body of water;
    - (d) Water: any line break lowering pressure to a point requiring a 'boil water' order or an outage predicted to exceed six hours.
  - (11) Any incident where public resources within the Town are depleted, being deployed out of the Town (except for emergency services mutual aid) or any event posing a major environmental threat.

(12) Any terrorism event.

c. Upon the receipt of notification of any significant event, the 911 Communications Center will:

- (1) Notify the Town Manager.
- (2) Notify County and State warning points as necessary.
- (3) Notify appropriate response agencies: Police, Fire/Rescue, and Public Works.
- (4) Notify public.

2. Watch, Standby Procedures.

a. A watch/standby designation is an elevated advisory or response condition in order to make advance emergency preparations. The Town Manager, Deputy Town Manager, Emergency Management Director, may issue a watch/standby order if a pending disaster has the potential of affecting Palm Beach. When issued, Town Departments and partner agencies will take the following actions:

- (1) Review this document.
- (2) Notify employees.
- (3) Review agency specific emergency plans.
- (4) Ensure that Department vehicles and equipment are serviced and ready.
- (5) Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
- (6) Obtain maps, drawings, and other emergency aids.
- (7) Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.

b. Recall procedures vary by Department, and each Department has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.

c. Employees who are recalled should realize that the emergency may be several days or longer in duration. Each employee should report to his/her emergency assignment with personal items necessary for 72 hours (e.g., personal articles, toiletries, change of clothing, medications, special non-refrigerated dietary foods, blankets/sleeping bag, etc.)

d. The public will be notified that Palm Beach is in a watch/standby situation and will be advised to take appropriate preparedness measures.

3. Warning.

a. In the event of an imminent or actual disaster the 911 Communications will:

- (1) Notify Town Manager, Emergency Management Director, Police Chief, and Fire/Rescue Chief.

- (2) Notify County and State warning points.
  - (3) Notify appropriate response agencies: Police, Fire/Rescue, and Public Works.
  - (4) Notify public.
- b. The Town of Palm Beach will initiate actions to warn citizens and visitors by all means available. See Table 6: Alert & Warning System for details.
  - c. Upon notification of a warning (imminent or spontaneous event), each Department will initiate internal notification actions to:
    - (1) Alert employees assigned to emergency duties.
    - (2) As appropriate to the situation or specific instructions:
      - (a) Suspend or curtail normal business activities.
      - (b) Recall essential off duty employees.
      - (c) Send noncritical employees home.
      - (d) Secure and evacuate the Department's facilities.
    - (3) If requested, augment the Town's effort to warn the public.
4. Emergency Public Information.
- a. Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media through prepared Statements by the Town PIO in coordination with the Town Manager using press releases, public service announcements, and telephonic or social media networking applications.
  - b. Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. The Town will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
  - c. In the event an incident requires comprehensive public information, the Emergency Operations Center may establish a Joint Information Center (JIC). The JIC serves as the location representing various organizations from local, State, or Federal jurisdictions to coordinate the dissemination of emergency public information. In coordinating timely and consistent information, the JIC serves to reduce information gaps, misinformation, and rumors during an emergency.

Table 6: Town of Palm Beach Alert & Warning System	
<b>The Town of Palm Beach's Alert and Warning System is comprised of:</b>	Multiple communications systems and methods that include: telephone (landline and cell), radio, internet, web page, social media, email / fax "blast" lists, conference calls, emergency meetings, radio station(s), TV station(s), and door to door visits.
<b>The Town and Emergency Management receives alerts,</b>	<ul style="list-style-type: none"> <li>911 communications center(s).</li> <li>Palm Beach County Warning Point.</li> <li>National Weather Service.</li> </ul>

<p><b>notifications and warnings from:</b></p>	<ul style="list-style-type: none"> <li>• State EOC.</li> <li>• County EOC.</li> <li>• Media.</li> <li>• Federal, State, County law enforcement.</li> <li>• General public.</li> </ul>
<p><b>Town Departments and key officials receive alerts, notifications and warnings by the following means:</b></p>	<ul style="list-style-type: none"> <li>• Through 911 communications center: paging and text messages.</li> <li>• Telephone, cell phone.</li> <li>• Radio system.</li> <li>• Emergency management notification.</li> <li>• Email.</li> <li>• Emergency meetings.</li> </ul>
<p><b>The Town issues alerts, notifications, warnings by the following means:</b></p>	<ul style="list-style-type: none"> <li>• Through 911 communications center: paging and text messages.</li> <li>• Telephone, cell phone.</li> <li>• Radio system.</li> <li>• Emergency management notification.</li> <li>• Email.</li> <li>• Emergency meetings.</li> <li>• Website, social media.</li> </ul>
<p><b>General public receive alerts, notifications, and warnings by the following means:</b></p>	<ul style="list-style-type: none"> <li>• Media coordinated by the Town Manager and PIO.</li> <li>• Emergency Alert System accessed through the County EOC.</li> <li>• Reverse 911 available through the County EOC.</li> <li>• TV, cable TV and radio (through local radio and TV stations).</li> <li>• Disaster hotline and rumor control.</li> <li>• Law Enforcement and fire mobile public address (PA) system.</li> <li>• “Door to door” notifications.</li> <li>• Emergency information packets, brochures.</li> <li>• Weather alert radio.</li> <li>• Town Website and social media.</li> </ul>
<p><b>Individuals / Groups with Access &amp; Functional Needs may receive alerts, notifications, warnings by the following means:</b></p>	<ul style="list-style-type: none"> <li>• Door-to-door warnings for handicapped, visually and hearing impaired.</li> <li>• Telephonic community notification system through the County (e.g., GEOCAST).</li> <li>• Personal contact.</li> <li>• Email.</li> <li>• Website.</li> </ul>

**M. EMERGENCY PROCLAMATION, REQUEST FOR ASSISTANCE AND RESOURCE REQUESTS.**

1. Emergency Proclamation.

- a. A local "Emergency Proclamation" is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency use of resources (Town personnel, supplies, equipment, materials, and facilities), the by-passing of time-consuming

requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for State and/or Federal assistance and made at the onset of a disaster to allow the Town to do as much as possible to help itself.

- b. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The Palm Beach County EOC should be informed, and a news release made as soon as possible when an Emergency Proclamation is signed.
  - c. The Police Chief may declare a State of Local Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The Mayor, Town Council, Town Manager and Police Chief may further ask for a gubernatorial declaration and State and Federal assistance.
2. Request for Assistance.
- a. If the situation is beyond local capability, a request for State assistance, and/or Federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor through the Palm Beach County EOC and the State EOC. The “Local Proclamation” and the “Request for Assistance” are two separate actions, although they may be combined. Part of this proclamation includes the Mayor proclaiming the Town “a disaster area.”
  - b. The Palm Beach County EOC serves as the liaison and coordinating agency between Palm Beach and State government.
  - c. At the State level, decision making authority and commitment of State resources is retained at the State EOC (SEOC) or by the State Emergency Response Team (SERT) leader. The SERT leader may issue mission assignments to State agencies (State ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the State, are tracked in the SEOC by staff reporting to the SERT leader.
  - d. Should Federal assistance be granted, a State coordinating officer (SCO) will be appointed to interface directly with the Federal government and to coordinate Federal ESFs mobilized to support local emergency operations.
3. Resource Requests.
- a. The Town EOC must validate and approve all Palm Beach resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated in Figure 3: Emergency Management Resource Assistance Structure.
  - b. The Palm Beach County EOC will attempt to support all requests for resource support from locally or regionally available resources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to the State. Resource/mission requests from the EOC to the State EOC are coordinated by the EOC Logistics Section.

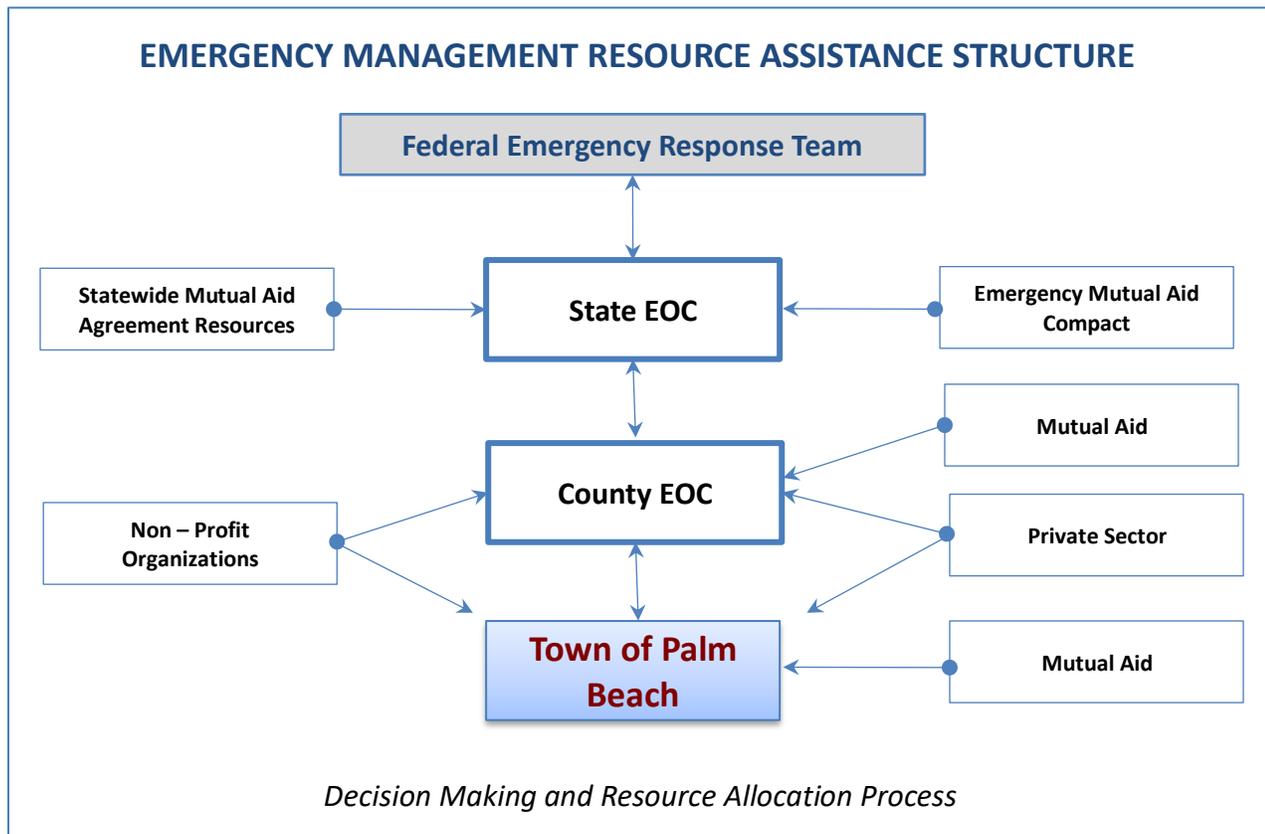


Figure 3: Emergency Management Resource Assistance Structure

**N. PUBLIC PROTECTION: EVACUATION AND SHELTER.**

1. Evacuation.

- a. The purpose of evacuation is to move people, and where appropriate other living creatures, away from an actual or potential danger to a safer place. For this to happen safely there needs to be plans not just for alerting people and moving them, but also plans to shelter and support them through to their eventual return and recovery.
- b. The overall objectives of emergency evacuation operations and notifications are to:
  - (1) Expedite the movement of persons from hazardous areas;
  - (2) Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas;
  - (3) Provide for evacuation to appropriate transportation points, evacuation points, and shelters;
  - (4) Provide adequate means of transportation for persons with disabilities, the elderly, other persons with special needs, and persons without vehicles;

- (5) Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements;
  - (6) Control evacuation traffic;
  - (7) Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency;
  - (8) Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center; and
  - (9) Assure the safe re-entry of the evacuated persons.
- c. Government must be prepared to manage an evacuation on a range of scales. There are no precise parameters regarding evacuation scale, however for planning purposes, it is helpful to describe evacuations on four levels.
- (1) **Site Evacuation:** Is a small-scale, localized operation which may be needed as a result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
  - (2) **Intermediate Level Evacuation:** involves a larger number of citizens and a larger area may be necessary if the event impacts a larger geographic area. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Collecting, documenting, and managing the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed by Palm Beach County.
  - (3) **Large Scale Evacuation:** could be required in the event of a significant natural or technological disaster or a local terrorist threat or attack. Thousands of people could be evacuated. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened, and managed by Palm Beach County. Documentation and tracking of evacuees becomes more important as well as more difficult. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area will be a significant concern.
  - (4) **Mass Evacuation:** could be required due to an event that may cause or has caused a major disaster. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Many thousands of people may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources would most likely be exhausted and significant State and Federal assistance would be required to support the evacuation and sheltering operation.
    - (a) Evacuations, other than limited site or intermediate evacuations ordered by authorized response agencies to protect lives will be initiated following an evacuation order from the Town Manager or Emergency Management designee.
    - (b) A number of Town citizens will require special assistance during the evacuation and recovery

phases of a disaster. This population will be encouraged to notify appropriate shelters, family, Palm Beach County agencies and transportation representatives of their needs.

- (c) The EOC, Emergency Management and Law Enforcement have lead responsibility for organizing and mobilizing evacuation operations.
  - (d) In the event of a multi-jurisdictional or regional evacuation, the Town Manager may issue a declaration of a State of emergency and an evacuation order.
  - (e) All assistance and support of such actions will be coordinated from the Town EOC. Decisions on issues, such as: deploying and re-deploying personnel; determining evacuation routes; directing people trapped on evacuation routes to safe shelter; ensuring the sufficiency of fuel, and addressing any matters relative to the ordered protective actions will be made by the EOC Management Team in coordination with the County EOC.
  - (f) Businesses. In the event of incidents requiring regional evacuation orders, consideration will be given to designating a specific time for businesses within an evacuation zone to close and evacuate personnel. This time should be subsequent to the issuance of a general evacuation order.
  - (g) The EOC ICS structure promulgated in this plan will be used as appropriate to support evacuation operations.
  - (h) In the event of a local or regional evacuation, the Town of Palm Beach will support Palm Beach County or the State's evacuation orders.
  - (i) The Town of Palm Beach Police Department will coordinate evacuation traffic control with the City of West Palm Beach Police Department and the Palm Beach County Sheriff's Office as needed.
- d. Security and Access Control.
- There will be a need to control access, ingress, and egress to the affected areas in order to limit the security risk to the damaged locations, and to minimize the impact on emergency response and recovery operations.
- e. Re-entry into Emergency Areas
- Emergency operations such as search and rescue, damage assessments, preliminary debris removal, and other tasks will need to be performed in order to assure some degree of stability and safety. Premature permanent re-entry of the general public into evacuated areas could complicate emergency response operations and leave the returning population vulnerable due to a lack of support services or safety issues.
- f. Re-entry into evacuated areas shall be restricted until sufficient levels of safety, services and

infrastructure are available for the returning population. This includes ensuring sufficient electric, sewer, and water; and that there is no debris or downed wires that may impede safe flow of vehicular or pedestrian traffic. The on-scene incident commander or EOC, depending on the incident, will permit re-entry into an area according to the following guidelines:

- (1) No damages reported: Upon cancellation of all warnings/watches for the local jurisdiction, and when no damage has been reported, re-entry will be authorized.
- (2) Substantial damages and/or injuries: After a local emergency which has resulted in substantial injuries or harm to the population or substantial damage or loss of property, the evacuation order within those areas will be rescinded to the degree appropriate. An orderly return may be implemented in accordance with the categories and in order of priority as established below:
  - (a) Category One: Search and Rescue Teams, fire personnel, law enforcement personnel, transportation crews, utilities personnel, and Public Health officials.
  - (b) Category Two: Damage assessment teams dispatched by the EOC for the purpose of developing preliminary damage, accessibility and safety hazard assessments.
  - (c) Category Three: Clean-up teams for the purpose of clearing and repairing roads, restoring utilities, and eliminating safety hazards to the degree necessary to allow re-entry.
  - (d) Category Four: Individuals who possess and exhibit appropriate residency documentation shall be determined "priority class parties". Employees and representatives of property owners working on their behalf shall be included in this group. Priority Class parties will be permitted a reasonable time to return to their property. A re-entry identification system should be established to accelerate the re-entry process.
  - (e) Category Five: Complete accessibility shall be restored as soon as practicable.

2. Sheltering.

- a. One of the most important roles of government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, victims are often provided safe refuge in temporary shelters located in schools, community centers, office buildings, tents or other facilities. The opening of shelters is a coordinated effort between the Town and the County EOC. Types of sheltering options include:
  - (1) Shelter-in-Place. This a protective action process for taking immediate shelter in a location readily accessible to the affected individual(s). Shelter-in-place is generally intended as a short-term strategy for responding to disasters.
  - (2) Protective Shelters (County Responsibility). These shelters are selected to provide the maximum available protection from known hazards and threats. They are open to the general public upon activation and attempts will always be made to staff with trained shelter management teams.

- (3) Special Medical Needs Shelter (County Responsibility). These shelters provide additional care for those individuals that meet the requirements of the access and functional needs program criteria. Due to the critical care required for a Special Medical Needs Shelter operation, such a shelter should be the last option for the public during an emergency incident.
- (4) Pet Shelter (County Responsibility). Provides protection for domestic pets (dogs and cats) and their owners. Animals housed in pet shelters will not be housed directly with occupants but will be accessible.
- (5) Host Shelter (County Responsibility). These shelters do not provide protection from the identified hazards but support the temporary housing of displaced persons from other regions of the State.
  - (a) Once activated, shelters will work closely with the Town and the County EOC to coordinate information and resources needed to operate the shelter.
  - (b) The American Red Cross (ARC) liaison in the County EOC will provide coordination between ARC and the Town.

**O. RECOVERY FRAMEWORK.**

1. The Town of Palm Beach has the primary role in planning for and managing all aspects of its recovery. County, State and Federal officials will look to the Town to clearly articulate its recovery priorities and develop recovery plans. Post disaster recovery activities begin in the early stages of the response operations and may last for years.
2. Requests for immediate recovery and relief supplies and resources will be made by the Town to the County EOC as needed.
3. The Town's recovery organization follows the concepts of the National Incident Management System (NIMS) utilizing the Town's EOC Incident Management Structure.
  - Depending upon the severity and magnitude of the disaster, full activation of the Town's Incident Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those Departments and organizations needing to interact in providing the necessary recovery activities and programs.
4. The Town Manager may utilize the EOC Command and General Staff to implement policy directives and manage recovery activities. The Command and General Staff ensure that the appropriate recovery tasks are identified and prioritized, and that resources are applied within this priority framework.
5. The Town Manager may utilize the Executive Policy Group (EPG) to oversee the recovery and reconstruction process, serve as an advisory committee to the Town Manager and chief elected officials, and to identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.

6. Recovery planning begins when the Town EOC is activated. Recovery planners begin an assessment of the disaster impacts and determine the Town’s recovery needs.
7. The Town’s response to and recovery from disaster impacts will follow a “phased approach” that includes three general phases: short-term (days); intermediate (weeks-months); and long-term (months-years). See Table Annex IV Recovery.

**Note:** The Town may not have the resources to provide certain services but will facilitate the recovery and provide leadership. Also, the Town may choose to maintain the EOC organizational structure for long-term recoveries.

Table 8: Recovery Phases/Tasks		
Short-term (days)	Intermediate (weeks-months)	Long-term (months-years)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing essential health and safety services</li> <li><input type="checkbox"/> Providing food, water, and other essential commodities for those displaced by the incident.</li> <li><input type="checkbox"/> Providing disability related assistance/functional needs support services.</li> <li><input type="checkbox"/> Developing impact assessments on critical infrastructure, essential services, and key resources.</li> <li><input type="checkbox"/> Conducting initial damage assessments.</li> <li><input type="checkbox"/> Conducting community wide debris removal, including clearing of primary transportation routes of debris and obstructions.</li> <li><input type="checkbox"/> Restarting major transportation systems and restoring interrupted utilities, communication systems, and other essential services such as education and medical care.</li> <li><input type="checkbox"/> Establishing temporary or interim infrastructure systems. Supporting family reunification.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continuing to provide individual, family-centered, and culturally appropriate case management.</li> <li><input type="checkbox"/> Providing accessible interim housing (in or outside the affected area depending on suitability) and planning for long-term housing solutions.</li> <li><input type="checkbox"/> Returning of displaced populations and businesses if appropriate.</li> <li><input type="checkbox"/> Reconnecting displaced persons with essential health and social services.</li> <li><input type="checkbox"/> Providing supportive behavioral health education, intervention, including continuing to provide crisis, grief, and group counseling and support.</li> <li><input type="checkbox"/> Providing access and functional needs assistance to preserve independence and health.</li> <li><input type="checkbox"/> Updating hazard and risk analyses to inform recovery activities.</li> <li><input type="checkbox"/> Establishing a post-disaster recovery prioritization and planning process.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying of risks that affect long-term community sustainment and vitality.</li> <li><input type="checkbox"/> Developing and implementing disaster recovery processes and plans, such as a long-term recovery plan and/or reflecting recovery planning and mitigation measures in the community’s land use planning and management, comprehensive plans, master plans, and zoning regulations.</li> <li><input type="checkbox"/> Rebuilding to appropriate resilience standards in recognition of hazards and threats.</li> <li><input type="checkbox"/> Addressing recovery needs across all sectors of the economy and community, and addressing individual and family recovery activities and unmet needs.</li> <li><input type="checkbox"/> Rebuilding educational, social, and other human services and facilities according to standards for accessible design.</li> <li><input type="checkbox"/> Reestablishing medical, public health, behavioral</li> </ul>

**Table 8: Recovery Phases/Tasks**

Short-term (days)	Intermediate (weeks-months)	Long-term (months-years)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supporting return of medical patients to appropriate facilities in the area.</li> <li><input type="checkbox"/> Providing basic psychological support and emergency crisis counseling.</li> <li><input type="checkbox"/> Providing initial individual case management assessments.</li> <li><input type="checkbox"/> Providing security and reestablishing law enforcement functions.</li> <li><input type="checkbox"/> Building an awareness of the potential for fraud, waste and abuse, and ways to deter such activity, such as developing Public Service Announcements and publicizing ways to report allegations of waste, fraud and abuse.</li> <li><input type="checkbox"/> Begin assessment of natural and cultural resources.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Developing an initial hazard mitigation strategy responsive to needs created by the disaster.</li> <li><input type="checkbox"/> Ensuring that national and local critical infrastructure priorities are identified and incorporated into recovery planning.</li> <li><input type="checkbox"/> Developing culturally and linguistically appropriate public education campaigns to promote rebuilding to increase resilience and reduce disaster losses.</li> <li><input type="checkbox"/> Complete assessments of natural and cultural resources and develop plans for long-term environmental and cultural resource recovery.</li> </ul>	<p>health, and human services systems.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconfiguring elements of the community in light of changed needs and opportunities for “smart planning” to increase energy efficiency, enhance business and job diversity, and promote the preservation of natural resources.</li> <li><input type="checkbox"/> Implementing mitigation strategies, plans, and projects.</li> <li><input type="checkbox"/> Implementing permanent housing strategies.</li> <li><input type="checkbox"/> Reconstructing and/or relocating, consolidating permanent facilities.</li> <li><input type="checkbox"/> Implementing economic and business revitalization strategies.</li> <li><input type="checkbox"/> Implementing recovery strategies that integrate holistic community needs.</li> <li><input type="checkbox"/> Implementing plans to address long-term environmental and cultural resource recovery.</li> <li><input type="checkbox"/> Ensuring there is an ongoing and coordinated effort among local, State, Tribal, and Federal entities to deter and detect waste, fraud and abuse.</li> <li><input type="checkbox"/> Identifying milestones for the conclusion of recovery for some or all non-local entities.</li> </ul>

**P. PALM BEACH COUNTY EOC.**

1. Role of the Palm Beach County EOC.

- a. The Palm Beach County Emergency Operations Center (EOC) is the County's central coordination point for a County-wide response to an actual or imminent emergency or disaster. The Palm Beach County Emergency Management is responsible for coordinating the County's response and may activate the EOC at any time.
- b. In the event of a County-wide emergency declaration, the corporate resources of the County and each of its municipalities work together for the mutual benefit of all residents of Palm Beach County.
- c. The Palm Beach Emergency Management is constantly monitoring the County for threats, unusual events, or situations. An EM Duty Officer is on call 24 hours/day, 7-days/week, and is advised of any such events by the Palm Beach County Warning Point, State Warning Point, concerned citizens, or other agencies. The Duty Officer also has the responsibility to monitor and follow up on any threat, unusual event, or situation that has the potential to impact Palm Beach County (e.g., media reports, weather advisories, etc.).
- d. The Palm Beach County EOC utilizes a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest appropriate level of government. The resources of Departmental, agency, municipal, County, State, and the Federal governments are utilized in this sequential order to ensure a rapid and efficient response.

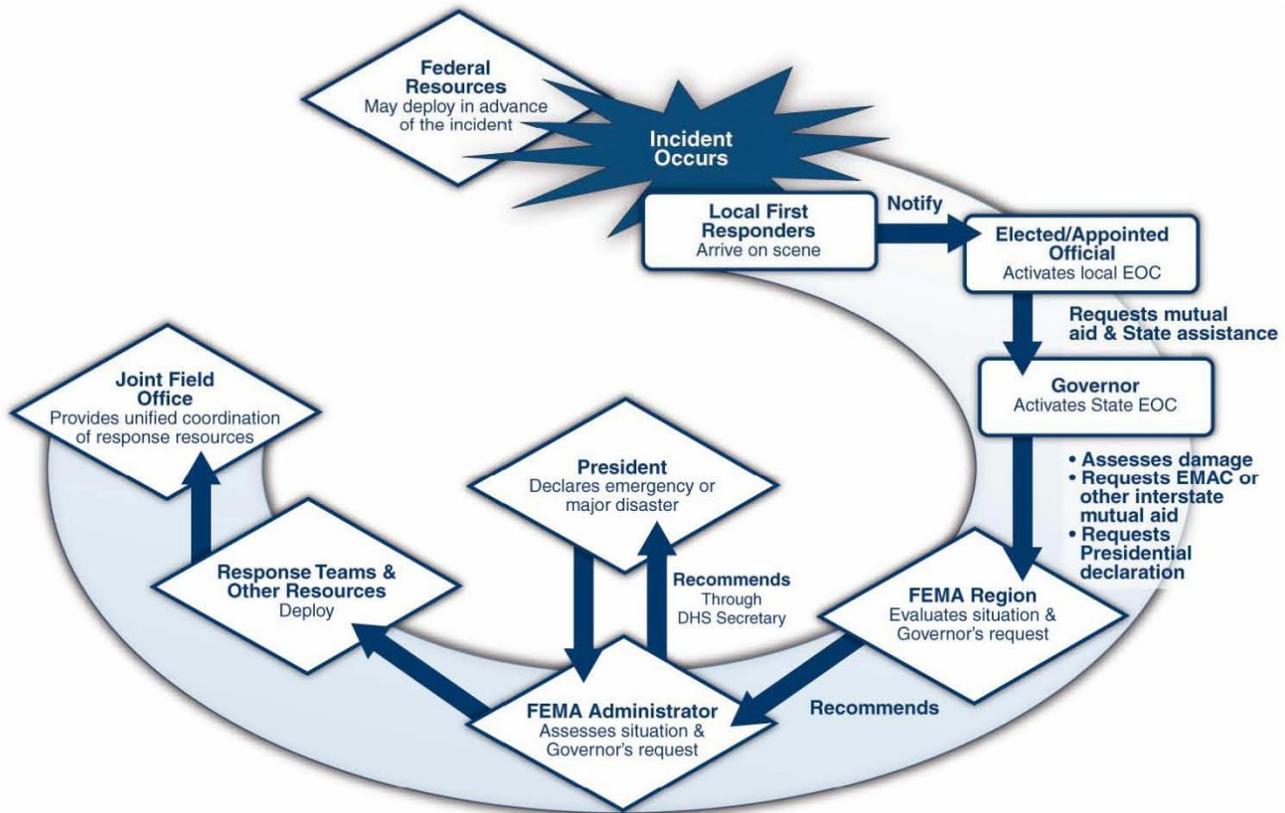
#### **Q. STATE OF FLORIDA RESPONSE.**

1. The State of Florida provides assistance to impacted counties when the resources of the affected County and its municipalities have been exhausted. Requests for and deployment of resources are approved and coordinated by the State Emergency Response Team (SERT), normally located in the State Emergency Operations Center (SEOC). Through the State-Wide Mutual Aid Agreement, the SERT can coordinate mutual aid requests from the affected counties.
2. Assistance may also be provided in the form of Rapid Response Teams (RRT) or Rapid Impact Assessment Teams (RIAT). RRT's are composed of non-affected County/State emergency management staff and other emergency workers. These teams are used to supplement the EOC staff in the affected communities.
3. RIAT's are deployed to assist in the "needs assessment" of the affected communities. After coordinating with local officials, an assessment of transportation, communications, and utility systems will be completed to determine resources required. An assessment of food, water, health, medical and housing needs will also be accomplished to confirm actions necessary to preserve the health and welfare of the affected citizenry. Other responsibilities of the State include:
  - a. Receive, evaluate and issue information on emergency operations.
  - b. Coordinate the activities of all State agencies.
  - c. Coordinate the receipt, allocation and delivery of resources supplied by the State or Federal government or other States.
  - d. Coordinate emergency operations mutual aid with other States.

R. FEDERAL GOVERNMENT RESPONSE.

1. The Federal government provides assistance to affected communities when the capabilities of the local and State governments are exceeded. The State EOC will advise FEMA Region IV that a formal request for Federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the SEOC, and if a Presidential Declaration of State of Emergency is made, will deploy an Emergency Response Team (ERT). See Figure 5: Federal Disaster Response Flowchart on the following page.

Figure 5: FEDERAL DISASTER RESPONSE FLOW CHART



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## Comprehensive Emergency Management Plan CEMP

## Basic Plan

## IV. RESPONSIBILITIES

## IV. RESPONSIBILITIES.

## A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.

1. The following common responsibilities are assigned to each Town Department.
  - a. Participate as requested in mitigation and prevention, preparedness, response and recovery activities.
  - b. Provide staff members with training and exercise opportunities adequate to prepare them to carry out the responsibilities identified in this CEMP.
  - c. Upon receipt of an alert or warning of an emergency, initiate notification actions to alert employees on assigned response duties.
  - d. As appropriate during an alert or warning:
    - (1) Suspend or curtail normal business activities as appropriate.
    - (2) Recall needed off-duty employees.
    - (3) Send employees that are not needed home so they can protect their families and possessions.
    - (4) Secure and protect Departmental facilities.
    - (5) Evacuate Departmental facilities if appropriate.
  - e. As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
  - f. Keep the EOC informed of field activities and maintain a communications link to the EOC.
  - g. If appropriate or requested, send a representative to the EOC.

**DEPARTMENTS SHOULD ENSURE THAT STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES, AND HAVE A BROAD UNDERSTANDING OF ALL THE CAPABILITIES AND FUNCTIONS OF THE DEPARTMENT**

- h. Activate a Department Operations Center (DOC) if appropriate to support and facilitate Department response activities, maintain events log, and report information to the EOC.
- i. Report damages and status of critical facilities to the EOC.
- j. If appropriate or requested, send a representative to the EOC.
- k. Coordinate with the EOC to establish protocols for interfacing with State and Federal responders.
- l. Coordinate with the EOC Public Information Officer before releasing information to the media.
- m. Submit reports to the EOC detailing Departmental plans, emergency expenditures and obligations.

**B. GENERAL PREPAREDNESS RESPONSIBILITIES.**

1. Many Town Departments may have emergency–related functions in addition to their normal daily functions. Each Department Director is responsible for developing and maintaining their respective Department emergency and continuity of operations (COOP) plans and procedures for each Division and Section, and performing such functions as may be required to effectively cope with and recover from any emergency affecting their respective areas of responsibility. Specifically, the following common responsibilities are assigned to Town Departments.
  - a. Create emergency and COOP plans for their Department.
  - b. Create and maintain a Department calling tree or other method for notification.
  - c. Establish Department and individual responsibilities (as indicated in these plans); identify emergency tasks.
  - d. Work with other Town Departments to enhance cooperation and coordination and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
  - e. Establish education and training programs so that each Division, Section, and employee will know exactly where, when, and how to respond.
  - f. Develop site specific emergency plans for Department facilities as necessary.
  - g. Ensure that employee job descriptions reflect their emergency duties.
  - h. Train personnel to perform emergency duties/tasks as outlined in the CEMP or individual Department plans.
  - i. Identify, categorize, and inventory all available Department resources.
  - j. Develop procedures for mobilizing and employing additional resources.
  - k. Establish uninterrupted communication capabilities with the EOC.
  - l. Prepare to fill positions in the emergency organization as requested by the Town Manager or EOC Incident Commander acting in accordance with this CEMP.
  - m. Prepare to provide internal logistical support to Department operations during the initial emergency response phase.

**C. GENERAL RESPONSE RESPONSIBILITIES.**

1. Implement Department emergency and COOP plans when necessary:
  - a. Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
  - b. Be responsible for the safety of vital records, files and equipment assigned to their respective Department/ Divisions.
  - c. Ensure that vital records are protected and maintained.
  - d. Ensure that activity logs are initiated as a matter of record.
  - e. Coordinate, where appropriate, to ensure that each of their facilities and buildings are secure before an emergency strikes.

## Comprehensive Emergency Management Plan CEMP

## Basic Plan

**V. FINANCIAL MANAGEMENT****V. FINANCIAL MANAGEMENT.****A. GENERAL.**

During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments may be authorized to take necessary and prudent actions in response to disaster emergency incidents. Fire and Police officers have independent authority to react to emergency situations, as authorized by Administration.

**B. POLICIES.**

1. All Departments will make every effort possible to assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing Palm Beach emergency purchasing procedures.
3. During the emergency operations, non–essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other Departments to provide emergency support.
4. Each Department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

**C. ADMINISTRATION.**

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Fire and Police officers have independent authority to react to emergency situations.
2. Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from "business–as–usual" will be described in detail in Department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.

3. Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
4. A separate Emergency Operations Center (EOC) "Finance and Administration Section" may be formed to handle the administrative functions during large emergencies, disasters.

**D. FISCAL.**

1. Purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of Palm Beach Departments.
2. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the Procurement Manager. A record of all purchases shall be reported to the Procurement Division in accordance with Town purchasing policies. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Department Directors will be held responsible for deviations from the emergency purchasing procedures.
4. Palm Beach may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. Palm Beach may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that Palm Beach and its citizens will receive. All Palm Beach departments and agencies are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.
5. In the event of a natural disaster (hurricane, tornado, etc.), the Purchasing Agent shall control all purchases and contracts over \$5,000.00. No employee/official of the Town shall obligate the Town for any purchase or contract over \$5,000.00 without the approval of the EOC/Purchasing Agent. To the maximum extent possible, all purchases at this level shall be made through the Purchasing Agent or his designated representative.
6. Upon activation of the EOC, and in any emergency situation involving a natural disaster, the bidding requirements set forth in the purchasing manual may be waived by the Town Manager or designee. The existence of such disaster situations creates an immediate and serious need for supplies, services, and construction that cannot be met through normal purchasing methods. Disaster/emergency purchasing procedures shall be used only for conditions that seriously threaten:
  - a. The functioning of Town government;

- b. The preservation or protection of property; and/or
  - c. The health or safety of any person.
7. Disaster/emergency purchasing shall be limited to those supplies, services, or construction items necessary to meet the emergency.
  8. The Purchasing Division shall maintain control of all disaster/emergency purchases, except those made with purchasing cards. The Purchasing Division shall keep a record of all transactions to include as a minimum:
    - a. Item purchased.
    - b. Vendor supplying the item/service.
    - c. Amount of the purchase, including unit prices, hourly rates, or any breakout of the total agreed purchase price.
    - d. Name of the Town representative making the purchase.
    - e. Date of the purchase.
    - f. A copy of an agreement, quotation, or invoice.
    - g. A requisition approved by the originating Department Director and the Purchasing Agent.
  9. Department Directors shall be responsible for controlling all purchases made by purchasing cardholders assigned to them. As a minimum, directors shall ensure that the following is recorded for each purchase made by their assigned purchasing cardholders:
    - a. Item purchased.
    - b. Vendor supplying the item/service.
    - c. Amount of the purchase, including unit prices, hourly rates, or any breakout of the total purchase price which is agreed upon.
    - d. Name of the Town representative making the purchase.
    - e. Date of the purchase.
    - f. A copy of an agreement, quotation, or invoice.
  10. The Town Manager, his or her assistants, Department Directors, and their designees are responsible for processing emergency purchases through the EOC/Purchasing. Department Directors shall be responsible for ensuring that proper purchasing procedures are used and that documentation of all purchases is correct and complete.

**E. LOGISTICS.**

1. Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution and replacement of personnel, equipment, and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s).
2. Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims.

3. All Departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in Town inventory as an asset will not be eligible for reimbursement.

**F. INSURANCE.**

1. The Town of Palm Beach maintains sufficient insurance coverage. The Risk Manager's Office maintains these records.
2. Insurance coverage will be required by the Federal government in the post disaster phase as per 44 CFR "subpart i". Information on the Town's insurance policies will need to be available following a disaster. The Risk Manager will provide a copy of the Town's property schedule and policy post-disaster to the Town's Finance Department.

## Comprehensive Emergency Management Plan CEMP

## Basic Plan

## VI. ATTACHMENTS

## VI. ATTACHMENTS.

## A. GLOSSARY OF TERMS, ACRONYMS.

- A - B - C - D -	
<b>Catastrophic Disaster</b>	An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.
<b>Comprehensive Emergency Management Plan (CEMP)</b>	Contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.
<b>COOP</b>	Continuity of Operations Planning. The internal efforts of an agency or other entity, public or private, to assure continuance of its minimum essential functions across a wide range of potential emergencies, to include localized acts of nature, accidents, technological and/or attack-related emergencies.
<b>Damage Assessment</b>	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation.
<b>Debris</b>	Scattered items and materials either broken, destroyed, or displaced by a natural or human-generated disaster. Examples include trees and other vegetative material, construction and demolition material, and personal property.
<b>Debris Clearance</b>	Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.
<b>Debris Removal</b>	Picking up debris and taking it to a temporary storage site or permanent landfill.
<b>Declaration</b>	The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

<b>Department of Homeland Security (DHS)</b>	A Federal agency, of which FEMA is a part that is charged with ensuring the safety of the United States and its population. DHS is a cabinet level agency of the U.S. Government. The Secretary of DHS is in the top tier of the several members of the President's cabinet, along with the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, and the Attorney General.
<b>Disaster Recovery Center</b>	Places established in the area of a Presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).
<b>Disaster, Major</b>	As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, 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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
<b>– E – F –</b>	
<b>Emergency</b>	“Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (PL 93-288); Any occasion or instance for which, in the determination of the Governor, State assistance is needed to supplement local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the State.
<b>Emergency Alert System (EAS)</b>	Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.
<b>Emergency Management</b>	The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress; Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and State emergency legislation.
<b>Emergency Operations Center (EOC)</b>	A pre-defined physical location from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on

	an as-needed basis. Can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.
<b>Emergency Protective Measures</b>	Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.
<b>Emergency Public Information</b>	Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes.
<b>Emergency Response Team – Advance Element</b>	For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.
<b>Emergency Response Team (ERT)</b>	An interagency team, consisting of the lead representative from each Federal Department or agency assigned primary responsibility for an ESF and key members of the FCO’s staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal Departments and agencies as needed. The ERT usually consists of regional-level staff.
<b>Emergency Support Function (ESF)</b>	A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phases of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of Federal assistance which the State will most likely need because of the Overwhelming impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts.
<b>Emergency Support Team (EST)</b>	An interagency group operating from the Federal Emergency Management Agency (FEMA) headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies in supporting Federal response requirements in the field.
<b>Exercise</b>	Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and / or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of CEMP.
<b>Federal / State Agreement</b>	The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which Federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

<b>Federal Assistance</b>	Aid to disaster victims or State or local governments by Federal agencies authorized to provide assistance under Federal statutes.
<b>Federal Coordinating Officer (FCO)</b>	The person appointed by the President to coordinate Federal assistance in an Emergency or a Major Disaster.
<b>Federal Hazard Mitigation Officer (FHMO)</b>	Person appointed by the FCO responsible for managing Federal hazard mitigation programs and activities.
<b>Federal Interagency Hazard Mitigation Team (I-Team)</b>	Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate Federal, State, and local government representatives to identify opportunities for hazard mitigation.
<b>FEMA</b>	Federal Emergency Management Agency.
<b>Florida Division of Emergency Management (FDEM)</b>	FDEM is responsible for the direction and control of a State response and recovery organization.
<b>Fujita-Pearson Tornado Scale</b>	Measures tornado strength. Rating Winds Damage F0 - 40- 72 mph F1 - 73 112 mph F2 - 1.13 mph F3 - 158 mph F4 - 207 - 260 mph F5 - 261-318 mph
<b>- G - H -</b>	
<b>Geographic Information System (GIS)</b>	GIS hardware and software provide the ability to analyze and present data in the form of maps and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.
<b>Global Positioning System (GPS)</b>	GPS is a worldwide radio-navigation system formed from a constellation of 24 satellites and their ground stations. The satellites are reference points to calculate positions accurate to a matter of meters. By using advanced forms of GPS, measurements are better than a centimeter. In effect, each square meter on the planet has a unique address.
<b>Governor’s Authorized Representative (GAR)</b>	That person named by the Governor in the Federal / State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.
<b>Grantee</b>	The State agency that is eligible to receive Federal dollars in a Presidential Disaster.
<b>Hazard</b>	Any situation that has the potential for causing damage to life, property, and / or the environment.

<b>Hazard Mitigation Grant Program</b>	Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster. (Stafford Act, Sec. 404)
<b>Hazard Mitigation Plan</b>	Section 409 of the Stafford Act requires the State and affected local governments to prepare a hazard mitigation plan that evaluates the natural hazards within the disaster area(s) and recommends appropriate measures to reduce the risks from future disasters.
<b>Hurricane Advisory</b>	A method for disseminating hurricane and storm data to the public every six (6) hours.
<b>Hurricane Eye</b>	The relatively calm area near the center of the storm. In this area winds are light and sky often partly covered by clouds.
<b>Hurricane Season</b>	The portion or the year having relatively high incidence of hurricane. In the Atlantic, Caribbean and Gulf of Mexico it is usually regarded as the period from June 1 through November 30.
<b>Hurricane Warning</b>	A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) Sustained winds 74 miles per hour (64 knots) or higher; (b) Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.
<b>Hurricane Watch</b>	An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins and be ready for quick action in case a warning is issued for their areas.
<b>- I - J - K -</b>	
<b>Incident</b>	A definite and separate occurrence. Usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note incidents may or may not lead to accidents, events, or disasters.
<b>Incident Action Plan (IAP)</b>	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It should generally 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.
<b>Incident Command System (ICS)</b>	A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

<b>Incident Commander (IC)</b>	Under the Incident Command System (ICS, q.v.), the person assigned to have overall charge of the response to an incident.
<b>Incident Objectives</b>	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.
<b>Individual Assistance</b>	Financial or other aid provided to private citizens to help alleviate hardship and suffering and intended to facilitate resumption of their normal way of life prior to disaster.
<b>Individual Assistance Officer</b>	State Human Services officer designated to coordinate individual assistance programs.
<b>Initial Impact Assessment</b>	Estimation of damages made after a disaster has occurred which serves as the basis of the Governor’s request to the President for a declaration of Emergency or Major Disaster.
<b>Interoperability</b>	The ability of systems, units, or agencies to provide services to and accept services from other systems, units, or agencies and to use the services so exchanged to enable them to work effectively together.
<b>Joint Information Center (JIC)</b>	The primary field location for the coordination of Federal and State media relations, located in or near the DFO.
<b>– L – M – N – O – P –</b>	
<b>Local Emergency</b>	The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or his/her designee and would normally be issued concurrent with a county declaration by the board of County Commissioners prior to requesting State and / or Federal assistance.
<b>Local Government</b>	Any County, city, village, town, district or other political subdivisions of the State, any Indian tribe or authorized Tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the State or political subdivision thereof.
<b>Mitigation</b>	Any action "determined to be cost-effective which substantially reduces the risk of future damage, hardship, loss, or suffering in any area affected by a major disaster (Stafford Act, P.L. 93-288, as amended, Sec. 404).
<b>Palm Beach County Division of Emergency Management</b>	A Division of the Palm Beach County Public Safety Department, the Division of Emergency Management is authorized by the Board of County Commissioners to declare watches and warnings and to issue an evacuation order for Palm Beach County.
<b>Palm Beach County Emergency Operations Center (EOC)</b>	A County facility that serves as a central location for the coordination and control of all emergency preparedness and response activities.

<b>Preliminary Damage Assessment (PDA)</b>	A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.
<b>Public Assistance</b>	Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.
<b>Public Assistance Officer</b>	State Infrastructure Officer designed to facilitate, manage restoration of public facilities to pre-disaster functions and capabilities.
<b>Public Facility</b>	Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-Federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.
<b>– Q – R – S –</b>	
<b>Rapid Response Teams (RRT)</b>	Teams comprised of trained individuals in specific fields (law enforcement, fire, public works, building officials, etc.). RRT's are organized from local governments when activated, operates under the State as an operating unit of the State Emergency Response Team.
<b>Recovery</b>	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.
<b>Response</b>	Emergency response activities are conducted during the time period that begins with the detection of the event and ends with the stabilization of the situation following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property, and also work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.
<b>Saffir-Simpson Hurricane Scale</b>	Measures hurricane strength. Winds: Category 1: 74 - 95 m.p.h. Category 2: 96 - 100 m.p.h. Category 3: 111 - 130 m.p.h. Category 4: 131 - 155 m.p.h. Category 5: > 155 m.p.h.

<b>Situation Report</b>	Initial impact, damage assessment report.
<b>Stafford Act</b> ( <i>"Robert T. Stafford Disaster Relief and Emergency Assistance Act"</i> P.L. 93-288, as amended)	Provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any Federal agency to utilize its authorities and resources in support of State and local assistance efforts.
<b>Standard Operating Procedure (SOP)</b>	A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan; Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.
<b>State Coordinating Officer (SCO)</b>	The person appointed by the Governor for the purpose of coordinating State and local disaster assistance efforts with those of the Federal government.
<b>State Emergency Plan</b>	As used in Section 201(b) of PL 93-288; that State plan which is designed specifically for State-level response to emergencies or major disasters, and which sets forth actions to be taken by the State and local governments including those for implementing Federal disaster assistance. (Known as the Comprehensive Emergency Management Plan or State Emergency Operations Plan) Execution of the State Comprehensive Emergency Management Plan is a prerequisite to the provision of Federal assistance authorized by PL 93-288.
<b>State Hazard Mitigation and Recovery Team (SHMART)</b>	Representatives from key State agencies, local governments, and other public and private sector organizations that influence development and hazard management policies within the State.
<b>State Hazard Mitigation Officer (SHMO)</b>	State official responsible for coordinating the preparation and implementation of the State Hazard Mitigation Plan (pursuant to Section 409 of the Stafford Act) and implementation of the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford Act).
<b>State of Emergency</b>	An emergency proclaimed as such by the Governor pursuant to State law.
<b>State Wide Mutual Aid Agreement</b>	A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the SERT.
<b>Storm Surge</b>	The high and forceful dome of wind driven rising tidal waters, sweeping along the coastline near where the eye makes landfall or passes close to the coast.
<b>Storm Surge Warning</b>	The danger of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 36 hours,
<b>Storm Surge Watch</b>	The possibility of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 48 hour

<b>Sustained Wind</b>	The wind obtained by averaging observed value over a one-minute period.
<b>- T - U - V - W - X - Y - Z -</b>	
<b>Tornado</b>	A relatively short-lived local storm that is composed of violently rotating columns of air that descends in the familiar funnel shape from a thunderstorm cloud system.
<b>Tornado Warning</b>	Indicates a tornado has been sighted or is spotted on radar. Warnings will give the location of the tornado and the area immediately affected by the warning.
<b>Tornado Watch</b>	Indicates that the weather conditions are favorable for a tornado to develop and that the sky should be watched.
<b>Tropical Cyclone</b>	A non-frontal cyclone of synoptic scale, developing over tropical or sub-tropical waters and having a definite organized circulation.
<b>Tropical Depression</b>	A tropical cyclone in which the maximum sustained surface wind in 38 miles per hour (33 knots) or less.
<b>Tropical Disturbance</b>	A moving area of thunderstorms in the tropics.
<b>Tropical Storm</b>	A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34-63 knots) inclusive.
<b>Tropical Storm Warning</b>	A warning of sustained winds in the range of 39-73 miles per hour (34 to 63 knots) inclusive.
<b>Tropical Wave</b>	A westward moving trough of low pressure embedded in the deep easterly current. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

**ACRONYMS.**

AAR	After Action Report	EAS	Emergency Alert System
ACOE	Army Corps of Engineers	ECO	Emergency Coordinating Officer
AHCA	Agency Health Care Administration	EIC	Emergency Information Center
ALF	Assisted Living Facility	EM	Emergency Management
AMR	American Medical Response	EMAC	Emergency Management Assistance Compact
ARC	American Red Cross - Greater Palm Beach Area Chapter	EM-Net	Emergency Management Network
BCC	Palm Beach County Board of County Commissioners	ERM	PBC Department of Environmental Resource Management
BRC	Business Recovery Center	EMS	Emergency Medical Services
CAP	Civil Air Patrol	EMT	Emergency Medical Technician
CEMP	Comprehensive Emergency Management Plan	EM Team	Emergency Management Team Committee
CERT	Community Emergency Response Team	EOA	Emergency Operations Area
CEOC	County Emergency Operations Center	EOC	Palm Beach County Emergency Operations Center
CISD	Critical Incident Stress Debriefing	EOG	Executive Office of the Governor
COG	Continuity of Government	EPG	Executive Policy Group
COOP	Continuity of Operations Plan	EPZ	Emergency Planning Zone
CRC	Community Redevelopment Center	ESATCOM	Emergency Satellite Communications System
CRT	Community Relations Team	ESF	Emergency Support Function
CRS	Community Rating System	F-SERT	Forward State Emergency Response Team
CSA	County Staging Area	FAC	Florida Administrative Code
DTAP	Disabled Transportation Assistance Plan	FCO	Federal Coordinating Officer
DCA	Florida Department of Community Affairs	FDEM	Florida Division of Emergency Management
DEM	Palm Beach County Division of Emergency Management	FDLE	Florida Department of Law Enforcement
DEP	Florida Department of Environmental Protection	FEMA	Federal Emergency Management Agency
DFO	Disaster Field Office	FEPA	Florida Emergency Preparedness Association
DMAT	Disaster Medical Assistance Team	FFCA	Florida Fire Chiefs Association
DMORT	Disaster Mortuary Response Team	FHP	Florida Highway Patrol
DOH	PBC Department of Health	FIND	Florida Interfaith Networking in Disaster
DOT	Department of Transportation	FLNG	Florida National Guard
DRC	Disaster Recovery Center / Disaster Recovery Coalition	FMAP	Flood Mitigation Assistance Program
DRP	Disaster Recovery Plan		

FOG	Field Operations Guide	PBSO	Palm Beach County Sheriff's Office
FPL	Florida Power & Light Company	PDA	Preliminary Damage Assessment
FRP	Federal Response Plan	PDRP	Post-Disaster Redevelopment Plan
GIS	Geographic Information System	PIO	Public Information Officer
HAZMAT	Hazardous Materials	PIU	Public Information Unit
HMGP	Hazard Mitigation Grants Program	POD	Point of Distribution
HNAT	Human Needs Assessment Training	PSAP	Public Safety Answering Point
HSEEP	Homeland Security Exercise Evaluation Program	PW	Project Worksheet
HSP	Hazard Specific Plan	RACES	Radio Amateur Civil Emergency Services
HSPD	Homeland Security Presidential Directive	RIAT	Rapid Impact Assessment Team
IAP	Incident Action Plan	ROC	Recovery Operations Center
IC	Incident Commander	RRT	Rapid Response Team
ICP	Incident Command Post	SAR	Search and Rescue
ICS	Incident Command System	SBA	Small Business Administration
IDA	Initial Damage Assessment	SCO	State Coordinating Officer
IMT	Incident Management Team	SEOC	State Emergency Operations Center
IPZ	Ingestion Pathway Zone	SERT	State Emergency Response Team
JIS	Joint Information System	SITREP	Situation Report
LMS	Local Mitigation Strategy	SFWMD	South Florida Water Management District
LSA	Logistical Staging Area	SMAA	Statewide Mutual Aid Agreement
MACC	Multi Agency Coordination Center	SO	Safety Officer
NAWAS	National Warning System	SOG	Standard Operating Guide
NFIP	National Flood Insurance Program	SOP	Standard Operating Procedure
NHC	National Hurricane Center	SpNS	Special Needs Shelters
NIMS	National Incident Management System	SpNU	Special Needs Unit
NOAA	National Oceanic and Atmospheric Administration	SWA	Solid Waste Authority
NOI	Notice of Interest	SWO	State Watch Office
NRC	Nuclear Regulatory Commission	TAG	The Adjutant General
NRP	National Response Plan	TICP	Tactical Interoperable Communications Plan
NTC	National Tele-registration Center	UC	Unified Command
NWS	National Weather Service	UNU	Unmet Needs Unit
OCVAN	Organized Crime, Vice and Narcotics	VRC	Volunteer Reception Center
PBC	Palm Beach County	VOAD	Voluntary Organizations Active in Disasters
PBIA	Palm Beach International Airport	WCD	Water Control Districts
PBCFR	Palm Beach County Fire Rescue		

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Comprehensive Emergency Management Plan (CEMP)

# Annex I

# MITIGATION



***Town of Palm Beach Comprehensive Emergency  
Management Plan (CEMP)***



Comprehensive Emergency Management Plan CEMP

Annex

I. MITIGATION

**ANNEX I: MITIGATION.**

**A. GENERAL.**

1. Hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate risk to people and property from hazards and their effects. Mitigation efforts include activities that will prevent or reduce the impact of emergency/disaster results on people, property, and environment. Efforts include building codes, land use planning, training, and education, structural and non-structural safety measures.
2. Philosophically, there are three things we can do to mitigate. We can:
  - a. Act on the hazard (the cause of the emergency).
  - b. Act on the people (the population effected by the emergency).
  - c. Act on the interaction between the hazard and the people.
3. Mitigation activities may be undertaken before a hazard event or afterwards. Pre-event mitigation activities are highly desirable, since the period immediately following a hazard event is often a difficult one in which to make mitigation decisions. If put in place soon enough, mitigation activities can reduce the damage caused by the next event. Also worth noting is mitigation can break the cycle of repeated destruction resulting from hazard events.
4. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and Federal disaster monies are received.

**B. POLICY.**

1. It is the policy of Palm Beach to support mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long-term development and hazard mitigation plans of the Town. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement of existing codes, enhancement of codes, and mitigation requirements in the permit process. Since mitigation efforts will not eliminate all disasters, the Town shall endeavor to be as prepared as possible for a disaster.
2. Palm Beach Departments are encouraged to support mitigation efforts that fall within their respective missions. There is a system of Town Council boards and commissions that have the ability to effectively address many mitigation issues.

3. It is the policy of Palm Beach that Town agencies will enforce all public safety mandates of the Palm Beach Town Code to include land use management and building codes and recommend to the Mayor/Town Council legislation required to improve the emergency readiness of the community.

**C. SUMMARY OF TOWN GENERAL MITIGATION PROGRAMS AND DEPARTMENT RESPONSIBILITIES.  
(SEE TABLE 9.)**

Table 9: Summary Of Town General Mitigation Programs And Department Responsibilities	
<b>1. Emergency Management and Emergency Services Measures</b>	<ol style="list-style-type: none"> <li>a. The Town Manager is ultimately responsible for all of the Town Departments and programs and acts as the Town’s over-all Incident Command upon passage of an Emergency Resolution declaring a State of Local Emergency.</li> <li>b. The Information Technology Manager is responsible for protection of the Town’s important digital records, computer network, and data base systems during a disaster event. Additionally, the GIS unit will be involved in tracking damage and providing geographic analysis.</li> <li>c. The Planning, Zoning and Building Department provides damage assessment and permit processing of reconstruction.</li> <li>d. The Office of Emergency Management prepares and updates the Town of Palm Beach Comprehensive Emergency Management Plan (CEMP). Emergency Management is the function that coordinates the activities of all Departments within the Town organization during an emergency or disaster, serving as a conduit of information and ensuring the most efficient use of resources. Department Directors and other Town staff are assigned specific roles in the Emergency Operations Center. The Town Manager serves as the Emergency Operations Center (EOC) Incident Commander.</li> <li>e. The Public Works Department (Facilities Maintenance) is responsible for boarding up windows and glass doors and securing loose objects at the Town Hall and other Town critical facilities/buildings. They are also responsible for utility preparations and securing fuel.</li> <li>f. The Palm Beach Police Department is responsible for providing communications, coordinating military support, law enforcement, and other duties as outlined in the Town of Palm Beach CEMP. They provide an integral role of providing traffic control at key intersections to facilitate an efficient evacuation.</li> <li>g. The Office of Emergency Management establishes, equips, and maintains the Palm Beach EOC; Identifies required EOC staffing; Prepares and maintains maps, displays, databases, reference materials, and other information needed to support EOC operations; Identifies and stocks supplies needed for EOC operations; Develops and maintains procedures for activating, operating, and deactivating the EOC.</li> <li>h. Town staff are assigned specific roles in the EOC.</li> <li>i. Palm Beach County Health Department supports community health and disease prevention programs and air quality and water quality programs.</li> </ol>

Table 9: Summary Of Town General Mitigation Programs And Department Responsibilities	
	<ul style="list-style-type: none"> <li>j. The Fire Department provides rapid, effective, and efficient response to all residents and visitors requests for emergency assistance, including fire, pre-hospital emergency medical, and rescue services.</li> <li>k. The Palm Beach County School District develops district and building hazard mitigation and emergency plans in accordance with State and district guidance and policy. Additionally, they provide school facilities for use as shelters.</li> </ul>
<b>2. Public Protection</b>	<ul style="list-style-type: none"> <li>a. County Communications Center (County Warning Point).                             <ul style="list-style-type: none"> <li>• Initiate actions to warn local residents and visitors by all means available.</li> <li>• Alert key officials and activate the public warning system.</li> </ul> </li> <li>b. Emergency Management.                             <ul style="list-style-type: none"> <li>• Ensure maintenance and tests: warning system, emergency communications, emergency public information system, emergency power systems.</li> <li>• Maintain warning, sheltering, evacuation plans.</li> </ul> </li> <li>c. School District(s).                             <ul style="list-style-type: none"> <li>• Develops district and building hazard mitigation and emergency plans in accordance with State and district guidance and policy.</li> <li>• Provides school facilities for use as shelters.</li> </ul> </li> </ul>
<b>3. Public Information</b>	<ul style="list-style-type: none"> <li>a. All public information bulletins and broadcasts released from the Town government are cleared by the Town Manager.</li> <li>b. The Planning, Zoning and Building Department administers the National Flood Insurance Program/Community Rating System program and provides numerous public information activities that includes: provision of Flood Insurance Rate Map (FIRM) map information; an outreach project is periodically published in the community newsletter regarding mitigation of flood hazards; encourages real estate agents to disclose flood hazard information; ensures that the library contains reference materials on hazard mitigation; and offers presentations on environmental and flood hazard issues to community groups.</li> <li>c. The Palm Beach Police Department provides public safety information and numerous public safety and crime prevention projects.                             <ul style="list-style-type: none"> <li>• The Town has established a VIPs program for its residents and trains them in emergency support roles.</li> </ul> </li> <li>d. The Office of Emergency Management provides numerous public outreach projects, including presentations to community groups, mail outs, cable TV presentations, and seminars to encourage the citizens to prepare for a disaster.</li> <li>e. The Public Works Department coordinates/provides informational signs on designated evacuation routes.</li> </ul>
<b>4. Property Protection/</b>	<ul style="list-style-type: none"> <li>a. The Planning, Zoning and Building Department is responsible for the preparation and administration of the Town of Palm Beach Comprehensive</li> </ul>

**Table 9: Summary Of Town General Mitigation Programs And Department Responsibilities**

<p><b>Mitigation</b></p>	<p>Plan that contains goals, objectives, and policies relating to pre- and post-disaster mitigation, sheltering, evacuation, storm water management, etc.</p> <ul style="list-style-type: none"> <li>b. Palm Beach participates in the National Flood Insurance Program/Community Rating System program and has committed to address building attributes such as elevations and substantial improvements. However, the Town does not have an active program for relocation, acquisition, or elevation of structures. Nevertheless, numerous privately owned structures exist which are theoretically at high risk because they do not meet current standards for flood elevation and wind resistance.</li> <li>c. The Planning, Zoning &amp; Building Department advises all flood zone inquiries that Federally backed mortgages require flood insurance for those properties having structures located in a “A” or a “V” Flood Zone on the National Flood Insurance Program (NFIP) Flood Insurance Rate Map (FIRM). The Department also advises that flood insurance may be obtained at a reduced rate for properties having structures located in “B” or “C” flood zones. The Town has committed to give this advice to all inquiries as part of it National Flood Insurance Program/Community Rating System program. The Community Rating System is managed by the Planning, Zoning &amp; Building Department.</li> <li>d. The Planning, Zoning and Building Department applies the Florida Building Code and the National Electrical Code, and Life Safety Code is applied by the Fire Marshal to all building permit applications as applicable.</li> <li>e. The EOC Manager is responsible for coordination and dissemination of emergency/disaster related information to the public.</li> <li>f. The Town Risk Manager coordinates work safety/hazard mitigation activities for Town employees occupying Town facilities.</li> </ul>
<p><b>5. Environmental Protection</b></p>	<ul style="list-style-type: none"> <li>a. The Town of Palm Beach Comprehensive Plan has numerous policies restricting activities that would degrade the natural environment including the buffering from coastal wave action, beach re-nourishment, etc.</li> <li>b. The Fire-Rescue Department and private contractors provides emergency response to and cleanup of Hazardous Material incidents; and provides direction and control for Regional Haz-Mat Teams responding to incidents within the Town.</li> <li>c. The Town of Palm Beach Public Works Inspectors provide sampling and monitoring of water quality and discharging of waste into tidal waters surrounding the Town on a case-by-case basis depending on the emergency event.</li> <li>d. (SFWMD) South Florida Water Management District, (FDEP) Department of Environmental Protection, etc. - Coordinates with other local, County, and State agencies as situation requires.</li> </ul>
<p><b>6. Hazard Studies and Mapping</b></p>	<ul style="list-style-type: none"> <li>a. Town GIS is developing maps and data layers.</li> </ul>
<p><b>7. Pre &amp; Post</b></p>	<ul style="list-style-type: none"> <li>a. The Town of Palm Beach Comprehensive Plan provides the guide for the</li> </ul>

Table 9: Summary Of Town General Mitigation Programs And Department Responsibilities	
<b>Disaster Re-Development &amp; Mitigation Measure</b>	Town’s efforts relative to evacuation, shelter, hazard mitigation in the Coastal High Hazard Area, and post–disaster redevelopment. See the Town’s Comprehensive Plan. b. The Town’s Emergency Management assists with locating funding for mitigation measures.
<b>8. Preventive</b>	a. The Town Public Works Department is responsible for public drainage system maintenance. b. Another preventative function performed is by mowing of Town controlled vacant lots to reduce grass fire potential. c. The Code Compliance Officers, and Police Department enforces codes forbidding littering and dumping in tidal waters surrounding the Town and vacant lots. This assists in maintaining the function of the Town’s drainage system. d. Palm Beach County Emergency Management has assisted the public schools in developing severe weather storm plans. e. The Town is active with the SARA Title III (hazardous materials) prevention program to include: identification of hazardous material sites, plotting plumes (GIS), encouraging facility emergency plans, warning, etc.
<b>9. Other Pre-Disaster Mitigation Strategies</b>	a. The Town of Palm Beach will work with Palm Beach County and Florida Division of Emergency Management to identify potential mitigation projects that will reduce future damage and expenditure of disaster recovery funds. b. The Town of Palm Beach will establish project funding priorities and will make application to State and Federal funding sources. Should an award be received, Palm Beach will establish procedures and adhere to State, Federal guidelines in the use of the funds.

**D. REFERENCES.**

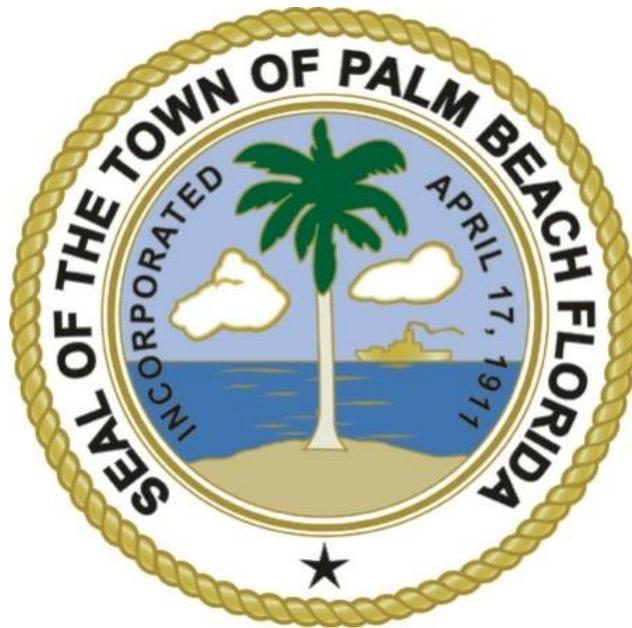
1. Federal.
  - a. The Disaster Mitigation Act of 2000.
  - b. Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-228, as amended).
  - c. 44 CFR Part 206 Subpart M for implementing Section 409.
  - d. FEMA Mitigation Assistance Unified Guidance (Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, Flood Mitigation Assistance Program, Repetitive Flood Claims Program, Severe Repetitive Loss Program) June 1, 2010.
  
2. State.
  - a. Hazard Analysis for the State of Florida.
  - b. State of Florida Hazard Mitigation Plan.

3. County.
  - a. Palm Beach County Flood Hazard Mitigation Plan.
  
4. Town.
  - a. Flood Hazard Mitigation Plan.
  - b. Post Disaster Mitigation and Recovery Plan.
  - c. Hazard Vulnerability Analysis.
  - d. Town Comprehensive Plan.

Comprehensive Emergency Management Plan (CEMP)

# Annex II

# PREPAREDNESS



***Town of Palm Beach Comprehensive Emergency  
Management Plan (CEMP)***

**Comprehensive Emergency Management Plan CEMP**

**Annex**

**II. PREPAREDNESS**

**ANNEX II: PREPAREDNESS.**

**A. GENERAL.**

The Town's Comprehensive Emergency Management Plan (CEMP) contains Departmental emergency responsibilities and tasks that translate to actions found within the EOC ICS Task Sheets (see Annex III), and within each Department's emergency plans and standing operational procedures. Town Departments having emergency/disaster responsibilities will need to educate, train, and equip their personnel to ensure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self-reliant.

**B. POLICIES.**

1. Each Department will budget for adequate training on such topics as necessary to ensure that they and their personnel are prepared to carry out their stated responsibilities and tasks.
2. The Town Office of Emergency Management formalizes and maintains the majority of applicable emergency plans and standard operating procedures.
3. The Town Office of Emergency Management conducts annual training for all relevant agencies and personnel which includes, but is not limited to EOC operations, Divisional/Departmental and personnel preparedness.
4. Review of Departmental plans and procedures are to be conducted annually.
5. Each Department Director is responsible for the preservation of vital records and documents deemed essential for continuing government functions and conducting post-disaster operations.

**C. GENERAL PREPAREDNESS ACTIVITIES.**

1. The Town Emergency Management undertakes a constant year-round approach in preparing a response, recovery, and mitigation effort.
2. Ongoing community emergency preparedness activities coordinated by the Town Office of Emergency Management in coordination of affected Departments include:
  - a. Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain

- response, recovery plans.
  - b. Response resource development (developing enhanced capability).
  - c. Equipment, supply acquisition for emergency response to include terrorism.
  - d. Disaster drills and exercises.
  - e. Warning system tests.
  - f. Emergency communications system tests.
  - g. Emergency public information system tests.
  - h. Emergency power tests.
  - i. Public information and education.
  - j. Emergency Operations Center readiness.
  - k. Development and maintenance of plans and procedures.
3. The Office of Emergency Management provides public outreach projects that may include presentations to community groups, mail-outs, cable TV presentations, and seminars to encourage the citizens to prepare for a disaster.

#### **D. SPECIFIC HAZARD PREPAREDNESS ACTIVITIES.**

1. The Office of Emergency Management engages in numerous training sessions dealing with:
- a. EOC Operations.
  - b. ICS Training and Scenarios.
  - c. Elected Officials Training.
  - d. New Employees Emergency Roles Orientation.
2. Terrorism/WMD Preparedness Programs.
- The Town is participating in County, State and Federal terrorism programs as they become available. Examples include: Police Department participation in the Southeast Regional Joint Terrorism Taskforce (JTTF), Regional Domestic Security Taskforce, Fusion Center, and other intelligence groups coordinated by the CIU Captain and the Criminal Investigations Analyst.
3. The Town Office of Emergency Management actively promotes specific hazard preparedness programs to include: ICS certifications, response simulations for hurricanes, etc.

#### **E. TRAINING.**

1. It is the responsibility of the Town Emergency Management to ensure that all emergency response agencies and members of the Emergency Management Organization receive sufficient training on the Town's Comprehensive Emergency Management Plan (CEMP), and other specific disaster contingency plans to ensure their proper response when required.
2. National Incident Management System (NIMS).
- The Town's response to emergencies follows the concepts of NIMS and appropriate training is encouraged and provided as shown in the NIMS Training Guidelines found on the FEMA website.
3. Town Emergency Management will:

- a. Encourage Departments to provide personnel training in specific emergency management skills and related professional development.
  - b. Ensure training for Emergency Operations Center (EOC) staff.
  - c. Encourage public education efforts for schools, community groups, businesses, County and municipal employees, and the general public.
  - d. Prepare and coordinate drills and exercises.
  - e. Promote and conduct "Volunteers in Police Service (VIPs)" Training.
4. Town Departments are expected to:
- a. Ensure that their employees are trained in the concepts of the Town's Comprehensive Emergency Management Plan (CEMP), and in their particular Department/agency emergency plans and standing operational procedures.
  - b. Encourage their employees to develop personal preparedness plans and supplies.
  - c. Encourage Department public education programs to include emergency preparedness and emergency management information.
  - d. Participate in pre-evacuation activities, packing, etc.
5. Other on-going preparedness and training programs include:
- a. The Palm Beach Chamber of Commerce promotes community emergency preparedness and planning via participation in "Business Organizations Active in Response to Disasters (BOARD)".
  - b. The Fire-Rescue Department provides public information on first aid, Cardiopulmonary Resuscitation (CPR), and fire prevention.
  - c. The Police Department has established a VIPs program, a product of the Homeland Security Citizen Corps.
  - d. The Police Department promotes and provides a "Citizens Police Academy Program."

## **F. EXERCISES.**

1. The Town of Palm Beach will adhere to the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting, and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.
2. The Town's Office of Emergency Management will coordinate involvement of Town staff in situational drills, tabletop or functional exercise to test the Comprehensive Emergency Management Plan (CEMP), and the Town's capability to respond to emergencies. Departments and agencies that participate in these programs vary by type of exercise.
3. Other exercises will be attempted and coordinated as time, resources and conditions permit.

## **G. PUBLIC AWARENESS AND EDUCATION.**

1. The Office of Emergency Management works closely with other local agencies to promote public awareness and education.
2. Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and Town and municipal employees.
3. Public awareness programs that may be conducted from time to time include:
  - a. Hurricane Awareness.
  - b. Family Preparedness.



Comprehensive Emergency Management Plan (CEMP)

# Annex III

## RESPONSE TASK SHEETS



***Town of Palm Beach Comprehensive Emergency  
Management Plan (CEMP)***



**Comprehensive Emergency Management Plan CEMP**

**Annex**

**III. EOC POSITION TASK SHEETS**

**III. EOC POSITION TASK SHEETS.**

This Section contains the “EOC Position Task Sheets”. Attached as Annex III

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