

APPENDIX C

COUNTY AND MUNICIPAL DEPARTMENTS AND THEIR MITIGATION FUNCTIONS

HILLSBOROUGH COUNTY
Description of Departments and Mitigation Functions

(A) List (County/Municipal) agencies and the mitigation functions they provide and include narrative of how these agencies help reduce losses from hazards.

MITIGATION FUNCTION	ASSOCIATED AGENCIES	MITIGATION RESPONSIBILITIES
ADMINISTRATION, WORKFORCE, FINANCIAL MANAGEMENT, INSURANCE	Board of County Commissioners(BOCC)- Administration, Office of Management & Budget, Risk Management, Housing and Community Code Enforcement Dept., School Board, Florida Department of Community Affairs (FDCA), Florida Division of Emergency Management (FDEM), Florida Department of Agriculture & Consumer Services (FDACS), Florida Department of Labor Employment Security (FDLES), U. S. Department of Housing and Urban Development (HUD)	The quick return to normalcy is paramount after a disaster, mitigation functions include: recovery of the workforce and implementation of county government, distribution of emergency funds, declaration of emergencies, employee safety, health and welfare, citizen safety, health and welfare, State Housing Initiative Program (SHIP) (new housing at higher standards), and increased survivability of school board facilities.
BUILDING CODE ENFORCEMENT	BOCC-Development Services Division-Building Inspections & Code Enforcement, HUD, FDCA	The redevelopment/construction approvals/inspections and mitigation alternatives (after disaster), inspection for hazard related code requirements, new construction / additions engineered to 100 mph winds and other restrictions, enforcement of Federal Emergency Management Agency (FEMA) requirements for National Flood Insurance Program (NFIP), and survey requirements for elevation of slab.
LAND USE MANAGEMENT	BOCC-Planning and Growth Management	The identification of development limitations and land development regulatory review subdivision management with resource limitations and does not allow removal of natural barriers without mitigation.
RECONSTRUCTION OF COUNTY FACILITIES	BOCC	Reconstruction to new mitigation standards
FLOOD PLAIN MANAGEMENT AND DRAINAGE PROGRAM	BOCC-Development Services Division, Environmental Protection Commission (EPC), Environmental Lands Acquisition and Protection Program	The flood way development prohibition, flood plain mitigation, storm water runoff responsibilities, septic system location, wetland mitigation, development in coastal high hazard areas, acquisitions, repetitive losses, pump distribution and maintenance, and mosquito control.

MITIGATION FUNCTION	ASSOCIATED AGENCIES	MITIGATION RESPONSIBILITIES
	(ELAPP)/ Greenways /Parks/ Real Estate, Community Rating System (CRS), Public Health Department, South West Florida Water Management District, FDEP, Tampa Bay Regional Planning Commission, FEMA, U.S. Department of Agriculture (USDA), US Army Corps of Engineers, Soil Conservation Service.	
SANITARY SEWER AND POTABLE WATER	Public Works Department, Water Department	The construction/reconstruction of infrastructure and standby power systems for infrastructure,
REGIONAL DISASTER RECOVERY	Tampa Bay Regional Planning Council	The Regional Recovery Plan
SOLID WASTE DISPOSAL	Solid Waste Management Department	The hauling and disposing of solid waste, landfill/reduction site management and recycling efforts.
TRANSPORTATION	County Share-A-Van, Hillsborough Area Regional Transit Authority (HARTline) and School Board Transportation, Emergency Planning Operations,	A critical mitigation function during pre- and post-disaster operations is emergency transportation. During and after a localized disaster, transportation may be needed to move evacuees from hazard areas to shelter or medical facilities. A mass evacuation, such as that required for a hurricane, will involve substantial emergency transportation before and after the event.
COMMUNICATIONS	County Telecommunications Section. General Telephone Company (GTE), Radio Amateur Civil Emergency Services (RACES), Sheriff's Office, 9-1-1 Operations and Tampa Radio Communications Section.	The Hillsborough County Emergency Operations Center (EOC) has overall responsibility for providing direction and control and coordinating resources and services during disaster situations.
PUBLIC WORKS AND ENGINEERING	Planning and Growth Management Department. Development Services Division, Engineering Division, Facilities Management Division, Fleet Management, State Health Department, Housing and Community Code Enforcement Dept., Parks & Recreation, Property Appraiser, Roadway Maintenance Division, Solid	the design and construction of mitigation projects which include: retention/detention ponds to control flooding, technical advice and evaluation, debris clearance and disposal, temporary construction of emergency access routes, storm water management, restoration of water supply and waste water facilities and systems, damage assessment, construction management and inspection, emergency demolition or stabilization of damaged structures.

MITIGATION FUNCTION	ASSOCIATED AGENCIES	MITIGATION RESPONSIBILITIES
	Waste and Water Department. Florida Department of Transportation (FDOT), District 7 may provide support as resources allow.	
FIREFIGHTING, HAZMAT RESPONSE, FIRE PREVENTION, FIRE SAFETY	Hillsborough County Fire Rescue Department, Sheriff's Office and municipal fire and police departments	Law enforcement, emergency medical and fire services are utilized in situations where a fire in itself presents a hazard to the community or in response to some other hazard or disaster. Fire services are: fire suppression, fire prevention, inspections, hazardous materials incidents, evacuation of citizens, warning systems, medical emergencies, extrication and other emergencies which may require immediate action.
ADMINISTRATIVE, INFORMATION AND PLANNING	Information & Technology Services, the Geographical Information System (GIS) Section of the Real Estate Department and other sections of the Public Safety Department (i.e. 9-1-1 Operations and Emergency Dispatch Operations).	Accurate information gathering, processing and utilization are important elements in successful mitigation projects, disaster response and recovery operations and form the basis of subsequent planning to meet pre- and post-disaster needs.
MASS CARE AND HUMAN SERVICES	American Red Cross, Hillsborough County Office of Human Services, Aging Services Department, Health & Social Services Department, City of Tampa, Salvation Army, United Way and other volunteer agencies	Mass Care and human services are necessary to provide for the most immediate and post-disaster needs of any victim (normal or disaster): shelter and feeding; care of unaccompanied children, the aged, and others unable to care for themselves; disaster welfare inquiry; and provision of various types of human services assistance to victims.
RESOURCE SUPPORT	Purchasing Department. Management & Budget Department, Facilities Management Division (County/Regional Relief Center), Human Resources (Volunteer Center), Real Estate Department and the Volunteer Center of Hillsborough County (Volunteer Center).	The ability to bring needed resources and logistical support to bear is critical during mitigation activities, disaster response and recovery operations. Necessary support that continues through disaster recovery includes locating, procuring, issuing and transporting resources such as equipment, materials, personnel, fuel and contracting services.
HEALTH AND MEDICAL	Medical Director for Mass Casualty Planning. Aging Services, American Red Cross, Health & Social Services,	The Medical Director for Mass Casualty Planning (MDMCP) will be the overall coordinator of health and medical operations for the county until normal operations are restored.

MITIGATION FUNCTION	ASSOCIATED AGENCIES	MITIGATION RESPONSIBILITIES
	County Fire Rescue Department, State Health Department, Medical Examiner, Water Department, Roadway Maintenance Division and the Solid Waste Department.	
SEARCH AND RESCUE	Sheriff's Office. County Fire Rescue Department, Roadway Maintenance Division and Tampa Electric Company (TECO). Each municipality will be responsible for search and rescue operations within their respective jurisdictions.	The first priority after any hazard is to locate any victims in affected areas and ensure the safety of injured or stranded personnel. The injured must be treated on the scene and moved to medical facilities as soon as possible.
HAZARDOUS MATERIALS	Hillsborough County Fire Rescue. The fire departments within applicable jurisdictions have the lead response role during such circumstances. Sheriff's Office, municipal police departments, State Health Department.	Hazardous materials releases occur in gaseous, liquid and solid forms and present a threat that must be quickly and efficiently responded to in order to limit exposures to persons and property. Information will be forwarded during post disaster with respect to mitigating certain facilities to minimize exposure to future hazards.
FOOD AND WATER	Purchasing Department. American Red Cross, Health & Social Services, Cooperative Extension, Facilities Management (Regional Relief Center), State Health Department, Water Department, Salvation Army and the School Board.	After a major disaster, one of the most basic, yet important, considerations is to ensure adequate food and water are supplied to disaster victims.
ENERGY	TECO, Fleet Management Department, Peoples Gas Company, Florida Electric Power Coordinating Group.	Electrical power and petroleum products can be severely curtailed by a major disaster like a hurricane. Electrical power outages may also be caused by severe cold or hot weather, fuel shortages, transportation disruptions, power plant outages, and transmission line/transmission problems. Shortages of petroleum products can severely impact disaster response and recovery operations. The critical facility inventory mitigates this by providing exact locations of critical energy sources and lines.
MILITARY SUPPORT	Public Safety Department, Sheriff's Office, MacDill Air Force Base (AFB), the U.S. Coast Guard, Marine Safety Office and the 53rd Infantry	A major or catastrophic disaster may require the use of military resources. Military assistance could include that from the Florida National Guard as well as from active and reserve forces. This force will work in conjunction with local civilian authorities.

MITIGATION FUNCTION	ASSOCIATED AGENCIES	MITIGATION RESPONSIBILITIES
	Brigade of the Florida National Guard.	
PUBLIC INFORMATION	Public Safety Department Public Information Officer (PIO), Communications Department.	The dissemination of reliable, timely information to the public is essential to the county's ability to mount successful hazard mitigation, disaster response and recovery operations.
VOLUNTEERS AND DONATIONS	Facilities Management Division. United Way/Volunteer Center of Hillsborough County. American Red Cross, Human Resources Department, Parks & Recreation Department, Purchasing Department and the Salvation Army.	Effective reception and distribution of donated relief supplies are absolutely essential to ensure needed items get to victims in a timely manner. In addition, an effective volunteer coordination center will allow vital personnel resources to be used most productively in response and recovery operations.
ADMINISTERS ELAPP, OVERSEES PARKS, GARDENS AND WILDERNESS SETTINGS	Parks and Recreation, EPC, EPA, DEP	The maintenance of natural barriers and keeping wetlands from development.
LAW ENFORCEMENT AND SECURITY	Sheriff's Office, County Security Services and municipal police departments, Florida Highway Patrol, Florida Department of Law Enforcement (FDLE), and other state agencies with law enforcement responsibilities	Protection of the public during normal and emergency conditions requires the timely and coordinated efforts of all levels of law enforcement agencies to include municipal, county, state and federal.

Source: Comprehensive Emergency Management Plan dated May 1997

CITY OF PLANT CITY
Departments and Description of Mitigation Functions:

A. *Plant City Police Department:*

The Plant City Police Department primarily acts in an emergency-management capacity; however, it does have some potential mitigation responsibility in regard to the facilities that it uses. The City's Codes Enforcement authority also resides in the Police Department. Potential mitigation actions might include identifying the need for storm proofing the police stations and sub-stations, and ensuring code compliance of hazard-related regulations.

B. *Plant City Fire Department:*

The Plant City Fire Department has the responsibility to deal with emergency hazards of all kinds: natural and/or manmade, from hurricanes to toxic chemical spills. Potential mitigation responsibilities include conducting fire inspections, installing smoke alarms, and providing safety education. The Fire Chief is the Emergency Preparedness Coordinator, participates in the completion of the City's Post Disaster Redevelopment Plan, and is the lead city contact for the Countywide Local Hazard Mitigation Strategy. Potential mitigation activities include coordinating a long-range post disaster redevelopment strategy; identify mitigation priorities, and seeking funding for program implementation.

C. *Management Information Systems (MIS):*

The MIS Department maintains the City's computer information systems which are used extensively in all phases of permitting and development. Potential mitigation activities might include developing contingency systems to address potential destruction to the City's technology infrastructure, particularly as it pertains to approving permits and maintaining communications.

D. *Management Information System:*

The MIS Department maintains the City's computer information systems which are used extensively for City telephone communications, computer local area networking, the Utilities Division's administrative functions, and the City's financial software management. Potential mitigation activities might include developing contingency systems to address potential destruction to the City's technology infrastructure, particularly as it pertains maintaining communications and the Utilities Division and the City's financial functions.

E. *Human Resources & Risk Management Department:*

The Department oversees the purchasing of the City's insurance. Potential mitigation actions might include reviewing current insurance coverage's against potential hazard risks and purchasing new or additional flood and wind damage insurance for the City's major critical facilities (if warranted).

F. *Planning & Zoning Department:*

The Planning and Zoning Department is responsible for coordinating the City's Comprehensive Planning requirements with the Hillsborough County City-County Planning Commission (HCCCPC), conducts zoning analysis, develops zoning and land development regulations and approves development applications, participates in the completion of the City's Post Disaster Redevelopment Plan, and acts as a participant in the Countywide Local Hazard Mitigation Strategy. Potential mitigation activities include coordinating a long-range post disaster redevelopment strategy, identify mitigation priorities, the development of amendments to zoning and land development regulations that regulate structures, set-backs, buffers and other mitigation measures, and seeking funding for program implementation.

G. *Building Department:*

This Department oversees all construction and rehabilitation within the City, thereby assuring that buildings are developed to code. Potential mitigation activities might include making changes to the City's building codes and development practices to incorporate improved hazard mitigation measures and regulating the construction of structures in flood plain areas. Additionally, activities may include providing residential and commercial building assessments to identify ways to reduce a structure's vulnerability to disasters.

H. *Community Redevelopment Agency:*

The Community Redevelopment Agency oversees the City's housing programs. The potential mitigation activities might include incorporating hazard mitigation practices and procedures into the design or rehabilitation of affordable housing.

I. *Utilities Division:*

The Sanitary Sewers Department is responsible for operating and maintaining the city sanitary sewer treatment plant and collection system, including lift stations; potable water treatment plant and distribution system; stormwater management systems; and solid waste sanitation operations. Potential mitigation measures might include reducing the incidence of flooding by improving the City's stormwater management infrastructure and through developing new systems. Also, the Division can reduce the risk of infrastructure damage and service disruption during disasters and storm events by making improvements and retrofits, where feasible.

J. *Recreation Department:*

The Recreation Department oversees the operation and maintenance of the City's parks, recreation centers, and 58 acres of municipal cemeteries. The Department also inspects roads for weak-limbed trees that may prove hazardous to the free flow of traffic in a storm. Potential mitigation measures might include identifying possible structural retrofits to

infrastructure to reduce the risk of damage from a storm event or other disaster.

K. *Engineering Department:*

The department is responsible for identifying critical facilities and for operating and maintaining the condition of the City's roadways, bridges, parking facilities and traffic networks; providing development review for all proposed development; and development and implementation of all stormwater management requirements and regulations. Potential mitigation actions might include recommending enhancements to the City's emergency management procedures to reduce the risk of life and property during disasters and improving the physical condition of the City's infrastructure.

LIST OF CITY OF TAMPA Departments and Description of Mitigation Functions

Tampa Police Department:

The Tampa Police Department primarily acts in an emergency management capacity; however, it does have some potential mitigation responsibility in regard to the facilities that it uses. The Department is responsible for overseeing the maintenance of several structures used by the Department. Potential mitigation actions might include identifying the need for stormproofing the police stations and sub-stations.

Tampa Fire Department

The Tampa Fire Department has the responsibility to deal with emergency hazards of all kinds: natural and/or manmade, from hurricanes to toxic chemical spills. Potential mitigation responsibilities include conducting fire inspections, installing smoke alarms and providing safety education.

Administrative Support Services:

The Administrative Support Services Division oversees the purchasing of the City's insurance. Potential mitigation actions might include reviewing current insurance coverage against potential hazard risks and purchasing new or additional flood and wind damage insurance for the City's major critical facilities (if warranted).

Strategic Planning & Technology:

The Planning and Management Department is responsible for coordinating the City's Comprehensive Planning requirements, the completion of the City's Post Disaster Redevelopment Plan and acting as the lead city contact for the Countywide Local Hazard Mitigation Strategy. The Department also coordinates grant activities for City departments. Potential mitigation activities include coordinating a long-range post disaster redevelopment strategy, identify mitigation priorities and seeking funding for program implementation. The Strategic Planning Department includes the Information Technology Department

Information Technology (IT:)

The IT Department maintains the City's computer information systems, which are used extensively in all phases of permitting and development. Potential mitigation activities might include developing contingency systems to address potential destruction to the City's technology infrastructure, particularly as it pertains to approving permits and maintaining communications.

Land Development Coordination:

The Land Development Coordination Division conducts zoning analysis, develops zoning and land development regulations and approves development applications. Potential mitigation actions might include the development of amendments to zoning and land development regulations that regulate structures, setbacks, buffers and other mitigation measures.

Construction Services Center-Commercial Development:

This Department oversees all commercial construction and rehabilitation in the City, thereby assuring that buildings are developed to code. Potential mitigation activities might include making changes to the City's building codes and development practices to incorporate improved hazard mitigation measures.

Construction Services Center-Residential Development:

The Residential Development Section of the Construction Services Center oversees all residential construction and rehabilitation and is in charge of flood control planning. Mitigation actions include developing the City's Community Rating System, recommending changes to the City's building codes and regulating the construction of structures in flood plain areas.

Inspectional Services Division

This Division is responsible for inspecting buildings to see that they comply with the City's adopted building codes such as the Flood Damage Control Ordinance. Potential mitigation activities may include providing residential and commercial building assessments to identify ways to reduce a structure's vulnerability to disasters.

Code Enforcement:

The Code Enforcement Department enforces the City's safety, environmental and other codes dealing with hazardous conditions. Potential mitigation activities might include identifying buildings, homes and areas in the City which may have structural or environmental conditions presenting high vulnerability to natural or man-made disasters.

Real Estate:

The Real Estate Division buys and sells City property. Mitigation might include verifying whether or not property is in the Coastal High Hazard Area and negotiating land purchases designed to reduce future flooding or other mitigation objectives.

Building and Housing Department:

The Building & Housing Department oversees the City's housing programs. The potential mitigation activities might include incorporating hazard mitigation practices and procedures into the design or rehabilitation of affordable housing.

Wastewater Department

The Wastewater Department is responsible for operating and maintaining the city sanitary sewer treatment plant, pumping stations. Potential mitigation measures include the mitigation of health and environmental hazards.

Stormwater Department

The Stormwater Department is responsible for operating and maintaining the city stormwater management systems. The Department is responsible for developing stormwater management requirements and regulations. Potential mitigation measures might include the improving the City's stormwater management infrastructure and developing new systems to reduce flooding and to protect the infrastructure.

Water Department

The Water Department is responsible for operating and maintaining the condition of the city water treatment plants, pumping stations and other water facilities. Potential mitigation activities might include providing retrofits or enhancements to these facilities to reduce the risk of damage or service disruption during disasters and storm events.

Solid Waste Department

The Solid Waste Department is responsible for operating and maintaining the condition of the city solid waste to energy plant and for providing regular trash removal throughout the City. Mitigation activities might include providing retrofits or enhancements to the waste to energy plant to reduce the risk of damage or service disruption during disasters and storm events.

Parks and Recreation Department:

The Parks Department is responsible for maintaining the condition of the city parks and oversees the operation of the City's 22 Community Centers. The Department also inspect roads for weak-limbed trees that may prove hazardous to the free flow of traffic in a storm. Potential mitigation measures include completing retrofits to the its facilities to enhance their ability to withstand a natural disaster and management of trees along the public right of ways.

Public Works Department

The Public Works Department is responsible for overseeing emergency management planning and operations for the City of Tampa. The department is responsible for identifying critical facilities and for operating and maintaining the condition of the City's roadways, bridges, parking facilities and traffic networks. Potential mitigation actions might include recommending enhancements to the City's emergency management procedures to reduce the risk of life and property during disasters and improving the physical condition of the City's transportation infrastructure. The Department is also responsible for contract administration for the City and would be involved in the procurement of outside services and improvements that would improve the City's level of disaster preparedness.

Tampa Museum of Art

The Tampa Museum of Art is located along the Hillsborough River in downtown Tampa and houses a variety of significant art works. Potential mitigation actions might include conducting an assessment of the Museum and completing retrofits to enhance the facility's protection against natural disasters.

Tampa Convention Center:

The Tampa Convention Center is located along the Garrison Channel at the mouth of the Hillsborough River and is the site of the City's primary convention and meeting business. Potential mitigation measures might include making retrofits to improve the structure's resistance to natural disasters.

CITY OF TEMPLE TERRACE

Departments and Description Of Mitigation Functions:

A. *Temple Terrace Police Department:*

The Temple Terrace Police Department primarily acts in an emergency management capacity; however, it does have some potential mitigation responsibility in regard to the facilities and the equipment it uses.

B. *Temple Terrace Fire Department:*

The Temple Terrace Fire Department has the responsibility to deal with emergency hazards of all kinds: natural and/or manmade, from hurricanes to toxic chemical spills. Potential mitigation responsibilities include conducting fire inspections, installing smoke alarms and providing safety education. Chief Hiers acts as the lead city contact for the Countywide Local Hazard Mitigation Strategy.

C. *Management Information Systems (MIS):*

The MIS Department maintains the City's computer information systems, which are used extensively in all phases of permitting and development. Potential mitigation activities might include developing contingency systems to address potential destruction to the City's technology infrastructure, particularly as it pertains to approving permits and maintaining communications.

D. *Risk Management:*

The Human Resource Department oversees the purchasing of the City's insurance. Potential mitigation actions might include reviewing current insurance coverage's against potential hazard risks and purchasing new or additional flood and wind damage insurance for the City's major critical facilities (if warranted).

E. *Community Development Department:*

The Community Development Department is comprised of the Planning and Regulatory Divisions, as well as, being responsible for coordinating the City's Comprehensive Planning requirements. The Department also coordinates grant activities for City departments. Potential mitigation activities include coordinating a long-range post disaster redevelopment strategy; identify mitigation priorities and seeking funding for program implementation.

F. *Planning Division:*

The Planning Division conducts zoning analysis, develops zoning and land development regulations and approves development applications. Potential mitigation actions might include the development of amendments to zoning and land development regulations that regulate structures, setbacks, buffers and other mitigation measures.

G. *Regulatory Division:*

This Department oversees all commercial/residential construction and rehabilitation in the City, thereby assuring that buildings are developed to code. Residential development is in charge of flood control planning. Potential mitigation activities might include making changes to the City's building codes and develop practices to incorporate improved hazard mitigation measures, as well as, developing the Community Rating System and regulate construction in flood plain areas.

H. *Inspection and Enforcement Division:*

The Inspection and Enforcement Division is responsible for inspecting and enforcing building codes to ensure the City's safety, environmental and other codes dealing with hazardous conditions, such as the Flood Damage Control Ordinance. Potential mitigation activities may include identifying buildings, homes and other areas for possible vulnerability due to natural or man-made disasters.

I. *Public Works Department:*

The Public Works Department is responsible for overseeing emergency management planning and operations for the City of Temple Terrace. The department is responsible for contact administration for the City and would be involved in the procurement of outside services and improvements that would improve the City's level of disaster preparedness.

J. *Street Division:*

The Street Division is responsible for operating and maintaining the stormwater management systems. The Department is also responsible for the development of stormwater management requirements and regulations. Potential mitigation measures might include the reduction of incidence of flooding by improving the city's stormwater management infrastructure and through developing new systems. Also, the Department can reduce potential loss to its infrastructures by making improvements and retrofits where feasible.

K. *Water and Sanitary Sewer Division:*

The Water and Sanitary Sewer Division is responsible for operating and maintaining the condition of the city water treatment plants, water distribution and sewer collection systems, pumping stations, and other water and sewer facilities. Potential mitigation activities might include providing retrofits or enhancements to these facilities to reduce the risk of damage or service disruption during disasters and storm events.

L. *Solid Waste Division:*

The Solid Waste Division is responsible for providing regular trash removal throughout the City. Mitigation activities might include providing enhancements to reduce the risk of damage or service disruption during disasters and storm events.

M. *Recreation Department:*

The Recreation Department oversees the operation of the city's recreation Facilities. Potential mitigation measures might include identifying possible structural retrofits to the Recreation Facilities to reduce the risk of damage for a storm event or disaster.

N. *Parks Department:*

The Parks Department is responsible for maintaining the condition of the City's recreation centers and park facilities. The Department also inspects roads for weak-limbed trees that may prove hazardous to the free flow of traffic in a storm. Potential mitigation measures include completing retrofits to the Recreation Facilities and park to enhance their ability to withstand a natural disaster.