



CITY OF OAK HILL

WORKSHOP MEETING

6:00 P.M. – COMMISSION CHAMBERS - CITY HALL

April 25, 2017

AGENDA

- A. OPENING
- B. EMERGENCY MANAGEMENT PLAN
- C. ADJOURNMENT

Note: In accordance with Resolution 2006-17, a three (3) minute time limitation per speaker will be imposed. A speaker may address the Commission for a maximum of three (3) minutes during the Public Participation portion of the meeting, and for a maximum of three (3) minutes during any specific Agenda topic. Pursuant to Florida Statute 166.041 (3) (A), if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceedings is made.

City of Oak Hill

Comprehensive Emergency Management Plan



Adopted June 2017

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Section 1

Introduction

The purpose of this document is to provide a framework to navigate through events such as severe weather, Wildfires, Trail derailments, Transportation accidents, Pipeline leaks etc.

It is important to make sure we have the procedures in place to effectively help save lives, property and provide for an orderly and effective recovery effort.

This framework is designed to be updated and changed as condition warrant and reviewed each May 1st to make sure the city is prepared moving into Hurricane season.

Records management is essential. The commission will ultimately be responsible for implementation and maintaining records of each event. Each event will be assigned a unique number so that in the unlikely event of more than one incident in one year tracking will be easier and records will not be accidentally placed in the incorrect file for storage.

Section 2

Roles and Responsibilities

It is imperative that each member of the City Commission and staff have a clear and well defined role so that all of the important facets of an emergency are supported by a single representative in their assigned position and report to the Mayor or his/her designee in the time before, during and after an incident. Some incidents will be much more involved than others. In that regards some sections of this manual will be longer or shorter than others.

Mayor- responsible for the overall City response to an incident. Call special meetings as necessary and other duties that may require emergency approval. They Mayor or designee shall report to the EOC in the event of an activation to represent the city during the actual event and as long as the EOC is activated at level 1.

City Administrator- Shall work closely with the Mayor and Staff to assure that the city is as prepared for an incident as possible not limited to assigning tasks, making contact with all of the Commission, working with the surrounding communities in preparation and record keeping.

Commissioner Seat 2- This position will act as PIO (Public Information Officer). This will ensure that all communication with the media and other agencies will be accurate and timely.

Commissioner Seat 3- This position will be transportation coordinator. In the event of the need for evacuation of a specific area of the entire city this position will be responsible for making contact with other cities and the county for arraigning transportation through Votran, School Board or other means to provide an orderly evacuation of those citizens

Commissioner Seat 4- This position will be responsible to being the community Liaison with civic groups coordinating any needs that may involve a group of citizens whether in an evacuation or recovery of an incident.

Commission Seat 5- This position shall be responsible for identifying special needs within the community and coordination of emergency shelters evacuation routes and efforts safely prepare for an event. This will include a data base of special needs residents so they can be identified and arrangements made for their care and safe evacuation including medical transportation to a Special Needs shelter if necessary

Deputy City Clerk- This position will be responsible for preparing documentation of incidents, coordination of ordering emergency supplies, records management and dissemination of information as directed by the PIO.

City Maintenance staff- These positions will be responsible to the City Administrator

Section 3

Action Plan

This section will deal with the decisions and events leading up to a potential disaster that will directly affect our community. This is going to be primarily hurricanes.

Each January after adoption of this plan, the City Administrator shall assure that contracts are in place for debris removal by FEMA certified contractors so clearing of streets and property can begin immediately. This shall be done by competitive bidding and the Commission shall decide the length of any and all contracts regarding debris removal.

The City shall identify areas of the City which shall be potential areas of concern due to the geographic locations that could hamper evacuation or post storm response and recovery so resources can be allocated most effectively.

The City shall identify location of shelters both inside and outside of the City Limits so that the information can be quickly disseminated to the citizens. The City shall identify these shelters as to their capabilities for the citizens. Standard, Special Needs and Shelters that allow pets. These efforts are coordinated through Volusia County Emergency Management as they are responsible for shelter coordination.

The City shall prepare in advance the need for evacuation of citizens who are not able to self evacuate and set up coordinated transportation locations for pick up through county agencies such as the School Board or Votran.

Emergency Information shall be released as soon as possible to give our citizens as much time as possible for preparation and evacuation. This shall be done on the City's normal information distribution network. Email, Website, phones etc.

Section 4

Weather related events

As we all know the biggest threat to all of Florida is Tropical storm development. These storms are large and powerful and will cover a large area. Damaging winds can extend hundreds of miles from the storm center. We also must be prepared for smaller weather events such as slow moving rain events, thunderstorms and tornados. The problem with the latter is there is very little warning usually only minutes instead of days or weeks.

In the event an incident happens outside of normal business hours the Mayor shall have the authority to call an emergency meeting to deal with the particular event that precipitated the need for the meeting. This may or may not have sufficient time for notification purposes of the city in regards to Sunshine laws.

When we are notified that there is a possibility that a tropical storm or hurricane may directly impact the area the Mayor shall call a special meeting so the city can properly prepare for a possible impact. The meeting(s) shall be to identify areas which need to be prepared before hand.

The City shall identify areas that could be most affected by winds, rains or flooding.

All ditches and culverts shall be inspected prior to an event any debris or blockages which may adversely impact the immediate area with flood waters. Any problems identified shall be reported immediately to City Hall and a log kept to identify the priorities needing to be addressed.

All fuel tanks in all of the vehicles and equipment owned by the city shall be filled along with all of the bulk storage tanks.

All expenses incurred shall be recorded on FEMA approved forms and unique identifying number assigned to the incident for future tracking. This will also aid seeking reimbursement for expenses.

Immediate events will be addressed in a slightly different manner as we will not have much notification but all previously noted records keeping will still apply.

Section 5

Transportation incidents

These incidents usually occur with little warning. They encompass any type of transportation incident that may occur within the City limits or close enough to disrupt city residents. Most likely these will occur on US1 or the railroad tracks. Since hazardous materials are transported in this manner we must prepare for an immediate evacuation of those residents on the evacuation area. These are usually only temporary (several hours) but could be several days in the event of a railcar accident. Since most railcar incidents occur at crossings the City shall identify the residents in the area of each crossing and determine what scale of evacuation could be needed.

County Emergency Services shall take the lead in these type of incidents and the City will do all it can to assist.

The Mayor when notified by the County shall report to the command post if he/she feels in necessary. He shall offer any assistance the city can provide. If the mayor deems more city resources are necessary the notifications shall be made to the appropriate staff and/ or Commissioners.

Clean up is handled by the Railroads and will not generally affect the city. However the crossings may be shut down for several days and road detour signs will be needed until it is reopened.

Section 6

Emergency Related events

These events occur for a variety of reasons. Wildfires are included in this section. In the event a wildfire threatens city residents the Mayor shall be notified. After receiving information from Emergency Services he/she will determine if there is a need for evacuation or if shelter in place is preferred. If need be the Mayor shall report to the incident command post to coordinate efforts.

School incidents

In the event an incident occurs at a school in the city limits every effort shall be made to safely care for the students. The schools emergency plans shall take priority and the city will do everything to assist the school. A copy of the schools plan shall be included in this manual and updated as necessary.

Section 7

Evacuations

The City shall identify the needs for small (one neighborhood or area) and large evacuations such as the entire city. The nature of the individual event shall dictate the extent of the need and length for an evacuation.

The city will coordinate with the county and surrounding cities to provide temporary locations needed in short notice. The city will develop a contact list of possible locations of shelters so notifications can be made in a timely manner.

In the event of a hurricane, the city will begin the citizen notification process as soon as it becomes necessary according to the County Emergency Management Division. This will usually be done with enough warning to facilitate an orderly evacuation to the appropriate shelters.

Section 8

Shelters

The city will coordinate with the County EOC as to which shelters are open and direct city residents to those locations. A list of all designated shelters and their capabilities shall be listed on the City website. When shelters are opened the city shall send out notifications to residents via the website, email and/or phone. The seat 5 commissioner shall be responsible for making sure transportation means and locations are identified and make the proper notifications to the citizens for their use. Special needs evacuees shall be identified and notified directly by phone so they can be evacuated to the proper location. Plans will also be in place for transportation to the appropriate facility by Votran, or Non Emergency EMS providers for those who need assistance with evacuating such as those on ventilators, oxygen or in need of more acute medical care.

