



Continuity of Operations Plan (COOP)

September 2024

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Acronyms

AAR	After Action Review
ARF	Alternate Relocation Facility
BIA	Business Impact Analysis
BPA	Business Process Analysis
CAP	Corrective Action Program
COOP	Continuity of Operations
CRT	Continuity Relocation Team
CST	Continuity Support Team
CWP	County Warning Point
DHS	Department of Homeland Security
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EAP	Emergency Action Plan
EOP	Emergency Operations Plan
FCD	Federal Continuity Directive
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FOUO	For Official Use Only
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IP	Improvement Plan
IT	Information Technology
MEF	Mission Essential Function
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NTAS	National Terrorism Advisory System

NWS	National Weather Service\
PBC	Palm Beach County
PBF	Primary Business Function
PMEF	Primary Mission Essential Functions
RPO	Recovery Point Objective
RTO	Recovery Time Objective
TT&E	Test, Training & Exercise

Glossary

Activation: Once a continuity of operations plan has been implemented, whether in whole or in part, it is considered “activated.”

All-hazards: The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.

Alternate Emergency Operations Center (AEOC): Specific locations, other than the primary facility, used to lead essential functions, particularly in a continuity event. AEOC refers to a specific headquarters type location where leadership operates during emergencies.

Alternate Relocation Facilities: Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. “Alternate relocation facilities” refers to not only other locations, but also nontraditional options such as working at home (“teleworking”), telecommuting, and mobile-office concepts.

Business Impact Analysis (BIA): A method of identifying the effects of failing to perform a function or requirement. A BIA may be a useful tool in helping an agency identify some of its primary business functions.

Business Process Analysis (BPA): A systematic method of identifying and documenting all of the elements necessary to accomplish each organizational MEF. The BPA ensures that the right people, equipment, capabilities, records, and supplies are identified and available where needed during a disruption so that MEFs can be resumed quickly and performed as required. The BPA is a method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, partnerships, controls, interdependencies, and facilities inherent in the execution of the MEF.

Catastrophic Emergency: Any incident regardless of location that results in extraordinary levels of mass casualties, damage, or disruption severely affecting Florida population, infrastructure, environment, economy, or government functions.

Cold Site: An alternate site that is reserved for emergency use, but which requires the installation of equipment before it can support operations. Equipment and resources must be installed in such a facility to support the mission essential functions or primary business functions of an organization. Cold sites have many variations depending on their communication facilities, UPS systems, or mobility.

Communications: Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and shall provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, local, territorial, and tribal governments, and the private sector) as necessary to perform their Primary and Mission Essential Functions.

Continuity Coordinators: The individual that serves as the agency’s manager for all continuity activities. The Coordinator has overall responsibility for developing, coordinating, and managing all activities

required for the agency to perform its mission essential functions during an event that disrupts normal operations. Selecting a Continuity Coordinator is the first step in the continuity planning process.

Continuity of Operations: An effort within individual agencies to ensure they can continue to perform their Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs) during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Continuity Personnel: Those personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations.

Corrective Action Plan An organized method to document and track improvement actions for a program. A CAP is a web-based tool that enables Federal, State, County and local emergency response and homeland security officials to develop, prioritize, track, and analyze corrective actions following exercises or real-world incidents. Users may enter data from a finalized After-Action Report / Improvement Plan, track the progress of corrective action implementation, and analyze and report on trends in improvement plans.

Delegation of Authority: Identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Generally, pre-determined delegations of authority shall take effect when normal channels of direction have been disrupted and shall lapse when these channels have been reestablished.

Devolution: The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Drive-away kit: A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. The kit contains items needed to minimally satisfy an individual's personal and professional needs during deployment.

Essential functions: The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: National Essential Functions (NEFs), Primary Mission Essential Functions (PMEFs), and Mission Essential Functions (MEFs).

Federal Continuity Directive (FCD): A document developed and promulgated by DHS, in coordination with the Continuity Advisory Group and in consultation with the Continuity Policy Coordination Committee, which directs executive branch departments and agencies to carry out identified continuity planning requirements and assessment criteria.

Homeland Security Exercise and Evaluation Program: A capabilities-based and performance-based program that furnishes standardized policies, doctrines, and terminologies for the design, development, performance, and evaluation of homeland security exercises. The National Exercise Program (NEP) uses the HSEEP as a common methodology for exercises. The HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs.

Interoperability: "Interoperability" has two meanings: (1) The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies, and to use the

services so exchanged so that these organizations can operate together effectively; (2) A condition that is realized among electronic- communications operating systems or grids and/or among individual electronic- communications devices, when those systems and/or devices allow the direct, seamless, and satisfactory exchange of information and services between the users of those systems and devices.

Interoperable Communications: Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.

Mission Essential Functions: The limited set of agency-level Government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Orders of Succession: Provisions for the assumption by individuals of senior agency office leadership positions during an emergency if any of those officials are unavailable to execute their legal duties.

Primary Mission Essential Functions: Those department and agency Mission Essential Functions, validated by the NCC, which must be performed to support the performance of NEFs before, during, and in the aftermath of an emergency. PMEFs need to be continuous or resumed within 12 hours after an event and maintained for up to 30 days or until normal operations can be resumed.

Reconstitution: The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Risk Assessment: A process or methodology for evaluating risk by determining: the probability and frequency of a hazard occurring, the level of exposure of people and property to the hazard, and the effects or costs, both direct and indirect, of mitigating or accepting this exposure.

Telework: The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

Vital Records: Electronic and hardcopy documents, references, and records that are needed to support essential functions during a continuity situation. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.

Vulnerability Analysis: A process that defines, identifies, and classifies the susceptibility of a facility, computer, network, or communications infrastructure, to damage or destruction. In addition, a vulnerability analysis can forecast the effectiveness of proposed countermeasures and can evaluate their actual effectiveness after they are implemented.

Warm Site: An alternate facility that is only partially equipped.

Executive Summary

This document provides the Continuity of Operations Plan (COOP) for the City. The Holmes Beach Mayor, Judy Titsworth, approved the preparation of this COOP to solidify processes and procedures in relation to operational interruptions may include routine business renovation; preventative maintenance; fire; mechanical failure of HVAC or other building systems; inclement weather or other acts of nature; an outbreak of pandemic influenza; or a range of threatened or actual attacks; and other events that may interrupt departmental activity and telecommunications due to malfunction or cyber-attack.

It is the policy of the City of Holmes Beach to respond without delay to all natural, technological, or human caused hazards, and to ensure its ability to perform essential functions under all circumstances. To meet these objectives, the City has established this COOP Plan which sets forth a concept of operations, identifies essential functions, and outlines four potential phases of operations:

- Phase I - Readiness and Preparedness
- Phase II – Activation and Relocation
- Phase III – Alternate Facility Operations
- Phase IV – Reconstitution

This Plan incorporates the following key elements associated with COOP planning:

- Identification and prioritization of essential functions and processes that must be maintained.
- Emergency concepts, actions, and procedures
- Line of succession to essential positions required in an emergency.
- Delegations of authority and pre-delegations of emergency authorities to key officials
- Interoperable communications and resources
- Emergency operations center and alternate facilities
- Safeguard vital records, databases, and critical applications.
- Protection of government resources, facilities, and personnel
- Tests, training, and exercises

Upon adoption, this document shall serve as the COOP Plan for the City of Holmes Beach and shall supersede any previous City COOP Plans.

Authorities & References

This COOP Plan has been developed with the full endorsement of the City Commission and Mayor of Holmes Beach. The COOP Plan complies with federal and state regulations and executive orders. References used in this COOP include:

- National Response Framework (NRF)
- National Disaster Recover Framework (NDRF)
- State of Florida Comprehensive Emergency Management Plan
- City of Holmes Beach Emergency Operations Plan (EOP)
- City of Holmes Beach Hurricane Plan (Annex I of the EOP)
- City of Holmes Beach Disaster Debris Management Plan

- City of Holmes Beach Recovery Plan
- Manatee County Local Mitigation Strategy (LMS)

Planning Assumptions

The following assumptions are made in considering continuity of operations planning by City of Holmes Beach and include:

- During business hours, a building shall be evacuated in accordance with first responder, Mayor or designee's direction. Designee may include, but not limited to, Emergency Management Director/Police Chief which is the Police Chief during the emergency response phase of any emergency/disaster.
- City departments must be prepared to operate without help for at least 24 hours.
- City departments are aware of their responsibilities and respond as directed in EOP.
- Upon declaration of COOP activation by the Mayor or designee, employees shall be notified of the COOP Plan activation as provided under the activation and relocation phases of the COOP Plan.
- Emergencies or threatened emergencies can adversely impact the City's ability to continue to support essential functions and to provide support to the operations of clients and external agencies.
- Appropriate resources and funding shall be available for the planning, implementation, and maintenance of the COOP program. Required resources shall be dedicated in a timely fashion following activation of the COOP Plan.
- When a COOP event is declared, the City shall implement a predetermined plan using trained and equipped personnel.
- City personnel and resources located outside the area affected by the emergency or threat shall be available as necessary to continue essential functions.
- The City shall provide operational capability within 12 hours of the event and be able to continue essential operations for 30 days, or until termination of the event, whichever is later.
- Normally available staff members may be rendered unavailable by a disaster or its aftermath or may be otherwise unable to participate in the recovery.
- Procedures are sufficiently detailed to enable another individual, other than the person primarily responsible for the work, to follow them.
- Prioritization of the recovery of a critical subset of the agency's functions and application systems shall occur to allow the agency to continue essential functions adequately.
- A disaster may require agency users, clients, and local agencies to function with limited automated support and some degradation of service may be noticed until full recovery is made.
- All COOP program activities shall incorporate NIMS and the Incident Command System (ICS).
- The COOP Plan integrates with the EOP, Recovery Plan, Hurricane Plan, and is capable of supporting COOP activities in accordance with Florida Statutes Chapter 252, including communications and data processing.

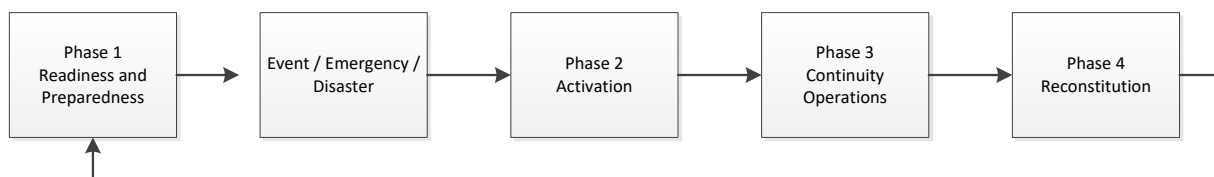
Goals and Objectives

The primary goal of this plan is to ensure that a viable capability exists to continue essential functions across a wide range of incidents with the potential that the primary facility is rendered inaccessible or unusable. The objectives of this plan include the following:

- Ensure that City of Holmes Beach can perform its Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs) under all conditions.
- Reduce the loss of life and minimize property damage and loss.
- Execute a successful order of succession with accompanying authorities in the event a disruption renders City of Holmes Beach leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
- Reduce or mitigate disruptions to operations.
- Ensure that City of Holmes Beach has facilities where it can continue to perform its MEFs and PMEFS during a continuity event.
- Protect essential facilities, equipment, records, and other assets in the event of a disruption.
- Achieve City of Holmes Beach’s timely and orderly response, recovery, termination, and reconstitution from an emergency.
- Ensure and validate continuity readiness through a dynamic and integrated continuity test, training, and exercise program and operational capability.

Concept of Operations

The City of Holmes Beach shall implement this COOP through the following four successive phases: (1) Readiness and Preparedness, (2) Activation, (3) Continuity of Operations, and (4) Reconstitution. Devolution correlates with each phase. Each phase is addressed more fully in this section of the COOP.



Phase I – Readiness and Preparedness

The City of Holmes Beach shall participate in the full spectrum of readiness and preparedness activities to ensure personnel can continue essential functions in an all-hazards environment. Readiness activities are divided into two (2) key areas:

- Organization readiness and preparedness
- Staff readiness and preparedness

The organization incorporates hazard/threat warning systems outlined in the EOP. In addition, personnel shall conduct the readiness and preparedness activities as described in the Plan Maintenance

Section of this COOP Plan. The City of Holmes Beach shall use their Alert and Notification System for the monitoring of incidents as depicted in the following table:

Incident Alert	Incident Condition Criteria	Organization Potential Response
Imminent incident alert	Warns of impending onset of an incident in the jurisdiction.	<ul style="list-style-type: none"> ▪ Activate the COOP ▪ Alert Devolution Emergency Response Group
Elevated incident alert	Warns of possible onset of an incident in the jurisdiction.	<ul style="list-style-type: none"> ▪ The organization reviews COOP and devolution plans and procedures. ▪ Organization places COOP Relocation Team and Devolution Emergency Response Group on alert.

The EOP provides a Levels of Activation matrix which indicates EOC operating guidelines and when the COOP plan is considered for activation.

Overall Staff Readiness and Preparedness

City personnel must prepare for a continuity event and have been instructed to plan in advance what to do in an emergency and to develop a family support plan to increase personal and family preparedness. To develop a family support plan, personnel should use the template available at www.ready.gov. This site includes information on medical, special needs, travel and other important issues for the employee and their families. This site also includes a “Get Ready Now” pamphlet, which explains the importance of planning and provides a template that family members can use to develop specific family plans.

Family Plan and Bug-Out Kits

It is critical that City staff determine their personal home location versus their emergency operations responsibilities within the City. If their home is in an area subject to flooding or storm surge when a hurricane is on the horizon as an example, it may be helpful if the employee’s family members and pets be evacuated to a more secure location with friends, family, or at a public shelter. It is critical that employees have these plans worked out in advance of emergency operations. City staff should move their families out of harm’s way, if possible, prior to events. However, City staff are expected to be available during emergencies to work. “All City staff are required to fill out a Hurricane Preparedness Plan and submit to their department director or immediate supervisor (see appendix Z).

Designated City staff have the responsibility to create and maintain “Bug-Out Kits”. These are kits based off a checklist in Appendix L and include items such as personal items, City critical documents, and other items necessary to work at an Alternate EOC (AEOC) sustained for over 12 hours to include potential multiple overnight stays with limited comforts. These staff are responsible for always having their kits ready and carrying their kits on their person/in their vehicle and to the AEOC.

Phase II – Activation of COOP

To ensure the ability to attain operational capability at the AEOC with minimal disruption to operations, the City has developed detailed activation and relocation plans, which are captured in the following sections:

Decision Process Matrix

Based on the type and severity of the emergency, this COOP may be activated by one of the following methods:

1. The Mayor or Board of City Commissioners shall initiate a Local State of Emergency.
2. The Mayor or Board of City Commissioners shall initiate the COOP for the entire organization based on an emergency or threat directed at the department or agency.

COOP activation and relocation are scenario-driven processes that allow flexible and scalable responses to the full spectrum of emergencies and other events that could disrupt operations with or without warning during duty and non-duty hours. This COOP is not required for all emergencies and disruptive situations since other actions may be deemed appropriate.

The decision to activate the COOP Plan and corresponding actions to be taken are tailored for the situation, based upon projected or actual impact and severity, that may occur with or without warning. Decision-makers shall use the below decision matrix to assist in the decision to activate the COOP Plan.

Decision Matrix for Continuity of Operations Plan Implementation		
	Duty Hours	Non-Duty Hours
Incident With Warning	<ul style="list-style-type: none"> ▪ Is the threat aimed at the facility or surrounding area? ▪ Is the threat aimed at organization personnel? ▪ Are employees unsafe remaining in the facility and/or area? 	<ul style="list-style-type: none"> ▪ Is the threat aimed at the facility or surrounding areas? ▪ Is the threat aimed at organization personnel? ▪ Who should be notified of the threat? ▪ Is it safe for employees to return to work the next day?

Incident Without Warning	<ul style="list-style-type: none"> ▪ Is the facility affected? ▪ Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place? ▪ What are instructions from first responders? ▪ How soon must the organization be operational? 	<ul style="list-style-type: none"> ▪ Is the facility affected? ▪ What are instructions from first responders? ▪ How soon must the organization be operational?
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As the decision authority, the Mayor or designee shall be kept informed of the threat environment using all available means, including official government intelligence reports, national/local reporting channels, and news media. The Mayor or designee shall evaluate all available information relating to:

- Direction and guidance from higher authorities
- Health and safety of personnel and families
- Ability to execute essential functions.
- Changes in readiness or advisory levels
- Intelligence reports
- Potential or actual effects on communications, information systems, office facilities, and other vital equipment
- Expected duration of the emergency
- Ability to execute emergency response and recovery operations.
- Need to execute Continuity of Government (COG) operations.

For hurricanes, the EOP’s Annex I, City Hurricane Plan, provides more details on the decision-making process for City staff and potential activation of the COOP by estimated hurricane category.

Alert and Notification

The City maintains plans and procedures for communicating and coordinating activities with personnel before, during and after a COOP event. Prior to an emergency or event, the Emergency Management Director/Police Chief shall monitor advisory information, including National terrorism advisory reports, Pandemic Influenza, intelligence, etc. In the event normal operations are interrupted or if an incident appears imminent, the Emergency Management Director/Police Chief or Mayor shall take the following steps to communicate the organization’s operating status with all staff:

1. The Mayor or designated successor shall perform email notification and a calling tree to Department Heads and key staff to advise department heads of the emergency and COOP activation.

2. City utilizes backup communication includes archived messaged, radios, cell phones, satellite phones, landline phones, electronic mail, and personal (physical) notification.
3. If the nature of emergency dictates, Department Head or City Human Resources (HR) shall notify family members, next of kin, and/or emergency contacts of the COOP Plan activation.

Department Heads shall notify all personnel, as well as affected and supporting entities, with information regarding COOP activation and relocation status, operational and communication status, and the anticipated duration of relocation. In addition to the alternate communication methods listed above, all Department Heads have access to air cards that allow for laptop connectivity to email networks provided there is a network connection.

City communication resources include:

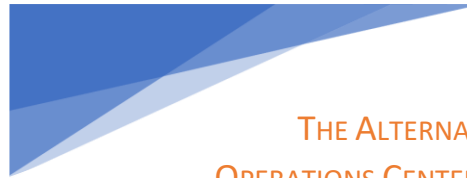
- Holmes Beach Police Department has a Dispatch Center with one dispatcher per shift and a day shift supervisor. The system used is the same system as Manatee County for interoperability. If directed by the Emergency Management Director/Police Chief, this dispatch center shall serve as the City Warning Point.

Level of Activation	Category	Mayor (or designee) Notifications	Specifics
Green	Normal Operations	No impact on departments. Therefore, no alerts to executive leadership of situation.	Mayor or designee shall not send out any notifications.
White / Blue	Awareness / Standby	<p>Monitoring the impact on department.</p> <p>Alerts department heads of potential event.</p> <p>Department heads update staff.</p>	<p>Mayor or designee notifies department heads that City staff are being placed on stand-by and that they are to ensure bug-out kits, emergency contact information, and manual workaround procedures are up to date, and/or ensure the availability and functionality of telework resources.</p> <p>Some employees may be directed home to implement Family Plan and given return to work time pre or post event.</p>
Yellow	Partial Activation	Department Heads implement required portion of COOP plan.	<p>Department heads shall provide direction to specific staff with instructions based on COOP Plan partial activation.</p> <p>Some employees may be directed home to implement Family Plan and given return to work time pre or post event.</p> <ul style="list-style-type: none"> • EM Director notifies: <ul style="list-style-type: none"> ○ County EOC ○ State Warning Point
Red	Full Activation	Department heads implement required portion of COOP plan.	<p>Department heads provide direction to specific staff with instructions based on COOP Plan partial activation.</p> <ul style="list-style-type: none"> • EM Director notifies: <ul style="list-style-type: none"> ○ County EOC ○ State Warning Point

Relocate to Alternate EOC (AEOC)

If multiple departmental COOP activation is required, the City Emergency Operation Center (EOC) may be activated at the City of Holmes Beach Police Department if the facility is not compromised. If the facility is compromised, a determination shall be made by the Mayor concerning relocation to another facility and that information shall be relayed to appropriate personnel.

Following activation of the COOP Plan and notification of personnel, the City shall move personnel and vital records to the AEOC. **The primary AEOC is pre-designated at the State College of Florida which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL. This campus is located within the Zone D Hurricane Evacuation Area.** There also may be other support facilities identified for use depending upon the emergency. Upon activation, City personnel deploy to the assigned AEOC to perform City essential functions. A map and directions to the AEOC is found in **Appendix A**.



THE ALTERNATIVE EMERGENCY
OPERATIONS CENTER (AEOC) IS PRE-
DESIGNATED AT THE STATE COLLEGE OF
FLORIDA'S (SCF) BRADENTON CAMPUS.

Located at 5840 26th Street West in Bradenton

A backup AEOC is the West Manatee Fire Rescue District Administration Building located at 701 63rd St. W., Bradenton, FL 34209. This was known years ago as the "BIEOC" and can include all island cities of Bradenton Beach, Holmes Beach, Anna Maria, and the Town of Longboat Key.

Emergency procedures during **duty hours** with or without a warning are as follows:

- City staff assigned to AEOC shall depart from their primary facility using City vehicles.
- City staff not assigned to AEOC present at the primary facility or another location at the time of an emergency notification shall receive instructions from immediate supervisor/department head. Some City staff members shall be directed to proceed to their homes or to other facilities to wait for further instructions.
- At the time of notification, information shall be provided on routes to use during departure from the primary facility, if available, or other appropriate safety precautions

Emergency procedures during **non-duty hours** with or without a warning are as follows:

- City staff assigned to AEOC shall deploy to their assigned locations from their current location using City or personal vehicles.
- City staff not assigned to the AEOC shall remain at his or her residence to wait for further instructions from supervisor/department head.
- Human Resources Dept. shall arrange for any lodging and meals using approved travel policies and procedures if necessary (see Appendix C for lodging considerations).
- City Police dispatch shall deploy to the West Manatee Fire & Rescue Administration building located at 701 63rd St. W., Bradenton, FL 34209.

- City staff not immediately assigned to the AEOC may be required to replace or augment staff later during activation. These activities shall be coordinated by supervisors/department heads with the staff on a case-by-case basis. City staff not assigned shall remain available to replace or augment staff as required.

Supervisors/department heads may direct City personnel who are not designated as AEOC members to move to an alternate facility, location, or home until further notice. They should stay in close, but safe proximity and remain available to work.

In the event of an activation of the COOP Plan, the City may need to procure necessary personnel, equipment, and supplies that are not already in place for the continuity of operations on an emergency basis. The Mayor, City Clerk, Treasurer, Public Works Superintendent, or their designees maintain the authority for emergency procurement. Instructions for these actions are found in the EOP.

Accounting of Personnel

Upon arrival at the AEOC, staff shall report to supervisors / department heads as follows:

- Report immediately to check-in station.
- Receive applicable instructions and equipment.
- Report to their respective workspace.
- Retrieve pre-positioned information and activate specialized systems or equipment.
- Continue and/or restore essential functions.

Phase III – Continuity of Operations

Upon activation of the COOP, the City shall continue to operate at its primary facility until ordered to cease operations by Mayor or designee using text, email, or phone call. At that time, essential functions shall be transferred to the AEOC. The City must ensure that the COOP Plan can become operational within the minimal acceptable period for MEF disruption, but in all cases within 12 hours of plan activation.

Designated City staff shall arrive at the AEOC first to prepare the site for the arrival of designated staff. Upon arrival at the AEOC, staff shall:

- Ensure building systems, such as power and HVAC are functional.
- Ensure IT infrastructure is operational.
- Ensure communications are operational and work at AEOC.
- Prepare check-in duty station for City staff arrival.
- Set up desks, chairs, etc.
- Secure any relocated files or equipment.
- Field inquiries from City staff and others.

As the emergency relocation personnel arrive at the AEOC, City HR shall in-process the staff to ensure accountability. In-processing procedures shall consist of the following steps 1) signing in by City staff; 2) assigned position, location and expected time of duty period; 3) assignment of lodging / home; 4) how to access food or location of food and water sources; 5) other.

Upon arrival at the AEOC, City staff personnel shall:

- Report immediately to HR/check-in station for in-processing
- Receive all applicable instructions and equipment.
- Report to their respective workspace as identified by check-in or as otherwise notified during the activation process.
- Retrieve pre-positioned information and activate specialized systems or equipment.
- Monitor the status of City personnel and resources.
- Continue City essential functions.
- Prepare and disseminate instructions and reports, as required.
- Document all COOP activities as directed.
- Comply with any additional COOP Plan reporting requirements with the AEOC.
- Notify family members, next of kin, and emergency contacts of preferred contact methods and information.
- [Insert additional tasks here]

A significant requirement of emergency relocation personnel is to account for all City personnel. City HR and department heads shall use a spreadsheet with all City staff and note their last communication time, location, and method of contact.

During COOP operations, the City may need to acquire necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The Mayor, City Clerk, Treasurer, Public Works Superintendent, or designees shall maintain the authority for emergency acquisition. Instructions for these actions are found in the EOP.

Phase IV – Reconstitution

Reconstitution is the process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility. During COOP operations, the Building Official and Public Works Superintendent must access City facilities affected by the event. Upon obtaining the status of the facility, the Building Official shall determine how much time is needed to repair the affected facility and/or acquire a new facility. The Public Works Superintendent shall determine the ability of utilities to serve the facility. This determination is made in conjunction with the Public Works Superintendent. Should the City decide to repair the affected facility, the Building Official has the responsibility of supervising the repair process and must notify department heads of the status of repairs, including estimates of when the repairs shall be completed.

Reconstitution procedures shall commence when the Emergency Management Director/Police Chief ascertains that the emergency has ended and is unlikely to recur. The reconstitution plans are viable regardless of the level of disruption that originally prompted implementation of the COOP. Once the Mayor has made the determination in coordination with other county, state and federal authorities, one or a combination of the following options may be implemented, depending on the situation:

- Continue to operate from AEOC.
- Reconstitute the City Hall and Public Works building and begin an orderly return to the facilities.

- Begin to establish a reconstituted City Hall and Public Works building in some other facility or combination thereof.

Prior to relocating to the City Hall and Public Works building, the department heads shall conduct appropriate security, safety, and health assessments to determine building suitability. In addition, department heads shall verify that all systems, communications, and other required capabilities are available and operational, and that City is fully capable of accomplishing all essential functions and operations at the new or restored facility.

Upon a decision by the Mayor or designee, the primary facilities can be reoccupied, or one or more departments shall re-establish themselves in a different facility.

- Departments requiring temporary facilities shall develop space allocation and facility requirements.
- City HR / department heads shall notify all personnel that the emergency or threat of emergency has passed, and actions required of personnel in the reconstitution process using text, email, or phone tree.
- Department head(s) shall coordinate with other government agencies or private property owners to obtain office or other space for reconstitution if primary facilities are uninhabitable.

Upon verification that the required capabilities are available and operational and City department(s) are fully capable of accomplishing all essential functions and operations at the new or stored facility, impacted department head(s) shall begin supervising a return of personnel, equipment, and documents to the normal operating facility or a move to another temporary or permanent primary operating facility. The phase-down and return of personnel, functions, and equipment shall follow the priority-based plan and schedule outlined below:

1. Police Department – Emergency Communications Center
2. Public Works
3. Building Department, Code Compliance, Planning Department
4. City Clerk, City Treasurer, Human Resources

Clerk and department heads shall identify any records affected by the incident. In addition, the Clerk and IT consultant shall effectively transition or recover vital records and databases, as well as other records that have not been designated as vital records.

When the City staff, equipment, and documents are in place at the new or restored primary operating facility, the remaining City staff at the AEOC or devolution site shall transfer essential functions, cease operations, and deploy to the new or restored primary operating facility.

Department heads shall oversee the orderly transition from the AEOC of all City functions, personnel, equipment, and records to a new or restored primary operating facility. Human Resources is responsible for developing a process for receiving and processing employee claims during the COOP event, including processing human capital claims (Workers' Compensation for injuries, overtime pay, etc.) and replacing lost or broken equipment.

The Mayor, Emergency Management Director, and department heads shall conduct an After-Action Review (AAR) once it is back in the primary operating facility or established in a new primary operating facility. The Emergency Management Director/Police Chief has the responsibility for initiating and completing the AAR. All departments shall provide input to the AAR. This AAR shall study the effectiveness of the Continuity of Operations Plan and procedures, identify areas for improvement, and document these in the City's updates to the COOP, EOP, Debris Plan, and other critical plans. In addition, the AAR shall identify which, if any, records were affected by the incident, and shall work with the Clerk and IT consultant to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records. AAR documentation is maintained by the Emergency Management Director/Police Chief and is found with the Clerk as a public record.

Devolution of Control and Direction

The Mayor, Emergency Management Director/Police Chief and department heads are prepared to transfer all essential functions and responsibilities to personnel at a different location should emergency events render leadership or staff unavailable. If deployment of City personnel is not feasible due to the unavailability of key personnel, temporary leadership shall devolve to the next person in the chain of command. If management staff is unavailable in a specific department, senior staff shall coordinate with the Mayor, Emergency Management Director, or other department head for direction.

Essential Functions

When confronting events which disrupt normal operations, the City is committed to ensuring that Essential Functions and Processes shall be continued even under the most challenging emergency circumstances. The City has identified essential only those priority missions that are required by statute, regulation, or executive order, or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace.

During activation of this COOP, all other activities may be suspended to enable the agency to concentrate on providing the essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with regular or expected users of services provided by those suspended services shall be a priority.

Mission Essential Functions (MEFs)

MEFs are those critical areas that must continue even in the event of an emergency, functions and processes that must be performed to achieve the City's primary mission. To ensure the relocated staff can complete mission essential functions, it is important to establish priorities for an emergency. The City's MEFs include areas in local government that must be performed under mandate from state statutes and the City charter or other like documents.

The City shall ensure that the law enforcement (includes emergency communications), public works, building, and Code Compliance essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed essential must be deferred until additional staff and resources become available.

Law enforcement (includes emergency communications) is mission critical. Other mission critical first responders include fire department (West Manatee Fire), and EMS (County government) are mission critical but fall under other agencies but are coordinated through the Manatee County EOC.

Utilities and Public Works are necessary immediate post-incident. Utilities (power) are provided by FPL, an independent organization that already has a prioritized schedule of power restoration coordinated via the Manatee County EOC. Utilities (potable water and sanitary sewer) are provided by Manatee County. Electric power is required for these to be operational (sewer lift stations). These are services that must be brought back online as soon as possible and no later than 12 hours after an incident. However, depending upon the type of event and level of damage, they could be off for weeks.

Long-term essential functions include administrative and “back office” functions of the City government. This could include the Clerk, Treasurer, and other support staff operating at alternative locations but in communication with other departments.

Vital Records Management

“Vital records” refers to information systems and applications, electronic and hardcopy documents, references, and records needed to support PMEFS and MEFs during a continuity event. The Clerk has incorporated its vital records program into the overall continuity program, plans, and procedures. The vital records program incorporates into the overall continuity plan with a clear authority to include:

- Policies
- Authorities
- Procedures

As soon as possible after activation of the COOP, but in all cases within 12 hours of activation, continuity personnel at the AEOC must have access to the appropriate media for accessing vital records, including:

- A local area network.
- Electronic versions of vital records
- Supporting information systems and data
- Internal and external e-mail and e-mail archives
- Hard copies of vital records

Identifying Vital Records

The identification, protection, and ready availability of organizational essential records, applications, databases, emergency operating records, rights and interests’ records, and other documents are critical to the successful implementation and execution of a COOP. Vital records are electronic and hardcopy documents, references, and records needed to support essential functions during a COOP situation. The two (2) basic categories of vital records include emergency operating records, and legal and financial records.

Emergency operating records include but are not limited to:

- Plans and directives.
- Orders of succession

- Delegation of Authorities
- References for performing essential functions.
- City Commission meeting agendas, notice, and meeting minutes

Legal and financial records include but are not limited to:

- Personnel records
- Payroll records
- Retirement records
- Insurance records
- Contract records
- Mutual Aid Agreements

In addition to these two categories, COOP personnel may require other materials, records, and resources to complete their mission essential functions.

Mutual Aid

Mutual aid agreements are part of the legal and financial records that are considered vital records. The Statewide Mutual Aid Agreement (SMAA) was amended in 2001. Manatee County has 5 municipalities and multiple taxing districts within its geographic boundaries. The agreement provides for standard protocols in the request, utilization, and reimbursement process of all mutual aid resources. The Manatee County EOC maintains a log of updated mutual aid agreements and a current listing of contact persons. The City in requesting or responding to mutual aid requests through the SMAA shall coordinate response efforts through the Manatee County EOC and State Emergency Operations Center (SEOC). It is vital that these records are included in the vital records program.

Human Resources System Records

This includes the records associated with payroll to insure that employees are paid, and that personnel, payroll, social security, retirement, insurance, and contract records and obligations are kept current through the emergency. It is vital that the organization continues the capability of meeting payroll and all ancillary functions this represents.

The Human Resources Department is assigned responsibility for those records. The HR Director has a maintenance program to assure the records are accurate, current, and frequently updated. The maintenance program identifies the records and who maintains and updates these records and assures the availability of Emergency Operating records.

The Human Resources Department maintains a complete inventory of vital records, along with the locations of and instructions on accessing those records. These records are located at City Hall. This inventory shall be maintained at a back-up/offsite location located at the State College of Florida to ensure continuity if the primary site is damaged, destroyed, or unavailable. Offsite storage options include commercial storage or other agency offices.

The Human Resources Director develops and maintains a vital records plan packet or collection located at City Hall. The packet or collection includes:

- A hard copy or electronic list of City personnel and continuity personnel with up-to-date telephone numbers
- A vital records inventory with the precise locations of vital records prepared by HR:
 - Updates to the vital records
 - Necessary keys or access codes
 - Listing the access requirements and sources of equipment necessary to access the records.
 - City alternate relocation facility locations
 - A copy of the City COOP

This packet shall be annually reviewed by the HR Director and department directors with the date and names of the personnel conducting the review documented in writing to ensure that the information is current. A copy shall be securely maintained at City Hall and at off-site continuity facilities and, so it is easily accessible to appropriate personnel when needed.

Records Recovery

Recovery experts should be pre-identified to salvage damaged records. It may be necessary to obtain contracts prior to an event to ensure service within an established timeframe. Copies of the contract should be placed in the Essential Records Database.

Document and photo recovery is a very expensive process, so storage and backup protections should be as careful and thorough as possible. Recovery is expensive, time consuming, and may not be completely effective, so every effort should be made to prevent damage to essential records. If essential records are damaged, recovery shall be conducted by the Clerk. Plans to cover the costs of recovery are included in the related department budget.

Organization and Assignment of Responsibilities

Every employee is important to the achievement of the City's mission. However, like critical processes and services, each essential function has associated key personnel and positions that are necessary to the continuity of the City's operations. They represent strategically vital points in the City's management and authority and underscore the essential functions of the City that must be carried out. If these positions are left unattended, the City shall not be able to meet customer needs or fulfill its essential functions. This is why the City includes a succession planning and management component in the event these key positions suddenly become vacant. Succession planning and management ensures the continued effective performance of the City by making provisions for the replacement of people in key positions.

Personnel to Perform Essential Functions

Based on the City or agency or jurisdiction's list of essential operations or functions, a decision can be made regarding the staff that shall be required to perform those functions during an emergency. In general, key personnel shall be identified for the positions listed below.

POSITION	RESPONSIBILITIES
Department Director	<ul style="list-style-type: none"> ▪ Provide strategic leadership and overarching policy direction for the COOP. ▪ Implement the COOP when necessary, or when directed by the Mayor or designee. ▪ Ensure adequate funding is available for emergency operations. ▪ Update and promulgate orders of succession and delegation of authority. ▪ Ensure all stakeholders participate in the COOP exercises. ▪ Notify staff of COOP activation ▪ Request AEOC facility “Start-up” procedures ▪ Have a telework agreement for continuity personnel
COOP Team at AEOC	<ul style="list-style-type: none"> ▪ Ensure all phone calls are made to stakeholders (e.g., contractors, vendors, elected and appointed officials) ▪ Knowledge of overall COOP ▪ Perform mission essential functions for up to 30 days. ▪ Be prepared to deploy and provide complete contact information to the Director. ▪ Be familiar with continuity planning and know individual roles and responsibilities in the event of continuity of operations plan activation. ▪ Maintain complete key personnel roster. ▪ Ensure all vehicles are moved out of harm’s way. ▪ Participate in continuity training and exercises
Continuity of Operations Support Team (CST)	<ul style="list-style-type: none"> ▪ Develop and update COOP. ▪ Be prepared to deploy and support organizational essential functions in the event of COOP implementation. ▪ Knowledge of overall continuity of operations ▪ Coordination for the organization ▪ Stay in contact with CRT Chief ▪ Upon activation of COOP, remain or return home, pending further instructions. ▪ Provide contact information to CRT Chief ▪ Report to alternate relocation facility as directed. ▪ Assist with AEOC start-up procedures. ▪ Participate in continuity training and exercises
AEOC Facility Manager	<ul style="list-style-type: none"> ▪ Maintain alternate relocation facility in “readiness” state. ▪ Develop and implement COOP site procedures. ▪ Initiate start-up of AEOC upon notification of COOP activation

POSITION	RESPONSIBILITIES
Information Technology Consultant	<ul style="list-style-type: none"> ▪ Maintain information system and ensure systems are backed up daily. ▪ Ensure connectivity exists at the AEOC. ▪ Provide systems technical support during COOP activation
Police Chief - Emergency Communications	<ul style="list-style-type: none"> ▪ Update telephone rosters monthly ▪ Conduct alert and notification tests
Emergency Management Director/Police Chief- Training & Exercise Coordinator	<ul style="list-style-type: none"> ▪ Develop and lead Continuity of Operations Training ▪ Plan Continuity of Operations Exercises
Public Information Officer (Mayor or designee)	<ul style="list-style-type: none"> ▪ <i>[Insert Department or Agency's PIO Responsibilities here]</i>
Human Resources Director	<ul style="list-style-type: none"> ▪ <i>[Insert Department or Agency's Human Resources Responsibilities here]</i>

The COOP should include a roster of fully equipped and trained emergency personnel with the ability to perform essential functions and activities.

Department COOP Plans

The City has eight (8) departments with varying levels of staffing as follows:

- Clerk
- Treasurer
- Human Resources
- Public Works
- Building Department
- Code Compliance
- Planning Department
- Police Department

Each department has specific responsibilities for enacting the COOP with their own section within the appendix.

Orders / Lines of Succession

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in executive leadership. Authority shall return to the agency leader when the agency leader can resume essential duties, or a permanent replacement has been chosen in accordance with agency policy. The City's orders of succession and method of notification to personnel are:

Position	Notification Method	Successor #1	Successor #2	Successor #3
Mayor	Email/ Cell phone	1 st Vice Mayor	2 nd Vice Mayor	3 rd Vice Mayor
Police Chief	Email/Cell phone			
Superintendent of Public Works	Email/Cell phone			
Clerk	Email/Cell phone			
Treasurer	Email/Cell phone			
Building Official	Email/Cell phone			
Planning Director	Email/Cell phone			
Code Compliance Director	Email/Cell phone			

Delegation of Authority

Generally, pre-determined delegations of authority shall take effect when normal operations are disrupted and terminate when these have resumed. The City has identified the following delegations of authority:

Authority (Function)	Type of Authority	Position Holding Authority	Delegation to Position	Triggering Conditions	Limitations
Issue Contracts	Signature Authority	Clerk	_____	Incapacitated or unavailable	Upon return of incumbent

Communications

The City has identified available and redundant critical communication systems that are located at the primary operating facility and the alternate relocation facility. Further, the City maintains fully capable continuity communications that could support organization needs during all hazards, to include pandemic and other related emergencies, and consider supporting social distancing operations including telework and other virtual offices. The following are communication types available to City staff:

- Landline telephone (EOC and AEOC)
- Fax lines (EOC and via web at AEOC)
- Cellular phones
- Satellite phones
- Email (EOC and AEOC)
- Internet access (EOC and AEOC)
- Data lines (EOC and AEOC)
- Two-way radios
- Social media

Department heads shall assign additional communications equipment to staff as appropriate. All necessary and required communications and Information and Technology (IT) capabilities must be operational as soon as possible following continuity activation, and in all cases, within 12 hours of continuity activation. The EOP addresses internal and external communication systems available at one or more alternate relocation facilities for the organization, and whether these systems are transported or pre-positioned. The IT consultant provides support for the communications systems.

Budgeting, Acquisition, Logistics, and Resources

Department heads in coordination with the Treasurer budgets for and acquires those capabilities that are essential to COOP. A copy of the budget is found at City Hall and with department heads digitally or physically. As part of the budget process, the Treasurer uses an emergency management methodology to identify, prioritize, and justify the allocation of budgetary resources.

For those contracts vital to the support of the organizational essential functions, the department head responsible for that function has ensured that contractor statements of work include the provision to provide staffing, services, and necessary resources during emergency conditions. A list of vital contracts is found with each department head. During an emergency, the department head in charge for that function is responsible for oversight and handling of emergency work by contractors.

In order to support logistical and resource requirements of a COOP activation, department heads are to ensure that the proper resources are obtained to support a COOP activation, including ensuring that drive-away kits are prepared by staff to immediately evacuate buildings, and the AEOC has proper resources to support the City relocation during a COOP activation.

Alternate Emergency Operations Centers and Support Facilities

Relocation of the organization from the primary to the AEOC or related support facilities (e.g., storage of files, heavy equipment, etc.) shall involve the movement of some resources, equipment, and vital records that are necessary to sustain or restore essential functions; therefore, it is important to involve the department directors for the coordination of alternate facility support procedures. Equipment and other resources should be identified and pre-positioned as much as practicable. Maintenance of any equipment at the AEOC is a key component at any relocation facility.

Resources and vital records that are not pre-positioned at the AEOC/support facilities. City staff are required to use their own manpower and respective City vehicles to transport them from the primary to the AEOC/support facilities. In instances where assistance is needed, either in terms of more manpower or vehicle space/capability, the organization shall work with its local governmental partners or contractor to obtain it.



THE PRIMARY ALTERNATIVE EMERGENCY OPERATIONS CENTER (AEOC) IS PRE-DESIGNATED AT THE STATE COLLEGE OF FLORIDA'S (SCF) BRADENTON CAMPUS.

Located at 5840 26th Street West in Bradenton

Alternate facilities shall be evaluated annually on existing capabilities and the capacity to perform mission essential functions. Assessment areas include construction specifications, space, billeting, personal convenience, and comfort considerations (including toilet and shower facilities), site transportation and parking, interoperable communications, physical security and access controls, life support (water, electrical power, heating/ventilation/air conditioning), and logistical support. The facility must be able to sustain operations for 30 days and accommodate the appropriate amount of staff. The facility must also afford sufficient security for operations and staff. Some specific requirements include:

- Provide a minimum of square feet to accommodate staff.
- Operational, physical, information systems, and cyber security. Access controls.
- Dexterity to withstand category 5 hurricane winds.
- Ability to host interoperable communications and systems.
- Appropriate location (e.g., not in repetitive flood area, lesser evacuation zone, etc.).

Alternate locations the EOC are pre-determined as follows:

Facility Name	Location / Address / Telephone
State College of Florida (primary)	5840 26 th Street West, Bradenton, FL 941-752-5000
West Manatee Fire Rescue District Administration Building	701 63rd St. W., Bradenton, FL 34209 (941) 761-1555
Manatee County Emergency Operations Center	2101 47th Terrace E, Bradenton, FL 34203 941-749-3500
Manatee County Public Works Department	1022 26 th Ave E, Bradenton, FL 34208 941-708-7450
Manatee County Public Library – Island Branch	5701 Marina Drive Holmes Beach, FL 34217 941-778-6341

See Appendix G for a detailed breakdown of each facility. Depending upon the nature of the event, the other adjacent island municipalities may have room for City staff, but they too have limited office and support facility space.

[AEOC/Support Facilities Information](#)

The City has designated an AEOC/Support Facilities as part of its COOP and has prepared staff for the possibility of unannounced relocation to these sites to continue essential functions. The City reevaluates its AEOC/Support Facilities at least annually prior to the start of hurricane season and whenever the COOP is reviewed and updated.

The City maintains a Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) and reviews the MOA/MOU annually, as applicable with the State College of Florida for the Bradenton campus to serve as the AEOC. A copy of the MOA/MOU is found in Appendix W.

State College of Florida’s Bradenton Campus is the primary AEOC and is located at **5840 26th Street West, Bradenton, FL 34207 (see maps in appendix)**. Additional facility details are as follows:

- 1) This facility is owned by SCF.
- 2) [Important contact information for the site, including security, medical, and on- site personnel]
- 3) [Security and access requirements]
- 4) Blake Hospital is located in proximity to SCF, 2020 59th St W, Bradenton, FL 34209. (941) 792-6611
- 5) Restaurants, grocery stores, and gas stations are located in proximity (maps in Appendix B, C, D)

[Personnel Recovery Assistance](#)

An event that requires the activation of the COOP Plan may personally affect personnel. The priority for City personnel shall be the recovery of their families, pets, homes, and other things with personal value.

Helping these individuals receive the assistance they need not only demonstrates that the organization cares about their employees, but also helps each individual return to productive work as quickly as possible. The Department Heads shall monitor the well-being and recovery of personnel and look for ways the organization can help. This would include accessing any employee assistance program.

The HR Director shall create provisions and procedures to assist all personnel, especially those who are disaster victims, or who have special Human Resources concerns following a catastrophic disaster. These provisions and procedures are found in the Annex and City's Recovery Plan.

Replacing Staff

It may become necessary to hire temporary or permanent replacement staff to ensure the presence of qualified, credentialed workers to perform EFs. The Human Resources Director shall be responsible for recruiting, hiring, and on-boarding staff during a continuity event in coordination with department heads.

Plan Development and Maintenance

This section describes the process the department or agency uses to maintain a current plan. The section should identify who is responsible for plan currency, how often the department or agency shall review and update the plan, and how coordination shall occur.

Plan Development

The development of this document by the City utilized a process outlined in the Comprehensive Preparedness Guide (CPG) 101 and the Continuity Guidance Circular (CGC) manual provided by FEMA and developed to align with planning and continuity requirements established by the Emergency Management Standard provided by the Emergency Management Accreditation Program. The City ad



City Hurricane Plan
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hered to the planning principles outlined in CPG 101 for developing the COOP, such as using a logical and analytical problem-solving process, considering all hazards, maintaining simplicity and flexibility, and integrating the plan vertically and horizontally. The City also follows the planning process outlined in CPG 101 and is summarized below.

Plan Evaluation, Maintenance, and Revision

The Emergency Management Director/Police Chief is responsible for maintaining the City Continuity of Operations Plan (COOP). The COOP's essential functions and supporting activities shall be reviewed/evaluated by department heads annually prior to the beginning of hurricane season and revised every four (4) years as part of the maintenance of COOP and procedures.

The City shall ensure its staff are trained and familiar with the COOP and shall exercise the plan biennially. Following a real-world activation of the COOP or any portion therein, an After-Action Review shall be conducted, and changes/improvement plan developed. The Plan shall also be re-evaluated, and maintenance revision(s) made based on the recommendations from the After-Action Review from the incident. The organization shall participate in Manatee County's Annual Emergency Operations Center

Exercise, which may involve City implementation of the COOP and include the corrective action process, for all testing elements of plan maintenance.

Testing, Training, and Exercises (TT&E)

The City has developed a continuity Test, Training, and Exercise (TT&E) program for conducting and documenting TT&E activities and identifying the components, processes, and requirements for the identification, training, and preparedness of personnel needed to support the continued performance of MEFs and PMEFs. Test, training, and exercise includes operational plans, alternate facility, and interoperable communications systems, in addition to the equipment at the alternate facility as part of the overall program and subject to all City staff and elected officials.

City formally documents and reports all conducted continuity TT&E events, including documenting the date of the TT&E event, the type of event, and names of participants. Documentation also includes test results, feedback forms, participant questionnaires, and any other documents resulting from the event. Continuity TT&E documentation for City is managed by Human Resources and is found at City Hall. Further, City conducts a comprehensive debriefing or hotwash after each exercise, which allows participants to identify systemic weaknesses in plans and procedures and to recommend revisions to the organization's COOP. Documentation from TT&E hotwashes are collected and included with annual review of COOP for consideration for any updates.

Exercise Types

This section describes types of exercises and their intended goals and objectives. Exercises should promote preparedness, improve the response capability of individuals in the agency, validate plans, policies, procedures, and systems, and verify the effectiveness of command, control, and communication functions. Exercises may vary in size and complexity to achieve different operational objectives. The types of exercises are described below:

- Tabletop Exercises simulate the activation of the COOP in an informal, stress-free environment. They are designed to promote constructive discussion as participants examine and resolve problems based on existing plans. There is no equipment utilization, resource deployment, or time pressure. The exercise's success depends on the group identifying problem areas and offering constructive resolution alternatives. This format exposes personnel to new or unfamiliar concepts, plans, policies, and procedures.
- Functional Exercises are interactive exercises performed in real time that test the capability of the agency to respond to simulated continuity activation. One or more functions are tested, and the focus is usually placed on procedures, roles, and responsibilities before, during or after an event.
- Full-Scale Exercises simulate continuity activation through field exercises designed to evaluate the execution of the plan in a highly stressful environment. This realism is accomplished through mobilization of agency personnel, equipment, and resources.

Agencies may choose to coordinate their annual COOP exercise to coincide with (but not be replaced by) the County's Emergency Operation Center exercise or other emergency response exercises they are required to perform.

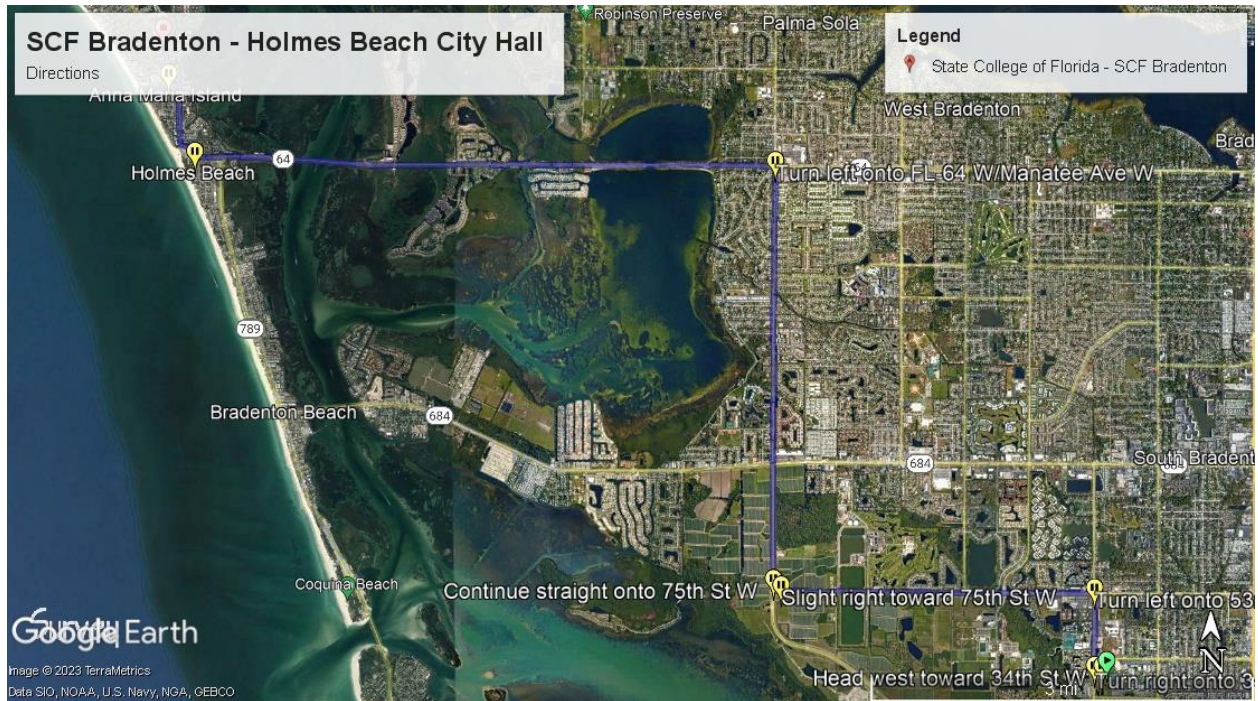
Post Exercise Follow-Up

Each exercise activity, as well as actual events shall be evaluated, and an After-Action Report (AAR) and Improvement Plan (IP) shall be completed led by the Emergency Management Director. The evaluation shall identify systemic weaknesses and suggest corrective actions that shall enhance the City's preparedness. The results shall be incorporated into a formal improvement plan or limited to notes made for updates to plans if minor changes only. This information shall be collected and prepared by the Emergency Management Director/Police Chief and reviewed and approved by the department heads. Once approved by the Mayor, changes shall be made to the plan(s) by the Emergency Management Director.

The Homeland Security Exercise and Evaluation Program (HSEEP) guidelines can be found at <https://www.ilis.dhs.gov/hseep>. Although the City is not required to follow HSEEP guidelines for exercises and evaluations, it is a good reference tool and shall be helpful if the agency conducts joint exercises with partner agencies or organizations.

Appendices

Appendix A - Map to AEOC – State College of Florida



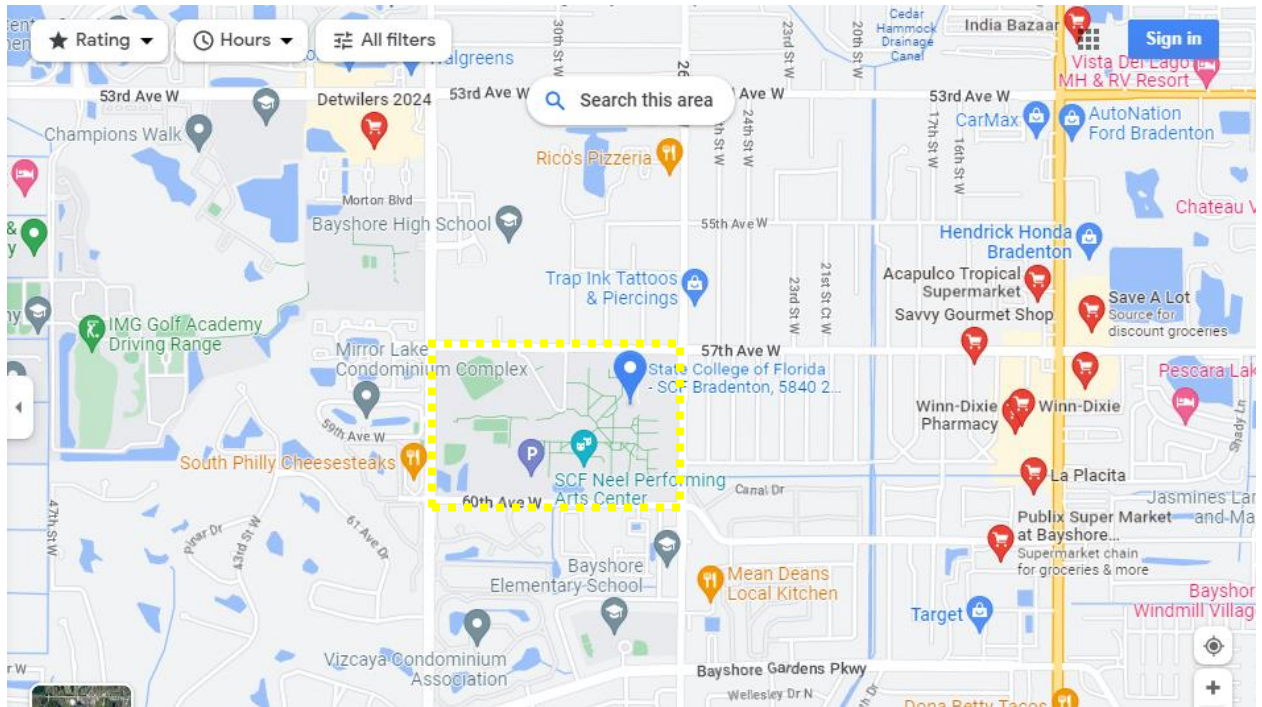
State College of Florida (SCF) 5840 26th Street West, Bradenton, FL

There are several route options to include use of either bridge:

- Use of SR 64 / Manatee Avenue Bridge
- Cortez Bridge

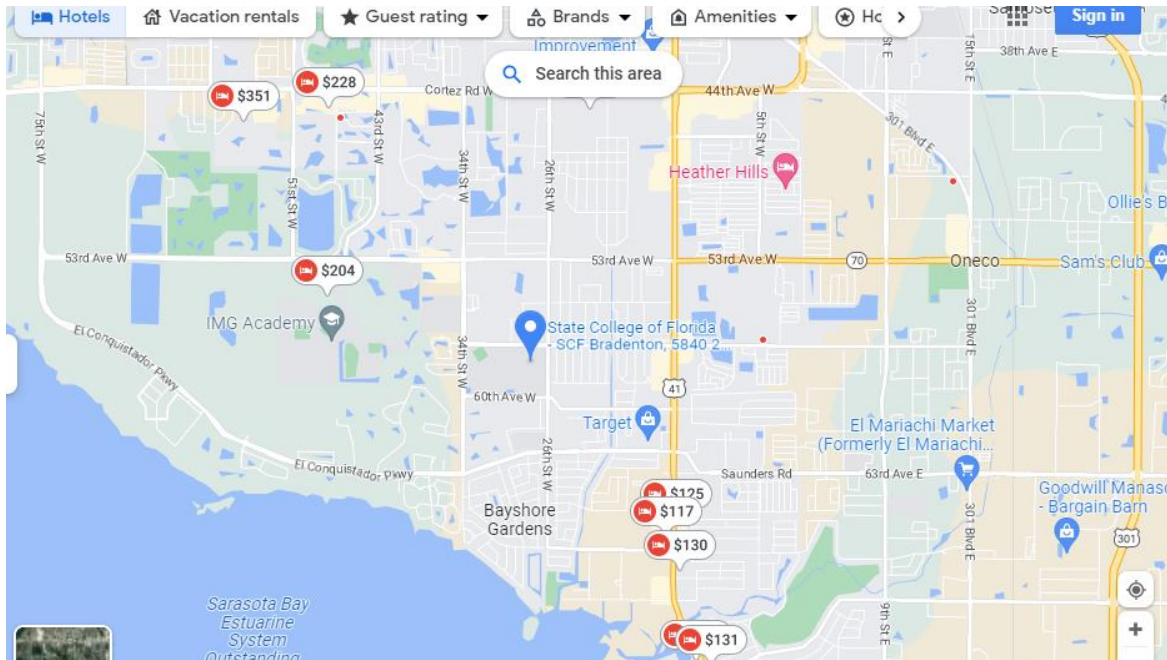
Use 75th Street, 59th Street, or 26th Street to get to SCF Bradenton.

Appendix B - Map AEOC SCF Area Restaurants



State College of Florida (SCF) is located at 5840 26th Street West, Bradenton, FL.

Appendix C - Map AEOC SCF Area Hotels



State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

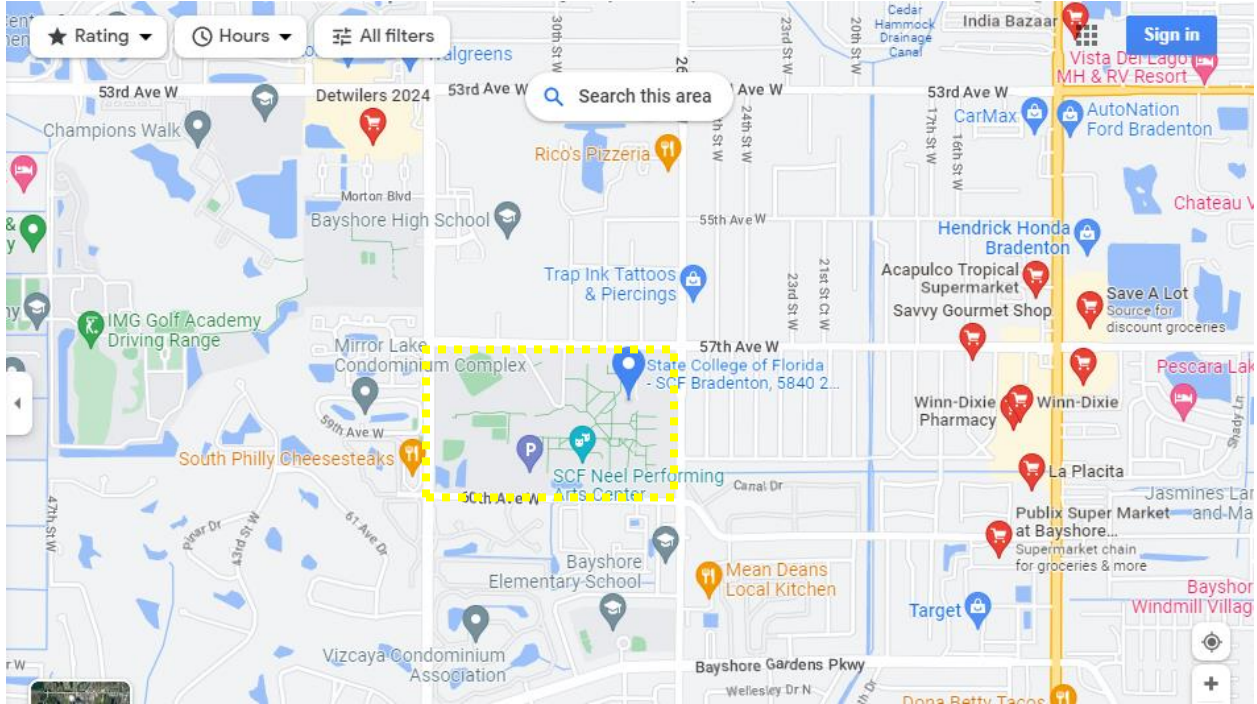
Hotel selection needs to be made in consideration of the type of emergency. For hurricanes where wind and flooding are an issue, consider newer hotels (modern building codes). Those located outside of or in lesser hurricane evacuation areas and repetitive flood areas if possible. Most of W Bradenton is within an evacuation area and may eliminate some older (and less expensive) lodging along US 41 corridor as follows:

Older Area Hotels Located in Hurricane Evacuation Zone A or B			
Name	Address	Phone	Notes
Quality Inn Bradenton-Sarasota north	6727 14th St W US 41, Bradenton, FL 34207	(941) 758-7199	Close to SCF
Best Western Plus	2215 Cortez Rd W, Bradenton, FL 34207	(941) 238-0800	Close to SCF
Holiday Inn Express	4450 47th St W, Bradenton, FL 34210	(941) 795-4633	Close to SCF
Super 8 by Windham	6516 14th St W, Bradenton, FL 34207	(941) 462-2369	Close to SCF

The following are newer hotels located near SRQ, but consideration needs to be made with the Bowlees Creek bridge and potential flooding to return to the AEOC at SCF.

Newer Area Hotels Located in Hurricane Evacuation Zone C, D, or E			
Name	Address	Phone	Notes
Hampton Inn SRQ	975 University Pkwy, Sarasota, FL 34243	(941) 355-8140	South of Bowlees Creek; Zone E
Home2 Suites by Hilton SRQ	8260 N Tamiami Trail, Sarasota, FL 34243	(941) 500-1899	South of Bowlees Creek; Zone D
Hilton Garden Inn	8270 N Tamiami Trail, Sarasota, FL 34243	(941) 552-1100	W Side US 41; Zone D

Appendix D - Map AEOC SCF Area Restaurants and Grocery Stores



State College of Florida (SCF) address is 5840 26th Street West, Bradenton, FL.

Appendix F - Key Personnel Rapid Recall List

Employee Name	Title / Division	Email Address	Work Telephone #	Cellular or Pager #	Home Telephone #	Approved Telework Agreement	Mission Essential Function (MEF)
Tom Smith	Emergency Manager / Admin. Services	Tom.Smith@xyz.com	898-3333	876-4444	376-8900	Yes	Protect the life and safety of students, employees, faculty, staff, and visitors while on campus

Appendix G – Primary and Alternate Emergency Operations Centers and Support Facilities

State College of Florida (primary AEOC)	
Address	5840 26 th Street West, Bradenton, FL
Directions	South of Manatee Ave at the end of 63 rd St W
Phone	941-752-5000
Website	www.scf.edu
MOU executed	
Capacity (personnel)	
Equipment / Systems Already On-Site	Wi-Fi, parking, restrooms
West Manatee Fire Rescue District Administration Building (AEOC / Muster Point)	
Address	701 63rd St. W., Bradenton, FL 34209
Directions	
Phone	941-761-1555
Website	www.wmfr.org
MOU executed	NA
Capacity (personnel)	Limited
Equipment / Systems Already On-Site	Wi-Fi, parking, restrooms, communications
Manatee County Emergency Operations Center (AEOC / Muster Point)	
Address	2101 47th Terrace E, Bradenton, FL 34203
Directions	
Phone	941-749-3500
Website	
MOU executed	Mutual Aid
Capacity (personnel)	
Equipment / Systems Already On-Site	Wi-Fi, parking, restrooms, showers, sleeping facilities, communications, kitchen
Manatee County Public Works Department (AEOC / Muster Point)	
Address	1022 26 th Ave E, Bradenton, FL 34208
Directions	
Phone	941-708-7450
Website	
MOU executed	
Capacity (personnel)	
Equipment / Systems Already On-Site	Wi-Fi, parking, restrooms, showers, sleeping facilities, communications, fleet service
Manatee County Public Library – Island Branch (AEOC / Muster Point)	

Address	5701 Marina Drive, Holmes Beach, FL 34217
Directions	
Phone	941-778-6341
Website	www.mymanatee.org
MOU executed	NA
Capacity (personnel)	8,460 s.f.
Equipment / Systems Already On-Site	Wi-Fi, restrooms, conference rooms, parking
City of Anna Maria Island Conference Room (AEOC)	
Address	10005 Gulf Drive, Anna Maria, Florida 34216
Directions	
Phone	941-708-6130
Website	www.cityofannamaria.com
MOU executed	NA
Capacity (personnel)	limited
Equipment / Systems Already On-Site	Wi-Fi, restrooms, conference room, limited parking
City of Bradenton Beach Conference Room (AEOC)	
Address	107 Gulf Drive North, Bradenton Beach, FL 34217
Directions	
Phone	941-778-1005
Website	www.cityofbradentonbeach.com
MOU executed	NA
Capacity (personnel)	limited
Equipment / Systems Already On-Site	Wi-Fi, restrooms, conference room, limited parking

Appendix H - AEOC SCF Bradenton Floor Plan

[Layout of tables, offices, with desired equipment and files]

Appendix I - Delegation of Authority and Order of Succession

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority and Order of Succession

Pursuant to Chapter 252, Florida Statutes, this delegation of authority for the continuity of essential functions through the orderly succession of executives at the City of Holmes Beach to the Division of *[insert title of Department or Agency Head]* in case of the *[insert Department or Agency Head]*'s absence, a vacancy at that Department, or the inability of the *[Organization Head]* to act during a disaster or national security emergency.

DELEGATION

I hereby delegate authority to the following personnel, in the order listed below, to exercise the powers and perform the duties of the *[insert title of Department Head]*, in case of my absence, inability to perform, or vacancy of the Department, and until that condition ceases. In the event that the office of the *[insert title of Department or Agency Head]* is vacant, the *[insert title]* shall act until a successor is appointed.

ORDER OF SUCCESSION

The individual serving in the #1 position identified above, is hereby designated the "First Assistant". If this position is vacant, the next designated person in the order of succession may exercise all the powers, duties, authorities, rights, and functions of the *[insert title of Department or Agency Head]* but may not perform any function or duty required to be performed exclusively by the office holder.

Eligibility for succession to the City *[insert title of Department or Agency Head]* shall be limited to officially assigned incumbents of the positions listed in the order of succession, above. Only individuals specifically designed in the approved order of succession are eligible. Persons appointed on an acting basis, or on some other temporary basis, are ineligible to serve as a successor; therefore, the order of succession would fall to the next designated person in the approved order of succession.

OFFICE OF PRIMARY INTEREST

The Office of the *[insert title of Department or Agency Head]* is the office of primary interest in this delegation.

Appendix J – Steps to Return to Primary Facility and Restoration

1. The Mayor shall initiate the return of department staff and functions to the primary facilities once the facility has been deemed safe and habitable. This begins the restoration phase.
2. Restoration builds on the assessments performed in the emergency response stage with the goal of returning the impacted facility to its pre – disaster condition and capabilities. If the original facility is assessed as being beyond repair, this stage shall involve the acquisition and outfitting of new permanent facilities.
3. The restoration process includes the assessment of:
 - Environmental contamination of the affected areas
 - Structural integrity of the building
 - The damage to furniture, fixtures and equipment
4. Restoration shall begin in earnest once solid estimates of contamination, structural damage and asset loss can be obtained and personnel resources can be dedicated to the management and coordination of the process.
5. This phase may be executed sequential to, or concurrent with, the Resumption and/or Recovery stages. The Mayor or designee shall ensure that sufficient support for resumption and restoration operations is provided. Objectives/tasks include:
 - Maintain an adequate level of support team coverage to support all business operations.
 - Maintain adequate technology team(s) coverage to sustain information – processing operations.
 - Clean and/or decontaminate the building.
 - Repair and/or restore the building or construct/acquire of a new facility.
 - Replace the contents of the building.
 - Coordinate the relocation and/or migration of business operations, support and technology divisions from temporary facilities to the repaired or new facility.

Appendix K – Family Disaster Plans

This shall serve as a guide for the development of a family disaster plan for City personnel. Examples may be found from Disaster Response Organizations such as the Red Cross, Florida Division of Emergency Management (FDEM), FEMA, and other agencies. General considerations may include, but are not limited to:

- General Considerations
 - ◆ Family Emergency & Preparedness Plan
 - Family Care Plan
 - Health & Medical
 - Finance
 - Home
 - Transportation
 - Legal Issues
- Family Disaster Plan
 - ◆ Five steps to Safety
 - Vulnerability analysis (e.g., location of residence in flood zone, hurricane evacuation area, age of residence pre-Andrew building code, etc.)
 - Disaster Plan (e.g., where they may move to, food lists, process to secure residence with shutters, etc.).
 - Communications
 - Disaster Checklist
 - Practice the plan.
 - ◆ Neighborhood Assessment
 - ◆ Evacuation
 - ◆ Emergency Supplies List
 - ◆ Utilities
 - ◆ After a Disaster
 - ◆ Checking for home damage
 - ◆ Pet Disaster Plan
- Family Disaster Supply Kit

Appendix L - City Staff Bug-Out Kit List

- Backpack, briefcase or box for these Items

CITY DOCUMENTS

- City Continuity of Operations Plan (COOP)
- Hurricane Plan
- “Thumb” Drive back-up for essential data
- Copies of Vehicle Inventory
- Hard Copy of Emergency Forms
- Maps to Alternate Facilities if appropriate
- Vital Records/Files
- Office Supplies
- Procedures outlining Vehicle/Equipment Replacement
- Agreements/Memorandums of Understanding
- List of Vendor Numbers and Contact Information
- Resource List with Contact Information
- Blueprints of Town Facilities
- HVAC Repair and Replacement Information
-

COMMUNICATIONS

- City cell phone and charger (keep charged)
- City radio and charger (keep charged)
- Personal cell phone and charger (keep charged)
- Contact Lists
-

PERSONAL PROTECTIVE EQUIPMENT

- Hard hat
- Eye protection
- Work boots

- Rain Gear
- Gloves
- Flashlight and spare batteries

FOOD - WATER

- 1 Gallon per person per day potable water in jug
- Water mug or something to drink from
- MREs or equivalent food supply for 72 hours non-perishable
- Eating utensils and napkins
- Snacks

VEHICLE

- Fix a flat
- Working full-size spare tire
- First Aid Kit
- Full tank of gas
- Spare fuel

PERSONAL DOCUMENTS

- City Government identification card
- Driver's license
- Government travel card
- Health insurance card
- Personal charge card

PERSONAL / MEDICAL

- Personal cash/credit/debit card
- Insurance information
- List of allergies/blood type
- Hearing aids and extra batteries
- Glasses and contact lenses
- Extra pair of eyeglasses/contact lenses

- Prescription drugs (30-day supply)
- Over-the-counter medications, dietary
- Supplements
- Personal Hygiene Kits
 - Toothpaste, toothbrush
 - Soap
 - Shampoo (wet or dry)
 - Towel, rag
 - Deodorant
 - Diaper wipes or similar
- Extra set(s) of clean uniform and undergarments
- Laundry bag
- Laundry soap (2-3 loads)
- Sewing kit
- Downtime book / materials

Appendix T – City EOC COOP & Checklists

The following are minimal supplies necessary for the primary and alternate EOC's.

City EOC Activation Checklist

- Brief City Mayor as soon as possible.
- Alert Department Heads
- Assign activation tasks to available staff.
- Turn on and test all systems – radios, computers, fax machines, generators.
- Charge all portable radios.
- Distribute desk supplies, message forms and action officer logs.
- Open Operations Log/file. Record available information.
- Advise Manatee County EOC of activation and provide contact information.
- Brief staff and make assignments. Establish shifts for staff.
- Insure Citizens Information Center is being updated (Facebook, city website, email, other).
- Order food.
- Brief the Media.

City EOC / AEOC Supply Checklist

Information:

- EOC SOPs
- City maps/grid maps
- Hurricane tracking chart
- HB Emergency Operations Plan*
- Resource list - heavy equipment, supplies
- Damage Assessment Workbook/Forms
- Manatee County Comprehensive Emergency Management Plan*
- National Incident Management System Plan (NIMS)/NIMS Forms*
- National Response Framework*
- FDLE Disaster Response Plan *

*Plans available in electronic format on EOC computer(s).

Communications:

- Mobile phones w/chargers
- Multi-channel VHF radio w/110v and 12v power supplies
- VHF portable radios & chargers
- Multi-plug outlets
- Television
- E-mail capability
- Internet access
- Fax machine
- Weather alert radio

- Police Chief's computer, printer, scanner, monitor
- Police Department computers
- Network cables, flash drives, SIMM card reader, SD card reader

Miscellaneous:

- Message pads/pencils
- Grease pencils/markers
- Battery operated lights
- Emergency power-generator/extension cords/lights
- Water, coffee, etc.
- Status boards
- Digital camera, batteries, cable, memory cards

City EOC Activation Event Checklist

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

The following serves as a combined / summary list of all departments and functions [if other departments amend list – revise this list].

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 72 hrs.	
Review all EOC SOPs	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Ensure department heads implement their 72 hrs. checklists <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Public Works 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes (daily individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are gathered and tagged for transport off the island to include, <i>computer equipment and scanners, telephones, calculators, code books, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plans Monitor duty roster assignments for alpha/bravo shift assignments	
Ensure generator tanks are prepared and fueled	
Verify fuel levels: <ul style="list-style-type: none"> - West Manatee Fire District Diesel and Gasoline - City Hall generator propane tank 	
Emergency gas cans, mixed fuel cans, diesel cans filled	
Order extra DOT road base aggregate Inspect all catch basin grates	
Lights on vehicles checked	
Order sand and establish sandbag filling station at City Hall	
Ensure chainsaws are fueled and operable	
Locate equipment and files to be evacuated	
Status report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Police Department 72 hrs.	
Schedule City EOC staff meeting	
Ensure all employees begin logging emergency activities for reimbursement purposes daily (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to thee even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicles	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Ensure all equipment, computers, and file cabinets are gathered and tagged for transport off the island	
Monitor duty roster assignments for alpha/bravo shift assignments	
Update Police Department Facebook page and City Webpage with pertinent emergency information	
Check lights and equipment on all police vehicles	
Order generator fuel tanks filled	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Order Fire Department gasoline tanks filled to capacity	
Fill propane tanks for grill	
Secure city cargo trailer	
Fuel and prepare marine unit for evacuation	
Fuel all police vehicles	
Secure and charge satellite phones	
Order bottled water and supplies	
Status report to City EOC Director	
Building Department 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes (daily individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are gathered and tagged for transport off the island to include, <i>computer equipment and scanners, telephones, calculators, cash box, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Status Report to City EOC Director (Police Chief)	
City Clerk 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes (daily individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are gathered and tagged for transport off the island to include <i>computer equipment, scanners, telephones, calculators, cash box,</i>	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
<i>code books and emergency plan, administrative code, tagged office furniture, City Commission room computer equipment and chairs, trash cans, back up tapes, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Prepare for special commission meeting if necessary	
Have plans and procedures for staff meeting	
Status report to City EOC Director	
City Treasurer 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes daily (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to thee even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Plan for cash on hand for each department (\$1,000 minimum)	
Ensure p-card holders have their cards available for use, if necessary, with appropriate limits. (Also consider Home Depot card)	
Consider need to run payroll in advance for normal pay day direct deposit	
Fuel personal vehicles	
Ensure employee roster, contact information, roles and tasks is current	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Recall available city employees on vacation or away from city	
Prepare for staff meeting to include plans and procedures	
Prepare City EOC meeting	
Secure Hotel rooms	
Make sure items gathered and tagged for transport off the island to include <i>computer equipment and scanners, toner, printer, telephones, calculators, cash box, furniture, trash cans, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Status report to City EOC	
Human Resources 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes daily (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to thee even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Re-confirm employee roster, phone numbers, and assignments	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Make sure items gathered and tagged for transport off the island to include <i>computer equipment and scanners, printer, telephones, calculators, three personnel file cabinets, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Prepare City EOC meeting	
Have plans and procedures for staff meeting	
Status report to City EOC Director	
Code Compliance 72 hrs.	
Ensure all employees begin logging emergency activities for reimbursement purposes daily (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to thee even for FEMA as soon as Mayor declares State of Emergency (daily unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Make sure items gathered and tagged for transport off the island to include <i>computer equipment and scanners, printer, telephones, calculators, three personnel file cabinets, etc.</i>	

CITY EOC ACTIVATION EVENT CHECKLIST 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Status report to City EOC	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 48 hrs.	
Relay information to Manatee EOC	
Update staff as necessary on changes in command post locations	
Ensure department heads implement their 48 hrs. checklists <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Meet with staff to review assignments	
Secure computer back-up information	
Give Status report to Mayor	
Public Works 48 hrs.	
Meet with staff to review assignments	
Begin Alpha/Bravo shift	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure Cloud backup – confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>reference notebooks, permanent files, notary seals, other pending records as needed, etc.</i>	
Update staff as necessary on changes in command post locations	
Rent Port-O-Leets as needed	
Drainage – clean off all catch basin grates	
Pick up and empty 5-gallon trash buckets at beach access and trolley stops	
Bring cargo trailer to City Hall	
Status report to City EOC Director	
Police Department 48 hrs.	
Begin Alpha/Bravo shift	
Meet with staff to review assignments	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents	
Ensure Cloud backup – confirm with IT vendor	
Update staff as necessary on changes in command post locations	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Begin employee pickup at the designated location if needed	
Stand ready to alert residents of evacuation orders	
Evacuate marine unit to designated location	
Evacuate ATV's and side by side to designated location	
Prepare three welcome home packets to be distributed	
Once mandatory evacuation is issued by Manatee County: <ul style="list-style-type: none"> - Officers begin evacuations - Load tagged equipment into cargo trailer - Fill all fuel tanks and cans - Ensure all flashlights and radio batteries are charged - Ensure all employees bring hurricane travel kit 	
Status report to City EOC Director	
Building Department 48 hrs.	
Meet with staff to review assignments	
Ensure Cloud backup – confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>reference notebooks, permanent files, notary seals, other pending records as needed, etc.</i>	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Fuel City Vehicles	
Update staff as necessary on changes in command post locations	
Status report to City EOC Director (Police Chief)	
City Clerk 48 hrs.	
Meet with staff to review assignments	
Ensure Cloud backup – confirm with IT vendor	
Pack Office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents: <i>City Commission and City Board Meeting Minutes with upcoming meeting material, city ordinances, city resolutions, incorporation documents, pending legal files, microfiche rolls, pending records, city seal, etc.</i>	
Update staff as necessary on changes in command post locations	
Status report to City EOC Director	
City Treasurer 48 hrs.	
Meet with staff to review assignments	
Ensure Cloud backup – confirm with IT vendor	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>Insurance binder, payroll backup cardboard bound reports in safe, account payable files, etc.</i>	
Update staff as necessary on changes in command post locations	
Make deposit of cash collected pre-landfall with provision to secure any additional funds that may be collected before normal operations cease	
Ensure account payables are processed up to date before normal operations cease	
Consider any emergency vendor/contract needs and suspension of normal procurement procedures, as necessary	
Status report to City EOC Director	
Human Resources 48 hrs.	
Meet with staff to review assignments	
Ensure Cloud backup – confirm with IT vendor	
Pack Office Go-Kit of essential office supplies, meeting supplies, phones numbers, and essential documents	
Update staff as necessary on changes in command post locations	
Status report to City EOC	
Code Compliance 48 hrs.	

CITY EOC ACTIVATION EVENT CHECKLIST 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensure Cloud backup – confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>reference notebooks, code books, Administrative Code, permitting files, notary seals, other pending records as needed, etc.</i>	
Fuel city vehicles	
Update staff as necessary on changes in command post locations	
Status Report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 36 hours	
Relay information to Manatee EOC	
Ensure department heads implement their 48 hours checklists <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Give Status report to Mayor	
Public Works 36 hrs.	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	

CITY EOC ACTIVATION EVENT CHECKLIST 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Check and ensure operability of drone and drone accessories. Make sure batteries are fully charged.	
Secure storm shutter at City Hall Complex	
Pick up debris within the City	
Secure Public Works storage area and equipment	
Status report to City EOC Director to include list of documents removed from office.	
Police Department 36 hrs.	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Ensure Portable devices/batteries are charged and packed	
Evidence Custodian to ensure all critical items are in waterproof containers	
Evidence Custodian to ensure all remaining evidence is covered with plastic or tarps	
Continue evacuation of residents	
Evacuate cargo trailer to designated location	
Status report to City EOC Director to include list of documents removed from office.	

CITY EOC ACTIVATION EVENT CHECKLIST 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Building Department 36 hrs.	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	
Status report to Building Official to include list of documents removed from office.	
Status report to City EOC Director (Police Chief)	
City Clerk 36 hrs.	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	

CITY EOC ACTIVATION EVENT CHECKLIST 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Status report to Building Official to include list of documents removed from office.	
City Treasurer 36hrs	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	
City Treasurer 36hrs	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	

CITY EOC ACTIVATION EVENT CHECKLIST 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	
Code Compliance 36 hrs.	
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare Personal Go-Kit	
Ensure Portable devices/batteries are charged and packed	
Arrange for marked equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	
Status report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 24 hrs.	
Relay information to Manatee EOC	
Ensure department heads implement their 24 hrs. checklists: <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Meet with staff to review assignments	
Give Status Report to Mayor	
Public Works 24 hrs.	
Meet with staff to review assignments	
Assign personnel to evacuate non-essential vehicles off the island	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	

CITY EOC ACTIVATION EVENT CHECKLIST 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Status report to City EOC Director	
Police Department 24 hrs.	
Meet with staff to review assignments.	
Assign personnel to evacuate vehicles off to the mainland	
Load final equipment into police vehicles	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Evacuate all unnecessary equipment to the mainland	
Status report to City EOC Director (Police Chief)	
Building Department 24 hrs.	
Meet with staff to review assignments	

CITY EOC ACTIVATION EVENT CHECKLIST 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Status report to City EOC Director (Police Chief)	
City Clerk 24 hrs.	
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Report to City EOC Director to include status on important documents and equipment	
City Treasurer 24 hrs.	
Meet with staff to review assignments	

CITY EOC ACTIVATION EVENT CHECKLIST 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Status Report to City EOC Director	
Human Resources 24 hrs.	
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Report to City EOC Director to include status on important documents and equipment	
Code Compliance 24 hrs.	
Meet with staff to review assignments	

CITY EOC ACTIVATION EVENT CHECKLIST 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisors depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Reach out to community rental property owners/manage companies to determine what facilities shall remain occupied after evacuation of the island	
Report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 18-12 hrs.	
Relay information to Manatee EOC	
Ensure department heads implement their 18-12 hrs. checklists <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Meet with staff to review assignments	
Give Status Report to Mayor	
Public Works 18-12 hrs.	
Meet with remaining staff to review assignments	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Fill portable water tank	
Secure 4' x 8' plywood sheets	

CITY EOC ACTIVATION EVENT CHECKLIST 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Load all city equipment into the trailer and remove to secure location off island	
Assist in Securing and shutting down City Hall	
Status report to City EOC Director	
Police Department 18-12 hrs.	
Meet with staff to review assignments.	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Assist in securing and shutting down City Hall	
Status Report to City EOC Director	
Building Department 18-12 hrs.	
Meet with staff to review assignments.	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	

CITY EOC ACTIVATION EVENT CHECKLIST 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Status Report to City EOC Director (Police Chief)	
City Clerk 18-12 hrs.	
Meet with staff to review assignments.	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status Report to City EOC Director	
City Treasurer 18-12 hrs.	
Meet with remaining staff to review assignments	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status Report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Human Resources	
Meet with remaining staff to review assignments	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status Report to City EOC Director	
Code Compliance 18-12 hrs.	
Meet with staff to review assignments.	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them Status Update immediately prior to landfall	
Status Report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 12-4 hrs.	
Relay information to Manatee EOC and advise the City Government has evacuated the island	
Advise Florida Power and Light that city is evacuated	
Ensure department heads implement their 18-12 hrs. checklists <ul style="list-style-type: none"> - Public Works - Building Department - Police Department - City Clerk - City Treasurer - Human Resources - Code Compliance 	
Monitor evacuation routes for flooding	
Meet with staff to review assignments	
Give Status Report to Mayor	
Public Works 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Employees assigned to First In Teams report to designated location	

CITY EOC ACTIVATION EVENT CHECKLIST 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Status report to City EOC Director	
Police Department 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Employees assigned to First In Teams report to designated location	
Status Report to City EOC Director	
Building Department 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director (Police Chief)	
City Clerk 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	
City Treasurer 12-4 hrs.	

CITY EOC ACTIVATION EVENT CHECKLIST 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	
Human Resources 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	
Code Compliance 12-4 hrs.	
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director 4 - 0 hrs.	
Status report to department heads	
Give Status Report to Mayor	
Public Works 4-0 hrs.	
Public Works Department supervisor shall give status report to department staff	
Police Department 4-0 hrs.	
Department supervisor shall give status report to department staff	
Building Department 4-0 hrs.	
Building Official shall give status report to Building staff	
City Clerk 4-0 hrs.	
Department supervisor shall give status report to Clerk staff	

City Treasurer 4-0 hrs.	
Treasurer shall give report to staff	
Human Resources 4-0 hrs.	
Department head shall give status report to Human Resources staff	
Code Compliance 4-0 hrs.	
Code Department supervisor shall give status report to Code staff	

CITY EOC ACTIVATION EVENT CHECKLIST 0-12 HOURS POST-STORM	COMPLETION DATE & TIME / EMPLOYEE ID
City EOC Director 0-12 hrs. Post Storm	
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA • reimbursement 	
Determine safe return to city facilities and advise Manatee EOC of status	
Public Works 0-12 hrs. Post Storm	
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA • reimbursement 	
Perform call down of employee list	
Refuel all vehicles and accessory tanks as necessary	
Activate emergency contractors as needed	
Prepare for recall to assigned area to assist in First In Teams West Manatee Fire District	
Set up office and communications to prepare for civilian re-entry into the city	
Status report to City EOC Director	

CITY EOC ACTIVATION EVENT CHECKLIST 0-12 HOURS POST-STORM	COMPLETION DATE & TIME / EMPLOYEE ID
Police Department 0-12 hrs. Post Storm	
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA • reimbursement 	
Contact the Chief of Police with emergency flip phones to give status and receive orders. If communications unavailable report to West Manatee Fire District	
Set up office and communications to prepare for civilian re-entry into the city	
Status report to City EOC Director	
Building Department 0-12 hrs. Post Storm	
Begin post-storm recovery operations. <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area West Manatee Fire District	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Building Official and Inspectors to follow First-In-Team to begin a city-wide sweep and inspect all structures	
Building inspectors to perform: <ul style="list-style-type: none"> • Document high water marks • Make Emergency damage and substantial damage assessment of all occupied structures • Complete inspections of all debris areas shall be performed within the next 48 hours 	
Set up permitting office for communications to prepare for civilian re-entry into the city	

CITY EOC ACTIVATION EVENT CHECKLIST 0-12 HOURS POST-STORM	COMPLETION DATE & TIME / EMPLOYEE ID
Issue emergency building permits where required to protect life and property using <i>Florida Post-Disaster Tool Kit</i>	
Coordinate delivery of supplies/services from pre-arranged vendors/suppliers	
Status report to City EOC Director (Police Chief)	
City Clerk 0-12 hrs. Post Storm	
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Preform call down of employee list	
Coordinate delivery of supplies/services from pre-arranged vendor/suppliers to regain normal operations	
Status report to City EOC Director	
City Treasurer 0-12 hrs. Post Storm	

CITY EOC ACTIVATION EVENT CHECKLIST 0-12 HOURS POST-STORM	COMPLETION DATE & TIME / EMPLOYEE ID
Facilitate the preparation of the Request for Public Assistance (RPA) Facilitate the coordination efforts for the FEMA reimbursement process with other departments	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Preform call down of employee list	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island	
Coordinate delivery of supplies/services from pre-arranged vendors/suppliers	
Status Report to City EOC Director	
Human Resources 0-12 hrs. Post Storm	
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Preform call down of employee list	
Coordinate delivery of supplies/services from pre-arranged vendor/suppliers to regain normal operations	

CITY EOC ACTIVATION EVENT CHECKLIST 0-12 HOURS POST-STORM	COMPLETION DATE & TIME / EMPLOYEE ID
Status report to City EOC Director	
Code Compliance 0-12 hrs. Post Storm	
Begin post-storm recovery operations Consider activities and documentation required for FEMA reimbursement	
Prepare for recall to assigned area West Manatee Fire District	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Code Department Supervisor and Officers to follow First-In-Team to begin a city-wide sweep and inspect all structures	
Code staff to perform: <ul style="list-style-type: none"> • Make emergency damage and substantial damage assessment of all occupied structures • Document high water marks • Complete inspections of all debris areas shall be performed within the next 48 hours • Follow up with vacation rental owners/management companies to provide information about facility status and occupancy 	
Assist Building Department with communications to prepare for civilian re-entry into the city	
Coordinate delivery of supplies/services from pre-arranged vendors/suppliers as needed	
Status report to City EOC Director	

Appendix M - Building Department COOP & Checklists

Mission of Building Department

The Building Department is responsible for the review and issuance of building permits. The department runs the City's Development Review Committee and acts as the coordinator for all related applications into the online CitizenServe permitting system that requires departmental review. Building Department staff are positioned at the Building counter and help coordinate related questions to Building and other department staff. The department is housed at City Hall.

Assets of Building Department

- Building Department is in City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - 3 City vehicles
 - Computers
- Personnel (6 Total Personnel)
 - Building Official
 - Inspector
 - Inspector (vacant)
 - Administrator
 - Permit Tech
 - Permit Tech

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Building Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Building Official, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the Building Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Emergency building inspections post-disaster	All Building staff
2	Building Permit Review	Public Works staff (3 number of staff)
3	Building Permit Inspection	Public Works staff (3 number of staff)
4	Online permit tech support	Public Works staff (2 number of staff)

5	Administrative backup	Public Works staff (1 number of staff)
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Authorities

- Florida Building Code
- City of Holmes Beach, Code of Ordinances
- Florida State Emergency Response Plan
- Florida Department of Health
- National Fire Code

Devolution

This section identifies how the Building Department shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The Building Official is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.
- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the Building Official become incapacitated for any reason, the senior Building Inspector shall be next in the line of authority. The senior Building Inspector shall notify the Mayor concerning the reason for the Building Official’s absence and advise that he/she is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. Building Official
2. Building Department Administrator
3. Building Inspector

Concept of Operations

This COOP is designed to ensure that the Building Department has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and

- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, Building shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Prior to any potential activation, staff shall begin ensuring additional fuel supplies are topped off any minor maintenance completed on City vehicles.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the Building Official shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- Building shall secure any pre-identified equipment to facilitate relocation to the AEOC (e.g., U-Haul equipment rental, etc.).
- Building shall coordinate with Public Works to move pre-identified equipment to the AEOC.

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the Building Department continues to provide services to citizens.
- Building heavily relies on physical presence for inspections and on computer systems to review permits.
- Building personnel shall be able to perform some of their building inspections and permitting tasks from City vehicles until appropriate facilities can be established.

Vital Files, Records and Databases

The City's information technology services consultant BI-IT Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available. The CitizenServe online permitting system operates "in the cloud" independent of County computer servers.

However, the Building Official may allow physical applications to occur. This paperwork shall be required to be recorded and housed with inspectors in the field or at any forward field office.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The Building Official may make changes to processes, procedures, to include waiver of certain permit types, fees, etc., to facilitate emergency building permitting to expedite recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state, and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment, and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security, and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
 - All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur with Building personnel working during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The Building Department has six (6) staff members as follows:

Staff	Title	Phone Contact	Email Contact
Neal Schwartz	Building Official	Cell: (941) 932-6375 Office: (941) 778-0331 ext. 229	bofficial@holmesbeachfl.org
Scott Drees	Inspector	Cell: (941) 932-1465 Office: (941) 778-0331, ext. 257	sdrees@holmesbeachfl.org
Vacant	Inspector		
Madison Brown	Administrator	Cell: (941) 932-6421 Office: (941) 778-0331, ext. 232	bdadministrator@holmesbeachfl.org
Shannon Cooper	Permit Tech	Cell: (941) 932-5687 Office: (941) 778-0331, ext. 234	permittech2@holmesbeachfl.org
Liz Cleary	Permit Tech	Cell: (941) 932-6032 Office: (941) 708-5833, ext. 233	permittech@holmesbeachfl.org

Building Department Emergency Storage List

Procured	Quantity	Item	Location	Responsible

Building Department Hurricane Preparation Checklists

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

BUILDING DEPT 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall all available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items gathered and tagged for transport off the island to include, <i>computer equipment and scanners, telephones, calculators, cash box, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plan	
Status report to City EOC Director (Police Chief)	
Review and update any departmental emergency SOPs	

BUILDING DEPT 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensured Cloud Backup – confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>reference notebooks, code books, Administrative Code, permitting files, notary seals, other pending records as needed, etc.</i>	
Fuel city vehicles	
Update staff as necessary on changes in command post locations	
Status report to City EOC Director (Police Chief)	

BUILDING DEPT 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare / finalize Bug-Out Kit	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for marked equipment to be loaded into the trailer for safekeeping off the island	
Status report to Building Official to include list of documents removed from office	
Status report to City EOC Director (Police Chief)	

BUILDING DEPT 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Status report to City EOC Director	

BUILDING DEPT 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments	
Make sure all equipment is being loaded into City trailer	
Assist in securing and shutting down City Hall	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Status report to City EOC Director (Police Chief)	

BUILDING DEPT 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining City Hall employees to the mainland	
Status report to City EOC Director (Police Chief)	

BUILDING DEPT 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City EOC Director shall give status report to Department heads	
Building Official shall give status report to Building staff.	

BUILDING DEPT 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
Begin post-storm recovery operations <ul style="list-style-type: none"> - Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area West Manatee Fire District	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island	
Building Official and Inspectors to follow First-In-Team to begin a city-wide sweep and inspect all structures	
Building inspectors to perform: <ul style="list-style-type: none"> - Make emergency damage and substantial damage assessment of all occupied structures - Document high water marks - Complete inspections of all debris areas shall be performed within the next 48 hours 	
Set up permitting office for communications and prepare for civilian re-entry into the city	
Issue emergency building permits where required to protect life and property using <i>Florida Post-Disaster Tool Kit</i>	
Status report to City EOC Director (Police Chief)	

Appendix N –Clerk COOP & Checklists

City of Holmes Beach Hurricane Preparation Checklist – City Clerk

Mission of Department

The Office of the City Clerk serves as the custodian of records of the City and shall be responsible for the proper administration of all affairs concerning the records of the city placed under the City Clerk's authority under the City's Charter or by local ordinance, or as other required general law. The following are duties:

- Serves as the clerk and recorder of all official actions for the City Commission, Planning Commission, BIEO, ITPO, Charter Review Commission, and City Safety Committee.
- Prepares meeting materials and provides official notice for all official meetings.
- Serves as the election official of the city and coordinates with the Manatee County Supervisor of Elections.
- Is the custodian of the city seal and authenticates documents of the city where required by ordinance or general law.
- Maintains codification of all city ordinances.
- Attests all ordinances, resolutions, bonds, contracts, and other instruments on behalf of the city.
- Publishes all required documents as set forth in State Statute.
- Maintains all Bert Harris records and claims and coordinates insurance claims with the Florida Municipal Insurance Trust.
- Administers and oversees the city's records and information management including, but not limited to, records, indexing, digitizing, and retention/archiving scheduling per applicable law.
- Provides supervision, training, and professional development of all employees within the office of the city clerk.
- Assists with maintenance of the City's website.
- Performs such other administrative and records related services by direction of the Mayor in accordance with law, the charter, ordinance, or resolution of the commission.
- Perform such other fiscal services by direction of Mayor in accordance with law, the charter, ordinance, or resolution of the commission.
- Processes all Records Requests.

Assets of Department

- City Clerk is located within City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - Computers

- Scanners
- Personnel (2 Personnel)
 - City Clerk
 - Deputy City Clerk/Records Manager

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Clerk. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Clerk, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the HR Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Notice, agenda, and minutes/record for public meetings (City Commission, etc.)	City Clerk & Deputy City Clerk/Records Manager
2	Oversees public records	City Clerk & Deputy City Clerk/Records Manager
3	Election official for City	City Clerk

Authorities

- City of Holmes Beach, Code of Ordinances
- Florida Statutes
- FEMA regulations related to disasters

Devolution

This section identifies how the City Clerk shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The City Clerk is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.

- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the City Clerk become incapacitated for any reason, the Deputy City Clerk shall be next in the line of authority. The Deputy City Clerk shall notify the Mayor concerning the reason for the City Clerk's absence and advise who is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. City Clerk
2. Deputy City Clerk/Records Manager

Concept of Operations

This COOP is designed to ensure that the City Clerk has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, City Clerk shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the City Clerk shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- City Clerk shall coordinate with Public Works to move pre-identified equipment to the AEOC

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the City Clerk continues to provide services to citizens.
- City Clerk shall be able to perform most tasks from alternative locations with internet access and communication with the Mayor, City Clerk, and directors.

Vital Files, Records and Databases

The City's information technology services consultant BI-IT Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The City Clerk may make changes to processes, procedures, to expedite recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.

- All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The City Clerk’s Office is staffed by three persons:

- Stacey Johnston, City Clerk. Phone 941-708-5800 x226. Email: cityclerk@holmesbeachfl.org
- Deputy City Clerk/Records Manager. Phone 941-708-5800 x221. Email: deputyclerk@holmesbeachfl.org

Clerk Emergency Storage List

Procured	Quantity	Item	Location	Responsible

Clerk Hurricane Preparation Checklists

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

City Clerk employees consist of: City Clerk, Deputy City Clerk/Records Manager

CITY CLERK 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are tagged for transport off the island to include computer equipment, scanners, telephones, calculators, stationary, envelopes, cash box, code books and emergency plan, administrative code, tagged office furniture, City Commission room computer equipment and chairs, trash cans, backup tapes, etc.	
Order all personnel to "stand by" and monitor storm/check their family hurricane plan	
Prepare for special commission meeting if necessary	
Have plans and procedures for staff meeting	

Status report to City EOC Director (Police Chief)	
Review and update any departmental emergency SOPs	

CITY CLERK 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensure Cloud Backup - confirm with IT vendor	
Pack Office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents: City Commission and City Board Meeting Minutes with upcoming meeting material, city ordinances, city resolutions, incorporation documents, pending legal files, microfiche rolls, pending records, city seal, etc.	
Update staff as necessary on changes in command post locations	
Status report to City EOC Director (Police Chief)	

CITY CLERK 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items Employees shall remain in contact with their supervisors	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare personal Go-Kit	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for tagged equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	

CITY CLERK 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use.	
Report to City EOC Director to include status on important documents and equipment	

CITY CLERK 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments	
Release all remaining employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status report to City EOC Director (Police Chief)	

CITY CLERK 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director (Police Chief)	

CITY CLERK 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City Clerk shall give report to staff	

CITY CLERK 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
Begin post-storm recovery operations <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Perform call down of employee list	
Coordinate delivery of supplies/services from pre-arranged vendor/suppliers to regain normal operations	
Status Report to City EOC Director (Police Chief)	

Appendix O - Code Compliance COOP & Checklists

Mission of Code Compliance Department

The mission of the City of Holmes Beach Code Compliance Department is to provide our citizens, business owners and visitors with the highest quality of service and to enforce and uphold the Codes and Ordinances which have been established to protect and ensure the public health, safety and welfare of all who reside, work or visit our City. Our officers and staff shall work to achieve compliance through a fair and efficient process and shall exhibit professionalism and courtesy to accomplish our mission.

Assets of Code Compliance Department

- Code Compliance Department is located within City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - 4 City vehicles
 - 2 UTVs
 - 7 Computers
- Personnel (5 Total Personnel)
 - Code Compliance Supervisor
 - Code Compliance Administrator
 - Code Compliance Officer
 - Code Compliance Officer
 - Code Compliance Clerk

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Code Compliance Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Code Compliance Supervisor, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the Code Compliance Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Emergency building inspections post-disaster	All staff
2	Assist with debris plan	All staff
3	Code compliance	All staff

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Authorities

- Florida Building Code
- City of Holmes Beach, Code of Ordinances
- Florida State Emergency Response Plan
- Florida Department of Health
- National Fire Code

Devolution

This section identifies how the Code Compliance Department shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The Code Compliance Supervisor is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.
- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the Code Compliance Supervisor become incapacitated for any reason, the senior Building Inspector shall be next in the line of authority. The Code Compliance Administrator shall notify the Mayor concerning the reason for the Code Compliance Supervisor's absence and advise that he/she is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. Code Compliance Supervisor
2. Code Compliance Administrator
3. Code Compliance Officer

Concept of Operations

This COOP is designed to ensure that the Building Department has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, Code Compliance shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Prior to any potential activation, staff shall begin ensuring additional fuel supplies are topped off any minor maintenance completed on City vehicles.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the Code Compliance Supervisor shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- Code Compliance shall secure any pre-identified equipment to facilitate relocation to the AEOC (e.g., U-Haul equipment rental, etc.).
- Code Compliance shall coordinate with Public Works to move pre-identified equipment to the AEOC

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the Code Compliance continues to provide services to citizens.
- Code Compliance heavily relies on physical presence for inspections and on computer systems to review issues.
- Code Compliance personnel shall be able to perform some of their building inspections and permitting tasks from City vehicles until appropriate facilities can be established.

Vital Files, Records and Databases

The City's information technology services consultant BI-IT Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available. The CitizenServe online permitting system operates "in the cloud" independent of County computer servers.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The Code Compliance Supervisor may make changes to processes, procedures, to include waiver of certain citations, etc., to facilitate emergency recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
 - All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur with Code Compliance personnel working during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The Code Compliance has four (4) staff members as follows:

Staff	Title	Phone Contact	Email Contact
James Thomas	Code Compliance Supervisor	Cell: (941) 932-6426 Office: (941) 778-0331 ext. 260	jthomas@holmesbeachfl.org
Kim Charron	Code Compliance Administrator	Office: (941) 778-0331, ext. 264	kcharron@holmesbeachfl.org
Nate Brown	Code Compliance Officer	Cell: (941) 932-6428	nbrown@holmesbeachfl.org
Jayson Clayton	Code Compliance Officer	Cell: (941) 932-6147 Office: (941) 778-0331	jclayton@holmesbeachfl.org
Cristin Carter	Code Compliance Clerk	Cell: (941) 920-5316 Office: (941) 778-0331 ext. 263	ccarter@holmesbeachfl.org

Code Compliance Hurricane Preparation Checklist

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

CODE COMPLIANCE 5 DAYS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Order non-perishable food and water to store and be prepared for at least 5 days post a major event for General Government staff	
Review and update any departmental emergency SOPs	

CODE COMPLIANCE 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment.	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall all available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items gathered and tagged for transport off the island to include, <i>computer equipment and scanners, telephones, calculators, cash box, etc.</i>	
Order all personnel to “stand by” and monitor storm/check their family hurricane plans	
Status report to City EOC Director	

CODE COMPLIANCE 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensured Cloud Backup – confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>reference notebooks, code books, Administrative Code, permitting files, notary seals, other pending records as needed, etc.</i>	
Fuel city vehicles	
Update staff as necessary on changes in command post locations	
Status report to City EOC	

CODE COMPLIANCE 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for marked equipment to be loaded into the trailer for safekeeping off the island	
Status report to Department Supervisor to include list of documents removed from office	
Status report to City EOC Director	

CODE COMPLIANCE 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use.	
Reach out to community rental property owners/manage companies to determine what facilities shall remain occupied after evacuation of the island.	
Status report to City EOC Director	

CODE COMPLIANCE 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments.	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Status report to City EOC Director	

CODE COMPLIANCE 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining City Hall employees to the mainland.	
Status report to City EOC Director	

CODE COMPLIANCE 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Code Department supervisor shall give status report to Code staff.	

CODE COMPLIANCE 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
Begin post-storm recovery operations <ul style="list-style-type: none"> - Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area West Manatee Fire District	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island	
Code Department Supervisors and Offices to follow First-In-Team to begin a city-wide sweep and inspect all structures	
Code staff to perform: <ul style="list-style-type: none"> - Make emergency damage and substantial damage assessment of all occupied structures - Document high water marks - Complete inspections of all debris areas shall be performed within the next 48 hours - Follow up with vacation rental owners/management companies to provide information about facility status and occupancy 	
Assist Building Department with communications to prepare for civilian reentry into the city	
Coordinate delivery of supplies/services from pre-arranged vendors/supplies	
Status Report to City EOC	

Appendix P - Human Resources COOP & Checklists

Mission of Department

The Human Resources (HR) Department is responsible for all human resources related issues for the City, including hiring, benefits coordination, and other related duties.

Assets of Department

- Human Resources is located within City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - Computer
 - Files
- Personnel (1 Personnel)

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the HR Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The HR Manager, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the HR Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1		HR Manager
2		HR Manager
3		HR Manager

Authorities

- City of Holmes Beach, Code of Ordinances

Devolution

This section identifies how the HR Department shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The HR Manager is prepared to transfer all essential functions and responsibilities to personnel at a different location if

necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.
- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the HR Manager become incapacitated for any reason, the Treasurer shall be next in the line of authority. The Treasurer shall notify the Mayor concerning the reason for the HR Manager's absence and advise who is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. HR Manager
2. Treasurer
3. Mayor's Designee

Concept of Operations

This COOP is designed to ensure that the HR Department has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, HR shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the HR Manager shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- HR shall coordinate with Public Works to move pre-identified equipment to the AEOC

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the HR Department continues to provide services to citizens.
- HR personnel shall be able to perform most tasks from alternative locations with internet access and communication with the Mayor and directors.

Vital Files, Records and Databases

The City's information technology services consultant Bi-it Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available.

However, the HR Manager may allow physical employment applications to occur. This paperwork shall be required to be recorded and housed within the AEOC or other location.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The HR Manager may make changes to processes, procedures, to expedite recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:

- Appropriate authorities shall oversee an orderly transition of all personnel, equipment and records from an alternate facility to the restored or new facility.
- Before allowing personnel to return to a restored facility, appropriate safety, security and health assessments shall be completed.
- When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
- All personnel and citizens shall be notified that normal operations shall resume, and staff are instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The HR Department is staffed by one person, Maureen Gluff, HR Manager. Phone 941-708-5800 x225. Email: humanresources@holmesbeachfl.org

HR Hurricane Preparation Checklist

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

Human Resources employees consist of: Human Resources Manager

HUMAN RESOURCES 5 DAYS PRIOR TO PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Order non-perishable food and water to store and be prepared for at least 5 days post a major event for General Government staff (Public Works and Code Compliance may be handing on their own but check with them first)	
Review and update any departmental emergency SOPs	

HUMAN RESOURCES 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are tagged for transport off the island to include computer equipment, scanners, printer, telephones, calculators, three personnel file cabinets, etc.	
Order all personnel to "stand by" and monitor storm/check their family hurricane plan	
Prepare for City EOC meeting	
Have plans and procedures for staff meeting	
Status report to City EOC Director	

HUMAN RESOURCES 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensure Cloud Backup - confirm with IT vendor	
Pack Office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents	
Update staff as necessary on changes in command post locations	
Status report to City EOC Director	

HUMAN RESOURCES 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items Employees shall remain in contact with their supervisors	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare personal Go-Kit	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for tagged equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	

HUMAN RESOURCES 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use.	
Report to City EOC Director to include status on important documents and equipment	

HUMAN RESOURCES 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments	
Release all remaining employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status report to City EOC Director	

HUMAN RESOURCES 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	

HUMAN RESOURCES 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Department head shall give status report to Human Resources staff	

HUMAN RESOURCES 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
<ul style="list-style-type: none"> • Begin post-storm recovery operations • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Perform call down of employee list	
Coordinate delivery of supplies/services from pre-arranged vendor/suppliers to regain normal operations	
Status report to City EOC Director	

Appendix Q – Treasurer COOP & Checklists

Mission of Department

The City Treasurer is responsible for safeguarding and accounting for city assets through the application of generally accepted accounting principles, and as required by general law, subject to such policies and procedure as the commission may by resolution or ordinance direct. The following are duties:

- Manages and administers the collection of revenues and oversees the disbursement of expenditures and ensures the audit thereof.
- Oversees the investment of city funds as directed by the commission.
- Manages the city's insurance and coordination of city debt issuance.
- Prepares and reports on the city's annual budget.
- Prepares and presents audited annual financial statements of the city.
- Prepares and manages the city payroll.
- Maintains and manages accounts payable.
- Oversees Human Resources.
- Provides supervision, training and professional development for all employees within the office of the treasurer.
- Performs such other fiscal services by direction of Mayor in accordance with law, the Charter, ordinance, or resolution of the commission.

Assets of Department

- Treasurer located in City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - Computer
 - Files
- Personnel (2 Personnel)
 - City Treasurer
 - Human Resources Manager (HR has been described in the COOP as its own function due to its unique responsibilities).

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Treasurer. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Treasurer, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the HR Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Payroll	Treasurer
2	Maintains and manages accounts payable	Treasurer

Authorities

- City of Holmes Beach, Code of Ordinances
- Florida Statutes
- FEMA regulations related to disasters

Devolution

This section identifies how the Treasurer shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The Treasurer is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.
- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the Treasurer become incapacitated for any reason, the City Clerk shall be next in the line of authority. The City Clerk shall notify the Mayor concerning the reason for the Treasurer’s absence and

advise who is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

4. Treasurer
5. City Clerk
6. Mayor's Designee

Concept of Operations

This COOP is designed to ensure that the Treasurer has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, Treasurer shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the Treasurer shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- Treasurer shall coordinate with Public Works to move pre-identified equipment to the AEOC

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the Treasurer continues to provide services to citizens.
- Treasurer shall be able to perform most tasks from alternative locations with internet access and communication with the Mayor, Clerk, and directors.

Vital Files, Records and Databases

The City's information technology services consultant Bi-it Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The Treasurer may make changes to processes, procedures, to expedite recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
 - All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The Treasurer is staffed by two persons:

- Cindy Dunham-Tozer, City Treasurer. Phone 941-708-5800 x228. Email treasurer@holmesbeachfl.org
- Colleen Fischer, Accounting Clerk. Phone 941-708-5800 x222. Email: adminspecialist@holmesbeachfl.org

Treasurer Hurricane Preparation Checklist

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

Treasurer employees consist of: City Treasurer, Human Resource Analyst (also listed in HR function)

TREASURER 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Plan for cash on hand for each department (\$1,000 minimum)	
Ensure p-card holders have their cards available for use, if necessary, with appropriate limits. (Also consider Home Depot card)	
Consider need to run payroll in advance for normal pay day direct deposit	
Fuel personal vehicle	
Ensure employee roster, contact information, roles and tasks is current	
Recall available city employees on vacation or away from city	
Prepare for staff meeting to include plans and procedures	
Prepare for City EOC meeting	
Secure hotel rooms	

TREASURER 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Make sure all items are gathered and tagged for transport off the island to include, <i>computer equipment and scanners, toner, printer, telephones, calculators, cash box, furniture, trash cans, etc.</i>	
Order all personnel to "stand by" and monitor storm/check their family hurricane plan	
Status report to City EOC Director (Police Chief)	
Review and update any departmental emergency SOPs	

TREASURER 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensure Cloud Backup - confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include <i>Insurance binder, payroll backup cardboard bound reports in safe, account payable files, etc.</i>	
Update staff as necessary on changes in command post locations	
Make deposit of cash collected pre-landfall with provision to secure any additional funds that may be collected before normal operations cease	
Ensure account payables are processed up to date before normal operations cease.	
Consider any emergency vendor/contract needs and suspension of normal procurement procedures, as necessary	
Status report to City EOC Director	

TREASURER 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items Employees shall remain in contact with their supervisors	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare personal Go-Kit	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for tagged equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	

TREASURER 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use.	
Report to City EOC Director to include status on important documents and equipment	

TREASURER 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments	
Release all remaining employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status report to City EOC Director (Police Chief)	

TREASURER 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	

TREASURER 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Treasurer shall give report to staff	

TREASURER 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees continue logging emergency activities for reimbursement purposes	
Facilitate the preparation of the Request for Public Assistance (RPA) <ul style="list-style-type: none"> • Facilitate the coordination efforts for the FEMA reimbursement process with other departments 	
Prepare for recall to assigned area	
Report to City EOC Director status on all important documents and equipment	
Perform call down of employee list	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island	
Coordinate delivery of supplies/services from pre-arranged vendors/suppliers	
Status report to City EOC Director	

Appendix R - Planning Department COOP & Checklists

Mission of Planning Department

The mission of the Planning Department is to implement the City's land development regulations, specifically the Emergency Operations Plan and the Land Development Code and ensure the City develops consistent with those City Commission approved plans and regulations.

Assets of Planning Department

- Planning is located within City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Equipment
 - 1 Computer
- Personnel (1 Personnel)

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Planning Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Director of Development Services, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the Planning Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Emergency building inspections post-disaster	Director of Development Services
2	Building Permit Review	Director of Development Services
3	Zoning Review	Director of Development Services

Authorities

- Florida Building Code
- City of Holmes Beach Emergency Operations Plan
- City of Holmes Beach, Code of Ordinances
- Florida State Emergency Response Plan
- Florida Department of Health

- National Fire Code

Devolution

This section identifies how the Planning Department shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The Director of Development Services is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.
- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the Director of Development Services become incapacitated for any reason, the City's General Planning Services Consultant or the Building Official shall be next in the line of authority. The Building Official shall notify the Mayor concerning the reason for the Director of Development Services' absence and advise who is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. Building Official / City's General Planning Services Consultant
2. Permit tech

Concept of Operations

This COOP is designed to ensure that the Planning Department has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to City Hall. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, Planning shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary changes to ensure the ability to perform their jobs during an emergency. Staff shall review family plans and make sure bug-out kits are stocked.

Prior to any potential activation, staff shall begin ensuring additional fuel supplies are topped off any minor maintenance completed on City vehicles.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the Director of Development Services shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- Planning shall coordinate with Public Works to move pre-identified equipment to the AEOC

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the Planning Department continues to provide services to citizens.
- Planning personnel shall be able to perform most permitting tasks from City vehicles until appropriate facilities can be established.

Vital Files, Records and Databases

The City's information technology services consultant BI-IT Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available. The CitizenServe online permitting system operates "in the cloud" independent of County computer servers.

However, the Director of Development Services may allow physical applications to occur. This paperwork shall be required to be recorded and housed with inspectors in the field or at any forward field office.

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR. The Director of Development Services may make changes to processes, procedures, to expedite recovery.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
 - All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall occur during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Staffing

The Planning Department is staffed by one person, Chad Minor, Director of Development Services. Phone 941-708-5800 x223. Email: cminor@holmesbeachfl.org

Planning Hurricane Preparation Checklist

PLANNING 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicle	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Re-confirm employee roster, phone numbers, and assignments	
Make sure all items are tagged for transport off the island to include computer equipment, scanners, printer, telephones, calculators, cash box, etc.	
Order all personnel to "stand by" and monitor storm/check their family hurricane plan	
Prepare for City EOC meeting	
Have plans and procedures for staff meeting	
Status report to City EOC Director (Police Chief)	
Review and update any departmental emergency SOPs	

PLANNING 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Ensure Cloud Backup - confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents to include reference notebooks, code books, Administrative Code, permitting files, notary seals, other pending records as needed, etc.	
Fuel city vehicles	
Update staff as necessary on changes in command post locations	
Status Report to City EOC Director (Police Chief)	

PLANNING 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Release employees as available to secure family and personal items Employees shall remain in contact with their supervisor	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Prepare personal Go-Kit	
Ensure portable devices/batteries are charged and packed	
Arrange with Public Works for tagged equipment to be loaded into the trailer for safekeeping off the island.	
Status report to City EOC Director to include list of documents removed from office.	
Status report to City EOC Director (Police Chief)	

PLANNING 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with staff to review assignments	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in contact with their supervisor depending on availability of communications, i.e., cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use.	
Report to City EOC Director to include status on important documents and equipment	

PLANNING 18-12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Meet with remaining staff to review assignments	
Release all remaining employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Make sure all equipment is being loaded into city trailer	
Assist in securing and shutting down City Hall	
Status report to City EOC Director	

PLANNING 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
Evacuate remaining employees with City Hall to the mainland	
Status Report to City EOC Director	

PLANNING 4-0 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME & DATE / EMPLOYEE ID
City Emergency Management Director/Police Chief shall give status report to Department heads	
Building Official shall give status report to Building staff	

PLANNING 0-12 HOURS POST-STORM	COMPLETION TIME & DATE / EMPLOYEE ID
Begin post-storm recovery operations. <ul style="list-style-type: none"> • Consider activities and documentation required for FEMA reimbursement 	
Prepare for recall to assigned area. <ul style="list-style-type: none"> • West Manatee Fire District 	
Report to assigned area as directed by the City EOC Director to either set up remote city offices or to return to the island.	
Damage Assessment Teams follow First-In-Team to begin a city-wide sweep and inspect all structures	
Planner to perform: <ul style="list-style-type: none"> - Make emergency damage and substantial damage assessment of all occupied structures. - Document high water marks. - Complete inspections of all debris areas shall be performed within the next 48 hours 	
Set up permitting office for communications and prepare for civilian re-entry into the city	
Issue emergency building permits where required to protect life and property using <i>Florida Post-Disaster Tool Kit (zoning coordination)</i>	
Coordinate delivery of supplies/services from pre-arranged vendors/suppliers as needed	
Status report to City EOC Director (Police Chief)	

Appendix S - Public Works Department COOP & Checklists

Mission of Public Works Department

Public Works is to provide streets, parks, and stormwater services to City residents and manage all public facilities including City Hall (includes Police Department), Public Works, and other city properties (e.g., parks, etc.). The City has no water treatment or wastewater treatment plants. Water and sewer lines, to include related infrastructure (e.g., lift / pump stations) are maintained by Manatee County.

Personnel (15 Total Personnel)

- Superintendent of Public Works – registered professional engineer
- Public Works Engineer
- Public Works Engineer
- Field Supervisor
- Public Works staff

Assets of Public Works Department

- Public Works has two buildings adjacent to City Hall at 5801 Marina Avenue, Holmes Beach, FL 34217.
- Public Works has an outdoor storage yard at 3017 Avenue C, south of Grassy Pointe Preserve to support operations on the south end of the City.
- Equipment (see following table of PW vehicles)

Inventory of City Vehicles & Equipment					
#	Dept	VIN/Serial No.	Year	Make	Model
1	PW	1FTNF1CF6EKD94898	2014	Ford	F-150
2	PW	1FTMF1CF1DFD34613	2013	Ford	F-150
3	PW	1FTFW1CF2EKF39813	2014	Ford	F-150
4	PW	1FT7W2A60FEC98752	2015	Ford	F-250
5	PW	1FDXF47P37EA13857	2007	Ford	F450
6	PW	1FDUF5HT3BEB33431		Ford	Bucket
7	PW	GMEU3BE0AUA47703	2010	Ford	Sport Trac
9	PW	1FTFW1CF7DKF43225	2013	Ford	F 150
10	PW	1FTEW1CM0CFB26885	2012	Ford	F-150
11	PW	1GC3YLE73NF118951	2022	Chevrolet	Silverado 2500
17	PW	1HTKJPVK4LH678445	2020	Chevrolet	5500
19	PW	35BUCAXY3NK00203P	2022	CAN-AM	Defender
20	PW	OMUC26792		John Deere	Gator HPX615E
21	PW	1M0825GSHGM112604		John Deere	Gator 825I
22	PW	W06X4DD001033	2007	John Deere	Gator 6x4
23	PW	JOD002467		Golf Cart	
24	PW	JWY06151	2021	Cat	303.5E
25	PW	AR9R12111	2014	Bobcat	S590
26	PW	KBC5253CANZJ11034	2023	Kubota Closed Cab	R540
27	PW	66253	2021	Kubota Open Cab	MX5200
28	PW	L9006072		Skag	
29	PW	R8702804		Skag	
30	PW	D9111057		Skag	
31	PW	T3800889		Skag	
32	PW	7FYBE1422PD025890		Cargo Trailer	
33	PW	7131J821XPG000824		DMS Board	SMC 5000
34	PW			Old 20' Trailer	
35	PW	1961-5		Water Wagon	
36	PW	7T5BF2027NM000655		New 20' Flatbed Trailer	
37	PW	3JBUGAJ47PK004928		2023 CAN AM 700	
39	PW	3C6UR5CL8PG590360	2023	RAM	3500
40	PW	4PL500L28W101605		20' Enclosed Trailer	
41	PW	4A9PT121PM282894		Generator Trailer	
42	PW	JALE5W162R7900348	2024	TYMCO	435

Applicability and Scope

This Plan applies to all situations that require relocation of essential functions from the Public Works Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their

effect on daily operations. The scope of the plan does not apply to temporary or short-term disruptions in service in response to brief building evacuation or other circumstances in which services are expected to be restored in a short period of time. The Superintendent of Public Works, in consultation with the Mayor, shall determine when to activate the COOP for the Department.

Essential Functions

This Plan applies to all situations that require relocation of essential functions from the Public Works Department. It addresses natural and/or man-made disasters and shall be utilized to diminish their effect on daily operations.

PRIORITY	ESSENTIAL FUNCTIONS	STAFF REQUIREMENTS
1	Transportation (access to City)	Public Works staff (15 personnel)
2	Water / Wastewater*	Public Works staff (15 personnel)
3	Facilities Maintenance (Damage Assessment)	Public Works staff (15 personnel)
4	Stormwater Services	Public Works staff (15 personnel)

*County utilities, but City Public Works staff may need to support County crews (e.g., clear debris, etc.) to ensure utilities are operational in a timely manner.

In addition to the essential functions listed above, if a disaster requires debris removal, the Public Works Department has pre-set agreements with several contractors.

See Disaster Debris Management Plan (DDMP) for latest contracts and contacts.

Authorities

- City of Holmes Beach, Code of Ordinances
- Florida State Emergency Response Plan
- Florida Department of Health
- Florida Department of Environmental Protection Regulations

Devolution

This section identifies how the Public Works Department shall continue to provide essential functions in the aftermath of a worst-case scenario in which the leadership is incapacitated. The Director is prepared to transfer all essential functions and responsibilities to personnel at a different location if necessary. If it is determined that this decision shall not ensure continuation of essential functions the following actions shall ensue:

- Additional individuals who have the necessary skills to perform specific tasks shall be identified to support current staff.

- Consideration shall be given to implementing agreements with outside resource support organizations and activation of mutual aid agreements.
- The City operates under the Statewide Disaster Emergency Response Plan; therefore, if needed, additional resources would likely be available through this agreement.
- This information shall be disseminated to personnel through media and other available resources.

Leadership

Should the Superintendent of Public Works become incapacitated for any reason, the Public Works Engineer shall be next in the line of authority. The Public Works Engineer shall notify the Mayor concerning the reason for the Superintendent's absence and advise that he/she is assuming responsibility for the department. This protocol shall be followed in order of succession in the event other individuals become incapacitated. Order of Succession is as follows:

1. Superintendent of Public Works
2. Public Works Foreman
3. Public Works Administrator

Concept of Operations

This COOP is designed to ensure that the Public Works Department has a realistic capability to allow continuation of services regardless of the circumstances. This applies specifically to a threat to the key facility or inaccessibility of one or more facilities. In compliance with the State of Florida and federal guidance, the COOP requires the following:

- Allow for a facility to be operational no later than 12 hours following COOP Activation; and
- Assure the capability to maintain sustained operations for up to 30 days.

The Concept of Operations contains the key elements of the COOP and is divided into three phases:

Phase I - Readiness and Preparedness

Prior to hurricane season, Public Works shall participate in training and exercises related to emergency response. The department shall review this plan. Staff shall review equipment necessary for emergency response and make any necessary fixes, order extra parts, perform any major maintenance on equipment, etc. Staff shall review family plans and make sure bug-out kits are stocked.

Prior to any potential activation, staff shall begin ensuring additional fuel supplies are topped off any minor maintenance completed on equipment.

Phase II - Activation of COOP

Activation and Relocation

During an event that requires evacuation from the Island, the Superintendent of Public Works shall operate primarily from the Alternate EOC, which is located at the State College of Florida (SCF) 5840 26th Street West, Bradenton, FL.

- Public Works shall secure any pre-identified equipment to facilitate relocation to the AEOC (e.g., U-Haul equipment rental, etc.).
- Public Works shall move pre-identified major equipment to the West Manatee Fire Administration Building.
- Public Works shall assist other departments in relocating pre-identified items to the AEOC or alternative facilities.

Alternate Facility Operations

This section outlines initial procedures for arrival at an approved alternate facility to resume the provision of essential services.

- Some essential functions must be reinstated within 12 hours of a declared disaster. However, it is imperative that the Public Works Department continues to provide services to citizens.
- Public Works Department does not rely heavily on computer systems to carry out daily responsibilities; therefore, a number of essential functions can be completed with pad and pen until an office space is established, assuming the proper equipment is available.
- Public Works personnel shall be able to perform some of their tasks from City vehicles until appropriate facilities can be established.
- County maintains the potable water supply and sanitary sewer services. However, during certain events, may not be possible.
- DDMP and contracts are in place and can be activated during times of emergency or disaster.

Vital Files, Records and Databases

The City’s information technology services consultant BI-IT Consulting Services has taken significant steps to assure that information is backed up daily; therefore, assuming that the network can be re-established, information may be available. Below is a listing of vital records, files, and databases required to ensure the department’s ability to perform its essential functions:

Vital File, Record or Database	Form of Record Hardcopy (H) Electronic (E)	Pre-positioned at Alternative Facility	Hand Carry to Alternative Facility	Backed up in at least one additional location (yes/no)
Blueprints / Designs	E	No	Yes	Yes
Digitized Blueprints	H, E	No	Yes	Yes
Facility Plans	H, E	No	Yes	No

The following list includes vital systems and equipment that could not be easily replaced or obtained if unavailable due to a disaster.

- Communications equipment
- Dude Solutions access

Phase III - Continuity of Operations

Monitor operations and make notes for improvements for AAR.

Phase IV – Reconstitution

This section outlines procedures for returning to normal operations once an event has ended. The procedures include steps for returning to the primary facility, if possible, as well as notification procedures to address all employees returning to work.

Within 24 hours of an emergency relocation, appropriate authorities shall begin procedures to salvage, restore and/or recover an impacted facility. These functions shall be facilitated in accordance with appropriate local, state and federal laws. Once approval has been obtained, one or more of the following options may be implemented based on the current situation:

- Just as the COOP allows a facility to be operational no later than 12 hours following activation, it shall also allow for services to continue at an alternate facility for up to 30 days if required.
- When appropriate, staff shall return to the impacted facility to begin normal operations as soon as possible.
- Once a determination has been made regarding whether the original facility can be re-occupied or an alternate facility must be established to resume normal operations, the following steps shall be taken:
 - Appropriate authorities shall oversee an orderly transition of all personnel, equipment, and records from an alternate facility to the restored or new facility.
 - Before allowing personnel to return to a restored facility, appropriate safety, security, and health assessments shall be completed.
 - When permissible, all resources and personnel located at an alternate facility shall transfer resources back to the restored facility and resume normal operations.
 - All personnel and citizens shall be notified that normal operations shall resume, and staff shall be instructed to return to work.

After-Action Review and Plan Updates

An After-Action Review (AAR) shall be completed at alternate facilities with personnel working during COOP activation. This shall allow for a review of “lessons learned”. Following this review, the COOP shall be updated to reflect procedures that were effective and those that were less effective. The AAR shall be used to recommend areas for improvement and identify deficiencies in the plan that need to be corrected.

The information obtained from the AAR, including recommendations for updates or changes shall be addressed and integrated into the Plan. These updates or changes may be made immediately or during the annual review process depending upon the significance of the change.

Public Works Staffing

#	VIN/Serial No.	Year	Make	Model	Staff Responsible
1	1FTNF1CF6EKD94898	2014	Ford	F-150	Mike Cappello
2	1FTMF1CF1DFD34613	2013	Ford	F-150	Dan Young
3	1FTFW1CF2EKF39813	2014	Ford	F-150	Tray Thorp
4	1FT7W2A60FEC98752	2015	Ford	F-250	Adam Burch
5	1FDXF47P37EA13857	2007	Ford	F450	Jeff Jackson
6	1FDUF5HT3BEB33431		Ford	Bucket	Pat Fugate
7	GMEU3BE0AUA47703	2010	Ford	Sport Trac	Lindsey Sherwood
9	1FTFW1CF7DKF43225	2013	Ford	F 150	Austin Bruhn
10	1FTEW1CM0CFB26885	2012	Ford	F-150	Abigail Van Eck
11	1GC3YLE73NF118951	2022	Chevrolet	Silverado 2500	Jeff Jackson
17	1HTKJPVK4LH678445	2020	Chevrolet	5500	Bruce Ziolkowski
19	35BUCAXY3NK00203P	2022	CAN-AM	Defender	Lindsey Sherwood
20	OMUC26792		John Deere	Gator	Darlene Hernandez
21	1M0825GSHGM112604		John Deere	Gator 825I	Theresa Thorp
22	W06X4DD001033	2007	John Deere	Gator 6x4	Mike Cappello
24	JWY06151	2021	Cat	303.5E	Jeff Jackson
25	AR9R12111	2014	Bobcat	S590	Jeff Jackson
26	KBC5253CANZJ11034	2023	Kubota Closed Cab	R540	Jeff Jackson
27	66253	2021	Kubota Open Cab	MX5200	Bruce Ziolkowski
28	L9006072		Skag		Tray Thorp
29	R8702804		Skag		Tray Thorp
30	D9111057		Skag		Tray Thorp
31	T3800889		Skag		Tray Thorp
32	7FYBE1422PD025890		Cargo Trailer		Tray Thorp
33	7131J821XPG000824		DMS Board	SMC 5000	Pat Fugate
34			Old 20' Trailer		Tray Thorp
35	1961-5		Water Wagon		Tray Thorp
36	7T5BF2027NM000655		New 20' Flatbed Trailer		Tray Thorp
37	3JBUGAJ47PK004928		2023 CAN AM 700		Tray Thorp
39	3C6UR5CL8PG590360	2023	RAM	3500	Sage Kamiya
40	4PL500L28W101605		20' Enclosed Trailer		Tray Thorp
41	4A9PT121PM282894		Generator Trailer		Tray Thorp
42	JALE5W162R7900348	2024	TYMCO	435	Wayne Burlock

Field crews have totes with rain gear, boots, hard hats, and gloves [SEE PREVIOUS LIST FOR SPECIFIC CHAINSAW GEAR, FUEL, SPARES, ETC]

Public Works Emergency Storage List

Additional items Public Works crews required to have on assigned vehicle / storage location:

Procured	Quantity	Item	Location / Truck #	Responsibility
Generators				
Fuel Cans				
Lights				
Gloves				
Saws - manual				
Chain Saws	1			
Bar oil	2			
Chains	2			
Chainsaw tool kit	1			
2 cycle oil / mix	2			
Rakes				
Shovels				
Water pump				
Pole saw	1			
Drills, bits, drivers				

Procured	Quantity	Item	Location / Truck #	Responsibility
Chains, cable, ratchet straps				
Water for cleaning (1 gal)	1			
Soaps/cleaner	1			
Disinfectant spray	1			
Hand sanitizer	1			
First Aid Kit	1			

Public Works Department Hurricane Preparation Checklist

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

Public Works employees consist of: Public Works Administrator, Foreman, Assistant Foreman, Clerk, and Maintenance Crew (15 employees).

PUBLIC WORKS MAY 1st - 30 DAYS PRIOR TO HURRICANE SEASON	Completion Date & Time/Employee ID
STAFF DISASTER PROCEDURES AND POLICIES	
Review COOP with Mayor and Directors	
Review pre- and post-disaster policies with employees, expectations, procedures	
Alpha – Bravo 12-hour shifts – Review food policy, any sleeping policies/arrangements	
Basic safety equipment overview for all staff (e.g., hardhat, footwear, safety vest, eye protection, etc.)	
Review “Bug Out Kit” contents	
Staff 101	
Re-entry Tags	
Review and update any departmental emergency SOPs	
GENERATORS	
Test all generators and verify fuel levels	
- City Hall	

PUBLIC WORKS MAY 1st - 30 DAYS PRIOR TO HURRICANE SEASON	Completion Date & Time/Employee ID
CRITICAL EQUIPMENT - HEAVY	
Provide training update for all City staff authorized to operate heavy equipment	
Provide/schedule any necessary maintenance and checks.	
Ensure fuel, aux tanks, and adequate spare parts are available and in-stock	
OFFICE EQUIPMENT-FILES	
Establish / review Emergency Evacuation of Equipment SOP	
Pre-identify/tag files and equipment to relocate to alternative EOC (meeting supplies, contacts updated, essential documents to include reference notebooks, permanent files, notary seals, other pending records as needed. Create labeling for each department so items are clearly identified	
Availability of garbage bags, plastic wrap, and waterproof tape to seal electronics, file cabinets, and protect any furniture	
FACILITIES	
Facilitate hardening SOP	
Confirm procedures for hardening facility and location and condition of materials (e.g., window shutters, door braces, etc.)	

PUBLIC WORKS MAY 1st - 30 DAYS PRIOR TO HURRICANE SEASON	Completion Date & Time/Employee ID
Confirm quantity of 4x8 plywood sheets, screws, drill bits, drivers, tie-down straps for post-disaster use	
Order sandbags (15k) and (40 CY) sand	
Order extra DOT road base aggregate (determine storage location – on or off-island)	
INFORMATION TECHNOLOGY	
Review procedures for IT backups with vendor	
COMMUNICATIONS	
Communicate with staff needs for next operational milestone – 5 DAYS PRE-LANDFALL next	
Check / test all radios	

PUBLIC WORKS JUNE 1ST - HURRICANE SEASON BEGINS	Completion Date & TIME /EMPLOYEE ID
CONTINUE FROM MAY 1ST CHECKLIST	
CITY VEHICLES	
Top off all City Vehicles and equipment	
FACILITIES – CITY INFRASTRUCUTURE	
Order propane refill / top off	

PUBLIC WORKS 5 DAYS / 120 HOURS PRIOR TO POTENTIAL LANDFALL	Completion Date & TIME /EMPLOYEE ID
GENERATORS	
Order fuel	
Fuel generators	
Fuel backup fuel storage (e.g., aux. tanks, jerry cans, etc.)	
Order non-perishable food and water to store and be prepared for at least 5 days post a major event for Public Works staff	
FACILITIES – CITY INFRASTRUCTURE	
Inspect and clean all catch basin grates	
RENTAL EQUIPMENT	
Secure port-o-lets, restroom, offices, comfort stations.	
COMMUNICATE	
Communicate with staff needs for next operational milestone – 96 HOURS PRE-LANDFALL next	

PUBLIC WORKS 4 DAYS / 96 HOURS PRIOR TO POTENTIAL LANDFALL	Completion Date & TIME /EMPLOYEE ID
CITY VEHICLES	
Fuel City vehicles – top offs	
COMMUNICATE	
Communicate with staff needs for next operational milestone – 72 HOURS PRE-LANDFALL next	

PUBLIC WORKS 3 DAYS / 72 HOURS BEFORE PROJECTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Ensure all employees begin logging emergency activities for reimbursement purposes (Individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Confirm accuracy of current employee contact information list (update 2x per year)	
Recall available City employees on vacation or away from City	
Confirm employee roster, contact information, and assignments	
Make sure all personal items are gathered and tagged for transport off the island to include: <ul style="list-style-type: none"> - Computer equipment and power supply cables - Printers, scanners - Telephones, chargers for cell/sat phones. - Code books, thumb drives, backup devices 	
Order all personnel to “stand by” and monitor storm / check their family hurricane plan. <ul style="list-style-type: none"> - Identify location of family pre-, during, and post-storm to ensure safe locations to support City personnel. - City may consider sheltering family and pets of staff 	
Monitor duty roster assignments for A – Alpha and B-Bravo 12-hour shift assignments	
Fuel personal vehicles	

PUBLIC WORKS 3 DAYS / 72 HOURS BEFORE PROJECTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
COMMUNICATE	
Communicate with staff needs for next operational milestone – 48 HOURS PRE-LANDFALL below	
Status report to City Emergency Management Director/Police Chief (staff to Deputy Director of Recovery to City Emergency Management Director/Police Chief)	
CITY VEHICLES	
Fuel City vehicles – top offs	
FACILITIES – CITY INFRASTRUCTURE	
Order sand and establish sandbag filling station at City Hall with Code Enforcement. Assist.	

PUBLIC WORKS 2 DAYS / 48 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Meet with staff to review assignments	
Staff prepare personal Bug-Out Kits	
Begin Alpha – Bravo 12-hour shifts	
Evaluate personnel needs and relieve unassigned personnel (remind them of recall process and need post-storm)	
Ensure portable devices have recharge capabilities, batteries charged prior to landfall	
Develop load sheet /manifest for pre-identified items to be loaded on cargo trailer(s) and clearly identify which department owns each item	
Bring cargo trailer to City Hall [if rental trailer, secure earlier]	
Load pre-identified items to access priority items first	
Transport pre-identified items and files to relocate to alternative EOC via cargo trailer(s) and City vehicles. Ensure any security in place and redundancy (others know lock combination/have keys, etc.)	
Fill portable water tank trailer and transport to alternative EOC	
INFORMATION TECHNOLOGY	
IT Vendor confirm cloud backup and frequency (staff assigned – Digital and Media Strategist for PW)	

PUBLIC WORKS 2 DAYS / 48 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
FACILITIES – CITY INFRASTRUCTURE	
Pickup and empty 5-gallon trash buckets at MCAT Trolley stops / chain down	
Install storm shutters and mitigation measures at City Hall Complex	
COMMUNICATION	
Follow-up with all staff items completed / needs	
Status report to Emergency Management Director/Police Chief	
Communicate with staff needs for next operational milestone – 1.5 DAYS / 36 HOURS PRE-LANDFALL below	
Provide update to ALL city staff	

PUBLIC WORKS 1 ½ DAYS / 36 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Release employees in staggered fashion to secure family and personal items [12 HR SHIFTS BEGAN]. Employees should remain in contact with their supervisor	
Assign personnel to evacuate non-essential vehicles to alternate EOC / take City vehicles to staff homes to distribute assets	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high off ground as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
DEBRIS – PROJECTILE IDENTIFICATION	
Code Compliance sweep City and identify issues; contact owner and suggest remedy	
COMMUNICATION	
Status report to City EOC Director	
Communicate with staff needs for next operational milestone – 24 HOURS PRE-LANDFALL next	
Provide update to ALL city staff	

PUBLIC WORKS 1 DAYS / 24 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Meet with staff to review assignments [EACH SHIFT]	
Post-storm documentation training and procedures	
Release unassigned personnel with knowledge of their sheltering situation/location. Unassigned personnel shall remain in contact with supervisors (dependent upon availability of communications)	
COMMUNICATION	
Status report to City EOC Director	
Communicate with staff needs for next operational milestone – 24 HOURS PRE-LANDFALL next	
Provide update to ALL city staff	

PUBLIC WORKS 18-12 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Meet with remaining staff to review assignments [EACH SHIFT]	
Release all remaining unassigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
FACILITIES – CITY INFRASTRUCTURE	
Secure City Hall (shuttering, sandbags, etc.)	
COMMUNICATIONS	
Status report to City Emergency Management Director/Police Chief	
Communicate with staff needs for next operational milestone – 12-4 HOURS PRE-LANDFALL next	

PUBLIC WORKS 12-4 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
Evacuate remaining employees from City Hall and other city facilities to the mainland, besides City Police	
Employees assigned to First-In Teams report to designated location [COUNTY TEAMS SHELTER TOGETHER THEN ROLL SOON AS WINDS ALLOW]	
FACILITIES – CITY INFRASTRUCTURE	
[County shuts off water and sewer to island]	
COMMUNICATION	
Status report to Emergency Management Director/Police Chief	
Communicate with staff needs for next operational milestone – 4-0 HOURS PRE-LANDFALL next	
Provide update to ALL city staff	

PUBLIC WORKS 4-0 HOURS PRIOR TO PREDICTED LANDFALL	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
City Police evacuate island as soon as winds approach Tropical Storm Force / flood waters dictate	
COMMUNICATION	
Status report to Emergency Management Director/Police Chief	
Communicate with staff needs for next operational milestone – 0-12 HOURS POST-STORM next	
Provide update to ALL city staff	

PUBLIC WORKS 0-12 HOURS POST STORM	Completion Date & TIME /EMPLOYEE ID
STAFF DISASTER PROCEDURES AND POLICIES	
City Police First-In Teams Re-enter Island	
Drone flights if winds permit	
Alpha – Bravo final	
Supervisors contact all employees in pre-determined phone tree. Assign staff to continue every 2-3 hours if no response and follow-up with email outreach.	
Activate emergency contractors as needed	
Monitor and refuel as necessary vehicles (may need to assign specific staff to this task)	
Prepare to recall staff to assigned area to assist with Damage Assessment (EM Director to determine location) depending upon level of damage	
PW Staff return	
Re-occupy City Hall and Public Works OR continue mobilization at alternative EOC	
A and B teams assigned	
COMMUNICATION	
Status report to City Emergency Management Director/Police Chief	

Appendix V - Holmes Beach Police Department COOP & Checklists

The procedures set in this document are written to define, and only as a guide in the event a hurricane could impact the City of Holmes Beach and emergency action is taken by the Mayor and City Commission.

The Police Department chain of command is Emergency Management Director/Police Chief, Lieutenant, four Sergeants, Detective, Officers, Dispatch Supervisor, Dispatch, Administrative Assistant.

POLICE DEPARTMENT 72 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Schedule City EOC staff meeting	
Ensure all employees begin logging emergency activities for reimbursement purposes (individual 214)	
Assign person to start documenting all spending, vehicle use, equipment uses, and all expenses related to the event for FEMA as soon as Mayor declares State of Emergency (unit 214)	
Advise employees to plan and prepare for their food needs during deployment	
Fuel personal vehicles	
Confirm accuracy of current employee contact information list	
Recall available city employees on vacation or away from city	
Order all personnel to "stand by" and monitor storm/check their family hurricane plan	
Ensure all equipment, computers, and file cabinets are gathered and tagged for transport off the island.	
Monitor duty roster assignments for alpha/bravo shift assignments	
Update Police Department Facebook page and City Webpage with pertinent emergency information	
Check lights and equipment on all police vehicles	
Order generator fuel tanks filled	

Order Fire Department gasoline tanks filled to capacity	
Fill propane tanks for grill	
Fuel and prepare marine unit for evacuation	
Secure city cargo trailer	
Fuel all police vehicles	
Secure and charge satellite phones	
Order bottled water and supplies	
Status report to City Emergency Management Director/Police Chief	

POLICE DEPARTMENT 48 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Begin Alpha/Bravo shift	
Meet with staff to review assignments	
Ensure Cloud backup - confirm with IT vendor	
Assemble office Go-Kit of essential office supplies, meeting supplies, phone numbers and essential documents.	
Update staff as necessary on changes in command post locations	
Begin employee pickup at the designated location if needed	
Stand ready to alert residents of evacuation orders	
Evacuate marine unit to designated location	
Evacuate ATV's and side by side to designated location	
Prepare welcome home packets to be distributed	
Once mandatory evacuation is issued by Manatee County, officers begin evacuations.	
Load tagged equipment into cargo trailer	
Fill all fuel tanks and cans	
Ensure all flashlights and radio batteries are charged	
Ensure all employees bring hurricane travel kit	
Status report to Emergency Management Director/Police Chief	

POLICE DEPARTMENT 36 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Release employees as available to secure family and personal items. Employees shall remain in contact with their supervisors.	
Evaluate personnel needs and relieve unassigned personnel of their duties	
Ensure portable devices/batteries are charged and packed	
Evidence Custodian to ensure all critical items are in waterproof containers	
Evidence Custodian to ensure all remaining evidence is covered with plastic or tarps	
Continue evacuation of residents	
Evacuate cargo trailer to designated location	
Status report to Emergency Management Director/Police Chief to include list of documents removed from office.	

POLICE DEPARTMENT 24 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Meet with staff to review assignments.	
Assign personnel to evacuate vehicles to the mainland	
Load final equipment into police vehicles	
Release unassigned personnel with knowledge of where they shall seek shelter. Unassigned personnel shall remain in communication with their supervisor depending on availability of communications, <i>i.e.</i> , cell towers	
Place all remaining electronic equipment in garbage bags and seal with tape. Store as high as possible.	
Wrap all remaining file cabinets with plastic and tape edges as watertight as possible. Drape and tape all desks and remaining equipment not in use	
Evacuate all unnecessary equipment to the mainland	
Status report to Emergency Management Director/Police Chief	

POLICE DEPARTMENT 18 - 12 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Meet with remaining staff to review assignments	
Release all remaining assigned employees with knowledge of where they shall be seeking shelter (hotel or EOC) and give them status update immediately prior to landfall	
Assist in securing and shutting down City Hall	
Status Report to City Emergency Management Director/Police Chief	

POLICE DEPARTMENT 12-4 HOURS BEFORE PROJECTED LANDFALL	COMPLETION TIME / DATE
Evacuate remaining employees with City Hall to the mainland	
Employees assigned to First In Teams report to designated location	
Status Report to Emergency Management Director/Police Chief	
Department supervisor shall give status report to department staff	

POLICE DEPARTMENT 0-12 HOURS POST-STORM	COMPLETION TIME / DATE
Begin post-storm recovery operations <ul style="list-style-type: none"> Consider activities and documentation required for FEMA reimbursement 	
Contact the Chief of Police with emergency flip phones to give status and receive orders. If communications unavailable report to West Manatee Fire District	
First In Teams provide damage report to City EOC Director	
Set up office and communications to prepare for civilian re-entry into the city	
Status Report to Emergency Management Director/Police Chief	

Appendix W - SCF Alternative EOC Agreement

Appendix X - City Organizational Chart

Appendix Y - City Staff Notification Procedures

Appendix Z – City Staff Hurricane Preparedness Plan

Staff Name: _____

Home Address: _____

Home Phone: _____

Mobile Phone: _____

Location during declared emergency: _____

Location Address: _____

Location Phone: _____

Is this public shelter? YES NO

Mobile Phone: _____

City-Issued Cell Phone? If yes, number: _____

Please be advised that City staff may be called to work pre-event, during the event, or post-event. If not working pre-event or during the event that City staff to stay/shelter near the City.

If an evacuation of the island is ordered, it is critical that City staff shelter locally in safe locations in a building that was built to standards higher than the expected storm event or in a designated public shelter.

Immediate Supervisor: _____

Provide copy to supervisor. Supervisor shall provide to Department Director. Department Director provide to HR.

[SUPERVISOR TO PROVIDE COPY TO HR]