

# Agency for Persons with Disabilities

## Emergency Operations Plan

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### Area 23

#### MISSION

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in their Community.

# 2011

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# Agency for Persons with Disabilities

1313 N. Tampa Street  
Suite 515  
Tampa FL 33602

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Tampa Office	(813) 233-4300
St. Petersburg Office	(727) 217-7016
Bradenton Office	(941) 751-8803
APD Emergency Phone Line	(866) 397-3484

## Local Contacts:

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### **Area Administrator:**

Geri Williams

[Geri\\_Williams@apd.state.fl.us](mailto:Geri_Williams@apd.state.fl.us)

(813) 344-6715

### **Disaster Coordinator:**

Glorie Singleton

[Glorie\\_Singleton@apd.state.fl.us](mailto:Glorie_Singleton@apd.state.fl.us)

(813) 486-9174

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# Foreword

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The Agency for Persons with Disabilities exists to provide supports and services to individuals with developmental disabilities. Our goals are to ensure the well being and safety of the people we serve, maximize self-sufficiency through the programs we provide, and improve consumer outcomes and service quality.

In times of emergency, critical agency functions may be threatened. During such times, we will adhere to our emergency operations plan designed to:

- Protect employees during hazardous or life threatening emergencies
- Protect/prevent/mitigate damages to property and inventory
- Serve as an action plan for business recovery/resumption
- Serve as a guide in assessing damages to said properties, equipment and inventory

This document details our emergency operations plan and is intended to provide guidance and direction to agency staff in the event of an emergency.

## **Distribution List of Plan Holders**

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- APD Area 23 Staff
- Waiver Support Coordinators
- Supported Living Coaches
- APD Central Office Staff
- In-Home Support Staff
- Res. Habilitation Providers

## Record of Revisions

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DATE	PAGES	EMAIL DISTRIBUTION	HARD COPY DISTRIBUTION

NOTE: APD performs a formal annual plan review; however, incremental changes, modifications and adjustments to this plan will be implemented as conditions change.

# ATLANTIC BASIN SEASONAL HURRICANE FORECAST FOR 2011

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**Forecast Parameter and 1950-2000  
Climatology (in parentheses)**

**8 December 2010  
Forecast for 2011**

Named Storms (NS) (9.6)	17
Named Storm Days (NSD) (49.1)	85
Hurricanes (H) (5.9)	9
Hurricane Days (HD) (24.5)	40
Major Hurricanes (MH) (2.3)	5
Major Hurricane Days (MHD) (5.0)	10
Accumulated Cyclone Energy (ACE) (96.1)	165
Net Tropical Cyclone Activity (NTC) (100%)	180

<http://tropical.atmos.colostate.edu/forecasts/2010>

## Saffir-Simpson Chart

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Based upon their intensity, hurricanes are categorized on the Saffir-Simpson Hurricane Scale of 1 to 5. One is a 'minimal' storm, and five is the strongest. Hurricanes Hugo and Andrew were category 4 hurricanes.

CATEGORY	WINDS (MPH)	SURGE	DAMAGE
Tropical Storm	40 – 73	0 – 3	Slight
1	74 – 95	4 – 5	Minimal
2	96 – 110	6 – 8	Moderate
3	111 – 130	9 – 12	Major
4	131 – 155	13 – 18	Destructive
5	158 +	18 +	Devastating

### KEY PHRASES:

Hurricane effects: A hurricane is not a point; its effects cover a large area. Don't focus on just the eye or the storm track. Take the following into consideration:

- Winds and rain extend a long distance from the center
- There will be storm surge and higher than normal tides
- There will be coastal flooding and beach erosion

**Tropical Depression:** Winds at a sustained speed of 38 mph.

**Tropical Storm:** Sustained winds from 39 mph to 73 mph.

**Gale Force Winds:** Sustained speed of 54 mph.

<http://www.hillsboroughcounty.org/emergency/hurricaneinfo/saffirsimpson.cfm>

## **About Us**

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In October 2004, the Agency for Persons with Disabilities became an agency separate from the Department of Children and Families, specifically tasked with serving the needs of Floridians with developmental disabilities. Prior to that time, it existed as the developmental disabilities program.

APD works in partnership with local communities and private providers to assist people with developmental disabilities and their families. APD also provides assistance in identifying the needs of people with developmental disabilities for support and services.

### **Agency Mission**

The agency supports persons with developmental disabilities in living, learning and working in their community.

### **Agency Goals**

- Ensure the well being and safety of the people we serve and maximize self sufficiency through the programs we provide
- Improve customer outcomes and quality of services

### **Geographic Location**

The SunCoast area six counties encompass over 4,000 square miles on the Central West coast of Florida. According to the 2000 census, the total population of the area is 2,887,363. Population densities range from 38.7 persons per square mile in Desoto county, to 3,153.3 in Pinellas county. Florida's average person per square mile is 280.2. The SunCoast Area occupies about 7.5% of Florida's geography and is home to over 18% of the state's population.

Hillsborough and Manatee counties alone have 83 and 49.5 miles of coastline respectively. When coastal shoreline, barrier islands, wetlands and rivers are

included, the combined figure for the six counties in the area is over 700 miles. The Area's proximity to the coastline makes this area extremely vulnerable to tropical weather events. In addition, population density along the coast will create significant problems, if an evacuation is mandated for those areas. Three major interstates (I-275, I-75 and I-4) thread through the area and will be the major evacuation routes. It can also be assumed that prominent bridges in the area will eventually close due to storm conditions.

The SunCoast Area APD program office and operations staff is located at the Park Trammel building. The building is located in downtown Tampa, with immediate access to I-4 and I-275. The area is in an evacuation zone.

The St. Petersburg APD office, owned by the state, is a one story stucco building which houses several employees and the St. Petersburg clusters. The building is located in an evacuation zone.

Operations staffs are also located in Bradenton and Venice.

Emergency operations training is provided to staff and training updates presented as needed.

## **Risk Analysis**

**The following natural and man-made disasters could impact our business:**

- Hurricane
- Flood
- Fire
- Terrorism
- Cyber Crime

## **Warning System:**

The warning system will be tested and results recorded each year.

## **Assembly Site Locations:**

### **Tampa Office**

Onsite Assembly Site Location: Sidewalk in front of the visitor parking lot

### **St. Petersburg Office**

Onsite Assembly Site Location: Parking lot in front of the building

### **Bradenton Office**

Onsite Assembly Site Location: Enclosed dumpster area at the NW corner of the DCF office

## **Evacuation**

Local government may recommend evacuation of specific areas. If the order is given to evacuate, please do so as soon as possible. Evacuation orders should be taken seriously.

## **County Emergency Operations Numbers:**

<b>Desoto</b>	<b>(863) 993 - 4831</b>
<b>Hillsborough</b>	<b>(813) 236 - 3800</b>
<b>Manatee</b>	<b>(941) 749 - 3500</b>
<b>Pasco</b>	<b>(727) 847 - 8959</b>
<b>Pinellas</b>	<b>(727) 464 - 3800</b>
<b>Sarasota</b>	<b>(941) 861 - 5000</b>

# **STORM PREPARATION**

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## **Communication**

The agency's primary mode of communication will be the use of the telephone system. Supervisors will call all staff under their supervision and provide necessary guidance and instructions. In the event the phone systems are down, staff should monitor the following sources for broadcast information:

Email communications may take place during storm monitoring. Please be aware that field staff who have BlackBerrys are unable to view encrypted messages.

- **WTSP Channel 10**
- **WFLA 970 AM**
- **Bay News 9**

## **Emergency Action:**

- Don't panic.
- Pay special attention to emergency exits and building design.
- Listen for announcements.
- Report all injuries immediately.

## **Risk Management**

Exterior protection & building access is the responsibility of the building manager. However, the building manager may assign individual duties to staff as deemed appropriate.

Staff will utilize the Securing Property Prior to Evacuation form, the Pre-Evacuation Checklist and the Equipment/Record (file) Protection form.

Staff will avoid any event or situation which may place themselves or coworkers at risk of endangering their health or safety.

Time frames for securing work areas and implementing evacuation activities vary widely. As a result, disaster supplies and equipment are stored at the work sites for immediate access and use.

## **Equipment & Supplies**

**The following emergency supplies are on hand:**

- Battery-powered commercial radio
- NOAA weather radio with an alert function
- Portable radios to coordinate the disaster team
- Extra batteries
- Flashlights
- First Aid Kit
- Dust or filter masks
- Moist towelettes or hand sanitizer for sanitation
- Wrench or pliers to turn off utilities
- Plastic sheeting and duct tape to “seal the room”
- Waterproof and grounded heavy-duty extension cords
- Wheeled carts to move materials
- Heavy-duty Garbage bags and plastic ties for personal sanitation
- Work gloves

## **Employee Support**

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### **Family Emergency Plan**

Staff are encouraged to create a family emergency plan.

## **Family Communication Plan**

Designate a family member as a contact person for all family members. In the event of an emergency, family members can phone or e-mail the designated contact person and inform them of their status which can be forwarded to other family members.

### **“Go Kits”**

Create a personal disaster supply kit for your use at the office. In the event that you are unable to leave the office, you may find it comforting to have personal supplies available.

## **Co-Workers with Disabilities**

List on file

## **Staff Volunteers**

List on file

## **Roles & Responsibilities**

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### **Area Administrator**

The Area Administrator has the ultimate responsibility for all elements of the development, approval, implementation and operation of the Emergency Operations Plan.

Serve as the liaison to the County Emergency Operations centers in the SunCoast Area.

Advise the EOC's of any resources needed during the recovery phase.

Serve as the liaison to the media and Central Office throughout preparation and recovery operations.

Maintain a list of staff willing to assist other APD Areas Offices in their recovery from an emergency.

Delegate any of the above responsibilities as deemed necessary.

## **Disaster Preparedness Coordinator**

Update and revise the Area's Emergency Operations Plan as necessary.

Ensure all APD staff receives training and are familiar with their responsibilities during disaster and recovery activities.

Ensure staff, materials and supplies are adequate and properly distributed to address foreseeable needs both before and following a disaster.

Ensure that each facility operating under the authority of APD that house Agency customers has a current emergency operations plan.

Ensure that all program expenditures are tracked and documented throughout preparation and recovery activities.

Ensure that if a storm is approaching, each residential provider, including supported living coaches, are contacted by telephone to determine the status of their emergency plan and evacuation location, if necessary.

Any other duties as assigned by the Area Administrator.

## **Computer & Technology Specialist**

Inventory: hardware and software.

Provide necessary training and technical support to ensure all employees understand how and when to back up and secure their computer and data.

Document all passwords needed to access files and data and store offsite.

Any other duties as assigned by the Area Administrator.

## **General Revenue Support Coordinator**

By June 1 of each year, General Revenue support coordinators will update a master list of residential customers and supported living customers which will

include their name, social security number, address, telephone number, special assistance requirement, means of transportation, evacuation plans and the name of the person who will be with the customer throughout the evacuation period.

If a storm is approaching, the support coordinator will telephone the residential provider or supported living coach to determine the status of their emergency plan and evacuation location. It is also vital that a phone number is provided for the evacuation site, so that the customer can be contacted after the storm passes.

Supervisors should ensure that they have a combined master list of all the supporting living and residential customers assigned to their unit.

## **Waiver Support Coordinator**

By June 1 of each year, Waiver Support Providers will update a master list of residential customers and supported living customers which will include their name, social security number, address, telephone number, special assistance requirement and means of transportation and evacuation plan. If a storm is approaching, the support coordinator will telephone the residential provider or supported living coach to determine the status of their emergency plan and evacuation location.

## **Supported Living Coach**

Prior to the beginning of the hurricane season in April/May each Supported Living provider/designated staff will meet with their customers in Supported Living to educate them regarding the potential dangers of various disasters. The training will include assisting individuals to access their local Emergency/ Disaster Preparedness Office web page, review of the individual's evacuation area, nearest shelter and its abilities, evacuation routes(s) and recommended supplies, etc. Special attention may be needed to ensure customers obtain necessary supplies.

By June 1st of each year, every individual in Supported Living must have an Emergency Disaster Plan. This disaster plan is developed by the individual with assistance of the Supported Living Coach or other designated staff.

By June 1 of each year, Supported Living Coaches will update a master list of customers which will include their name, social security number, address, telephone number, special assistance requirement, and means of transportation and evacuation plan.

If a storm is approaching, the support coordinator will activate the emergency plan and, if necessary, prepare the customer for evacuation. If the supported living coach has not been contacted by the support coordinator, the coach must notify the coordinator of the customer's evacuation location. The coach should also notify the support coordinator of the customer's return to his or her home and the condition of the home.

## **Licensure Staff**

By June 1 of each year, Licensure Staff will obtain an updated emergency operations plan for each foster and group home licensed by APD. Each plan will be reviewed to determine if it is current. Then plan must identify all residents by name, social security number, address, telephone number, special assistance requirements, and means of transportation and evacuation plan.

The provider's plan should include; documentation of disaster preparedness training, Special Needs Shelter pre-registration (if necessary), shelter location, accounting and storing of medication and personal belongings when evacuating, identification of the number of staff who will accompany the customer during an evacuation, security of customer files, and emergency contact numbers for use during and after the storm.

Upon notification of a pending storm, licensure staff will telephone the residential provider and complete a readiness review using the Residential Facility Readiness Status Report Form. Please note that Assisted Living Facilities, licensed by the Agency for Health Care Administration (AHCA), will follow the emergency operations plan required by AHCA.

## Recovery Operations

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Non-emergency services provided at work-sites will be suspended until the facility is cleared to resume operations. Initial activities will focus on determining the post storm status of APD customers and providing assistance as needed.

In the process of recovering business operations, it may be necessary to interview returning employees about their disaster losses including their respective families and personal property losses. A referral to the Employee Assistance Program may be appropriate.

Group Home Operators, Supported Living Coaches and Waiver Support Coordinators will provide a status report to include injury and damage reports.

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# RESOURCE LIST

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**State Emergency Response Team**

<http://www.floridadisaster.org>

**Department of Homeland Securities**

<http://www.dhs.gov/files/prepresprecovery.shtm>

**Federal Emergency Management Agency**

<http://www.fema.gov/index.shtm>

**NOAHH Weather Radio**

<http://www.nws.noaa.gov/nwr/>

**Bay News 9**

<http://www.baynews9.com/Home.html>

**Get A Plan**

<http://www.floridadisaster.org/family/>

**Hillsborough County  
Emergency Management**

Larry Gispert  
2711 East Hanna Avenue  
Tampa, FL 33610  
813-236-3800  
813-272-6878

[http://  
www.hillsboroughcounty.org/  
emergency/home.cfm](http://www.hillsboroughcounty.org/emergency/home.cfm)

**Florida Division of  
Emergency Management**

2555 Shumard Oak Boulevard  
Tallahassee, Florida  
32399-2100  
<http://www.FloridaDisaster.org>

When a disaster threatens or strikes, the Hillsborough County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Tampa Bay Chapter  
3310 West Main Street  
Tampa, FL 33607  
813-348-4820  
813-348-4830  
<http://www.redcrosstbc.org>

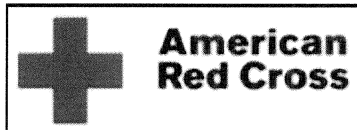
**Pinellas County Emergency  
Management**

Sally Bishop  
400 South Fort Harrison Avenue  
Clearwater, FL 33756  
727-464-5550  
727-464-4024  
<http://www.pinellascounty.org>

**Florida Division of  
Emergency Management**

2555 Shumard Oak Boulevard  
Tallahassee, Florida  
32399-2100  
<http://www.FloridaDisaster.org>

When a disaster threatens or strikes, the Pinellas County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Tampa Bay Chapter  
3310 West Main Street  
Tampa, FL 33607  
813-348-4820  
813-348-4830  
<http://www.redcrosstbc.org>

## **DeSoto County Emergency Management**

Catherine Furr  
2200 NE Roan Street  
Arcadia, FL 34266  
863-993-4831  
863-993-4840  
[http://www.co.desoto.fl.us/  
emr](http://www.co.desoto.fl.us/emr)

## **Florida Division of Emergency Management**

2555 Shumard Oak  
Boulevard Tallahassee,  
Florida 32399-2100  
[http://  
www.FloridaDisaster.org](http://www.FloridaDisaster.org)

When a disaster threatens or strikes, the DeSoto County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Southwest Florida Chapter  
2001 Cantu Court  
Sarasota, FL 34232  
941-379-9300  
941-377-7830  
<http://www.southwestflorida.redcross.org>

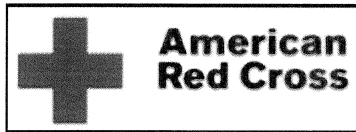
**Manatee County  
Emergency Management**

Laurie Feagans  
2101 47th Terrace East  
Bradenton, FL 34206  
941-749-3500  
941-749-3576  
<http://www.mymanatee.org>

**Florida Division of  
Emergency Management**

2555 Shumard Oak  
Boulevard Tallahassee, Florida  
32399-2100  
<http://www.FloridaDisaster.org>

When a disaster threatens or strikes, the Manatee County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Manatee County Chapter  
2905 59th Street West  
Bradenton, FL 34209  
941-792-8686  
941-792-3680  
<http://www.manateeredcross.org>

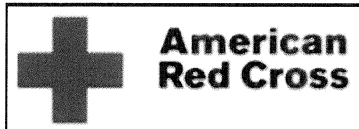
**Sarasota County Emergency  
Management**

Edward J. McCrane  
1660 Ringling Boulevard, 6th Floor  
Sarasota, FL 3423694  
1-861-5495941-861-5501  
[http://www.scgov.net/  
EmergencyServices/allhazards.asp](http://www.scgov.net/EmergencyServices/allhazards.asp)

**Florida Division of  
Emergency Management**

2555 Shumard Oak Boulevard  
Tallahassee, Florida  
32399-2100  
<http://www.FloridaDisaster.org>

When a disaster threatens or strikes, the Sarasota County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Southwest Florida Chapter  
2001 Cantu Court  
Sarasota, FL 34232  
941-379-9300  
941-377-7830  
<http://www.southwestflorida.redcross.org>

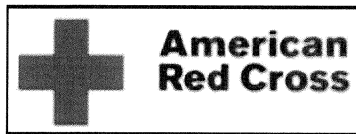
**Pasco County Emergency  
Management**

James D. Martin  
7530 Little Road  
New Port Richey, FL 34654  
727-847-8137 727-847-8004  
[http://  
www.pascoemergencymanagemen  
t.com/](http://www.pascoemergencymanagement.com/)

**Florida Division of  
Emergency Management**

2555 Shumard Oak  
Boulevard Tallahassee, Florida  
32399-2100  
<http://www.FloridaDisaster.org>

When a disaster threatens or strikes, the Pasco County Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.



Tampa Bay Chapter  
3310 West Main Street  
Tampa, FL 33607  
813-348-4820  
813-348-4830  
<http://www.redcrossabc.org>

# Agency for Persons with Disabilities

## Certificate of Completion

*for*

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*in completion of the*  
**2011 Emergency Operations  
Plan Review**

Signature \_\_\_\_\_

Date \_\_\_\_\_

