

2017 Disaster Preparedness Plan



**Florida Fish and Wildlife
Conservation Commission**
MyFWC.com

Disaster Preparedness Plan 2017
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Florida Fish and Wildlife Conservation Commission

Disaster Preparedness Plan

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1. Preparedness

Every FWC employee should have a hurricane or disaster safety plan and should be ready to implement it for themselves and their families. FWC leadership will remind staff to have their plans in place prior to the hurricane season and to review preparation suggestions at www.floridadisaster.org. Prior to hurricane season FWC leadership will remind employees to have and review their family hurricane plan. In the event of a hurricane or tropical storm, FWC leadership will remind staff to implement their family plan, then implement the FWC preparedness plan, and refer to Continuity of Operations Plan (COOP) as a guide in case of office relocation.

When a Storm Watch is issued, FWC staff will be given adequate time to begin securing FWC facilities and equipment while still having adequate time to implement their family disaster plan.

Natural Disasters

The purpose of these procedures is to prepare for and respond to a natural disaster or other impending emergency. The procedures provide an orderly guide for preparations at FWC facilities and for emergency response during or in anticipation of natural disasters. For the purpose of this plan, natural disasters will include hurricanes, tornadoes, floods and wildfires.

Early Preparations

- Each Division will keep an updated Evacuation Location List for all personnel. The list will include the employee's name, relocation address and relocation phone number(s), if known. If the employee has an assigned vehicle or vessel, the location (address) and spare key placement for that equipment will also be documented.
- Staff should take an inventory of all stocked items and prepare a checklist.
- Staff should purchase any special-needs items (e.g. prescriptions, tape, lumber, nails, protective plastic sheeting or other items).

At First Issuance of a Storm Watch

- At the first issue of a storm-watch for the area or notification of any other impending natural disaster, under direction of the Executive Director or designee(s), all supervisors will meet to review the Disaster Preparedness

Procedures, member duty and leave schedules, and any other issues that may impact storm preparations.

- Staff responsible should fully fuel all state vehicles and inspect vehicle safety equipment. Staff should safely secure vehicles and vessels, depending on the specific disaster.
- Vehicles that won't be used during the emergency response will be moved to a secure location. Spare vehicles and vessels should always be secured away from trees or any other possible falling objects.
- Those members having duty responsibilities throughout the disaster will make personal emergency preparations for their families and homes when it becomes likely that the disaster watch will turn to warning. They do this in preparation for possible long-term assignment (e.g. sworn personnel). Personnel will ensure that the information on the appropriate Evacuation Location List is accurate.

When the Watch Turns to Warning

- When an FWC facility is within the area designated as a warning for possible storm impact, supervisors and teams designated for specific preparations will mobilize.
- Disconnect instrumentation, computer equipment (not servers) and other costly vulnerable items in rooms or areas of the building with windows. Move the items to rooms or locations away from windows.
- Disconnect non-transportable instrumentation and equipment in rooms with windows and cover with heavy sheet plastic; seal the plastic with tape.

Evacuations

- Members who reside in evacuation areas will make every attempt to notify their supervisor when relocating to their designated relocation location.
- When the storm danger has passed, members in evacuation areas and/or those impacted by the storm will make every reasonable attempt to contact their supervisor to report their status, request assistance if needed, and for possible duty assignment.

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2. FWC Equipment Response

Each year prior to the hurricane season, Regional Leadership Teams should identify the locations of equipment that could be used for hurricane preparedness or recovery efforts. Examples include but are not limited to: bulldozers, front-end loaders, dump trucks, trailers, generators, chainsaws, extension cords, vinyl tarps, and gas cans. Equipment that is gas-powered should be test-operated at this time to ensure operational readiness.

Disaster Response Team (DRT) Leaders will coordinate with Regional Leadership to be aware of equipment available in the region. The DRT Coordinator will work with the Regional Leadership to develop a standardized list that will identify and list available equipment. The list will also make readiness checks and the identification of qualified operators easier for Regional Leadership and DRT Team Leaders.

Regional Leadership Teams and DRT Team Leaders should also develop a contingency plan to stage or pre-position equipment in a safe location if a Florida locality is in imminent danger of impact from a hurricane. If equipment is needed in another region, the Regional Directors will be responsible for coordinating transport to a distribution site and ensuring that the equipment and supplies are delivered to the sites that are determined to be the highest priorities.

Qualified People to Operate Equipment – Regional Leadership Teams should maintain a list of employees who can operate special equipment as appropriate.

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3. Closing and Reopening FWC Offices or Work Sites

These guidelines should be followed when there is time to plan for closure of an FWC office or work site:

When possible, the Regional Director should consult with the Executive Director's Office prior to the closure. Regional Directors are authorized to close and reopen any office or work site within a geographic area or county as appropriate, except that the Assistant Executive Director or Executive Director will determine office/facility closures in Tallahassee. In addition, Regional Directors should consult with the Regional Leadership Team representative whose employees are affected by the closure. The decision to close an office or work site within a geographic area or county because of a hurricane or other natural disaster should take into account the NOAA weather forecast; closure notices issued by other state agencies, county or city governments; and local evacuation notices. We will close any office or work site in an area subject to a mandatory evacuation notice.

When closing an office or work site, follow these steps:

Regions

- The Regional Director will immediately notify the Executive Director's Office about all office or work site closures or reopenings.
- The Regional Director will notify the designated office manager or supervisor of the decision to close or reopen an office or work site. The manager or supervisor, in turn, is responsible for ensuring that employees assigned to the affected office or work site receive notice of the closure or reopening. The Regional Director will immediately follow-up on this action with an email to the regional email group, with a cc to the [_Emergency](#) email group, announcing the office or work site closure or reopening.

- The office managers or supervisors will ensure that employees review and comply with the “[Employee Office Closure Checklist](#)” before leaving the office or work sites. The checklist and other tips are posted at [MyFWC.com/DisasterPlan](#).
- Office managers or supervisors will ensure non-essential employees do not continue working after the closure is in effect.
- Employees will be responsible for contacting the Office Manager, their supervisor, checking the website ([MyFWC.com/DisasterPlan](#)) or consulting other message centers specified in the closure notice for information regarding the office/work site closure. All FWC [closure and reopening notices](#) will be posted at [MyFWC.com/DisasterPlan](#), coordinated by the Community Relations Office Director (or designee).

Tallahassee

- The Executive Director’s Office will notify Division/Office Directors about all office or work site closure or reopening actions. In turn, Division and Office Directors are responsible for ensuring that employees assigned to the affected office receive notice of the closure/reopening. The Executive Director’s Office will immediately follow-up on this action with an email to the “Tallahassee” email group, with a cc to the _Emergency email group, announcing the office closure/reopening.
- The office managers or supervisors will ensure affected employees review and comply with the “[Employee Office Closure Checklist](#)” before leaving the office. The checklist and other tips are posted at [MyFWC.com/DisasterPlan](#).
- Office managers or supervisors will ensure non-essential employees do not continue working after the closure is in effect.
- Employees will be responsible for contacting the Office Manager, their supervisor, checking the website ([MyFWC.com/DisasterPlan](#)) or consulting other message centers specified in the closure notice for information regarding the office/work site closure. All FWC [closure and reopening notices](#) will be posted at [MyFWC.com/DisasterPlan](#).

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4. Closing and Reopening FWC-managed Areas

The following procedures apply for closing and reopening FWC-managed areas in response to natural disasters that have the potential to threaten public safety and/or public use on commission-managed properties. This includes wildlife management areas (WMA), wildlife and environmental areas (WEA), public small-game hunting areas (PSGA), fish management areas (FMA), public use areas and commissioned-managed shooting ranges.

General Guidance: Regional Leadership Teams (RLT) will be responsible for selecting areas for prospective closures due to natural disasters. **When assessing areas for potential closures, RLTs should balance public safety and the probable impacts to natural resources with the impacts to recreational uses.**

Closing FWC-managed Areas

- Prior to each hurricane season, RLTs will develop/maintain a region-specific document containing information that will be used to assist in the rapid assessment of areas subject to closure. This document should contain a list of areas that are subject to closure due to their inherent susceptibility to impacts or to other factors that would potentially necessitate a closure. This includes considerations such as their geographic location (e.g., near the coast), how prone they are to flooding or the type of access that is allowed to the area. This document should also contain information identifying areas that have unique factors that should be considered when rapidly assessing areas when a disaster is imminent. This would include things like areas that are managed in one region, but are located in another region, or areas that have complicated management authority (e.g., areas where FWC is co-lead).
- When a natural disaster is projected to impact any portion of a region, RLT members will be responsible for recommending closures to the Regional Director (RD). In general, FWC will proactively close areas where we are the lead managing agency, and provide recommendations regarding closures to our cooperators. Efforts should be made to have recommendations completed 48 hours prior to the estimated impact of the natural disaster. The RD will then coordinate drafting of an Executive Order (EO; [see attached templates](#)) to officially close the identified areas and route the EO for review. The RD is responsible for executing the EO and should request an EO number from the legal office to ensure duplicate numbers are not used across regions.
- The RD or designee will send, by close of business the day prior to the closing, the closing EO to the following people for distribution/posting:
 - Community Relations (CR) Office Director (or designee).
 - Will post to our website after it has been edited.
 - CR staff will work with WebUpdates prior to any anticipated impacts to determine the process for getting webpages updated outside of normal business hours.
 - Will post to appropriate social media channels.
 - Regional Commander.
 - Regional email group.
 - _Emergency email group.
 - Regional Public Information Coordinator (PIC).
 - Call center staff.
 - Hunting and Game Management (HGM) PIC.
 - HGM PIC to edit closure notice for consistency before providing it to CR designee for uploading to website.

- Will develop messaging for quota permit holders and provide to Office of Licensing and Permitting (OLP) for distribution to hunting quota permit holders via GovDelivery.
 - Will work with staff outside of OLP as appropriate to develop messaging for other permit holders (e.g., camping, special event authorizations) and provide to OLP for distribution to other permit holders via GovDelivery
 - Will distribute via email.
- The RD will name a designee who will be responsible for communicating with cooperating agencies to determine their plans for area closures throughout the event. The designee will then ensure a continually updated list of closures on cooperative areas is posted to our website by communicating this information to CR and HGM PIC.
- FWC will post closed areas with signs when possible.
- Special circumstances may require closure of areas not in line with the above standard. Examples are for fire, mandatory evacuations and flood. In addition, managed areas may be closed after a severe storm event because of post-event circumstances, e.g. safety hazards, downed trees, downed power lines, resource concerns, etc.
- Official closures will occur at 1 a.m. unless an immediate closure is necessary.

Reopening FWC-managed Areas

- The following RLT members will meet post-disaster to ensure coordination of assessment or recovery efforts: RD, Regional Office Manager (ROM), HSC, HGM, LE and PIC. Other RLT members will be encouraged to attend if possible.
- Opening will occur after the FWC-managed area is assessed. Assessments will include access and safety-related issues, flooding, road conditions, wildlife impacts and other items as appropriate. Please note that managed areas may be partially opened, opened without vehicle access, opened with specified road closures, etc. The timing of planned recreational activities such as quota hunts or special events should also be considered when choosing when to re-open an area.
- FWC's priority is to assess areas where we are the lead agency and encourage cooperating agencies to assess their areas and advise. As time allows, FWC personnel can assist cooperating agencies with their assessments.
- If an FWC-managed area is not affected, but closed because of evacuation orders, it will reopen as soon as FWC personnel are in place and the opening announced.
- Official openings should occur as soon as possible following the decision to reopen, unless there is sufficient reason to consider delaying opening.

- The RD or designee will send, by noon the day prior to the reopening, the opening notice to the following people for distribution/posting:
 - Community Relations Office Director (or designee).
 - Will post to our website after it has been edited.
 - Will post to appropriate social media channels.
 - Regional Commander.
 - Regional email group.
 - _Emergency email group.
 - Regional PIC.
 - Call center.
 - HGM PIC.
 - HGM PIC to edit closure notice for consistency before providing it to CR designee for uploading to website.
 - Will develop messaging for quota permit holders and provide to OLP for distribution to hunting quota permit holders via GovDelivery.
 - Will work with staff outside of OLP as appropriate to develop messaging for other permit holders (e.g., camping, special event authorizations) and provide to OLP for distribution to other permit holders via GovDelivery.
 - Will distribute via email.
- The closure notice will stay posted on our website until the area is reopened.

Refer to: [MyFWC.com/DisasterPlan](https://www.fwc.com/DisasterPlan).

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5. Coordination and Communication

Our objective is to ensure that the public and FWC staff receive accurate, up-to-date information regarding closings or openings of public-use areas and FWC offices. The following should be considered:

- Ensure that employees have a general understanding that if a local county government (not necessarily school district) closes its offices, FWC offices in that county will probably close. Employees should check with their office manager or supervisors to learn of the open/closed status of their office or check for postings at [MyFWC.com/DisasterPlan](https://www.fwc.com/DisasterPlan).
- In addition to notifying those above, any staff member authorized to close or re-open offices or facilities will inform the Human Resources Director and the Community Relations Director (or designee) via email or phone of such decisions. The Human Resources Director will maintain a consolidated list of which FWC offices are closed. The Community Relations Office Director (or

designee) will promptly post the latest information on MyFWC.com and will advise Web Updates (WebUpdates@MyFWC.com) as needed. Community Relations also will use appropriate social media channels (e.g., Twitter, Facebook) and GovDelivery to deliver news updates.

- The Public Information Coordinator in the affected region will issue a news release to announce such closings and re-openings. The Community Relations Office will post the latest information on MyFWC.com or will advise Web Updates as needed. Community Relations also will use appropriate social media channels (e.g., Twitter, Facebook) and GovDelivery to deliver news updates.
- The FWC maintains a website where all disaster-related closure information will be posted for employees and the public to view: MyFWC.com/DisasterPlan. This includes information on offices and FWC-managed areas, news releases, status lists for offices and managed areas, etc.
- Each day (post-storm) Regional Directors (and others as authorized) should report any status changes regarding offices and FWC-managed areas to the Community Relations Office Director (or designee). This person will delegate staff to update our website and social media channels accordingly, send messages via GovDelivery and communicate status changes (for offices only) to the Human Resources Director. This update should occur no later than noon each day. Exceptions are possible for offices that regain phone or electric service later in the day. All FWC-managed area re-openings should be effective at 1 a.m.
- Rumors – We need to dispel rumors as they arise. Notify Community Relations about the nature of the rumor and as much information about the source of the rumor as you can. You can send an email to any regional Public Information Coordinator or FWCNews@MyFWC.com, and put “Rumor Control” in the subject line. CR will provide rumor-control messages by email, social media and by posting rumor advisories at MyFWC.com/DisasterPlan.

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6. Public Relations

During major storm events, the FWC will provide timely, accurate and helpful information to the public that will contribute to their safety and minimize inconvenience associated with a hurricane or other disaster. We may issue advisory news releases before and after the storm, as appropriate.

Before the Storm

- Sign up for FWC social media channels and GovDelivery to stay up-to-date.
- FWC-managed areas to be closed.
- FWC office closures.
- Securing your vessels.
- Others as necessary.

After the Storm

- Closings and re-openings for FWC-managed areas and offices.
- Impacts to FWC-managed areas.
- Hunts cancelled or rescheduled.
- Impacts to fish and wildlife.
- Impacts to captive wildlife and inspection results.
- Boating hazards and impacts to navigation.
- Other advisories as necessary, including FWC contributions to recovery efforts.

Use MyFWC.com/DisasterPlan, social media channels (e.g., Twitter, Facebook) and GovDelivery to communicate the status of FWC-managed areas, facilities and offices.

The FWC will deploy a regional Public Information Coordinator or Tallahassee media-relations professional to the Emergency Operations Center when needed.

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7. Information Technology Procedures

Desktop Backup and Equipment Protection Procedures

FWC implements this policy when an FWC facility or home office is within a Watch/Warning area (an impending threat of a hurricane/tropical storm within a 48-hour period). When this happens, each employee should take steps to protect their computer equipment and data.

When a **Watch** has been issued, employees should follow the [“Best Practices for Data Backup”](#) document, available on the FWC SharePoint site at http://portal2.fwc.state.fl.us/sites/IT/desktop/Shared%20Documents/Backup/desktop_backup.aspx.

When a **Warning** is issued, FWC employees should take appropriate precautions to protect their computer equipment before leaving work at the end of the day or if the decision has been made to close the facility. All equipment should be unplugged. If flooding is possible, equipment should be placed on a countertop or relocated to a higher location. Employees should move computer equipment away from windows and to interior areas of the building. The normal location of any equipment that has been moved should be documented and the documentation taped to the equipment. Any equipment in vulnerable locations that cannot be moved should be unplugged and any circuits disconnected. If feasible, equipment should be covered with plastic or a garbage bag to protect it from falling water or debris.

If equipment in the office wiring closets is powered off, this should be documented so it can be returned to an operational state when power is restored. The documentation should be taped to the equipment.

If there is a disaster threat during a weekend or holiday, employees should take all the above precautions prior to leaving work if possible.

Regional Office File Servers and Network Infrastructure

Names and locations of regional file and print servers:

FWC-LLDC2
3900 Drane Field Road
Lakeland, FL 33811-1299

FWC-LCDC2
3977 E. U.S. Highway 90
Lake City, FL 32055-8795

FWC-OCDC2
1239 S.W. 10th Street
Ocala, FL 34471-0323

FWC-PCDC2
3911 Highway 2321
Panama City, FL 32409-1658

FWC-WBDC2
8535 Northlake Boulevard
West Palm Beach, FL 33412-3303

The OIT network section will coordinate with the regional IT coordinators the shutdown of network infrastructure located at all affected sites.

Internet and SharePoint Procedures

Storm-related information will be available at MyFWC.com/DisasterPlan. OIT and Community Relations will share responsibilities for maintaining this site as follows:

Community Relations is responsible for the area of MyFWC.com/DisasterPlan with information and news releases about open or closed status of FWC offices, facilities and managed areas; and other storm-related news for public/employee viewing.

OIT is responsible for all other areas of MyFWC.com/DisasterPlan. This includes a collection of decisions and documents pertinent to the storm, such as executive orders, contact information, checklists, daily reports, links to other pertinent websites and any other appropriate information. Anyone creating such documents should send them to WebUpdates@MyFWC.com.

OIT will coordinate with the regional IT coordinators final backups of affected regional office servers prior to the servers being shut down. OIT will coordinate with FWRI staff to ensure the backups for the St. Pete facility are complete if it is affected.

The State Data Center (SDC), managed by the Agency for State Technology (AST), is responsible for the backup of data and programs located at the SDC, including SharePoint.

Other Data-protection Precautions

OIT technical staff will test the satellite equipment purchased for deployment during a disaster.

OIT will coordinate the deployment of telecommunications equipment (wired/wireless), personal computers and other IT infrastructure required in the event of an outage.

All questions about IT services should be routed to the Help Desk (850-487-8438), who will channel them to the proper technical resources.

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8. Captive Wildlife Emergency Plan

I. General

A. Authority

1. Governor's Executive Order 80-29 and Chapter 252, Florida Statutes.
2. The Florida Constitution gives the FWC authority to exercise all executive powers relative to wildlife in the state. Florida Statutes 379.3311, 379.302, 379.28, 379.231, 379.3761, 379.304, 379.3762, 379.303.

B. Purpose

The purpose of the standard operating procedure is to provide a method for ensuring direct support, personnel and equipment for the mitigation of any direct effects to the public from emergency or intensive situations caused by captive wildlife.

II. Responsibilities

The FWC Division of Law Enforcement is responsible for providing the following:

1. Conduct law enforcement patrol activities with the County Sheriff, Florida Highway Patrol, Florida Department of Law Enforcement (FDLE) and other law enforcement agencies as may be required.
2. Conduct warnings and assist in the coordination of evacuation of zoo animals (including mammals, birds, and reptiles) kept in major exhibits/wildlife dealers/circus facilities as needed in emergency or intensive situations.
3. Provide communications support as needed with FWC emergency radio equipment.
4. After the emergency has passed, assess losses/escapes, based on FWC license information.

5. Coordinate recapture of potentially dangerous/hazardous captive wildlife with zoos, dealers and owners. Use specialized personnel and equipment to assist in recapture activities, requesting the assistance of other agencies as needed.

III. Concept of Operations

- A. In response to a request for assistance from proper authorities, the FWC Division of Law Enforcement will dispatch expediently such personnel and equipment as is reasonable and necessary to accomplish the tasks requested.

This will include:

1. Dispatch an FWC representative to the State Emergency Operations Center (EOC).
2. Ensure that FWC personnel are placed on standby or are dispatched with the appropriate equipment to the incident site as soon as possible.
3. Ensure the appropriate FWC representatives are sent to establish on-scene coordination with local law enforcement and EOC officials.
4. Direct FWC resources response consistent with FDLE and State EOC guidelines.

IV. Implementation

1. The Captive Wildlife Investigation Section in FWC Headquarters will be responsible for coordinating and implementing assessment activities and inspections during a disaster. It will be their responsibility to coordinate the response under the guidance of the FWC ESF 16 representative.
2. A team of Captive Wildlife Investigators led by an Investigation Team Leader will be dispatched to the affected area concurrent with major human search-and-rescue missions to ensure the area has been secured and the impacted areas are safe for mobilization. The Team Leader will be responsible for checking in with the FWC Incident Commander on scene before deployment into the affected area. Their role will be to assess damage to commercial and private wildlife facilities in the affected areas and to conduct on-site inspections. If the Captive Wildlife Investigators in the area are unable to participate, due to damage of personal property, he/she will assist if possible, prioritizing the facilities to be canvassed.
3. The team will determine the extent of loss of captive wildlife and facilitate any assistance needed by those facilities. The teams will report escape and inspection information daily to the Captive Wildlife Investigation Section in Headquarters and to the FWC Incident Commander at the Multi-Agency Coordination (MAC). That information will be relayed to the FWC Law Enforcement representative at the State EOC, who will provide the information to the Department of Agriculture and Consumer Services (DACCS) at ESF 17 and all EOCs in the affected areas.
4. The team will take action, in conjunction with the wildlife owners when practical, to recover escaped animals by tranquilizer or other appropriate methods.

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9. Employee Wellness Checks

This process will assess the health and welfare of Commission employees following the passage of a hurricane. These wellness checks will identify employee assistance needs such as emergency tree or debris removal, roof repairs, or securing property. The following wellness checks should be considered:

- The Regional Leadership Teams (RLT) will coordinate with office facility managers and supervisors in their respective work units to develop and maintain “phone tree” lists that assign supervisors or other designees to serve as contacts in their tree.
- Each region will maintain current phone trees that will be updated by June 1 each year. Every employee will be included (FTE and OPS). The Regional Operations Manager will send annual reminders prompting RLT members to submit updated phone tree lists by the deadline. Phone trees will be posted on the Regional SharePoint site.
- Employees who evacuate their homes should notify their supervisor and phone tree contact person prior to evacuation.
- In advance of office closures, office managers and RLT members will review phone tree reporting procedures with all employees (OPS and FTE) sharing current phone tree information and ensure all employees are covered (see example of notice on page 4). All employees should clearly understand that they should contact their respective phone tree contact within 24 hours following the storm.
- In the event employees are not able to reach their contact person, they should attempt to call in to report on their status in the following order: 1) their immediate supervisor, 2) RLT representative, 3) the 888-404-3922 Wildlife Alert hotline (dispatch center).
- Employees calling in should report on the following: (1) Are you and your family safe? (2) Is your home safe? (3) Do you have phone and electric service? (4) What assistance do you need?
- Office managers and phone tree contact persons, if available, will coordinate providing appropriate assistance to local employees. Where assistance needs are too large to meet, they will seek and coordinate additional help through their RLT representative and the Regional Director (RD). Employees displaced from their homes because of storm damage will be identified as soon as possible to the Regional Director who will assess the employee’s need for relief assistance.
- Investigators or other FWC/Division of Law Enforcement officers will physically check on employees who fail to report (call in) within 24 hours after the storm passes. The Regional Commander will appoint a designee to coordinate home visits and compile findings and report them to the Regional Director.
- The questions in the [Employee Wellness Check Form](#) serve as a guide to assess storm impacts on employees and filter responses where employees are hesitant or possibly too traumatized to respond objectively. If evidence suggests an employee needs significant assistance that cannot be readily provided, then the completed form should be forwarded to the Regional Director.

- Contact persons or supervisors will compile names of persons who have reported in and forward the compilation to their respective RLT member. Regional Commanders will ensure information is compiled from dispatch centers and forward it to the Regional Director. The Regional Director will compile lists with assistance from RLT and Regional Commander to ensure that the welfare of all employees has been checked. An **example** notice to employees regarding wellness checks appears below:

Wellness Checks – “We will use the attached phone tree list for checking on ALL employees after the storm passes. Our goal is to have everyone accounted for within 24 hours after the storm passes. Therefore, please locate your name on the attached phone tree list and remember that you are responsible for calling or otherwise contacting the contact person in your group as quickly as possible after the storm has passed (no more than 24 hours). Employees who are unable to reach their contact person should attempt to call: 1) your immediate supervisor, 2) your division or office Regional Leadership Team (RLT) representative, and as a last resort, 3) the Law Enforcement dispatch center at 888-404-3922. Following the storm we will want to know (1) your family’s condition, (2) the status of your home and any significant damage that may have occurred, (3) do you have phone and electric service, (4) do you need any assistance? It is VERY IMPORTANT for you to reach your contact person following the storm. If you do not report in within 24 hours after the storm, we will send an LE officer to your home to make sure you and your family are safe.”

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10. Requests for Non-Sworn Assistance

On occasion, the FWC may receive requests from other agencies for non-sworn-employee assistance. All such requests should be routed through Capt. Jack Martin (William.Martin@MyFWC.com or 850-251-7265), statewide DRT Coordinator for non-sworn assistance. Requests will be reviewed, and approvals will be requested.

The following are considerations that should be carefully evaluated prior to committing staff:

1. The requests should be on an EOC tracker form. It is important that the requestor be contacted for specifics of the request to ensure we provide employees who can perform the requested tasks.
2. Not all requests are reimbursable from the Federal Emergency Management Agency (FEMA). FEMA-reimbursable assistance is limited to:
 - Debris removal - clearing trees, woody debris, building components, sand, mud, silt, or other disaster-related materials for public roads and public access areas.
 - Emergency protective measures - efforts to eliminate or reduce an immediate threat to life, public health or safety, or to reduce hazards that threaten public or private property.
3. On an annual basis, the regional leadership teams should solicit volunteers who would be willing to fulfill EOC requests. Refer to the [DRT folder](#) of the Disaster

Preparedness SharePoint site. The volunteers will be advised on what to expect (duration, hours, accommodations, what to bring, etc). Our goal is to have standing teams with team leaders. It will be important that team leaders be identified who will be capable of coordinating with field supervision to ensure the deployment does not leave the fields inadequately staffed. Team members and leaders will be trained through independent online courses offered by FEMA.

4. The DRT Coordinator will monitor and periodically check on the FWC non-sworn staff assigned to EOC locations to assess their well-being. Some requests may come directly from other agency heads. These requests must go through the FWC Division of Law Enforcement and will be coordinated through the DRT Coordinator to determine if the request meets the criteria under Section #12 (Employee Pay and Leave Issues).
5. **Florida Emergency Information Line (FEIL)**

FEIL is a phone bank in Tallahassee that is activated when the volume of calls from the public to the EOC exceeds the ability of EOC staff to respond. The FWC maintains a standing team of Tallahassee employees who work the phone bank on a rotating basis with other state agencies. This effort is coordinated by the Office of Human Resources.

Considerations for Non-sworn FWC Disaster Response Personnel

The mission of non-sworn FWC personnel responding to a disaster is to support cooperating agencies. The mission of cooperating agencies under the National Response Plan is to support the federal government's effort to bring emergency-relief supplies to the storm-damaged areas. The job tasks of cooperating agencies have been determined by FEMA as part of a large plan. These tasks may include providing logistical support, such as managing base camps for field hospitals, receiving and distributing trucks and aircraft with relief supplies, managing the care, feeding and logistical support of thousands of relief workers and volunteers, and elderly infirm care for persons unable to evacuate. This is life-sustaining work for citizens affected by a disaster.

Much of the work tasked is novel to some of the cooperating agencies and may be novel to responding non-sworn FWC personnel. Due to the novelty of the work, special safety considerations must be given.

Responding to an emergency may require you to work many more hours than your regular work week requires. You will receive compensation for these extra hours worked as required by law and Department of Management Services rules. How you will be compensated will depend on your category of employment: Other Personal Service (OPS), Select Exempt Service (SES), Senior Management Service (SMS) or Career Service (CS); and position designations (included or excluded).

OPS who work in excess of 40 hours during the Friday-Thursday pay period are paid at time-and-a-half. If the OPS employees are grant-funded, FEMA will reimburse both salary and overtime.

"Included" non-sworn CS employees receive compensation at time and one-half for hours worked over 40 during the Friday-Thursday pay period.

“Excluded” CS are eligible to be paid straight time in lieu of regular compensatory credits for hours worked over 80 during the pay period in accordance with the agency’s Regular Compensatory Leave Payment Plan.

SES employees below the Section Leader level may be eligible to receive straight time compensation for hours worked over 80 in accordance with the agency’s approved SES Extraordinary Payment Plan.

All salaries paid out of grants are fully reimbursable by FEMA. All other funding sources are reimbursed for overtime only.

Prior to Departure from Your Home Base

Obtain as much information as possible concerning expected living conditions. If you are ordered to a coordination center, you will likely have access to telephone service, restaurants and hotel lodging. If you are ordered to a logistical support center or other “field assignment,” you may be living and working under primitive conditions. Your Team Leader will have the most accurate information the agency can provide.

Work Environment

It is difficult to determine in advance exactly what the work environment will be. Requests from the EOC can originate from several cooperating agencies that are tasked with various assignments. Even after arriving, the assignments may change.

Expect the work environment to be somewhat stressful. You may be working with people you do not know. Events may occur that are out of your and their control. You must remain flexible and adapt to the needs of the group we are supporting. Often the workload immediately following an incident is very demanding and becomes more manageable as utilities and other resources are restored. Toward the end of a deployment there may be periods when it may appear that we do not need to be there. It is the person responsible for that operation who must ensure there is adequate coverage. Often the situation can change and additional personnel may be needed. It is easier and more efficient to retain personnel than it is to mobilize and deploy relief personnel. Be prepared to go through periods when you may experience boredom.

Safety Considerations for Persons Ordered to Field Assignments

Expect that you are going into a desperate situation. For the duration of your tour, plan on no electricity, no refrigeration and no telephone communications. In contrast to a “fire camp,” you should assume that there will be no supply unit available. Therefore, bring with you the following:

- Fresh refill of any necessary prescriptions.
- Three MREs or other non-perishable meals.
- A tent (based on housing considerations).
- FWC clothing.
- Rain gear.
- Insect repellent.
- Light sleeping bag.

- Flashlight and extra batteries or charger.
- Hard hat.
- Gloves.
- First-aid kit with aspirin, Band-Aids, etc.
- Sleeping pad if you have room.
- Cash (credit cards require phone lines).
- Portable water purifier.
- Cell phone or Nextel (in case towers are available).

If you are driving, bring a few cases of water with you. If flying in, purchase extra water when you have the opportunity.

Hazards, Threats and Mitigation Measures

The following is a list of the most common threats to your safety and recommended mitigations.

Downed power lines	If you're not sure, treat all power lines as if they are live.
Contaminated drinking water	Assume all water is contaminated unless you saw the bottle it came from. Municipal water supplies in severely storm-damaged areas are also likely contaminated.
Lightning	Take shelter in building or vehicle. Don't operate land-line phones, machinery, or electric motors. Get away from standing water. Do not use an umbrella. Observe the "30-30" rule.
Snags, broken treetops and weakened trees	Weakened trees, bent trees and broken trees are everywhere. Secure your working area. Be wary of broken tops and limbs that have not yet fallen.
Hydration and heat stress	Stay hydrated! You may need to drink up to a gallon of water per day to avoid dehydration in this tropical environment, even if you are not performing any physical work! Two to three gallons, supplemented with Gatorade or other electrolyte-replacement drink, is necessary if performing arduous work. Monitor yourself and others for symptoms of heat stress. Cool down in an air-conditioned

	<p>building or automobile if necessary. People not acclimated to high humidity are especially vulnerable to the southern heat.</p>
<p>Snakes/insects</p>	<p>There are 6 varieties of venomous snakes in Florida. Cottonmouths will be exploring new pools, and rattlesnakes will be searching for dry ground. Poisonous spiders and yellow jackets will be looking for dry areas to establish a new residence.</p> <p>Be sure to use insect repellent on all exposed skin, socks and pant legs.</p>
<p>Travel hazards - including collision with other vehicles, inoperable traffic lights, downed street signs/stop signs, downed trees, loose livestock, high water, washed-out roads, mud, gasoline shortages and lack of communications</p>	<p>In storm-impacted areas do not depend on cell or land-line coverage. If you become lost, stuck in mud or high water, or trapped by fallen power lines or trees, it may be a very long time before you are found. Expect gasoline shortages or pumps not working in storm-impacted areas. Conduct daily travel under the following constraints:</p> <ul style="list-style-type: none"> ▪ When traveling alone, establish a travel route and make it known (map and description) to a responsible person who will initiate a search along that route if you do not show up within a pre-determined time. ▪ Keep gasoline tanks at least half-full. ▪ Carry rain gear and enough personal supplies (water, food, prescriptions, etc.) to be entirely self-sufficient for 48 hours in case you are stuck or lost without cell coverage. ▪ Listen to LOCAL radio stations for information pertaining to weather, road closures, flood alerts, evacuation orders, tornado alerts and gasoline shortages. ▪ Avoid travel on rural roads at night. ▪ Be wary of confused and stressed deer on roads. ▪ Be wary of livestock on roads due to downed fences. ▪ Be wary of traffic lights not operating and stop signs blown away. Treat uncontrolled intersections as 4-way

	<p>stops.</p> <ul style="list-style-type: none"> ▪ Heavy fog, especially along coastal areas, is common. The locals know where all the curves in the road are and may be driving much faster than is safe under foggy conditions.
Desperate survivors	Avoid stopping except in secure locations. If forced to stop, remain calm and be compliant with requests. Do not put yourself in danger by trying to defend your belongings or vehicle. Get out of the situation as quickly as possible.

Travel to and from deployments

When traveling to deployments, you are often on a timeline regarding reporting for duty. Remember that your own personal safety is your greatest responsibility. Do not drive while tired, and obey traffic laws.

After being released from deployment, we are often anxious to return to our families and the comforts of home. Abide by any safety rules concerning travel and work hours. When returning home, we are often tired from extended deployments and long hours. People have died in automobile accidents on the way home from deployment because of fatigue. Also be conscientious about obeying curfews if they are in place. The need to check curfew violations often distracts law enforcement personnel from other duties.

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11. FWC Employee Disaster Relief Fund

A corporation formed through the Fish & Wildlife Foundation of Florida administers this fund. Emphasis for distribution of funds will be cash in hand for people who suffered damage (basic essentials is primary use). [See criteria](#) posted at MyFWC.com/DisasterPlan. Please note that donations to this fund are tax-deductible. (See [video message from Nick Wiley](#).)

For more information, contact your Regional Director:

Steve Shea, Regional Director
Northwest Region – Panama City
850-265-3676 (includes Tallahassee)

Tom Graef, Regional Director
Southwest Region – Lakeland
863-648-3200

Chris Wynn, Regional Director
North Central Region – Lake City
386-758-0525

Dr. Thomas Reinert, Regional Director
South Region – West Palm Beach
561-625-5122

Shannon Wright, Regional Director
Northeast Region – Ocala
352-732-1225

Go to MyFWC.com/Contact to see [a regional map](#).

[Employee Well-check Form](#) is posted at MyFWC.com/DisasterPlan.

Return completed forms to the appropriate Regional Director.

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12. Employee Pay and Leave Issues

FTE Employees

Administrative Leave

Except for those employees the agency determines are necessary for providing essential services (see section on Special Compensatory Leave Credits below), employees assigned to geographic areas/work sites the agency has closed will be released from duty and allowed to use, if necessary, administrative leave for the period the area/work site is closed. Administrative leave counts as hours of pay, but does not count as hours of work for overtime purposes. Employees may use administrative leave only to bring their hours up to the contracted hours for the work period. An employee who is on a prior-approved leave of absence or scheduled holiday during an emergency will not have the leave of absence changed to administrative leave.

Through Executive Order, the Governor may grant agency heads discretion to waive the personnel rule with regard to administrative leave during a disaster. The Executive Director has delegated authority for approving such leave to the Regional Directors for their respective regions and to the Assistant Executive Director for Headquarters. The use of administrative leave for a disaster may be approved only if the employee has residential property damage that requires his/her presence or if the employee would be exposed to unsafe conditions attempting to travel to work (trees or power lines down, flooded roads, etc.). Requests to use disaster administrative leave must be made in writing (email is acceptable) to the Regional Director or Assistant Executive Director, as appropriate. Disaster administrative leave may not exceed two days per employee per disaster.

Please see section on [“Volunteers”](#) for information on paid leaves of absence for certified disaster service volunteers of the American Red Cross.

Special Compensatory Leave Credits

When an employee’s office or work site has been closed (see [Section #3](#)) and the employee is required to work, the employee will be considered an “essential employee” and will be granted special compensatory leave credits, on an hour-for-hour basis, for each hour they are required to work before and during the disaster. The employee should record these hours on their timesheet using hours type 1006-Work-ESS Svc/Ofc Closures. The employee will accrue special compensatory hours on an hour for hour basis based on the hours recorded under this hours type. Only Career Service employees and SES employees in positions below Section Leader or positions below Section Leader comparable, who are required to remain on duty should use this hours

type. Once the actual disaster has passed and recovery has begun, special compensatory credits will not be earned.

An essential employee is a Career Service employee or a Selected Exempt employee below the Section Leader level, whose presence is necessary to perform or support the state's emergency-relief efforts or continuance of operations during a declared state of emergency or whose presence is necessary because their assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency. An employee who reports to work during a state of emergency to perform normally assigned duties will not necessarily be deemed an "essential employee," unless the supervisor or higher manager has specifically instructed that employee to report to work for the express purpose of supporting emergency relief or ensuring that certain critical duties and responsibilities are not disrupted.

Pay

After the disaster, employees required to work a disaster detail will be considered on storm duty and will fall under one of the following, subject to available funds:

- Employees in an included class (i.e. eligible for overtime) will earn time and one-half for all hours worked over 40. At the agency's discretion, the employee may be allowed to earn FLSA special compensatory credits in lieu of paid overtime.
- Employees in an excluded Career Service class who are performing storm-related duties (either included or excluded in nature) may be compensated for all hours worked beyond 80 hours as regular comp payable. The hours worked will be paid at straight time. The employee should record these hours on their timesheet using hours type 1016-Regular Comp Payable.
- In accordance with the 2017-18 General Appropriations Act, employees in a Career Service class may be given a temporary Special Pay Additive up to 15% of the base pay for employees temporarily deployed to a facility or area that is closed due to emergency conditions; and the employee is deployed from an area of the state that is not closed. The pay additive is contingent on available funds and must be pre-approved by the Executive Director.

Please Note: Under the 2004 revised FLSA regulations (§541.706), an excluded employee will not lose FLSA exempt status by performing work of a normally included nature during an emergency, such as a natural disaster. Under the previous FLSA regulations, the performance of nonexempt work might have affected the exempt status, if the included duties exceeded 20 percent of the employee's work time. However, the 20-percent-limitation regulation is now obsolete. Therefore, unless the employee's nonexempt work continues to be the principal portion of the employee's duties (50+ percent) after the normal course of business has resumed, the employee will remain in excluded status during the disaster relief efforts.

- Pursuant to Chapter 60L-34.0031(3) F.A.C. and in accordance with the FWC's approved plan for SES Extraordinary Pay, SES employees below the Section Leader level who are required to work additional hours while assigned to an emergency or disaster situation may be compensated as follows:

1. At the written request of the division or office director, the Executive Director or Assistant Executive Director may authorize SES extraordinary pay for specific employees working disaster or emergency situations. The request will list the affected employees, disaster or emergency situation prompting the request and the beginning and ending date of the assignment.
2. A copy of the approved written request will be provided to the Office of Human Resources.
3. Employees participating in the plan will code all hours worked due to emergency/disaster in excess of their normal contracted work period (80 hours for excluded employees; 40 for included employees), under code 1017 on their People First timesheet.
4. Participation in the plan will be contingent upon available funds. Payment will be made at a straight-time hourly rate of pay for excluded SES employees and at time-and-one-half for included SES employees.

Upon plan activation, the Director of Human Resources will provide the required notification to the Executive Office of the Governor, the President of the Senate, the Speaker of the House and the Secretary of the Department of Management Services.

Timesheets

The Accounting Services Section will provide Project ID (charge object) codes for the disaster. These codes must be used on the timesheet so disaster-related activities can be accurately captured.

Volunteers

The State Emergency Operations Center may request the FWC to seek volunteers to perform various disaster-relief duties. (Refer to [Section #10.](#)) Employees who volunteer in response to such a request will record the time spent volunteering as work time.

Per 110.120, Florida Statutes, employees who are certified as a disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than 15 working days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the employee's employing agency. An employee granted leave under this section will not be deemed to be an employee of the state for purposes of workers' compensation. Leave under this act may be granted only for services related to a disaster occurring within the boundaries of the state, except that, with the approval of the Governor and Cabinet, leave may be granted for services in response to a disaster occurring within the boundaries of the United States.

Employees who, on their own, volunteer through the EOC or other relief agency such as the Red Cross, may use mentoring administrative leave up to the maximum amount allowed. Employees may use mentoring leave only if their volunteer work is through a recognized service organization. For reporting requirements, employees will be requested to provide information concerning volunteer activities they perform on their

own time. The Director of Human Resources will solicit this information from employees after a disaster.

Military Activation

Employees activated due to a disaster are eligible for military supplemental pay. If the employee's state salary is higher than the employee's military salary, the employee will be eligible for military supplemental pay after 30 days.

Please note: National Guard orders take precedence over Law Enforcement duties with the FWC during a declared state of emergency.

OPS Employees

OPS employees are not eligible for administrative leave, nor are they covered under special pay provisions that apply during disasters. The FWC has no authority to grant leave or special pay to OPS employees due to disasters.

Therefore, supervisors are instructed to make every effort to provide OPS employees with opportunities to work during and after disasters. OPS employees must have supervisory approval before doing such work. Supervisors may allow OPS employees to make up the hours in whatever manner possible: work from home, come in during office closures (as long as it is not dangerous for them to do so), assist with cleanup after a disaster, etc. Supervisors will determine the approval of these requests on a case-by-case basis.

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13. Financial Management and Emergency Cost Recovery

The FWC will provide information to employees that will allow the FWC to receive insurance, federal, and/or FEMA reimbursement when FWC property is damaged and for other expenditures incurred during an emergency response and debris removal.

Before the Storm

1. Regional Property Analysts are responsible for updating pictures of all property, equipment and contents of buildings in their region. Pictures are posted on the [Finance & Budget Office SharePoint site](#). On the right side under F&B sections, click on Asset Management. On the left side select All Site Content, click on Picture Libraries, click on Regional Property or Headquarters.
2. The Finance and Budget Office will provide an email with the appropriate accounting codes with a detailed description, so disaster-related activities are accurately captured. The three potential forms that will be used to capture costs will also be attached; altered forms will not be accepted, use the forms provided. The appropriate disaster Project ID must also be entered into People First for time worked on the disaster. Employees are to ensure that the disaster Project ID is listed on all forms associated with disaster.

The forms are also available at [MyFWC.com/DisasterPlan](#).

3. Division/Office designated personnel send the Property and/or P-Card Administrators a list of employees who have been called to respond to the storm and based on a list of personnel who will require to have their Purchasing Card (P-Card) and WEX fuel Card temporary lifted to the appropriate Administrator. When cards have been lifted, an e-mail response back the Division/Office will be made confirming actions are completed.
 - A. Property Administrator: David Sauls, David.Sauls@MyFWC.com.
 - B. P-Card Administrator: Alicia Ponchak, Alicia.Ponchak@MyFWC.com.
4. The Purchasing Section will be available to assist with purchasing activities during the storm, if needed.

Note: Be mindful of all purchasing rules during a disaster. If there are questions about necessary disaster purchases, immediately contact the purchasing section for further guidance.
5. When purchasing for emergency preparedness needs, complete the [P-Card Form for Disaster-related Purchases](#) and send to the Finance and Budget Office with a copy of the invoice attached.
6. If costs are being incurred by FWC staff other than Law Enforcement for moving vehicles, vessels and other equipment, complete the [Disaster Detail Daily Report – Other FWC Staff](#) form. Submit the form to the Finance and Budget Office each time a pay period ends. Do this by hardcopy or by attaching the form to an email to Judy.Scott@myfwc.com. Be sure hours worked on this activity are coded properly in People First. Finance and Budget Office staff will print the timesheet that corresponds to the form.
7. The Division of Law Enforcement will complete an [Emergency Response Daily Report – LE](#) form for the Emergency Response portion of the Emergency Preparedness activity. This report will be maintained and submitted to the Division of Law Enforcement Budget Officer after the employee has completed their emergency response detail.

After the Storm

1. The Asset Management Section staff will be provided the path of the storm from EOC staff and will make a preliminary determination of what property is located within that area.
2. After the roads are cleared and waters receded, the Asset Management Section will coordinate site reviews and document all damages. This will be discussed with local personnel. Local personnel are responsible for reporting additional damage found after the site review. The FWC has 60 days to provide damage information to the Executive Office of the Governor- Division of Emergency Management after the official kickoff meeting.
3. The Asset Management Section will coordinate the disaster site reviews, process insurance claims and coordinate with the Financial Management Section to process FEMA claims. Staff responsible for a facility or other structures and equipment must take pictures of damaged property before any repairs are made.

Place these pictures on the [F&B SharePoint site](#). On the right side, under F&B sections, click on Asset Management. On the left side, select All Site Content, click on Picture Libraries, click on Regional Property or Headquarters. Click on the folder where pictures need to be added.

4. The Finance and Budget Office will work with the divisions deployed to the disaster site to handle administrative tasks.
5. Contact the Asset Management Section for on-site insurance or FEMA site reviews.
6. As employees make P-Card purchases for the various activities, they are to complete the [P-card Form for Disaster-related Purchases](#) and send to the Accounting Services Section with a copy of the invoice attached.
7. As costs are incurred, whether by FWC employee time or use of equipment, complete the [Disaster Detail Daily Report – Other FWC Staff](#) form. Do this by hardcopy or by attaching the form to an email to Judy.Scott@myfwc.com. Be sure hours worked on this activity are coded properly in People First. The Finance and Budget Office will print the timesheet that corresponds to the form.
8. The Division of Law Enforcement will complete an [Emergency Response Daily Report – Law Enforcement](#) form for the Emergency Response portion of the Emergency Preparedness activity. This report will be maintained and submitted to the Division of Law Enforcement Budget Officer after the employee has completed their emergency response detail.

Hotel Procedures

1. A purchase order will be issued when possible. The division requesting the purchase order will assign one member of the group (called “hotel handler”) who is traveling to each hotel to handle the following:
 - a. Check-In – The hotel handler is responsible for picking up keys and assigning rooms to each person.
 - b. The hotel handler will maintain a list of each person and the room he/she has been assigned for the duration of the purchase order. See [Appendix](#) for form.
 - c. Check-Out – Each person will be responsible for reporting to the hotel handler when they are leaving. The hotel handler is responsible for checking this person out at the counter and if needed, reassigning the room to another employee. The hotel handler will release the room if reassignment is not needed.
 - d. Completion of the purchase order – the hotel handler will receive an invoice from the hotel. The invoice must list each room and each day the hotel is used with the daily rate. Remember, state taxes are not allowed, however local taxes and bed taxes are allowable.
 - e. Verify the list to the invoice to ensure there are no discrepancies. Discrepancies may be, but are not limited to: rooms not assigned, dates rooms not assigned, incorrect room rates, etc. If there are discrepancies, work with the hotel to straighten them out before leaving.

- f. The list and invoice are to be turned in to the Accounting Section and the receiving report submitted through the system the purchase order was issued.
 - g. Individual travelers must file their travel vouchers and submit them to the Accounting Section. The purchase order number, room number and hotel name are to be listed on the travel voucher. Be sure to include the name of any travelers who shared a room.
 - h. If for any reason the hotel handler must leave before the employees are out of the hotel, the hotel handler must find a replacement and leave the information with this person to complete.
2. If a purchase order is not accepted, the P-Card can be used only for the traveler and anyone sharing his/her room. **DO NOT USE FOR OTHER TRAVELERS' HOTEL ROOMS.** Travelers will be responsible for checking themselves in and out of the hotel. An individual invoice will be issued for the hotel room, which must be submitted with the [P-card Form for Disaster-related Purchases](#) and a copy attached to the travel voucher. Be sure to list the names of any travelers that shared a room.
 3. If a purchase order is not accepted and a P-Card has not been assigned to the traveler, the traveler can file for reimbursement on the travel voucher. In this case, the travelers will be responsible for checking themselves in and out of the hotel. An individual invoice will be issued for the hotel room, and it must be submitted with the travel voucher. Be sure to list the names of any travelers who shared a room.

NOTE: Remember, when traveling on a disaster detail, accommodations will probably not be up to normal standards. However, if accommodations appear unsafe, are without basic amenities such as electricity/water or have some other unforeseen problem, a traveler is not required to stay there. If this occurs, the traveler must contact their supervisor upon arrival to determine an alternative place to stay.

Other Travel Procedures

1. When charging per diem, a statement must be provided explaining where the traveler stayed and why they were not in accommodations provided.
2. If accommodations/meals are provided and paid for by another state agency or the federal government, the traveler cannot claim reimbursement with the state.
3. If all of the travel expenses are paid by purchase order, P-Card or another agency, you still must complete a travel voucher and submit it to the Accounting Services Section.

FEMA Categories

1. Emergency Work – Must be performed to reduce or eliminate an immediate threat to lives, protect public health and safety, or to protect property that is threatened as a result of the disaster. With this definition emergency work is divided into two categories:
 - A. Debris Removal – This includes work such as clearance of the roads and public-access areas:

- Trees and woody debris.
- Building components or contents.
- Sand, mud, silt and gravel.
- Other disaster-related materials.

B. Emergency Protective Measures – This applies before, during and after a disaster that will eliminate or reduce an immediate threat to life, public health or safety, or eliminate or reduce an immediate hazard that threatens significant damage to improved public property through cost-effective measures. Examples:

- Evacuation.
- Search-and-rescue.
- Security in disaster area.
- Activation of EOC.
- Protection of buildings and equipment after a storm until repairs can be made.

Labor, equipment and materials are reimbursable under emergency work.

NOTE: Overtime is reimbursable by FEMA for both FTE and OPS employees who work directly on disaster activities. Overtime justifications are listed below.

- Any employee’s regular time and overtime working on disaster activities if the employee is funded by a special revenue source that can be used only for specific purposes. Example: Employee who is 100-percent federally funded through reimbursement. In this case if the employee did not work on the federal project, we would not have a funding source.
- Part-time employee’s regular time that is considered above his/her contracted hours plus overtime work on disaster activities. Example: if a half-time employee, any hours over 20 are reimbursable.
- Back-fill employees’ overtime can be reimbursed. “Back-fill” refers to employees who are not working on disaster activities but are performing the duties of employees who are working on disaster activities. These employees will use the same Project ID as the person performing the duties. The name of the back-filled-for employee must be listed in the comment field of the timesheet.

2. Permanent Work – Work required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function and capacity in accordance with any applicable code and standard. With this definition, emergency work is divided into five categories.

C. Roads and Bridges –

Eligible items for roads are surfaces, bases, shoulders, ditches, drainage structures and low-water crossings.

Eligible items for bridges are decking and pavement, piers, girders, abutments, slope protection and approaches.

D. Water-control Facilities – includes:

- Dams and reservoirs.
- Levees.
- Lined and unlined engineered drainage channels.
- Shore-protection devices.
- Irrigation facilities.
- Pumping facilities.

E. Building and Equipment – This also includes items not listed as property, as well as supplies, etc. This is not for emergency protection, only for the actual repair of the building or equipment.

F. Utilities – includes:

- Water- treatment plants and delivery systems.
- Power-generation and distribution facilities, including generators, substations and power lines.
- Sewage-collection systems and treatment plants.

G. Parks, Recreational and Other

- Playground equipment.
- Swimming pools.
- Bath houses.
- Tennis courts.
- Boat docks.
- Piers.
- Picnic tables.

Things to Remember

1. Do not attempt to permanently repair any property until the Asset Management Section has visited the site and has given approval to begin the permanent repairs.
2. Do not sign FEMA project worksheets. Send to the Financial Management Section.
3. Before, during, and after the disaster, Financial Management will coordinate any necessary budget amendments, FEMA and DEM funding agreements, and prepare supporting documentation required for project worksheets to recover costs.
4. An Emergency Declaration does not change the required documentation or justification needed to pay an invoice. Unless otherwise stated, all state purchasing rules and required documentation will be enforced. If there are any questions about the purchasing rules or necessary documentation, please contact the Purchasing Section.
5. Assessments are not directly reimbursable by FEMA.

6. Any costs associated with surveying animals' survival, habitat, etc. of the disaster are not reimbursable by FEMA. However, USFWS has stated that it will work with the FWC if we need federal funds for these types of activities.
7. Bids, contracts, and purchase orders must be written in the same format as the project worksheet.
8. Cost projections need to be into the Financial Management Section before noon for timely submission to DEM daily while in activation status. Please work with your Division/Office Budget officer and Asset Management on providing projected costs to them so that FWC can meet the required submission deadline to DEM.

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14. Appendix

- Employee Disaster Relief Fund Criteria ([attached](#) and [online](#))
- Employee Office Closure Checklist ([attached](#) and [online](#))
- P-card For Disaster-related Purchases ([attached](#) and [online](#))
- Emergency Closure; Initial EO (template [attached](#))
- Emergency Closure; Amendment 1 (template [attached](#))
- Emergency Closure; Amendment 2 (template [attached](#))
- Emergency Closure; Rescind EO (template [attached](#))
- Employee Well-check Form ([online](#))
- Emergency Response Daily Report – Law Enforcement ([online](#))
- Disaster Detail Daily Report – Other FWC Staff ([online](#))
- Hotel List ([online PDF](#))
- Regional Locations/Map (MyFWC.com/contact)

FWC Employee Disaster Relief Fund Criteria

Name of the Fund

This is to be called the "FWC Employee Disaster Relief Fund," hereinafter referred to as "EDRF."

Purpose of the Fund

- The purpose of the EDRF is to provide emergency assistance to FWC employees/individuals in the event of a house fire or a natural disaster such as hurricane, tornado, flood or wildfire.
- Funds are intended for immediate need of basic life essentials such as food, clothing and shelter.
- The EDRF assistance is not intended to replace other forms of disaster relief. Rather, this is to provide immediate assistance before other forms of aid (such as assistance by the American Red Cross or the Federal Emergency Management Agency) become available.

Eligibility

In order to receive financial assistance from the EDRF, all of the following eligibility criteria must be met:

- The affected person(s) must be an FWC employee, or in case of a fatality, an individual/family member who lived with the employee.
- The affected person(s) must either have suffered a loss of habitation by total destruction or by damage which renders a structure uninhabitable, or be without life sustaining necessities such as food, water, medicines or medical services.

Administration

- The EDRF will be overseen by the EDRF Board. The EDRF Board is comprised of the FWC Chief of Staff, the FWC Commission Assistant and the Fish and Wildlife Foundation of Florida (FWFF) Chief Financial Officer.
- Regional Directors (RD's) shall be responsible for all decisions on requests for primary assistance.
- The EDRF Board shall be responsible for all decisions on requests for supplemental assistance.
- The EDRF Board shall be responsible for revisions to the EDRF criteria.
- The FWFF shall serve as the repository of all donated funds to the EDRF.

Types of Assistance

- Primary Assistance funds will be limited to \$300 per employee/individual and can be disbursed in two ways after approval of the appropriate RD:
- Direct cash payments may be made to eligible employees/individuals.

- Reimbursement to eligible employees/individuals upon the submission of receipt of purchase of emergency item(s).
- Supplemental Assistance funds may be disbursed if sufficient funds exist.
- Supplemental Assistance will be granted in cases where the employee/individual cannot pay his/her bill(s) due to loss of work time or have exhausted all of their monetary assets to pay for other emergencies (home repair, food, shelter or medical services), and when failure to pay these bills would result in loss of essential shelter or transportation.
- RD's will submit recommendations for supplemental assistance to the EDRF Board for review. The EDRF Board will make every effort to ensure that primary assistance needs are met before authorizing supplemental assistance.

Process for Requesting Funds (for Primary and Supplemental Assistance)

- Requests for funding assistance must be directed to the appropriate RD. If the RD is unable to process requests for assistance, these requests should be submitted to the EDRF Board.
- RD's shall forward any request for supplemental assistance to the EDRF Board.
- Requests may be made directly by affected employee/individual or a supervisor of the affected employee as long as the affected employee/individual has indicated a desire to use the funds. Requests will be accepted via any means practical including phone call, email or other available means.
- An RD, upon becoming aware of an employee/individual in need, may offer funds for assistance.
- For cases where the threat of a natural disaster is imminent (i.e., a strong hurricane is forecast to strike a region within 24-36 hours), the RD should perform the following in advance:
 - Visit an ATM to obtain immediate cash funds from the EDRF bank account via the Visa debit card provided to them by the FWFF. The RD is authorized to withdraw up to \$3,000, (maximum of \$300 per employee/individual) enough to provide primary assistance to 10 employees/individuals.
 - Any portion of such advance funds that is not expended by the RD shall be returned to the FWFF CFO in the form of a money order or check.

History: Est.: 9/1/2004; Revised: 12/29/2005; 6/14/2006; 6/30/2008; 12/16/2016

Employee Office Closure Checklist

If your office is being closed, follow the steps in this checklist before leaving. Supplies (plastic sheeting, plastic bags, tape, etc.) are available from your supervisor.

If an employee is unable to comply, the office manager must ensure the space is secured.

- Critical work items such as working papers, critical documents, etc. should be placed in plastic bags and moved from exterior offices to interior offices. Critical documents on the computer should be saved to a disc or to the network drive.
- Contents of bookcases in exterior offices should either be bagged and moved into interior offices or covered with plastic sheets and sealed.
- File cabinets should be covered with plastic sheets and sealed.
- All desktop electrical equipment must be unplugged, bagged and moved to interior offices.
- Window blinds should be lowered and closed.
- All items should be moved away from windows.
- Once you have secured your work area, notify your supervisor or other appropriate person before leaving the office.
- If circumstances require physical removal of agency public records, you must notify the lead administrative assistant in your DOI and the FWC Records Management Liaison Officer (RMLO) at [850-488-6553](tel:850-488-6553) or email at Hollie.Weathersbee@myfwc.com. Notification information should include: record series title, inclusive dates, and volume (number of boxes), removal location, new location, person responsible for transport and delivery.
- If you have stored personal papers and family mementos in your office, you may want to remove them; the agency cannot be responsible for personal effects.
- Supervisors are responsible for ensuring the necessary supplies for your employees are kept on site. Office managers must also plan for and ensure all outside items have been removed or secured, as appropriate.

Before You Return

In most cases, the local news media will provide updates concerning office closures. If state offices are reported closed, you should not attempt to return to the office. Once offices are reported open, contact a chain-of-command supervisor to determine if the FWC office, due to damage, is still closed. The FWC website will be updated to report the office closure status, if possible.

If you discover records have been damaged, it is important to evaluate them as soon as possible to avoid losing wet records. Contact the RMLO immediately at the above numbers and email for instructions.

P-card Form for Disaster-related Purchases

DISASTER _____ TRACKER NUMBER _____

RECOVERY P-CARD CHARGES

Complete this form in its entirety. Do not combine purchases for disaster and non-disaster items.

Attach a legible copy of the receipt/invoice. **Submit** to the Accounting Services Section as soon as the P-card purchase has hit the queue for processing.

P-CARD GROUP	
P-CARD HOLDER	
VENDOR	
AMOUNT	
P-CARD SYSTEM GENERATED INVOICE #	

Building or equipment number _____.

Type of building or equipment _____.

Location/County _____.

Physical Address of items used _____.

Contact name _____.

Telephone number _____.

Reason for the purchase (Do not say "for hurricane-related efforts." Be very specific.)

Items will be used for: Debris Removal, Emergency Protective Measures,
 Roads & Bridges Repairs, Water-control Facilities Repairs,
 Hazardous Spill Response, Repairs to Bldgs/Equipment,
 Utility System Repairs, Parks, Recreation and Other Repairs

FEMA Project Worksheet number if known _____.

For Accounting Services Use only

Organizational Code _____

Expansion Option _____

Project ID # _____

Agency Voucher Number _____

STATE OF FLORIDA
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

Executive Order No. EO YY-##

**Closure of Commission-Managed
Areas in the (*Insert Region*) Region**

The Fish and Wildlife Conservation Commission of the State of Florida, acting under the authority of Article IV, Section 9, of the Florida Constitution, Executive Order Number EO-XXX of the Office of the Governor, and Rule 68-1.009, F.A.C., hereby closes commission-managed areas in the (*Insert Region*) Region as indicated below. These closures are necessary to ensure public safety during an extreme weather event (*Insert Event Name*).

- (1) The following areas are closed to all public access:
 - a. AAA Wildlife Management Area (WMA)
 - b. BBB Wildlife and Environmental Area (WEA)
 - c. CCC Public Small Game Hunting Area (SGA)
 - d. EEE Fish Management Area (FMA)

- (2) The following areas are closed to all vehicle access:
 - a. FFF WMA
 - b. GGG WEA
 - c. HHH SGA
 - d. III FMA

- (3) Any provisions of Title 68A, F.A.C., which are inconsistent herewith are hereby superseded.

- (4) This order shall take effect (*INSERT: upon signing or at specified time and date*) and shall remain in effect until amended or rescinded by subsequent order.

Specific Authority: Article IV, Section 9, Florida Constitution.
Executive Order No. EO YY-### of the Executive Office of the Governor
Rule 68-1.009, F.A.C.

GIVEN UNDER MY HAND AND SEAL OF THE FISH AND
WILDLIFE CONSERVATION COMMISSION OF THE STATE
OF FLORIDA THIS ____ DAY OF *MONTH*, *YEAR*.

Nick Wiley
Executive Director

ATTEST: _____
Agency Clerk

STATE OF FLORIDA
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

Executive Order No. EO YY-## Amendment 1

**Closure of Commission-Managed
Areas in the (*Insert Region*) Region**

The Fish and Wildlife Conservation Commission of the State of Florida, acting under the authority of Article IV, Section 9, of the Florida Constitution, Executive Order Number EO-XXX of the Office of the Governor, and Rule 68-1.009, F.A.C., hereby amends EO YY-## and closes commission-managed areas in the (*Insert Region*) Region as indicated below. These closures are necessary to ensure public safety during an extreme weather event (*Insert Event Name*).

- (5) The following areas are closed to all public access:
 - a. ~~AAA Wildlife Management Area (WMA)~~
 - b. BBB Wildlife and Environmental Area (WEA)
 - c. CCC Public Small Game Hunting Area (SGA)
 - d. EEE Fish Management Area (FMA)
 - e. GGG WEA

- (6) The following areas are closed to all vehicle access:
 - a. FFF Wildlife Management Area (WMA)
 - b. ~~GGG WEA~~
 - c. HHH SGA
 - d. III FMA

- (7) Any provisions of Title 68A, F.A.C., which are inconsistent herewith are hereby superseded.

- (8) This order shall take effect (*INSERT: upon signing or at specified time and date*) and shall remain in effect until amended or rescinded by subsequent order.

Specific Authority: Article IV, Section 9, Florida Constitution.
Executive Order No. EO XXXX of the Executive Office of the Governor
Rule 68-1.009, F.A.C.

GIVEN UNDER MY HAND AND SEAL OF THE FISH AND
WILDLIFE CONSERVATION COMMISSION OF THE STATE
OF FLORIDA THIS _____ DAY OF *MONTH*, *YEAR*.

Nick Wiley
Executive Director

ATTEST: _____
Agency Clerk

STATE OF FLORIDA
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

Executive Order No. EO YY-## Amendment 2

**Closure of Commission-Managed
Areas in the (*Insert Region*) Region**

The Fish and Wildlife Conservation Commission of the State of Florida, acting under the authority of Article IV, Section 9, of the Florida Constitution, Executive Order Number EO-XXX of the Office of the Governor, and Rule 68-1.009, F.A.C., hereby amends EO YY-## Amendment 1 and closes commission-managed areas in the (*Insert Region*) Region as indicated below. These closures are necessary to ensure public safety during an extreme weather event (*Insert Event Name*).

- (9) The following areas are closed to all public access:
 - a. ~~BBB Wildlife and Environmental Area (WEA)~~
 - b. ~~CCC Public Small Game Hunting Area (SGA)~~
 - c. ~~EEE Fish Management Area (FMA)~~
 - d. GGG Wildlife and Environmental Area WEA

- (10) The following areas are closed to all vehicle access:
 - a. ~~FFF Wildlife Management Area (WMA)~~
 - b. EEE Fish Management Area (FMA)
 - c. HHH SGA
 - d. III FMA

- (11) Any provisions of Title 68A, F.A.C., which are inconsistent herewith are hereby superseded.

- (12) This order shall take effect (*INSERT: upon signing or at specified time and date*) and shall remain in effect until amended or rescinded by subsequent order.

Specific Authority: Article IV, Section 9, Florida Constitution.
Executive Order No. EO XXXX of the Executive Office of the Governor
Rule 68-1.009, F.A.C.

GIVEN UNDER MY HAND AND SEAL OF THE FISH AND
WILDLIFE CONSERVATION COMMISSION OF THE STATE
OF FLORIDA THIS _____ DAY OF *MONTH*, *YEAR*.

Nick Wiley
Executive Director

ATTEST: _____
Agency Clerk

