

EMERGENCY MANAGEMENT PLAN

BASIC PLAN & RECOVERY

2015



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Overview and Executive Summary

Purpose

The purpose of the plan is to guide municipal emergency response and immediate recovery operations by reducing the vulnerability of people and property from large scale disasters, ensuring an effective response to the impact of a disaster, and guide immediate community recovery actions.

Comprehensive: The Emergency Management Plan (EMP) describes the policies, strategies, operational goals and objectives through which the Village will mobilize resources and conduct response and recovery activities after a large-scale disaster.

All Disaster Phases: This plan details an all-hazards emergency management framework, which embodies all aspects of prevention, mitigation, preparedness, response, and recovery. The plan establishes municipal policies and protocols to manage emergency operations.

National Incident Management System (NIMS) Compliant: This plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System adopted under Resolution Number R2006-61. This Plan is consistent with the Florida Comprehensive Emergency Management Plan, the Palm Beach County Comprehensive Emergency Management Plan, and the National Response Framework.

All Hazards: This plan is designed to address all hazards yet must remain flexible. Policies, operational procedures, and responsibilities may be modified to meet disaster or critical incident conditions.

Goals

The goal of this plan is to outline the primary organizational structure, roles, and responsibilities of all partner agencies and organizations before, during, and after a disaster.

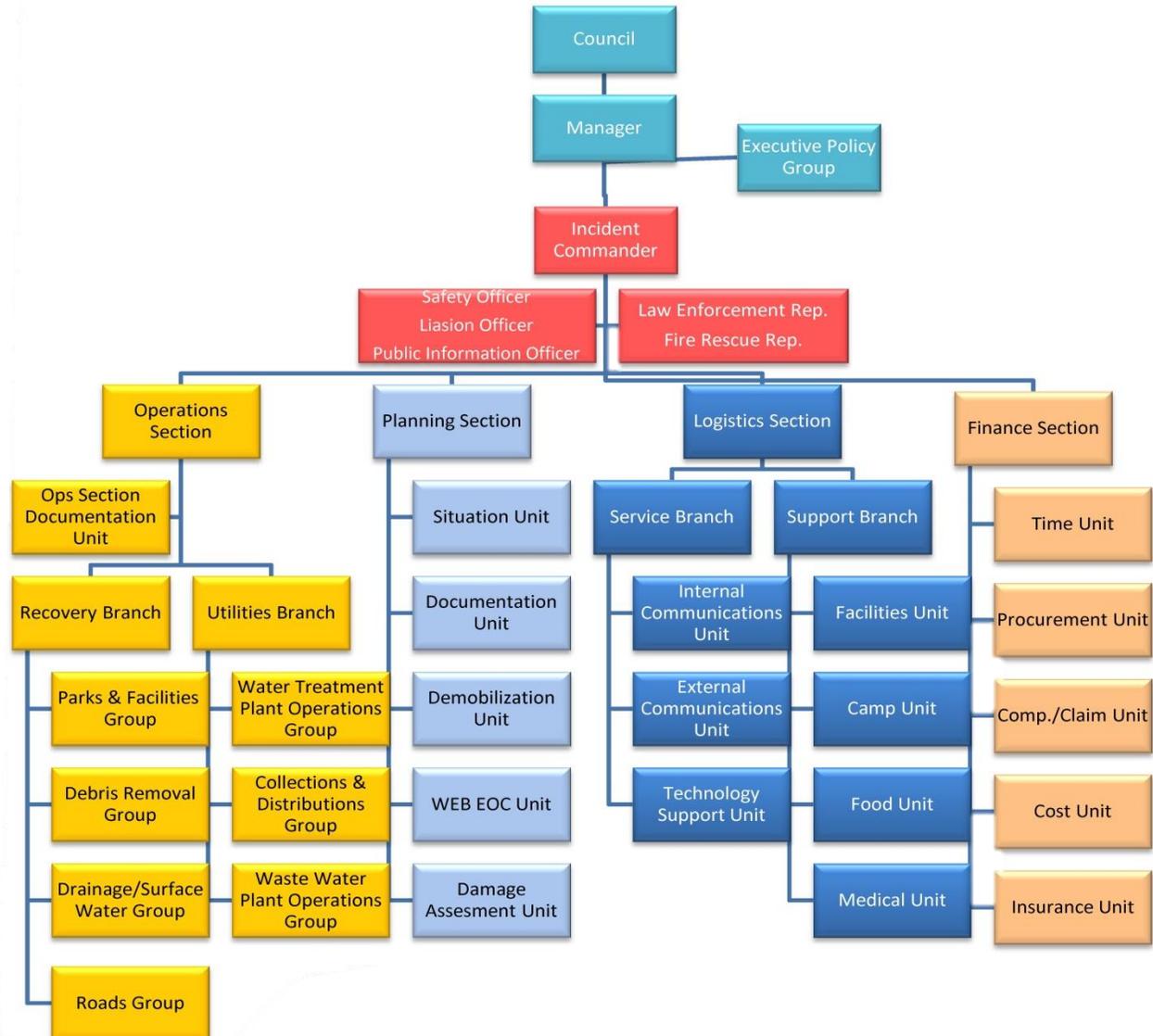
- Reduce the loss of life and property of Wellington residents and visitors as well as businesses due to natural, technological, or manmade disasters.
- Coordinate emergency operations within the county by coordinating the use of resources available from locally available sources, municipal government, private industry, civic and volunteer organizations, state and federal agencies.

- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.

Assumptions

- Disaster may occur with little or no warning, and may escalate rapidly.
- Disaster effects may extend beyond Village boundaries and many areas of the state will experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Village emergency response personnel may become casualties and experience damage to their homes and personal property.
- Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development.
- The Emergency Management command and control structure in Florida is based on a bottom-up approach to response and recovery resource allocation: Municipal organization to the County EOC (CEOC), to the State EOC (SEOC), and to the federal government, with each level exhausting resource prior to elevation to the next level.
- Disaster relief from agencies outside the county may take 72 hours or more to arrive.
- In the event that a regional response and recovery organization is established (Region 7 Regional Domestic Security Task Force, Forward State Emergency Response Team), resource and mission requests from the county level may be redirected to the regional entity as required.

Wellington Incident Command Organizational Structure



General Preparedness Calendar

Budget dollars for future year hurricane expenditures	January 1 st
Assign employees to ICS structure and finalize ICS organizational chart	May 1 st
Approve current version of Emergency Management Plan – Hurricane Version	February 1 st
Schedule employees for ICS 300, 400 and 800 training and other specialized training as it becomes available	On-going
Complete training sessions for Hurricane Manual and ICS 100, 200 and 700 courses	May 15 th
Receive signed contract for food services	May 1 st
Finalize Employee List for EOC Activation including essential personnel, lockdown crews, damage assessment and debris monitors	May – Week 1
Schedule Emergency Management Director meetings with all departments	May – Week 1
Distribute hurricane manuals to all departments	May – Week 1
Complete Governors Hurricane Conference Training for Section Chiefs and Command Staff	May – Week 2
Hurricane Drill	May – Week 2
Complete update of photo inventory of all facilities (located on line with a hardcopy in the EOC and office of the Emergency Management Director	May – Week 3
Complete all hurricane training (chainsaw; tree trimming; debris monitor training; hurricane manual refresher; use of FEMA/ICS forms)	May – Week 3 (Monday – Thursday)
Complete set up of EOC (including communications, IT, and logistics)	May – Week 4
Purchase hurricane supplies	May – Week 4
Hurricane Season	June 1 st – November 30 th
Hurricane Season Debriefing and Recap Meeting	December – Week 1

Direction and Control

Executive Policy Authority (EPG): The Executive Policy Group maintains executive decision-making authority throughout all stages of a disaster event on behalf of the Village of Wellington. The EPG consists of the following members: Village Manager, Director of Operations, and the Director of Financial Management and Budget. The executive policy implementation of the Emergency Management Plan (EMP) is administered through this body and will serve as community liaisons. The Mayor and Village Council are responsible for policymaking and legislation on Village matters relative to an emergency.



Response Command Authority: The Village has developed the basic capabilities, programs and resources to provide both daily and disaster response and recovery capabilities in compliance with National Incident Management System and the County Comprehensive Emergency Management Plan (CEMP). The Village Manager addresses all statutory requirements (F.S. 252) with the Mayor and Village Council, and is responsible providing general guidance for disaster response and recovery operations and assigning the Incident Commander (IC). The emergency management function including the Incident Commander is under the auspices of the Public Safety Department and reports directly to the Village Manager. The Emergency Operations Center (EOC) Incident Commander will implement the policy directives of the Village Council through direct coordination with the Section Chiefs. The Incident Commander is responsible for the overall direction of activities within the EOC, coordinating efforts of personnel assigned by various Village Departments, in the areas of operations, planning, logistics and finance. Section Chiefs retain administrative and policy control over their employees and equipment assigned to support response operations. Personnel and equipment assigned to support EOC activity will carry out mission assignments as directed by the Incident Commander.



Emergency Authorities: The Village of Wellington may issue a local state of emergency, and/or may order a mandatory evacuation when public safety is threatened by a natural, technological, or man-made disaster event within the boundaries of the Village. Palm Beach County and the State of Florida may also order mandatory evacuations, and establish curfews.

Resources and Mutual Aid: The Village of Wellington will respond to and recover from a major disaster principally with its municipal staffing, may use external contractors, and Palm Beach County for law enforcement services, fire suppression, search and rescue, and medical transport services. Additional community service/volunteer organizations and private vendors who contract with the Village may also be called upon to provide emergency services.

County Coordination through the Divisional EOC Liaison: In accordance with NIMS, Florida Statue Chapter 252, the State CEMP, and Palm Beach County CEMP, the Village of Wellington must coordinate emergency related activities and resources through the County Emergency Operations Center. A Village employee may be assigned to staff the Palm Beach County Emergency Operations Center as the Village’s liaison.

Village Sections/Reps.	Lead Village Department	County Coordination with Emergency Support Functions/Units	
Law Enforcement Rep.	County PBSO Representative	16	Law Enforcement Unit
Fire Rescue Rep.	County PBFR Representative	4 9 10	Firefighting Unit Search & Rescue Unit HAZMAT Unit (Hazardous Materials)
Planning Section	Planning & Zoning	5	Planning Section (Information & Planning)
Operations Section	Public Works	3 12 17 18	Public Works Unit Energy Unit Animal Services Unit Business & Industry Unit
Logistics Section	Parks & Recreation	1 2 6 8 11 15	Transportation Unit Communications Unit Mass Care Unit Health & Medical Services Unit Food & Water Unit Volunteers & Donations Unit
Finance Section	Finance		N/A

Bottom-up Approach: The organizational framework in Florida is based on a bottom-up approach to response and recovery resource allocation: Municipal organizations to the Palm Beach County EOC (CEOC), to the State EOC (SEOC), and to the federal government and neighboring states. Each level of government must exhaust resources prior to elevation to the next level.



Municipal, Regional, and Neighboring Jurisdiction Coordination

In accordance with F.S. Chapter 252.38(2), legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the County emergency management agency. The Village's emergency management plan is consistent with and subject to the applicable county emergency management plan. The Village's emergency management program has developed the following mechanisms to utilize before, during, and after a disaster to ensure ongoing communications with the county, other municipalities and other partner agencies and organizations and they are further detailed in the Operations Sections and Planning Sections of this plan.

- Conference calling
- Municipal agency representative staffing at the County EOC
- Incident Documentation
 - Situation Reports and/or Flash Reports
 - Incident Action Plans
 - Damage Assessment
- Internet website and internet access to mission/resource tracking system(s)
- Local emergency management meetings

External Deployment: Upon request from Palm Beach County EOC and/or adjacent jurisdictions, the Village of Wellington may deploy Village-controlled resources and assistance outside of the municipality provided the urgent needs of the Village and its residents have been adequately addressed, and requested resources are no longer needed to support emergency operations within the Village of Wellington. Deployment of resources beyond municipal boundaries, the Incident Commander/Section Chief/Unit Chief will notify the Village Manager of mutual aid deployment requests beyond the municipal boundaries, if these resource deployments extend beyond routine operational protocols.

Plan Activation

The Village may become aware of a threat from numerous sources including the following:

- Internal Notification - Department Heads
- Palm Beach County Sheriff's Office (PBSO)
- Palm Beach County Division of Emergency Management (PBC DEM)
- Palm Beach County Water Utilities Department
- Florida Power & Light (FPL)
- Palm Beach County Public Health Unit (PBCHD)
- State Watch Office
- Public Notification to Village Hall
- Media Broadcasts/Reports

Emergency Declaration

The state of emergency proclamation shall provide the following:

1. Specify the nature of the emergency
2. Designate by appropriate boundaries the area or areas affected
3. The conditions which have brought the emergency about or which make possible its termination
4. Recite additional matter as is deemed necessary to effectuate the emergency powers prescribed herein

The Village has drafted a Declaration of Emergency, included below:

Prepared in memorandum format and signed by the Village Manager once Wellington is under a Hurricane Watch:

The Village of Wellington, hereinafter referred to as "Wellington", has been advised that Palm Beach County is under a Hurricane Watch and may begin to feel the effects of Hurricane conditions within the next 48 hours. (hurricane watch is issued about 48 hours and warnings 36 hours). In the best interests of the residents of Wellington, a Local State of Emergency has been declared to authorize such actions as may be necessary to protect the citizens of Wellington. Per the Wellington Emergency Management Plan and other policies as adopted by Village Council:

1. *I hereby declare a state of emergency due to the threat of Hurricane conditions*
2. *I designate [name of employee], [employee's title], as the Emergency Management Director.*
Village Manager
[name and signature]

Responder Notification

The Village of Wellington has developed several operating procedures for employee contact and information pre- and post-disaster. Upon the direction of the Village Manager in coordination with the Emergency Management Director, the Village's emergency notification system (CodeRED) will notify EOC Command Staff, General Staff, and Section Chiefs. These key staff members will implement their call out and reporting procedures as dictated by their respective Standard Operating Procedures (SOPs). On an annual basis, the Human Resources Liaison will verify a list of primary and secondary points of contact for Command Staff and General Staff and perform routine test of all communications software and hardware for use during an emergency.

Palm Beach County Warning Point

Palm Beach County Operations Section is designated as the official Warning Point for Palm Beach County. The Emergency Management Director (or alternate) is responsible for notifying the Palm Beach County Warning Point of any incidents that meet the above criteria and, if necessary, the State Warning Point at (850) 413-9900 or (800) 320-0519. Coordination between County and the Village will be conducted in compliance with the County Hazard Specific Plans primarily through Emergency Operations Areas (within the Operations Section), conference calls, Flash Reports, Situational Reports, WebEOC, and direct communication. Palm Beach County has established an Emergency Operating Areas Branch, which include six areas (or districts) that are distributed geographically throughout the County. The role of the Emergency Operating Areas is to provide communication and resource coordination between the County EOC, municipalities, and other governmental agencies, non-profit organizations, and the public. The Village of Wellington is located in District 4 and will have a facility dedicated for this purpose and for disaster recovery center (see County CEMP). Wellington's Liaison Officer will coordinate with the District 4 Coordinator for the County.

Public Notification and Warning

Notification of the public is coordinated through the Public Information Officer and External Communications Unit. Communication with public media sources as well as the County's Public Information Officer will also be coordinated through the Village's PIO. The PIO may activate the CodeRED System, Emergency Alert System (EAS), Village Website, Emergency Information Hotline and press releases, as necessary. The Technology/Support Unit will support notification and warning through updates to software and hardware systems utilized for public information. This is compliant with the National Incident Management System (NIMS) component regarding Communications and Information Management.

Shelters

General population shelters provide a safe structure for the general population who live in the evacuation zone or in an unsafe structure and have not made other shelter option

arrangements. General population shelters are opened when an evacuation order has been issued in the community due to a potential impending or actual emergency. During an evacuation for hurricanes, shelters are activated which meet higher wind loading standards as detailed in the Enhanced Hurricane Protection Area Standard and American Red Cross 4496. The Village is not located within the hurricane evacuation zone and does not have Red Cross approved shelters. Shelters are classified into seven categories, listed below. The Village will utilize PBC Shelters should the need arise for residents to relocate to another area of the County. The County has a variety of shelter options that are available to accommodate disaster survivors in need of temporary shelter.

- Hurricane risk shelters
- Non-risk, all-hazards shelters
- Host shelters
- Refuges of Last Resort
- Special needs shelters
- Shelters for families of emergency workers
- Pet friendly shelters

Special Medical Needs Shelter

General population shelters cannot guarantee continuous electricity, air-conditioning, or medical care, individuals requiring special medical needs or medical care should register with the Palm Beach County Special Medical Needs Shelter Program to apply for acceptance at a Special Medical Needs Shelter. The information and application process is detailed in the PBC CEMP. The Village utilizes this program and includes a link to access the County site on the Village website.

The Village developed a Hurricane Helper Program, which is coordinated with Village faith-based groups. The program includes volunteers to assist those who require assistance (i.e. installing hurricane shutters, debris removal, translation, follow-up phone calls, etc.). The list is updated annually and outreach is through outreach efforts including work with faith-based groups, village website, and press releases. The Village includes a link to information and application on the Village webpage. The Village Parks and Recreation Department provides outreach to elderly and will coordinate with the registry of special needs through the program as well.

Village Emergency Operations Center

The Village may activate an emergency operations center to coordinate all response operations, resources and information. The Village will establish ongoing communication with the County EOC to coordinate additional resource needs. The Village of Wellington will partially or fully activate its EOC and notify EOC staff to respond to the disaster needs of the community. The

primary EOC is located at Village Hall, 12300 Forest Hill Boulevard and secondary EOC is located at the Public Works Facility, 14001 Pierson Road.

Field Operations and Field Incident Facilities

These groups are discipline specific and composed of internal resources. They focus on their missions, provide input to the overall incident objectives through the EOC, and coordinate field resource requests to the EOC through their Section, Branch, or ESF.

In support of direction, control, and coordination activities, the State, County, and/or Village may activate other field incident sites. These sites will assist in managing the many different activities associated with EOC operations. These centers will be established and staffed by personnel from the respective agencies involved in the emergency response process.

- On-site command post for management of emergency operations responses for fire services, emergency medical incidents, and search and rescue of the affected areas
 - Located at the EOC Annex Building at 14000 Greenbriar Boulevard
- Palm Beach County Sheriff's Office (PBSO) emergency operation centers
- County Staging Area(s) to coordinate and provide the support for movement of resources into the County and within the County
- Point of Distribution (POD) sites for management, allocation, administration, and distribution of emergency supplies to include food, water, and medications
 - Primary Location: Amphitheatre at Wellington Town Center, 12165 Forest Hill Boulevard
 - Secondary Location: The Village will seek County assistance from Palm Beach County
- Employee Sheltering for management of post-emergency sheltering operations
 - Located at the Gymnasium on 11700 Pierson Rd
- Debris Management Center (DMC) and/or Temporary Debris Management Sites
 - DMC located at 14001 Pierson Road
 - Debris Site located at 2975 Greenbriar Boulevard (approximately 9.8 acres)
 - Palm Beach County operated debris sites is included in the Appendix of the Debris Management Plan
- Staging areas
 - Primary Location: Water Treatment Facility - 1100 Wellington Trace
 - Secondary Location: Operations Building located at 14001 Pierson Road
 - Tertiary Location: Parks Maintenance Building at 11780 Pierson Road

- Employee Check-In will be located at the Village EOCs.
- Other field operations centers as necessary to complete activities and missions in response to and recovery from the disaster

Activation of the Emergency Operations Center (EOC)

Numerous conditions may warrant activation prior to an event, during an event or once an incident has already occurred. When an emergency or disaster event threatens the Village and/or when the Palm Beach County EOC has been activated, the Village Manager will consider the need to activate the EOC and the EMP.

Depending on the magnitude and complexity of the event, for any level of activation, the Village Manager may direct personnel to activate and deploy one or more individuals to the EOC to initiate operations. When determining which elements of the plan to activate, the Village Manager will consider potential resource needs, community impact, and public safety.

Conditions for EOC Activation:

1. Whenever an emergency, a special situation, or event in the jurisdiction requires inter-agency coordination for additional resources.
2. If multiple scenes are developing throughout the jurisdiction, which cannot be adequately coordinated from a single field command post.
3. Various natural disasters and terrorism threats may provide advance warning either through monitoring systems or through verbal notification.
4. When the incidents complexity and or size escalate beyond the capabilities of the Village’s resources, the Village EOC will be activated to provide coordinated response among agencies with jurisdictional authority or functional responsibility.

Levels of Municipal EOC Activation

The Village has established four levels of activation that are consistent with the County’s EOC levels of activation:

Level 4	Normal Operations	This is the normal day-to-day operational level for the Village, which are continuously monitoring local, regional, national, and international events, evaluating threats, and analyzing there impact on the Village.
Level 3	Monitoring	General day-to-day operation with a heightened awareness during hurricane and wildfire seasons.
Level 2	Partial	A threat has been identified and limited resources are directed

		toward situational assessment and monitoring. The EOC may be partially activated in expectation of an impending event or in response to an event. The Incident Commander may determine the operational times and the necessary staff needed at the EOC. The IC may begin to coordinate preparation, response actions, and activate ICS structures as needed. The Planning Section may be activated to disseminate information and develop an Incident Action Plan. The Public Information Officer (ESF #14) and Information Hotlines may be activated if necessary.
Level 1	Full	Pre-identified staffing and representatives from partnering organizations will be required in the EOC. All primary and support agencies are notified. The operation is carried out for a full 24 hours. The Incident Commander establishes operational periods.

Protective Actions and Re-entry

When the Village is threatened by a significant natural or manmade threat, the Incident Commander will evaluate the hazard and vulnerability to determine the most appropriate protective action decision and advise the Village Manager of findings. In incidents involving immediate threat to life safety (i.e. hazardous materials incident, wild land fire, flooding) the Incident Commander may implement immediate protective actions and notify the EOC Executive Policy Group, including the Village Manager, as soon as practicable.

In the event that multi-jurisdictional action is required, the Village will coordinate protective action decisions with the impacted jurisdictions and the Palm Beach County EOC. The Executive Policy Group may, in times of an emergency recommend that an evacuation is conducted to protect lives and property and the Governor may recommend or order Protective Actions on a Countywide or regional basis. Pursuant to Chapter 252, the County Executive Policy Group has the authority to order a countywide evacuation and/or a shelter-in-place order applicable to all jurisdictions.

The purpose of a coordinated, phased re-entry process is to protect property and lives within the affected areas. In those areas where perimeter control can be maintained, it may be beneficial to do so while responders are saving lives and utility workers are eliminating life-threatening hazards. Residents and business owners in the area will be permitted to return as soon as life safety conditions permit. The County process of re-entry is governed by the PBC Executive Policy Group. The phased re-entry of persons into impacted areas requires coordination among public safety organizations, utility representatives, law enforcement, environmental agencies, human services organizations, and private sector partners. The Village

will utilize and follow Palm Beach County's Re-entry Plan and assign letters to those authorized personnel for the Village.

Re-entry into the Village is the responsibility of the Village. The County manages re-entry into unincorporated areas. Direction and control of all evacuation and re-entry activity within or through, a municipality is retained by the local entity affected. Since the safety of citizens is of mutual concern to both County and municipal officials, ongoing communications and coordination will be maintained with all impacted jurisdictions through regularly scheduled conference calls, flash reports, Situation Reports, WebEOC and EOAs.

Protective actions may include evacuation, shelter-in-place, isolation and/or quarantine.

- **Evacuation:** This is the safe movement of vulnerable populations and animals from high-risk areas to safer locations. Evacuation planning will also consider safe re-entry guidelines.
- **Shelter-In-Place:** An executive order, which restricts the movement of at risk populations to remain within structures that can provide protection from exterior, hazards (i.e. hazardous materials plumes or contagious persons).
- **Quarantine:** An executive order that restricts the movement of persons currently well but known or suspected to have been in contact with contagious persons. These individuals may, therefore, become contagious in the future. Quarantine may involve voluntary or involuntary restriction of movement within a designated facility and will be directed by the Florida Department of Health.
- **Isolation:** An executive order that restricts the movement of at risk populations in order to segregate ill, infectious, and/or contaminated persons to prevent contamination / disease transmission to others.
- **Re-entry:** A process to permit persons into an impacted area as hazardous conditions are remediated and public safety is re-established. Re-entry may be phased and/or time restricted.
- **Curfew:** An executive order that restricts the movement of persons within a specified geographic region during specified periods will be coordinated among the law enforcement entities within the county.
- **Restrictions:** An executive order may restrict the sale, purchase, or possession of alcoholic beverages, firearms, or flammable substances.

Organization and Staffing

Village of Wellington Organization/Non-Emergency

The Village of Wellington is comprised of a Mayor, a Vice Mayor, and three Councilmembers who are elected by the registered voters of the Village for a period of four years. The Village of Wellington is comprised of 16 departments. Departments are managed and staffed by municipal employees and under the authority of the Village Manager.

Disaster Organization

The Village Disaster Organization must support the Emergency Operations Center and ensure continuity of operations for all governmental services. A catastrophic disaster could severely disrupt the Village's ability to maintain the continuity of municipal government for a period of time. The goal is to ensure the Village's basic services and daily operation of Village government continue to be performed during a wide range of emergencies. The Village Disaster Organization will prioritize the rapid restoration of essential functions.

The Emergency Operations Center will activate to support emergency response and recovery as detailed in this plan. Employees are assigned organizational responsibilities to support emergency response. The goal of the Village is to assign employees to the staff the Emergency Operations Center as well as implement continuity of operations.

Classification of Emergencies and Disasters

According to Florida Statutes 252.35(a), disasters are classified as follows:

- **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for State
- **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance. The Federal Emergency Management Agency will be notified and potential federal assistance will be predominantly recovery oriented.
- **Catastrophic Disaster:** Any disaster that will require massive State and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

Employees and Volunteers

All Village employees may be required to report to the Emergency Operations Center (EOC) before, during and/or after an emergency. Employees will be notified prior to the emergency if they are required to work during the event. In some cases, the Village will ask for volunteers before assigning additional employees to assist in the EOC before, during and/or after the event.

The Employee Information Hotline will be updated to coincide with the periodic updates issued by the Incident Commander at the onset of any weather emergency. Employees can call the Employee Information Hotline at 1-866-791-WELL or 561-798-7200. Information is also available by logging onto www.wellingtonfl.gov; or listening to the Village's Emergency Broadcasting System (WQCY) AM1680 on your Radio Dial. Additional information may be disseminated via the CodeRED system. The Human Resources Department maintains a list of essential employees along with emergency contact information.

Employees who do not have an assigned emergency response or recovery role, will still be required to report "on site" where a check-in center will be established and managed by Human Resources. Employees are required to work immediately after the emergency at regularly scheduled time as long as the winds are below 40 mph as additional employees may be needed to assist depending on the magnitude of the emergency event. If winds are below 40 mph and it is after 5pm, employees are required to report to work the following day at regularly scheduled time. Relief of employees may also be required for those who worked during the event. In some cases, the Village will ask for employee-volunteers before assigning additional employees to assist immediately following an emergency.

The PBC Logistics Section coordinates resources for all County emergency response team members and in support of municipal jurisdictions when necessary. Volunteers will be directed to Palm Beach County Volunteers and Donations Unit of the Logistics Section. This unit is responsible for the coordination of unsolicited volunteers and donation of goods and services in support of the relief.

Employee Shelter

In the event of a hurricane or other severe weather event, employees required to work will be able to allow "immediate" family members to utilize the Village Park Gymnasium at 11700 Pierson Road as a shelter. Detailed requirements are located in the 2014 Emergency Information for Employees in the Appendix.

Hurricane Camp

The Village of Wellington offers Hurricane Camp to Village employees with elementary and middle school-age children who require supervision on days when their parents are required to

work and the school district in which they live is closed due to the effects of a hurricane or other emergency event.

The Parks and Recreation Department will offer a Youth Day Camp during the weekdays immediately following a hurricane or other emergency event that has caused the closing of public schools. All camp activities will be held at the Village Park, provided the facility is safe and secure following the emergency event. This camp is free of charge to all Village employees who are required to work and is available for children ages 5-12. Detailed requirements are located in the 2014 Emergency Information for Employees in the Appendix.

Pet-Friendly Shelter

Employees required to work during activation of the EOC will be able to bring their domestic (household pets) to the Village Park Gymnasium. All animals are required to remain in a cage or kennel. For the safety of staff and other animals, the Village reserves the right to refuse aggressive animals. No animals classified as potentially dangerous or registered guard dogs will be accepted. Although the gymnasium meets current code requirements, it does not meet shelter requirements. Detailed requirements are located in the 2014 Emergency Information for Employees in the Appendix.

Deactivation of Emergency Operations Center

It is the responsibility of the Village of Wellington Incident Commander to authorize demobilization of resources and/or deactivating the EOC. This decision will be coordinated with the Village Manager and Executive Policy Group.

- Personnel will be notified of a reduced activation level or deactivation at the earliest convenient time, but preferably this decision will be incorporated during the Incident Action Planning process for the next operational period.
- The Operations Section Chief is responsible for notifying all EOC personnel of the change in staffing requirements and operational hours.
- The Operations Section Chief will also notify the Incident Commander, County EOC, and neighboring jurisdictions.
- The Finance/Administration Section Chief will ensure that all documentation regarding operations, personnel time, and emergency expenditures is complete and obtained from all response personnel.
- The Logistics Section Chief will ensure that all equipment and supplies are demobilized and tracked until they reach their final destination.
- The Planning Section Chief will ensure that all documentation has been stored, all tracking documents and databases are properly duplicated and stored, and that an after action critique is scheduled, conducted, and an after-action report is prepared.

- The Incident Commander should evaluate the need for incident stress debriefing for all personnel and coordinate with the Palm Beach County EOC for Critical Incident Stress Debriefing counseling services.

Incident Command Overview – Section Roles and Responsibilities

Command Staff

The Command Staff is comprised of personnel assigned to and charged with performing or supporting the duties and responsibilities of the EOC Incident Commander. The Command Staff include the Incident Commander, as well as the Public Information Officer, Safety Officer, Liaison Officer, Palm Beach County Sheriff’s Office Representative, and Palm Beach County Fire Rescue Representative designated as necessary to carry out key activities not specifically identified in the functional areas directed by the General Staff.



Public Information Officer

The Public Information Officer (PIO) is the designated PIO for the incident and reports directly to the Incident Commander. Upon activation of the EOC, the PIO will coordinate all public information releases, press briefings, and interface with the public. The EOC serves as the primary location for the release of information by the Village. The PIO will remain in constant communication and coordination with the IC to ensure clear, consistent and timely public information. The Village will participate in a Joint Information Center (JIC) to share information to all appropriate entities.

- Prepare and mail out the Wellington hurricane brochure to all residents prior to June 1st
- Alert team members of potential storm for future communications
- Establish contact with local media representatives and confirm contact information
- Coordinate information releases with Section Leaders, as directed by the Incident Commander

Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the Incident Commander and/or supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the Incident Commander for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations. The Safety Officer must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private sector and nongovernmental organizations.

The Safety Officer shall work with the Section Chiefs to distribute the Safety Message approved by the Incident Commander and ensure that all operations are following general safety practices as outlined in normal procedures by the Wellington Safety Manual. Emergencies shall not constitute a shortening of process that may bypass safety regulations.

Liaison Officer

The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

The Liaison Officer shall work with the Incident Commander to ensure communications between external agencies and Wellington. These agencies shall include but not be limited to:

- Palm Beach County Sheriff's Office (ESF 16)
- Palm Beach County Fire Rescue (ESF 4)
- Palm Beach County Emergency Operations Center (ESF 5)
- Wellington Mayor and Council; other entities as required

ICS Sections/Branches/Units

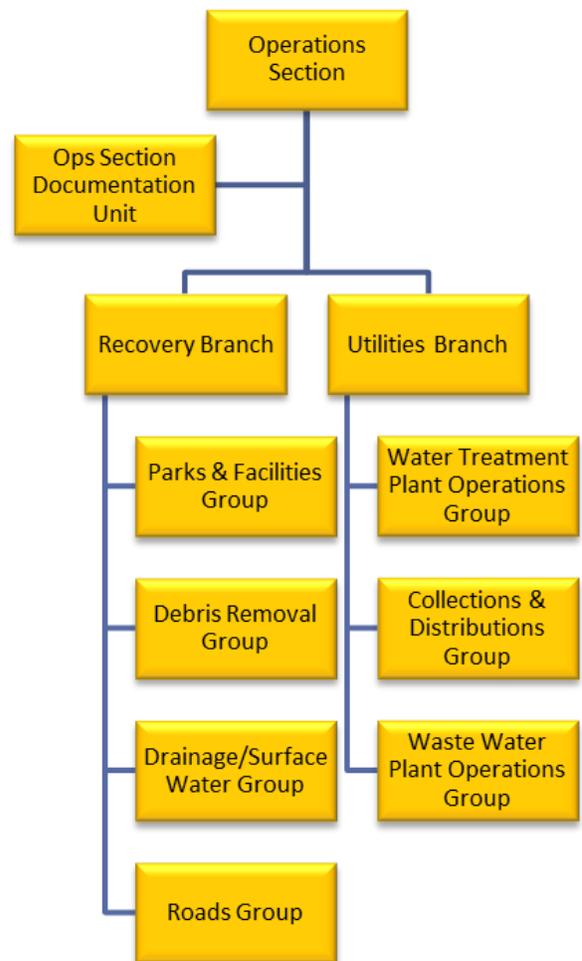
The Village of Wellington, in compliance with the NIMS, has established four sections: Operations Section, Logistics Section, Planning Section, and Finance Section. Following is a

description of the Sections, Branches, and Units. Detailed checklists are provided in the Appendix.

Operations Section

The Operations Section is responsible for the management of all tactical operations directly applicable to the mission and primary incident objectives. The Operations Section Chief communicates, activates and supervises organizational elements in accordance with the Incident Action Plan (IAP) and directs its execution. The Operations Section is divided into two functionally oriented branches: Recovery Branch and Utilities Branch.

- Major responsibilities of the Operations Section Chief are to:
- Manage tactical operations.
- Assist in the development of the operations portion of the Incident Action Plan. This usually requires filling out the ICS 215 prior to the Planning Meeting.
- Supervise the execution of the operations portion of the Incident Action Plan.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from active assignments (not release from the incident).
- Make or approve expedient changes to the operations portion of the Incident Action Plan.
- Maintain close communication with the Incident Commander.



Each of the branches are assigned a Branch Director who will monitor and may further activate the supporting the functional area of the Branch as needed to support incident objectives and as conditions warrant. All functional elements within the Operations Section, report to the Operations Section Chief. The Operations Section is responsible for coordinating tactical operations for an incident in support of the Incident Commander.

This section also coordinates closely with the Planning and Logistics sections to request or release resources in support of tactical operations. The Operations Section manages all tactical response activities, which are occurring in the field. This section also determines resource shortfalls and requests additional resources from the Logistics Section.

Operations Section Recovery Actions

The implementation of recovery actions begins simultaneously with the response phase. As life safety issues are resolved, short-term and gradually long-term recovery activities increase in importance. Following are some general issues, which will guide the Operations Section in the immediate recovery actions as this transition is made. Additional information related to recovery may be found in the Recovery Section of this Plan.

Debris Management

The Village has developed a Debris Management Plan (2015) in accordance with the guidelines stipulated by FEMA. This Plan details the debris management organization and staff responsibilities, debris management response and recovery operations, sample forms, temporary debris staging and reduction sites, a list of equipment assets available for debris removal. The Village currently has one debris site located at 2975 Greenbriar Blvd. The Plan is included in the Appendix.

Operations Section Organization: Recovery Branch

Each unit leader will be responsible for completing a Daily Activity Log documenting the work of all employees under their chain of command on a daily basis. At the end of each day, the Daily Activity Log will be submitted to the Section Chief for sign-off and then submitted to the Finance Section Chief for filing.

Functional Unit	Primary Function	Lead/Support Agency
Parks & Facilities Group	Please see breakdown of group below, under Functional Units: <i>Sports Park Unit, Building Maintenance, Neighborhood Parks</i>	Public Works
Sports Park Unit	<ul style="list-style-type: none"> Document pre- and post- event conditions and provide status of fields Secure fields and parks and recreation complexes 	Public Works
Building Maintenance Unit	Prioritize and implement temporary emergency structural repairs at vital public facilities	Public Works
Neighborhood Parks Unit	<ul style="list-style-type: none"> Provide Recovery Branch Director and Parks and Facilities Group Supervisor with status of neighborhood parks Arrange for pictures to be taken of each park and its buildings to document pre-storm conditions 	Public Works

Functional Unit	Primary Function	Lead/Support Agency
Debris Removal Group	<ul style="list-style-type: none"> • Check all designated debris sites with Operations Section Chief • Check all garbage routes for potential debris and arrange for removal • Secure all universal containers, Solid Waste supplies and materials located at Waste Water Treatment Facility • Coordinate with removal of debris with debris contractors 	Public Works
Drainage/Surface Water Group	Secure resources and assistance for post-exposure operations in the Village such as decontamination or environmental remediation	Public Works
Roads Group	Ensure open traffic corridors for the safe and efficient movement of emergency vehicles or for evacuation and reentry of threatened population (map of priority roads in the Appendix)	Public Works

Operations Section Organization: Utilities Branch

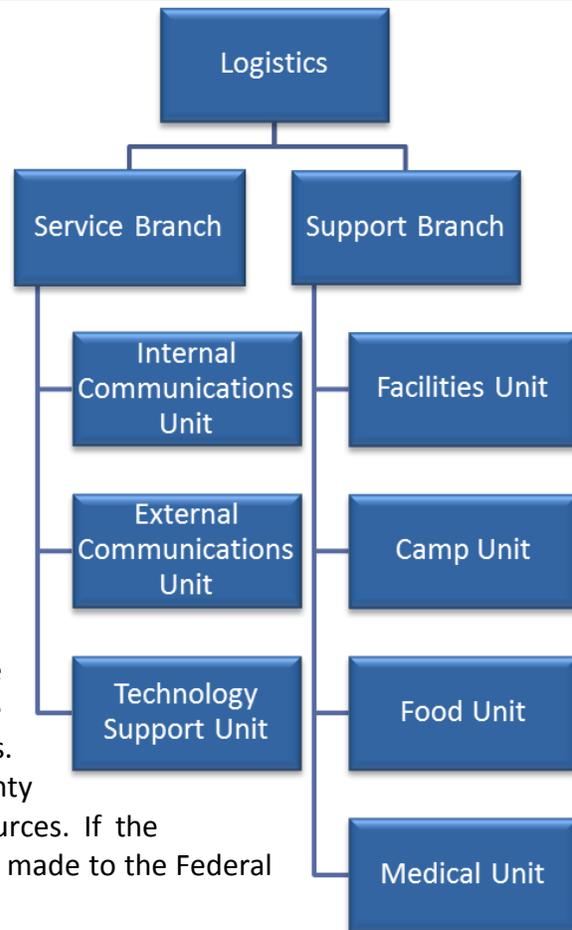
The Utilities Branch is responsible for coordination with all utility providers and communications vendors to restore utilities and communications infrastructure and systems. The Branch is organized into water treatment operations, collection and distribution, and wastewater plant operations.

Functional Unit	Primary Function	Lead/Support Agency
Utilities Branch	Please see breakdown of group below, under Functional Units: <i>Water Treatment Plant Operations, Collections & Distributions, Waste Water Plant Operations</i>	Utilities
Water Treatment Plant Operations Group	Coordinate the permanent restoration of potable water supplies	Utilities
Collection & Distribution Group	Coordinate response and recovery for lift station operations	Utilities
Wastewater Plant Operations Group	Coordinate the permanent restoration of wastewater treatment facilities	Utilities

Logistics Section

The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services and supplies (for responders)
 - Hospitals:
 - Wellington Regional Medical Center
 - Palms West Hospital
- All off-incident resources



If all Village resources are exhausted, then the Logistics Section Chief will make a request of the Palm Beach County EOC for the needed resources. If the County resources are exhausted, the County may make a request to the State for the resources. If the State’s resources are exhausted, a request can be made to the Federal government.

Major responsibilities of the Logistics Section Chief are to:

- Manage all incident logistics
- Provide logistical input to the Incident Commander in preparing the Incident Action Plan
- Brief Logistics Branch Directors and Unit Leaders as needed
- Identify anticipated and known incident service and support requirements
- Request additional resources; as needed
- Develop as required the Communications, Medical, and Traffic Plans
- Oversee demobilization of the Logistics Section

Logistics Section Organization: Service Branch

Each unit leader will be responsible for completing a Daily Activity Log documenting the work of all employees under their chain of command on a daily basis. At the end of each day, the Daily Activity Log will be submitted to the Section Chief for sign-off and then submitted to the Finance Section Chief for filing.

Functional Unit	Primary Function	Lead/Support Agency
Service Branch	Please see breakdown of unit below, under Functional Units: <i>Technology/Support Unit, Internal Communications, External Communications</i>	Technology Services
Technology/Support Unit	<ul style="list-style-type: none"> • Manage and maintain technology, radio communication systems, telecommunication service, internet connectivity for internal operations • Manage and provide technology hardware needs to support operation • Provide GIS services, spatial analysis, cartography, information and data management, database administration, data maintenance and maps for decision makers and responders in support of response and recovery operations 	Communications Technology Services Geographic Information Systems
Internal Communications Unit	<ul style="list-style-type: none"> • Coordinate and update 2nd shift staff and Continuity of Operations staff on ongoing operational needs and assignments • Works closely with the Liaison officer for Human Resources 	Communications Human Resources
External Communications Unit	<ul style="list-style-type: none"> • Provide resource needs for external communication through content creation and TV Channel 18, Web/Social Media Accounts, and Call Center • Works closely with the PIO and Incident Commander 	Communications Technology Services Customer Service

Logistics Section Organization: Support Branch

Each unit leader will be responsible for completing a Daily Activity Log documenting the work of all employees under their chain of command on a daily basis. At the end of each day, the Daily Activity Log will be submitted to the Section Chief for sign-off and then submitted to the Finance Section Chief for filing.

Functional Unit	Primary Function	Lead/Support Agency
Support Branch	<ul style="list-style-type: none"> • Please see breakdown of unit below, under Functional Units: <i>Facilities Unit, Camp Unit, Food Unit, Medical Unit</i> 	

Functional Unit	Primary Function	Lead/Support Agency
Facilities Unit	<ul style="list-style-type: none"> Identify, procure, and manage facilities and site in support of disaster response and recovery operation Provide ongoing logistical support to response and recovery facilities Identify procure and manage alternate critical facilities 	Parks and Recreation Public Works
Camp Unit	Manage and maintain after storm day care/ day camp for children of Village staff who have been assigned to emergency operations and otherwise would not have childcare arrangements (ex. Schools closed, child care facilities closed after storm)	Parks and Recreation
Food Unit	<ul style="list-style-type: none"> Identify, prioritize, coordinate, and distribute food services including preparation for congregate shelters, food stamps, food products/supplies, potable water and distribution Assist in the identification, preparation, and management of distribution sites at appropriate locations within the Village Manages emergency catering 	Parks and Recreation
Medical Unit	<ul style="list-style-type: none"> Maintain and provide resource needs for medical supplies and personnel. Maintain list and capabilities of hospitals in the Village Monitor all employees for excessive stress or physical issues Order resources and supplies for response personnel 	Parks and Recreation

Planning Section

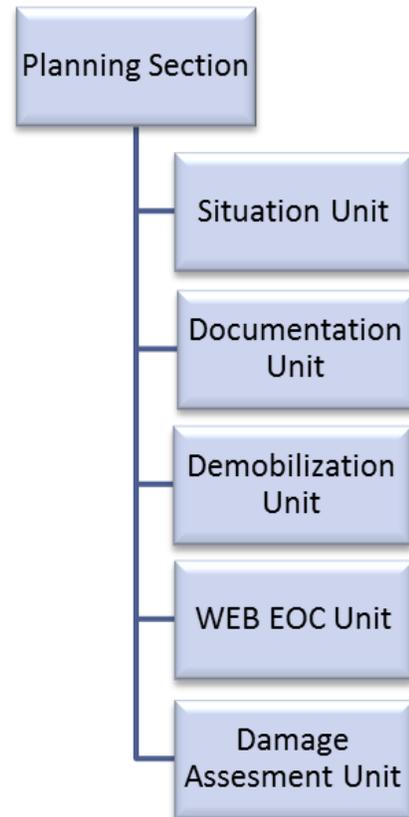
The mission of the Planning Section is to collect, evaluate, and dissemination information. Analysis includes the status of resources, and predicting alternative strategies to direct operations for the next incident period. The purpose of this section is to address Information and Planning issues, in support of the EOC in a major disaster or anticipated disaster. This information is collected from field response agencies, City/County/other municipal EOC's. The Planning Section must predict the probable course of incident events to include identification of future resource requirements. The planning section will develop Incident Action Plan (IAP), Situation Reports, maps, and information sharing documents, which provide a coherent means of communicating the overall incident objectives, situation status, and other information important to the response and recovery effort.

Planning Section Chief:

- Alert all Section Chiefs and Command Staff of potential threat and meeting schedules
- Meet with Incident Commander to obtain direction for emergency procedures
 - Identify location and time of initial planning meeting for Command Staff and Section Leaders
 - Identify situation status to relay to Incident Commander
 - Create initial incident objectives and Incident Action Plan
 - Identify potential lock-down staff and locations for first responders
- Set up meeting with Planning Section Unit Leaders to direct objectives for each unit

Major responsibilities of the Planning Section Chief include:

- Collect and manage all incident-relevant operational data
- Provide input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan
- Supervise preparation of the Incident Action Plan
- Conduct and facilitate planning meetings
- Reassign personnel already on site to ICS organizational positions as needed and appropriate



- Establish information requirements and reporting schedules for Planning Section units
- Determine the need for specialized resources to support the incident
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies and contingency plans
- Provide periodic predictions on incident potential
- Report any significant changes in incident status
- Compile and display incident status information
- Oversee preparation of the Demobilization Plan
- Incorporate Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan

The Planning Section Chief may expand the Planning Section in additional personnel are needed to manage information and planning activities below.

Damage Assessment Unit: Initial Impact Assessment

In the immediate aftermath of the disaster, a village-wide initial rapid impact assessment will be conducted by the Damage Assessment Unit within the Planning Section. The goal of this assessment is to determine the magnitude and severity of damage to public buildings and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. Infrastructure assessment includes roadways, canals, paving, grading, drainage, and sewer. The Village utilizes the ESRI collector app, which integrates with ArcGIS, in order to geo-locate, document, and maintain assessments on the damages to structures and infrastructure. The results are then immediately reported by the Damage Assessment Unit to the Palm Beach County EOC Planning Section. The impact survey data provides a village-wide general overview of the most significantly affected areas. It also establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

All field response personnel will participate in the initial impact assessment to determine which areas within the Village have sustained the most significant damage. The information should be routed through normal communication channels back to the Village's EOC. Impacts may be classified as following:

- **Type 1 Minor Damage:** Minor impact to buildings and infrastructure - Homes may be missing roof shingles and windows may be shattered. Minor debris along major transportation routes with immediate emergency clearance possible.
- **Type 2 Significant Damage: Habitable:** Homes have sustained significant damage to exterior structure, however, the roof and structural walls remains intact. Residents may continue to seek safety and shelter within their homes. Extensive debris along transportation routes, however, emergency clearance is possible. Infrastructure components can be repaired.
- **Type 3 Major Damage: Uninhabitable:** Homes have sustained damage to primary structure and roof. The homes are not habitable.

- **Type 4 Destroyed / Catastrophic Damage:** Structures are more than fifty percent destroyed and cannot be rebuilt. Infrastructure and utility systems must be rebuilt and will result in long-term service outages.

The Initial Damage Assessment (IDA) process will provide supporting information for a state of emergency declaration and requesting a presidentially declared disaster. This assessment is more detailed than the rapid impact assessment, including estimates of financial losses of public and private property. The goal of this assessment is to determine the magnitude and severity of damage to private and public buildings and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. The IDA should be completed within 24 hours of an event.

Certain Units within the EOC have specific damage assessment responsibilities. Damage Assessment – Public Infrastructure and Facilities Unit is responsible for conducting damage assessment for Village owned facilities. Private Infrastructure and Facilities Unit is responsible for privately owned infrastructure and structures and the Roads and Canals Unit is responsible for roads and traffic network infrastructure.

The Building Official is responsible for the overall implementation of the FEMA compliant damage assessment for Individual Assistance (IA) and Public Assistance (PA). The information must be entered on a FEMA compliant damage assessment form and forwarded to the County Emergency Operations Center, Planning Section. The Building Official also conducts the post-disaster habitability inspections for buildings within the Village in accordance with their operational guidelines. The purpose of these inspections is to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections are not conducted until the FEMA required damage assessment process has been completed.

Documentation Unit

This unit prepares the Incident Action Plan (IAP) and maintains the files and records for the IAP in compliance with NIMS. This unit will maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; resolutions and executive orders, emergency declarations, IAP, mission and resource tracking documents and logs, media releases, and all other incident related data. Files will be maintained and stored for legal, analytical, and historical purposes.

Situation Unit

This unit may also require the expertise of technical specialists and operations and information security specialists. The Situation Unit also gathers and disseminates information and intelligence for use in the IAP.

WEBEOC Unit

This unit coordinates Village of Wellington status updates and mission resource requests with the County by utilizing the Palm Beach County WebEOC.

Recovery Actions for the Planning Section

After Action Reports (AAR) and Corrective Action Recommendations

In order to identify programmatic shortfalls and enhance emergency operations capability, Wellington will conduct a strategic evaluation of all emergency activations. Recommendations will be summarized in an After Action Report and integrated into the long-term strategic improvement program. The Village will coordinate its findings and recommendations with the County's AARs when warranted.

Planning Section Organization

Each unit leader will be responsible for completing a Daily Activity Log documenting the work of all employees under their chain of command on a daily basis. At the end of each day, the Daily Activity Log will be submitted to the Section Chief for sign-off and then submitted to the Finance Section Chief for filing.

Functional Unit	Primary Function	Lead/Support Agency
Situation Unit	<ul style="list-style-type: none"> • Compile, maintain, disseminate and display current incident status information for the EOC Unified Command, Staff, and partner organizations • Provide situation evaluation, prediction and analysis for Command and Operations • Obtain Briefing from Planning Section Chief for incident objectives and strategy • Identify and create contingency plan as needed for event 	Planning
Documentation Unit	<ul style="list-style-type: none"> • Organize and maintain accurate, up-to-date incident files, forms, reports, emergency declarations, press releases, and all other official documents • Develop Incident Action Plan (ICS Form 201, 202, 203, 204, medical plan, etc.) • Ensure all ICS forms are distributed to Section Chiefs • Duplicate Incident Action Plan once completed and distribute accordingly to Command and 	Planning

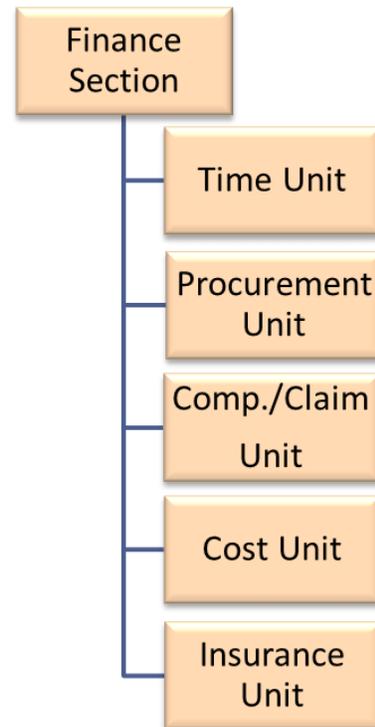
Functional Unit	Primary Function	Lead/Support Agency
	General staff <ul style="list-style-type: none"> • Establish secure location for file storage • Ensure proper aerial maps and damage assessment maps are available prior to event 	
Demobilization Unit	<ul style="list-style-type: none"> • Develop Demobilization Plan • Approve Demobilization Plan • Monitor implementation 	Planning
WEB EOC Unit	<ul style="list-style-type: none"> • Provide status updates to Palm Beach County utilizing WEB EOC • Input mission resource requests, requested by the Village to the County EOC utilizing WEB EOC 	Planning
Damage Assessment Unit	<ul style="list-style-type: none"> • Conduct an immediate comprehensive impact and damage assessment in the post-disaster environment to public infrastructure • Record damage after the disaster in and with pictures utilizing the federally required forms • Coordinate with the Utilities Branch regarding emergency repairs of critical infrastructure as prioritized by the Incident Commander • Forward all damage assessment summary data to the County EOC • Ensure all damage assessment teams are created and available immediately after event (if necessary) • Ensure all laptops are available and functional for assessment teams immediately after event • Meet with Documentation Unit Leader to ensure proper aerial maps, street maps and necessary documentation is readily available to Damage Assessment Unit Leader and their team immediately after event • Review Damage Assessment Unit for Wellington facilities and residences/commercial property 	Building Code Enforcement

Finance Section

The Finance Section monitors cost expenditures in accordance with local, state, and federal statutory requirements. Identifies tracks and submits documentation for federal reimbursement under the Robert T. Stafford Act as administered by the Federal Emergency Management Agency. The Finance Section must provide cost analysis data for the incident. It ensures that equipment and personnel, for which payment is required and properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. All financial procedures will be conducted in accordance with the finance emergency policies.

Major responsibilities of the Finance Section Chief include:

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Ensure compensation and claims functions are being addressed relative to the incident
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Finance Section; fill Section supply and support needs
- Determine need to set up and operate an incident commissary
- Meet with assisting and cooperating agency representatives as needed
- Maintain daily contact with agency(s) administrative headquarters on finance matters
- Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy
- Provide financial input for demobilization planning
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up



The Stafford Act requires applicants to carry property insurance for those facilities and equipment that are readily insurable.

Most Public Assistance Grants will not be processed until insurance coordination with the appropriate carrier has been completed.

During daily operations, Village's Risk Manager is responsible for overall coordination of the Village's expenditure-reimbursement efforts, from the Village's private insurance carriers or the self-insurance funds. When the EOC is activated, the Compensation/Claims Unit must ensure efficient processing of insurance documents in accordance with internal operating procedures and policies. In the aftermath of the disaster, authority must be provided to release insurance information to the Federal Emergency Management Agency. Additional information may be referenced in the recovery sections.

Response Actions for the Finance Section

During the response phase, the Finance Section will activate simultaneously with the Logistics Section to begin implementation of the financial documentation management and tracking processes. The Finance Section will work in close coordination with the Logistics Section to ensure appropriate documentation procedures are followed throughout all stages of the acquisition process.

The Village will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. In the event that the Village qualifies for a federal disaster declaration, which includes public assistance funds, the Village will request post-disaster reimbursement for eligible expenditures.

When a critical incident or disaster strikes, the Village will declare a Local State of Emergency and will suspend its purchasing policies and procedures. By the authority of Florida Statute 252.31-91 and Section 72-9 of the Code of Ordinances, emergency purchasing procedures will be in effect. The Village Manager is authorized and empowered to adopt rules and regulations and expend Wellington funds as may be reasonably necessary and available. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency. The Finance Section will be responsible for the documentation of response and recovery costs in compliance with federal reimbursement requirements.

The Time Unit Leader will be responsible for documentation of all human resource related costs including internal personnel, external agencies, and volunteer hours, which may be used as federal match. The documentation of expenses must include personnel overtime and associated equipment and supply usage. Emergency personnel deployed out-of-village in support of operations conducted under the provisions of the Statewide Mutual Aid Agreement must document all expenses associated with their deployment.

Recovery Actions for the Finance Section

Requests for Public Assistance

Under the Public Assistance program authorized by the Stafford Act, FEMA awards grants to assist governments and certain private nonprofit entities with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure. The Finance Department is

responsible for filing requests for Public Assistance on behalf of the Village. This process includes:

- Coordinating the compilation of all Village project worksheets by departments
- Interfacing with County, State and Federal personnel throughout the public assistance grants process
- Sign off by the Risk Management Department to ensure that appropriate insurance claims are being collected prior to submission to FEMA
- Functioning as the coordination point for State Public Assistance Coordinator (PAC) and FEMA PAC
- Identifies permanent work project options with department, state, and federal representatives
- Coordinates appropriate financial resources for permanent work project options coordinating appropriate financial resources for all improved or alternative projects
- Attending the Applicant Briefing
- Attending the Kick-off Meeting

Additional information is located in section Public Assistance Program Application Process.

Insurance Reimbursement

The Stafford Act, in certain circumstances, requires applicants to carry property insurance for those facilities and equipment that are readily insurable. Most Public Assistance Grants will not be processed until insurance coordination with the appropriate carrier has been completed. The Village's Compensation/Claims Unit is responsible for overall coordination of the Village's expenditure-reimbursement efforts, from the Villages insurance carriers. The Compensation/Claims Unit must ensure efficient processing of insurance documents in accordance with internal operating procedures and policies. In the aftermath of the disaster, authority must be provided to release insurance information to the Federal Emergency Management Agency.

The Federal Emergency Management Agency will obtain copies of the declaration page of necessary documents of all policies currently in force, all endorsements, any special Florida exclusions limiting coverage, notice of loss, proof of loss, and Statement(s) of Loss. Upon full insurance recovery, the Federal Emergency Management Agency will provide reimbursement in accordance with the Stafford Act. At the time of Project Worksheet development, the inspection team will verify whether damaged facilities are listed on the insurance coverage property schedule, and will verify insurance proceeds.

Finance Section Organization

Each unit leader will be responsible for completing a Daily Activity Log documenting the work of all employees under their chain of command on a daily basis. At the end of each day, the Daily

Activity Log will be submitted to the Section Chief for sign-off and then submitted to the Finance Section Chief for filing.

Functional Unit	Primary Function	Lead/Support Agency
Time Unit	Tracks human resources time sheets: employees, volunteers, and mutual aid	Administrative and Financial Services
Procurement Unit	<ul style="list-style-type: none"> • Tracks and develop contracts for outside resources and contractors • Determine who has been assigned to purchase equipment, supplies, etc. for the incident • Contact the Supply Unit on incident needs and any special procedures or requirements • Maintain all final incident receiving documents • Coordinate with all organizations to ensure adequate documentation of all disaster related response and recovery costs are documented in accordance with local, state, and federal reimbursement requirements • Manages all state, federal, and private sector financial resource applications, documentation, and reimbursement 	Administrative and Financial Services Purchasing
Compensation /Claim Unit	<ul style="list-style-type: none"> • Establish contact with Safety Officer and Liaison Officer • Establish procedures with the Medical Unit Leader on prompt notification of injuries or death • Determine need for Claims Specialist and Compensation for Injury Specialist, request additional personnel, as necessary • Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements 	Administrative and Financial Services Purchasing Risk Management
Cost Unit	<ul style="list-style-type: none"> • Obtain and record all cost data • Identify all equipment/personnel requiring payment • Prepare incident cost summaries by operational period, or as directed by the Section Chief • Maintain cumulative incident cost records • Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up 	Risk Management
Insurance Unit	<ul style="list-style-type: none"> • Ensures that appropriate insurance coverage is in place and claims are filed in a timely manner • Work with Procurement Unit to determine coverage for disaster related costs 	Risk Management

Short-term Recovery and Continuity of Services

The Short-term Recovery and Continuity of Services section provides an overview, which will be implemented during the disaster recovery process. It details a coordinated system for recovery operations; identifies the operational concepts; policies that promote an expedited, all-hazards disaster recovery process among all stakeholders, including public-sector agencies and organizations; nonprofit and faith-based organizations. Comprehensive community recovery must address recovery in four areas including the residential sector, the economic sector, public services and facilities, and quality-of-life components. It also details the processes and systems to employ State, Federal, and private-sector disaster assistance.

Once Wellington has entered the recovery phase of the ICS system, it is the responsibility of the Incident Commander to demobilize units as needed and the Demobilization Unit Leader to ensure a smooth demobilization (ICS form 221). Wellington will begin reopening facilities, resuming programs and services and continue to communicate these happenings with the residents through the Public Information Office.

A detailed listing of post-event actions, resource needs, and priorities for Utilities, Parks and Recreation, Planning, Zoning and Code Enforcement, Building, Solid Waste, Public Works, and Administration is provided in the Appendix in the Continuity of Services Plan.

Short-term Recovery Phase

Short-term recovery is the critical time when life-saving activities have ceased. While the transition from response to recovery is gradual and not clearly delineated, there are a number of priority activities, which signal the predominance of recover-related activities.

During short-term recovery, the goal is to reopen habitable areas by remediating any unsafe conditions, such as severely damaged infrastructure, hazardous materials, downed power lines, or unstable structures. Search and rescue operations are ceasing and live recovery chances are minimal. Debris removal teams have at least completed emergency clearance of roadways to open one lane. However, permanent debris-removal activities will be ongoing throughout recovery and redevelopment. Power restoration efforts should be steadily progressing and, if structurally sound, critical facilities should be operational. The human service goal is to identify survivors with long-term displacement needs and move them from emergency and transitional shelters to more appropriate and sustainable temporary housing solutions, such as rental properties and mobile housing units. Enhanced transportation services may be required to return evacuees from emergency shelters to alternate locations, such as interim housing, places

of employment, schools, etc. Persons with special medical, physical, and/or mental health needs may require additional assistance, such as transportation.

During the short-term recovery phase, the Incident Commander will seek to deactivate most immediate short-term life supporting systems that may no longer be essential such as shelters, mobile feeding sites, comfort stations, and mutual aid support crews. Key priorities for short-term recovery include: restoring government service, repairing public facilities and infrastructure, providing short-term assistance to individuals and families, helping residents resume basic, routine activities, restoration of essential goods and services, providing emergency housing, and identifying immediate emergency funds for individuals, businesses and the government, such as bridge loans.

Debris Management

The Village of Wellington has a well-defined Debris Management Plan (2015). It identifies the actions required to plan for and respond to a natural debris-generating event, priority infrastructure, debris sites, and contractors. The Village of Wellington Operations and Public Works Departments are the lead agencies responsible for coordinating impact assessment for all Wellington's public structures, equipment, mutual aid providers, and private contractor resources. The Debris Removal Group is responsible for emergency debris clearance from essential transportation routes and for the coordination of permanent debris removal. The Debris Management Plan includes an estimate that Wellington will generate 984,821 cubic yards of debris with a Category 4 Hurricane (debris estimates are based on 50% of single-family, condominiums, and mobile homes impacted).

Phase I: Emergency Debris Clearance

The Debris Removal Group will conduct debris clearance immediately following a large-scale disaster in order to prioritize the impacted areas and resource needs. Debris clearance from the Village roadways and the Village public property will be accomplished using the Village Public Works crews and equipment, mutual aid providers, and private contractor resources. The Debris Removal Group primary immediate mission is to clear debris from at least one lane of all primary and secondary roads to expedite the movement of emergency service vehicles, such as fire, police and medical responders. Public Works Department's Damage Assessment Teams will conduct initial zone by zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to prioritize debris clearance, which is based upon the following criteria:

1. Extricate people
2. Egress for fire, police, Emergency Operations Center
3. Egress for Pierson Road complex for fleet, Public Works, Village Park, and Water Treatment Facility
4. Ingress to hospitals and special care locations

5. Government facilities
6. Major traffic routes
7. Major flood drainage arteries
8. Secondary roads to neighborhood collection points
9. Access for utility restoration
10. Supply distribution points and mutual aid assembly locations
11. Neighborhood streets
12. Private property adversely affecting public health, safety and welfare
13. Water and Waste Water Plants
14. Pump Stations
15. Public Safety communications towers
16. Wellington shelters

There are three stages to clearance:

1. Initial response
 - clearing roadways for emergency vehicles
 - involves larger equipment for pushing material to the side of road (loader; back-hoe)
2. Second pass
 - cutting and piling debris; saving/bracing trees
 - involves smaller equipment for working in swales and smaller, less accessible areas (bobcat; skid-steer)
3. Final pass
 - raking, blowing, sweeping, and/or removing small debris

The Debris Removal Group will do an assessment of the trees that will be saved on all roads, public buildings, and parks. The trees that are to be saved will have yellow ribbons placed on them. The trees that are not to be saved will have orange ribbons placed on them. Two crews will need to be assembled to straighten and brace the trees that are to be saved possibly a minimum of 72 hours following a storm. If trees are found unmarked the following guidelines will be applied:

- Palms needing to be removed
 - If the top or “heart” of the palm is broken or bent.
 - If any portion of the trunk is broken, split, or cracked.
 - If the root ball is broken or partially broken off of the trunk.
- Hardwoods needing to be removed
 - If any portion of the main trunk or central leader is broken, split, or cracked.
 - If any of the support roots (largest, at the top of the root ball) are broken from the root ball.
 - If over 50% of the root ball is separated from the tree.
 - If over 50% of the canopy is damaged.

Priority debris clearance for roads includes:

1. Forest Hill Boulevard
2. South Shore Boulevard
3. Greenview Shores Boulevard
4. Big Blue Trace
5. Birkdale Drive
6. Greenbriar Boulevard
7. Wellington Trace – Greenbriar Blvd. to Greenview Shores
8. Aero Club Drive
9. Paddock Drive
10. Little Ranches (subdivision) Park included
11. Palm Beach Point Boulevard
12. 50th Street
13. Stribling Way
14. Pierson Road
15. Flying Cow Road

Priority debris clearance for parks includes:

- | | |
|--------------------------------|------------------------|
| 1. Wellington Community Center | 16. Little Blue Park |
| 2. Village Park | 17. Summerwood Park |
| 3. Amphitheater | 18. Brampton Cove Park |
| 4. Tennis Center | 19. Dorchester Park |
| 5. Wellington Community Park | 20. Farmington Park |
| 6. Tiger Shark | 21. Amesbury Park |
| 7. Olympia Park | 22. Margate Park |
| 8. Scott's Place | 23. Stamford Park |
| 9. Field of Dreams Park | 24. Primrose park |
| 10. Boat Ramp | 25. Foresteria Park |
| 11. Block Island park | 26. Azure Park |
| 12. Essex Park | 27. Goldenrod Park |
| 13. Mystic Park | 28. Yarmouth Park |
| 14. Berkshire Park | 29. Dog Park |
| 15. | 30. Aero Club Park |

Debris Monitoring

Phase II of Operations within the Debris Management Plan will require Wellington to provide Field Monitoring Teams as well as Load Site Monitors to oversee contractor operations. The Loading Site Inspectors will be assigned to each contractor loading site within designated Debris Zones. The Loading Site Monitor will initiate the load tickets that verify that the debris being picked up is eligible under the terms of the contract. The Debris Site Monitors will be stationed

at all Debris Management sites and landfill disposal sites for the purpose of verifying the quantity of material being hauled by the Disaster Debris Removal and Disposal Contractor through the use of load tickets. A Disposal Site Monitor will also be located at each inspection station to verify the load and estimate the volume in cubic yards. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets. The Debris Management Plan includes processes for Debris Monitoring and Load Ticket forms.

Subject to FEMA approval, Wellington may elect to use an electronic load ticket system in lieu of paper load tickets. If Wellington does elect to use an electronic load ticket system it must be the same system used by the Solid Waste Authority of Palm Beach County.

Phase II: Permanent Debris Removal

The Debris Removal Group will coordinate all permanent debris management activities. The general concept of debris removal operations includes multiple, scheduled passes at each critical site, location, or rights-of-way. This manner of scheduling debris removal allows residents to return to their properties and bring debris to the edge of the rights-of-way as property restoration progresses. The Village has been divided into five Debris Zones to control and expedite debris removal and disposal operations. The Village will coordinate the permanent removal, storage, recycling and disposal of all debris deposited along or immediately adjacent to public rights-of-way in the municipality.

The Debris Management Plan includes a map of priority thoroughfares and pre-designated sites for the sole purposes of storing and reducing clean woody debris for volume reduction through either burning or grinding (included in Appendix). The Village currently holds pre-event Debris Removal and Disposal Contracts with several vendors. The Contractor will operate the Debris Management sites made available by Wellington. The Contractor will be responsible for all site setup, site operations, and rodent control, closeout, and remediation costs. The Contractor is also responsible for the lawful disposal of all debris reduction byproducts as their operations may generate at the debris management site. Debris removal will be limited to Wellington streets, roads, and other public rights-of way based on the extent of the disaster. Debris removal will be limited to disaster related material placed at or immediately adjacent to the edge of the rights-of-way by residents within the debris zones. Upon Notice to Proceed, the vendor will mobilize required personnel and equipment necessary to conduct all debris removal and disposal as agreed in the contract. A detailed process of operations is included within the Debris Management Plan.

Debris Removal from Private Property

Debris removal will only be conducted within the public right-of-way. Private property owners, including property-owners associations, are responsible for the removal of their own debris unless advance agreements, such as a Right of Entry Agreement, are in place. However, the Federal Emergency Management Agency's Disaster Assistance Policy, DAP 9523.13 Debris

Removal from Private Property, addresses eligibility of debris removal from private property. Debris removal from private property is generally not eligible for Public Assistance Grant funding because it is the responsibility of the individual property owner. If property owners, however, move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, the Federal Emergency Management Agency may fund debris removal from private property, but it must be approved in advance by the Federal Emergency Management Agency. Refer to Disaster Assistance Policy, DAP 9523.13 Debris Removal from Private Property, for information on the eligibility of debris removal from private property.

Closeout and Administration for Debris Management

All Wellington departments and agencies will document personnel, equipment, load tickets, and material resources used to comply with the Debris Management Plan. Documentation will be used to support reimbursement for any Federal assistance that may be requested or required. All Wellington departments and agencies supporting debris operations will ensure 24-hour staffing capability during implementation of this plan, if the emergency or disaster requires. It will be the responsibility of each tasked department and agency to update its respective portion of the plan and ensure any limitations or shortfalls are identified and documented, and any work-around procedures are developed if necessary.

The Debris Removal Group will coordinate with the contractor and provide for the collection and compilation of all labor, equipment hours, materials/supplies, and expenditures related to disaster response and recovery. The Contractor will be responsible for preparing and closing out a debris management site according to pre-storm conditions.

Public Information Coordination for Debris Activities

The Village's Public Information Officer will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Information regarding debris separation and pick-up schedules will be distributed through flyers, newspapers, social media, Village website, and radio and TV public service announcements. This communication will be utilized to obtain the public's cooperation by separating garbage from storm debris; segregating household hazardous waste; placing disaster debris at the curbside; keeping debris piles away from fire hydrants and valves; reporting locations of illegal dump sites or incidents of illegal dumping, and segregating recyclable materials.

Statewide Mutual Aid Compensation

Florida Statute Section 252.38(3) authorizes political subdivisions to enter into Mutual Aid Agreements, allowing entities to assist others during emergencies by providing needed

resources, i.e. personnel, property or equipment. The party providing mutual aid assistance (Assister) may claim reimbursement of expenses from the party requesting assistance (Requester) consistent with the reimbursement guidelines of the Federal Emergency Management Agency's Disaster Assistance Policy 9523.6 (Mutual Aid). Mutual Aid claims should be submitted to the requesting party.

Restoration of Critical Facilities and Infrastructure

The Utilities Department and Public Works Department manage the majority of the Village-owned facilities and infrastructure. The recovery framework must comprehensively integrate and coordinate the assessment, emergency repair, and estimate the permanent repair and restoration of all of these vital resources to ensure maximum post-disaster financial compensation from all available public and private sources. The assessment will include an estimate of the type and the extent of damages, including probable costs. This process will provide the ability to prioritize emergency repairs in the post-disaster environment, and begin the long-term estimation, repair and permanent reconstruction planning process.



Assessment Identification and Prioritization

The Operations Section, Recovery Branch will prioritize assessment, emergency repair, and permanent repair functions in accordance with their internal procedures. The following list identifies priority critical facility categories:

- Water Treatment Facility, 1100 Wellington Trace
- Waste Water Treatment Plant, 11860 Pierson Road
- Booster Station (Ousley Farms Rd.)
- Booster Station (Lake Worth Rd.)
- Municipal Complex, 12300 Forest Hill Boulevard
- Community Center, 12150 Forest Hill Boulevard
- Public Safety Facilities, please see chart below (Wellington PBC Fire-Rescue and PBC Sheriff substation)
- Safe Neighborhoods Office, 1100 Wellington Trace
- Public Transit Facilities

Critical Facilities listed in the Debris Management Plan and the Continuity of Service Plan in the Appendix include:

Facility	Address
<i>PBC Fire-Rescue Stations</i>	
PBC County Fire Rescue Station #27	3411 South Shore Blvd.
PBC County Fire Rescue Station #25	1060 Wellington Trace
PBC County Fire Rescue Station #20	1000 Greenview Shores Blvd.
PBC County Fire Rescue Station #30	9610 Stribling Way
<i>Law Enforcement</i>	
PBC Sheriff's Substation	14000 Greenbriar Blvd.
<i>Hospitals</i>	
Wellington Regional Medical Center	10101 Forest Hill Blvd.
Palms West Hospital	13001 Southern Blvd.
Municipal Complex and EOC	12300 Forest Hill Blvd.
<i>Shelters</i>	
Village Park	11700 Pierson Rd.
Wellington Landings Middle School	1100 Aero Club Dr.
<i>Utilities</i>	
Wastewater Treatment Facility	11860 Pierson Road
Water Treatment Facility	1100 Wellington Trace
Booster Station	Lake Worth Road
Booster Station	Ousley Farms Road
Public Works	14001 Pierson Road

Sign replacement priorities include the following below:

- Wellington Trace
- Forest Hill Boulevard
- South Shore Boulevard
- Greenview Shores Boulevard
- Big Blue Trace
- Birkdale Drive
- Greenbriar Boulevard
- Wellington Trace – Greenview Shores Boulevard to Greenbriar Boulevard
- Aero Club Drive
- Paddock Drive
- Little Ranches (subdivision)

- Palm Beach Point Boulevard
- 50th street
- Stribling Way
- Pierson Road

Emergency Repair Process

In the aftermath of a large-scale disaster, the immediate emergency repair of critical infrastructure components, facilities, and equipment must be essential to the preservation of life, safety, and continuation of essential government services. Emergency repairs must prevent further damage to an eligible facility. In order to be eligible for Federal reimbursement, all emergency repairs must meet requirements specified in the Stafford Act, under the provision for protective measures (Category B of the Public Assistance Program). For a detailed description of eligible work, see the Federal Emergency Management Agency Guidance under Category B Protective Measures. All other repairs, which do not fit this immediate life-safety definition, must be conducted under the Stafford Act requirements of “Permanent Repair.”

The Recovery Branch is responsible for completing the emergency repairs for facilities and infrastructure systems, which were likely begun during the immediate response phase at the Emergency Operations Center. Field teams will continually assess infrastructure and facility conditions, and report the status to the EOC. The department directors will prioritize the emergency repairs of critical facilities. A follow-up repair team will be deployed to each of the facilities that were identified as damaged during the initial damage assessment process, and will detail the necessary repairs.

Priority emergency repairs may include any of the following:

- Temporary roof protection on habitable buildings to avoid any additional damage
- Emergency measures at vital traffic intersections
- Emergency restoration of priority street lights
- Safety repairs to minimally damaged bridges
- Emergency restoration of roadways
- Remediation of flooding and drainage problems

The Operations Section will prioritize the facilities for emergency repairs, and will identify a contractor, in accordance with internal operating procedures. The damage of all village-owned facilities and infrastructure should be photographed prior to repair. All official documents and photographs should be archived in accordance with internal procedures.

List of Projects

The Village must submit, within the designated application period, a “List of Projects” to be reviewed for Federal Public Assistance. For each damaged site and project, this list should identify the following:

- The disaster assistance category
- Site location
- Description of the damage
- Scope of work necessary to repair, replace or restore projects to pre-disaster conditions

Damage survey and inspection teams, comprised of City, State and Federal engineers, planners and architects, will review each project and activity on the List of Projects. The Public Assistance Officer will coordinate with Wellington to arrange the survey and inspection schedules, ensure participation by appropriate officials, and ensure that necessary records and documentation are available.

In compliance with Village procedures, the Incident Commander or designee has the responsibility to coordinate with all departments to compile Project Worksheets with the Federal Emergency Management Agency, and conduct ongoing coordination to ensure full reimbursement. Village Departments and/or Divisions are responsible for the following steps:

- Identify recovery projects through damage assessment
- Prepare a list of damaged sites and emergency work performed
- Prepare project worksheets to restore each site/facility to pre-disaster conditions
- Provide needed information to the Finance Section Chief
- Coordinate the necessary documentation for project worksheets with project officers
- Coordinate field inspections of recovery work
- Provide a contact person who accompanies the Public Assistance Coordinator or Project Officers for site damage surveys
- Provide cost breakdowns and documentation for all completed work
- Coordinate with the Finance Department for any appeal processes

Project Worksheets

In accordance with Federal Emergency Management Agency regulations and detailed in Palm Beach County Policies and Procedures Manual CW-F-061, each municipality and special district within Palm Beach County is required to prepare its own set of Project Worksheet (PW) documents to request Federal financial reimbursement.

The inspection team will prepare Project Worksheets for each project, identifying activity descriptions, scopes of work and cost estimates. Each point-of-contact must accompany the

Public Assistance Officer and/or Project Officers for site damage surveys, coordinate field inspections of recovery work, provide cost breakdowns, and document completed work. A Project Worksheet must be prepared for each site and in each Disaster Public Assistance Category in excess of \$1,000. Each Project Worksheet undergoes two levels of review before approval by the Federal Coordinating Officer. This approval must occur within 45 days of the date of first inspection. The first review, performed jointly by the State/Federal damage survey and inspection team, is for concurrence on the Project Worksheet. If State and Federal inspectors concur, the Project Worksheet goes to the Federal Coordinating Officer for approval. If there is a disagreement on the Project Worksheet, it is returned to the applicant for resolution of the discrepancy. The second review, conducted by Federal Emergency Management Agency staff, is done before final approval of the Federal Coordinating Officer. If the Project Worksheet is approved, it is forwarded to the Federal Coordinating Officer for approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy. Any changes made to a Project Worksheet during any stage of the review process will be returned to the Coordinating Officer, who will then have an opportunity to review the change, concur or not concur and attach any additional documentation or statements to support the survey and inspection team's position.

Project Worksheets for Small Projects

Small projects are defined by a cost threshold, which is set by the Federal Emergency Management Agency in the Federal Register Notice for each Federal fiscal year (as required by the Stafford Act, P.L. 93-288). For small projects, payment of the Federal and State share is based on the estimate in the Project Worksheet and not the actual expenses. Small projects receive the entire Federal and State share of the obligated amount. For small projects that are submitted within 30 days of the Kickoff Meeting, the State and Federal Public Assistance Coordinators will validate, by a random sampling, small projects for review and independent development of cost estimates. If the sampling verifies accurate estimating, then all of the submitted small projects are recommended for approval. If the applicant is unable to submit their Small Projects Worksheets within thirty days of the Kickoff Meeting, then the Public Assistance Coordinators will verify all small projects before recommending approval. Small Project Worksheets for emergency or restoration work, with actual cost documentation, may be separated from the Small Project Validation Process. These projects may be recommended directly for approval on the basis of actual cost documentation which was provided with the Project Worksheet.

Cost Estimation

Each department within the Village that maintains public facilities or equipment will determine the best method to calculate the damages and associated repair costs. The Federal Emergency Management Agency recommends the estimation models to determine the repair costs, which are based upon the size and scope of the overall project. Small projects may be estimated through the use of Cost Codes which is detailed below in Method 1. For larger projects, responsible departments may choose to employ established project cost estimation programs

or procedures, which are detailed in Method 2 below, or the department may employ actual proposals from vendors. Each of these methods for small projects is explained below:

- **Method 1 Cost Codes:** In order to estimate project costs through the use of Federal Emergency Management Agency Cost Codes, the anticipated line item of work would be incorporated for each task. This method of project cost estimation does not typically include all types of work necessary for project completion; nor is it necessarily current or representative in the unit costs for the line items of work quantities anticipated. These cost codes were developed by the Federal Emergency Management Agency to make cost estimates by Category of Restoration Work, and are not generally applicable to emergency work. Categories of Restoration Work, which include Categories C through Category G, were devised by the Federal Emergency Management Agency for the purpose of easing the project cost-estimation process. Under the new Public Assistance Program, it is no longer necessary to restrict work of one category to a Project Worksheet. However, the Cost Codes by Category are still useful, in the absence of one of the following better methods, for project cost estimation.
- **Method 2 Cost Estimation Program:** An Applicant may have an established project cost estimation program or procedure for the purposes of budgeting project costs. If the applicant has such an established method for project cost estimation, such project cost estimates are permissible for use for the writing of Project Worksheets.
- **Method 3 Actual Vendor Proposal:** Reasonable bids, quotations, or proposals by two or more contractors or vendors for project completion may also be acceptable.

Changes in Scope of Work and Costs for Small Projects

Cost overruns are not handled on a project-by-project basis; rather, the applicant may request supplemental funding for a net cost overrun on all small projects by submitting an appeal through the State of Florida to the Federal Emergency Management Agency. An appeal should be submitted only when the total costs for all small projects significantly exceed the total cost approved for all small projects. The appeal must be submitted within 60 days of the completion of all of that applicant's small projects. The appeal must include documentation of actual costs of all of the projects, including projects with underruns, as well as those with overruns. Except when an appeal is to be submitted, cost documentation for small projects does not need to be submitted to the Federal Emergency Management Agency, but should be retained for three years after final completion. The State need only certify that all work was completed in accordance with the approved Project Worksheets.

Project Worksheets for Large Projects

Large projects are defined by a cost threshold set in the same Federal Register Notice that sets the small-project threshold. The Federal and State shares are paid out as a reimbursement of documented expenses.

For significant large projects of complexity, the Federal Emergency Management Agency's Cost Estimating Format (CEF) may be used for better estimation of project costs. The Cost Estimating Format requires a clear definition of the project scope of work for estimating the base costs, incidental construction costs, construction cost contingencies, contractor's overhead and profit, cost escalations over the life of the project, fees for necessary reviews and permits, a reserve for eligible change orders and unforeseen conditions, project management, and project engineering and design costs. The Cost Estimating Format does not limit the cost eligibility for the project, as the project grant will be adjusted to actual costs at Final Inspection. The Cost Estimating Format may be expected to provide a higher and more accurate project cost estimate, as it allows for consideration of project-related costs that are not normally considered in the use of the other cost estimate methods.

Pre-Inspection Preparation

The goal is to conduct inspections with the most efficient use of time by Federal, State, and County representatives. An insurance adjuster may be assigned to conduct initial or subsequent inspections where insurance coverage may be available for the Project Worksheet Scope of Work. It may also be necessary to include technical experts in the inspection process if the facilities and/or infrastructure reconstruction involves historic structures and places, floodplains, or incorporate hazard mitigation issues. The State and Federal inspection team will seek to provide at least a five-day notice prior to the scheduled inspections. A list of the required documents should be mailed or faxed in advance of the inspection to facilitate the process.

Initial Inspection by the Federal/State/Local Inspection Team

The goal of the onsite inspection is to cost estimate all large projects and validate twenty percent of the proposed small projects. The damages are evaluated in relationship to each Federal Public Assistance category of damage. The field inspection team will complete a sketch of the project and incorporate project measurements. The inspectors will also document specific damages and conditions, and will photograph the project site. The inspector may also request additional information and documents that may be necessary to facilitate development of the Project Worksheet. The team should also identify possible hazard mitigation improvements in the restoration of damaged facilities. Once the Project Worksheet is complete, the local, State and Federal inspection team members review and sign the original Project Worksheet and add any necessary supporting documentation.

Special Considerations in Project Reconstruction

The funding of reconstruction through the Federal Public Assistance Program may be impacted by a number of special considerations which may impact the type, location, and methods of reconstruction. Following is a list of potential obstacles and opportunities, which should be considered when assessing, prioritizing and evaluating reconstruction projects:

- **Mitigation in floodplains or wetlands:** Flood mitigation measures that avoid or minimize environmental harm within The City's floodplains and wetlands should be evaluated. A map of the Village flood zones is available at <http://wellingtonfl.gov/>. Projects within these vulnerable areas may require an Environmental Impact Statement. Mitigation and other considerations detailed in the Environmental Impact Statement may be eligible for funding by the Federal Emergency Management Agency or the State. Any action taken in a floodplain or wetlands, the provisions of 44 Code of Federal Regulations, Part 10 are supplemental to Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands.
- **Environmental Regulations:** Other Federal environmental laws may impact recovery projects in the aftermath of a disaster. The Environmental Preservation and Restoration Unit should monitor the application and impact of these regulatory policies including:
 - Endangered Species Act and 50 Code of Federal Regulations, Part 402
 - The Wild and Scenic Rivers Act and 36 Code of Federal Regulations Part 297, Subpart A24
 - The Fish and Wildlife Coordination Act
 - Coastal Zone Management Act and 15 Code of Federal Regulations, Parts 923 and 930
 - Coastal Barriers Resources Act and 44 Code of Federal Regulations 206, Subpart J

Hazard Mitigation Strategies during Reconstruction

The Village Recovery Branch will initiate and encourage meaningful actions to reduce or eliminate the long-term risk to human life and property from natural hazards throughout the post-disaster recovery and reconstruction process. Under Section 406 of the Stafford Act, the Federal Emergency Management Agency may pre-approve hazard mitigation improvements of one hundred percent of the damage costs. In order to be considered for hazard mitigation funding, the following steps should be conducted during the initial Project Worksheet development process:

Identify methods to rebuild which eliminate or substantially reduce future damages

1. Evaluate potential mitigation alternatives
2. Prepare narrative summary as part of the site report
3. Review mitigation measures versus repetitive damage cycle
4. Analyze the protected facility/materials and estimated value
5. Collect and prepare data to demonstrate and/or support development of a cost benefit ratio
6. Assist in verifying feasibility

The Village will incorporate these mechanisms to ensure that vital mitigation measures can be applied to minimize future impacts. The Village also maintains a list of mitigation projects that have been proven to show benefit in the ability to withstand or expedite recovery from natural disasters. This Project Priority List is maintained within the PBC Local Mitigation Strategy and

further emphasized in the Capital Improvement Plan (2015) and incorporates projects for all jurisdictions within the Village.

Changes in Scope of Work and Costs for Large Projects

During the performance of work on a project, hidden damage, additional work that is necessary to properly complete the project, or certain costs that are higher than those used to make the original estimate for the Project Worksheet may be discovered. Delays in the work schedule also may increase costs. For large projects, when a change in scope or a need for additional funding is discovered, the Village should notify the State as soon as possible. The assumption should not be made that such costs can be reported at the end of the project and that the additional funds will be approved automatically. The request should contain justification for the eligibility of the additional work or costs. If additional damage to the facility is involved, it may be necessary to show how that damage is disaster-related. The State will forward requests to the Federal Emergency Management Agency with a written recommendation. To determine eligibility, the Federal Emergency Management Agency and the State, in cooperation with the local representatives, may conduct a site visit. The Federal Emergency Management Agency will render a decision and notify the State either with an amended Project Worksheet for additional funding, or a written denial of the request.

Progress Reports

The status of all projects must be reported to the Florida Division of Emergency Management in a Progress Report on a quarterly basis. The report will include information on the amount of money provided to the Village, the amount still due to the Village, time extensions, appeals, percentage of completion, and remarks. The latest versions of all Florida Public Assistance related documents, guidance and forms may be located at www.floridapa.org.

Obligation Funds

The Project Worksheets are validated, and when approved, funds are obligated to the State by the Federal Emergency Management Agency. The Federal Emergency Management Agency notifies the State of the approved amount, and the funds are electronically available to the designated State account for payment to the Village, municipalities or special districts.

Appeals

The appeals process is the opportunity for applicants to request reconsideration of decisions regarding the provision of assistance. There are two levels of appeal. The first level appeal is to the Federal Emergency Management Agency Region 4 Director. The second level appeal is to the Assistant Director at Federal Emergency Management Agency Headquarters.

- Applicants must file an appeal with the State of Florida within 60 days of receipt of a notice for the action that is being appealed.

- Applicants must provide documentation to support the appeal. This documentation should explain why the applicant believes the original determination is wrong and the amount of adjustment being requested.
- The State will review the appeal documentation and request additional information if necessary. The State will then prepare a written recommendation on the merits of the appeal and forward that recommendation to the Federal Emergency Management Agency within 60 days of its receipt of the appeal letter, or receipt of additional information that it had requested.
- The regional director will review the first appeal within 90 days and will take one of two actions: render a decision on the appeal and inform the State of the decision; or, request additional information from the applicant.
- Normally, the applicant will have 60 days to provide any additional information, and the director will provide a decision on the appeal within 90 days of receipt of the information.
- If the appeal is granted, the regional director will take appropriate action, such as approving additional funding or sending a project officer to meet with the applicant to determine additional eligible funding.
- If an appeal is denied by the regional director, the applicant may submit a second appeal to the assistant director of the Federal Emergency Management Agency. The applicant must submit the appeal to the State within 60 days of receiving the regional director's decision.
- If the assistant director of the Federal Emergency Management Agency denies the appeal, a third and final appeal may be made to the Federal Emergency Management Agency director within 60 days after receipt of the Assistant Director's denial. The Federal Emergency Management Agency Director has 90 days in which to make a decision on the appeal or to request additional information. The director shall notify the Governor's Authorized Representative of the final disposition of the appeal.
- The Finance Section will coordinate all appeals on behalf of all the Village entities. Each municipality and special district will coordinate their own appeals.

Project Closeout

Project Closeout for Small Projects: When small projects are completed, the local jurisdiction notifies the State by letter, certifying that the projects have been completed in accordance with the approved scope of work. Final closeout is based on the certification of completion.

Project Closeout for Large Projects: To close a large project, the State is notified of completion and a final inspection of the site and the documentation is scheduled to ensure compliance with the scope of work and actual eligible costs. Once compliance and costs have been established by the Federal Emergency Management Agency/State Inspection Team, a Project Worksheet version is prepared. When the Project Worksheet version is obligated and the applicant submits a Request for Reimbursement, the State forwards the final payment and the

project is closed out. If the project is de-obligated or results in an underrun, the applicant will owe the grantee (State) the overpaid amount before the project can be closed.

Final Inspections

When all Project Worksheets in any project application have been completed, a project summary must be submitted by the applicant to the Public Assistance Office and to the Governor's Authorized Representative (GAR). State and Federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the Federal Coordinating Officer for the preparation of any closing documents. A small project will only require Certification of Completion Form stating that the work has been completed. Some small projects may be inspected for completion on a random basis.

Federal Document Retention Requirements

FEMA requires that the Village and all applicants maintain financial and program records on file for five years from the date of disaster closeout. Copies of Project Worksheets may be viewed/printed online at www.floridapa.org. These records may be subject to the provisions of the Single Audit Act. There are time limits established for the completion of eligible work. These are set by regulation, and are measured from the declaration date of the major disaster or emergency. The initial deadlines are established according to the type of work. The completion deadlines are generally six (6) months for debris management activities and emergency work. The deadline for permanent repairs is eighteen (18) months. The State may grant extensions, and commonly will do so, as long as the extensions are justified. For debris clearance and emergency protective measures, an additional six months may be granted. For permanent restoration work, an additional 30 months may be granted. Justification for extensions should be based on extenuating circumstances or unusual project requirements beyond the control of the applicant. The Federal Emergency Management Agency may review the State's actions on time extensions on a periodic basis to ensure compliance with the regulations.

Ongoing Status Monitoring

In the aftermath of a major disaster, the ongoing monitoring, tracking, and communication of the status of vital infrastructure components may become a massive challenge within the Village. No longer will outage information remain sufficient, but monitoring activities may begin to communicate additional information related to the reason for infrastructure and critical system damage, estimated time for restoration, cost of associated restoration, and other obstacles impacting the recovery operation. The ability to provide ongoing monitoring and updates of initial damage assessment information, and to maintain status of critical facilities and infrastructure restoration efforts via reports, maps, and other electronic images to evaluate the status of redevelopment and recovery efforts remain priorities.

Contingency Fund

Currently, the Village maintains a contingency reserve of up to \$2.4 million. In the event of a disaster, the Village has this fund available to support a variety of post-disaster expenditures. The funding level for this reserve is established annually by the Village Council.

Grants Coordination

Village departments are responsible for identifying grant opportunities and preparing grant applications for new sources of revenue applicable to programs under their purview. All Village departments are encouraged to support the identification of available funds from external sources, including grant opportunities. All departments with financial staff should consider augmenting staff temporarily to support grant-related activities in the aftermath of a disaster. Other disaster-related grant programs that may become available post-disaster include, but are not limited to:

- **Community Disaster Loan Program:** Provides funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue
- **Fire Management Assistance Grant Program:** Assistance for the mitigation, management, and control of fires on publicly- or privately-owned forests or grasslands, which threaten such destruction as would constitute a major disaster
- **Reimbursement for Firefighting on Federal Property:** Provides reimbursement only for direct costs and losses over and above normal operating costs for fighting fire on property owned by the Federal government
- **Public Assistance Grant Program:** Provides mitigation funding to damaged public facilities after a major disaster declaration
- **State Housing Initiative Partnership (SHIP) Grant Program and the Community Development Block Grants:** Program may also be activated to assist those who have been affected.

Audits

Public assistance grant recipients are required to comply with the provisions set forth under the Single Audit Act of 1984(Act) (Public Law 98-502), as amended in 1996. The Act requires grant recipients expending \$500,000 or more in Federal funds in a fiscal year, ending after December 31, 2008, to perform a single audit. Even though a single audit must be performed, grant recipients also are subject to additional audits by the Federal Emergency Management Agency, and State auditors for items not covered by the single audit. Specific documentation and procedures are based on the requirements of the State and FEMA and whereby grant recipients must maintain financial and program records for five years from the date of disaster closeout.

Long-Term Recovery and Redevelopment

This phase is focused on long-term community recovery and redevelopment. As permanent community redevelopment decisions, economic redevelopment, and mitigation options having long-term implications are evaluated. Activities during the long-term recovery phase focus on more permanent, sustainable solutions; reconstruction of the community's destroyed or damaged physical features; a return to viability through the repair or restoration of the social, economic and political processes; institutions and relationships damaged by the disaster; and exploitation of opportunities to rebuild better, stronger and smarter. A disaster event, while tragic, also presents a window of opportunity for strengthening communities and working toward disaster resistance and resilience.

Recovery Organizations

The Village will coordinate with Palm Beach County Office of Emergency Management Municipal Coordination Unit after a major disaster event, which requires coordination of long-term recovery and redevelopment activities.

Palm Beach County Municipal Coordination Unit

After a Federal Disaster Declaration for Public Assistance is issued, each jurisdiction (eligible applicant) must designate a Municipal Coordinating Officer who also serves as the Applicant's Agent, the Public Assistance Coordinator, or the Designated Agent in accordance with internal procedures. Each jurisdiction may independently determine which person has the prerequisite skills and capabilities to best perform the task of Municipal Coordinating Officer. The position requires an understanding of the Federal Public Assistance Program and requirements local purchasing and contracting processes, ability to track and document disaster related expenses, and authority to negotiate with the State and Federal representatives supplying federal disaster assistance. This individual will, in accordance with established procedures and checklists, attend the Applicants Briefing, manage the application procedures and all administrative requirements associated with the Federal Public Assistance Program. At the applicants' briefing, each jurisdiction will be asked to complete a Request for Public Assistance and schedule a Kickoff Meeting. The Applicant's Agent for the municipal jurisdiction should maintain ongoing communication with the County's Applicant Agent, and coordinate with all municipal agencies and organizations engaged in the response and recovery effort.

Palm Beach County Disaster Recovery Centers (DRC)

Disaster Recovery Centers are temporary facilities located in or near the impacted area where survivors can obtain disaster-related information, and human service agency providers can also collect information related to community unmet needs. The centers are staffed with specialists

from the Federal Emergency Management Agency, the State Emergency Response Team, the U.S. Small Business Administration, and a variety of disaster recovery representatives from local and volunteer agencies. Disaster Recovery Centers provide guidance regarding disaster recovery, clarification of written correspondence received from provider agencies, housing assistance and rental resource information, and general recovery information. Disaster Recovery Centers also provide referrals to agencies that may provide further assistance, and provide status information on applications being processed by the Federal Emergency Management Agency and the Small Business Administration.

The Palm Beach County Emergency Management Director will request the activation and support of the establishment of the DRCs on behalf of unincorporated Palm Beach County and all municipal jurisdictions. DRC Staff will be notified as directed by the Recovery Manager as to working arrangements by the County Warning Point system. DRCs are established by FEMA, the FDEM, and Palm Beach County and coordinated by the Recovery Branch Manager. These centers provide survivors guidance and assistance in the aftermath of a disaster. Based upon the magnitude, severity and location of the disaster, Palm Beach County will make attempt to provide local resources and personnel in support of the operation of the DRCs. Resources may include, but are not limited to, office space of a minimum of 2,000 square feet, adequate parking, handicap accessibility, rest rooms, equipment (lighting and water), supplies, and personnel. A total of six (6) sites have been pre-identified, one of which is in the Village of Wellington's Community Center. However, based upon the conditions alternate locations may need to be determined.

Following is an overview of the services provided by the State of Florida:

- The Department of Children and Families will provide information related to food stamp replacement and crisis counseling
- The Agency for Workforce Innovation will provide job-placement and training referrals
- The Department of Elder Affairs will connect elderly residents to appropriate assistance
- The Department of Veterans Affairs will provide information on benefits, pensions, insurance settlements and Veterans Administration mortgages
- The Division of Emergency Management, Bureau of Mitigation will provide information on the National Flood Insurance Program to mitigate against future losses
- The Division's Bureau of Recovery will conduct a State Housing Survey to identify present housing needs in the affected areas
- The Department of Highway Safety and Motor Vehicles will establish mobile facilities to provide replacement drivers' licenses, identification cards, motor vehicle tag services, voter registration cards, organ-donation designations, and emergency contact registration
- The Department of Agriculture will provide information about loan programs to assist eligible farmers, ranchers, and aquaculture operators in returning their operations to a financially sound basis in the aftermath of a disaster

- The Department of Financial Services will provide information about Federal and State assistance programs, including insurance awareness
- Following is a list of services provided by the Federal Government:
 - The Federal Emergency Management Agency Applicant Services will provide assistance in one-on-one registration, and will address any questions or concerns
 - The Small Business Administration will provide information on low-interest home, personal property, and business loans for restoring or replacing uninsured or underinsured, disaster-damaged, real and personal property for individuals or businesses
 - The Federal Emergency Management Agency Mitigation will provide information on the National Flood Insurance Program (NFIP) and how to mitigate against future losses
 - Tax Assistance will assist with expedited Federal or State tax deduction for casualty losses to homes, personal property or household goods
 - The Young Lawyers Association will provide free legal services for low-income disaster survivors
 - The Social Security Administration will assist in expediting delivery of checks delayed by the disaster, and with applying for Social Security disability and survivor benefits

Following is a list of services that may be provided by the Village and local partners:

- The Health Department will provide health safety information and water test kits
- Local utilities will provide information related to restoration of services
- Local building and permit office will provide information related to building and remodeling projects when permits are necessary. In selected cases, the Village may choose to expedite their permit process and/or issue field permits at the Disaster Recovery Centers
- Local Community Emergency Response Teams will provide support in education for survivors on disaster preparedness within the impacted community
- The American Red Cross may provide feeding and hydration, flood cleanup materials and gather information on specific needs of the impacted community
- The Salvation Army may provide food, water, shelter referrals, clothing, and assistance in replacement of household necessities

Requirements: The following are guidelines for determining suitable locations for a Disaster Recovery Center:

- Minimum of 5,000 square feet of floor space
- Waiting area capable of accommodating 100 people
- Access for persons with physical handicaps, hearing impairment, or visual disabilities
- Separate areas for child care, crisis counseling, and first aid
- Adequate parking

- Locations near public transportation systems
- Adequate utilities and communications
- Adequate restrooms and janitorial services

Federal Disaster Declaration Process

In order to receive a Federal disaster declaration under the Stafford Act, the following steps must be conducted:

1. **Local State of Emergency Declaration:** A local state of emergency may be issued at any time deemed necessary by the executive leadership, as detailed in the Emergency Management Plan (2015). However, in order to further validate recovery assistance from a higher level of government (State and Federal), a local state of emergency should be declared by not only the County but also the Village.
2. **Rapid Impact Assessment and Initial Damage Assessment:** These assessments provide an initial overview of the type and extent of the damage. The initial assessment is transmitted to the County and then to the State Emergency Operations Centers.
3. **State of Emergency Declaration by the Governor:** When deemed appropriate, the Governor of the State of Florida will issue an executive order or proclamation in support of Palm Beach County's request for assistance. This will provide the authority to activate State emergency response resources to assist the County's efforts and all of the municipalities therein.
4. **Preliminary Damage Assessment:** The State Emergency Response Team and the Federal Emergency Management Agency will initiate a Preliminary Damage Assessment. The county will coordinate with each of its municipal jurisdictions. This assessment will document the severity of the impact and justify the need to pursue a request for a Presidential Declaration. When the damage is of such magnitude and severity that it would appear a declaration is imminent, this assessment may not be necessary.
5. **Emergency Declaration Request and Notification:** When the minimum thresholds have been exceeded for a Presidential Disaster Declaration, the Governor requests a Federal Disaster Declaration, in writing to the President, through the Federal Emergency Management Agency's Region IV Headquarters in Atlanta, Georgia. If the Federal Emergency Management Agency concurs with the request, it is sent to the President who determines whether the request will be approved or rejected. The response is transmitted back to the Governor through the Federal Emergency Management Agency's Region IV Headquarters. Once the State Emergency Operations Center receives the official notification, it will notify each of the counties within the State of Florida. It is the responsibility of the County Emergency Operations Center to notify all municipal jurisdictions of the Federal Disaster Declaration.

Federal Disaster Declaration Assistance Programs

After a presidential declaration has been made, the Federal Emergency Management Agency will designate the area eligible for assistance and announce the types of assistance available. Approval may be for any or all of the three primary categories of Federal Disaster Assistance that are made available through the Stafford Act: Public Assistance Program, the Individual and Household Program, and Small Business Administration loans. The Federal Emergency Management Agency will notify the State Emergency Operation Center, which notifies the County Emergency Management director. The director will notify all affected municipalities and all other applicants who may be eligible for Federal Disaster Assistance. Each municipality is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to FEMA.

Individual and Household Program

FEMA's Individual and Household Program provides money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It assists private entities with critical expenses that cannot be covered in other ways. This assistance generally does not provide sufficient assistance to restore damaged property to its condition before the disaster.

Small Business Administration

The Small Business Administration (SBA) can loan money to homeowners, renters, and business owners. Homeowners may borrow up to \$200,000 for disaster related home repairs. Homeowners and renters may borrow up to \$40,000 to replace disaster-damaged personal property including vehicles. The SBA may not duplicate benefits from your insurance or FEMA.

Public Assistance Program

The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

A PA Presidential Declaration is determined by estimated damages, protective actions and debris removal expenses to public and private nonprofit entities in a disaster impacted county. A countywide minimum disaster impact threshold is established by FEMA based on county population applied to a per-capita rate. There is also a state threshold that also must be met for consideration of a PA Presidential Declaration.

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP)

organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for incorporating hazard mitigation measures during the repair, rebuilding and recovery process.

The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub grantees (eligible applicants). Generally, the State has provided up to 12.5 %, which leaves the remaining 12.5% to the local government.

Non-Declared Disasters

Response, recovery and redevelopment of a community is first and foremost the responsibility of local governments regardless of the scale or magnitude of the disaster. The leadership of the Village is committed to responding with all available resources to meet the needs of disaster survivors regardless of size, scale, or ability to receive Federal assistance through a Federal disaster declaration. Regardless of a presidential disaster declaration, the Village will implement response and recovery protocols to save lives, protect property, and meet the needs of disaster survivors in the aftermath of a disaster.

Public Assistance Program Application Process

The Federal Emergency Management Agency's Public Assistance Grant Program is designed to fully restore eligible applicants' uninsured or underinsured facilities to pre-disaster conditions (or upgraded conditions in cases where ordinances governing repair or reconstruction require meeting higher standards). Costs are normally shared with the Federal Emergency Management Agency at not less than 75 percent, with the remaining 25 percent being split between the State and government applicants, as specified in Florida Statute 252.37.

Applicants' Briefing

The Applicants Briefing may be conducted at numerous locations throughout the County based upon operational needs. During this briefing, eligible applicants receive information related to the Request for Public Assistance process, including application procedures, funding eligibility and administrative requirements. At the Applicants' Briefing, each potentially eligible jurisdiction will be asked to complete a Request for Public Assistance Form. The Applicants' Briefing will likely be coordinated through the County's Emergency Operations Center during the end of the response phase. The Applicants' Briefing is only conducted for a Public Assistance declaration.

Records and Documentation

The Compensation/Claim Unit is responsible for overall coordination of the Village's expenditure reimbursement efforts. Documentation pertaining to a project related financial expenditure should be filed with the corresponding Project Worksheet and maintained by each

of the Village departments as the permanent record of the project. These records become the basis for verification of the accuracy of project cost estimates during validation of small projects, reconciliation of costs for large projects, and audits.

Records shall be maintained in compliance with the Florida Public Records Requirements and Standards set forth by the Village.

Request for Public Assistance

Completion of the Request for Public Assistance form, which includes points of contact, is the first required step for receiving Federal Disaster Assistance. A Public Assistance Coordinator must be designated for the Village and is responsible for filing the Request for Public Assistance on behalf of the Village.

Kickoff Meeting

The Emergency Management Director or designee and/or the Finance Section Chief will attend the Federal Emergency Management Agency's Kickoff Meeting that details requirements associated with the Public Assistance reimbursement process and provided a detailed review of eligibility, documentation requirements. A Request for Public Assistance form must be completed prior to the Kickoff meeting . The Request for Public Assistance form details damage suffered by the Village and is used by the Federal Coordinating Officer and Public Assistance Officer to determine the number of damage surveys and inspection teams to deploy. For further information reference the FEMA Public Assistance Digest FEMA 321.

A Kickoff Meeting is conducted with each eligible applicants to identify damages and begin project formulations. At this meeting, the applicants will receive complete instructions on the Public Assistance Program, and subsequent technical assistance is provided to all applicants. Each eligible applicant signs a Disaster Relief Funding Agreement with the State of Florida to provide reimbursement for uninsured damage losses. The following issues will be discussed at the Kickoff Meeting, along with a series of supporting documents, which will be provided to the attendees:

- Fact Sheet
- New Public Assistance Program, Emergency Program, or Fire Suppression Program Guidance, as applicable
- Reimbursement Documentation Information
- Request for Public Assistance form with a private non-profit program
- Hazard Mitigation Handout
- Eligibility Criteria
- Project Worksheet Flow Chart

Additional information forms, and guidance related to the Kickoff Meeting may be located at www.floridapa.org.

Insurance Reimbursement

The Stafford Act, in certain circumstances, requires applicants to carry property insurance for those facilities and equipment that are readily insurable. Most Public Assistance Grants will not be processed until insurance coordination with the appropriate carrier has been completed. The Village Risk Management Division is responsible for overall coordination of the Village's expenditure-reimbursement efforts, from the Village's private insurance carriers or the self-insurance funds. The Risk Management Division must ensure efficient processing of insurance documents in accordance with internal operating procedures and policies. In the aftermath of the disaster, authority must be provided to release insurance information to the Federal Emergency Management Agency.

The Federal Emergency Management Agency will obtain copies of the declaration page of necessary documents of all policies currently in force, all endorsements, any special Florida exclusions limiting coverage, notice of loss, proof of loss, and Statement(s) of Loss. Upon full insurance recovery, the Federal Emergency Management Agency will provide reimbursement in accordance with the Stafford Act. At the time of Project Worksheet development, the inspection team will verify whether damaged facilities are listed on the insurance coverage property schedule, and will verify insurance proceeds.

Health and Human Services Support

In recovery, the focus should begin to shift from immediate emergency lifesaving needs of food, water, sanitation, and clean up kits to survivor self-sustainability. Priority human needs during recovery are housing (temporary and permanent) and replacement of personal items. While private insurance remains the primary recovery organization, the federal, state and local governments may also be able to provide financial assistance. Restoration of community services, supplies, vendors, and utilities should begin to drive the economic engine. The Small Business Administration may also be able to provide loans to individuals and businesses to support recovery needs.

Individual and Household Program (Program)

In the event of a Presidential Declared Disaster, this program may be authorized by FEMA in order to meet the needs of the eligible survivors and to provide recovery assistance. The Program has two main components: Housing, and Other Needs Assistance. Direct or Financial Housing Assistance may be provided to uninsured (or underinsured) applicants, including grants and/or loans for rental assistance, home repair or replacement, and permanent housing construction, if necessary. The Other Needs Assistance includes grants and/or loans to replace

uninsured personal property and transportation, and disaster-related medical, dental, and funeral expenses.

- **Application Process:** Homeowners and renters can register with the Federal Emergency Management Agency online at <http://www.disasterassistance.gov> or by calling the Federal Emergency Management Agency's toll-free registration and helpline at 800-621-FEMA (3362) or TTY 800-462-7585 for those with a speech- or hearing-impairment.
- **Disaster Unemployment Assistance:** This program provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters. These benefits are made available to individuals not covered by other unemployment compensation programs, such as self-employed, farmers, migrant and seasonal workers, and those who have insufficient quarters to qualify for other unemployment compensation. The weekly compensation received will not exceed the maximum amount of payment under Florida's Unemployment Compensation Program, and may be provided until an individual is reemployed, or up to twenty-six weeks after the major disaster is declared, whichever is the shorter period. All unemployed individuals must register with the State's employment services office before they can receive Disaster Unemployment Assistance benefits.
- **Crisis Counseling Assistance and Training Program:** This Program provides immediate and long-term services to meet the mental-health needs of those affected by a major disaster, including screening, diagnostic and counseling techniques, outreach, education services and public information. The mission of the Crisis Counseling Program is to assist individuals and communities in recovering from the effects of natural and human-caused disasters through the provision of community-based outreach and psycho-educational services.
- **Legal Services:** When the President of the United States declares a disaster, the Federal Emergency Management Agency, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster survivors. Disaster legal services are provided to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their needs as a consequence of a major disaster. Legal advice is limited to cases that will not produce a fee (i.e., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service. The assistance that participating lawyers provide typically includes:
 - Assistance with insurance claims (life, medical, property, etc.)
 - Counseling on landlord/tenant problems
 - Assisting in consumer protection matters, remedies, and procedures
 - Replacement of wills and other important legal documents destroyed in a major disaster
- **Special Tax Considerations:** Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on their Federal income tax return for the year in which the casualty actually occurred, or elect to deduct the loss on the tax return for the preceding tax year. The Internal Revenue Service helps survivors identify ways in which

the disaster affects their Federal income tax. Information on casualty loss credits, early tax refunds and lost documentation is provided to disaster survivors.

Client Confidentiality

The Federal Emergency Management Agency will not disclose registration information to State or local government agencies due to privacy concerns. Only non-specific, consolidated registration data will be provided by geographic region. For information regarding Federal eligibility requirements and Federal programs, see the Authorities and References Section of this Plan, the National Response Framework, or Federal Emergency Management Agency Publication 545: Help After a Disaster (July 2008).

Residential Reconstruction

Habitability Assessment

The Village of Wellington Building Division conducts the post-disaster habitability inspections for buildings within the Village in accordance with their operational guidelines. The purpose of these inspections is to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections provide information to determine if structures are safe. Habitability Inspections are a more precise assessment process and, therefore, require more time. Licensed staff at the Village or licensed staff from other jurisdictions that may support the Village through mutual aid agreements complete these assessments. After the Habitability Inspection is completed a placard stating the condition and habitability of the structure is posted at the site. This information is tracked for future permitting purposes. There are three (3) possible status results of the Habitability Inspection: 1) Habitable, No Restrictions, 2) Repairs Needed, and 3) Unsafe – Do Not Occupy, Enter at Your Own Risk. These inspections are generally not conducted until the FEMA required damage assessment process has been completed.

Demolition of Private Structures

The Village may need to enter private property to demolish private structures made unsafe by disasters, to eliminate immediate threats to life, public health, and safety. The Village is responsible for conducting habitability assessments and making the determination whether a structure is safe. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance Grant funding. The demolition of unsafe privately-owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- The structures were damaged and made unsafe by the declared disaster, and are located in the area of the disaster declaration
- The applicant certifies that the structures are determined to be unsafe and pose an immediate threat to the public

- The applicant has demonstrated that it has legal responsibility to perform the demolition
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris
- The applicant has indemnified the Federal government and its employees, agents, and contractors from any claims arising from the demolition work
- The demolition work is completed within the completion deadlines outlined in 44 Code of Federal Regulations §206.204 for emergency work

Eligible activities include demolition of the facility superstructure, filling in of open below-grade structures (basements, swimming pools), and other activities, including capping of wells and pumping and capping of septic tanks.

Ineligible costs associated with the demolition of private structures may include:

- Removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat
- Removal of pads and driveways

Demolition activities are eligible for permanent work assistance when the work is required in support of eligible repair, replacement, or reconstruction of a project. Refer to Disaster Assistance Policy, DAP 9523.4 Demolition of Private Structures, for information on the eligibility of private-structure demolition. Additional information on debris removal and demolition operations can be found in the Federal Emergency Management Agency 325 Public Assistance Debris Management Guide.

Permanent Housing Construction

As the community situation stabilizes, homes are rebuilt, and infrastructure is restored, it is vital to quickly support the transition, preferably within an 18-month timeframe. Efforts should be made to discourage attitudes of permanency within temporary housing arrangements. Temporary sites located outside of settled areas shifts settlement patterns, weakening the value of existing facilities and requiring new transportation services or new facilities. The Village will work with the County, State and Federal Joint Field Office and Housing Solutions Center to transition survivors back to permanent housing. The Federal Disaster Housing Strategy identifies a long list of Federal programs, such as Community Development Block Grants, which may be available to local jurisdictions to support permanent reconstruction efforts.

Disaster Housing

The Palm Beach County Disaster Housing Strategy (2014) details the processes, systems, and concepts associated with transitional, interim, and permanent housing strategies in the aftermath of a disaster. Following is a summary overview of the Federal Disaster Housing Program as detailed in the above referenced document.

Temporary Housing

FEMA provides assistance under the Individuals and Households Program (IHP). Federal assistance to IHP has two major components: Housing Assistance, which is 100% federally-funded and other assistance, which is 75% federally-funded. These forms of assistance are available with the following authorizations:

- Financial Assistance to eligible individuals and households for renting alternate housing accommodations, existing rental units, manufactured housing, recreational vehicles, and other readily fabricated dwellings.
- Financial Assistance for reimbursement of reasonable, short-term lodging expenses that individuals or households incur in the immediate aftermath of a disaster.
- Direct Assistance to be provided by FEMA, in the form of purchased or leased temporary housing units to individuals or households who, due to a lack of available housing resources, would be unable to make use of assistance provided under subparagraph (a).
- FEMA will charge Fair Market Rent after 18 months, wherein the period of the declaration has not been extended for any housing unit it has provided as Direct Assistance to an individual or household.
- FEMA may sell purchased housing units that it provided as Direct Assistance to individuals and households, and will deposit the proceeds from such sales into the Disaster Relief Fund.

Repairs

- FEMA may provide financial assistance for the repairs of owner-occupied private residences, utilities, and residential infrastructure (such as a private access route) damaged by a major disaster. The funds are used to return individuals and households to a safe, sanitary, and functional condition.
- FEMA to provide financial assistance for eligible hazard mitigation measures that reduce the likelihood of future damage to residences, utilities, or infrastructure.
- Replacement:
- FEMA provides financial assistance for the replacement of owner-occupied private residences damaged by the disaster event. The maximum amount of assistance is adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

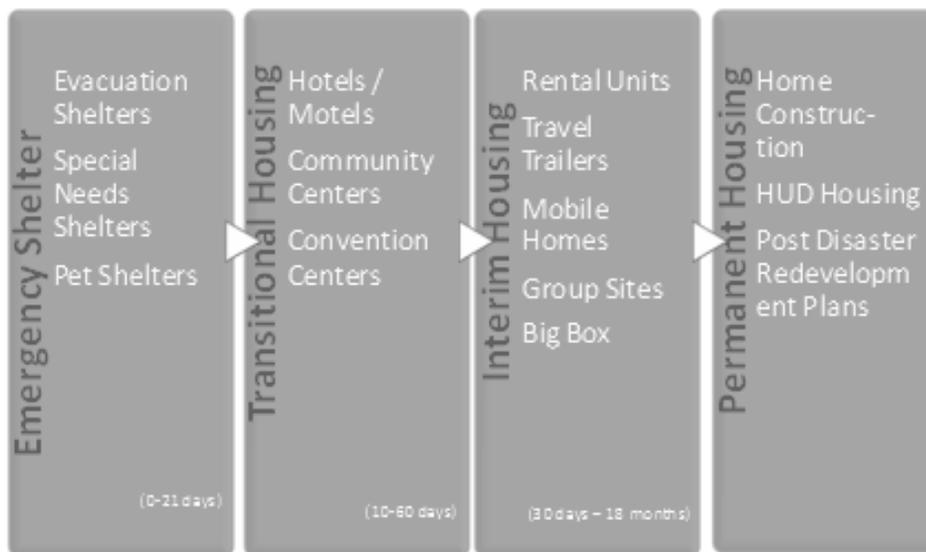
- As a condition of the receipt of Federal disaster assistance, FEMA may require the purchase of flood insurance. This provision may not be waived.

The Housing Assistance Program authorizes individual eligibility in more than one category of assistance. It ensures that survivors whose homes have been damaged or destroyed during a disaster are provided with a safe place until repairs are complete, the homes rebuilt, or another permanent residence is secured. Temporary Housing assistance is designed primarily for survivors who are uninsured/underinsured. Housing assistance is available only to homeowners and renters who are legal residents of the United States who were displaced by the declared disaster.

In general, to be eligible for Housing Assistance under the IHP, three conditions must be met:

1. The home must have been the applicant’s primary residence;
2. The home must be inaccessible or have been damaged and rendered uninhabitable as a result of the disaster; and
3. The insurance, if any, covering the dwelling does not fully cover the applicant’s additional disaster-related living expenses and/or cost of home repairs.

Disaster Housing Phases



Source: Statewide Disaster Housing Planning Initiative (2010), Florida Division of Emergency Management

Temporary Roofing Program (Blue Roof) and Repairs

The Palm Beach County Temporary Roofing Program is under the authority of the Emergency Operations Center Logistics Branch. The Temporary Roofing Program is primarily a response mission and is under the authority, initially, of Joint Field Office. Under this program, the U.S.

Army Corps of Engineers provides temporary roof coverings (i.e., blue tarps) to cover damaged roofs of private homes. In order for this mission to be effective, it must be conducted in the immediate aftermath of a disaster to protect residential structures from additional damage. The temporary roof coverings are applied directly to damaged roofs by the U.S. Army Corps of Engineers contracted personnel.

Another shelter-in-place option that is available is the Rapid Temporary Repair (RTR) Program, which differs from the temporary roofing or “Blue-Roof” program. At the State’s request, this Program makes RTR to doors and windows to allow sheltering until permanent repairs can be made. RTR includes clearing debris to gain access to the homeowner’s home and removing debris from the roof. It also uses specially adapted plywood materials to enclose damaged windows and primary entry doors.

Transitional Housing

If emergency shelters are overwhelmed, or if the disaster leadership determines that shelter residents and evacuees will not be able to return to their homes for an extended period of time, it may be necessary to activate transitional shelters until more suitable, longer-term housing options are available. Such transitional shelters can be operated in churches, community centers, the Palm Beach County Convention Center, barracks, or similar existing structures. The Transitional Shelter Phase will be managed initially by the American Red Cross in close coordination with the County’s Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the PBC EOC with gradual transition to the PBC Recovery Operations Center, which is under the supervision of the Deputy County Administrator.

The Federal Emergency Management Agency’s Transitional Sheltering Assistance (TSA) Program may approve, fund, and administer the use of hotels and motels as transitional shelters, which is not charged against disaster survivors’ maximum amount of Individual and Housing Program financial assistance. The Federal Emergency Management Agency can also provide reimbursement for hotel/motel accommodations to eligible applicants through the Housing Assistance Program, which is subject to the Individual and Housing Program financial assistance limit.

Interim Housing

The main objective during the interim housing stage is to identify interim housing solutions with the goal of providing safe and functional temporary housing that allows a family to live together, with a reasonable amount of privacy, while meeting the physical accessibility needs of the household. This includes providing essential utilities, and access to areas for food preparation and bath facilities. Interim housing is designed to provide a solution for a period of generally up to eighteen months. Interim housing may include rental properties, seasonal housing units, colleges and universities, public housing units, mobile housing units on private property or group sites, big boxes, cruise ships and others. The Palm Beach County Disaster Housing Strategy (2014) provides details regarding the interim housing strategy. Numerous

agencies and organizations will support the needs of displaced survivors during the interim housing phase, such as document replacement, health and mental health services, public transportation, security, waste management, and childcare. The Plan details the required coordination between the Disaster Housing Task Force, municipal partners, and the Joint Field Office.

The Interim Housing Phase is managed by the County's Disaster Housing Task Force at the County Recovery Operations Center, in close coordination with the Joint Field Office (JFO). The County Disaster Housing Coordinator is responsible for directing these efforts and coordinating with State and Federal Disaster Housing Officers. The Community Organizations Active in Disasters (COAD), Voluntary Organizations Active in Disasters (VOAD), or Palm Beach County Disaster Recovery Coalition can assist by providing volunteers and donated resources to help meet unmet needs.

Direct Housing Mission

A direct housing mission may include placing manufactured housing units on private sites to enable homeowners to remain on their properties while they repair and/or rebuild their permanent residence. Temporary housing units may also be placed in pre-existing commercial parks to accommodate renters or owners without a feasible place for a unit. The County, in coordination with FEMA, and State, local, and tribal governments will determine priorities for placement of individuals and households.

Temporary Structures on Residential Lots

The Village Ordinance Section 6.6.2 provides the authority to temporarily allow emergency structures. The ordinance states the following:

The following supplementary regulations apply to certain types of temporary structures.

A. Temporary emergency structures. This section is intended to allow placement or erection of temporary structures that address immediate public needs while permanent solutions are being pursued, including but not limited to temporary fire stations, hurricane shelters, utility facilities.

- 1. Determination of public emergency. The Director of Community Services may authorize, in any district, the issuance of a building permit for a temporary structure upon determination that a public emergency exists or an overwhelming public purpose is served by the temporary permit.*
- 2. Duration. The use shall be approved as a special use for a period of six (6) months, with one three-month extension, or until the emergency is determined to have ceased. The Village Council may extend this time frame under extenuating circumstances at any regularly scheduled public hearing. Copies of all special use permits approved under this subsection shall be forwarded to the Village Attorney's Office and the Village Council.*

Permanent Housing

The goal of the Disaster Housing Program is to transition residents back to permanent housing as quickly and efficiently as possible. The Florida Housing Finance Corporation may provide the impacted communities with housing resources to help in recovery efforts. The Corporation may choose to allocate State Housing Initiative Partnership (SHIP) funds to support the post-disaster housing mission. The Housing Finance Corporation will determine the amount of HUD and/or other program funds that can be re-directed to assist in disaster recovery efforts. Additionally, staff may request emergency HOME funding from HUD. The funds can be used to assist with repairs and replacement of housing. They can also be used for rental vouchers for emergency housing until new housing is obtained, repairs are completed. Additional details regarding the SHIP relief programs may be located at: <http://www.floridahousing.org/DisasterRelief/DisasterReliefEfforts/>

Health and Social Services

Medical Services

Restoration of community health services including hospitals, nursing homes, dialysis centers, mental health clinics and other service providers is vital. The Village will monitor the status of health and human services, identify gaps and coordinate these with the County EOC. The Village will also identify needs among vulnerable populations particularly individuals with mobility and transportation limitations. The Palm Beach County Health Department, working in coordination with the Palm Beach County Long-term Recovery Coalition will identify special assistance needs and will coordinate with public, private, and nonprofit organizations to provide needed health and medical support.

Crisis Counseling

The Disaster Relief Act (Public Law 93-288, Section 413) authorizes a program of crisis counseling for survivors of major disasters through grant support for direct services to disaster survivors, as well as training in disaster crisis counseling for crisis workers. This program was developed in cooperation with the U.S. Federal Emergency Management Agency, which provides funding for its support.

Vulnerable Populations

Vulnerable populations are those that require assistance for their medical, mental, or psychological disabilities in the recovery environment. This is a much more expansive population subgroup than those individuals registered as having medical needs in the county's database. When evaluating and designing recovery solutions, the Village must consider the availability of handicap accessible facilities and services, transportation support, and additional human service support. The aging, yet independently living, population in the Village will pose

numerous challenges to reach long-term self-sustainability after a large-scale disaster. The Palm Beach County Health Department is charged with incorporating the needs of vulnerable population in the recovery decision-making process.

The Village has a Safe Neighborhoods Program wherein local faith-based volunteers will phone call (if phones are working) or visit in person (once roads are declared cleared and safe) all participants that signed up for the Hurricane Helpers program. Neighborhood Advocates will follow up with volunteers connecting with residents post-disaster by contacting Interfaith and other volunteer group liaisons.

Unmet Needs

The Palm Beach County Human Services Division is responsible for case management of families in need of recovery assistance post-disaster. These individuals may be referred by the Palm Beach County Disaster Recovery Coalition, post-disaster outreach entities and/or self-referred. The coalition will identify resources for unmet needs not available through FEMA or insurance. For additional information review the Disaster Recovery Coalitions Disaster Case Management Coordination/Disaster Repair and Rebuild Standard Operating Procedure. The County's unmet needs committee may be able to provide support, which cannot be met by traditional resources. Volunteer organizations, interfaith groups, social service organizations, community action agencies and locally based State agencies come together to define a complete assistance package for those impacted by the disaster. Referral of recovery assistance may include any of the following:

- Utility deposits, rental assistance, and essential furniture replacement
- Emergency protection, repair and reconstruction of homes
- Building supplies and volunteer labor
- Crisis counseling seminars for clergy and caseworkers
- Advocacy, work crews and phone bank volunteers
- Community volunteer assistance
- Liability/government coordination
- Insurance for non-affiliated organizations
- Fund disbursement, tracking and accounting
- Maintaining accounting ledgers for tax and auditing purposes
- Coordinating outside funding assistance
- Salvation Army/Greater Palm Beach Area Chapter – American Red Cross/ funded casework management and review
- Provide individual follow through until closeout

The Disaster Recovery Coalition will coordinate with the Palm Beach County League of Cities to ensure that the municipal unmet needs are addressed and prioritized. The coalition consists of forty-plus community leaders, nonprofit organizations, businesses, government, and interfaith groups.

Economic Redevelopment

The Planning Department will work with private sector partners to identify strategies and coordinate access to resources and information in the disaster recovery process. The goal is to enhance the continuity of critical business services, and to sustain the community's economic base and quality of life through improved business preparedness, survival and recovery, and the optimum use of local business and industry resources and capabilities during disaster recovery. Economic redevelopment should address such issues as business retention, small business assistance, financial incentives, redevelopment of business centers, and workforce retention and training.

Business Redevelopment Centers

Business Redevelopment Centers offer immediate one-stop recovery assistance to local small businesses. Business Recovery Centers may be activated and implemented in coordination with the County, the Business Development Board, the South Florida Disaster Resiliency Coalition, and the Public-Private Partnership. The Florida Division of Emergency Management's Emergency Support Function 18 will coordinate the participation of State and Federal business support partners. Business Redevelopment Centers can provide the following services:

- Technical assistance in the application process for federal disaster assistance/loans
- Applications for local/state bridge loans
- Information/applications for temporary office space provided by the county
- Basic office and communications equipment for use; message board for networking with other businesses and offering/finding services
- Locations of operational wireless internet hotspots; access to expert advice on financial and business recovery issues
- Referrals to organizations and companies that assist small businesses
- Employee assistance programs such as daycare services
- Financial assistance

South Florida Disaster Resiliency Coalition (SFDRS)

The South Florida Disaster Resiliency Coalition is principally comprised of private sector, non-profit organizations and individuals based in Palm Beach, Broward, Miami-Dade, and Monroe Counties along with select supporters outside the region. This organization is a resource of businesses and non-profit organizations at local, state and national levels.

The purpose of SFDRS is to conceive, develop, implement and administer programs and initiatives to improve disaster preparedness, reduce losses, speed recovery and promote

prompt post disaster economic redevelopment. SFDRRC is addressing the following top four initiatives:

- Emergency communications pre/post disasters between the public and private sectors
- Corporations and organizations accommodations, day care and family services'
- Fuel, tarps and generators
- Business Disaster Recovery Assistance Centers

Business Assistance Loans

The following business assistance loans may be available:

Small Business Administration Economic Injury Disaster Loans: This program assists small businesses suffering economic injury as a result of disasters by offering loans and loan guarantees. Businesses must be located in disaster areas declared by the President, the Small Business Administration, or the U.S. Secretary of Agriculture. There is no matching requirement in this program. The maximum loan amount is \$1.5 million. Loans' terms may be up to 30 years. The application period is announced at the time of the disaster declaration.

Small Business Administration Physical Disaster Loans – Businesses: This program provides loans to small businesses in declared disaster areas for uninsured physical damage and losses. The maximum loan amount is \$1.5 million, but this limit can be waived by the Small Business Administration for businesses that are a "major source of employment." Loans' terms may be up to thirty (30) years. There is no matching requirement in this program.

Florida Small Bridge Emergency Bridge Loan Program: The Florida Small Business Emergency Bridge Loan Program provides expedited short-term, working-capital loans up to \$25,000 to viable and established Florida small businesses that have been adversely impacted by a disaster. The loans are designed to help bridge the gap following a disaster until other long-term financial resources become available. Florida First Capital Finance Corporation administers the Emergency Bridge Loan Program on behalf of the State. Loan checks are issued in most cases between forty-eight and seventy-two hours of submitting a completed application. Interest-free loan amounts are between \$1,000 and \$25,000, with a maximum term of twelve months. Payments are not required during the loan term, but loans must be paid in full by the end of the loan term. To be eligible, businesses must have from two to one hundred employees and must demonstrate physical damage or economic injury as a result of the disaster.

Environmental Protection and Restoration

In the recovery phase, environmental issues will be interrelated with most recovery strategies, including economic redevelopment, temporary housing, utility restoration, community redevelopment, and others. The broad spectrum of environmental issues falls under the authority of numerous local, State, regional, and Federal agencies with limited technical

expertise within the Village. Environmental activities conducted in the immediate recovery phase may fall into one of these action steps: environmental assessment, threat classification and prioritization, hazard remediation, and mitigation. These actions should be conducted across the broad spectrum of environmental issues and coordinated among all regulatory agencies. The recovery section classifies the environmental issues into three overarching categories: pollution and contamination of natural systems, erosion, and ecosystem protection. The following discussion addresses each of these areas. Palm Beach County Disaster Recovery Plan includes the following activities conducted in the immediate recovery phase that may involve these actions:

- Environmental assessment
- Threat classification and prioritization
- Hazard remediation and mitigation

Pollution and Contamination of Natural Systems

In the aftermath of a disaster, pollution and contamination may affect land, air, and surface waters such as waterways, canals, and lakes; wellfields and the aquifer; and coastal and estuary systems. Many agencies conduct routine environmental monitoring activities, and have established a baseline monitoring which may be escalated and augmented in the aftermath of a large-scale disaster.

Air: Indirect impacts from a mayor disaster may cause indoor and/or outdoor air pollution, which could endanger public health. A major contributor to indoor post-disaster health concerns in Florida is mold, which can quickly escalate to unhealthy levels in a home, business, or public building that has had water inundation. The Palm Beach County Health Department routinely monitors outside air pollution through a series of monitoring stations throughout the County.

These stations monitor particulates from burns, traffic contaminants, airport operations and other sources. These monitoring stations may be a valuable source of information in the post-disaster environment since they provide not only background data, but would also alert authorities to dangerous air contaminants post-disaster. The County Environmental Protection and Restoration Unit will coordinate with the Palm Beach County Health Department to monitor dangerous levels of air contaminants. The Palm Beach County Health Department will determine if protective actions are warranted to notify the Recovery Operations Center of health advisories

Land and Soil: Contaminated land may present a hazard to potential users of the land and may affect vegetation. Exposure to contaminants can occur through inhalation of dust or gasses, contact with soil, or through food grown on the contaminated land. Contaminants and leachates (pollutants draining from the sites in liquid form) can pollute groundwater, rivers or ponds. Some contaminants may be corrosive, and some can pose a risk of explosion or fire. The

effects on human health and on the environment will depend on the type and amount of contaminant involved. Environmental contamination may also occur due to household and commercial hazardous chemicals, which are inadvertently released. These may be identified by field personnel conducting clean-up activities, or reported to authorities by concerned citizens and/or first responders. Contamination may be reported by responsible parties through the Superfund Amendments and Reauthorization Act Title III, Community Right-to-Know Act requirements, and other regulatory programs. These may primarily be reported through the County Warning Point to the State Warning Point. Remediation of contaminated soil will involve the treatment of the contaminant in the soil either in-situ or by completely removing the soil and treating it ex-situ. Contaminated lands, which are being managed through the Brownfields Program, the Superfund Program, or the Underground Storage Tank Program, will be monitored if dangerous situations occur in the aftermath of a disaster.

Surface Water: Surface water can facilitate the spread of contaminants that affect the health of animals, aquatic organisms and humans when they ingest or come in contact with contaminated water. Surface water contamination can negatively affect many levels of South Florida's ecosystem. It can affect the health of lower-food-chain organisms and, consequently, the availability of the food supply, and can concentrate contaminants at higher levels up through the food chain. It can also impact the health of wetlands and impair their ability to support healthy ecosystems, control flooding, and filter pollutants from storm water runoff. Disasters may contaminate vulnerable surface waters by compromising hazardous materials storage facilities and scattering of contaminated debris. Water contamination may also hinder the ability of the tourism industry to rebound.

Groundwater: Groundwater contamination occurs when salt or man-made products, such as gasoline, oil, and chemicals, enter the aquifer. Major potential contaminant sources include storm surge, storage tanks (above and belowground), sewage and septic systems, hazardous waste sites, landfills, and the widespread use of fertilizers, pesticides and other chemicals. Surface-water contaminants may also be transferred into the groundwater supplies. The Palm Beach County Health Department conducts ongoing drinking water monitoring and the Environmental Resource Management Department monitors potential contaminants within wellfields.

Wellington Equestrian Community

The Village of Wellington has a culturally rich and internationally known equestrian community. The equestrian community plays an integral part of the economic, demographic, and physical structure of Wellington making the community very unique. The Village hosts the Polo World Cup, Winter Equestrian Festival, and Olympic Jumping Team Qualifying Trials. Today, there are more than 580 farms serving a variety of equestrian discipline including polo, dressage, hunter/jumper and recreational riders. During season, more than 5,000 horses are brought to the Village. Wellington has made a substantial investment in the equestrian community and

continues to plan for future involvement and expansion of services to retain the disciplines in the industry. Actions taken by the Village include:

- Creating and adopting an Equestrian Element of the Comprehensive Plan, which establishes Goals, Objectives, and Policies for the Equestrian Preserve Area (EPA)
- Adopting and implementing an Equestrian Overlay Zoning District (EOZD), which provides guidelines that foster the preservation and enhancement of the EPA
- Developing and maintaining over 100 miles of public bridle trails
- Improving drainage systems to prevent flooding

The Village also developed the Equestrian Preserve Committee, which provides advice upon the request of Council or the Planning, Zoning and Adjustment Board on the following activities:

- Protecting and preserving land in the preserve as equestrian
- Safety of riders
- Flooding and drainage in the preserve
- Having representation within the village on policy and planning,
- Permitting, zoning and code enforcement within the preserve
- Designating the equestrian preserve as permanent and inviolate
- Land development regulations as they apply to the preserve area
- Recommended equestrian projects for inclusion in the capital improvements program
- The design and/or configuration of equestrian capital

During the recovery phase, the Village of Wellington, through the Planning Section Chief, will assist members of the equestrian community and coordinate with the County, State, and Federal agencies to provide resources required to successfully recover and redevelop post-event. The Village will develop emergency preparedness, response, and recovery procedures for the equestrian community and infrastructure supporting it. Many local businesses, organizations, and non-profit agencies can assist with recovery. The Village will coordinate and document resources needs and capabilities to support this industry with coordination of the supporting agencies. The County Animal Services Unit of the Human Services Branch will coordinate and direct deployment of resources and response of local and volunteer organizations to provide animals affected by disasters with evacuation, rescue, temporary confinement, shelter, food, water, emergency veterinary services, identification for the purposes of reunited with animals. Coordination may also involve diagnosis, prevention, and control zoonotic or infectious animal diseases, which pose a threat to public health and safety. The County Lead Agency is the PBC Animal Care and Control Division. County Supporting Agencies that could assist the Village include:

- PBC Public Safety Department
- Tri-County Humane Society
- Boynton Beach Animal Control
- Palm Beach Zoo at Dreher Park

- Jupiter-Tequesta Dog Club
- Lion Country Safari
- Obedience Training Club of PBC
- PBC Horse Industry Council
- Florida Federation of Avian Societies
- Florida Fish and Wildlife Conservation Commission
- PBC Cooperative Extension Services
- Florida Department of Health
- Busch Wildlife Sanctuary
- Sunshine State Horse Council (maintains data base for available emergency barns)
- www.FloridaHorse.com (maintains resources and links for disaster preparedness, response, and recovery on webpage)

Mitigation

Mitigation includes projects, policies, or programs that will reduce, eliminate, or alleviate damage caused by disasters or human caused threats. These activities are ongoing within a community regardless of the occurrence of a disaster.

Mitigation Assessment Team

In the event of a natural disaster deemed by the Federal Emergency Management Agency to be of national significance, teams of technical specialists, referred to as Mitigation Assessment Teams (MAT/Team), and may be mobilized by the Federal Emergency Management Agency to work in conjunction with State and local officials. The Teams will conduct on-site qualitative engineering analyses to assess damage to government offices, homes, hospitals, schools, businesses, critical facilities and other structures and infrastructure. The purpose of the assessment would be to determine the causes of structural failures (or successes), and to evaluate the adequacy of local building codes, practices and construction materials for improving future performance. The Teams may also review the effectiveness of previous mitigation projects.

The Village has identified several roads and areas with flood potential, which are listed below. Flood maps are included in the Appendix.

- Greenview Shores and Wellington Trace
- Wellington Trace – Old Country to Old Country
- Forest Hill Boulevard – front of SunTrust Bank and front of old Mobil gas station site.
- 12th Fairway – Forest Hill Boulevard to Wellington Trace
- Greenbriar Boulevard – Appaloosa Trail to Appaloosa Trail

Mitigation Recommendations and Strategies

Based on a comprehensive analysis of assessment data compiled in the field, the Teams will prepare recommendations regarding construction codes and standards, building design, and best practices that the Village and the construction industry can use to reduce future disaster damage. Throughout the process, the Mitigation Assessment Teams will consult with partnering government agencies and supporting private-sector organizations to ensure consensus on each phase of the investigation, including methodology, data collection, and analysis.

The following strategies and actions will be taken by the Village for mitigation to reduce the vulnerability of all hazards.

- Activate and mobilize a mitigation assessment teams and perform the following:
 - Review damage reports and identify mitigation opportunities
 - Recommend emergency resolution and ordinances pertaining to post-storm activities
 - Formulate recommendations to guide Wellington recovery
 - Formulate special committees and sub-committees to complete specific tasks
 - Participate in state and federal hazard mitigation efforts
 - Review emergency actions and recommend amendments to emergency plans and procedures
- Review and examine existing construction practices, future growth policies, and development practices
- Propose Wellington rules to mitigate storm hazard damages
- Perform long-term activities or projects focused on improving or strengthening Wellington operations
- Perform hazard mitigation projects or programs to reduce Wellington's storm susceptibility and vulnerability
- Repair replace, modify, or relocate Wellington facilities in hazard-prone areas

Mitigation Funding

Disaster mitigation funding applications to the Federal Emergency Management Agency and the County will be prepared and submitted in accordance with the Local Mitigation Strategy guidelines. The findings of the Mitigation Assessment Teams may strengthen the case for Mitigation Grant Funding. The Village of Wellington has adopted the Palm Beach County Local Mitigation Strategy (LMS) and serves on the LMS Working Groups as needed. This is a comprehensive plan to reduce community vulnerability to all types of disasters.

The Village has adopted an ordinance titled "Operation and Maintenance Responsibilities for Storm Water Systems". The ordinance provides regulations for the operation and maintenance of water management systems within the Village of Wellington.

The Federal Emergency Management Agency (FEMA) has established grant programs in order to provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. Currently FEMA administers the following grant programs:

- **Hazard Mitigation Grants:** This program provides grants to local governments to implement mitigation measures after recovery from a disaster, and to provide funding for previously identified mitigation measures to benefit the area. There is a matching requirement of 25 percent. As amended, the statute limits assistance to 75 percent of the cost of the hazard mitigation measure, with total assistance limited to 7.5 percent of the total assistance provided under the Stafford Act.
- **Pre-Disaster Mitigation Grants:** This program provides grants and technical assistance to local communities for cost-effective hazard mitigation activities that complement a comprehensive hazard mitigation program, reduce injuries, loss of life, and damage and destruction of property. A minimum of \$500,000 or 1.0 percent of appropriated funds is provided to each State and local government, with assistance capped at 15 percent of appropriated funds. Federal funds comprise generally 75 percent of the cost of approved mitigation projects, except for those of small, impoverished communities that may receive up to 90 percent of the cost. This program is primarily employed in the pre-disaster environment to encourage local mitigation activities. This program, however, may also have implications in the post-disaster environment and is, therefore, included in this section.
- **The Flood Mitigation Assistance (FMA) program:** FEMA provides FMA funds to assist States and communities implement measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insured under National Flood Insurance Program.
- **The Repetitive Flood Claims (RFC):** This program provides funding to reduce or eliminate the long-term risk of flood damage to structures insured under the National Flood Insurance Program (NFIP) that have had one or more claim payments for flood damages.
- **The Severe Repetitive Loss (SRL):** This program provides funding to reduce or eliminate the long-term risk of flood damage to severe repetitive loss structures insured under the National Flood Insurance Program with four or more NFIP claims over \$5,000.
- **Community Disaster Loans:** This program provides loans to local governments that have suffered substantial loss of tax and other revenue in areas included in a major disaster declaration. The funds can only be used to maintain existing functions of a municipal operating character, and the local government must demonstrate a need for financial assistance. There is no matching requirement, but a loan amount may not exceed \$5 million. The statute does not impose time limitations on the assistance but does provide that the repayment requirement must be cancelled if local government revenues are not sufficient to meet operational expenses during the three years after a disaster.
- **Fire Management Assistance Grant Program (Program):** This Program provides grants to State and local governments to aid states and their communities with the mitigation,

management, and control of fires burning on publicly or privately owned forests or grasslands. The Federal government provides 75 percent of the costs associated with fire management projects, but funding is limited to calculations of the "fire-cost threshold" for each State (as set forth in 44 CFR 20451). No time limitation is applied to the Program.

- **Emergency Loans for Farms:** The United States (US) Department of Agriculture (USDA) provides emergency farm loans, farm ownership loans, and natural disaster loans to low- and very-low-income individuals and households, and housing repair loans and grants to low and very-low-income individuals and households. The mission of the US Department of Agriculture's Office of Rural Development, which is to increase economic opportunity and improve the quality of life for all rural Americans, is met through three programs which can also provide disaster housing assistance support: the Housing and Community Facilities Programs, the Utilities Programs, and the Business and Cooperative Programs. This Program provides loans to established (owner or tenant) family farmers, ranchers, and aquaculture operators to cover losses resulting from major and natural disasters. Funds can be used for annual farm operating expenses and for other essential needs to return impacted farming operations to a financially sound basis so that they can return to private sources of credit as soon as possible. Producers can borrow up to 100 percent of actual production or physical losses, to a maximum amount of \$500,000.
- **Small Business Administration Economic Injury Disaster Loans:** This program assists small businesses suffering economic injury as a result of disasters by offering loans and loan guarantees. Businesses must be located in disaster areas declared by the President, the Small Business Administration, or the U.S. Secretary of Agriculture. There is no matching requirement in this program. The maximum loan amount is \$1.5 million. Loans' terms may be up to 30 years. The application period is announced at the time of the disaster declaration.
- **Small Business Administration Physical Disaster Loans - Businesses:** This program provides loans to small businesses in declared disaster areas for uninsured physical damage and losses. The maximum loan amount is \$1.5 million, but this limit can be waived by the Small Business Administration for businesses that are a "major source of employment." Loans' terms may be up to thirty years. There is no matching requirement in this program.

Following a disaster event, the prioritized projects will be funded in their ranked order as funds become available. The County will initiate a "post-disaster" LMS review/update process. For additional details on mitigation programs reference the Palm Beach County Local Mitigation Strategy (LMS).

National Flood Insurance Program (NFIP)

The NFIP is a national program for floodplain management that has a strong mitigation provision to encourage communities to reduce or eliminate flood losses. One of the major tools the NFIP uses to promote mitigation is the Community Rating System (CRS) program. It offers reduced flood insurance rates to residents in communities earning points through flood mitigation activities. The Village of Wellington participates in the NFIP Program, as well as Community Rating System, and has a rating of 6 and a reduction of 20% in NFIP Rates.

Public Information, Education, and Outreach

Public Information and Education

The Village of Wellington actively reaches out to residents, businesses, homeowner associations, and schools. The Village maintains an emergency preparedness public information program.

The Village developed a public outreach and education program that targets the general population and population subgroups including ethnic minorities, physically and mentally challenged persons, children, tourist populations, mobile home residents, elderly residents, the business community, and populations within special hazard areas such as flooding, wildfire, tornadoes, and others.

Public and media interest levels related to specific hazards are heightened at critical times of the year. For example, hurricane and flood issues are heightened in the early hurricane season or prior to rainy seasons and also as the hurricane season reaches its peak in late September through October. Domestic security issues increase during significant anniversary dates or during times of heightened security, large events, etc. Outreach is intensified during this time when audiences are receptive; yet, ongoing efforts throughout the year target residents for all hazards preparedness and mitigation activities. The activities listed below are conducted throughout the year.

- **Printed News Media:** Annually, the local newspaper features an extensive hurricane preparedness insert at the beginning of hurricane season.
- **Hurricane Brochure:** Local affiliates annually print and distribute Disaster Preparedness Brochures. These brochures are distributed through Village departments and libraries.

- **Internet Webpage:** An Internal website is maintained by the Village at www.wellingtonfl.gov. Information includes preparedness for families and businesses, ongoing activities for the public and the response community, evacuation related information, shelters, road closures, hazards, and vulnerabilities.
- **Public Outreach:** Public information may also be disseminated through the local newspaper, press releases, social media sites (Facebook and Twitter), and Wellington Channel 18.
- **Community Emergency Response Team (CERT):** The CERT Program educates residents about disaster preparedness for hazards that may affect the Village and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT is coordinated by Palm Beach County. The Village has one CERT group within the Village in Olympia.
- **Special Flood Hazard Information and Flood Zone Information:** The Village of Wellington participates in the Community Rating System program. The Palm Beach County Division of Emergency Management, and the Village also provide information to citizens. The Village maintains helpful website information at <http://www.wellingtonfl.gov> to provide Village residents with technical assistance, personalized service, advice to address drainage concerns, safety precautions, as well as immediate response to removing restrictions in drainage ways.
- **Electronic sources:** Residents will be informed by coordination of the Public Information Officer through use of blast email; voicemail on Wellington phone lines; signage on facilities and notice on the website when programs and services will be cancelled and how residents can expect to be notified of service resumption. A Frames and electronic alert/notification systems are utilized to notify the public during non-emergency situations. The Village also actively maintains Facebook Twitter and other social media accounts for public outreach, notification, and education.

Recovery Outreach

The emphasis in recovery is to target specific populations either due to their geographic location in high impact areas, or due to some other special requirements or needs. It may become necessary to target community groups, such as neighborhood associations, condominium associations, community advocacy groups, and educational institutions to develop long-term visions for community redevelopment, to build consensus, to identify the preferences of special populations, and to guide public decision-making throughout the recovery process. The PIO will collect, compile, distribute, and coordinate recover-related public information through all available public, private, nonprofit, electronic, and community-based means. The lack of communications and power infrastructure may force face-to-face

communications with many portions of the community. These face-to-face communications may be conducted through public meetings at town halls, community centers, neighborhood associations, churches, community service and social clubs, and gatherings, among others.

As during the response phase of the disaster, it will continue to be important to monitor public perception and rumors that circulate in the community in the aftermath of the disaster in order to identify sources of community unrest, misinformation, and political controversy that could disrupt long-term community recovery.

Public Safety Messages

Reentry and Security

Continued public outreach and education efforts will support the reentry and security objectives, which remain problematic during the recovery phase. Unlike the response phase, the goal during recovery is to reach displaced survivors with accurate and timely information on the status of restoration efforts within residential areas and neighborhoods. Particularly in the aftermath of major disasters, evacuees may be located in areas outside of the local media market. Reentry and security messages, therefore, must be accessible by these populations through alternate public outreach means. Reliance on Web site, social media, and external media markets will take on added importance.

Protective Actions

In the recovery phase of the disaster, protective action messages become somewhat less critical as evacuation, shelter-in-place, and quarantine orders become less frequent. The emphasis in recovery will remain on reentry orders, as areas are made safe, structures are secured, infrastructure is re-established, and debris clearance activities progress.

Public Health and Safety

Survivors will continue to face a variety of hazards in their homes, businesses, and surrounding community. Public safety messages will be issued in coordination with the Health Department on the proper identification of unsafe food, storage and consumption of food, and drinking water safety. Messages may also continue to focus on safety associated with utility services restoration. Contamination issues may also begin to arise, such as wellwater safety from livestock waste, human sewage, chemicals, and other contaminants, which can lead to illness when used for drinking, bathing, and other hygiene activities.. Water-related illnesses can be acquired due to a lack of water for good hygiene, lack of sanitation, or increasing insect populations that breed in water and then spread disease.

In Wellington mosquitoes, gators, wild or stray animals, rodents, snakes, may also pose dangers. During prolonged flooding situations, mosquitoes can spread diseases such as West Nile virus or dengue fever, which may become an issue during prolonged incidents. The County

Recovery Operations Center's Public Education and Information Unit in close coordination with the Palm Beach County Health Department will work with the Village State as well as private-sector media partners to ensure public safety messages reach threatened survivors during the recovery phase.

Special Needs Population

Vulnerable Populations in the post-disaster environment may include special services to support disabilities in this difficult environment. Low-income populations who lack resources to attain self-sustainability will also require target referrals and information.

Permitting, Contractor, and Reconstruction Issues

The PIO will also coordinate the dissemination of a variety of permitting and reconstruction issues such as the expedited permitting process, residential hazard mitigation opportunities, and licensing of contractors. These activities may also support broader visioning of neighborhood redevelopment efforts through Village meetings, charrettes, community workshops, and similar citizen engagement activities. The PIO will coordinate with the Building, Planning and Zoning Departments to develop appropriate public information messages.

Preparedness Program

The Village has established an Emergency Management Team, under the leadership of the Emergency Management Director, to direct preparedness activities including plan maintenance, training, exercises and maintenance of the program to ensure the Village is ready to respond to emergencies. The Emergency Management Team conducts meetings as needed to provide coordinated input from the policy level to operational level.

Palm Beach County Preparedness Coordination

The Palm Beach County Division of Emergency Management (DEM) host quarterly meetings with the municipal emergency management representatives to discuss local emergency management initiatives, lessons learned from previous incidents, upcoming training/exercises and other municipal Branch business. The meetings are conducted at the Palm Beach County EOC.

Emergency Management Planning

On an annual basis, the Village's Emergency Management Team facilitates the evaluation of the emergency management program in coordination with the Village's strategic plan and with partner agencies, organizations and stakeholders. This process allows for the annual evaluation

of program plans, procedures, and capabilities through the review, testing, post-incident reports, lessons learned, and performance evaluations and after action reports.

- **Authority:** The EMP is maintained by the Emergency Management Team, coordinated with all stakeholders village-wide, and updated in accordance with Chapter 252, F.S. and consistent with all applicable criteria.
- **Content:** The EMP outlines primary organizational structure, roles, and responsibilities of all partner agencies.
- **Department and Agency Responsibilities:** Each functional area was individually drafted through focused planning sessions. Each department and agency is required to develop, update, and distribute operational procedures and ensure consistency with the EMP and define specific internal procedures. All supporting standard operating guidelines are to be reviewed by the members of the functional areas and located on the Village network drive.
- **Support documents:** The Plan is supported by standard operating guidelines, independent department and agency plans, the County's Local Mitigation Strategy (LMS), the county and state CEMP, and others. Each of the applicable plans and procedures are referenced where appropriate.

Plan Maintenance

The Emergency Management Team will review and provide updates to the EMP no less than once every five years. The following situations may warrant review and update to the EMP prior to the scheduled update:

- Changes to Federal plans and policies (i.e. NRF, NIMS, Target Capabilities List, Stafford Act, etc.)
- Changes in State requirements or mandates that impact emergency preparedness and response
- Changes to the Palm Beach County CEMP
- Changes to Village Code or Ordinances that impact emergency preparedness and response
- Changes in the Village organizational structure
- Implementation of improvement plans as a result of after action reports (for exercises or real events)

Training

The Village maintains a long-term strategic training program for recurrent, non-recurrent, mandatory and elective training for village personnel with assigned roles and responsibilities during response and recovery operations of all hazards affecting the Village. Training may take the form of classroom courses, professional development seminars and workshops, on-line

courses, and self-study courses from a variety of sources including Palm Beach County Division of Emergency Management, the Florida Division of Emergency Management, and the Federal Emergency Management Agencies Emergency Management Instituted among others.

NIMS Certification and Classification

NIMS requires that response personnel be classified as to their emergency response capabilities, as well as, certified or licensed appropriately when necessary. The Village ensures that all individuals with assigned roles and responsibilities in the plan have received necessary and required training in at least the following two major categories: NIMS and ICS implementation, with documentation of personnel training records, implementation of the emergency plan and its SOPs. Each department or agency have an assigned contact who maintains NIMS training records which is to be provided to the NIMS Coordinator (the Emergency Management Director) as needed for federal compliance requirements. The Village will monitor the NIMS Integration Center (NIC) (www.fema.gov/emergency/nims) for the development of any new or changes in the Federal requirements.

The Federal Emergency Management Agency mandates NIMS related training courses for each key emergency management position. All personnel are required to achieve the required training levels within one year of assignment to their position. An annual audit will be conducted by the Human Resources Department NIMS contact to ensure that required training levels are achieved.

All response personnel and disaster workers should complete the following required entry-level training:

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent
- ICS-200: Basic ICS

Required Training: Command and General Staff (department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, EOC and multi-agency coordination system managers)

- FEMA IS-700: NIMS, An Introduction
- FEMA IS 701: NIMS Multiagency Coordination System
- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- ICS Position Specific Courses according to assignment

Training Administration and Documentation

The Village maintains a Records Management System for the storage and archiving of all training records, classifications, certifications and other information relevant to emergency management/disaster related training for its staff. The Emergency Management Director is responsible for the oversight and administration of this emergency management training program. The EMD's function will include the coordination of local training courses, dissemination of training opportunities available from a wide range of county, state, and federal sources, and maintenance of training records and documentation procedures. This documentation will include a database of emergency management training to include: types of training, course participants and other pertinent information.

Exercise and Improvement Planning

Exercises are designed to assess and evaluate emergency plans and capabilities. Exercises, which may take the form of drills, tabletop exercises, functional exercises, or full-scale exercises, are designed to test the range of hazards that may confront the Village. The exercises are also designed to test all elements of the plan and build upon capabilities. Exercises should incorporate an all-hazard approach while ensuring that each hazard that faces the Village is addressed.

Less complex exercises such as discussion based exercises will be conducted in house to the extent possible. Complex exercises will be coordinated with Palm Beach County as well as other regional entities. The Village will participate in exercises that are countywide, regional or statewide, as resources are available. Upon invitation, the Village may also participate in exercises sponsored by other jurisdictions. Each agency or organization with assigned responsibilities will be responsible for ensuring staff participation in exercises.

Post Exercise and Post Event Evaluation and Plan Revision

NIMS and HSEEP require that the emergency response capabilities be evaluated on an ongoing basis, as well as after each exercise and/or actual emergency. The exercises form the first stage of the corrective action process. After each exercise, all participants will be asked to participate in an after action critique. The lessons learned will be documented in an after action report. The after action report will identify corrective actions needed and assign responsibility and a schedule for implementation of the corrective actions. The recommendations will be incorporated into the plan modifications, training curriculum, and future exercise evaluations.

The Emergency Management Director will be responsible for scheduling evaluations; facilitating the involvement of all appropriate organizations, preparing the required written reports, and ensuring that identified corrective actions are incorporated into the Village's preparedness initiatives. The EMD may also be the point of contact for Palm Beach County for participation in countywide after action evaluations.

Authority

Local Authority

Village of Wellington, Florida Code of Ordinances, 72-9 Adoption of rules; expenditure of funds; declaration of municipal purpose.

Village of Wellington, Code of Ordinances, Emergency Chapter 26 Emergency Services

Village of Wellington, Unified Land Development Code, Sec. 6.6.2. - Temporary structures.

Village of Wellington, Emergency Pay Policy June 2013

Village of Wellington Resolution 96-10 Statewide Mutual Aid Agreement

Village of Wellington Resolution R-2000-16 Mutual Aid to Establish a Municipal Public Safety Communications Consortium of Palm Beach County

Village of Wellington Resolution R2005-87 Mutual Aid with Solid Waste Authority with Palm Beach County to Provide Disaster Debris Management

Village of Wellington Mutual Aid with Belle Glade and Pahokee

Village of Wellington Resolution R2014-67 Approving and Adopting Palm Beach County Local Mitigation Strategy, Revised 2015

Palm Beach County Authority

Resolution R-89-2127

Resolution R-86-1573

Resolution R-89-384

Resolution R-77-224

Ordinance 92-37

Ordinance 98-23

State Authority

Florida Statutes (F.S.):

Chapter 22, Emergency Continuity of Government

Chapter 23, Florida Mutual Aid Act

Chapter 30, Sheriffs

Chapter 166, Municipalities

Chapter 250, Military Code

Chapter 252, Emergency Management

Chapter 381, Public Health

Chapter 403, Environmental Control

Chapter 406, Medical Examiners

Chapter 768, Good Samaritan Act

Chapter 870, Riots, Affrays, Routs, and Unlawful Assemblies

Florida Administrative Code (FAC):

62B-36, Beach Management Plan

27P-2.002, State Comprehensive Emergency Management Plan, DCA
27P-6.023, County Comprehensive Emergency Management Plan
Florida State Executive Order No. 80-29, Disaster Preparedness, April 14, 1980
Florida Emergency Mutual Assistance Compact, 1996

Federal Authority

Public Law 81-920, Federal Civil Defense Act of 1950
Public Law 84-99, Flood Emergencies
Public Law 85-256, Price-Anderson CT (nuclear accident)
Public Law 89-665, National Historic Preservation Act
Public Law 93-288, Federal Response Plan for
Public Law 93-234, Flood Disaster Protection Act of 1973
Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980
Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
44, Code of Federal Regulations, The National Flood Insurance Program
29, Code of Federal Regulations
Executive Order 11795
Homeland Security Presidential Directive 5, NIMS
Homeland Security Presidential Directive 8, Domestic Preparedness