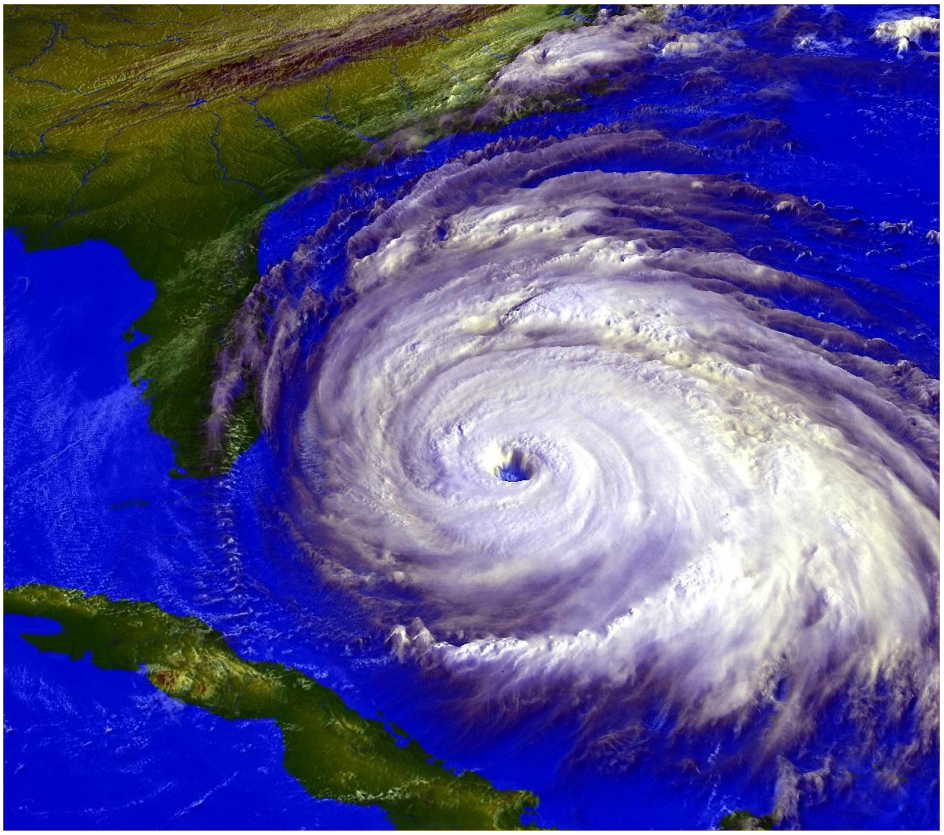
Hurricane Evacuation Manual

2015



INTRODUCTION

We are ESF (Emergency Support Function) #1 – Transportation: **Space Coast Area Transit (SCAT) has primary responsibility for coordinating county-wide transportation support to local governments and voluntary organizations.** The purpose of ESF-1 is to provide, in a coordinated manner through the SEOC (State Emergency Operations Center), the human, technical, equipment, facility, and materials and supplies resources of, or obtainable by, ESF-1 agencies to support the emergency or disaster, air, water, rail and land transportation preparedness, response, recovery and mitigation/redevelopment needs of local, state and federal governments and voluntary organizations during an emergency or a disaster. In 2004 when winds from Hurricane Jeanne blew the roof off of Sherwood Elementary school, a special needs shelter, we played a critical role in transporting citizens to a safe location.

One of the most important roles of local government is to protect their citizenry from harm, including helping people prepare for and respond to emergencies. Making local government emergency preparedness and response programs accessible to people with disabilities is a critical part of this responsibility. Making these programs accessible is also required by the Americans with Disabilities Act of 1990 (ADA).

Brevard County spans a total of 72 miles of coastline with a total of 12 bridges across the county, five of which connect Merritt Island to the barrier islands. Divided by the inter-coastal waterway, the St. Johns Waterway and the Indian River Lagoon, nearly 35% of our County is covered in water. We face a unique challenge each time a hurricane approaches as our County evacuation clearance times are estimated at 12 hours for Category 1 & 2 storms and 18 hours for Category 3-5 hurricanes (FDCA, 2005). The Florida Division of Emergency Management recommends all counties have a 12 hour or less clearance time for a Category 2 hurricane. With our continued growth, aging population and limited road network, it will be a challenge to decrease our evacuation time.

The U.S. Census Bureau estimates our Brevard County population in 2012 at 547,307 residents. Nearly 21% of our current population is seniors with about 12% of them living alone. Barefoot Bay, a large community, houses approximately 5,108 units, the majority of which are mobile homes. The media has estimated that 26,000 people who would need evacuation have not volunteered this information to EOC.

We need to be ready for the possibility that we will once again be assisting Brevard County's residents in the wake of a hurricane this season. Working together with patience, preparation and professionalism will get us through. Let's take what we learned in past seasons, and put it to good use. Thank you all for your dedication, hard work and willingness to do it all over again.

TABLE OF CONTENTS

2. Introduction
3. Table of Contents
4. Alert Level I Watch
5. Alert Level II-A Warning
7. Alert Level II-B Evacuation Order
7. Alert Level III Evacuation
8 Saffir/Simpson Scale
9. Alert Level IV Disaster
9. Alert Level V Post Disaster
10. Phase VI Recovery Operations
11. Call Down Procedures
11. Appendix A - EOC Shelter Recommendations
12. Appendix B - FEMA Disaster Preparedness Kit
13. Appendix C - “Next of Kin Notification” Form
14. Appendix D - “Project Pathway”
15. Evacuation/Shelter Locations
21. Appendix E - Call Down Script
21. Appendix F - Call Down Registrant Form
22. Appendix G - Disaster Reference Numbers
23. Appendix H - Hurricane Tracking Map
23. Appendix I - Important Phone Numbers
24. Appendix J - Pay Plan Policy
25. Certification of Receipt

Level I – "Watch Phase"

When Brevard County Emergency Operation Center (EOC) activates Alert Level I it indicates that danger is possible. Emergency Support Functions and emergency response agencies are notified. Emergency procedures are reviewed and organizational plans are reviewed and updated.

The Transit Director will immediately notify all Space Coast Area Transit administrative staff and support agencies of the WATCH and the need for possible evacuation. It is then expected that those agencies will in turn notify their staff. This includes all Dispatch/Reservationists, Vehicle Operators, Administrative Staff, First Vehicle Services maintenance personnel, and all others necessary to carry out the responsibilities assigned. During the watch, the Transit Director will report to EOC (Emergency Operations Center) to supervise, record and coordinate as needed. The Manager of Operations, North Area Manager, Customer Service Supervisor, Administrative Staff, and Volunteers in Motion Coordinator will report to the Central Transit Facility to assist with operations. The South Area Manager will report to the South Terminal for supervision of south operations. In the absence of the Director, the Manager of Operations shall become the automatic designee for emergency operations. The Transit Director or designee shall call the Sheriff's Department Communication Officer to inform them of our activation of Alert 4 as the radio communication channel for ESF #1 coordination purposes.

The purpose of this phase is to prepare for evacuation operations. Such preparation shall include but not be limited to the following:

Manager Of Operations

- Relay information to both North and South Operations Managers. Work with them to deal with/handle issues that need immediate attention.
- Notify First Vehicle Services personnel of their possible need for service.
- Notify Volunteers in Motion personnel of their possible need for service.
- Review the availability of all vehicles, including buses, vans, etc.
- Check all supplies that may be needed during a pending emergency. This includes fuel, tires, oil, generators at each terminal, and all supplies needed for vehicle operators and employees that will be working during the disaster.
- Coordinate with Brevard County Parks and Recreation and Brevard County School Board to notify of alert status and allow for them to gather listing of volunteers in the event of evacuation.
- Coordinate with Housing and Human Services and the Red Cross regarding the opening of shelters. Also check http://www.eoconline.org/EM_Live/shelter.nsf a live database provided by Florida Emergency Management on current shelter status.
- Call Assistant Fire Chief of Barefoot Bay for South Mainland at 772-664-5533 to ensure readiness. The phone number for the South Mainland Community Center 772-663-8748.
- Relay pertinent information to the Transit Director.

Customer Service Supervisor

- Prepare "Call Down List" from the Special Needs Registry.
- Coordinate with TMS to ensure the needs of all dialysis patients have been met.
- Make sure all contracted agencies (BAC, ARC, Easter Seals, etc) are aware of the current status level and to expect the possibility of the need to return their clients home earlier than anticipated.
- Prepare all dispatch/reservation staff of the pending warning and their duties.
- Make decision as to begin calling scheduled reservations to alert them of potential cancellations due to evacuations.
- Distribute any and all changes in emergency evacuation routes to Operations Managers and Leads at both terminals.

Operations Managers and Supervisors

- Check leave status for all vehicle operators.
- Check all supplies needed for pending evacuation.
- Review potential duties, and shift times with Leads.
- Gather all paperwork that will be needed by drivers for pending evacuation.
- Relay pertinent information to Manager of Operations.
- Keep lines of communication open with the Customer Service Supervisor.

Network Systems Supervisor

- Radio support plans should be instituted. This would include distribution or redistribution of cellular phones, handheld portable radios, etc. Ensure that the employees with portables have enough back-up batteries and charging stations are in good working order.
- Continue all network systems checks.
- Begin getting conference-room ready for possible call down, including setting up phones and making sure all are in good working condition.
- Assist the Customer Service Supervisor with the call down list from the Special Needs Registry.

All Space Coast Area Transit Employees

- Secure all personal property, homes, pets, and finalize any family plans.
- Prepare "Hurricane Bag" with essential items including clothing and toiletries that may be needed for a minimum of 3-5 days. Please also bring non-perishable food and water for yourself for at least 3-5 days. Be sure to keep your Hurricane Bag with you in your car, as there may be little warning between Level I activation and Level II. Old Space Coast Area Transit shirts and jeans are suitable for wear during evacuation procedures. Pack extra dry socks and a change of shoes. Don't forget your cell phone charger for the car, and some cash money.
- Check work schedules and continue to report accordingly until Level II activation.
- If placed on call, Vehicle Operators **cannot consume alcohol**. You must be able to perform your specified duties if we are activated.

If your immediate family is in an evacuation zone and previous preparations have not been made for them to leave, Brevard County has a designated shelter site that can be used for family members of County employees. Reservations must be made ahead of time, by **a set deadline.** A memo will be issued before the start of the hurricane season through the County Manager. Immediate family, as defined by the merit system rules, are members of the household. The Library Services Department coordinates the designated shelter that can be used for employees and their immediate family at Viera High School.

Your family is responsible for bringing all necessary items for shelter stay; please see **Appendix A** for appropriate list.

Shelter personnel are responsible for the overall supervision of their designated shelter, however adult and teen family members will be expected to assist shelter staff whenever possible. Designated shelter sites are:

LEVEL II-A WARNING

Level II-A "The Warning Phase"

When EOC activates Level II it indicates that danger is probable within 24 to 36 hours. Key EOC personnel are notified to report. EOC will go to full activation and the public is informed. State warning point and adjoining jurisdictions are notified. Personnel have been briefed and family responsibilities have been addressed. Municipal/ County coordination has been established and Citizen Information and Joint Information Centers are activated. Notification of persons with "Special Needs" is initiated. Evacuation of Special Needs begins at 30 hours.

A warning is issued when the possibility of a hurricane or other storm is likely to impact a specific region. Once an official warning is issued, each agency should continue to follow their specific procedures. During this phase an evacuation order COULD happen.

Customer Service Supervisor

- "Call Downs" of the Special Needs Registry need to be completed. Completion of the call down may reveal deficits or excesses in resources. Deficits or excesses then can be resolved by reallocating resources.
- Contracted agencies serviced by Space Coast Area Transit need to be contacted to find an efficient method to return respective clients home before evacuation order is placed.
- Organize calls to all clients to cancel scheduled trips during the pending evacuation.
- If deemed necessary the Customer Service Supervisor will check on the availability of Animal Control dispatchers for assistance.
- Assist volunteers and employees who have been assigned to the call down to ensure proper information is gathered in a timely manner.
- Begin creating routes for possible evacuations from any 'yes' received, trying to remain as orderly as possible.
- If any dispatch personnel go home, they need to remain in constant contact with their Supervisor or Lead for further assignment.

Operations Managers and Supervisors

- Contact all vehicle operators, including those on their day off and instruct them to report to work at their respective terminals.
- Cancel all pending vacations, and instruct those employees they are to report to work.
- Any other vehicle operator or available School Board employee will be called in. The School Board employees are to assist Space Coast Area Transit Operators with any paperwork, finding addresses and loading personal items of evacuees.
- If vehicle operators go home they need to remain in constant contact with their Manager or Lead for further assignment.

Once an official warning is issued, more centralized activity will begin with an emphasis on reviewing and modifying evacuation routes to meet the requirements of the call down activity being conducted by Space Coast Area Transit.

There are 4 geographic areas, which will be controlled as follows:

Area	Boundary	Terminal
North	Faye Blvd to Northern County Line.	Central Transit Facility 401 South Varr Ave. Cocoa 32922 Phone: 633-1878
Central	Faye Blvd. to the Pineda Causeway	
South	Pineda Causeway to Malabar Road.	South Terminal 460 South Harbor City Blvd. Melbourne 32901 Phone: 952-4561
Barefoot Bay	Malabar Road to Southern County Line	

NO BUS OR VEHICLE SHALL BE LOADED WITH PASSENGERS UNTIL THE EVACUATION ORDER HAS BEEN ISSUED. THE ORDER WILL BE ISSUED BY BREVARD COUNTY EMERGENCY MANAGEMENT AND TRANSFERRED TO THE TRANSIT DIRECTOR OR DESIGNEE. THE DIRECTOR OR DESIGNEE SHALL NOTIFY OTHER SPACE COAST AREA TRANSIT EMPLOYEES.

LEVEL II-B EVACUATION ORDER

Level II-B "The Evacuation Order"

The Policy Committee in consultation with staff and technical assistance experts gives the evacuation order. The communication to evacuate will come to the Transit Director through the Emergency Management Office or the Emergency Operations Center (EOC).

We may have already begun evacuations of Special Needs Clients as of this time. When the Policy Committee has decided to evacuate Brevard County Residents, it will determine the specific areas that need to be targeted first. Primarily they will include barrier islands, and mobile homes. Residents will be moved to Red Cross Shelters. Be alert to the possibility that we may be assisting in their transportation.

Vehicle Operators

- See your Operations Managers for Bus Assignment
- Organize all paperwork necessary for evacuation, including
  - Manifest
  - Map Book
  - Mileage Sheets
  - Summary Sheets
  - Clip Board
  - Next of Kin Forms
- Make sure you have your extras such as:
  - Rain gear, clothes, socks
  - Flashlight

Operations Managers and Supervisors

- Gather bus assignment information and distribute
- Assist vehicle operators with any questions
- Distribute manifests as received

Customer Service Supervisor

- Assist in manifest and route planning
- Distribute manifests to Operations Managers
- Reservationists continue to handle incoming phone calls or assisting where deemed necessary
- Continue to input information from call down list as generated

Network Systems Supervisor

- Continue to assist with the Call Down
- Assist the Customer Service Supervisor with mapping and manifest information.

LEVEL III EVACUATION

Level III "Evacuation Phase"

Level III indicates that danger is probable within 12-24 hours. EOC is fully operational. Public has been informed. All agencies will coordinate with the EOC as required. Evacuation of persons with "Special Needs" continues while other "At Risk" populations are initiated.

All evacuation operations shall be carried out by Space Coast Area Transit and the supporting agencies. Each vehicle assigned to do transportation for the special needs shelters will be given a manifest detailing their pick ups and drop offs.

Each vehicle operator shall follow the route manifest provided but also be aware of the insertions and cancellations provided by dispatch. The operator should move from stop to stop loading each passenger with minimal belongings. A list of recommended belongings is communicated to them at the time of their sign up with the *Special Needs Registry* and basics are reminded to them during the call down procedure. See **Appendix A** for a list of what is recommended for shelter stays.

Safety is a priority for this and all other Space Coast Area Transit services. Loaded vehicles shall discharge passengers at the appropriate shelter designation listed on the manifest. The driver will call into dispatch each passenger pick up and specify each passenger dropped off.

If a client has a pet, we will help coordinate with Animal Services to arrange transportation for their pet to an approved facility.

In the event that a passenger is delivered to the inappropriate level of care shelter based upon medical evaluation or other changes, the following shall apply:

- If the level of care available at the shelter would be life threatening and an additional level of care is necessary, an ambulance should be utilized to make the transfer to the appropriate level of care facility.
- If the level of care would enhance the comfort and care of the person, then the transfer of such patients would be done as time permits.

If a Special Needs Registrant on your manifest refuses to evacuate, the vehicle operator must request the next of kin information. Assist them to fill it out completely and have them sign. Please see appendix C for the form.

Brevard County has a total of seven causeways connecting barrier islands to the mainland which are available for the evacuation of the "At Risk" population living on the barrier islands. The timely evacuation of these persons requires the traffic flow to be managed to allow for an efficient and timely flow of evacuees from the evacuation zones. Brevard County, with the assistance of the three Chambers of Commerce, the Florida Department of Transportation, the American Automobile Association, and commercial map makers, has established the "*Project Pathway*" program to assist in providing evacuees with accurate and timely information for their safe evacuation. A copy of the *Project Pathway* program is included in **Appendix D**.

The Brevard County Board of County Commissioners will order an evacuation of the barrier islands for all categories of hurricanes due to the potential for causeway approach inundation from storm surge. Additionally, all low lying areas of the Indian River and mobile and manufactured home parks will require evacuation for all categories of hurricane.

When the winds reach a sustained speed of 45 MPH, vehicles and personnel shall be removed from evacuation service. At this point all drivers will be given the order to go either to a Special Needs Shelter or return to their designated terminals. **In the event a vehicle operator goes to a shelter, they will remain at the shelter until further instructions are given. Vehicle Operators <u>will</u> report to the shelter manager and follow their orders until the storm or incident has passed.**

<u>SAFFIR/SIMPSON SCALE</u>

CATEGORY I- *Minimal*
74-95 MPH Sustained Wind Speed
CATEGORY II- *Moderate*
96-110 MPH Sustained Wind Speed
CATEGORY III- *Extensive*
111-130 MPH Sustained Wind Speed
CATEGORY IV- *Extreme*
131-155 MPH Sustained Wind Speed
CATEGORY V- *Catastrophic*
Greater than 155 MPH Sustained Wind Speed

Level IV "Disaster Phase"

Level IV indicates that danger is imminent. All preventive emergency actions should be completed. All personnel are to take shelter per agency plans.

During the disaster phase, all personnel assigned to transportation duty will be at a designated shelter or their respective terminal. Personnel will assist the shelter management staff as needed but remain aware of situations and factors which may impact the transportation duties during the recovery phase after the disaster phase is complete. Other responsibilities may be assigned as necessary. In the event that a shelter evacuation or other event becomes necessary during the disaster, all available vehicle operators and staff will be needed for assistance.

If you have been released to go home during the disaster phase you must report to duty as soon as the disaster clears. Remain in contact with your supervisor or you may call the disaster reference numbers in **Appendix G** *or* call the drivers line at 633-1883 for updates and information.

Level V "After the Disaster"

When Level V has been reached, post disaster response is initiated. Damage assessments are conducted and disaster areas are secured. Continued reporting and coordination with municipalities and county agencies to provide initial community disaster needs assessments.

The decision to re-enter evacuation areas during local events is under the direction of the Chair, Brevard County Board of County Commissioners (or designated representative), after consultation with the Policy Group. The decision to re-enter will be based on a review of the information collected by the impact assessment teams and other organizations with damage assessment responsibilities to determine that environmental conditions within the affected areas are safe for public access. The number one response priority for re-entry will be mobilization and dispatch of search and rescue, as well as damage assessment teams into the impacted areas to search for survivors and provide assessments of the damage. These operations will be the first response elements programmed for re-entry and they will consist of representatives from law enforcement, fire, EMS, public works, utility providers, property appraisers, the Red Cross and municipalities. Government or private sector emergency response operations will not be allowed to commence in the evacuated areas until these operations are completed. Space Coast Area Transit post disaster operations will begin once receiving the 'all clear' from the Transit Director and EOC. Safe operation is the priority during the post disaster and recovery activities.

Vehicle Operators

- Each vehicle operator should attempt to get to their assigned vehicle if it is safe. If it is not safe, **DO NOT ATTEMPT TO ACCESS THE VEHICLE** - wait until you know it is clear. Your vehicle is unsafe if:
  - Any power lines are touching it
  - Power lines are in a puddle of water restricting access to the vehicle
  - Any windows are broken
  - It is inoperable for any reason (i.e.: tree has fallen on or near vehicle)
- If you determine that your vehicle is safe for operation, proceed with a full vehicle inspection, making note of all damage on the appropriate form(s). Attempt to start the engine.
- Initiate a radio check and report the condition of your vehicle. Remember to follow all emergency radio procedures as towers, repeaters and other communication equipment may be down. Be prepared if the

radio system is up and working for Fire/Ambulance and other Law enforcement agencies to be using any channel necessary to conduct their business. Please be patient.

- If your vehicle is not street worthy, report it to your Manager immediately. Then follow any direction given.
- If you are already at a shelter, remain in contact with your Manager or Lead to determine when the return order has been given. Please check your bus and radio to ensure proper and safe communication.
- Please keep well documented logs of any trips, passengers, origins, and destinations of any work that you provide. This information will be important later. Documentation is extremely important at this point. If in doubt, document, note time, date, person requesting the service, etc.

All Other Personnel

All non-vehicle operator personnel shall assess damage to Space Coast Area Transit Central and South Terminals, radio system, computers, phone systems, and all other essential communication components. Verify all vehicle operators have been accounted for and, if not, attempt to contact those who have not reported in. Record all vehicles that can be used.

PHASE VI RECOVERY

Phase VI "The Recovery Efforts"

The Transit Director will coordinate with EOC staff to determine the best use of transportation resources. It will be necessary to know the status of all vehicles prior to beginning any of the recovery phase operations.

Vehicle Operators will need to keep the following in mind as they are asked to begin moving people, supplies, etc.:

- Look for live wires and other safety hazards
- Look for debris in the road and right of way that could puncture tires or cause other vehicle damage
- Watch areas of standing water since they may be deeper than you anticipate
- Fuel and electricity may be in short supply or difficult to pump, so conserve wherever you can
- Make sure that you have a map book available since many road signs and other road markings may not be available. Dispatch will be extremely busy and will not be able to look up map locations for you.
- Be extra careful with clearances. The same road you traveled before may now be restricted due to shifting trees, roads, etc. The same applies to driveways and drive-through areas at various residential communities.

Exact recovery activities will not be determined beforehand. The strength and path of a hurricane or other unknown circumstance related to the disaster will determine the activities. For Space Coast Area Transit and its supporting agencies, returning the organization and its assets to some ability to operate will be most important. Some of the before storm duties and responsibilities will need to be restored as soon as we are able. This includes:

- Dialysis transportation
- Basic transportation routes such as 4 and 21. Make sure clients understand we will not be following any schedule as the routes can only run as roadways permit. Many traffic lights will be out, and the roads will be full of debris.
- Contact all agencies and determine when contract routes will be restored.

Other anticipated recovery needs will include:

- Returning Special Needs Shelter, Enhanced Care Shelter and Hospital Shelter citizens back to their homes or other designated locations.
- Shuttles from General Public Shelters back to their homes or other designated locations.
- Shuttles from the airports or other designated locations for the arrival of government officials, volunteers, etc.
- Shuttles from shelter areas to areas to apply for disaster assistance.
- Strategic transportation in smaller vehicles to remote sites where assistance and damage assessment is needed.
- Other services as determined.

When returning clients to their homes, if the site is uninhabitable you need to contact your supervisor immediately. A determination will be made at that time to either return that client to the shelter or drop them off at another location.

The "Call Down"

Brevard County has established the "Special Needs" registration program to assist in the documentation and evacuation of persons meeting the "Special Needs" criteria. Home health providers, durable medical equipment suppliers, and not-for-profit organizations distribute registration forms to persons who may be eligible for the "Special Needs" program. Emergency Management requires all registrants of the "Special Needs" program to register annually. These forms are returned to Brevard County Emergency Management where they are coded into a "Special Needs" database registry. This information, in the form of call down lists, is then supplied to ESF # 1, Transportation, to coordinate transportation requirements during an emergency or disaster event. Brevard County provides a Special Needs Shelter program for both enhanced care and assisted care registrants. Enhanced care shelters are provided and staffed by each of the four hospitals. The assisted care shelters are provided by the Brevard County School Board and are located at area schools. These shelters are managed by the Housing and Human Services Department with additional support from Court Alternatives.

Once we enter warning phase II-A Brevard County School Board and Brevard County Parks and Recreation volunteers will begin coming in to assist with the Call Down.

- The Customer Service Supervisor will provide a listing of people to call from the Special Needs Registry for each volunteer, along with a copy of the "Special Needs Call Down Script". See **Appendix E**.
- Call each person on the list and determine if they will require transportation for the evacuation. (See form in appendix F for documentation of information.)
  - **Please remember** that these people are frightened and trying to figure out how they are going to remain safe during an impending storm. Many are elderly and may be confused when you call. If they refuse transportation and you have doubts that they may still need assistance, put them on the list to be called again at a later time.
  - If they change their mind they can call dispatch at 633-1878 and leave their name, phone number and the city they live in. Dispatch will take the message, and give it to a call down volunteer. Once the volunteer receives the message they will call the person immediately to verify the call and schedule their evacuation.

- Make sure all people on the list are called
- Continue to follow any directions from the Call Down Coordinator

APPENDIX A "EOC Shelter Recommendations"

An Evacuation Shelter is not intended to be comfortable, they are noisy and crowded. You should prepare to bring items to help make your stay more comfortable.

WHEN EVACUATING TO A SHELTER, BRING THE FOLLOWING ITEMS:

1. ALL REQUIRED MEDICATIONS AND MEDICAL SUPPORT EQUIPMENT:
- Wheelchair/ Walker, oxygen, dressings, feeding and suction equipment, diapers, etc.
- Any specific medication or care instructions. (2 WEEK SUPPLY)
- Name, phone number of physician/home health agency/ hospital where you receive care.

2. DIETARY NEEDS: You need to bring nonperishable food to survive for 72 hours per person.
3. FOOD AND WATER/ LIQUIDS: Snacks, Fruit juice, Gatorade, Water, Fruits, Crackers (72 hour supply).
4. SLEEPING GEAR: Pillows, blankets, Portable cot or air mattress, folding chairs, sleeping bags for each person. Evacuation shelters tend to be cold so bring a blanket or sweater to keep warm. No guarantee of cots at shelter.
5. IMPORTANT PAPERS: Wills, deeds, licenses, insurance policies, home inventory, doctors orders, Do Not Resuscitate, Living Will.
6. IDENTIFICATION: With photo and current address, medical identification card.
7. CASH: Check cashing/ credit card services may not be available for several days after the storm. **BUT**: don't bring too much! There will be no place to secure money or valuables at the evacuation shelter.
8. COMFORT ITEMS: Small games, cards, diapers, books, batteries, manual can opener, etc.

9. PERSONAL HYGIENE ITEMS: Toothbrush, toothpaste, deodorant, towels, brush/comb, dentures, glasses, hearing aids and batteries, etc.
10. EXTRA CLOTHING: A one week supply of comfortable clothing and extra sets of underwear and socks.

Pets are NOT allowed in Evacuation Centers (except service animals); except the designated Pet Friendly Shelters. You must make other arrangements for them.

APPENDIX B "FEMA Disaster Kit"

FEMA DISASTER PREPAREDNESS KIT

FEMA recommends what you need during a hurricane:

WATER – at least 1 gallon daily per person for 3 to 7 days
FOOD – at least enough for 3 to 7 days
- non-perishable packaged or canned foods and juices
- foods for infants or elderly
- snack foods
- non-electric can opener
- cooking tools
- cooking fuel (not allowed in County Evacuation Shelters).
- paper plates & plastic utensils

BLANKETS, **PILLOWS**
CLOTHING – seasonal clothes and rain gear, as well as sturdy shoes.
FIRST AID KIT – Include all medications and prescription drugs
TOILETRIES – Hygiene items and moisture wipes
SPECIAL ITEMS – Medical equipment, items for baby (bottles, etc), items for elderly and special dietary needs.
FLASHLIGHT AND BATTERIES
RADIO – Battery operated and NOAA weather radio
CASH – Banks and ATM's may not be open or available for extended periods.
KEYS – Extra set of home and car keys
IMPORTANT DOCUMENTS – Store in waterproof container: Insurance cards, medical records, bank account numbers, social security cards, etc. Document all valuables.
TOOLS – Keep a set with you during the storm
PET CARE ITEMS –
- proper identification, immunization records and medications
- ample supply of food and water
- carrier or cage
- muzzle and leash

TOYS, **BOOKS AND GAMES**
VEHICLE FUEL TANKS FILLED

NOTIFICATION OF NEXT OF KIN

BREVARD COUNTY GOVERNMENT
STATE OF EMERGENCY EVACUATION NOTICE

I understand that a state of emergency has been declared by the Brevard County Board of County Commissioners in accordance with Florida Statute 252 ordering evacuation for the area in which I am now residing. I further understand that my decision not to evacuate the declared area of risk may result in serious injury or loss of my life.

This message has been personally delivered to me by an official of Brevard County Government. I understand that no additional attempts to notify or rescue me will be made if I decide not to evacuate at this time.

Mr./Ms. _____

Address:_____

City:_____Phone:_____

Weight:_____Height:_____Race:_____Hair:_____Eyes:_____

Total number of residents staying:_____Age(s):_____

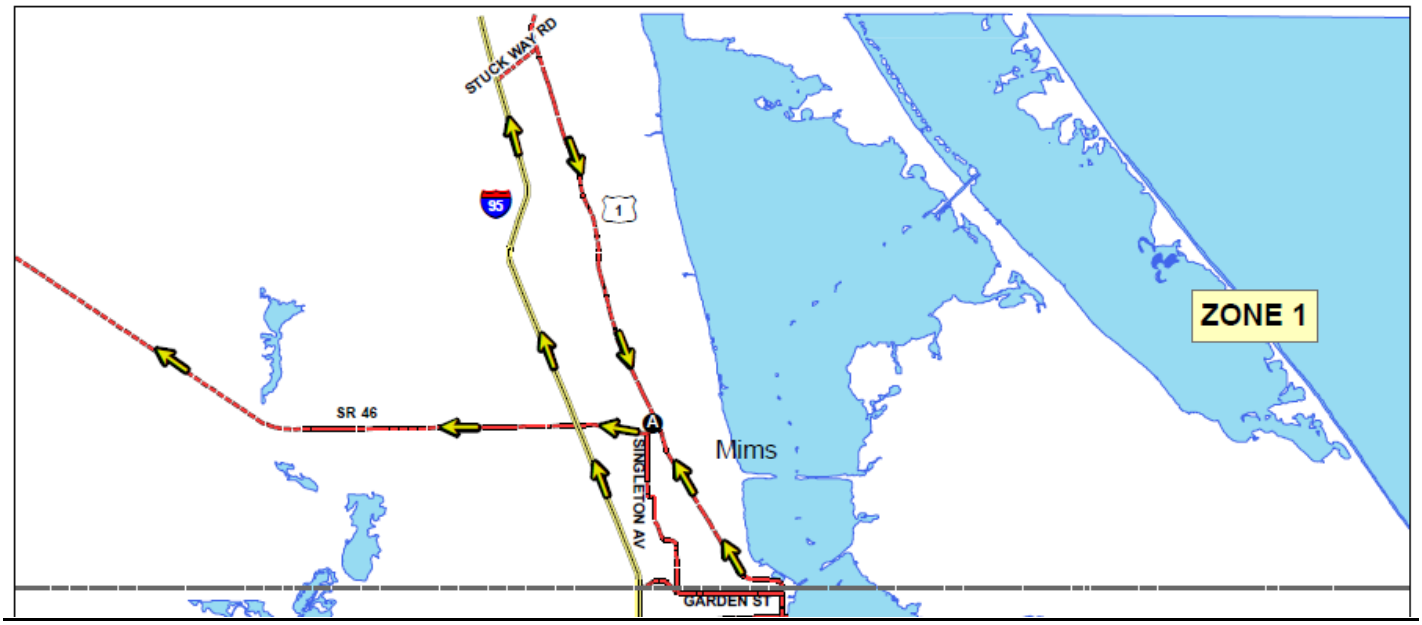
Next of Kin:_____Phone:_____

Comments:_____

Resident's Signature or "Refused"	Date	Time
Notifying Officer's Signature	Date	Time

Click on an area to access the evacuation map
Back to the hazard page
ZONE 1
ZONE 2
ZONE 3
ZONE 4
ZONE 5
ZONE 6
ZONE 7
ZONE 8
Mims
Titusville
John F. Kennedy Space Center
Merritt Island
Cape Canaveral Air Force Station
Cape Canaveral
Cocoa
Cocoa Beach
Rockledge
Patrick Air Force Base
Satellite Beach
Melbourne
Indian Harbour Beach
Indialantic
West Melbourne
Melbourne Beach
Palm Bay
Micco
SR 46
SR 50
SR 528
SR 520
SR 401
A1A
DATE: 2/18/2011
Primary Shelters
A Mims Elementary School
B Apollo Elementary School
C Imperial Estates Elementary School
D Walter Butler Community Center
E Brevard Community College
F Manatee Elementary School
G Sherwood Elementary School
H Eau Gallie High School
I Melbourne High School
J Meadowlane Intermediate Elementary
K Heritage High School
L Bayside High School
M Barefoot Bay Community Center
N South Mainland Community Center
Evacuation Route

ZONE "1" EVACUATION SHELTER PLAN



COVERAGE AREA: Mainland North Brevard County, Garden Street to Mims and Scottsmoor.

PRIMARY EVACUATION SHELTER (PES): Mims Elementary School,Building #13, 2852 N. US Highway 1 Mims. **Shuttered*.*

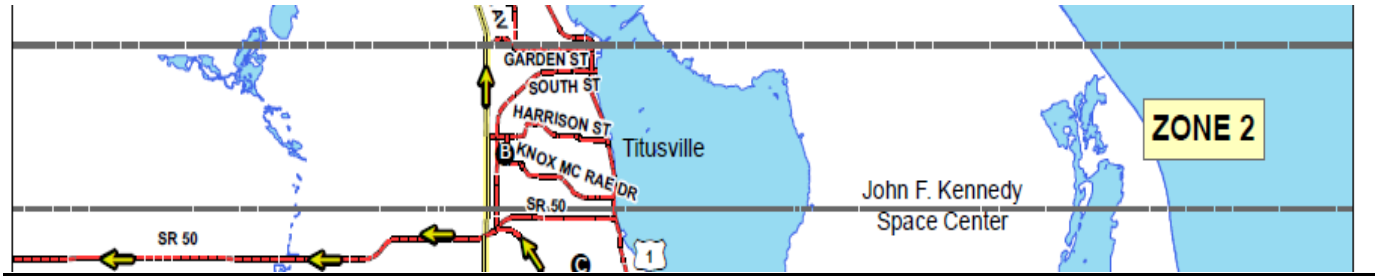
PRIMARY BACKUP EVACUATION SHELTER (PBES): Atlantis Elementary School, 7300 Briggs Ave., Port St. John.

PRIMARY BACKUP EVACUATION SHELTER (PBES): Enterprise Elementary School #1,2,3,4, 5 & 6 - 7000 Enterprise Road, Cocoa, FL**Shuttered and Generator Equipped*.*

ENHANCED CARE SPECIAL NEEDS BACKUP SHELTER (ECSNBS): Parrish Medical Center, Titusville, FL. NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. ***Generator Equipped***

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Port St. John Community Center, 6650 Corto Road, Port St. John. **Shuttered**.

ZONE "2" EVACUATION SHELTER PLAN



COVERAGE AREA: Mainland Titusville from SR-50 (Cheney Hwy.) to Garden Street.

PRIMARY EVACUATION SHELTER (PES): Apollo Elementary School, Buildings 2, 3 & 4 - 3085 Knox McRae Drive, Titusville, FL. **Shuttered**

PRIMARY BACKUP EVACUATION SHELTER (PBES): Atlantis Elementary School, 7300 Briggs Ave., Port St. John.

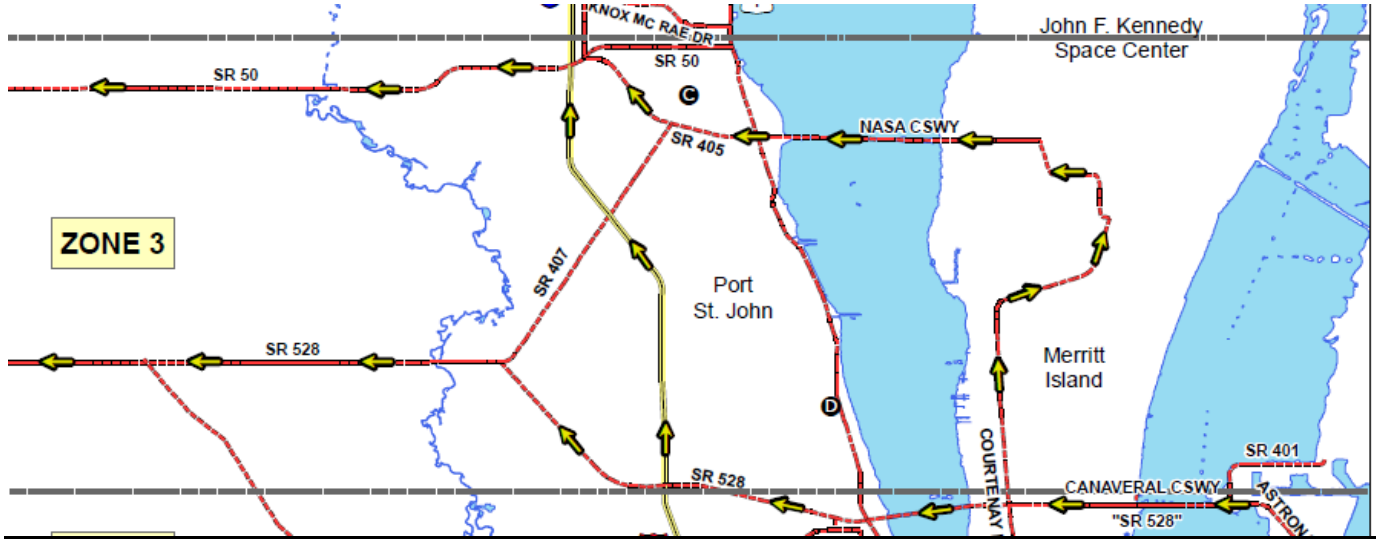
PRIMARY BACKUP EVACUATION SHELTER (PBES): Enterprise Elementary School, Buildings 1,2,3,4,5 & 6 - 7000 Enterprise Road, Cocoa, FL**Shuttered and Generator Equipped*.*

ASSISTED CARE SPECIAL NEEDS SHELTER (ACSNS): Oak Park Elementary School, Buildings 2, 5, 6, 7 &8 - 3395 Dairy Road, Titusville, FL. NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. *** Shuttered & Generator Equipped**.*

ENHANCED CARE SPECIAL NEEDS BACKUP SHELTER (ECSNBS): Parrish Medical Center, Titusville, FL. NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program.

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Port St. John Community Center, 6650 Corto Road, Port St. John. **Shuttered*.*

ZONE "3" EVACUATION SHELTER PLAN



COVERAGE AREA: Mainland and North Merritt Island residents north of State Road #528 (Beachline).

PRIMARY EVACUATION SHELTER (PES): Imperial Estates Elementary School, Buildings 5, 6, 7 & 8 - 5525 Kathy Drive, Titusville, FL. **Shuttered*.*

PRIMARY EVACUATION SHELTER (PES): Walter Butler Community Center, 4201 US HWY 1 Cocoa, FL. ***Shuttered & Generator Equipped**.*

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Enterprise Elementary School, Buildings 1,2,3,4,5 & 6 - 7000 Enterprise Road, Cocoa, FL. *** Shuttered & Generator Equipped**.*

PRIMARY BACKUP EVACUATION SHELTER (PBES): Atlantis Elementary School, 7300 Briggs Ave., Port St. John.

ASSISTED CARE SPECIAL NEEDS SHELTER (ACSNS): Oak Park Elementary School, 3395 Dairy Road, Titusville, FL. NOTE: Special Needs Shelters *will only accept people who are registered in the Special Needs Program. **Shuttered & Generator Equipped**.*

ENHANCED CARE SPECIAL NEEDS BACKUP SHELTER (ECSNBS): Parrish Medical Center, 951 N. Washington Avenue, Titusville, FL. NOTE: Special Need Shelters will only accept people who are registered in the Special Needs Program. ***Generator Equipped***

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Port St. John Community Center, 6650 Corto Road, Port St. John. **Shuttered*.*

ZONE "4" EVACUATION SHELTER PLAN

COVERAGE AREA: Mainland Cocoa, Merritt Island, Cocoa Beach and Cape Canaveral residents north of State Road #520 and south of State Road 528.

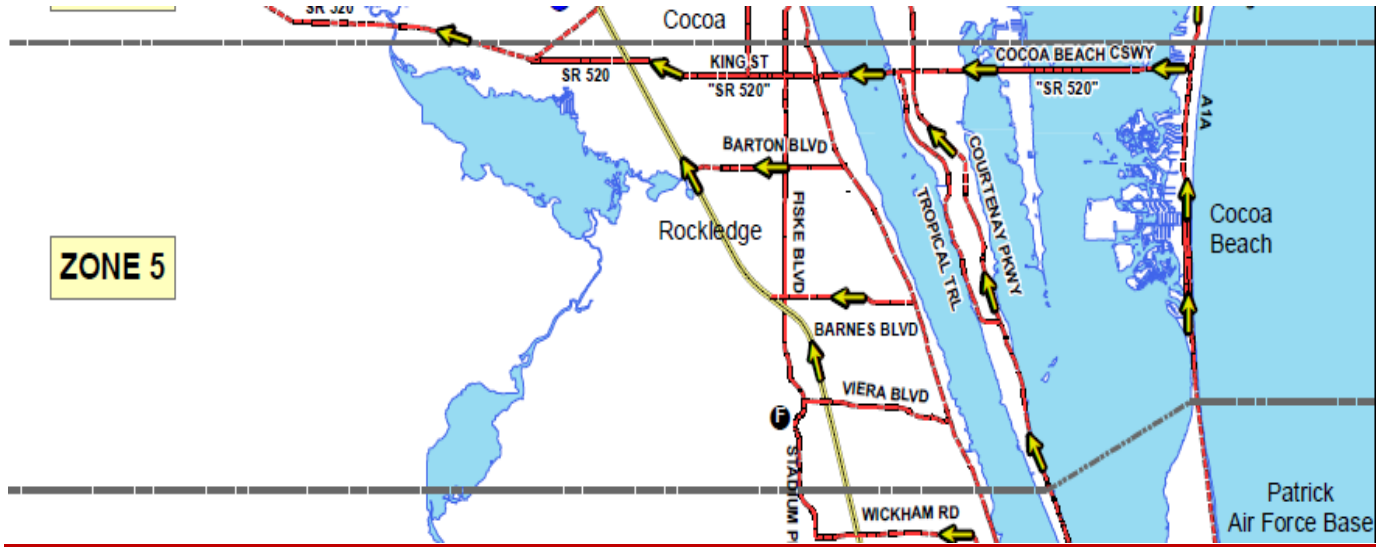
PRIMARY EVACUATION SHELTER (PES): Brevard Community College - Cocoa Campus, Life Long Learning Center (LLLC) Bldg 3 - 1519 Clearlake Road, Cocoa, FL. ***Shuttered & Generator Equipped***

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Enterprise Elementary School, Buildings 1,2,3,4,5 & 6 - 7000 Enterprise Road, Cocoa, FL. *** Shuttered & Generator Equipped**.*

ASSISTED AND ENHANCED CARE SPECIAL NEEDS SHELTER: Ralph Williams, Jr. Elementary School, (east wing) - 1700 Clubhouse Drive, Rockledge, FL. Wuesthoff Rockledge Hospital will sponsor the ECSNS at Williams. NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. ***EHPA & Generator Equipped***

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES):Port St. John Community Center, 6650 Corto Road, Port St. John. **Shuttered*.*

ZONE "5" EVACUATION SHELTER PLAN



COVERAGE AREA: Mainland from State Road #520 Cocoa to Suntree. Cocoa Beach from Patrick Air Force Base (PAFB) north to State Road #520. Merritt Island from McCaw Lane to State Road #520.

PRIMARY EVACUATION SHELTER (PES): Manatee Elementary School, 3245 Viera Blvd. Melbourne, ***EHPA Shuttered and Generator.***

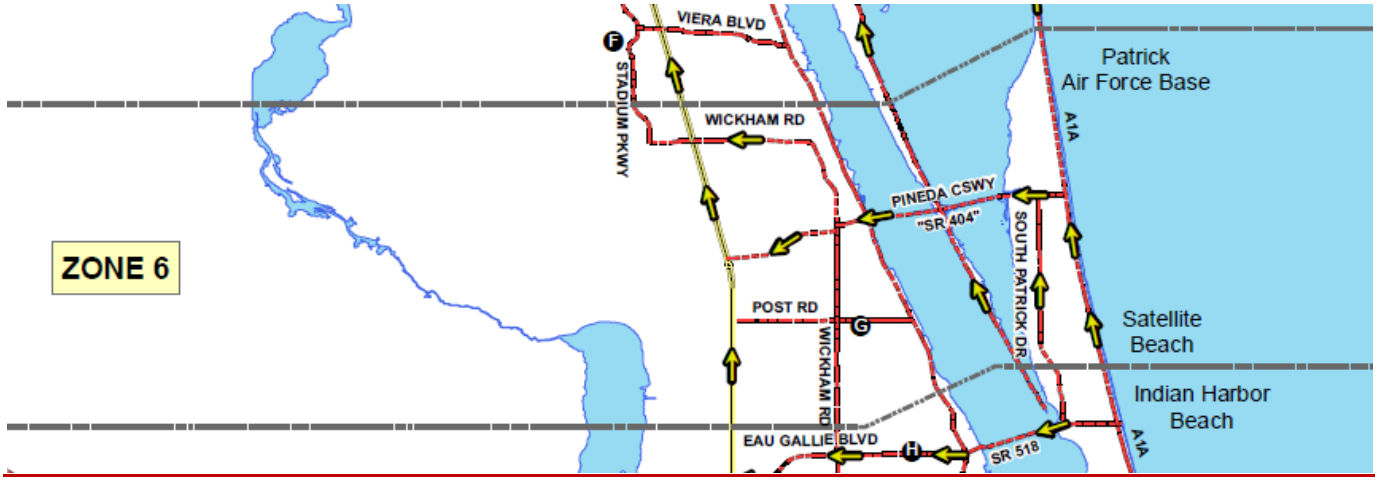
PRIMARY BACK-UP EVACUATION SHELTER 1(PBES): Andersen Elementary School, Buildings 2, 3, 4, & 5 - 3011 S. Fiske Blvd., Rockledge, FL. **Shuttered*.To be opened when Manatee reaches 85% capacity.*

PRIMARY BACK-UP EVACUATION SHELTER 2(PBES): Rockledge High School, Buildings 1, 2, 8 & 16 - 220 Raider Avenue (Rockledge Ave.), Rockledge, FL. To be opened when Andersen Elementary School reaches 85% capacity. **Shuttered**.

ASSISTED AND ENHANCED CARE SPECIAL NEEDS SHELTER: Ralph Williams, Jr. Elementary School (east wing)**,** 1700 Clubhouse Drive, Rockledge, FL. Wuesthoff Rockledge Hospital will sponsor the ECSNS at Williams. NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. ***EHPA & Generator Equipped***

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Community Center Viera Regional Park, 2300 Judge Fran Jamieson Way, Viera.

ZONE "6" EVACUATION SHELTER PLAN



COVERAGE AREA: Patrick Air Force Base south to Indian Harbour Beach. McCaw Lane on Merritt Island south to Mathers Bridge. Mainland from Barnes Blvd. to Aurora Road, Melbourne.

PRIMARY EVACUATION SHELTER (PES): Sherwood Elementary School 2541 Post RD, Melbourne, FL *** Shuttered & Generator Equipped***

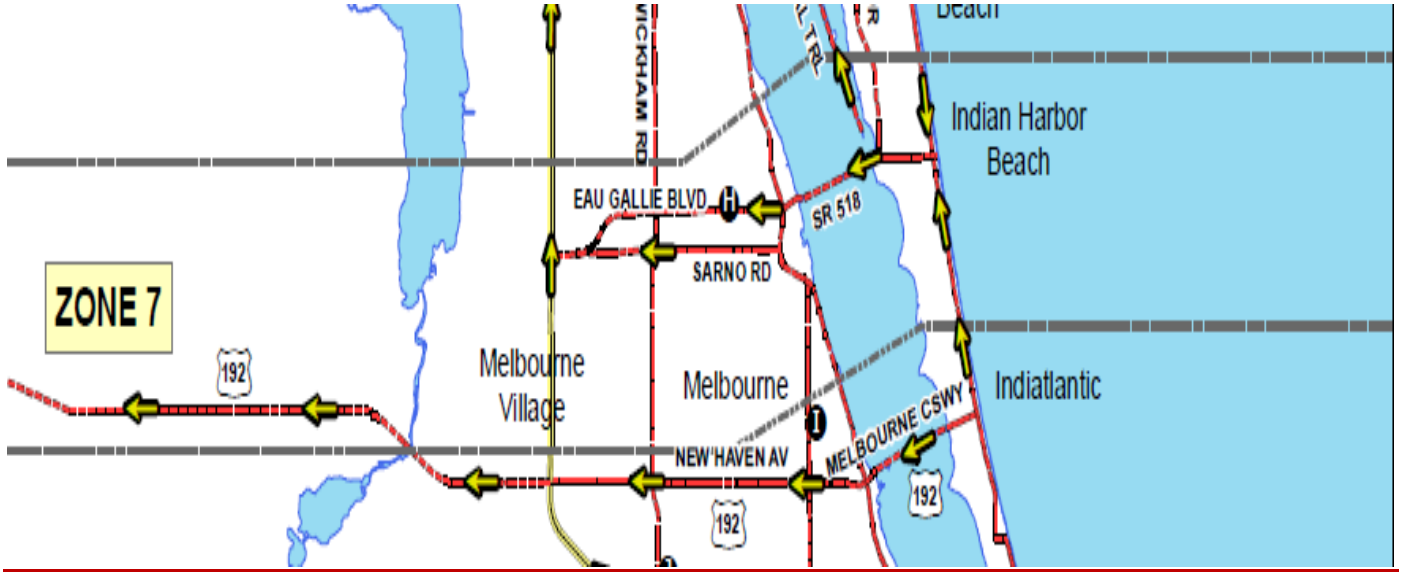
PRIMARY BACK-UP EVACUATION SHELTER (PBES): Long Leaf Elementary School, 2400 N. Wickham Road, Melbourne, FL. To be opened when Sherwood Elementary School reaches 85% capacity. **Shuttered*.*

PRIMARY BACK-UP EVACUATION SHELTER (PBES): BCC - Melbourne Campus, Bldg. 1 & 10. 3865 N Wickham Rd Melbourne, FL 32935-2399

ASSISTED AND ENHANCED CARE SPECIAL NEEDS SHELTER: Quest Elementary School, 8751 Trafford Drive, Melbourne, FL. Note: Special Needs Shelters will only accept people who are registered in the Special Needs Program. *EHPA with Generator*

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Wickham Park Community Center, 2815 Leisure Way, Melbourne, FL

ZONE "7" EVACUATION SHELTER PLAN



COVERAGE AREA: Indian Harbour Beach to Indialantic and mainland from Aurora Road to US #192 (New Haven Avenue) Melbourne. West Melbourne, South Melbourne and NW Palm Bay.

PRIMARY EVACUATION SHELTER (PES): **Eau Gallie High School,** (EGHS) New 2 Story Wing - 1400 Commodore Blvd., Melbourne, FL. ***EHPA & Generator Equipped***

PRIMARY EVACUATION SHELTER (PES): Meadowlane Intermediate School, 2700 Wingate Boulevard, Melbourne, FL - ***Shuttered & Generator Equipped***

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Central Middle School, 2600 Wingate Blvd., West Melbourne, FL. *For residents of south Melbourne, West Melbourne, Melbourne Village and NW Palm Bay. *Shuttered*.*

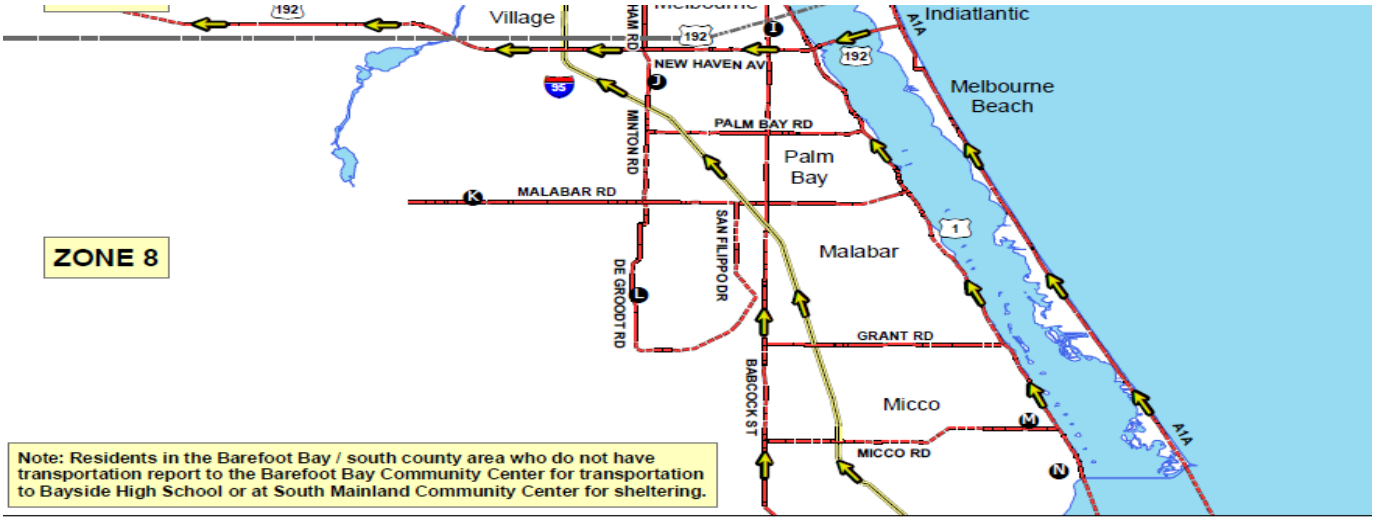
PRIMARY BACK-UP EVACUATION SHELTER (PBES): Roy Allen Elementary School, 2601 Fountainhead Blvd. Melbourne. To be opened when Eau Gallie High School reaches 85% capacity and for residents of Eau Gallie and Melbourne. ***EHPA & Generator Equipped***

ASSISTED CARE SPECIAL NEEDS SHELTER (ACSNS): Max Rodes Park Community Center, Park address is 3410 Flanagan Avenue, West Melbourne, 32904 and the Community Center within the Park is 2885 Champion Way, West Melbourne 32904. **Generator Equipped**

ASSISTED CARE SPECIAL NEEDS SHELTER (ACSNS): Sunrise Elementary School, 1651 Mara Loma Blvd S.E. Palm Bay, FL - NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. ***Shuttered & Generator*

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Wickham Park Community Center, 2815 Leisure Way, Melbourne, FL

ZONE "8" EVACUATION SHELTER PLAN



COVERAGE AREA: Beachside from Indialantic to the south County line. Mainland from US #192 to the south County line, NW Palm Bay, West Melbourne and South Melbourne.

PRIMARY EVACUATION SHELTER (PES): Melbourne High School, Buildings 1 & 8, 74 Bulldog Blvd., Melbourne, FL. **Shuttered*.*

PRIMARY EVACUATION SHELTER (PES): Heritage Hight School, 2351 Malabar Rdl, Palm Bay, FL.

PRIMARY EVACUATION SHELTER (PES): Bayside High School, 1901 DeGroodt Road SW, Palm Bay, FL. ***Shuttered & Generator Equipped***

PRIMARY EVACUATION SHELTER (PES): South Mainland Community Center (SMCC) 3700 Allen Ave, Micco, FL. ***Shuttered & Generator Equipped***

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Central MiddleSchool, 2600 Wingate Blvd., W. Melbourne, FL **Shuttered*.*

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Westside Elementary School, 2175 Degroodt RD, SW, Palm Bay, FL

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Meadowlane Elementary School, Buildings 1, 2,3,4,5 & 6 - 2700 Wingate Blvd., West Melbourne, FL. ***Shuttered & Generator Equipped***

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Jupiter Elementary School, Buildings 1,2,3,4,5 & 6 - 950 Tupelo Road SW, Palm Bay, FL. ***Shuttered & Generator Equipped***

PRIMARY BACK-UP EVACUATION SHELTER (PBES): Discovery Elementary School, Buildings 1,2,3,4,5 & 6 - 1275 Glendale Avenue NW, Palm Bay, FL. To be opened when Jupiter Elementary School reaches 85% capacity. ***Shuttered & Generator Equipped***

ENHANCED/ASSISTED CARE SPECIAL NEEDS SHELTER (EACSNS): Sunrise Elementary School, 1651 Mara Loma Blvd S.E. Palm Bay, FL - NOTE: Special Needs Shelters will only accept people who are registered in the Special Needs Program. ***Shuttered & Generator Equipped***

ASSISTED CARE SPECIAL NEEDS SHELTER (ACSNS): Palm Bay Regional Park, Park address is 3410 Flanagan Avenue, West Melbourne, 32904 and the Community Center within the Park is 2885 Champion Way, West Melbourne 32904. **Generator Equipped**

PET FRIENDLY PRIMARY EVACUATION SHELTER (PFPES): Palm Bay Regional Park, 1951 Malabar Rd. Palm Bay, FL.

TRANSPORTATION EVACUATION CENTER (TEC): **Barefoot Bay Community Center Building "A,"** Barefoot Blvd., Barefoot Bay, FL. NOTE: This is NOT a shelter; it is only for evacuees that do not have transportation to BCCPBC. SCAT and BCSBTS will provide buses for transportation at the TEC which will be directed to the nearest available PES/PBES.

APPENDIX E "CALL DOWN SCRIPT"

Special Needs Call Down Script

Is this the (Name of the Individual on Register) residence?

This is (Name of Caller) with Space Coast Area Transit. We are calling because you registered this year for the ***Brevard County Special Needs Emergency Evacuation Registry***. An Evacuation Order has been issued, and we would like to know if you still need the requested transportation assistance to a shelter?

YES

Thank you. I am verifying your address as (Read entire address, including city).

Are you in a mobile home?
- If **yes**, what is the lot number?
- What is the name of the mobile home park?

Are you in an apartment?
- If **yes**, what is the name of the apartment complex?
- What is the building and apartment number?

Are you in a gated community?
- If **yes**, how do we get in, what is the access code?
- What is the name of the community?

You should begin packing now and have your personal shelter items ready to go by placing them inside the front door of your residence for you and your caregiver. You may refer to page ____ of the Brevard County phone book for recommendations on shelter items, or refer to the list of items recommended when you signed up. Remember to bring food and bottled water and something to sleep on.

This will be your **ONLY** phone call, so please stay tuned to your radio or television for further information on evacuation.

Do you understand?

No

Are you **CERTAIN** that you will **NOT REQUIRE** transportation to a shelter?

- If **NOT REQUIRED** continue script.
- If **REQUIRED**, please read **YES** script.

If you change your mind, pick-up will be on a first come, first serve basis **AFTER** everyone else is picked up.

Please stay tuned to your radio or television for further information on evacuation.

DO NOT GO to a shelter until advised to do so.

APPENDIX F "Call Down Registrant Form"

Client Number	Last Name	Call Attempts			Evacuate		Housing			Other Information (Community name, lot #)
		1	2	3	Yes	No	M	A	G	

*__M__= Mobile Home *__A__=Apartment *__G__=Gated Community

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

SPACE COAST AREA TRANSIT **TELEPHONE: 635-7815 FAX: 633-1905**

TO: All Space Coast Area Transit Employees

FROM:

DATE:

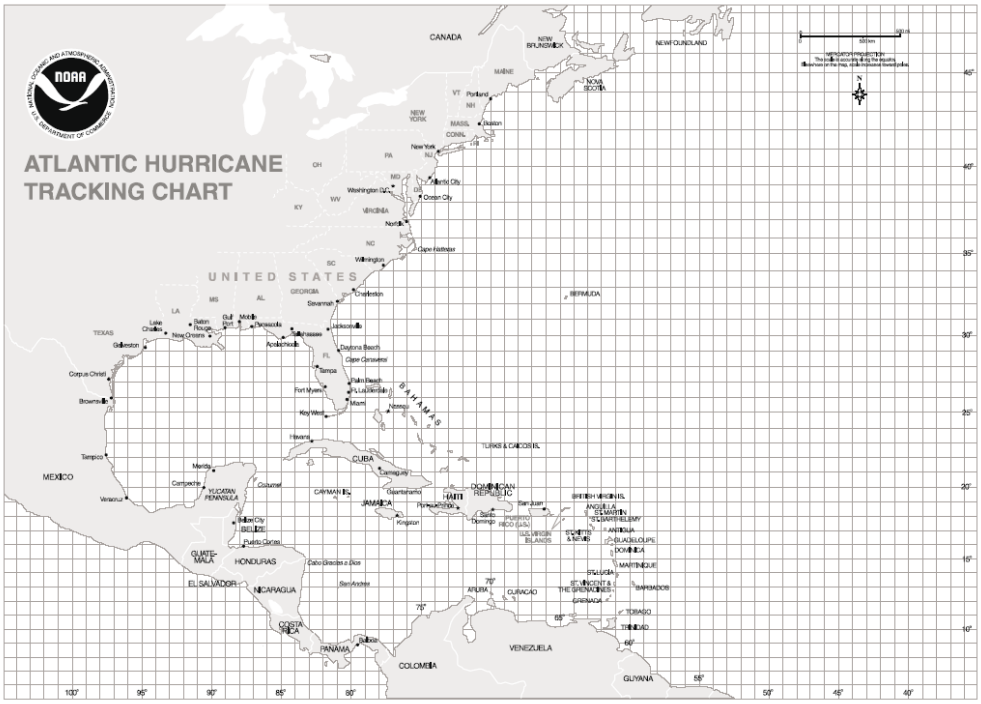
RE: Disaster Reference Numbers

In case of Disaster, the following numbers will give employees information on work status:

Cocoa-Scottsmoor	**264-5237**
Rockledge-Micco	**637-5369**

If you are unsure whether your office is open, call first. If phones are out, listen to local television and radio stations for details.

APPENDIX H "Hurricane Tracking Map"



APPENDIX I "Phone Numbers"

2015 Named Hurricanes

Ana	***Henri***	***Odette***
Bill	***Ida***	***Peter***
Claudette	***Joaquin***	***Rose***
Danny	***Karl***	***Sam***
Erika	***Larry***	***Teresa***
Fred	***Mindy***	***Victor***
Grace	***Nicholas***	***Wanda***

Important Phone Numbers

Brevard County Emergency Operations Hotline:	**637-6670**
Red Cross	**723-7141**
North Brevard Humane Society	**264-5119**
South Brevard Humane Society	**253-6608**
Florida Emergency Information Line	**800-342-3557**
FEMA	**800-621-3362**
Division of Agriculture (report price gouging)	**800-435-7352**
Space Coast Area Transit Drivers Line	**633-1883**
Disaster Reference Number North	**264-5237**
Disaster Reference Number South	**637-5369**

Brevard County Merit System Policies
Pay Plan

- Declared Emergency Conditions: When an emergency condition has been declared by the County Manager, where employees in all departments/ offices performing non-essential functions on a county-wide basis are granted paid administrative leave by the County Manager to return home because of the emergency conditions, those employees required to work during the emergency conditions shall, in lieu of any paid administrative leave which may be authorized, receive compensatory time for all normally scheduled hours worked in which non-essential employees are granted paid administrative leave and in addition be paid as follows:
  - Non-exempt (hourly, overtime eligible) employees shall be paid at a rate of time and one-half for all hours worked during the declared emergency conditions and for all hours worked outside their normal work hours responding as part of recovery efforts for the emergency after the declared emergency conditions have been lifted.
  - Exempt employees (salaried), excluding Directors and Assistant Directors, shall receive in addition to their regular salary, straight time pay plus half time compensatory time for all hours worked outside normal work hours during the declared emergency conditions and for all hours worked outside their normal work hours responding as part of recovery efforts for the emergency after the declared emergency conditions have been lifted.
  - When non-exempt (hourly) and exempt (salaried) employees, excluding Directors and Assistant Directors, are required to be on duty during declared emergency conditions, sleep time shall be included as hours worked.

- Any employees assigned to a special needs shelter shall receive double time for all hours worked at the special needs shelter. During all work hours at special needs shelters, such employees shall be classified as Special Needs Shelter Workers, Pay Grade 814. The hourly rate for all such assignments shall be the minimum hourly rate for pay grade 814. Special Needs Shelter Managers shall also receive lead worker pay.

- Employees assigned to the actual physical transport of citizens to and from special needs shelters shall be compensated as though they are operating under declared emergency conditions.

- Directors and Assistant Directors may receive compensatory time for hours worked outside their normal work hours during the declared emergency conditions.

- Temporary employees shall not be eligible to receive paid administrative leave during a declared emergency. In the event a temporary is required to work during the declared emergency they shall be paid time and one-half for working the emergency event.

CERTIFICATION of RECEIPT

I have received the Employee Hurricane Evacuation Manual **2015** and reviewed its contents. I understand that all Space Coast Area Transit Employees have duties related to emergency transportation as needed for evacuation of Brevard County during times of community crisis. I understand that I will be placed on alert prior to any hurricane or other pending incident which may require Space Coast Area Transit services. I understand that alert means that I am subject to being called for service. I understand the importance of making advance preparation for myself, my personal property and family prior to the need for such service.

Signature_____ Date_____