

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT
AND
NASSAU COUNTY**

This Agreement is entered into between NASSAU COUNTY ("County") and the FLORIDA DIVISION OF EMERGENCY MANAGEMENT ("Division") in order to set forth the obligations and responsibilities of the parties with respect to setting up a temporary Disaster Recovery Center ("DRC") within the County as soon as possible after the occurrence of a disaster. This Agreement shall be consistent with the State Comprehensive Emergency Management Plan (CEMP).

WHEREAS, the Parties are aware that the State of Florida is prone to natural disasters for which the Parties desire to provide timely assistance; and

WHEREAS, pursuant to Chapter 252, Florida Statutes, the Division is responsible for maintaining a comprehensive statewide program of emergency management that includes coordinating the efforts of local, state, and federal agencies to respond to emergencies; and

WHEREAS, following a natural or man-made disaster which affects the County, the Parties desire to establish Disaster Recovery Center(s) within the County; and

WHEREAS, the Parties desire to identify Disaster Recovery Centers in advance of a disaster for the benefit of the community immediately following an event; and

NOW THEREFORE, in consideration of the mutual promises and conditions herein contained, the parties agree that their respective responsibilities are as follows:

TERMS AND CONDITIONS

This Agreement is made for the use of sites designated by the County for use as a Disaster Recovery Centers (DRCs) during a declared state of emergency by the Governor or President of the United States, or other condition requiring the activation of the disaster recovery functions of the State Emergency Response Team (SERT). The Parties desire to reach an understanding that will result in providing sites owned by a political subdivision, not-for-profit, or private organization to operate DRCs for the benefit of disaster victims. Upon the declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team (SERT) shall be responsible for the mobilization and activation of temporary DRCs.

I. County Responsibilities:

(a) By September 30, 2007, the County shall identify a minimum of two (2) mobile and fixed Disaster Recovery Center (DRC) sites within its jurisdictional borders. The sites shall be mobilized in accordance to the requirements set forth in **Attachments A, B, and C**. If the population of the county exceeds 100,000 residents, the County shall identify an additional DRC site for every 100,000 residents. The County will procure firm commitments for the use of "mobile" sites for at least fifteen (15) days, with an option to extend use for an additional thirty (30) days. For "fixed" sites, the County will procure firm commitments for use for at least sixty (60) days, with an option to extend the use of each for an additional thirty (30) days. The sites selected must be immediately available following the disaster. If a selected DRC site is not suitable for use, the County shall inform the Division/SERT DRC Coordinator and promptly locate a new site.

(b) The County shall appoint a person to coordinate the mobilization and activation of the DRC. The County DRC Coordinator will coordinate the use of the DRC with the Division/SERT DRC Coordinator identified in Section III (d) of this Agreement. The County DRC Coordinator and Division/SERT DRC Coordinator will collaborate to resolve questions regarding DRC operations. The Division/SERT DRC Coordinator will conduct a pre-inspection survey of the site before it is activated as a DRC. The Parties, however, may conduct the pre-inspection survey jointly.

(c) Whether the selected sites are owned by the County or City, a not-for-profit agency, or a private entity, a firm written commitment or lease must be executed between the County and the site owner for each of the sites. The County DRC Coordinator shall provide a copy of the lease agreement to the Division/SERT DRC Coordinator as identified in Section III (d) of this Agreement

(d) During a declared state of emergency, if the County determines it will need additional DRCs, the County must submit a request to the Division/SERT DRC Coordinator for additional DRCs (a City must submit a request through the County DRC Coordinator). The request shall be transmitted in writing through EM Constellation, Groove, email, or whatever software program in use at the time by the SERT. The SERT DRC Coordinator will make the determination as to whether the DRC should be soft-sided, mobile, or fixed.

(e) The County will use its best efforts to provide traffic control and security for each DRC during all hours of operation. If the County cannot provide security, it shall request through EM Constellation, Grove, email, or whatever software program in use at the time that on-site security is needed at the DRC twenty-four hours a day.

(f) The County DRC Coordinator must provide to the SERT DRC Coordinator the names and contact information for at last two (2) persons who will be available at the time that the DRCs are requested by the County. One person must be available at the

County emergency operations center and one person must be available for all DRC sites until they become operational. The names and addresses of the contacts shall be provided in Section III (d) of this Agreement.

II. Division's Responsibilities:

(a) Following a declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team will assume responsibility for coordinating the mobilization and activation of DRCs in the County. The SERT Chief will determine when it is suitable to commence the mobilization of the DRC. Personnel will be deployed to the DRC locations to assist the County with mobilization.

(b) In accordance with the requirement of Attachment A, B, and C, the SERT DRC Coordinator will deploy one or more persons to meet with the site owner, or designee and equipment contractors to coordinate and provide oversight of the erection of the DRC.

(c) At the State's expense and upon availability, the SERT will provide supplies and equipment for soft-sided DRC sites as identified in **Attachment A**.

(d) The SERT DRC Coordinator will notify the site owner and County DRC Coordinator of the closing schedule of the DRC. After the DRC has been closed, the site owner and County DRC Coordinator will conduct a post-disaster site survey to ensure that the DRC site is returned to the owner in the same condition as it was when it was opened, ordinary wear and tear excepted. The form to be used for this post-operation survey is attached as **Attachment D**.

III. General Conditions:

(a) No more than one (1) high volume, traffic-generating emergency relief facility, such as, a Disaster Recovery Center, Point of Distribution, Food Stamp Distribution Office, Cooling Station, may be set up on a single site, unless prior approval is given by the SERT Chief.

(b) The County, as a state agency or subdivision, as defined in Section 768.28, Florida Statutes, agrees to be fully responsible to the extent provided by Section 768.28 Florida Statutes for its negligent acts or omissions or tortuous acts which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by its acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by the County. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(c) The County agrees that all notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail,

return receipt requested, to the contract representatives identified below at the addresses set forth below and said notification attached to the original of this Agreement. Any changes in the names or contact information below shall be communicated to the Division in writing.

(d) The name and address for the Division contact for this Agreement is:

Mr. Joseph Borrás
Division/SERT DRC Coordinator
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-487-3987
Email: joseph.borras@em.myflorida.com

or,

Mr. Bart Frost
Division/SERT Human Services Manager
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-413-9891
Email: bart.frost@em.myflorida.com

The names and addresses for the County contacts are:

County DRC Coordinator:
Scott West, EM Coordinator
96135 Nassau Place, Suite 2
Yulee, FL 32097

DRC Site Coordinator:
Daniel Salmon, Superintendent
PO BOX 1010
Fernandina Beach, FL 32035

(e) On or before April 15 of each year, the County shall provide to the Division a list of the DRC sites to be used during a state of emergency. Should the DRC sites remain the same as for the previous year, the County shall so notify the Division in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the Division DRC Coordinator identified in Section III(d).

(f) Storm damage or other damages caused by the emergency is not the responsibility of the Division or State. Reimbursement for the reasonable actual out-of-pocket costs and expenses for the operational expense(s) of the DRC may be subject to

Federal reimbursement guidelines and policies or appropriation by the State Legislature. Property damaged, lost or stolen due to the negligence of the Division's agents and/or SERT personnel will be compensated based on depreciated actual cash value of the property. Reimbursement for any extraordinary or capital expenses is subject to Federal reimbursement guidelines and policies or appropriation by the State Legislature.

(g) This Agreement is effective upon its execution by the parties and may be modified only in writing with execution by both parties. This Agreement shall automatically renew for an additional year upon the annual anniversary date of this Agreement, unless one of the parties gives notice to the other at least ninety (90) days prior to the anniversary date that it does NOT want to renew this Agreement.

(h) This Agreement contains all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

By: 
W. Craig Fugate, Director

10-4-07
Date

Nassau COUNTY

By: 
Signature of Authorized Official
Nassau County Board of County Commissioners
Chairman, Jim B. Higginbotham

Name and Title

September 24, 2007
Date


**ATTEST AS TO CHAIRMAN'S
SIGNATURE ONLY**

Attachment "A"

SITE REQUIREMENTS FOR SOFT-SIDED DISASTER RECOVERY CENTERS

Soft-sided tent Disaster Recovery Centers (DRCs) are developed and designed for mobilization and operation within 24-hours after a declared state of emergency by the Governor or presidentially declared emergency. They are designed to be the first State DRCs mobilized and activated in or near the disaster area based on information received by the joint FEMA, state, and county preliminary damage assessment(s) (PDAs). The Division/SERT DRC Coordinator and County Emergency Management Agency will provide initial staffing and equipment *until the FEMA Mobile DRC unit arrives and becomes operational*.

The ideal location for the soft-sided tent DRC should be a donated county or city site. An ideal example of a donated site could be a county or city parking facility, recreational field, school parking lot, parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The site dimensions require approximately four (4) acres to accommodate parking for 100 vehicles, two (2) 40' x 40' tents, and all supporting equipment. Paved locations are preferred as wheelchair accessibility is paramount. Each site must have a proper name, physical address, zip code, and latitude/longitude in decimal degrees to allow for accurate geocoding. The site should also be highly visible and easily identifiable. Lastly, all efforts should be made to locate the DRC near bus and/or mass transit terminals to afford greater accessibility to those in need.

Each site must be reserved for fifteen (15) days, with the option to extend for an additional thirty (30) days. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies, or other high traffic facilities.

Each DRC will be equipped with the following supporting equipment:

- 40 x 40 A/C tent.
- 40 x 40 tent (waiting area).
- Generator/Light Tower.
- 50 traffic cones.
- Cell Cow (if required).
- Satellite uplink system
- Porta Potties (including wash stations).
- 20 Barricades.
- 3 cubic yard Dumpster.
- Tables/chairs.
- Communication Trailer, limited to availability.
- Interior lighting.
- Flooring.
- Variable Message Board

This equipment will be provided by the State/SERT to the extent available at the time of the emergency.

Attachment "B"

SITE REQUIREMENTS FOR MOBILE DISASTER RECOVERY CENTERS

Mobile Disaster Recovery Centers (DRCs) will be provided by FEMA on an applicant population schedule based on tele-registration and availability of FEMA Mobile DRC units.

The site must have a designated 24/7 County DRC Coordinator who can verify the use of the site prior to the temporary DRC departing from the staging area to the DRC site. This person must be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must identify the owner of the property and have physical address, zip code, latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have on-site parking for at least 100 vehicles and space for porta-potties with wash station. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for fifteen (15) days with the option to extend for an additional thirty (30) days, if needed. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies and other high traffic facilities. They also should not be located under power lines

Mobile DRCs are limited in access. Disaster applicants do not enter the mobile units. All business is conducted outside the unit under an adjacent awning.

Ideal examples of donated DRC sites could be county or city parking lot facilities, such as libraries, recreational fields, fair grounds, community centers, schools or parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The use of parking sites next to covered areas (e.g., park gazebos, picnic shelter, roof overhangs at shopping malls or government buildings) are also excellent locations for DRCs.

In the event a gated community is provided for a mobile DRC site, access must be available from 7:00 a.m. to 7:00 p.m., seven days a week to all non-residents during hours of operations without exception.

Attachment "C"

SITE REQUIREMENTS FOR FIXED DISASTER RECOVERY CENTERS

Fixed Disaster Recovery Centers will be provided on an applicant population schedule based on tele-registration and availability of disaster recovery centers.

Only *donated* facilities such as community centers, civic centers or other public county or city *donated* buildings will be used as fixed sites. Each site should be an enclosed structure with approximately 5,000 square feet and have ground floor access and meet all safety, security and ADA requirements. An ideal example of a donated site could be a vacant county or city facility, church, or major retailer, such as, Wal-Mart, Kmart, Publix, Lowes, or Home Depot.

The site must have a designated 24/7 County DRC Coordinator who will be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must have an address to include proper name, physical address, zip code and latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have sufficient on-site parking for at least 100 vehicles. This site should be fully functional with regard to utilities, building security, public restroom facilities or have space for porta-potties with wash stations. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for sixty (60) days, 24 hours a day, seven days a week with the option to extend for an additional 30 days if needed, these sites must not be co-located with points of distributions (PODS), unaffiliated agencies or other high traffic facilities.

Attachment "D"

Florida Division of Emergency Management
State Emergency Response Team
Joint Field Office
DR-[federal number]
[Street address]
[County, state, zip code]

[Date]

VIA FACSIMILE TO [telephone number]

[Name]
[Name of county emergency management agency]
[Street address]
[City, state, zip code]

and

[Name of donated property]
[Street address]
[County, state, zip code]

Re: Closure of [name of county] County DRC #
Located at [name of donated property]

Dear [*]:

The State of Florida has scheduled [date] as the closing date for the [name of county] County Disaster Recovery Center, located at the [street address].

Please be prepared to meet with representatives from the State to conduct a final walk-through inspection of the donated property at ____ a.m./p.m. on [date]. All State property will be removed from the site no later than 6:00 p.m. on [date]. The State has conducted a preliminary inspection of the donated property for damages. The State will assume liability to repair (patch) [list repairs] which are determined at the walk-through to have been damaged as a result of the use of the facility as a Disaster Recovery Center.

At the completion of the final walk-through inspection, please be prepared to submit a list to the State representative of any damages beyond those identified above. We will also need a representative [name of property] to sign the below release. Please accept our thanks and appreciation for the service and cooperation we received from you and your county for providing the necessary attention to the issues affecting our fellow constituents.

Best regards,

Joseph Borrás
SERT DRC Coordinator

Release by Property Owner

_____, as the authorized representative for the [name of donated property] ("the "), hereby accepts the surrender from the State of Florida and [name of county] County of the above-referenced premises. Except as noted in the letter above or as listed below, the premises are accepted by [name of donated property] as being returned in the same condition as it was received by the State.

[Name of property] forever releases and discharges the State of Florida from any and all claims, demands, or causes of action arising out of its use of [name of property] property for Disaster Recovery Center or arising after its surrender of the premises to the Church.

[Name of property]

By: _____
Name: _____
Position of Authorized
Representative: _____

Date: _____

Sample Lease Agreement between County and property owner

This lease is made between _____ of _____, herein called Lessor, and _____ County, herein called Lessee. Lessee hereby offers to lease from Lessor the premises situated in the City of _____, County of _____, State of Florida, described as _____ (and hereinafter referred to as the demised premises) upon the following TERMS and CONDITIONS:

1. **Term and Rent.** Lessor leases the demised premises to Lessee for a term of _____ days, commencing _____, 2007, and terminating on _____, 2007, unless extended at the option of the Lessee for _____ additional days as provided herein at the annual weekly rate of _____ Dollars (\$) payable upon termination of the tenancy and surrender of the premises to the Lessor. All rental payments shall be made to Lessor at the address specified above.

2. **Use.** Lessee shall use and occupy the demised premises for the purpose of a Disaster Recovery Center and associated uses and services. The demised premises shall be used for no other purpose without the prior written consent of Lessor, which consent may not be unreasonably withheld. Lessee shall not use the demised premises for storing, manufacturing or selling any explosives, flammables, or other inherently dangerous substances, chemicals, things, or devices.

3. **Care and Maintenance of Premises.** Lessee acknowledges that the demised premises is in good order and repair, unless otherwise indicated herein. Lessee shall, at its own expense and at all times, maintain the demised premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the demised premises, and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting major maintenance and repair of the demised premises, not due to Lessee's misuse, waste, or neglect or that of its employees or visitors, which shall be the responsibility of Lessor. Particularly, any roof, exterior walls, structural foundations, or other structures leased, shall be maintained and repaired by Lessor. Lessee shall also maintain in good condition such portions of the demised premises as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor. Lessee shall be responsible for damage caused to the demised premises by Lessee's negligence and that of Lessee's employees and visitors.

4. **Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements in, to, or about the demised premises. All alterations, additions or improvements made to the demised premises with the consent of Lessor, with the exception of removable fixtures shall become the property of Lessor.

5. **Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force pertaining to the demised premises, occasioned by or affecting the use thereof by Lessee.

6. **Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the demised premises without prior written consent of Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without the prior written consent shall be void and, at the option of Lessor, may terminate this lease.

7. **Utilities.** Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services. In the event that any utility or service provided to the demised premises is not separately metered, Lessor shall pay the amount due and separately invoice Lessee for Lessee's pro rata share of the charges. Lessee shall pay such amounts within fifteen (15) days of invoice. Lessee acknowledges that the demised premises is designed to provide standard electrical facilities and standard lighting.

8. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agent(s) to enter the demised premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

9. **Parking.** During the term of this lease, Lessee shall have the nonexclusive use in common with Lessor, and other tenants or lessees of the building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and foot ways, subject to rules and regulations for the use thereof as prescribed from time to time by Lessor. Lessor reserves the right to designate parking areas within the building or in a reasonable proximity thereto, for Lessee and Lessee's agents and employees.

10. **Indemnification of Lessor.** To the extent permitted by law, Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof.

11. **Liability.** Lessee agrees to be fully responsible to the extent provided by Section 768.28 Fla. Stat. for its negligent acts or omissions or tortious acts which result in claims or suits against the Lessor, and agrees to be liable for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by Lessee. Nothing herein shall be construed as consent by Lessee to be sued by third parties in any matter arising out of this Lease.

12. **Lessor's Remedies on Default.** If any default is made in the payment of rent, or any part thereof, at the times hereinbefore specified, or if any default is made in the performance of or compliance with any of the other terms or conditions hereof, this lease, at the option of Lessor and to the extent permitted by law, shall terminate and be forfeited, and Lessor may re-enter the demised premises and remove all persons there from to the extent permitted by law.

13. **Common Area Expenses.** In the event the demised premises is situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro rata share of maintenance, taxes, and insurance for the common area if said costs are not included in the rent charged by Lessor.

14. **Waiver.** No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

15. **Notices.** All notices pursuant to this Lease shall be in writing.

16. **Assigns, Successors.** This lease is binding upon and inures to the benefit of the successors and assigns of the parties.

17. Option to Renew. Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of _____ days commencing at the expiration of the initial lease term. All of the terms and conditions of the Lease shall apply during the renewal term. The option shall be exercised by written notice given to Lessor prior to the expiration of the initial lease term.

18. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

19. Radon Gas Disclosure. As required by law, Lessor makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon gas that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon gas and radon testing may be obtained from your county public health unit.

20. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

21. Liability. Lessor shall not be liable for any loss, expense or damage to any person or property, unless it is due to Lessor's negligence. Lessee is responsible for all acts or negligence of Lessee's employees, visitors or invitees.

22. Paragraph Headings. The paragraph headings are for convenience only.

23. Choice of Law. This lease shall be governed by the laws of the State of Florida, and all disputes shall be subject to the jurisdiction of the Courts of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this lease on the day, month and year first above written.

Signed in the presence of:

Witness: _____ Lessee: _____

Witness: _____ Lessor: _____

DRC COORDINATOR'S CHECK LIST

1. Identify donated Mobile Site locations. _____
2. Prepare copy of pre-identified site's for the Area Regional Coordinator or Florida National Guard. _____
3. Lock down legal address of the physical location for each site including zip code. _____
4. Determine if Memorandum of Understanding is signed by County. _____
5. Obtain a copy of the lease agreement between County and property owner/manager. (If required) _____
6. Identify county point of contact person for DRC issues. _____
7. Area Regional Coordinator or Florida national Guard conducts walk-through of site prior to logistics sending equipment on scene to determine suitability of site. _____
8. Notify logistics chief on the location and number of DRCs. _____
9. Notify county to provide 24-hr security for each DRC site until relieved by FEMA security if manpower is available. _____
10. Request county to identify any local programs that could provide assistance to local disaster applicants within the DRC. _____
11. Contact ECOs from participating state agencies to identify potential DRC Managers. _____
12. Prepare preliminary DRC Manager Staffing Roster _____
13. Contact ECOs from participating state agencies on staffing requirements for agency technical personnel _____
14. Brief Community Relations Coordinator _____
15. Brief Housing coordinator _____

Florida Division of Emergency Management

DISASTER RECOVERY CENTER SETUP STANDARD OPERATING GUIDE (SOG)

I. PURPOSE:

To outline the process involved in the set-up of Disaster Recovery Centers (DRC).

II. RESPONSIBILITIES:

The State DRC Coordinator is responsible for the set-up of the Disaster Recovery Centers (DRCs). Each DRC Manager will assist the coordinator in the set-up phase of the DRCs. The DRC Manager will ensure that all State and Local programs have adequate space and supplies to perform their function.

III. DEFINITIONS:

Disaster Recovery Center - A one-stop temporary facility with Federal, State, local and volunteer agencies established in the disaster area where victims can obtain assistance information and apply for assistance, answering applicant questions and resolving applicant issues in a person-to-person environment.

Disaster Recovery Center Coordinator - The principal state representative who is responsible for overseeing all DRC operations in the disaster area including opening, closing, staffing, phase down, and logistics. The Coordinator also monitors DRC activities and administrative issues.

Disaster Recovery Center Manager - the principal state representative in the DRC who maintains administrative control over all other state and local personnel assigned to work in the DRC.

IV. DUTIES:

1. Once the decision is made to set-up a DRC. The DRC Coordinator will contact the Area Regional Coordinator, SERT Liaison or Florida National Guard and notify them of the location of the DRC. Upon availability the Area Regional Coordinator, SERT Liaison or Florida National Guard will conduct a preliminary inspection of the site to make a determination if the site is suitable for a DRC. They should also prepare a design as to where the tents and supporting equipment should be located.

2. The Area Regional Coordinator, SERT Liaison or Florida National Guard along with the DRC Manager will conduct the initial walk-through inspection of the site and identify any safety concerns. In the event safety concerns have been identified during the initial walk-through the DRC Manager shall notify the Disaster Recovery Center Coordinator by phone and then follow up in writing as soon as possible.
3. The DRC Coordinator will contact the State Logistics to ensure all equipment is ordered and standing by for delivery once an approved site is identified.
4. The DRC Coordinator will contact the County Emergency Management Director or their designee, to notify them who the DRC manager for each site within their county is along with their contact information.
5. The DRC Coordinator will send each declared county an email package providing them with documentation of the entire DRC process.
6. The DRC Coordinator will encourage the Emergency Management Director or their designee to return the original signed copy of the memorandum of understanding to the division via certified mail along with a faxed copy to the DRC Coordination Center as soon as possible upon receipt.
7. The DRC Coordinator will notify the State Emergency Coordinating Officers from each state agency of the need for program staff for the DRC.
8. Prior to the arrival of program staff the DRC Manager will plan where each state and local program will be stationed within the DRC. (Keeping same like programs located together). Upon arrival of program staff the DRC Manager will notify each state and local agency where they should setup their staff and equipment. Should there be a discrepancy with where an agency is to setup then the manager will contact the disaster recovery center coordinator to resolve the issue.
9. The normal hours of operation for the DRC will be 8:00 am to 6:00 pm seven days a week unless changed by the DRC Coordination Center.
10. The DRC Coordinator will notify the Emergency Management Director or their designee of the start date, times and phone number for the daily DRC conference calls.

Disaster Recovery Center Setup Check Sheet

DRC # _____ County: _____ Date: _____

1. Contact Area Regional Coordinator or Florida National Guard to conduct a preliminary walk-through inspection of the site and identify any discrepancies, safety concerns or damage to the site. _____
2. Notify the State Logistics Chief to ensure all equipment is ordered and standing by for delivery for an approved site. _____
3. Coordinate with FEMA/State PIO to prepare a press release announcing the location, date and time the DRC will be opened. _____
4. Provide each declared county an email package providing them with documentation of the DRC process. _____
5. Determine if the declared county executed the memorandum of understanding with the Division/SERT. _____
6. Notify the County Emergency Management Director or their designee the contact information of the DRC manager assigned to the DRC in their county. _____
7. Contact the State Emergency Coordinating Officers from each State agency and request them to provide program staff to man each DRC site. _____
8. Prepare a preliminary DRC Manager Staffing Roster. _____
9. Brief Community Response and Housing Coordinator. _____

Florida Division of Emergency Management

DISASTER RECOVERY CENTER CLOSEOUT STANDARD OPERATING GUIDE (SOG)

I. PURPOSE:

To ensure each Disaster Recovery Center is closed out and the site is returned to the same condition as it was when received by the State.

IV. RESPONSIBILITIES:

The State DRC Coordinator is responsible for the entire closeout of the Disaster Recovery Center. Each DRC Manager shall assist the DRC Coordinator in the closeout phase of the DRC. The DRC Manager will ensure that all State property and equipment is inventoried and shall document who the equipment was returned to. They shall also ensure that all equipment leased by the State is returned to the proper vendor.

The State Disaster Recovery Center Manager is responsible to ensure that no equipment, property or trash is left at the site prior to the closeout inspection. If anything is left behind the state manager shall notify the DRC Coordinator immediately so they can make arrangement to have the equipment removed ASAP.

During the final closeout walk-through inspection the DRC Manager shall be available to answer any questions that may arise concerning the condition of the site.

V. DEFINITIONS:

Disaster Recovery Center - A one-stop temporary facility with Federal, State, local and volunteer agencies established in the disaster area where victims can obtain assistance, information and apply for assistance. Answering applicant questions and resolving applicant issues in a person-to-person environment is the purpose of the Disaster Recovery Center.

Disaster Recovery Center Coordinator - The principal state representative who is responsible for overseeing all Disaster Recovery Center operations within the disaster area to include opening, closing, staffing, phase down, and all logistical issues for the DRC's.

Disaster Recovery Center Manager - the principal state representative in the DRC who maintains administrative control over all other state and local personnel assigned to work in the DRC.

IV. DUTIES:

11. Once the decision is made to close a DRC. The manager will conduct an initial walk-through of the site location to identify any damage that was caused to this location. This information will be provided in writing to the Disaster Recovery Center Coordinator by the close of business on the day of the initial walk-through.
12. The DRC Manager will notify each State and Local agency staff member within the DRC of the planned closing date and ask them to ensure that all of their agency property, equipment and supplies are removed by the close of business on the final day of operation. In the event an agency is not available to remove their equipment, property or supplies then the DRC Manager should contact the DRC Coordinator who will make arrangements with that agency to have their equipment picked up.
13. The DRC Coordinator will contact the County Emergency Management Director or their designee, property owner/manager, State logistics chief and FEMA logistics to coordinate a time to conduct the final walk-through inspection of the site.
14. The DRC Coordinator will coordinate with State Logistics to ensure all state leased equipment is picked up prior to the final inspection or ensure that arrangements have been made to guarantee the equipment is removed by close of business on the day of the walk-through.
15. The Division of Emergency Managements (DEM) General Counsels Office will prepare a closeout letter for the county and the property owner/manager. This letter will identify the date and time of the closeout inspection, all damages previously identified in the initial walk-through by the State DRC Manager and a release of liability by the property owner/manager. The release must be signed upon the completion of the walk-through inspection.
16. If for any reason the property owner/manager refuses to sign the release of liability then the DRC Coordinator shall contact DEM General Counsels Office to resolve this matter. Under **NO** circumstances should the release of liability letter be modified from its original form by anyone other than the Division of Emergency Managements General Counsels Office.

Disaster Recovery Center
Closeout Check Sheet

DRC # _____ County: _____ Date: _____

1. Notify logistics of the date of closure. _____
2. Conduct preliminary walk-through of the site and identify any discrepancies or damage to the location. _____
3. Send DRC Coordinator written documentation of any discrepancies identified during walk-through. _____
4. Coordinate with FEMA/State/County PIO to prepare a press release announcing the date and time the DRC will be closing. (A minimum of 7 days notice should be given) _____
5. Notify each state, local and volunteer agency at the center of the closing date and to remove all of their property, equipment and supplies by close of business on the closing date. _____
6. Notify security in order to ensure all property being removed from the location is with authorized personnel. _____
7. Contact the County EM Director or designee, property owner/manager, State logistics chief and FEMA logistics to coordinate a time to conduct the final walk-through inspection. _____
8. Notify logistics chief of date and time of final walk-through. _____
9. Prepare the closeout letter for signature from the property owner listing all discrepancies identified during the preliminary walk-through inspection. _____
10. Ensure the release of liability by the property owner/manager is signed. _____
11. Contact the General Counsels Office concerning any issues with the release of liability. _____
12. Send copy of release of liability to the General Counsels Office. _____

Florida Division of Emergency Management
State Emergency Response Team
Joint Field Office
DR-[federal number]
[Street address]
[County, state, zip code]

[Date]

VIA FACSIMILE TO [telephone number]

[Name]
[Name of county emergency management agency]
[Street address]
[City, state, zip code]

and

[Name of donated property]
[Street address]
[County, state, zip code]

Re: Closure of [name of county] County DRC #
Located at [name of donated property]

Dear [*]:

The State of Florida has scheduled [date] as the closing date for the [name of county] County Disaster Recovery Center, located at the [street address].

Please be prepared to meet with representatives from the State to conduct a final walk-through inspection of the donated property at ____ a.m./p.m. on [date]. All State property will be removed from the site no later than 6:00 p.m. on [date]. The State has conducted a preliminary inspection of the donated property for damages. The State will assume liability to repair (patch) [list repairs] which are determined at the walk-through to have been damaged as a result of the use of the facility as a Disaster Recovery Center.

At the completion of the final walk-through inspection, please be prepared to submit a list to the State representative of any damages beyond those identified above. We will also need a representative [name of property] to sign the below release. Please accept our thanks and appreciation for the service and cooperation we received from you and your county for providing the necessary attention to the issues affecting our fellow constituents.

Best regards,

Joseph Borrás
SERT DRC Coordinator

Release by Property Owner

_____, as the authorized representative for the [name of donated property] ("the "), hereby accepts the surrender from the State of Florida and [name of county] County of the above-referenced premises. Except as noted in the letter above or as listed below, the premises are accepted by [name of donated property] as being returned in the same condition as it was received by the State.

[Name of property] forever releases and discharges the State of Florida from any and all claims, demands, or causes of action arising out of its use of [name of property] property for Disaster Recovery Center or arising after its surrender of the premises to the Church.

[Name of property]

By: _____
Name: _____
Position of Authorized
Representative: _____

Date: _____

Disaster Recovery Center Managers Role

The State DRC Manager is the principal State representative in the DRC who maintains administrative control over all other State and local personnel assigned in the DRC. The Manager reports to, and is supervised by the State Disaster Recovery Center Coordinator. The Manager is responsible for the operation of the facility. This responsibility includes opening and closing the facility each day and ensuring the County carries out its responsibilities for maintenance. Security is normally a FEMA responsibility, however if the State Manager feels security is inadequate, he/she should communicate their concerns for increased security to the DRC Coordination Center. The initial layout of the facility, including signage, is jointly shared with the State and FEMA Manager and should work together to ensure that all personnel have sufficient space to carry out their functions. If Crisis Counseling intends to operate within the facility, they will require a separate room or a partitioned area away from the other operations for privacy reasons. The State Manager should also meet with the Crisis Counseling team leader to ensure they are distributing information about the DRC programs that are available to the victims.

1. DRC hours are normally 8:00 am to 6:00 pm seven days a week.
2. Managers will meet with staff each day at 7:30 am to review priorities, unusual events such as scheduled press or Legislative visits and discuss any other issues related to the operation of the facility.
3. The DRC manager shall establish a contingency plan for evacuation of the DRC and identify a rally point in the event of an unusual occurrence or inclement weather to maintain accountability of staff.
4. In the event of an unusual occurrence the DRC Coordinator shall be notified immediately who will then notify the County EM Director or their designee.
5. If the center becomes overloaded with clients, the manager shall institute an appointment schedule via the receptionist.
6. The DRC manager is required to submit a daily situation report to the DRC Coordinator in the Joint Field Office (JFO) by 3:00 pm each day.
7. Meet with staff to identify any issues, concerns or needs and prepare to discuss them on the daily DRC conference call at the appointed time.
8. Upon closure of the DRC, confer with the facility owner/manager to ensure that the area is clean and acceptable. Ensure that all equipment and resources are returned or released to the proper entities.
9. Each DRC Manager should be aware of all State Agency Programs within the DRC and should maintain a sign in sheet for all programs staff to include their contact information.

DRC Points of Contact

	<u>Name</u>	<u>Office</u>	<u>Cell</u>
State DRC Coordinator	Joe Borrás	850 487-3987	850-519-4787
Deputy DRC Coordinator	TBD		
DRC Coordination Center Duty Officer (Tallahassee until JFO opens)	Francis Morales	850 922-7054	850-778-7113
Recovery Desk	TBD	850 410-0693	N/A

Notes: All issues dealing with the Disaster Recovery Center should go through the Disaster Recovery Center Coordinator.

These contacts are subject to change throughout the duration of a disaster.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT
AND
NASSAU COUNTY

2007 DEC 15 AM 11:03
NASSAU COUNTY
EMERGENCY MANAGEMENT

This Agreement is entered into between NASSAU COUNTY ("County") and the FLORIDA DIVISION OF EMERGENCY MANAGEMENT ("Division") in order to set forth the obligations and responsibilities of the parties with respect to setting up a temporary Disaster Recovery Center ("DRC") within the County as soon as possible after the occurrence of a disaster. This Agreement shall be consistent with the State Comprehensive Emergency Management Plan (CEMP).

WHEREAS, the Parties are aware that the State of Florida is prone to natural disasters for which the Parties desire to provide timely assistance; and

WHEREAS, pursuant to Chapter 252, Florida Statutes, the Division is responsible for maintaining a comprehensive statewide program of emergency management that includes coordinating the efforts of local, state, and federal agencies to respond to emergencies; and

WHEREAS, following a natural or man-made disaster which affects the County, the Parties desire to establish Disaster Recovery Center(s) within the County; and

WHEREAS, the Parties desire to identify Disaster Recovery Centers in advance of a disaster for the benefit of the community immediately following an event; and

NOW THEREFORE, in consideration of the mutual promises and conditions herein contained, the parties agree that their respective responsibilities are as follows:

TERMS AND CONDITIONS

This Agreement is made for the use of sites designated by the County for use as a Disaster Recovery Centers (DRCs) during a declared state of emergency by the Governor or President of the United States, or other condition requiring the activation of the disaster recovery functions of the State Emergency Response Team (SERT). The Parties desire to reach an understanding that will result in providing sites owned by a political subdivision, not-for-profit, or private organization to operate DRCs for the benefit of disaster victims. Upon the declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team (SERT) shall be responsible for the mobilization and activation of temporary DRCs.

A CERTIFIED TRUE COPY
John A. Crawford, Ex-Officio Clerk
By: Brenda K. Siville, D.C.
EX-OFFICIO, Clerk of the Board of County Comm.
Nassau County, Florida

2007 OCT 15 AM 11:03
NASSAU COUNTY
EMERGENCY MANAGEMENT

I. County Responsibilities:

(a) By September 30, 2007, the County shall identify a minimum of two (2) mobile and fixed Disaster Recovery Center (DRC) sites within its jurisdictional borders. The sites shall be mobilized in accordance to the requirements set forth in **Attachments A, B, and C**. If the population of the county exceeds 100,000 residents, the County shall identify an additional DRC site for every 100,000 residents. The County will procure firm commitments for the use of "mobile" sites for at least fifteen (15) days, with an option to extend use for an additional thirty (30) days. For "fixed" sites, the County will procure firm commitments for use for at least sixty (60) days, with an option to extend the use of each for an additional thirty (30) days. The sites selected must be immediately available following the disaster. If a selected DRC site is not suitable for use, the County shall inform the Division/SERT DRC Coordinator and promptly locate a new site.

(b) The County shall appoint a person to coordinate the mobilization and activation of the DRC. The County DRC Coordinator will coordinate the use of the DRC with the Division/SERT DRC Coordinator identified in Section III (d) of this Agreement. The County DRC Coordinator and Division/SERT DRC Coordinator will collaborate to resolve questions regarding DRC operations. The Division/SERT DRC Coordinator will conduct a pre-inspection survey of the site before it is activated as a DRC. The Parties, however, may conduct the pre-inspection survey jointly.

(c) Whether the selected sites are owned by the County or City, a not-for-profit agency, or a private entity, a firm written commitment or lease must be executed between the County and the site owner for each of the sites. The County DRC Coordinator shall provide a copy of the lease agreement to the Division/SERT DRC Coordinator as identified in Section III (d) of this Agreement

(d) During a declared state of emergency, if the County determines it will need additional DRCs, the County must submit a request to the Division/SERT DRC Coordinator for additional DRCs (a City must submit a request through the County DRC Coordinator). The request shall be transmitted in writing through EM Constellation, Groove, email, or whatever software program in use at the time by the SERT. The SERT DRC Coordinator will make the determination as to whether the DRC should be soft-sided, mobile, or fixed.

(e) The County will use its best efforts to provide traffic control and security for each DRC during all hours of operation. If the County cannot provide security, it shall request through EM Constellation, Grove, email, or whatever software program in use at the time that on-site security is needed at the DRC twenty-four hours a day.

(f) The County DRC Coordinator must provide to the SERT DRC Coordinator the names and contact information for at last two (2) persons who will be available at the time that the DRCs are requested by the County. One person must be available at the

County emergency operations center and one person must be available for all DRC sites until they become operational. The names and addresses of the contacts shall be provided in Section III (d) of this Agreement.

II. Division's Responsibilities:

(a) Following a declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team will assume responsibility for coordinating the mobilization and activation of DRCs in the County. The SERT Chief will determine when it is suitable to commence the mobilization of the DRC. Personnel will be deployed to the DRC locations to assist the County with mobilization.

(b) In accordance with the requirement of Attachment A, B, and C, the SERT DRC Coordinator will deploy one or more persons to meet with the site owner, or designee and equipment contractors to coordinate and provide oversight of the erection of the DRC.

(c) At the State's expense and upon availability, the SERT will provide supplies and equipment for soft-sided DRC sites as identified in Attachment A.

(d) The SERT DRC Coordinator will notify the site owner and County DRC Coordinator of the closing schedule of the DRC. After the DRC has been closed, the site owner and County DRC Coordinator will conduct a post-disaster site survey to ensure that the DRC site is returned to the owner in the same condition as it was when it was opened, ordinary wear and tear excepted. The form to be used for this post-operation survey is attached as Attachment D.

III. General Conditions:

(a) No more than one (1) high volume, traffic-generating emergency relief facility, such as, a Disaster Recovery Center, Point of Distribution, Food Stamp Distribution Office, Cooling Station, may be set up on a single site, unless prior approval is given by the SERT Chief.

(b) The County, as a state agency or subdivision, as defined in Section 768.28, Florida Statutes, agrees to be fully responsible to the extent provided by Section 768.28 Florida Statutes for its negligent acts or omissions or tortuous acts which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by its acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by the County. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(c) The County agrees that all notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail,

return receipt requested, to the contract representatives identified below at the addresses set forth below and said notification attached to the original of this Agreement. Any changes in the names or contact information below shall be communicated to the Division in writing.

(d) The name and address for the Division contact for this Agreement is:

Mr. Joseph Borrás
Division/SERT DRC Coordinator
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-487-3987
Email: joseph.borras@em.myflorida.com

or,

Mr. Bart Frost
Division/SERT Human Services Manager
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-413-9891
Email: bart.frost@em.myflorida.com

The names and addresses for the County contacts are:

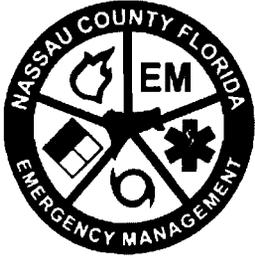
County DRC Coordinator:
Scott West, EM Coordinator
96135 Nassau Place, Suite 2
Yulee, FL 32097

DRC Site Coordinator:
Daniel Salmon, Superintendent
PO BOX 1010
Fernandina Beach, FL 32035

(e) On or before April 15 of each year, the County shall provide to the Division a list of the DRC sites to be used during a state of emergency. Should the DRC sites remain the same as for the previous year, the County shall so notify the Division in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the Division DRC Coordinator identified in Section III(d).

(f) Storm damage or other damages caused by the emergency is not the responsibility of the Division or State. Reimbursement for the reasonable actual out-of-pocket costs and expenses for the operational expense(s) of the DRC may be subject to

C508-65



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

OFFICE OF EMERGENCY MANAGEMENT



96135 Nassau Place, Suite 2
Yulee, Florida 32097

904-548-4980 • 1-800-958-3494
Fax: 904-491-3628

Website: www.nassaufl-em.com

Email: ncem@nassaucountyfl.com

MEMO

TO: David Hallman, County Attorney

Cc: Daniel Salmon, Building Maintenance Director

FROM: Nancy Freeman, Emergency Management Director *N. Freeman*

DATE: 9/18/08

SUBJECT: MOU – Disaster Recovery Center

Attached is the original MOU signed by Daniel Salmon on 9/13/08 for the activation of Nassau County's Disaster Recovery Center (DRC). This document was required by FEMA in order to set up the DRC by Monday, September 15, 2008.

The initial MOU between Nassau County and the Florida Division of Emergency Management for Disaster Recovery Centers, a copy of which is attached, was fully executed on October 4, 2007.

RECEIVED
2008 SEP 18 PM 4:45
COUNTY ATTORNEY

Federal reimbursement guidelines and policies or appropriation by the State Legislature. Property damaged, lost or stolen due to the negligence of the Division's agents and/or SERT personnel will be compensated based on depreciated actual cash value of the property. Reimbursement for any extraordinary or capital expenses is subject to Federal reimbursement guidelines and policies or appropriation by the State Legislature.

(g) This Agreement is effective upon its execution by the parties and may be modified only in writing with execution by both parties. This Agreement shall automatically renew for an additional year upon the annual anniversary date of this Agreement, unless one of the parties gives notice to the other at least ninety (90) days prior to the anniversary date that it does NOT want to renew this Agreement.

(h) This Agreement contains all the terms and conditions agreed upon by the parties.

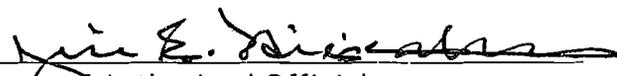
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

By: 
W. Craig Fugate, Director

10-4-07
Date

Nassau COUNTY

By: 
Signature of Authorized Official
Nassau County Board of County Commissioners
Chairman, Jim B. Higginbotham

Name and Title

September 24, 2007
Date


**ATTEST AS TO CHAIRMAN'S
SIGNATURE ONLY**

Attachment "A"

SITE REQUIREMENTS FOR SOFT-SIDED DISASTER RECOVERY CENTERS

Soft-sided tent Disaster Recovery Centers (DRCs) are developed and designed for mobilization and operation within 24-hours after a declared state of emergency by the Governor or presidentially declared emergency. They are designed to be the first State DRCs mobilized and activated in or near the disaster area based on information received by the joint FEMA, state, and county preliminary damage assessment(s) (PDAs). The Division/SERT DRC Coordinator and County Emergency Management Agency will provide initial staffing and equipment *until the FEMA Mobile DRC unit arrives and becomes operational*.

The ideal location for the soft-sided tent DRC should be a donated county or city site. An ideal example of a donated site could be a county or city parking facility, recreational field, school parking lot, parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The site dimensions require approximately four (4) acres to accommodate parking for 100 vehicles, two (2) 40' x 40' tents, and all supporting equipment. Paved locations are preferred as wheelchair accessibility is paramount. Each site must have a proper name, physical address, zip code, and latitude/longitude in decimal degrees to allow for accurate geocoding. The site should also be highly visible and easily identifiable. Lastly, all efforts should be made to locate the DRC near bus and/or mass transit terminals to afford greater accessibility to those in need.

Each site must be reserved for fifteen (15) days, with the option to extend for an additional thirty (30) days. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies, or other high traffic facilities.

Each DRC will be equipped with the following supporting equipment:

- 40 x 40 A/C tent.
- 40 x 40 tent (waiting area).
- Generator/Light Tower.
- 50 traffic cones.
- Cell Cow (if required).
- Satellite uplink system
- Porta Potties (including wash stations).
- 20 Barricades.
- 3 cubic yard Dumpster.
- Tables/chairs.
- Communication Trailer, limited to availability.
- Interior lighting.
- Flooring.
- Variable Message Board

This equipment will be provided by the State/SERT to the extent available at the time of the emergency.

Attachment "B"

SITE REQUIREMENTS FOR MOBILE DISASTER RECOVERY CENTERS

Mobile Disaster Recovery Centers (DRCs) will be provided by FEMA on an applicant population schedule based on tele-registration and availability of FEMA Mobile DRC units.

The site must have a designated 24/7 County DRC Coordinator who can verify the use of the site prior to the temporary DRC departing from the staging area to the DRC site. This person must be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must identify the owner of the property and have physical address, zip code, latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have on-site parking for at least 100 vehicles and space for porta-potties with wash station. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for fifteen (15) days with the option to extend for an additional thirty (30) days, if needed. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies and other high traffic facilities. They also should not be located under power lines

Mobile DRCs are limited in access. Disaster applicants do not enter the mobile units. All business is conducted outside the unit under an adjacent awning.

Ideal examples of donated DRC sites could be county or city parking lot facilities, such as libraries, recreational fields, fair grounds, community centers, schools or parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The use of parking sites next to covered areas (e.g., park gazebos, picnic shelter, roof overhangs at shopping malls or government buildings) are also excellent locations for DRCs.

In the event a gated community is provided for a mobile DRC site, access must be available from 7:00 a.m. to 7:00 p.m., seven days a week to all non-residents during hours of operations without exception.

Attachment "C"

SITE REQUIREMENTS FOR FIXED DISASTER RECOVERY CENTERS

Fixed Disaster Recovery Centers will be provided on an applicant population schedule based on tele-registration and availability of disaster recovery centers.

Only *donated* facilities such as community centers, civic centers or other public county or city *donated* buildings will be used as fixed sites. Each site should be an enclosed structure with approximately 5,000 square feet and have ground floor access and meet all safety, security and ADA requirements. An ideal example of a donated site could be a vacant county or city facility, church, or major retailer, such as, Wal-Mart, Kmart, Publix, Lowes, or Home Depot.

The site must have a designated 24/7 County DRC Coordinator who will be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must have an address to include proper name, physical address, zip code and latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have sufficient on-site parking for at least 100 vehicles. This site should be fully functional with regard to utilities, building security, public restroom facilities or have space for porta-potties with wash stations. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for sixty (60) days, 24 hours a day, seven days a week with the option to extend for an additional 30 days if needed, these sites must not be co-located with points of distributions (PODS), unaffiliated agencies or other high traffic facilities.

Attachment "D"

Florida Division of Emergency Management
State Emergency Response Team
Joint Field Office
DR-[federal number]
[Street address]
[County, state, zip code]

[Date]

VIA FACSIMILE TO [telephone number]

[Name]
[Name of county emergency management agency]
[Street address]
[City, state, zip code]

and

[Name of donated property]
[Street address]
[County, state, zip code]

Re: Closure of [name of county] County DRC #
Located at [name of donated property]

Dear [*]:

The State of Florida has scheduled [date] as the closing date for the [name of county] County Disaster Recovery Center, located at the [street address].

Please be prepared to meet with representatives from the State to conduct a final walk-through inspection of the donated property at ___ a.m./p.m. on [date]. All State property will be removed from the site no later than 6:00 p.m. on [date]. The State has conducted a preliminary inspection of the donated property for damages. The State will assume liability to repair (patch) [list repairs] which are determined at the walk-through to have been damaged as a result of the use of the facility as a Disaster Recovery Center.

At the completion of the final walk-through inspection, please be prepared to submit a list to the State representative of any damages beyond those identified above. We will also need a representative [name of property] to sign the below release. Please accept our thanks and appreciation for the service and cooperation we received from you and your county for providing the necessary attention to the issues affecting our fellow constituents.

Best regards,

Joseph Borrás
SERT DRC Coordinator

Release by Property Owner

_____, as the authorized representative for the [name of donated property] ("the "), hereby accepts the surrender from the State of Florida and [name of county] County of the above-referenced premises. Except as noted in the letter above or as listed below, the premises are accepted by [name of donated property] as being returned in the same condition as it was received by the State.

[Name of property] forever releases and discharges the State of Florida from any and all claims, demands, or causes of action arising out of its use of [name of property] property for Disaster Recovery Center or arising after its surrender of the premises to the Church.

[Name of property]

By: _____
Name: _____
Position of Authorized
Representative: _____

Date: _____

Sample Lease Agreement between County and property owner

This lease is made between _____ of _____, herein called Lessor, and _____ County, herein called Lessee. Lessee hereby offers to lease from Lessor the premises situated in the City of _____, County of _____, State of Florida, described as _____ (and hereinafter referred to as the demised premises) upon the following TERMS and CONDITIONS:

- 1. Term and Rent.** Lessor leases the demised premises to Lessee for a term of _____ days, commencing _____, 2007, and terminating on _____, 2007, unless extended at the option of the Lessee for _____ additional days as provided herein at the annual weekly rate of _____ Dollars (\$ _____) payable upon termination of the tenancy and surrender of the premises to the Lessor. All rental payments shall be made to Lessor at the address specified above.
- 2. Use.** Lessee shall use and occupy the demised premises for the purpose of a Disaster Recovery Center and associated uses and services. The demised premises shall be used for no other purpose without the prior written consent of Lessor, which consent may not be unreasonably withheld. Lessee shall not use the demised premises for storing, manufacturing or selling any explosives, flammables, or other inherently dangerous substances, chemicals, things, or devices.
- 3. Care and Maintenance of Premises.** Lessee acknowledges that the demised premises is in good order and repair, unless otherwise indicated herein. Lessee shall, at its own expense and at all times, maintain the demised premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the demised premises, and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting major maintenance and repair of the demised premises, not due to Lessee's misuse, waste, or neglect or that of its employees or visitors, which shall be the responsibility of Lessor. Particularly, any roof, exterior walls, structural foundations, or other structures leased, shall be maintained and repaired by Lessor. Lessee shall also maintain in good condition such portions of the demised premises as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor. Lessee shall be responsible for damage caused to the demised premises by Lessee's negligence and that of Lessee's employees and visitors.
- 4. Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements in, to, or about the demised premises. All alterations, additions or improvements made to the demised premises with the consent of Lessor, with the exception of removable fixtures shall become the property of Lessor.
- 5. Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force pertaining to the demised premises, occasioned by or affecting the use thereof by Lessee.
- 6. Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the demised premises without prior written consent of Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without the prior written consent shall be void and, at the option of Lessor, may terminate this lease.

7. **Utilities.** Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services. In the event that any utility or service provided to the demised premises is not separately metered, Lessor shall pay the amount due and separately invoice Lessee for Lessee's pro rata share of the charges. Lessee shall pay such amounts within fifteen (15) days of invoice. Lessee acknowledges that the demised premises is designed to provide standard electrical facilities and standard lighting.

8. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agent(s) to enter the demised premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

9. **Parking.** During the term of this lease, Lessee shall have the nonexclusive use in common with Lessor, and other tenants or lessees of the building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and foot ways, subject to rules and regulations for the use thereof as prescribed from time to time by Lessor. Lessor reserves the right to designate parking areas within the building or in a reasonable proximity thereto, for Lessee and Lessee's agents and employees.

10. **Indemnification of Lessor.** To the extent permitted by law, Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof.

11. **Liability.** Lessee agrees to be fully responsible to the extent provided by Section 768.28 Fla. Stat. for its negligent acts or omissions or tortious acts which result in claims or suits against the Lessor, and agrees to be liable for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by Lessee. Nothing herein shall be construed as consent by Lessee to be sued by third parties in any matter arising out of this Lease.

12. **Lessor's Remedies on Default.** If any default is made in the payment of rent, or any part thereof, at the times hereinbefore specified, or if any default is made in the performance of or compliance with any of the other terms or conditions hereof, this lease, at the option of Lessor and to the extent permitted by law, shall terminate and be forfeited, and Lessor may re-enter the demised premises and remove all persons there from to the extent permitted by law.

13. **Common Area Expenses.** In the event the demised premises is situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro rata share of maintenance, taxes, and insurance for the common area if said costs are not included in the rent charged by Lessor.

14. **Waiver.** No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

15. **Notices.** All notices pursuant to this Lease shall be in writing.

16. **Assigns, Successors.** This lease is binding upon and inures to the benefit of the successors and assigns of the parties.

17. **Option to Renew.** Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of _____ days commencing at the expiration of the initial lease term. All of the terms and conditions of the Lease shall apply during the renewal term. The option shall be exercised by written notice given to Lessor prior to the expiration of the initial lease term.

18. **Subordination.** This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

19. **Radon Gas Disclosure.** As required by law, Lessor makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon gas that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon gas and radon testing may be obtained from your county public health unit.

20. **Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

21. **Liability.** Lessor shall not be liable for any loss, expense or damage to any person or property, unless it is due to Lessor's negligence. Lessee is responsible for all acts or negligence of Lessee's employees, visitors or invitees.

22. **Paragraph Headings.** The paragraph headings are for convenience only.

23. **Choice of Law.** This lease shall be governed by the laws of the State of Florida, and all disputes shall be subject to the jurisdiction of the Courts of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this lease on the day, month and year first above written.

Signed in the presence of:

Witness: _____ Lessee: _____

Witness: _____ Lessor: _____

DRC COORDINATOR'S CHECK LIST

1. Identify donated Mobile Site locations. _____
2. Prepare copy of pre-identified site's for the Area Regional Coordinator or Florida National Guard. _____
3. Lock down legal address of the physical location for each site including zip code. _____
4. Determine if Memorandum of Understanding is signed by County. _____
5. Obtain a copy of the lease agreement between County and property owner/manager. (If required) _____
6. Identify county point of contact person for DRC issues. _____
7. Area Regional Coordinator or Florida national Guard conducts walk-through of site prior to logistics sending equipment on scene to determine suitability of site. _____
8. Notify logistics chief on the location and number of DRCs. _____
9. Notify county to provide 24-hr security for each DRC site until relieved by FEMA security if manpower is available. _____
10. Request county to identify any local programs that could provide assistance to local disaster applicants within the DRC. _____
11. Contact ECOs from participating state agencies to identify potential DRC Managers. _____
12. Prepare preliminary DRC Manager Staffing Roster _____
13. Contact ECOs from participating state agencies on staffing requirements for agency technical personnel _____
14. Brief Community Relations Coordinator _____
15. Brief Housing coordinator _____

Florida Division of Emergency Management

DISASTER RECOVERY CENTER SETUP STANDARD OPERATING GUIDE (SOG)

I. PURPOSE:

To outline the process involved in the set-up of Disaster Recovery Centers (DRC).

II. RESPONSIBILITIES:

The State DRC Coordinator is responsible for the set-up of the Disaster Recovery Centers (DRCs). Each DRC Manager will assist the coordinator in the set-up phase of the DRCs. The DRC Manager will ensure that all State and Local programs have adequate space and supplies to perform their function.

III. DEFINITIONS:

Disaster Recovery Center - A one-stop temporary facility with Federal, State, local and volunteer agencies established in the disaster area where victims can obtain assistance information and apply for assistance, answering applicant questions and resolving applicant issues in a person-to-person environment.

Disaster Recovery Center Coordinator - The principal state representative who is responsible for overseeing all DRC operations in the disaster area including opening, closing, staffing, phase down, and logistics. The Coordinator also monitors DRC activities and administrative issues.

Disaster Recovery Center Manager - the principal state representative in the DRC who maintains administrative control over all other state and local personnel assigned to work in the DRC.

IV. DUTIES:

1. Once the decision is made to set-up a DRC. The DRC Coordinator will contact the Area Regional Coordinator, SERT Liaison or Florida National Guard and notify them of the location of the DRC. Upon availability the Area Regional Coordinator, SERT Liaison or Florida National Guard will conduct a preliminary inspection of the site to make a determination if the site is suitable for a DRC. They should also prepare a design as to where the tents and supporting equipment should be located.

2. The Area Regional Coordinator, SERT Liaison or Florida National Guard along with the DRC Manager will conduct the initial walk-through inspection of the site and identify any safety concerns. In the event safety concerns have been identified during the initial walk-through the DRC Manager shall notify the Disaster Recovery Center Coordinator by phone and then follow up in writing as soon as possible.
3. The DRC Coordinator will contact the State Logistics to ensure all equipment is ordered and standing by for delivery once an approved site is identified.
4. The DRC Coordinator will contact the County Emergency Management Director or their designee, to notify them who the DRC manager for each site within their county is along with their contact information.
5. The DRC Coordinator will send each declared county an email package providing them with documentation of the entire DRC process.
6. The DRC Coordinator will encourage the Emergency Management Director or their designee to return the original signed copy of the memorandum of understanding to the division via certified mail along with a faxed copy to the DRC Coordination Center as soon as possible upon receipt.
7. The DRC Coordinator will notify the State Emergency Coordinating Officers from each state agency of the need for program staff for the DRC.
8. Prior to the arrival of program staff the DRC Manager will plan where each state and local program will be stationed within the DRC. (Keeping same like programs located together). Upon arrival of program staff the DRC Manager will notify each state and local agency where they should setup their staff and equipment. Should there be a discrepancy with where an agency is to setup then the manager will contact the disaster recovery center coordinator to resolve the issue.
9. The normal hours of operation for the DRC will be 8:00 am to 6:00 pm seven days a week unless changed by the DRC Coordination Center.
10. The DRC Coordinator will notify the Emergency Management Director or their designee of the start date, times and phone number for the daily DRC conference calls.

Disaster Recovery Center Setup Check Sheet

DRC # _____ County: _____ Date: _____

1. Contact Area Regional Coordinator or Florida National Guard to conduct a preliminary walk-through inspection of the site and identify any discrepancies, safety concerns or damage to the site. _____
2. Notify the State Logistics Chief to ensure all equipment is ordered and standing by for delivery for an approved site. _____
3. Coordinate with FEMA/State PIO to prepare a press release announcing the location, date and time the DRC will be opened. _____
4. Provide each declared county an email package providing them with documentation of the DRC process. _____
5. Determine if the declared county executed the memorandum of understanding with the Division/SERT. _____
6. Notify the County Emergency Management Director or their designee the contact information of the DRC manager assigned to the DRC in their county. _____
7. Contact the State Emergency Coordinating Officers from each State agency and request them to provide program staff to man each DRC site. _____
8. Prepare a preliminary DRC Manager Staffing Roster. _____
9. Brief Community Response and Housing Coordinator. _____

Florida Division of Emergency Management

DISASTER RECOVERY CENTER CLOSEOUT STANDARD OPERATING GUIDE (SOG)

I. PURPOSE:

To ensure each Disaster Recovery Center is closed out and the site is returned to the same condition as it was when received by the State.

IV. RESPONSIBILITIES:

The State DRC Coordinator is responsible for the entire closeout of the Disaster Recovery Center. Each DRC Manager shall assist the DRC Coordinator in the closeout phase of the DRC. The DRC Manager will ensure that all State property and equipment is inventoried and shall document who the equipment was returned to. They shall also ensure that all equipment leased by the State is returned to the proper vendor.

The State Disaster Recovery Center Manager is responsible to ensure that no equipment, property or trash is left at the site prior to the closeout inspection. If anything is left behind the state manager shall notify the DRC Coordinator immediately so they can make arrangement to have the equipment removed ASAP.

During the final closeout walk-through inspection the DRC Manager shall be available to answer any questions that may arise concerning the condition of the site.

V. DEFINITIONS:

Disaster Recovery Center - A one-stop temporary facility with Federal, State, local and volunteer agencies established in the disaster area where victims can obtain assistance, information and apply for assistance. Answering applicant questions and resolving applicant issues in a person-to-person environment is the purpose of the Disaster Recovery Center.

Disaster Recovery Center Coordinator - The principal state representative who is responsible for overseeing all Disaster Recovery Center operations within the disaster area to include opening, closing, staffing, phase down, and all logistical issues for the DRC's.

Disaster Recovery Center Manager - the principal state representative in the DRC who maintains administrative control over all other state and local personnel assigned to work in the DRC.

IV. DUTIES:

11. Once the decision is made to close a DRC. The manager will conduct an initial walk-through of the site location to identify any damage that was caused to this location. This information will be provided in writing to the Disaster Recovery Center Coordinator by the close of business on the day of the initial walk-through.
12. The DRC Manager will notify each State and Local agency staff member within the DRC of the planned closing date and ask them to ensure that all of their agency property, equipment and supplies are removed by the close of business on the final day of operation. In the event an agency is not available to remove their equipment, property or supplies then the DRC Manager should contact the DRC Coordinator who will make arrangements with that agency to have their equipment picked up.
13. The DRC Coordinator will contact the County Emergency Management Director or their designee, property owner/manager, State logistics chief and FEMA logistics to coordinate a time to conduct the final walk-through inspection of the site.
14. The DRC Coordinator will coordinate with State Logistics to ensure all state leased equipment is picked up prior to the final inspection or ensure that arrangements have been made to guarantee the equipment is removed by close of business on the day of the walk-through.
15. The Division of Emergency Managements (DEM) General Counsels Office will prepare a closeout letter for the county and the property owner/manager. This letter will identify the date and time of the closeout inspection, all damages previously identified in the initial walk-through by the State DRC Manager and a release of liability by the property owner/manager. The release must be signed upon the completion of the walk-through inspection.
16. If for any reason the property owner/manager refuses to sign the release of liability then the DRC Coordinator shall contact DEM General Counsels Office to resolve this matter. Under NO circumstances should the release of liability letter be modified from its original form by anyone other than the Division of Emergency Managements General Counsels Office.

Disaster Recovery Center
Closeout Check Sheet

DRC # _____ County: _____ Date: _____

1. Notify logistics of the date of closure. _____
2. Conduct preliminary walk-through of the site and identify any discrepancies or damage to the location. _____
3. Send DRC Coordinator written documentation of any discrepancies identified during walk-through. _____
4. Coordinate with FEMA/State/County PIO to prepare a press release announcing the date and time the DRC will be closing. (A minimum of 7 days notice should be given) _____
5. Notify each state, local and volunteer agency at the center of the closing date and to remove all of their property, equipment and supplies by close of business on the closing date. _____
6. Notify security in order to ensure all property being removed from the location is with authorized personnel. _____
7. Contact the County EM Director or designee, property owner/manager, State logistics chief and FEMA logistics to coordinate a time to conduct the final walk-through inspection. _____
8. Notify logistics chief of date and time of final walk-through. _____
9. Prepare the closeout letter for signature from the property owner listing all discrepancies identified during the preliminary walk-through inspection. _____
10. Ensure the release of liability by the property owner/manager is signed. _____
11. Contact the General Counsels Office concerning any issues with the release of liability. _____
12. Send copy of release of liability to the General Counsels Office. _____

Florida Division of Emergency Management
State Emergency Response Team
Joint Field Office
DR-[federal number]
[Street address]
[County, state, zip code]

[Date]

VIA FACSIMILE TO [telephone number]

[Name]
[Name of county emergency management agency]
[Street address]
[City, state, zip code]

and

[Name of donated property]
[Street address]
[County, state, zip code]

Re: Closure of [name of county] County DRC #
Located at [name of donated property]

Dear [*]:

The State of Florida has scheduled [date] as the closing date for the [name of county] County Disaster Recovery Center, located at the [street address].

Please be prepared to meet with representatives from the State to conduct a final walk-through inspection of the donated property at ___ a.m./p.m. on [date]. All State property will be removed from the site no later than 6:00 p.m. on [date]. The State has conducted a preliminary inspection of the donated property for damages. The State will assume liability to repair (patch) [list repairs] which are determined at the walk-through to have been damaged as a result of the use of the facility as a Disaster Recovery Center.

At the completion of the final walk-through inspection, please be prepared to submit a list to the State representative of any damages beyond those identified above. We will also need a representative [name of property] to sign the below release. Please accept our thanks and appreciation for the service and cooperation we received from you and your county for providing the necessary attention to the issues affecting our fellow constituents.

Best regards,

Joseph Borrás
SERT DRC Coordinator

Release by Property Owner

_____, as the authorized representative for the [name of donated property] ("the "), hereby accepts the surrender from the State of Florida and [name of county] County of the above-referenced premises. Except as noted in the letter above or as listed below, the premises are accepted by [name of donated property] as being returned in the same condition as it was received by the State.

[Name of property] forever releases and discharges the State of Florida from any and all claims, demands, or causes of action arising out of its use of [name of property] property for Disaster Recovery Center or arising after its surrender of the premises to the Church.

[Name of property]

By: _____
Name: _____
Position of Authorized
Representative: _____

Date: _____

Disaster Recovery Center Managers Role

The State DRC Manager is the principal State representative in the DRC who maintains administrative control over all other State and local personnel assigned in the DRC. The Manager reports to, and is supervised by the State Disaster Recovery Center Coordinator. The Manager is responsible for the operation of the facility. This responsibility includes opening and closing the facility each day and ensuring the County carries out its responsibilities for maintenance. Security is normally a FEMA responsibility, however if the State Manager feels security is inadequate, he/she should communicate their concerns for increased security to the DRC Coordination Center. The initial layout of the facility, including signage, is jointly shared with the State and FEMA Manager and should work together to ensure that all personnel have sufficient space to carry out their functions. If Crisis Counseling intends to operate within the facility, they will require a separate room or a partitioned area away from the other operations for privacy reasons. The State Manager should also meet with the Crisis Counseling team leader to ensure they are distributing information about the DRC programs that are available to the victims.

1. DRC hours are normally 8:00 am to 6:00 pm seven days a week.
2. Managers will meet with staff each day at 7:30 am to review priorities, unusual events such as scheduled press or Legislative visits and discuss any other issues related to the operation of the facility.
3. The DRC manager shall establish a contingency plan for evacuation of the DRC and identify a rally point in the event of an unusual occurrence or inclement weather to maintain accountability of staff.
4. In the event of an unusual occurrence the DRC Coordinator shall be notified immediately who will then notify the County EM Director or their designee.
5. If the center becomes overloaded with clients, the manager shall institute an appointment schedule via the receptionist.
6. The DRC manager is required to submit a daily situation report to the DRC Coordinator in the Joint Field Office (JFO) by 3:00 pm each day.
7. Meet with staff to identify any issues, concerns or needs and prepare to discuss them on the daily DRC conference call at the appointed time.
8. Upon closure of the DRC, confer with the facility owner/manager to ensure that the area is clean and acceptable. Ensure that all equipment and resources are returned or released to the proper entities.
9. Each DRC Manager should be aware of all State Agency Programs within the DRC and should maintain a sign in sheet for all programs staff to include their contact information.

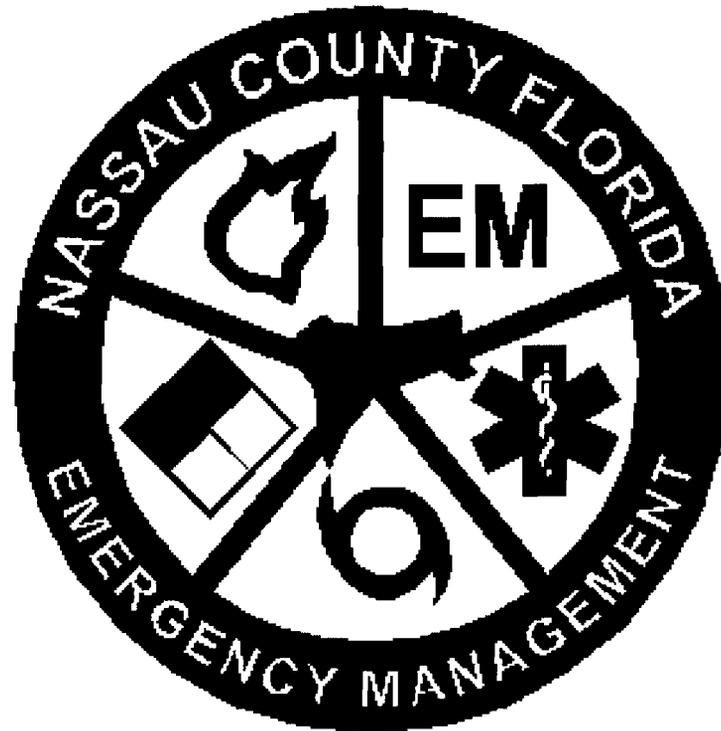
DRC Points of Contact

	<u>Name</u>	<u>Office</u>	<u>Cell</u>
State DRC Coordinator	Joe Borrás	850 487-3987	850-519-4787
Deputy DRC Coordinator	TBD		
DRC Coordination Center Duty Officer (Tallahassee until JFO opens)	Francis Morales	850 922-7054	850-778-7113
Recovery Desk	TBD	850 410-0693	N/A

Notes: All issues dealing with the Disaster Recovery Center should go through the Disaster Recovery Center Coordinator.

These contacts are subject to change throughout the duration of a disaster.

**NASSAU COUNTY STANDARD OPERATING
GUIDELINES
FOR
COUNTY STAGING AREAS (CSA)
POINTS OF DISTRIBUTION SITES (PODS)
AND
DISASTER RECOVERY CENTER SITES (DRC)**



**Nassau County Emergency
Management Department**

Last Update: August 2008

One of the main priorities after a disaster is to provide support to the general public, as well as emergency workers. The purpose of this plan is to outline guidelines and logistics to operate County Staging Area (CSAs), Points of Distribution (PODs) and Disaster Recovery Center (DRC) sites.

DEFINITIONS:

- **County Staging Areas -**

The CSAs are pre-identified locations where bulk quantities will be received from the State and/or FEMA and then distributed to specific locations in the county. The CSAs are established adjacent to major roadways where bulk emergency relief supplies such as food, water, ice, tarps, medicines and other needed recovery assets can be delivered. The state and federal agencies will push an initial allocation of resources to affected counties, but the trucks must be turned around as quickly as possible to immediately pick up additional loads. The goal is to provide turnaround within 4-hours. The state may be able to support counties in management of CSAs, if required, but counties must assume full staffing within 72-hours post event. Nassau County should provide personnel to staff the CSA.

CSAs must have the ability to establish safe one-way traffic through the compound and be reasonably secure. They are located in an area that can support county-wide relief operations. Possible sites for CSAs have been identified in Attachment 1.

- **Points of Distribution -**

PODs are continuous drive-thru sites established to serve the community by providing food, water, ice, tarps, etc. to impacted citizens and communities. They are critical to the success of providing immediate relief to affected citizens. PODs will be selected on the basis of the impact assessment, infrastructure availability and site availability. The Policy Group will direct the opening and closing of PODs. A list of pre-identified POD locations is provided in Attachment 2.

PODs need to be evaluated throughout the operation. As power is restored in a community, roads opened, stores reopening, and essential services restored, the quantity, location or size of PODs will need to be adjusted. Some sites will close, and others may be consolidated or right sized.

PODs operate only during daylight hours due to curfews and for security and safety issues. Once PODs are in full operation, deliveries to re-supply PODs may be made during the evening, and staged for morning distribution.

- **Mobile Distribution -**

In some cases, we must plan for mixed load distribution to isolated areas: nursing homes, adult living facilities, homebound and elderly, trailer and mobile home parks. Agencies such as the American Red Cross and Salvation Army may have the ability to conduct limited mobile distribution to these areas while conducting feeding operations. ESF 6 will have the lead in these areas.

- **Disaster Recovery Centers (DRC)**

In order to provide additional information on disaster assistance programs, DRCs may be set up in each of the declared counties. Representatives from federal, state and local governments as well as volunteer organizations staff the centers. These representatives provide technical information on the disaster programs and, in certain cases, assist in applying for programs not handled automatically through Tele-registration. DRCs may be soft-sided, mobile or fixed.

1. Soft-sided: This type of site is designed for mobilization and operation within 24 hours after the cessation of tropical storm force winds. Tents are used to provide a covered area for initiating state-activated DRCs in or near the disaster area. Initial staffing and equipment will be minimal until the FEMA Mobile DRC unit arrives and becomes operational.
2. Mobile: This type is a limited access site that provides a protected area to support DRC agency representatives. It can be established in a paved parking lot. Disaster applicants do not enter the mobile unit; all business is conducted outside the mobile unit under an adjacent fixed awning or in an adjacent tent.
3. Fixed: This type is an enclosed structure with approximately 5,000 square feet and be fully functional with regard to utilities, building security, and public restrooms. It must be highly visible, easily identifiable and easily accessed from multiple routes, such as auto, bus and/or mass transit lines. All business is conducted inside the structure. The facility may be operational for 30 to 60 days.

- **Logistics Staging Area (LSA)**

LSAs are established outside of the impacted areas for an extended period of time. Personnel resources and supplies are provided by state and federal agencies. The Northeast Florida Fair Grounds has been identified as a possible site. LSAs are established to serve multi-impacted counties.

- **Fueling Sites**

Fueling sites are established to support re-supply of responder vehicles and response and recovery equipment. Fuel tankers, diesel and gas, requested through the County Emergency Operations Center (EOC), will be directed to set up at the pre-identified locations (noted in Attachment 5) and will provide fuel as directed

by the Emergency Support Function (ESF) 3 Coordinate at the EOC. Sites must be easily identified and accessed from multiple roads, but should not be established in a highly visible area. Twenty-four hour security and porta-potties with wash stations will be provided while site are activated.

- **Base Camp**

Base Camps are managed sites to support large numbers of mutual aid personnel working in the disaster area. Base Camps are set up and managed by outside overhead teams. They may be activated for a period of 30 days or more. Potential Base Camp sites have been identified within the County.

STAFFING – CSAs and PODs:

Staffing standards have been developed for the CSAs and the county PODs, which are included in the resource lists (Attachments 3 & 4). The staffing of positions should be filled first by county employees and supplemented with volunteers. The employees filling these positions will be provided training by the CSA and POD managers prior to June 1 of every year.

- **POD Site Manager Responsibilities**

1. Obtain briefing from Human Services Branch Leader
2. Implement POD site plan
3. Provide briefing to all staff
4. Establish a communications link to EOC
5. Coordinate activities of all site personnel and assign work
6. Review staffing levels as needed
7. Maintain time records of staff
8. Coordinate the traffic plan with NCSO or law enforcement following the Type II and Type III site plans (Attachment 5)
9. Order food, water, ice and other commodities through EOC
10. Maintain record of relief supplies ordered, distributed and the delivery vehicles identification number
11. Implement demobilization plan for the site

The POD Site Manager should assign personnel as needed. POD staff positions include field workers, forklift operators, security, and traffic control law enforcement officers.

- **CSA Site Manager Responsibilities**

1. Obtain briefing from Human Services Branch Leader
2. Provide briefing to all site workers
3. Implement CSA site and traffic plans

4. Coordinate site activities and assign work
5. Review staffing levels as needed and adjust accordingly
6. Maintain contact with the EOC liaison at the EOC and provide daily status reports
7. Implement demobilization plan for the CSA

- **CSA Team Leader Responsibilities**

1. Provide briefing to assigned work teams
2. Supervise the work teams
3. Collect staff daily time records

- **CSA Liaison**

1. Obtain briefing from CSA Site Manager
2. Establish a communications link to the County EOC Liaison
3. Order resources through the County EOC
4. Establish a minimum level of supplies and an automatic reorder from the County EOC
5. Coordinate the distribution of resources to the PODs

- **EOC Liaison**

1. Obtain brief from Human Services Branch Leader and Site Manager
2. Maintain communications with the CSA
3. Receive resource orders from CSA Liaison
4. Order resources for the CSA through the SERT Liaison at the County EOC

- **Mission Tracker Operator**

1. Obtain briefing from CSA Site Manager
2. Track all resource requests and distributions and maintain these records on State Tracker

- **Documentation Clerk**

1. Copy bills of lading or manifest and file
2. Maintain time sheet records of staff
3. Maintain database for requests and distributions in hard copy files
4. Manage backlog order request and provide to CSA Site Manager for inclusion in the CSA daily report

COUNTY RESPONSIBILITIES AND STAFFING – DRCs:

A separate Memorandum of Understanding between the Florida Division of Emergency Management and Nassau County defines the overall scope of DRC operations. This agreement specifies that Nassau County will:

- Pre-identify a minimum of two mobile DRC sites, and three fixed sites. Sites must be immediately available following impact of the event. If, as a result of the event, a selected DRC site is not useable, then the County shall promptly locate a new site, and obtain firm written commitment for the use of the site in accordance with the agreement.
- If needed, the County, at its own expense, must provide on-site security for each DRC twenty-four (24) hours a day for the entire time it is in operation.
- If needed, the County, at its own expense, must provide traffic control for each DRC during all hours of operation.
- The County must be prepared to provide tables and chairs for state and local program staff at each mobile DRC site, with the exception of the 24 hour state soft-sided site.
- The County must provide porta-potties with wash stations and dumpsters at each mobile DRC site, with the exception of the 24-hour state soft-sided site.
- The County, on or before April 15 of each year, shall provide to the Division a list of the site for DRCs to be used by the County during the upcoming hurricane season, or written confirmation to the Division that the sites remain the same as for the previous year.

Staffing standards have been developed for DRCs, which are included in the resource lists (Attachment 6). The staffing of positions should be filled first by county employees and supplemented with volunteers. The employees filling these positions will be provided training by the DRC managers prior to June 1 of every year.

- **DRC Site Contact**
 - Serve as the point of contact at each DRC site.
 - Coordinate resource requests, logistical needs and potential issues between the DRC manager and the EOC.
- **Security Coordinator**
 - Coordinate security needs with the DRC Manager and assign staffing as required.
 - Monitor traffic volume, request adequate resources through ESF 16 (Law Enforcement) at the EOC, and assign staffing as required.

**ATTACHMENT 1
COUNTY STAGING AREAS**

Northeast Florida Fairgrounds

543350 US Hwy 1

Callahan, FL 32011

Contact: Judy Jarrett 904-879-1359

**ATTACHMENT 2
POINTS OF DISTRIBUTION**

STATIONARY POINTS OF DISTRIBUTION

Publix Shopping Center-Amelia Island –Site 1

1421 Sadler Road
Fernandina Beach, FL 32034
Lat 30.639724 Long -81.453254

Winn Dixie Shopping Center-Yulee – Site 2

22 Lofton Square Blvd
Yulee, FL 32097
Lat 30.624648 Long -81.545932

Winn Dixie Shopping Center-Callahan Site 3

306 1st Ave
Callahan, FL 32011
Lat 30.567640 Long -81.826157

Winn Dixie/Wendy's Shopping Center-Hilliard – Site 4

1780 King Road
Hilliard, FL 32046
Lat 30.569305 Long -81.835078

ROVING POINTS OF DISTRIBUTION

Nassau County Volunteer Fire Stations

**ATTACHMENT 3
POINTS OF DISTRIBUTION
RESOURCE REQUIREMENT LIST**

ITEM/DESCRIPTION	POD TYPE II	POD TYPE III	L/O/P	COST
PERSONNEL				
Manager	1	1		
Team Leader	0	0		
Fork-Lift Operator	2	2		
Field Workers	20	20		
Security	2	2		
Traffic Control	4	4		
EQUIPMENT				
Variable Message Boards	2	2	FDOT	
Golf Carts	3	2	L	
Tents, 10'x 20' enclosed	2	2	L	
Tables, Folding, 6'	6	4	L	
Chairs	30	24	L	
Portable HVAC for Tents	2	2	L	
SANPAC, Port-O Lets/ Hand Wash + Daily Service	4/2	4/2	L	
Forklifts - 2 ton	2	1	L	
Pallet Jacks, Manual	2	2	L	
Dumpster + Service	2	1	L	
Barricades	50	30	L	
Portable Light Systems, Generator Powered	4	2	L	
Radios + Charges	6	4	O	
Cell phones + Chargers	4	2	O	
Drag chains, 20' min, 8 ton capacity	6	4	P	
Trash can + liners	8 + 150	6 + 150	P	
Traffic Cones	100	75	P	
Shrink Wrap, Roll	8	6	P	
Packing Tape, Roll	8	6	P	
First Aid Kits	2	1	P	
Gloves, Leather Work, dozen	4	3	P	
Fuel, Forklifts	As needed	As needed	P	
Mosquito Repellent	2 cases	2 cases	P	
Sun Screen	2 cases	2 cases	P	

* L/O/P - Leases, Owned by County or Purchased and Stored

**ATTACHMENT 4
COUNTY STAGING AREA
RESOURCE REQUIREMENT LIST**

ITEM/DESCRIPTION	A/B SHIFT	L/O/P	EST. COST
PERSONNEL			
Manager	1/1		
Team Leader	2/1		
Field Workers	25/15		
Mission Tracker Operator	1/1		
CSA Liaison	1/1		
EOC Liaison	1/1		
Forklift Operator	3/3		
Law Enforcement (Security)	4/4		
Law Enforcement (Traffic)	6/0		
EQUIPMENT			
Message Boards	2	FDOT	
Golf Carts	3	L	
Construction Trailer, Office, w/A/C + Furniture	1	L	
Forklifts w/Rubber Tires - 4 ton	4	L	
Pallet Jacks, Manual	6	L	
Tents - 20' x 20'	2	1	
Tables, Folding, 6'	8	L	
Chairs, Folding	30	L	
Forklift - Extended Reach	1	L	
Port-O-Lets + Daily Service	10	L	
Copy Machine + 3 cartridges	1	L	
Printer/Fax + cartridges	1	L	
Dumpster + service	3	L	
Barricades	50	L	
Flatbed Truck 4 ton	2	L	
15 kw Generator	1	L	
Portable Lights - w/Generator	1	L	
Portable Sink & Hand Cleaner	3	L	
Wireless Laptop w/State Tracker	1	O	
Cell Phones + Chargers	4	O	
Portable Radios + Chargers	6	O	
County Maps	200	O	
Drag-Chains, 20' min, 8 ton cap	6	P	
CB Radio	1	P	
Trash Cans + Liners	10	P	

Traffic Cones	100	P	
Fuel For Forklifts	500 gal	P	
Fuel For Generator	50 gal	P	
Oil For Generator	12 qts.	P	
Gloves, Leather	10 doz	P	
First Aid Kits	2	P	
Sunscreen, 8 oz	100	P	
Mosquito Repellant, 4 oz	6 cases	P	
Shrink Wrap and Tape	20 rolls	P	
Food and Drink for Workers	-----	P	
Basic Office Supplies	-----	P	
Ice Chest - 20 gal capacity	3	P	
Coffee Maker - 30 cup	2	P	
Microwave Oven	1	P	
Filing Cabinet - 4 drawer	1	P	

**ATTACHMENT 5
NASSAU COUNTY FUELING SITES**

Bailey Yard (Nassau Co. R & B)

3161 Bailey Rd.

Fernandina Beach, FL 32034

Closest Major Road: Amelia Island Parkway, on the Island

Lat: 30.3712 Long: -81.2801

Old Rail Road Track bed - across the street from Ace Hardware Store

617299 Brandies Ave. (Ace Hardware address)

Callahan, FL 32011

Closest Major Road: one block north of US 1 and US 301 intersection in Callahan

[Coordinates not available]

Nassau County Judicial Complex - parking lot across the road from front of Jail

76347 Veteran's Way (Judicial Annex address)

Yulee, FL 32097

Closest Major Road: Approximately one mile east of I-95, off William Burgess Road

Lat: 30.3665 Long: -81.3792

Yulee Elementary School - track behind school off Felmor Road

86063 Felmor Rd.

Yulee, FL 32097

Closest Major Road: Approximately 4 miles east of I-95 at intersection of SR 200/A1A and Felmor Rd.

Lat: 30.3753 Long: -81.3509

**ATTACHMENT 6
NASSAU COUNTY DISASTER RECOVERY CENTER SITES**

Mobile

Target

463737 State Road 200
Yulee, FL 32097
Closest Major Road: State Road 200 (A1A)
Lat: 30.6317 Long: -81.5996

Lowe's

474283 East State Road 200
Fernandina Beach, FL 32034
Closest Major Road: State Road 200 (A1A)
Lat: 30.6317 Long: -81.5996

Fixed

Callahan Community Center

45401 Mickler Street
Callahan, FL 32011
Closest Major Road: U.S. 1
Lat: _____ Long: _____

Bryceville Community Center

7280 Motes Road
Bryceville, FL 32011
Closest Major Road: State Road 301
Lat: 30.38444 Long: -81.93889
(GIS coordinates are to nearby intersection of SR301 and Motes Road)

Peck Center

510 South 10th Street
Fernandina Beach, FL 32034
Closest Major Road: State Road 200 (A1A)
Lat: 30.663982 Long: -81.458399

MEMORANDUM OF UNDERSTANDING

Between
THE STATE OF FLORIDA
On Behalf of
Federal Emergency Management Agency
And
NASSAU COUNTY

I. **Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish an agreement between FEMA and the NASSAU COUNTY for use of office space at 45401 NICKLER ST at no cost to FEMA or State Agencies.

II. **Duration:** This agreement will commence on 9/13/08, and shall remain in effect for a period of 30 days, or until the agreement is terminated at an earlier date by FEMA.

III. **Scope:** Use of CRILATHAN COUNTY BEAR (approximately 2000 square feet).

IV. General Provisions:

- a. FEMA is responsible for and agrees to repair and/or restore the premises to substantially the same condition at the time of initial occupancy with reasonable wear and tear accepted.
- b. FEMA is granted full access to the areas of operation on a 24/7 basis.
- c. The NASSAU COUNTY is responsible for providing daily janitorial services and all supplies related to those services (including, but not limited to all paper and soap products in the rest rooms, and all wastebasket liners in the office areas.)
- d. The NASSAU COUNTY is responsible for supplying FEMA with two (2) copies of all pertinent keys to designated FEMA space/areas and exterior doors.
- e. The NASSAU COUNTY is responsible for paying the cost of all utilities and ensuring that all fixtures and electrical outlets are in good working order.
- f. FEMA is responsible for paying the cost to install and maintain telecommunication lines used for FEMA operations.
- g. FEMA, State and SBA personnel will use only FEMA-owned equipment in the normal course of their business (e.g. computers, facsimiles, printers, copiers and telephones).

V. Agency Approvals:

Signed: [Signature] Date: 9/13/08 Signed: [Signature] Date: 9-13-08
(FEMA Representative) (Donated Space Representative)

Signed: _____ Date: _____ (State Representative)

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT
AND
NASSAU COUNTY

2007 DEC 15 5:31 PM
NASSAU COUNTY
EMERGENCY MANAGEMENT

This Agreement is entered into between NASSAU COUNTY ("County") and the FLORIDA DIVISION OF EMERGENCY MANAGAMENT ("Division") in order set forth the obligations and responsibilities of the parties with respect to setting up a temporary Disaster Recovery Center ("DRC") within the County as soon as possible after the occurrence of a disaster. This Agreement shall be consistent with the State Comprehensive Emergency Management Plan (CEMP).

WHEREAS, the Parties are aware that the State of Florida is prone to natural disasters for which the Parties desire to provide timely assistance; and

WHEREAS, pursuant to Chapter 252, Florida Statutes, the Division is responsible for maintaining a comprehensive statewide program of emergency management that includes coordinating the efforts of local, state, and federal agencies to respond to emergencies; and

WHEREAS, following a natural or man-made disaster which affects the County, the Parties desire to establish Disaster Recovery Center(s) within the County; and

WHEREAS, the Parties desire to identify Disaster Recovery Centers in advance of a disaster for the benefit of the community immediately following an event; and

NOW THEREFORE, in consideration of the mutual promises and conditions herein contained, the parties agree that their respective responsibilities are as follows:

TERMS AND CONDITIONS

This Agreement is made for the use of sites designated by the County for use as a Disaster Recovery Centers (DRCs) during a declared state of emergency by the Governor or President of the United States, or other condition requiring the activation of the disaster recovery functions of the State Emergency Response Team (SERT). The Parties desire to reach an understanding that will result in providing sites owned by a political subdivision, not-for-profit, or private organization to operate DRCs for the benefit of disaster victims. Upon the declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team (SERT) shall be responsible for the mobilization and activation of temporary DRCs.

A CERTIFIED TRUE COPY
John A. Crawford, Ex-Officio Clerk
By: Brenda K. Dixie, D.C.
EX-OFFICIO, Clerk of the Board of County Comm.
Nassau County, Florida

2007 OCT 15 4:11:03
NASSAU COUNTY
EMERGENCY MANAGEMENT

I. County Responsibilities:

(a) By September 30, 2007, the County shall identify a minimum of two (2) mobile and fixed Disaster Recovery Center (DRC) sites within its jurisdictional borders. The sites shall be mobilized in accordance to the requirements set forth in **Attachments A, B, and C**. If the population of the county exceeds 100,000 residents, the County shall identify an additional DRC site for every 100,000 residents. The County will procure firm commitments for the use of "mobile" sites for at least fifteen (15) days, with an option to extend use for an additional thirty (30) days. For "fixed" sites, the County will procure firm commitments for use for at least sixty (60) days, with an option to extend the use of each for an additional thirty (30) days. The sites selected must be immediately available following the disaster. If a selected DRC site is not suitable for use, the County shall inform the Division/SERT DRC Coordinator and promptly locate a new site.

(b) The County shall appoint a person to coordinate the mobilization and activation of the DRC. The County DRC Coordinator will coordinate the use of the DRC with the Division/SERT DRC Coordinator identified in Section III (d) of this Agreement. The County DRC Coordinator and Division/SERT DRC Coordinator will collaborate to resolve questions regarding DRC operations. The Division/SERT DRC Coordinator will conduct a pre-inspection survey of the site before it is activated as a DRC. The Parties, however, may conduct the pre-inspection survey jointly.

(c) Whether the selected sites are owned by the County or City, a not-for-profit agency, or a private entity, a firm written commitment or lease must be executed between the County and the site owner for each of the sites. The County DRC Coordinator shall provide a copy of the lease agreement to the Division/SERT DRC Coordinator as identified in Section III (d) of this Agreement

(d) During a declared state of emergency, if the County determines it will need additional DRCs, the County must submit a request to the Division/SERT DRC Coordinator for additional DRCs (a City must submit a request through the County DRC Coordinator). The request shall be transmitted in writing through EM Constellation, Groove, email, or whatever software program in use at the time by the SERT. The SERT DRC Coordinator will make the determination as to whether the DRC should be soft-sided, mobile, or fixed.

(e) The County will use its best efforts to provide traffic control and security for each DRC during all hours of operation. If the County cannot provide security, it shall request through EM Constellation, Grove, email, or whatever software program in use at the time that on-site security is needed at the DRC twenty-four hours a day.

(f) The County DRC Coordinator must provide to the SERT DRC Coordinator the names and contact information for at least two (2) persons who will be available at the time that the DRCs are requested by the County. One person must be available at the

County emergency operations center and one person must be available for all DRC sites until they become operational. The names and addresses of the contacts shall be provided in Section III (d) of this Agreement.

II. Division's Responsibilities:

(a) Following a declaration of a state of emergency by the Governor or President of the United States, the State Emergency Response Team will assume responsibility for coordinating the mobilization and activation of DRCs in the County. The SERT Chief will determine when it is suitable to commence the mobilization of the DRC. Personnel will be deployed to the DRC locations to assist the County with mobilization.

(b) In accordance with the requirement of Attachment A, B, and C, the SERT DRC Coordinator will deploy one or more persons to meet with the site owner, or designee and equipment contractors to coordinate and provide oversight of the erection of the DRC.

(c) At the State's expense and upon availability, the SERT will provide supplies and equipment for soft-sided DRC sites as identified in Attachment A.

(d) The SERT DRC Coordinator will notify the site owner and County DRC Coordinator of the closing schedule of the DRC. After the DRC has been closed, the site owner and County DRC Coordinator will conduct a post-disaster site survey to ensure that the DRC site is returned to the owner in the same condition as it was when it was opened, ordinary wear and tear excepted. The form to be used for this post-operation survey is attached as Attachment D.

III. General Conditions:

(a) No more than one (1) high volume, traffic-generating emergency relief facility, such as, a Disaster Recovery Center, Point of Distribution, Food Stamp Distribution Office, Cooling Station, may be set up on a single site, unless prior approval is given by the SERT Chief.

(b) The County, as a state agency or subdivision, as defined in Section 768.28, Florida Statutes, agrees to be fully responsible to the extent provided by Section 768.28 Florida Statutes for its negligent acts or omissions or tortuous acts which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by its acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by the County. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(c) The County agrees that all notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail,

return receipt requested, to the contract representatives identified below at the addresses set forth below and said notification attached to the original of this Agreement. Any changes in the names or contact information below shall be communicated to the Division in writing.

(d) The name and address for the Division contact for this Agreement is:

Mr. Joseph Borrás
Division/SERT DRC Coordinator
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-487-3987
Email: joseph.borras@em.myflorida.com

or,

Mr. Bart Frost
Division/SERT Human Services Manager
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Tele: 850-413-9891
Email: bart.frost@em.myflorida.com

The names and addresses for the County contacts are:

County DRC Coordinator:

Scott West, EM Coordinator
96135 Nassau Place, Suite 2
Yulee, FL 32097

DRC Site Coordinator:

Daniel Salmon, Superintendent
PO BOX 1010
Fernandina Beach, FL 32035

(e) On or before April 15 of each year, the County shall provide to the Division a list of the DRC sites to be used during a state of emergency. Should the DRC sites remain the same as for the previous year, the County shall so notify the Division in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the Division DRC Coordinator identified in Section III(d).

(f) Storm damage or other damages caused by the emergency is not the responsibility of the Division or State. Reimbursement for the reasonable actual out-of-pocket costs and expenses for the operational expense(s) of the DRC may be subject to



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

OFFICE OF EMERGENCY MANAGEMENT



96135 Nassau Place, Suite 2
Yulee, Florida 32097

904-548-4980 • 1-800-958-3494
Fax: 904-491-3628

Website: www.nassaufl-em.com

Email: ncem@nassaucountyfl.com

MEMO

TO: David Hallman, County Attorney

Cc: Daniel Salmon, Building Maintenance Director

FROM: Nancy Freeman, Emergency Management Director *N. Freeman*

DATE: 9/18/08

SUBJECT: MOU – Disaster Recovery Center

Attached is the original MOU signed by Daniel Salmon on 9/13/08 for the activation of Nassau County's Disaster Recovery Center (DRC). This document was required by FEMA in order to set up the DRC by Monday, September 15, 2008.

The initial MOU between Nassau County and the Florida Division of Emergency Management for Disaster Recovery Centers, a copy of which is attached, was fully executed on October 4, 2007.

RECEIVED
2008 SEP 18 PM 4:45
COUNTY ATTORNEY

Federal reimbursement guidelines and policies or appropriation by the State Legislature. Property damaged, lost or stolen due to the negligence of the Division's agents and/or SERT personnel will be compensated based on depreciated actual cash value of the property. Reimbursement for any extraordinary or capital expenses is subject to Federal reimbursement guidelines and policies or appropriation by the State Legislature.

(g) This Agreement is effective upon its execution by the parties and may be modified only in writing with execution by both parties. This Agreement shall automatically renew for an additional year upon the annual anniversary date of this Agreement, unless one of the parties gives notice to the other at least ninety (90) days prior to the anniversary date that it does NOT want to renew this Agreement.

(h) This Agreement contains all the terms and conditions agreed upon by the parties.

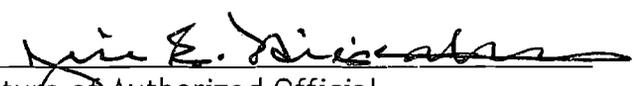
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

By: 
W. Craig Fugate, Director

10-4-07
Date

Nassau COUNTY

By: 
Signature of Authorized Official
Nassau County Board of County Commissioners
Chairman, Jim B. Higginbotham

Name and Title

September 24, 2007
Date


**ATTEST AS TO CHAIRMAN'S
SIGNATURE ONLY**

Attachment "A"

SITE REQUIREMENTS FOR SOFT-SIDED DISASTER RECOVERY CENTERS

Soft-sided tent Disaster Recovery Centers (DRCs) are developed and designed for mobilization and operation within 24-hours after a declared state of emergency by the Governor or presidentially declared emergency. They are designed to be the first State DRCs mobilized and activated in or near the disaster area based on information received by the joint FEMA, state, and county preliminary damage assessment(s) (PDAs). The Division/SERT DRC Coordinator and County Emergency Management Agency will provide initial staffing and equipment *until the FEMA Mobile DRC unit arrives and becomes operational*.

The ideal location for the soft-sided tent DRC should be a donated county or city site. An ideal example of a donated site could be a county or city parking facility, recreational field, school parking lot, parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The site dimensions require approximately four (4) acres to accommodate parking for 100 vehicles, two (2) 40' x 40' tents, and all supporting equipment. Paved locations are preferred as wheelchair accessibility is paramount. Each site must have a proper name, physical address, zip code, and latitude/longitude in decimal degrees to allow for accurate geocoding. The site should also be highly visible and easily identifiable. Lastly, all efforts should be made to locate the DRC near bus and/or mass transit terminals to afford greater accessibility to those in need.

Each site must be reserved for fifteen (15) days, with the option to extend for an additional thirty (30) days. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies, or other high traffic facilities.

Each DRC will be equipped with the following supporting equipment:

- 40 x 40 A/C tent.
- 40 x 40 tent (waiting area).
- Generator/Light Tower.
- 50 traffic cones.
- Cell Cow (if required).
- Satellite uplink system
- Porta Potties (including wash stations).
- 20 Barricades.
- 3 cubic yard Dumpster.
- Tables/chairs.
- Communication Trailer, limited to availability.
- Interior lighting.
- Flooring.
- Variable Message Board

This equipment will be provided by the State/SERT to the extent available at the time of the emergency.

Attachment "B"

SITE REQUIREMENTS FOR MOBILE DISASTER RECOVERY CENTERS

Mobile Disaster Recovery Centers (DRCs) will be provided by FEMA on an applicant population schedule based on tele-registration and availability of FEMA Mobile DRC units.

The site must have a designated 24/7 County DRC Coordinator who can verify the use of the site prior to the temporary DRC departing from the staging area to the DRC site. This person must be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must identify the owner of the property and have physical address, zip code, latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have on-site parking for at least 100 vehicles and space for porta-potties with wash station. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for fifteen (15) days with the option to extend for an additional thirty (30) days, if needed. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies and other high traffic facilities. They also should not be located under power lines

Mobile DRCs are limited in access. Disaster applicants do not enter the mobile units. All business is conducted outside the unit under an adjacent awning.

Ideal examples of donated DRC sites could be county or city parking lot facilities, such as libraries, recreational fields, fair grounds, community centers, schools or parking lot of a Civic Center, church, or major retailer, such as, Wal-Mart, Publix, Lowes, or Home Depot. The use of parking sites next to covered areas (e.g., park gazebos, picnic shelter, roof overhangs at shopping malls or government buildings) are also excellent locations for DRCs.

In the event a gated community is provided for a mobile DRC site, access must be available from 7:00 a.m. to 7:00 p.m., seven days a week to all non-residents during hours of operations without exception.

Attachment "C"

SITE REQUIREMENTS FOR FIXED DISASTER RECOVERY CENTERS

Fixed Disaster Recovery Centers will be provided on an applicant population schedule based on tele-registration and availability of disaster recovery centers.

Only *donated* facilities such as community centers, civic centers or other public county or city *donated* buildings will be used as fixed sites. Each site should be an enclosed structure with approximately 5,000 square feet and have ground floor access and meet all safety, security and ADA requirements. An ideal example of a donated site could be a vacant county or city facility, church, or major retailer, such as, Wal-Mart, Kmart, Publix, Lowes, or Home Depot.

The site must have a designated 24/7 County DRC Coordinator who will be available to meet with SERT DRC Coordinator, FEMA logistics, safety, security, and all inspectors to answer any questions that may arise with respect to the site.

Each site must have an address to include proper name, physical address, zip code and latitude/longitude in decimal degrees to allow for accurate geocoding. The site must have sufficient on-site parking for at least 100 vehicles. This site should be fully functional with regard to utilities, building security, public restroom facilities or have space for porta-potties with wash stations. It is recommended that the site be located in an area that is easily identifiable and accessible through means of automobile or mass transit.

Each site must be reserved for sixty (60) days, 24 hours a day, seven days a week with the option to extend for an additional 30 days if needed, these sites must not be co-located with points of distributions (PODS), unaffiliated agencies or other high traffic facilities.

Attachment "D"

Florida Division of Emergency Management
State Emergency Response Team
Joint Field Office
DR-[federal number]
[Street address]
[County, state, zip code]

[Date]

VIA FACSIMILE TO [telephone number]

[Name]
[Name of county emergency management agency]
[Street address]
[City, state, zip code]

and

[Name of donated property]
[Street address]
[County, state, zip code]

Re: Closure of [name of county] County DRC #
Located at [name of donated property]

Dear [*]:

The State of Florida has scheduled [date] as the closing date for the [name of county] County Disaster Recovery Center, located at the [street address].

Please be prepared to meet with representatives from the State to conduct a final walk-through inspection of the donated property at ___ a.m./p.m. on [date]. All State property will be removed from the site no later than 6:00 p.m. on [date]. The State has conducted a preliminary inspection of the donated property for damages. The State will assume liability to repair (patch) [list repairs] which are determined at the walk-through to have been damaged as a result of the use of the facility as a Disaster Recovery Center.

At the completion of the final walk-through inspection, please be prepared to submit a list to the State representative of any damages beyond those identified above. We will also need a representative [name of property] to sign the below release. Please accept our thanks and appreciation for the service and cooperation we received from you and your county for providing the necessary attention to the issues affecting our fellow constituents.

Best regards,

Joseph Borrás
SERT DRC Coordinator

Release by Property Owner

_____, as the authorized representative for the [name of donated property] ("the "), hereby accepts the surrender from the State of Florida and [name of county] County of the above-referenced premises. Except as noted in the letter above or as listed below, the premises are accepted by [name of donated property] as being returned in the same condition as it was received by the State.

[Name of property] forever releases and discharges the State of Florida from any and all claims, demands, or causes of action arising out of its use of [name of property] property for Disaster Recovery Center or arising after its surrender of the premises to the Church.

[Name of property]

By: _____
Name: _____
Position of Authorized
Representative: _____

Date: _____

Sample Lease Agreement between County and property owner

This lease is made between _____ of _____, herein called Lessor, and _____ County, herein called Lessee. Lessee hereby offers to lease from Lessor the premises situated in the City of _____, County of _____, State of Florida, described as _____ (and hereinafter referred to as the demised premises) upon the following TERMS and CONDITIONS:

- 1. Term and Rent.** Lessor leases the demised premises to Lessee for a term of _____ days, commencing _____, 2007, and terminating on _____, 2007, unless extended at the option of the Lessee for _____ additional days as provided herein at the annual weekly rate of _____ Dollars (\$ _____) payable upon termination of the tenancy and surrender of the premises to the Lessor. All rental payments shall be made to Lessor at the address specified above.
- 2. Use.** Lessee shall use and occupy the demised premises for the purpose of a Disaster Recovery Center and associated uses and services. The demised premises shall be used for no other purpose without the prior written consent of Lessor, which consent may not be unreasonably withheld. Lessee shall not use the demised premises for storing, manufacturing or selling any explosives, flammables, or other inherently dangerous substances, chemicals, things, or devices.
- 3. Care and Maintenance of Premises.** Lessee acknowledges that the demised premises is in good order and repair, unless otherwise indicated herein. Lessee shall, at its own expense and at all times, maintain the demised premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the demised premises, and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting major maintenance and repair of the demised premises, not due to Lessee's misuse, waste, or neglect or that of its employees or visitors, which shall be the responsibility of Lessor. Particularly, any roof, exterior walls, structural foundations, or other structures leased, shall be maintained and repaired by Lessor. Lessee shall also maintain in good condition such portions of the demised premises as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor. Lessee shall be responsible for damage caused to the demised premises by Lessee's negligence and that of Lessee's employees and visitors.
- 4. Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements in, to, or about the demised premises. All alterations, additions or improvements made to the demised premises with the consent of Lessor, with the exception of removable fixtures shall become the property of Lessor.
- 5. Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force pertaining to the demised premises, occasioned by or affecting the use thereof by Lessee.
- 6. Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the demised premises without prior written consent of Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without the prior written consent shall be void and, at the option of Lessor, may terminate this lease.

7. **Utilities.** Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services. In the event that any utility or service provided to the demised premises is not separately metered, Lessor shall pay the amount due and separately invoice Lessee for Lessee's pro rata share of the charges. Lessee shall pay such amounts within fifteen (15) days of invoice. Lessee acknowledges that the demised premises is designed to provide standard electrical facilities and standard lighting.

8. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agent(s) to enter the demised premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

9. **Parking.** During the term of this lease, Lessee shall have the nonexclusive use in common with Lessor, and other tenants or lessees of the building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and foot ways, subject to rules and regulations for the use thereof as prescribed from time to time by Lessor. Lessor reserves the right to designate parking areas within the building or in a reasonable proximity thereto, for Lessee and Lessee's agents and employees.

10. **Indemnification of Lessor.** To the extent permitted by law, Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof.

11. **Liability.** Lessee agrees to be fully responsible to the extent provided by Section 768.28 Fla. Stat. for its negligent acts or omissions or tortious acts which result in claims or suits against the Lessor, and agrees to be liable for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by Lessee. Nothing herein shall be construed as consent by Lessee to be sued by third parties in any matter arising out of this Lease.

12. **Lessor's Remedies on Default.** If any default is made in the payment of rent, or any part thereof, at the times hereinbefore specified, or if any default is made in the performance of or compliance with any of the other terms or conditions hereof, this lease, at the option of Lessor and to the extent permitted by law, shall terminate and be forfeited, and Lessor may re-enter the demised premises and remove all persons there from to the extent permitted by law.

13. **Common Area Expenses.** In the event the demised premises is situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro rata share of maintenance, taxes, and insurance for the common area if said costs are not included in the rent charged by Lessor.

14. **Waiver.** No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

15. **Notices.** All notices pursuant to this Lease shall be in writing.

16. **Assigns, Successors.** This lease is binding upon and inures to the benefit of the successors and assigns of the parties.

17. **Option to Renew.** Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of _____ days commencing at the expiration of the initial lease term. All of the terms and conditions of the Lease shall apply during the renewal term. The option shall be exercised by written notice given to Lessor prior to the expiration of the initial lease term.

18. **Subordination.** This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

19. **Radon Gas Disclosure.** As required by law, Lessor makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon gas that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon gas and radon testing may be obtained from your county public health unit.

20. **Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

21. **Liability.** Lessor shall not be liable for any loss, expense or damage to any person or property, unless it is due to Lessor's negligence. Lessee is responsible for all acts or negligence of Lessee's employees, visitors or invitees.

22. **Paragraph Headings.** The paragraph headings are for convenience only.

23. **Choice of Law.** This lease shall be governed by the laws of the State of Florida, and all disputes shall be subject to the jurisdiction of the Courts of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this lease on the day, month and year first above written.

Signed in the presence of:

Witness: _____ Lessee: _____

Witness: _____ Lessor: _____

DRC COORDINATOR'S CHECK LIST

1. Identify donated Mobile Site locations. _____
2. Prepare copy of pre-identified site's for the Area Regional Coordinator or Florida National Guard. _____
3. Lock down legal address of the physical location for each site including zip code. _____
4. Determine if Memorandum of Understanding is signed by County. _____
5. Obtain a copy of the lease agreement between County and property owner/manager. (If required) _____
6. Identify county point of contact person for DRC issues. _____
7. Area Regional Coordinator or Florida national Guard conducts walk-through of site prior to logistics sending equipment on scene to determine suitability of site. _____
8. Notify logistics chief on the location and number of DRCs. _____
9. Notify county to provide 24-hr security for each DRC site until relieved by FEMA security if manpower is available. _____
10. Request county to identify any local programs that could provide assistance to local disaster applicants within the DRC. _____
11. Contact ECOs from participating state agencies to identify potential DRC Managers. _____
12. Prepare preliminary DRC Manager Staffing Roster _____
13. Contact ECOs from participating state agencies on staffing requirements for agency technical personnel _____
14. Brief Community Relations Coordinator _____
15. Brief Housing coordinator _____

Florida Division of Emergency Management

DISASTER RECOVERY CENTER SETUP STANDARD OPERATING GUIDE (SOG)

I. PURPOSE:

To outline the process involved in the set-up of Disaster Recovery Centers (DRC).

II. RESPONSIBILITIES:

The State DRC Coordinator is responsible for the set-up of the Disaster Recovery Centers (DRCs). Each DRC Manager will assist the coordinator in the set-up phase of the DRCs. The DRC Manager will ensure that all State and Local programs have adequate space and supplies to perform their function.

III. DEFINITIONS:

Disaster Recovery Center - A one-stop temporary facility with Federal, State, local and volunteer agencies established in the disaster area where victims can obtain assistance information and apply for assistance, answering applicant questions and resolving applicant issues in a person-to-person environment.

Disaster Recovery Center Coordinator - The principal state representative who is responsible for overseeing all DRC operations in the disaster area including opening, closing, staffing, phase down, and logistics. The Coordinator also monitors DRC activities and administrative issues.

Disaster Recovery Center Manager - the principal state representative in the DRC who maintains administrative control over all other state and local personnel assigned to work in the DRC.

IV. DUTIES:

1. Once the decision is made to set-up a DRC. The DRC Coordinator will contact the Area Regional Coordinator, SERT Liaison or Florida National Guard and notify them of the location of the DRC. Upon availability the Area Regional Coordinator, SERT Liaison or Florida National Guard will conduct a preliminary inspection of the site to make a determination if the site is suitable for a DRC. They should also prepare a design as to where the tents and supporting equipment should be located.

2. The Area Regional Coordinator, SERT Liaison or Florida National Guard along with the DRC Manager will conduct the initial walk-through inspection of the site and identify any safety concerns. In the event safety concerns have been identified during the initial walk-through the DRC Manager shall notify the Disaster Recovery Center Coordinator by phone and then follow up in writing as soon as possible.
3. The DRC Coordinator will contact the State Logistics to ensure all equipment is ordered and standing by for delivery once an approved site is identified.
4. The DRC Coordinator will contact the County Emergency Management Director or their designee, to notify them who the DRC manager for each site within their county is along with their contact information.
5. The DRC Coordinator will send each declared county an email package providing them with documentation of the entire DRC process.
6. The DRC Coordinator will encourage the Emergency Management Director or their designee to return the original signed copy of the memorandum of understanding to the division via certified mail along with a faxed copy to the DRC Coordination Center as soon as possible upon receipt.
7. The DRC Coordinator will notify the State Emergency Coordinating Officers from each state agency of the need for program staff for the DRC.
8. Prior to the arrival of program staff the DRC Manager will plan where each state and local program will be stationed within the DRC. (Keeping same like programs located together). Upon arrival of program staff the DRC Manager will notify each state and local agency where they should setup their staff and equipment. Should there be a discrepancy with where an agency is to setup then the manager will contact the disaster recovery center coordinator to resolve the issue.
9. The normal hours of operation for the DRC will be 8:00 am to 6:00 pm seven days a week unless changed by the DRC Coordination Center.
10. The DRC Coordinator will notify the Emergency Management Director or their designee of the start date, times and phone number for the daily DRC conference calls.

**Disaster Recovery Center
Setup Check Sheet**

DRC # _____ County: _____ Date: _____

1. Contact Area Regional Coordinator or Florida National Guard to conduct a preliminary walk-through inspection of the site and identify any discrepancies, safety concerns or damage to the site. _____
2. Notify the State Logistics Chief to ensure all equipment is ordered and standing by for delivery for an approved site. _____
3. Coordinate with FEMA/State PIO to prepare a press release announcing the location, date and time the DRC will be opened. _____
4. Provide each declared county an email package providing them with documentation of the DRC process. _____
5. Determine if the declared county executed the memorandum of understanding with the Division/SERT. _____
6. Notify the County Emergency Management Director or their designee the contact information of the DRC manager assigned to the DRC in their county. _____
7. Contact the State Emergency Coordinating Officers from each State agency and request them to provide program staff to man each DRC site. _____
8. Prepare a preliminary DRC Manager Staffing Roster. _____
9. Brief Community Response and Housing Coordinator. _____