

City of Niceville



EMERGENCY OPERATION PLAN 2024

Promulgation Statement

Daniel Henkel
Mayor
City of Niceville

CITY OF NICEVILLE EMERGENCY MANAGEMENT AUTHORITY PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Niceville Emergency Management Authority is responsible to provide a comprehensive Emergency Operations Plan for City of Niceville-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies within the City of Niceville, Florida.

The City of Niceville Emergency Management Authority will create an Emergency Operations Plan (EOP) to ensure consistency with current City Charter policy guidance and describes the interrelationship with other levels of government. The EOP will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, per City Charter, Chapter 2, Administration, Article VI Emergency Management, Section 2-116, (a) Emergency Management Authority, and on behalf of City of Niceville, City Council, we hereby appoint the City Manager as the Emergency Management Authority Director. Additional Authority Members will be the Deputy City Manager, Public Works Director, Chief of Police, the Chief of the Fire Department and a City Council member (appointed for a two-year term). The Emergency Management Authority is herein directed to prepare and implement an Emergency Operations Plan for the City of Niceville.



Daniel Henkel
Mayor, City of Niceville

Approval and Implementation

This plan supersedes any previous Emergency Operation Plans.

The transfer of emergency management authority for actions during an incident should be done through the execution of a written delegation of authority from an agency to the incident commander. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The City of Niceville Emergency Management Authority delegates the City Manager director authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. City Manager
2. Deputy City Manager
3. Public Works Director
4. Fire Chief
5. Police Chief
6. City Council Member (Two Year Term)

16 SEPT 2024

Date



David Deitch

City Manager, City of Niceville

Record of Distribution

Plan #	Office/Department	Representative	Signature
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City of Niceville 2024 Emergency Operation Plan

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response within City of Niceville, FL. This plan provides guidance to agencies within the City of Niceville with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

B. Scope

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of City of Niceville.

C. Situation Overview

1. Characteristics

a. Location and Geography

- The City of Niceville consists of an area that encompasses 14.73 square miles and averages 65.67 feet above sea level. Niceville is located in Okaloosa County, Florida. It is situated 10 miles North of Fort Walton Beach, FL and 30 miles South of the Alabama/Florida state line. The Choctawhatchee Bay borders the city to the south with Boggy Bayou and Rocky Bayou on the east and west. Eglin Air Force Base and Military Test Ranges border the City of Niceville on the north, east and west.

b. Climate

- Niceville 's climate is subtropical with mild winds and very few weather extremes. Average summer highs are 70°F with peaks in the low 90's. On average, Niceville sees 343 days of sunshine per year. Average winter lows are in the 30's with the capability to occasionally reach into the single digit range.

c. Education

- Niceville is home to three (3) elementary schools, two (2) middle schools, two (2) high schools and one (1) college campus.

d. Demographics

- The City of Niceville has a population of 16,490 as of 2023. The average growth rate ranges from 4.6% over the last three (3) years.

e. Economic Base

- The City of Niceville is largely a bedroom and retirement community that supports two (2) major military installations. The community is predominantly comprised of residential homes, retail shopping, office and services, churches and schools. Ad valorem taxes are the largest revenue producer, accounting for 46.35 percent of the operating budget. The remainder of the cities revenues are made up from the local option gas tax, utility service tax, communication service tax, half cent sales tax, state revenue sharing, franchise fees, grants, donations, and other fines/fees for services.

f. Transportation Infrastructure

- Two major highways travel through the City of Niceville. U.S Route 20 and 293 head East-West-South through the city. State Road 85 and 285 head North-South, intersecting both U.S Route 90 and Interstate 10, which also runs East-West through Okaloosa County.
- Fort Walton-Valparaiso Airport is located 5 miles West of the city center.

2. Hazard Profile

a. Potential Hazards

The City of Niceville is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

- Natural Disasters could be a result of a number of phenomena such as, hurricanes, tropical storms, floods, tidal surge, severe thunderstorms, high water, drought, severe winter weather, fires (including urban, grass, test range and forest fires), epidemics, severe heat, high winds or earthquakes.
- Manmade Disasters could be the result of a myriad of other disaster contingencies, such as aircraft accidents, transportation accidents involving chemicals and other

hazardous materials, chemical, oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations, such as severe weather events, that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries. Manmade events and some natural events may not be predicted but sufficient pre-planning is in place to effectively react to and recover from such events.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the City of Niceville. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
4. Assistance to the affected jurisdiction(s) by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.
6. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

Concept of Operations

A. General

1. Communication is maintained between affected jurisdictions and area emergency management branch offices. Where the Okaloosa County EOC is activated, one (1) Fire Department, (1) Police Department (1) Public Works representative are placed within the Okaloosa County EOC to facilitate ongoing information exchange between the Okaloosa County EOC and City of Niceville EOC.
2. Where states of emergency are declared, the City of Niceville may request state assistance. All requests for State assistance should go through the local emergency management area coordinator within the Okaloosa County EOC and the appropriate emergency management branch manager to the State Emergency Operations Center (EOC).
3. When the State EOC is activated, Florida's State Emergency Operations Center (SEOC) becomes the office of primary responsibility for the State Emergency Response Team (SERT). The director of emergency management will normally serve as SERT leader.
4. The Okaloosa County EOC will serve as the clearinghouse for response and recovery operations and for deployment of resources within the counties, including cities within the county.
5. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

B. Hazard Control and Assessment

1. Perceive the threat
2. Assess the hazard
3. Select control strategy
4. Control hazard
5. Monitor hazard

C. Protective Action Selection

1. Analyze the hazard
2. Determine protective action

3. Determine public warning
 4. Determine protective action implementation plan
- D. Public Warning
1. Determine message content
 2. Select appropriate public warning system(s)
 3. Disseminate public warning
- E. Protective Action Implementation
1. Monitor progress of protective action implementation
 2. Control access and isolate danger area
 3. Evacuation support
 4. Decontamination support
 5. Medical treatment
 6. Special population support
 7. Search and rescue
- F. Short-term Needs
1. Shelter operations
 2. Unite families
 3. Continued medical treatment
 4. Increase security
 5. Stabilize the affected area
- G. Long-term Needs
1. Re-entry
 2. Recovery

II. Organization and Assignment of Responsibilities

- A. General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each city department is responsible for **developing and maintaining its own emergency management procedures** that are maintained in their respective department emergency operations plan. (DEOP). Each DEOP is maintained as an appendix to the master City EOP and is inclusive to this overall EOP.

B. Organization & Assignment

1. Emergency Management Authority

a. City Manager

- a. Responsible for enacting the City EOP to ensure preparedness, response, mitigation and recovery actions exist so that public welfare and safety is preserved.
- b. Facilitates disaster declarations
- c. Facilitates evacuation orders
- d. Facilitates re-entry decisions

b. Deputy City Manager

- a. Reports to the City of Niceville EOC when activated.
- b. Assists with disaster declarations, evacuation orders and re-entry decisions.
- c. Assist to facility damage assessment, public and private, for safe occupancy.
- d. Enforcement of building codes
- e. Provide proper F-ROC documentation to Finance Director for FDEM and or FEMA reimbursements.

f. Council Members

- a. Provide direction and support to the EOP.

2. Niceville Police Department

- a. Police Chief reports to the City of Niceville EOC when activated.
- b. Maintain law and order
- c. Control traffic
- d. Protect vital installations
- e. Control and limit access to the scene of the disaster
- f. Assist with all evacuation efforts

- g. Assist with search and rescue
 - h. Enforcement of building codes
 - i. Assist Public Works with damage assessment
 - j. Provide proper F-ROC documentation to Finance Director for FDEM and or FEMA reimbursements.
3. Niceville Fire Department
- a. Fire Chief reports to the City of Niceville EOC
 - b. Provides fire protection and the combating of fires
 - c. Search and rescue
 - d. Decontamination
 - e. Enforcement of building codes
 - f. Assist Public Works with damage assessment
 - g. Provide proper F-ROC documentation to Finance Director for FDEM and or FEMA reimbursements.
4. City of Niceville Department of Public Works
- a. Public Works Director reports to the City of Niceville EOC
 - b. Maintaining streets, avenues, highways and other routes of travel.
 - c. Assisting Police and Fire with heavy rescue crews
 - d. Assist with decontamination
 - e. Engineering services as required
 - f. Transportation coordination with County and State agencies
 - g. Initiate Debris Management Plan with contractors
 - h. Inspection of shelter sites for safe occupancy
 - i. Facility damage assessment, public and private, for safe occupancy
 - j. Enforcement of building codes
 - k. Maintenance of vehicles and other essential equipment of the various departments and agencies
 - l. Develops Debris Management Plan that sets priorities to be used during the period of increased readiness that addresses the repair of buildings, vehicles and equipment
 - m. Maintenance of a reserve supply of fuel
 - n. Provisions for the immediate repair of emergency service

- vehicles and equipment, both in the field and in the shop, as the situation permits
 - o. Provide proper F-ROC documentation to Finance Director for FDEM and or FEMA reimbursements.

- 5. City of Niceville Purchasing Director
 - a. Purchasing Director reports to the City of Niceville EOC
 - b. Purchasing to maintain a list of suppliers, vendors, and items of critical emergency need.
 - c. Provide proper F-ROC documentation to Finance Director for FDEM and or FEMA reimbursements.

- 6. City of Niceville Finance Director
 - a. Reports to the City of Niceville EOC.
 - b. Maintaining economic stabilization by implementing the Emergency Financial Plan efforts as required
 - c. Finance to maintain accountability of all expenditures, debt and man hours dedicated to the declared event.
 - d. Provide proper F-ROC documentation to Okaloosa County and State EOC for potential FDEM and or FEMA reimbursements.

- 7. Public Information Officer (PIO)
 - a. Reports to the City of Niceville EOC when activated.
 - b. Disseminates information to the public as directed by the City Manager and County Officials.

- 8. City Clerk
 - a. Reports to the City of Niceville EOC when activated.
 - b. Documents all activities within the EOC.
 - c. Provides for records management within the EOC.

- 9. Information Technology Director (IT)
 - a. Reports to the City of Niceville EOC when activated.
 - b. Maintains critical hardware and software such as telephones, computers, networks and internet capability during a declared event.

- 10. Okaloosa County Emergency Medical Services (EMS)
 - a. Responsible for emergency medical treatment and transport during a declared event

- b. Provides staff for medical care in designated shelters.
 - c. Assists with special needs evacuation.
11. Okaloosa County Health Department
- a. Conduct community needs assessments
 - b. Ensures safety, disease prevention to include vector born disease prevention
 - c. Provides medical support to shelters
 - d. Emergency interment coordination
 - e. Insect and pest control as required
 - f. Inoculations for the prevention of disease
12. Twin City Medical Center
- a. Emergency medical care
 - b. Limited on-site decontamination
 - c. Hospital evacuation
 - d. Traditional hospital medical services
13. Okaloosa County School District
- a. Provide the use of facilities for emergency public education.
 - b. Providing facilities for emergency housing of evacuees and relief forces
 - c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
 - d. Providing personnel for shelter managers and staff
 - e. Providing recreation plans for shelter occupants' use during shelter-stay period

C. Support Functions

- 1. Support from the National Guard may be requested through the Okaloosa County EOC from the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command but will support and assist response efforts.
- 2. Support from other State government departments and agencies may be made available in accordance with the State plan.
- 3. Private sector organizations within the jurisdiction may assist with a

wide variety of tasks based on their capabilities.

4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

III. Direction, Control, and Coordination

A. Authority to Initiate Actions

1. The City Manager of the City of Niceville is responsible for activating the EOP. Where the city is already responding to an unannounced event, the decision to activate the EOP will be done with the coordination of the “on scene” commander of the event.
2. Where the City Manager is not available, the ability to activate the EOP shall fall within the designated chain of succession to the Deputy City Manager.
3. Once notified, the Public Works Director is responsible for implementing the EOP. Where the Public Works Director is not available, the Fire or Police Chief shall commence implementation.

B. Command Responsibility for Specific Actions

1. With the activation of the EOP, the Emergency Operations Center (EOC) shall be activated. All activities that support the resolution of, and recovery from the declared event shall be coordinated and directed from the EOC.
2. The City of Niceville EOC will be made up of nine (9) essential support function representatives (ESF’s) with the City Manager designated as the EOC Director of Emergency Management.
 - a. The nine (9) EOC, ESF’s are:
 - a. Public Works Director
 - b. Fire Chief
 - c. Police Chief
 - d. Deputy City Manager
 - e. Purchasing Director
 - f. Finance Director

- g. IT Director
- h. Public Information Officer (PIO)
- i. City Clerk

3. Incident Command System

The incident command structures used within the City of Niceville's jurisdiction shall comply with the National Incident Management System (NIMS). Designated incident commanders are responsible for directing on-scene emergency operations and maintaining command and control of the scene. The EOC shall provide support to the designated incident commanders. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations and an area command may be set up.

4. Assistance

If the City of Niceville's own resources are insufficient or inappropriate to respond to the event, a request will be made for assistance from other jurisdictions, the State, or Federal government. Such requests shall only be made through the County EOC.

IV. Information Collection and Dissemination

- A. Disaster information managed by the City of Niceville EOC is coordinated through the ESF's located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These ESF's also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The City of Niceville PIO shall coordinate and/or disseminate all information to the public released by the City Manager and County Officials.

V. Communications

- A. Communication protocols and coordination procedures are described in detail in the City of Niceville Communications Plan (Needs to be developed). Please refer to this plan for additional information.

VI. Administration, Finance, and Logistics

- A. General Policies
 - 1. The authority to make purchases during an emergency event, where the EOP/EOC has been activated, shall rest with the members of the EOC. No purchases will be made without the EOC's approval.

2. Reference should be made to administrative requirements that are applicable to emergency operations (e.g., emergency purchasing procedures), which appear in other documents. (Reference the City Purchase Plan)
3. Records and Reports for Resources and Expenditures.
 - a. Responsibility for submitting local government reports to the State office of Homeland Security and Division of Emergency Management preparedness rests with the City of Niceville Finance Director in cooperation with the Purchasing Director with the review and approval from the City Manager.
 - b. The Finance Director shall maintain records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Agreements and Understandings

This section references any mutual aid agreements or emergency response and recovery contracts that exist. It also indicates who is authorized to activate those agreements or contracts. Need to identify:

- a. Existing Mutual Aid Agreements
 - a. The City of Niceville has current mutual aid agreements with the Florida Division of Emergency Management (SMAA) the surrounding fire departments to include North Okaloosa Fire District (NOFD), Almarante Fire District, Baker Fire District, Holt Fire District, City of Fort Walton Beach, City of Mary Esther, Florosa Fire Control District, Ocean City Wright Fire Control District, Okaloosa Island Fire District, North Bay Fire Control District, Okaloosa County Public Safety, City of Valparaiso, East Niceville Fire Control District, Blackman Fire District, City of Crestview, Dorcas Fire District, City of Laurel Hill, Holley Navarre Fire Control District, South Walton Fire District, Walton County and Eglin AFB. These agreements would provide or receive specific aid as requested. When the EOP is activated, all requests would be made through the Okaloosa County EOC.
 - b. The Niceville Police Department has mutual aid agreements with the Okaloosa County Sheriff's Office and other surrounding municipalities. These

aid agreements are outlined in the Niceville Police Department EOP.

- b. There are two (2) existing contracts for services with the City of Niceville for emergency response or recovery. These contracts are outlined in the Debris Management Plan herein attached and made a part of this document.

B. Additional Policies

1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
2. The incident commander will submit periodic situation reports to the appropriate authorities during a major disaster using standard ICS or F-ROC formats.

VII. Plan Development and Maintenance

A. Requirements

- a. The City Manager of Niceville has the overall responsibility for ensuring that efficient emergency planning is being conducted.
 - b. The City Manager will ensure that an updated EOP is distributed appropriately.
 - c. Each department shall be responsible for updating their internal department plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.
2. Review and Update
 - a. The Emergency Operations Plan and its appendices should be reviewed and updated annually.
 - b. Updates should be made to the EOP when any documents are no longer current. Changes in planning documents may be needed:
 - 1) When hazard consequences or risk areas change.
 - 2) When the concept of operations for emergencies changes.
 - 3) When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents.

- 4) When warning and communications systems change.
- 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available.
- 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents.
- 7) When State or Federal planning standards for the documents is revised.

VIII. Authorities and References

A. Legal Authority

1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- b. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. References

1. Federal

- a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.

2. State

- a. State EOP

3. Local

- a. Local EOPs
- b. Inter-local agreement(s)