

CITY OF RIVIERA BEACH

EMERGENCY PREPAREDNESS PLAN



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CITY OF RIVIERA BEACH
EMERGENCY PREPAREDNESS PLAN
BASIC PLAN

INTRODUCTION

Purpose:

This contingency plan is intended to provide an organized system for the City of Riviera Beach to protect the citizens and visitors from adverse effects of major emergencies and disasters. The plan assigns responsibilities and establishes procedures for the coordinated effort of the city government and other resources necessary to provide for the mitigation, preparedness, response, and recovery involving specific and unanticipated emergencies and disasters.

The contingency plan is a supplement to the Palm Beach County Comprehensive Emergency Management Plan. Additional direction and guidance is included within the Palm Beach Comprehensive County Emergency Management Plan.

Scope:

This plan is city wide in scope and describes the basic strategies, assumptions and mechanism through which the city will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery from the effects of an emergency or disaster.

The City Manager is responsible for the emergency management of the City. Emergency management is the process of planning for, responding to, recovering from, and mitigating the effects of an unusual emergency or disaster.

All City Departments are part of the city's emergency organization and may be required to participate in activities that are not normally part of their responsibilities. Each department must develop department specific guidelines that will assist in preparing and responding to various emergencies and disasters. These guidelines will be considered an annex to the guidelines established in this plan. Unforeseen events may require unusual and prompt action.

Definitions:

The term "Emergency" as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, or protect property and the environment.

'Disaster' means the situation requires all available city resources and is beyond the capabilities of the City of Riviera Beach. A state of "emergency" or "disaster" can be proclaimed by the local authority having jurisdiction.

Authority:

Florida Statutes Chapter 252 authorizes and encourages local municipalities to create municipal emergency management programs. Municipality's emergency management programs shall coordinate their activities with those of the county emergency management agency.

Other related authority:

- a. U.S. Public Law 920, as amended
- b. Public Law 100-707, Disaster Relief Act of 1988
- c. Florida Statutes, Chapter 252, as amended
- d. State Executive Orders
- e. Florida Emergency Operations Plans
- f. Palm Beach County Comprehensive Emergency Management Plan

Assumption:

For the purpose of this plan, it is assumed that:

- a. Events caused by hurricanes, tornadoes, floods or other natural disaster phenomena may cause a major disaster and require the mobilization of City Department resources.
- b. Events caused by civil disturbances, explosions, fires, or hazardous material releases, may require the mobilization of City Department resources.

ORGANIZATION

In the event the City of Riviera Beach is involved in a disaster, the Chain of authority shall be as follows:

1. Mayor and City Council
2. City Manager
3. Assistant City Manager
4. Fire Chief or Police Chief
5. Department Heads as designated

All appointments in emergency or non-emergency situations shall be documented.

This plan shall be updated every year. It shall be the responsibility of the City Manager to ensure proper revision, notification, and distribution of the Emergency

Preparedness Plan, before June 1st of each year. This plan will normally be exercised each year after acceptance during the month of June in one of three methods: full scale, functional, or tabletop simulations. Notification and planning for the simulations shall be at the City Manager's direction.

MANAGEMENT AND CONTROL

The City of Riviera Beach realizes that emergencies will vary in size and scope. Regardless of the variables, some common factors exist that allow certain standard procedures to be followed. The magnitude of the event will determine which procedures are applied. Common to all emergency levels is the National Incident Management System, a system which establishes who is in charge and defines responsibility. The City Manager, or his/her designee, is the Incident Manager for all major emergencies. The Fire Chief or Police Chief shall administratively designate the Incident Manager for lesser emergencies.

The National Incident Management System (NIMS) is a management process enabling the City to effectively and efficiently control resources at incidents. The Incident Management System, developed and used properly, should minimize life and property loss through effective organizational control. The Incident Management System will enable the City to produce standard predictable results at any event. The system fulfills these requirements through the assignment of specific duties to specific positions and allows flexibility for organizational growth, as the incident escalates. The IMS gains much of its strength and flexibility by utilizing personnel with technical and/or organizational capabilities relative to the incident. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel.

- **COMMAND** - The Incident Manager is responsible for incident activities, including the development and implementation of strategic decisions.
- **SAFETY** - responsible for monitoring and assessing hazardous or unsafe situations and developing measures for assuring personnel safety.
- **LIAISON** - The point of contact for assisting and cooperating with outside agencies and representatives.

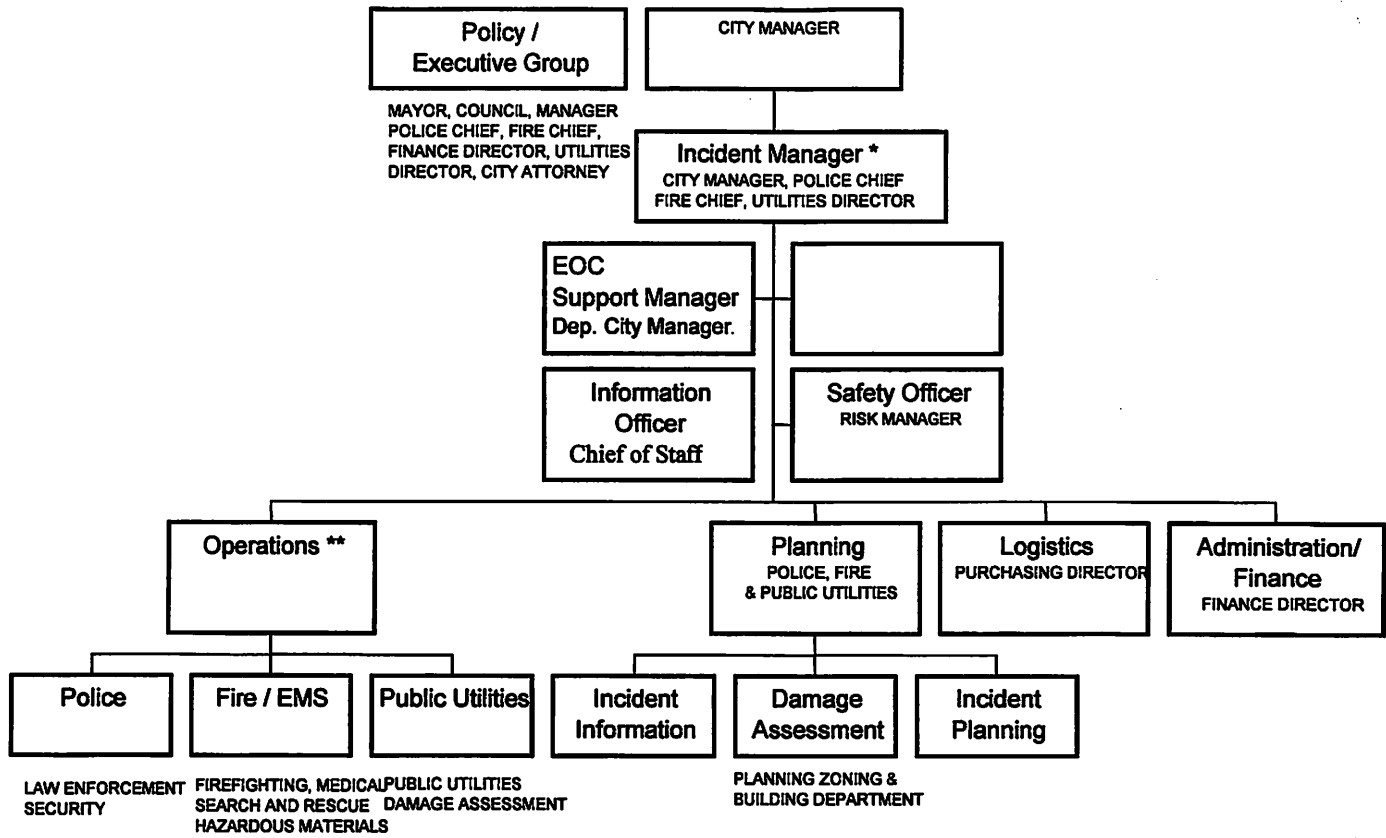
INFORMATION - Responsibilities for formulation and release of information about the incident to the media and other appropriate agencies.

It is the Incident Commander's responsibility to assign personnel to the four functional areas of Operations, Finance, Logistics and Planning. It is the responsibility of the individuals in the four function positions to assign personnel to supervise other functions assigned them in an effort to maintain a proper span of control.

- **OPERATIONS** - Responsible for the management of all operations directly applicable to the primary mission.

- **PLANNING** - Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
 - a. **Resources**
Responsible for maintaining the status of all resources.
 - b. **Situation Status**
Responsible for tracking and displaying all information relevant to the status of the incident.
 - c. **Documentation**
Responsible for the proper recording and protection of all documents relevant to the incident.
 - d. **Demobilization**
Responsible for orderly, safe, and efficient demobilization.
 - e. **Technical Skills**
Responsible for special skills needed to support an incident.
- **LOGISTICS** - Responsible for providing facilities, services, and materials in support of an incident.
 - a. **Communications** - Responsible for effective use of incident communications equipment and facilities.
 - b. **Food** - Responsible for the feeding requirement of all incident personnel.
 - c. **Supply** - Responsible for ordering, storing, distributing and maintaining all supplies.
 - d. **Facilities** - Responsible for establishing and maintaining all fixed facilities for an incident.
 - e. **Ground Support** - Responsible for transportation, fueling, maintenance, etc.
- **FINANCE** - Responsible for all cost and financial aspects of the incident.
 - a. **Time** - Responsible for personnel time keeping and commissary operations.
 - b. **Procurement** - Responsible for financial matters pertaining to vendor contracts.
 - c. **Cost** - Responsible for all cost data, analysis, estimates, and cost saving recommendation.

City of Riviera Beach
Emergency Operations
National Incident Management System



- * The Incident Manager's position will normally be staffed by the department deciding to activate the EOC to support their emergency response activities.
 ** The Operations Section Chief position is normally staffed by the department having the most "operational ownership" of the emergency.

PERIOD OF EMERGENCY

The period of an emergency shall be determined by the City Manager, or his/her designee, who shall then order the mobilization of emergency resources.

Emergency Preparations

- a. The Emergency Manager shall be responsible for the coordination, assembly, and maintenance of all Department Emergency Preparedness Plans.
- b. Each Department or Service of the City of Riviera Beach, which is to operate under this plan, shall prepare an emergency plan to coordinate all their staffing and equipment.
- c. This plan should be implemented upon declaration of an emergency by the appropriate authority.

Emergency Operations

- a. When an emergency is declared by the proper authority, the Emergency Preparedness Plan for the City of Riviera Beach shall be placed in service.
- b. When an emergency is declared by the proper authority, all departments will put into effect their individual emergency operations plan.

FUNCTIONS AND TASKS

City officials and departments are responsible for the listed functions and tasks in preparing for and responding to a major emergency. Each department shall be prepared to perform all identified functions as directed by the Incident Manager. In **Annex A** of this plan, the functions of each department have been converted into the Emergency Support Function Format (ESF) which assigns responsibility to each department consistent with the Palm Beach County, Federal Response Plan and the Florida Comprehensive Emergency Management Plan. Within each ESF function, each agency is assigned a primary function and a secondary support agency.

City Council

- a. Declare a State of Emergency, if required
- b. Inform the public through the Public Information Officer
- c. Authorize major emergency expenditures

City Manager

- a. Overall responsibility for disaster management
- b. Liaison between City Council and disaster operations
- c. Liaison between City and County Emergency Management
- d. Inform the City Departments of a pending or existing emergency
- e. Inform the public through the Public Information Officer
- f. Maintain presence at the City Emergency Operations Center
- g. Activate the emergency operations plan and order the opening of the EOC.

City Attorney

- a. Maintain presence in City EOC
- b. Advise Council and City Manager on legal options for disaster operations.
- c. Prepare emergency ordinances, resolutions, and executive orders to implement emergency management activities.

Assistant City Manager

- a. Responsible for administrative and support functions
- b. Maintain liaison between administration and City Manager
- c. Maintain presence at the Emergency Operations Center
- d. Reports to the City Manager

Fire Chief

- a. Responsible for City-wide operations and coordination of response efforts except in incident involving civil disturbances, which will be the responsibility of the Police Chief
- b. Maintain liaison officer in City EOC
- c. Reports to the City Manager

Police Chief

- a. Responsible for city-wide operations pertaining to civil disturbances and civil disorders
- b. Maintain liaison officer in the City EOC
- c. Reports to the City Manager

Public Information Officer (Chief of Staff)

- a. Inform the public through all forms of media about the progression of events as approved by the City Manager
- b. Develop press releases for the Mayor and City Council

Director of Finance

- a. Provide for security and protection of records and equipment.
- b. Provide disaster finance and accounting services
- c. Coordinate financial relief efforts with County, State, and Federal agencies

FUNCTIONS AND TASKS AT THE DEPARTMENT/DIVISION LEVEL

Human Resources & Risk Management

- a. Provide for security and protection of vital records and equipment
- b. Establish and staff personnel recruiting center after an emergency

Fire

- a. Provide Fire, Rescue, Emergency Medical, and Hazardous Material response services
- b. Assist with damage assessment teams during recovery
- c. Assist with evacuation operations
- d. Maintain liaison within City Emergency Operations Center

Police

- a. Initiate evacuation operations
- b. Provide security for City facilities
- c. Provide security for evacuated areas
- d. Provide security at shelters
- e. Maintain liaison with City EOC

Purchasing

- a. Anticipate and provide for general supply and procurement, allocation and distribution of supplies, equipment and services before and after the disaster
- b. Provide security and protection of records and equipment
- c. Assist City Departments with expediting emergency purchasing procedures and maintaining records

Public Works

- a. Secure and protect City facilities as required
- b. Provide for repairs of out of service vehicles and fleet Maintenance
- c. Maintain adequate fuel supplies
- d. Provide drivers and vehicles for transport of supplies and personnel
- e. Provide assistance with damage assessment
- f. Provide debris clearance and restoration of roadways and bridges
- g. Provide signs and barricades for street closures during evacuation

Utility Services (Water & Sewer)

- a. Insure potable water supply
- b. Provide representatives for City EOC
- c. Provide restoration of sanitary sewer
- d. Isolate ruptured water mains and appurtenances
- e. Supply auxiliary power supplies to water and waste water pumping facilities
- f. Insure operations of sanitary sewer infrastructures
- g. Maintain liaison with utility customers
- h. Set up City's EOC

Parks and Recreation

- a. Provide security and protection of city parks
- b. Assist the American Red Cross with shelter facilities
- c. Provide representation in the City's EOC
- d. Provide assistance with debris clearance and recovery
- e. Provide transportation and drivers during residential evacuation
- f. Coordinate and staff supply distribution centers

Community Development

- a. Develop and coordinate damage assessment teams and reports
- b. Survey construction sites for control of debris hazards
- c. Provide representation for EOC
- d. Provide for protection of records and equipment
- e. Make available building plans and records
- f. Coordinate reconstruction and flood insurance program
- g. Assist with damage assessment of city properties
- h. Coordinate emergency housing and critical needs for residents

EMERGENCY OPERATIONS CENTER (EOC)

The purpose of the Emergency Operations Center (EOC) is to control and coordinate the City's government functions and resources during a major emergency.

The City Manager is responsible for the activation of the EOC. He shall direct the appropriate departments to staff the EOC, and he shall establish the work hours for the EOC staff.

EOC Staffing – Based on the City Manager's discretion, the following staff should be prepared to staff the EOC center during an emergency:

1. Director of Community Development
2. City Engineer
3. Risk Manager
4. Building Official
5. Asst. City Manager
6. Fire Chief or his designee
7. Police Chief or his designee
8. Director of Finance
9. Director of Purchasing
10. Director of Recreations and Parks
11. Director of Utilities
12. Director of Public Works
13. City Attorney
14. City Clerk
15. Human Resource Director

The Emergency Operations Center is located at the Utilities Administrative Office, 800 West Blue Heron Blvd. The Utilities Department is responsible for the readiness and support of the EOC.

Each assigned City Department will bring to the EOC their own portable radio, charger, spare batteries, and cellular telephones if available.

EOC staff personnel should bring sufficient food, water, clothing, and a sleeping bag to be self sufficient for up to 5 days.

It may be necessary for individual departments to establish a command post, as they deem necessary. These command posts would be situated for operational effectiveness.

COMMUNICATIONS

The primary communication link for the City in the event of activation of the City's Emergency Operations Center (EOC) will be the City's various radios and telephone system along with cellular telephones issued to each member of the EOC staff.

The primary communications link with the Red Cross Shelters in Riviera Beach will be the Portable radios issued to the Police and Fire Department personnel.

DISASTER ASSISTANCE

Under the criteria established by federal and state disaster assistance programs, the local governmental entity which sustains severe loss of life and property is eligible for public assistance considerations. Federal rules and regulations which control federal disaster assistance programs require that all federal assistance to local governments be provided through the state. In order for a local governmental entity to qualify for state and federal disaster assistance, the catastrophic results of the disaster must be documented and reported. The State of Florida requires that all damage assessment of a disaster be reported to the Division of Emergency Management in the form of a consolidated county-wide report.

Major disasters are capable of inflicting loss of life, widespread public and private property damage, and of severely impacting upon the delivery of essential governmental services by Riviera Beach. State and federal programs exist for the purpose of assisting local governments who have sustained such a disaster and are incapable of independent recovery. Such programs are intended to render aid and assistance for the reconstruction and rehabilitation of areas devastated by a disaster. State and federal disaster assistance programs impose upon local government officials, the responsibility for compliance with rigid damage assessment and reporting procedures.

Public law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 is the authorization for federal assistance to local or state governments through a Presidential Declaration of an emergency or major disaster.

SEQUENCE LEADING TO A PRESIDENTIAL DECLARATION

- STEP 1 Initial Damage Assessment (Local) Immediately following a disaster, an initial damage assessment must be performed by local jurisdiction. Palm Beach County Division of Emergency Management is responsible to conduct the initial assessment in a major disaster.
- STEP 2 Local Declaration of Emergency Local jurisdictions have the authority to declare a local "state of emergency" pursuant to 252.38 (6) (e), Florida Statutes. The "State of Emergency" must be declared prior to requesting assistance from the State.
- STEP 3 Preliminary State/Local Damage Assessment The State will initiate a damage assessment with the local government through Palm Beach County Division of Emergency Management. If this step is initiated, the local jurisdiction can expedite the process by having appropriate maps of damaged areas, personnel to assist (damage assessment focus), and transportation available for state damage assessors.
- STEP 4 State of Emergency Declaration by the Governor Once the emergency or disaster is beyond the capability of the local jurisdiction and the county, the Governor can declare a "State of Emergency".
- STEP 5 Preliminary Federal/State Damage Assessment Prior to recommending a disaster declaration for the local jurisdiction, Federal Emergency Management Agency (FEMA) will perform a damage assessment to justify a request for a Presidential Declaration.
- STEP 6 Request for Presidential Disaster The Governor submits a written request to the President through the Federal Emergency Management (FEMA)

DAMAGE ASSESSMENT

Damage assessment for loss to real property will initially be the responsibility of the Palm Beach County Department of Emergency Management. The damage assessment is based upon a computerized program and aerial surveys. This must be completed within 12 daylight hours immediately following the disaster.

No detailed reports are required initially by the City. Damage Survey Reports will be required after a Presidential Declaration and are the responsibility of each government entity.

The Director of Community Development is responsible for the damage assessment function in the City. This includes identifying capable damage assessment teams to conduct accurate damage assessment surveys. The following are suggestions for the damage assessment team membership:

1. City Engineer
2. Building Inspectors
3. Code Enforcement Officers
4. Fire Inspectors
5. Police Personnel

The completion of the damage assessment reports will vary depending on the severity and type of damage, and availability of personnel.

The teams should survey the most severely impacted areas of the community first, saving those areas with minimal damage for last. The teams should identify the location of the damage on maps and use the proper damage assessment forms provided by Palm Beach County Emergency Management.

The damage assessment teams shall have pre-assigned geographic areas. This will expedite a rapid assessment to determine the severity of damage and any imminent threats to the community.

COST RECOVERY

In order to qualify for disaster assistance it is imperative that accurate records be kept by each City Department for any cost incurred. The documentation should begin in the preparation phase prior to a disaster and should include labor costs, material costs, and equipment cost.

During the recovery phase, if there is not sufficient equipment and tools available, arrangements must be made with the Director of Purchasing prior to purchasing equipment.

The Director of Finance is responsible for the cost recovery functions for the City. Each department will document cost on the forms provided by the Finance Department. The Finance department is responsible for compiling the information and submitting it to Palm Beach County Emergency Management on the State of Florida Disaster Assistance Reimbursement Form.

Annex A

Emergency Support Functions

Emergency Support Functions

ESF #1 Transportation

Responsible Department

Primary: Purchasing

Actions

Provide and obtain transportation support.

Support: Police Department
 Fire Department
 Parks and Recreation

Secondary Support: Palm Beach County

Request additional resources

ESF #2 Communications

Responsible Department

Primary: Purchasing

Actions

Provide telecommunications and radio support.

Support: Police Department
 Fire Department
 MIS

Secondary Support: Palm Beach County

Request additional resources

ESF #3 Public Utilities

Responsible Department

Primary: Public Works

Actions

Provide support in restoration of public services.

Support: Water Department
 Engineering Services
 Planning and Zoning
 Building Department
 Housing and Community Development

Secondary Support: Palm Beach County

Request additional resource

ESF #4 Fire Fighting

Responsible Department

Primary: Fire Department

Actions

Support the detection and suppression of fires.

Support:

Secondary Support: Palm Beach County Request additional resources

ESF #5 Information and Planning

Responsible Department

Primary: City Manager

Actions

Collect, analyze and disseminate critical information.

Support:
Police Department
Fire Department
Parks and Recreation
City Attorney
Emergency Manager

Secondary Support Palm Beach County Collect and process essential information

ESF #6 Mass Care

Responsible Department

Primary: Palm Beach County

Actions

Manage temporary sheltering and mass feeding.

Palm Beach County Red Cross

Support:
Purchasing
Police Department
Recreation Department
Parks and Recreation

Secondary Support: Fire Department Provide additional Resources

ESF #7 Resource Support

Responsible Department

Actions

Primary: Purchasing

Provide resource support through purchasing, contracting or renting equipment and supplies.

Support: City Manager
Emergency Manager
Finance Department
Recreation Department
Public Works

Secondary Support: Palm Beach County

Locate and procure additional resources

ESF #8 Health and Medical

Responsible Department
Primary: Fire Department

Actions
Provide health, medical care and social service needs.

Support: Human Resources
Housing and Community Development

Secondary Support: Palm Beach County

Request additional resources

ESF #9 Search and Rescue

Responsible Department
Primary Fire Department

Actions
Locate lost persons and victims trapped in collapsed structures and provide immediate medical care.

Support: Police Department
Public Works
Parks and Recreation

Secondary Support: Palm Beach County

Request additional resources

ESF #10 Environmental Protection (hazardous materials)

Responsible Department

Actions

Primary: Fire Department

Respond to actual or potential hazardous materials discharges and other environmental emergencies.

Support: Police Department
Public Works
Water Department

Secondary Support: Palm Beach County

Request additional resources

ESF #11 Food and Water

Responsible Department

Primary: Purchasing Department

Actions

Secure bulk food, water and ice to support staff and mass care sites.

Support: Police Department
Public Works

Secondary Support: Palm Beach County

Request additional resources

ESF #12 Energy

Responsible Department

Primary: Purchasing

Actions

Support response and recovery from shortages and distribution in supply and delivery of energy resources.

Support: Public Works
Engineering Services

Secondary Support: Palm Beach County

Request additional resources

ESF #13 Military Support

Responsible Department

Primary: City Manager

Actions

Provide military resources to support logistical, medical, transportation and security services.

Support: Police Department

ESF #14 Public Information

Responsible Department

Primary: Assistant City Manager

Actions

Disseminate disaster related information to the public

Support: City Manager
Police Department
Fire Department
Emergency Manager
Public Relations

Secondary Support: Palm Beach County

Request additional services

ESF #15 Volunteers and Donations

Responsible Department

Primary: Library

Actions

Support response and recovery from shortages and distribution in supply and delivery of energy resources.

Support: Human Resource Department
Parks and Recreation

Secondary Support: Palm Beach County

Request additional resources

ESF #16 Law Enforcement and Security

Responsible Department

Primary: Police

Actions

coordinate the mobilization of law enforcement and security resources.

Support: Palm Beach County

Request additional resources

ESF #17 Animal Protection

Responsible Department

Primary: Police Department

Support: Palm Beach County

Actions

Provide rescue, protective care, feeding and identification of animals from their owner.

Request additional resources

Annex B

Continuity of Operations

CONTINUITY OF OPERATIONS (COOP)

If during an emergency that requires the evacuation of the EOC or various other essential facilities, the Continuity of Operations plan establishes a policy and guidance to ensure the execution of the mission-essential functions for the City of Riviera Beach in the event that an emergency threatens or incapacitates operations and the relocation of selected personnel and functions of any essential City facilities or the Emergency Operations Center is required.

This plan provides the following:

- Ensure that the City of Riviera Beach is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the City of Riviera Beach is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide a means of information coordination to the City of Riviera Beach government to ensure uninterrupted communications within the internal organization of the County and externally to all identified critical customers.
- Provide timely direction, control, and coordination to the City of Riviera Beach leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the "Plan" to provide sufficient operational capabilities relative to the event or threat thereof to the City of Riviera Beach.
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that the City of Riviera Beach COOP Plan is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.

SCOPE

- The provisions of this document apply to the City of Riviera Beach and its offices.
- Support from other state agencies and local governments as described herein will be coordinated with the City Manager as applicable.
- Separate plans to ensure continuity of operations will be developed by all City departments identified as providing critical services. Each of the individual department plan will serve as annexes to the City of Riviera Beach Emergency Preparedness Plan.
- This document applies to situations that require relocation of mission-essential functions of Riviera Beach as determined by the City Manager. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The City Manager will determine situations that require implementation of the continuity of operations plan.

Direction and Control

Authorized successors to the City Manager are specified as follows:

- 1) Assistant City Managers
- 2) Fire or Police Chief
- 3) Emergency Manager

Lines of succession are maintained by all organizational elements, to ensure continuity of mission-essential functions. Successions are provided to a minimum depth of three at any point where policy and directional functions are carried out.

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

In the event that lines of succession procedures are activated, notification of successors will be conducted through normal means of notification/communication as defined in this plan. These procedures should include scenarios that will require activation of the line of succession and are to be reviewed annually for accuracy and revised as necessary. In addition, the City of Riviera Beach leadership line of succession should be distributed at a minimum to key personnel to ensure that they are aware of who may assume direction and control given different types of events/scenarios.

The City Manager and/or his or her designee is responsible for ordering activation of the EOC or other essential facilities. Members of the Continuity of Operations Relocation Support Team (CORST) may be requested by the City Manager to disseminate guidance and direction during the activation and relocation phases. Pending the activation of the Continuity of Operations Plan (COOP), the City's relocation team Chief will monitor the situation and assist in the notification process, as necessary.

Once the COOP Plan is activated, the City of Riviera Beach Emergency Operations Center shall be opened and the all CORST team members will be notified. The City Manager may designate a Continuity of Operations Relocation Team Chief and Facility Manager to oversee the transition and operations.

FUNCTIONS AND TASKS

Riviera Beach management and staff who functions under the City's Emergency Preparedness Plan are collectively known as the Continuity of Operations Relocation Support Team. The CORST members must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Depending upon the nature and severity of the event requiring activation of the Continuity of Operations Plan, the roster of the team members may be adjusted by the City Manager, as necessary. The following are key Riviera Beach staff identified as members of the CORST Team (additional staff may also be assigned to the team), listed by position title, who will work from the alternate facility during Continuity of Operations activations:

- Assistant City Manager
- Police Chief
- Fire Chief
- Director of Finance
- Information Technology
- Purchasing Director
- City Attorney
- Chief of Staff

Because alternate facility space and support capabilities may be limited, the CORST Members may need to be restricted to those personnel who possess the skills and experience needed for the execution of mission-essential functions. The above referenced list includes those individuals.

SCENARIO FOR PLAN ACTIVATION

- When the primary facility or any other essential facilities of the City of Riviera Beach are closed for normal business activities as a result of an event or credible threat of an event that would preclude access or use of the facility and the surrounding area.
- The area in which the primary facility or any other essential Riviera Beach facility is located is closed for normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military threat or attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

The following scenario would NOT require the activation of the City of Riviera Beach Riviera Beach Continuity of operations plan:

The primary facility or any other essential facility is temporarily unavailable due to a sudden emergency such as a fire, bomb threat, or hazardous materials emergency that requires the evacuation of the facility, but only for a short duration that does not impact normal operations.

PLAN ACTIVATION

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility or any other essential facility as a precaution:

- The City of Riviera Beach City Manager may activate the continuity of operations plan under the City of Riviera Beach Emergency Preparedness Plan to include activation of the alternate facility.

- The City Manager will direct some or all of the Relocation members to relocate to the alternate facility. The members will be notified using the notification procedures outlined in this document.
- The members will relocate to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- Riviera Beach staff members who do not have specific assignments may be called upon to supplement the CORST members. Representatives from other government or private organizations may also be called upon to support operations.
- The CORST members will be responsible for continuing the mission-essential functions of the City of Riviera Beach within 12 hours and for a period up to 30 days pending regaining access to the affected facility or the occupation of the alternate facility.

Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the City of Riviera Beach Continuity of Operations Plan will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. In most cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the plan with a complete and orderly alert, notification of all personnel, and activation of the CORST members.

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the plan following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area. Personnel accountability throughout all phases of emergencies, including plan activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours.

Time-Phased Implementation

In order to maximize the preservation of life and property in the event of any natural or man-made disaster or threat, time-phased implementation may be applied. Time-phased implementation is used to prepare and respond to current threat levels, to anticipate escalation of those threat levels and, accordingly, plan for increased response efforts and ultimately full plan activation and facility relocation. The extent to which time-phased implementation will be applied will depend upon the emergency, the

amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and, possibly, the extent of damage to essential facilities and their occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the Continuity of Operations Plan. These levels of disaster are defined as:

- **Minor Disaster.** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
- **Major Disaster.** Any disaster that will likely exceed local capabilities and require a broad range of outside resource support including state or federal assistance. The Palm Beach County Emergency Management Warning Point will be notified and potential state and federal assistance will be contacted.
- **Catastrophic Disaster.** Any disaster that will require massive state and federal assistance. State and federal assistance will involve response and recovery needs.

The plan activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (e.g., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time-phased implementation of the Continuity of Operations Plan is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary or other essential facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the Plan on very short notice, if necessary, but not prematurely activate the plan for situations such as the building evacuation-only scenario described above. Listed below is a general summary of the sequence of events that can be followed using time-phased implementation of the plan:

Phase I – Activation (0 to 12 hours)

During this phase, alert and notification of all employees (both CORST members and other personnel) and other organizations identified as “critical customers” (e.g., vendors or public/private entities that may provide resource support) will take place. It is during this phase that the transition to alternate operations at the alternate facility begins. However, if events turn out to be less severe than initially anticipated, the time-phased

Continuity of Operations activation may terminate during this phase and a return to normal operations will take place.

Phase II – Alternate Operations (12 hours to Termination)

During this phase, the transition to the alternate facility is complete and the performance of mission-essential functions should be underway. Also during this phase, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

Phase III – Reconstitution and Termination

During this phase, all personnel, including those that are not involved in the Continuity of Operations activation, will be informed that the threat or actual emergency no longer exists and instructions will be provided for resumption of normal operations.

Alternate Facility

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the entire CORST members to the alternate facility will be made at the time of activation by the City of Riviera Beach City Manager in consultation with the CORST members; the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing Site support procedures that establish the requirements for receiving and supporting the CORST Members.

To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities and those being considered for alternate facility locations should be reviewed by the City of Riviera Beach management and staff annually. The CORST members will be advised of the results of this review and any updates to alternate facility details.

In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission-essential functions, the following should be considered:

- Ensure that the facility has sufficient space to maintain and support the CORST members.
- Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission-essential functions for up to 30 days.

- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., water, electrical power, heating/ventilation/air conditioning (HVAC)).
- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of the CORST members and other essential personnel if needed.
- Ensure that adequate physical security and access controls are in place.
- Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.
- Consider cooperative agreements such as Memoranda of Understanding (MOUs)/mutual aid agreements with other agencies or contract agreements with vendors who provide services such as virtual office technologies.

Mission-essential Functions

In planning for Continuity of Operations activation, it is important to establish priorities before an emergency to ensure that the CORST members can complete mission-essential functions that are critical to the overall operation of Riviera Beach and that support emergency response efforts within the City of Riviera Beach. The City Manager and the COOP members shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential must be deferred until additional personnel and resources become available. The following is a breakdown of mission-essential functions performed by Riviera Beach in order of priority:

1. Mission-essential functions that must be performed, given a **One Day** disruption:
 - Notifying city council and employees regarding disruption based on the severity and impact on services
 - Arrange for temporary telephone and other communications needs
 - Consider logistical needs and supplies based on the severity and impact on services
 - Document fiscal impact and service requests
 - Consider security and law enforcement needs
2. Mission-essential functions that must be performed, given a disruption of greater than **One Day**, but less than **One Week**:
 - All functions listed under Number 1 above

- Notify public regarding impact
- Notification of outside vendors and other governmental agencies
- Determine transportation needs
- Perform damage assessment if needed
- Consider policy needs such as proclamation or other actions by the City Council
- Notify council regarding recovery efforts

Note: After one week of emergency operations, either normal operations must be reinstated or emergency operations must ensure the functions listed in #3 below are performed.

3. Mission-essential functions that must be performed, given a disruption of greater than One Week, but less than One Month:

- All functions listed under Numbers 1 and 2 above
- Review policy regarding actions needed by the city council

Note: After 30 days of emergency operations, all functions should be complete.

Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Events such as hurricanes provide ample warning for notification of staff and identification and pre-positioning of resources in preparing for possible activation; other types of events, such as a terrorist attack on a building, may provide no warning.

- **With Warning.** It is expected that, in most cases, The City of Riviera Beach will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP Plan with a complete and orderly alert, notification, and deployment of the CORST to an assembly site or the alternate facility.
- **Without Warning.** The ability to execute the COOP Plan following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the CORST members is not feasible because of the unavailability or loss of personnel, including the City Manager, temporary leadership of the Department will be passed to the, Relocation Team Chief.
- **Non-Duty Hours.** The ability to contact members of the COOP team at all times, whether during work hours or non-duty hours, is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP members on extremely short notice.

- **Duty Hours.** If an event or incident occurs during work hours that requires relocation of the primary facility, the COOP will be activated and available members of the CORST will be deployed as directed to support operations for the duration of the emergency. Other essential personnel or those individuals who do not have assigned roles in the COOP Plan, will either be sent home or possibly used to provide support to the CORST members, if additional assistance is required.

Alert and Notification

Alert Procedures. If the situation allows for warning, staff may be alerted prior to activation of the COOP Plan. In all situations allowing for an alert, procedures must include notification to the City of Riviera Beach Administration staff, the Palm Beach County Emergency Operations Center, and other appropriate agencies as deemed necessary.

- Information and guidance for Riviera Beach staff will normally be passed via telephone using an emergency notification telephone system. Depending on the situation, current information may also be available via:
 - Separate departmental hotlines, if approved and developed.
 - Intranet web site and/or electronic mail.
 - Announcements to local radio and TV stations, if approved and developed.
 - Other means, if approved and developed.
- Riviera Beach staff should remain at their office or home until specific guidance is received.
- The CORST team should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or the designated alternate facility location.
- The City Manager will direct the activation of the COOP Plan.

Notification Procedures. Upon activation of or notification to activate the City of Riviera Beach COOP Plan, The City of Riviera Beach Personnel Resources Listing or Dialogic Communications system will be used to notify employees. The following is a sample COOP notification procedure that can be adopted or modified to enhance the current notification system:

- The City Manager will notify the COOP Relocation Team Chief to activate the COOP Plan.
- Upon notification to activate the City of Riviera Beach COOP Plan, the COOP Relocation Team Chief will perform the following duties:

- Contact the Department Heads informing them of the current situation and that the COOP Plan is being activated.
- Notify the Facility Manager of the appropriate Alternate Facility of the activation of the City of Riviera Beach Riviera Beach COOP Plan.
- Notify the Emergency Manager of the City's EOC that an emergency activation or anticipated activation of the City of Riviera Beach Riviera Beach COOP Plan is expected or in progress.
- Report the progress of the notification process to the City of Riviera Beach City Manager.
- In situations that that may require the activation of multiple agencies' COOP Plans, the County EOC may be activated and the County Emergency Management Office will work with each critical service Riviera Beach to ensure that individual Riviera Beach COOP plans are coordinated effectively.
- Depending on the extent and nature of a COOP or multiple COOP activations, the County EOC may contact the State Warning Point (SWP) to advise of the situation and, if necessary, request State assistance. It is through the SWP that communication with other State agencies and the Governor's Office will be coordinated.
- Upon COOP activation, the Department Heads/Office City Managers will contact their staffs – (essential personnel) using the following procedures:
 - Attempt to call each person in his or her chain and relay the information and guidance provided by the City Manager
 - Make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, they will leave a message, call the cellular telephone, send a page, or use any other method of communications available to make contact.
 - Report status of cascade, including names of personnel not contacted, to the City Manager.

Operational Hours

- During COOP contingencies, the City Manager will determine the hours of operation for the CORST members.
- Members of the CORST must be prepared to support a 24-hour-per-day, 7-day-per-week operation.
- All other essential personnel should be prepared to support the CORST members in the event that additional support is needed.

Transition to Alternate Operations

- Following the activation of the COOP Plan and establishment of communications links with the City Manager and the CORST at an assembly site or the designated alternate facility, the City Manager orders the cessation of operations at the primary facility.
- The City Manager or CORST Relocation Team Chief notifies the Emergency Operations Center and appropriate essential staff members that an emergency relocation of the City of Riviera Beach facility is complete. S/he then provides information on the alternate facility location, including contact numbers.
- Communications with internal and external personnel including the Mayor and City Council Members, critical customers will be maintained through redundancies until normal lines of communication are re-established.
- As appropriate, government officials, media, outside customers, vendors, and other service providers are notified by the City of Riviera Beach Public Information Officer or other designated person(s) that the City of Riviera Beach primary facility has been temporarily relocated.

Following notification that a relocation of the City of Riviera Beach facility has been ordered or is in progress, the appropriate alternate facility manager will implement the COOP Site support procedures and prepare to receive the CRT within 12 hours.

Vital Records and Databases

Vital records and databases identified as critical to supporting mission-essential functions, both paper and electronic, have been identified and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how emergency operating records will be made available to qualified personnel and will ensure backup for legal and financial records. Identified below are different categories of vital records:

- Vital records essential to the continued functioning or reconstitution of an organization during and after an emergency in a secure offsite location.
- Vital records critical to carrying out an organization's essential legal and financial functions and activities:

Examples are as follows:

- Accounts receivable
- Contracts
- Requisitions and acquisition files
- Official personnel files
- Official records
- City policies and procedures
- City Code of Ordinances
- Legal documents
- Medical and other confidential information
- Payroll
- Retirement
- Insurance records
- Property management and inventory records

Drive-Away Kits

The City Manager is responsible for providing guidance to staff on the requirements for and the contents of these kits, which may contain such items as software, databases, publications, and laptop computers. Checklists may need to be used to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried in Drive-Away Kits, because CORST members may be at home when the order to deploy is received and access to the Drive-Away Kits may be difficult or impossible.

- Items to consider including in these kits:
 - Applicable Riviera Beach, local, and state regulations; statutes and administrative codes; and emergency plans/procedures
 - Tape recorder and tapes
 - Batteries
 - List of what positions have to be filled and procedures needed to continue the mission-essential functions
 - Laptop(s) with all necessary forms/plans/procedures on a CD
 - Office supplies to support operations for the initial period. List of additional office supplies that may be required for an extended period
 - In addition to "official" items carried in the Drive-Away Kits, each staff member requiring billeting at the alternate facility should consider bringing appropriate personal items and changes of clothing. In addition, these staff should relocate with their City of Riviera Beach identification badge for entry into the alternate facility.
 - Medical Support:
 - The Alternate Facility Manager is responsible for making available limited medical information and/or treatment available for alternate facility staff.

- Deploying personnel should bring with them an adequate supply of medicines and other specialty needs (e.g., hearing-aid batteries, eyeglasses).
- Contact the Alternate Facility Manager for special arrangements, such as refrigeration of pharmaceutical and medical supplies.
- Deploying personnel should also bring health insurance cards.

Telecommunications and Information Systems Support

Interoperable communications or the ability for Riviera Beach staff to communicate with individuals internal and external to the City of Riviera Beach are critical during COOP emergencies, as during any other types of emergencies. Following are both internal and external communications systems identified for Riviera Beach:

- Internal communications that will be used within Riviera Beach to communicate with emergency and non-emergency staff during COOP emergencies:
 - 800 MHz radio *
 - Cellular telephone * (includes landline to cellular phone communication and vice versa)
 - E-mail
 - Intranet
 - * Mobile communications capability
- External communications that will be used by Riviera Beach to communicate with other emergency response agencies, the media and other agencies/organizations external to the City of Riviera Beach:
 - 800 MHz radio *
 - Cellular telephone * (includes landline to cellular phone communication and vice versa)
 - Sat Com Radio
 - Email
 - * Mobile communications capability

Also critical is the ability to conduct and maintain numerous types of communications from the alternate facility to ensure that there is redundancy in the event that one or more communications systems is not operational. Riviera Beach has identified the following communications systems as operational at the alternate facility:

Provide communications capabilities that exist at the Alternate Facility (examples provided below):

- Landline telephone
- Cellular telephone
- 800 MHz radio
- Internet and e-mail
- Satellite communications

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be assured at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. The MIS Department maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, MIS Department ensures that connectivity exists at the alternate facility and will also provide systems technical support during COOP activations.

The above referenced telecommunications and information systems capabilities at the City of Riviera Beach alternate facility are sufficient for the performance of mission-essential functions under the COOP Plan.

Following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should consider use of a hotline housed in a secondary location.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.
- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.
- At a minimum, all members of the CORST should have pagers and/or cell phones.

Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of the CORST members working from the alternate facility. During COOP activations, CORST members will likely prefer to use their individual vehicles for transportation to the alternate facility; however, in the event that they are not able to do so, an alternate transportation plan should be in place. Procedures for lodging and feeding arrangements should also be developed. All of the above can be accomplished by having agreements in place with other agencies or non-profit organizations, or

having agreements with pre-identified private vendors to provide support on very short notice during emergencies.

Security and Access Controls

The City Manager will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP Plan, the City Manager will also ensure that distribution of the Plan is limited and that an accounting of those who have access to the plan is maintained. To assist with ensuring the limited distribution of the COOP Plan, the City of Riviera Beach should take advantage of the public disclosure exemption granted under Section 281.202, Florida Statutes. The City Manager will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility.
- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.
- For incidents involving terrorist attacks or threats of terrorist attacks, the City of Riviera Beach will develop a security augmentation system based on the five-tiered Federal Department of Homeland Security Advisory System.

Termination

As soon as possible (within 24 hours) following an emergency relocation, the City of Riviera Beach City Manager or CRT Chief will initiate operations to salvage, restore, and recover the impacted facility, pending approval of applicable local, state, and federal law enforcement and emergency services. Reconstitution procedures will commence when the City Manager determines that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish reconstitution of normal operations at a different facility location
- Upon a decision by the City Manager that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:
- The City Manager will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Prior to relocating back to the restored facility or another facility, the City Manager will ensure that appropriate security, safety, and health assessments are conducted.
- When necessary equipment, documents, and other critical resources are in place at the new or restored facility, the staff remaining at the alternate facility will transfer mission-essential functions and resume normal operations.
- All employees will be notified that normal operations are resuming and that they should report back to work.

After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from employees working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the COOP and any accompanying documents will be developed and incorporated into the COOP Annual Review Process.

ANNEX C

HURRICANE PLAN

HURRICANE PREPAREDNESS

Hurricanes pose a serious threat to individuals and to their property. Because of this threat, employees must have information that will assist them in preparing a plan to protect the facilities as well as their homes and families.

HURRICANES STAGES

To assist personnel in establishing a Hurricane Preparedness Plan, it is necessary to understand hurricane terminology.

Squall - A wind storm with gusts fluctuating over 18 miles per hour for two or more minutes.

Tropical Depression - A weak stage of a tropical cyclone with a definite closed surface circulation, with wind speeds up to 39 miles per hour.

Tropical Storm - A full tropical cyclone with wind speeds from 30 to 73 miles per hour. A gale warning may be issued for winds ranging from 39 to 54 miles per hour. A whole gale warning or storm warning may be issued for winds ranging from 55 to 73 miles per hour.

Hurricane - A large revolving tropical cyclone originating over tropical waters with winds 74 miles an hour or more, blowing counterclockwise around the center.

Hurricane center - A relatively calm area near the center of the storm, commonly called the Hurricane Eye. In this area winds are light, rain will diminish, and often the sky is only partially covered by clouds. The sun may even shine for a time.

SAFFIR/SIMPSON HURRICANE SCALE

The Saffir/Simpson Hurricane Scale is used by the National Weather Service to give public safety officials a continuing assessment of the potential for wind and storm-surge damage from a hurricane in progress. Scale numbers are made available to public-safety officials when a hurricane is within 72 hours of landfall. Scale assessments are revised regularly as new observations are made, and public-safety organizations are kept informed of new estimates of the hurricane's disaster potential. Scale numbers range from 1 to 5. Scale No. 1 begins with hurricanes in which the maximum sustained winds are at least 74 miles per hour, while Scale 5 applies to those in which the maximum sustained winds are 155 miles per hour or more.

Category No. 1 - Winds of 74 to 95 miles per hour. Damage is primarily to shrubbery, trees, foliage, and unanchored mobile homes. There is no real damage to other structures, some damage to poorly-constructed signs. Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

Category No. 2 - Winds of 96 to 110 miles per hour. Considerable damage to shrubbery, trees, foliage; some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs; some damage to roofing materials of buildings; some window and door damage; no major damage to buildings. Coastal roads and low-lying escape routes inland cut by rising water two to four hours before arrival of hurricane center. Considerable damage to piers, marinas flooded. Small craft in unprotected anchorages torn from moorings.

Category No. 3 - Winds of 111 to 130 miles per hour. Foliage torn from trees; large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing materials of buildings; some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Serious flooding at coast and many smaller structures near coast destroyed; large structures near coast damaged by battering waves and floating debris. Low-lying escape routes inland cut by rising water three to five hours before hurricane center arrives.

Category No. 4 - Winds of 131 to 155 miles per hour. Shrubs and trees blown down; all signs down. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. Major damage to lower floors of structures near shore due to flooding and battering waves and floating debris. Low-lying escape routes inland cut by rising water three to five hours before hurricane center arrives. Major erosion of beaches.

Category No. 5 - Winds greater than 155 miles per hour. Shrubs and trees blown down; considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to window and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore. Low-lying escape routes inland cut by rising water three to five hours before hurricane center arrives.

STORM NOTICES

It is necessary to understand the meaning of storm notices broadcast by the Weather Service Hurricane Warning Center in order to take the proper precautions associated with the stage of the storm.

Bulletin - A public release, issued at times other than those when advisory reports are required, giving latest information on a disturbed area of tropical weather or a potential, existing, or dissipating tropical cyclone.

Advisory - A formal message giving warning information with details on tropical cyclone location, intensity, movement and precautions to be taken. An advisory may alert specific coastal areas.

Hurricane Watch - An announcement that a hurricane, or dangerous hurricane effects, pose a threat to specific coastal and inland areas. All people in the threatened areas should keep abreast of advisories and bulletin and begin their Hurricane Preparedness Plan.

Hurricane Warning - An announcement that a hurricane, or dangerous hurricane effects, pose a threat to specific coastal and inland areas within the next 24 hours. Dangerous hurricane effects include one or more of the following conditions:

1. Hurricane force winds of 74 miles per hour or more, including tornadoes.
2. Dangerously high water and/or waves that are associated with tropical storms or hurricanes as they approach or move across the coastline commonly called a storm tide or storm surge.

Hurricane preparations should be completed at this stage.

Local Statement - A public release, giving specific details on conditions that will be felt locally, areas that should be evacuated, and other precautions necessary to protect life and property.

PRIOR TO HURRICANE

Generally several days notice will be available from the weather bureau. During this period all department shall review their Hurricane Operations Plans with their employees. All storm supplies shall be inventoried and restocked.

The City Manager shall schedule a meeting with Department Heads to review the Emergency Preparedness Plan and to establish priorities and timelines.

HURRICANE WATCH

When the Weather Bureau issues a Hurricane Watch, Departments shall implement the applicable sections of their hurricane plans. Preparations for opening the City Emergency Operations Center (EOC) should begin. Personnel should be prepared to report for extended duty without much additional warning time. Employees should complete arrangements for protection of their families and property.

Hurricane Preparedness

- a. Essential equipment shall be tested and made ready for a pending storm. Arrangements for leasing or renting equipment should be completed. All supplies should be purchased and readied.

- b. Departments shall complete review of their plans and be ready to take action should the storm continue to threaten Palm Beach County.

HURRICANE WARNING

Upon issuing of a Hurricane Warning by the Weather Bureau, the City Manager shall order the opening of the EOC and activation of the Department's Hurricane Operational Plans.

The City Manager will meet with the Mayor and City Council to provide an update of the City's hurricane activities. The City Manager shall meet with the Department Heads to establish EOC assignments, to review the Department's hurricane preparation activities to finalize implementation of the operational plans.

Each Department will:

1. See that all motor vehicles and motorized equipment are properly serviced with full fuel tanks, maximum battery charge, and in good mechanical condition.
2. Establish and post a roster and time schedule for employees who are to remain on duty, or are to be available for stand-by duty.
3. Notify Public Works if assistance is needed in closing buildings or other facilities. Arrangements for this assistance should be made as far in advance as possible.
4. Cover all office equipment and move it away from windows. Attention should be given to safe storage of all non-replaceable items.
5. Secure windows and shutters (if any) as tightly as possible.
6. Release City non-essential employees from duty when authorized by the City Manager's Office. Employees shall be instructed that City Departments will be open for business as usual following a hurricane unless there is a public announcement to the contrary.

HURRICANE EVACUATION

Under the authority vested by Chapter 252, Florida Statutes, and based upon the information available to him, the Governor of the State of Florida may, through the Warning Duty Officer of the State Division of Emergency Management, issue evacuation orders for certain high risk areas within the State to include parts of Palm Beach County upon the approach of a serious hurricane.

Based upon information received from the National Hurricane Center regarding the severity and proximity of a hurricane to Palm Beach County, the Board of Palm Beach County Commissioners will upon recommendation of the Director of the Division of Emergency Management, order the evacuation of certain high risk areas within the County. The Board of Palm Beach County Commissioners are responsible for the direction and control of all hurricane evacuation activities identified in this plan.

Palm Beach County Emergency Management Director will advise municipalities that recommendations may be made for an evacuation order to be issued by the Chairperson of the Board of County Commissioners within four (4) to six (6) hours, and request their concurrence.

Palm Beach County has been divided into evacuation areas, comprising a number of evacuation zones, for the purpose of accomplishing orderly evacuation.

Evacuation zones have been created by grouping together those land areas of the county, which have the same, or nearly the same, land elevation.

If an evacuation of designated zones in the City of Riviera Beach is ordered, in all probability it will be carried out gradually by ordering the most vulnerable areas evacuated first.

If an approaching hurricane poses a threat to residents, the recommendation will be for an early voluntary evacuation of residents who live within threatened areas. The recommendation for a voluntary evacuation will be followed by an evacuation order for selected threatened areas.

Evacuation Zones

All areas east of US Hwy 1, all barrier islands, all properties within ONE BLOCK of a coastal/tidal body of water and areas known to be subject to severe flooding from intense rainfall are at high risk of sure flooding due to storm surge.

Residents who reside in storm surge vulnerability zones should evacuate prior to any category hurricane of which the zone is considered surge vulnerable. All mobile home residents and individuals in homes not considered safe should evacuate prior to any hurricane.

The Police and Fire Department will make every effort to notify the citizens in these various areas once evacuation orders are given by the Palm Beach County Emergency Operation Center through the Mayor.

Interstate Highway 95 and Florida's Turnpike are primarily used as regional evacuation routes for people leaving the Palm Beach County Area. Use of U.S. Highway 1 as a regional evacuation must be aggressively discouraged.

Police and Fire units will canvas the streets on Singer Island and the trailer parks broadcasting over the public address system the following message: **"THIS AREA IS BEING EVACUTED CITIZENS SHOULD SEEK A SAFE SHELTER"**.

Medical Evacuations

The Palm Beach County Division of Emergency Medical Services provides an update listing of patients in Riviera Beach that will need moving by ambulance to a Special Care Unit should a hurricane approach. Residents who qualify as having a serious medical condition and are incapable of evacuating the general area affected by the hurricane may be sheltered in Palm Beach County's Special Care Unit located at the Fairgrounds on Southern Blvd. Arrangements are to be made through PBC EOC at 712-6400. Riviera Beach Fire Rescue will be responsible for obtaining this listing prior to June 1st and the transportation of medical ill patients to the Special Care Unit (SCU).

Transportation:

If transportation is necessary for evacuating groups of people who have no means of transportation, the City Manager may request transportation through the Parks and Recreation Department or Palm Beach County Division of Emergency Management. **The Parks and Recreation Department will provide an updated list of vehicles that may be used to transport citizens during the evacuation process prior to June 1st of each year.**

SHELTERS

Specific public buildings located in the Riviera Beach area and designated as Red Cross Shelters.

The following is a designated shelter in Riviera Beach:

1. Mary McLeod Bethune Elementary School 1501 Avenue U Riviera Beach

The American Red Cross will open shelters only at the direction of the Palm Beach County Department of Emergency Management.

The American Red Cross recommends that shelters be staffed with law enforcement and medical personnel. The City should endeavor to accommodate this recommendation.

Hurricane Operations

When actual hurricane conditions exist, every attempt will be made by the City's Emergency personnel to continue their primary mission of protecting the lives and property in Riviera Beach. It should be remembered these personnel are subject to the same environmental limitations as are members of the public. Safety of departmental personnel will remain the primary consideration during these operations.

Discontinuation of Response (No Response)

Department Heads over critical service departments or their designees shall determine, in consultation with the Emergency Operations Center, when their respective departments will cease responding to calls due to the severity of the storm. In some cases, the decision to cease or resume response may be determined by the field supervisors, based on their location within the City.

Post Hurricane Operations

Immediately after the storm passes, the City Manager will determine when post hurricane operations will begin. One of the most important functions for emergency service personnel following a disaster is the need to evaluate the impact that the disaster has had upon departmental resources and jurisdictional responsibilities. This assessment may include observation of structural damages, flooding, injuries, (both to personnel and citizens), water supply, and status of critical resources such as hospitals. The status of transportation capabilities with regard to both road accessibility and the operational capability of fire rescue equipment should also be considered.

HURRICANE RECOVERY AND DEBRIS REMOVAL

Street clearance and street access is the first debris removal priority. Access should be established first to the hospitals, police station, fire stations and the major streets.

The Police Department will develop a priority list for road clearing to access priority facilities and locations. Public Works will develop the plan for debris clearing and coordinate the assigned work team's activities.

It is recommended that FP & L evaluate the streets to be cleared prior to beginning work to determine they are free from energized power lines.

Recovery teams with equipment will be staged at strategic locations prior to the storm. The staging of the teams will allow for immediate clearance of priority areas.

Parks and Recreation, and Utility Department will provide personnel and equipment for the debris removal teams. The Purchasing Department shall obtain vendors who will give first priority to the City for rental of heavy equipment, chain saws, generators, tools and etc. Contracts should be established with contractors to assist in debris removal in the event City resources are unable to handle the clean up.

The Public Works Director is the coordinator for the debris removal and recovery Teams. The staging areas for the Recovery Teams and recommended heavy equipment are listed:

Fire Station 1 - 600 West Blue Heron Boulevard:

- a) Front-end loader
- b) Dump truck
- c) Portable generator
- d) Chain saw
- e) Pick-up truck

Fire Station 2 - 1663 West Blue Heron Boulevard:

- a) Front-end loader
- b) Dump truck
- c) Portable generator
- d) Chain saw
- e) Pick-up truck

Fire Station 4- 7501 N. Military Trail:

- a) Front-end loader
- b) Dump truck
- c) Portable generator
- d) Chain saw
- e) Pick-up truck

Water Plant:

- a. Backhoe
- b. Dump truck

Standby Crews:

Environmental Services:

- a. Water Treatment Plant - six employees
- b. Work crews

Parks and Recreation:

- a. Maintenance Workers
- b. Equipment Operators
- c. Parks and Recreation, Director

Streets to be cleared initially for emergency travel:

- | | |
|---|------------------------------|
| * Blue Heron Boulevard and Military Trail | * Streets with Fire Stations |
| * Old Dixie | * Streets with Hospitals |
| * Broadway (US #1) | * 8th Street (Port Road) |
| * Australian Ave. | * Ave H West |