

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:

Safety/Risk Management/Disaster
Preparedness

CODE NUMBER:

AC-7-6

TITLE:

Administrative Policy for Closing Down
County Operations Under a Hurricane
Threat, Description of County's
Emergency Organization of Government,
and Responsibilities of County
Administrative Staff

ADOPTED:

5/23/90

AMENDED:

9/21/94

ORIGINATING DEPARTMENT:

Public Safety

PURPOSE/SCOPE:

The purpose of this Administrative Code is to establish a policy for closing down county operations and for governing the working activities of county employees under a threatening hurricane condition. The code also describes the emergency organization to be activated when a hurricane or other natural or technological hazard threatens/impacts Lee County, and outlines the responsibilities of county administrative staff necessary to support a viable emergency response structure.

POLICY/PROCEDURE:

SECTION 1. POLICY ON CLOSING DOWN COUNTY OPERATIONS

A. The County Administrator will limit or cancel county operations based on direction from the Lee County Board of County Commissioners or recommendations from the Lee County Division of Public Safety. The County Administrator's Office will communicate this decision to county departments and the Lee County Constitutional Officers.

B. The County Administrator will generally cancel county operations when a Hurricane Warning is issued for Lee County by the National Hurricane Center. A Hurricane Warning can be issued up to 24 hours before the expected arrival of the eye of the hurricane or the hurricane's closest point of approach to Lee County.

C. The County Administrator may limit or cancel county operations if additional time is needed to carry out emergency related activities. The County Administrator will base this decision on advise from the Division of Public Safety and will consider the following factors:

1. The Nature of the hurricane threat.
2. The uncertainty inherent in hurricane forecasts.

3. The amount of time needed to notify county employees given the time of day and day of the week that the decision is made to limit or cancel county operations.

4. The amount of time needed to close down county offices, facilities or to discontinue services.

5. The amount of time needed to evacuate the general public before tropical storm force winds affecting Lee County reach 40 mph or greater.

SECTION 2. COUNTY EMPLOYEES: GENERAL POLICIES

A. County employees will be responsible for assisting the county in protecting the public's health and safety during hurricane emergencies. The nature of these responsibilities will be based on the emergency roles assigned to county departments or divisions in the Lee County Comprehensive Emergency Management Plan.

B. County department and division directors or supervisors will designate those county employees considered essential for carrying out the department's or division's assigned emergency responsibilities. They will also designate employees needed to protect or secure property and equipment from hurricane caused damages.

C. County employees not assigned either an emergency responsibility or needed to close down a county office or facility within their department will be available to assist other departments in carrying out emergency assignments. County departments having a shortfall in personnel will identify those needs and submit them to the Lee County Public Safety Director. Based on this assessment, employees from other departments will be assigned to these departments according to the employee's knowledge, skills and abilities.

D. Provisions will be made to give employees time to prepare themselves, their families and their property from hurricane forces.

E. County employees directed or requested to work during emergency or disaster conditions will be paid in accordance with the procedures set forth in Section 305:1 of the Lee County Personnel Policies and Procedures Manual (Pay for Work During Emergencies or Disasters).

SECTION 3. EMERGENCY ORGANIZATION

A. Lee County will use the Incident Management System (IMS) to manage response and recovery activities from disasters. Overall policy and management direction will come from the county's Executive Policy Makers. This group, made up the Board of County Commissioners, the Clerk of the Court, the Lee County Sheriff and a selected elected official from each city, will make executive assessments of community conditions, develop the overall policies and goals to guide short and long term recovery efforts, and execute any legal ordinances or resolutions necessary to support recovery efforts.

B. The Incident Management System to be used by Lee County consists of the following sections:

1. Incident Command - Provides overall incident direction & management.
2. Operations - Manages operations oriented response and recovery activities; that is, what tasks need to be done to fix identified problems caused by the disaster.
3. Planning - Manages information collection, analysis, forecasting and dissemination.
4. Logistics - Provides facilities, services and materials to meet identified needs; that is, what resources are needed to fix the problems.
5. Administration - Provides administrative, financial and legal support to incident activities; e.g., what are the costs, what mechanisms are in place to assure accountability and legality, and who is going to pay.

C. In addition, The Lee County Recovery Task Force will be activated in certain major and all catastrophic disasters to provide policy guidance and recommendations both to elected policy makers and incident command governing post-disaster redevelopment and hazard mitigation activities.

SECTION 4. EMERGENCY RESPONSIBILITIES

A. Response and recovery activities to be carried out by each Incident Management System section are listed below:

1. Incident Command Section
 - (a) Liaison with city, state and federal authorities
 - (b) Volunteer Coordination (Goods and Services)
 - (c) Mutual Aid Response
 - (d) Public Information
 - (e) Safety

2. Operations Section

- (a) Search and Rescue
- (b) Security (reentry, traffic control, curfew)
- (c) Debris Clearance, Removal and Disposal
- (d) Fire Rescue
- (e) Hazardous Materials
- (f) Air Operations
- (g) Medical Care (care for injured, elderly and infirm)
- (h) Public Health (water, waste water, animal control)
- (i) Essential Service Restoration (electricity, water)
- (j) Repair and Restoration (temporary, permanent repairs)

3. Planning Section

- (a) Damage Assessment (initial, detailed, permitting)
- (b) Training (briefings, public education)
- (c) Response Planning (data collection, resource tracking, incident action planning)
- (d) Recovery Planning (economic/community redevelopment, hazard mitigation)
- (e) Special Task Forces (research, analysis, reports)

4. Logistics Section

- (a) Resource Management/Distribution (facilities)
- (b) Sheltering and mass feeding
- (c) Transportation
- (d) Communications
- (e) Relief Services (housing, rental assistance, outreach)

5. Administration Section

- (a) Federal Disaster Relief Assistance (individual, public)
- (b) Documents (time and material costs, injury claims)
- (c) Legal (advise, development of ordinances, etc.)
- (d) Finance (procurement, contract management)

6. Recovery Task Force

- (a) Establish/rescind temporary moratoriums
- (b) Policy recommendations on development regulations
- (c) Policy recommendations on construction standards
- (d) Policy recommendations on infrastructure redevelopment
- (e) Policy recommendations on hazard mitigation activities

B. To ensure the implementation of these responsibilities, the Lee County Emergency Management Program within the Division of Public Safety will:

- 1. Determine the risk to county buildings, structures or areas using the results of the Charlotte Harbor SLOSH Computer Storm Surge Model as guidance.

2. Work with county departments and divisions assigned emergency responsibilities and constitutional officers in developing emergency plans and procedures.

3. Review and coordinate the emergency plans of county departments and divisions.

4. Establish liaison with appropriate governmental and non-governmental emergency agencies and organizations.

5. Promote coordinated planning with local municipal, state, federal and private agencies.

6. Conduct or arrange for training programs that introduce county employees to the county's Incident Management System and their role in the emergency organization.

7. Maintain procedures for maintaining accurate records on all personnel, equipment, supplies and financial resources used in preparing for and responding to a threatening or actual disaster situation.

C. County departments and divisions assigned to carry out these responsibilities in the Lee County Comprehensive Emergency Management Plan shall perform the following activities:

1. Designate at least two alternates for the department or division head position, brief these individuals on their responsibilities, and provide their names to Lee County Emergency Management.

2. Identify county property under the department's or division's responsibility that is at risk to hurricane forces.

3. Maintain a list of essential personnel needed to carry out emergency responsibilities and update it annually.

4. Maintain a list of personnel responsible for closing down county offices or areas not required for emergency-related responsibilities, and update it annually.

5. If necessary, identify personnel shortfalls in carrying out emergency responsibilities.

6. Maintain a list of essential equipment within the county agency and update it annually.

7. Identify what scheduled activities may have to be canceled if county operations are shut down.

8. Take the necessary measures to protect county property or equipment.

9. Determine a method for informing non-essential employees on how they will be notified to report back to work.

10. Prepare plans and procedures to carry out responsibilities set forth in the Lee County Comprehensive Emergency Management Plan.

D. County departments or divisions not assigned a specific emergency responsibility shall carry out the following activities in support of the county's Comprehensive Emergency Management Plan:

1. Identify county property under the agency's responsibility that is at risk to hurricane forces.

2. Maintain a list of personnel who will be responsible for closing down offices or areas and update it annually.

3. Maintain a list of positions and number of people in those positions that could be used by other county departments or divisions in carrying out their emergency-related responsibilities.

4. Identify what scheduled activities may have to be canceled if county operations are shut down.

5. Take the necessary measures to protect county property and equipment under the agency's responsibility.

6. Determine a method for informing employees on how they will be notified to report back to work.