



Office of the Village Manager

MEMORANDUM

To: Honorable Mayor & Members of the Village Council
Thru: Howard W. Brown, Jr., Village Manager *Howard W. Brown*
From: Daniel W. Eick, Management Analyst *D. W. E*
CC: Village Staff
Date: February 6th, 2020
Re: Bi-Monthly Report and Update (For week ending in Saturday, February 8th, 2020)

In the interest of keeping you informed of administrative matters on a frequent basis, I am providing this report for your review and consideration:

Village Manager's Office

Village Schedule

Several important meetings are scheduled for the Month of February:

- First, The Village has community engagement meetings scheduled for February 6th, 6:30 PM, at Mount Zion Baptist Church and February 19th, 6:30 PM, at the Indianwood Golf & Country Club's Shaw Hall.
- Second, both LDR Public Participation Meetings are scheduled for February 20th. The First meeting is scheduled to begin 11:00 AM at the Indiantown Civic Center. The Second is scheduled to begin 6:30 PM at Mount Zion Baptist Church.
- Third, the first three meetings required by the state to apply for CDBG funding are scheduled for February 27th at the Indiantown Civic Center. The three meetings are expected to be held back to back with the CATF meeting starting at 4:30 PM, the CDBG Workshop beginning at 6:00 PM, and the First Public Hearing held at 6:30 PM.

It should be noted while these meetings do not necessitate Council action (aside from the first CDBG public hearing), all are open to the public and anyone wishing to attend is encouraged to do so. For further information please contact Management Analyst Daniel Eick at deick@indiantownfl.gov.

Important Information

The inaugural edition of the Village of Indiantown Newsletter has been published. The first run was put together by Management Analyst Daniel Eick and Village Hall would like to commend him on his quick turnaround. Please feel free to share feedback with the Village based on Council interest. Village Hall

plans to publish the newsletter monthly until a Communications Consultant is hired at which point, they will take charge of the project. The Newsletter has been included as an attachment below for reference.

Village hall would like to thank the Council for their participation in the Annual Village Council Retreat. staff learned much about the Council and Mr. Karas is scheduled for a **final report on February 13th**. He hopes to deliver revisions to the strategic plan, updates to Village goals, and the final version of the Village's video presentation.

As you know, the Vice Mayor was appointed as the Village's Complete Count Committee Chair. Staff are working closely to schedule, assist, and execute several census projects. Additionally, the Vice Mayor and Village Manager met with the US Census Bureau last week. Developments are ongoing with an **update to Council expected for Feb. 13th**.

The Village is currently working on producing a resolution to show support/solidarity regarding alterations of the design of State Route 710. Manager Brown has spoken with the Secretary of FDOT, as well as the District Design Engineer, who have informed him a 2-year study is required. As such, meetings between Village and FDOT staff to discuss fatalities along the route are in planning.

Last week the Village was informed by our fire rescue/ems assessment consultant that the October 1st timetable requires the Village produce an RFP or Bid. Village Hall plans to ask Council to consider contracting with CPSM to **assist in proposal development on February 13th**.

Finally, as you may be aware, the Florida League of Cities is currently running a Readers 2 Leaders initiative designed to introduce children (ages 4 – 8) to government services. The FLC proposes elected officials read in classrooms to teach in a fun and constructive manner. Several copies of the book "The City That Talks" are on route to the Village Council and Manager Now. Village Hall is prepared to assist with this initiative.

Village Clerk's Office

Human Resources

As previously mentioned, several positions are in development at Village Hall:

- Interviews are scheduled for the Code Compliance, Office Coordinator, and Permit Technician Positions throughout the coming weeks. Village Clerk Owens will apprise with further information when it becomes available.
- Work on the Community & Economic Development Director and Finance Director is underway. Council should expect additional information soon.

Upcoming Elections

The Village Manager and Clerk feel it is important to note Indiantown will soon be entering election season. As such, several important dates should be kept in mind and brought up regularly to inform the public:

- The Presidential Preference Primary is scheduled for March 17th. The Clerk's Office has started preparations for the special election, and the **first required legal notice will be published on February 11th**.
- The regular election is scheduled for August 18th.

- In the event of a Runoff, the special will be held on November 3rd.

Procurement

Finally, the Village Clerk would like to update Council on the current status of the Village's RFP's:

- The Communications Consultant and Lobbyist Services RFP Selection Committees met on January 29, 2020, to review and rank received proposals. **The short-listed firms will be presenting to Council on February 13th**. After presentations, the Council is expected to make their final selection.
- The Solid Waste Consulting Services RFP Selection Committee is scheduled to meet next week to review and rank proposals on February 10th at 3:00 PM. Once completed, Village Hall expects to make a **recommendation for Council consideration on February 27th**.

Code Compliance Department

Improvements are ongoing at the lead of Department Head Bernard Pita. Much of the work is currently limited to neighborhood roadside inspections. However, such inspections have resulted in a numerous amount of citations. As of now, the department has 21 individual cases established for the **Special Magistrate Hearing scheduled for March 10th**. The agenda for that hearing is attached below with further information forthcoming.

Building & Permits Department

The Building & Permit office continues to host extended hours Monday – Thursday 8:00 AM to 6:00 PM. Village Hall hopes the extended hours will provide better service to the Village as a whole.

Additionally, Village Hall has contacted the City of Stuart to assist with standardizing permit functions, forms, and systems. Temporary staff requires assistance as Village Hall lacks sufficient in-house training capacities. Village Hall believes a partnership with our sister municipality will help alleviate this.

Finance Department

The Finance department is currently focused on the FY 18 – 19 audit. Mauldin & Jenkins, the Auditor hired to provide this service, is currently working on several projects:

- Complete the audit in full and bring to a close on or before March 31st.
- Prepare a CAFR on said audit and ensure our qualification for the GFOA award.
- Assist in the beginning stages of the development of the Village's audit portal.

Finally, the TPP grant payment to FP&L, as required under resolutions #044-2018 and #053-2018 in the amount of approximately \$342,000, is expected to be paid sometime this week.

Parks and Recreation Department

Improvements across all Village parks are maintaining pace. That said, several updates have proven more substantial and should be highlighted here:

- Irrigation systems at Big Mound Park and the Booker Park Fire Station are currently undergoing repairs. These systems have been substantially neglected and damaged by erosion and tree growth but should be repaired soon.
- Palmera landscaping is expected to complete installation of new plants at the Booker Park Fire Station this week.
- The department is reviewing several re-turfing proposals for Big Mound Park and expects to select and perform final approval of a company shortly.
- The acquisition of the Village's new trucks and utility van are underway. We were notified last week these vehicles have gone to production, and we expect to have the vehicle's delivered to the Village in another three (3) months.

Additionally, Parks and Recreation Superintendent Albie Scoggins is currently working on developing a purchasing/procurement policy for the Village. Manager Brown expects to have this item before his desk for review, consideration, and approval before March 12th.

Finally, the Office Manager of the Martin County Fair Association has contacted the Village to, on behalf of the board of directors, invite Council to take part in the fair grounds opening ceremonies. **The event is scheduled for February 14th at 6:30 PM.** They have requested Councilmembers wishing to attend RSVP 772-220-3247. The document sent to us from the Association is attached to this report for review.

Planning and Development Department

The Village's Director of Planning represented the Village at the January 24th meeting of stakeholders to develop the Freight and Goods Movement Plan for Martin County. Topics of efficient movement, safety, data collection, and LDR planning were discussed. The next meeting is currently slated for March.

A Development Review Committee meeting is scheduled for February 6th to discuss the following projects:

- Park View Apartments. A two-story multifamily live/work apartment building, estimated at 36 units, located at the corner of SW Adams & SW 153rd Street.
- Bio Medical Industrial Technology Park. The minor final development application for the site has been submitted and staff will meet to discuss. The industrial building is expected to be 20,000 square feet with space for warehouse and technology development.

The Village's Comprehensive Plan is still under review by the Florida DEO. Staff anticipates a response in mid-February.

Finally, the Village's Directors of Planning and Public Works met with the owner of Venture Park PUD Industrial Park to resolve a jurisdictional issue with Martin County. Several interested parties have spoken with the owner to discuss building within the area. The owner plans to submit an annexation request to the Village soon to resolve this issue.

Public Works and Engineering Department

The Village's Public Works Director, William Archebelle, will be out of town over the next week and, as such, has several items to highlight:

- The legal issues surrounding the Saturday Service bus Grant has been resolved and discussion is set to occur on regular agenda upon Mr. Archebelle's return.

- Pavement Microsurfacing for zones 1 and 3 is set for **Council review and approval on Feb. 13th**. Once the development plan is approved, work can begin the week after.
- Potholes have been addressed by Sheltra on January 31st. If anyone believes an area was missed in error, please contact Village Hall to let us know.
- The department is coordinating with FP&L to changeout light fixtures throughout the Village and convert them to new LED standards with an expected reduction in monthly fees.
- The department is planning to meet with Kimley Horn on February 5th to review potential CDBG projects and coordinate with Tallahassee regarding the Civic Center Structural Analysis results.
- Finally, Public Works is researching the possibility of the Village adopting speed hump policies and ordinances.

###

End of Memorandum



Indiantown

Where Great Things Grow.

Beckoning business with world-wide connectivity and state/Federal economic incentive programs.

Village of Indiantown
NEWSLETTER

February, 2020



What we're excited about!



Village Manager
Howard W. Brown Jr.

Honored to serve you!

I am pleased to introduce the inaugural edition of the Indiantown Newsletter. It is my belief as Village Manager that maintaining an open and transparent communication process between elected officials, staff, and the public is of critical importance. As such, I hope the opportunity this newsletter provides can help us all come together as a community. - Howard W. Brown Jr., Village Manager

Village Council Retreat

The Village has a Council retreat upcoming on February 1st which all interested members of the public are invited to attend. Please contact the Villages Management Analyst / Acting PIO Daniel Eick at deick@indiantownfl.gov for further information.

New office hours

In the interest of better serving the community Village Hall is pleased to announce our new expanded office hours. Starting in January we are open Monday – Thursday 8:00 AM to 6:00 PM. We hope opening earlier and staying later throughout the week will offer greater opportunities for residents to obtain critical services.

Service expansions

The Village currently has three Requests for Proposals (RFP's) out through the Village's site and DemandStar. Interested parties are encouraged to apply or inquire through the Clerk's Office or Management Analyst / Acting PIO Daniel Eick at deick@indiantownfl.gov.

Come work with us!

Village Hall is currently seeking to fill three positions:

1. Code Compliance Officer
2. Permit Technician (Part-Time)
3. Office Coordinator

Those interested in applying can find information at <https://www.indiantownfl.gov/jobs>.

New Employees

Village Hall is excited to welcome the newest members of the Indiantown family!

- Daren Hamberger: Records & Information Analyst
- Albie Scoggins: Parks Superintendent

The Year's Accomplishments!

- Howard W. Brown, Jr., became the Village of Indiantown's newest Manager. Manager Brown was hired in January and is an accomplished Leader with a long history in city management. Feel free to stop on by and say hello at Village Hall.
- Village Hall is proud to announce this year marks the first time Indiantown has produced a fully authored Operating and Capital Budget. The budget has been broken down professionally into its appropriate parts and is available for viewing online for anyone interested. The Council adopted the FY 2019-2020 budget at a balance of \$4.9 million and did not raise taxes on any sector of the economy. Further information can be found online at: <https://www.indiantownfl.gov/village-manager/page/budget-information>.
- The Village has Initiated plans to purchase our own Water & Sewage plant. The plant in question was previously owned by Indiantown Co. and has a history of poor performance. The negotiated purchase price is \$8.5 million and is fair based on the report issued by the Village's contracted appraiser. The purchase will allow The Village to promote growth throughout the community. For more information please refer to the Village's FAQ at <https://www.indiantownfl.gov/news>.
- The Village's first Comprehensive Plan is complete! Production of the Comprehensive Plan was required as a condition of incorporation and signals a new page for the Village as we take control of our municipal resources. The plan was due for completion by December 2019 and is currently under state review pending acceptance.
- The Village has begun work to enhance the level of service provided across our three parks: Big Mound, Post Family, and Booker. Improvements range from general landscaping, painting, and repair of plumbing facilities across all three. Additionally, the Village has replaced the Booker Park Fire Station roof and is renovating the building to create a home for our ever-expanding Parks & Recreation and Code Compliance departments.



Things to Come!

- The Village retained a nationally recognized research firm to perform a Fire Rescue / EMS feasibility study. The Center for Public Safety Management (CPSM) is currently working hard to bring the results of their research before the Council who will discuss the possibility of creating, or contracting, an Indiantown Fire Department.
- As an extension of the Comprehensive Plan the Village has also begun creating its land development regulations alongside Calvin, Giordano & Associates, Inc. They are a one-source partner for tackling time-sensitive projects involving land use, mapping, engineering, and planning. Further information on their services can be found at <http://www.cgasolutions.com/>.
- In the two years since incorporation the Village has taken strides to repair and revitalize our degrading roadway infrastructure. Since project start roughly 359,000 square feet of roadway repairs have been, or will be, finished by the end of January 2019. Thus far revitalization has primarily focused on zones 1 and 3 but additional repairs are planned and coming shortly.
- The village has approved the Site Plan for Casa Bella Apartments; the first ever issued since the Incorporation of the Village in 2017. Casa Bella Apartments consists of a single story 8,000 square foot residential and commercial live/work apartment building. The 1/2-acre development site is slated for 10 two bed/bath units. With luck, the development groups next project will consist of a 1-acre development, named Park View Apartments, consisting of 36 units. The development group hopes Casa Bella will encourage other developers to invest now that the Village is Open for Business.



Mayor Guyton Stone

Happy New Year!

As Mayor I know how important it is for Indiantown to grow great things. The Village Council, Village Hall, and everyone throughout the greater Indiantown community is working tirelessly to write a new chapter in our lives. I believe small steps such as this newsletter are critical to that inventive process. We must tell the world in the coming years that Indiantown is the place to live, work, and play. In no uncertain terms we must say “Indiantown is open for business no matter what kind it may be.” - Mayor Guyton Stone

Come out to meet your Village Council!



**Vice Mayor
Janet Hernández**



**Council Member
Anthony Dowling**



**Council Member
Jackie Gary Clarke**



**Council Member
Susan Gibbs Thomas**

CONTACT INFORMATION

Email Address

councilmembers@indiantownfl.gov

Join us at upcoming community engagement meetings! Come and ask questions and hear what your city is doing for you.

Date: February 6, 6:30 PM – Mt. Zion Baptist Church

Date: February 19, 6:30 PM - Indianwood Golf & Country Club Shaw Hall

**Update on the land development regulations and zoning code
(In Spanish and English)**

Dates:

1. Public Participation Meeting 1: February 20th 10:00 AM – Indiantown Civic Center
2. Public Participation Meeting 2: February 20th 6:00 PM – Mount Zion Baptist Church

Village Council Meetings - Come learn about the Village’s Biggest Issues.

Dates:

1. February 13th 6:30 PM – Indiantown Civic Center
2. February 27th 6:30 PM – Indiantown Civic Center

Indiantown Chamber Corner



Kelly Catania

In the short time I have been in the seat as the new Executive Director of the Indiantown Chamber of Commerce, I am extremely overwhelmed and blessed by the warm welcome I have received from everyone. From my very supportive board allowing me to run with my ideas to help build the chamber, to the informative meeting I had with Village Manager Howard Brown, as our tagline says, "The Window of Opportunities are Endless". Mr. Brown shared with me his vision, knowledge, background and success rate at helping small towns grow and prosper. We are very fortunate to have such an innovative thinker who truly cares about helping the Village grow and be its best. I am very excited about building a mutually beneficial partnership between the chamber and the Village. I feel that it is imperative for us to help one another to make this community become the best it can be. - Kelly Catania

Upcoming Chamber Events

Thursday, January 16th- 54th Annual Indiantown Chamber of Commerce Awards & Installation Banquet- 6:00pm at The Seminole Inn. \$55 tickets for chamber members and \$65 tickets for non-members can be purchased at www.IndiantownChamber.com

Wednesday, February 19th- Indiantown Chamber and Stuart Martin County Chamber of Commerce Business After Hours- 5:30pm-7:30pm at The Outpost Bar & Grille at Indianwood Golf & Country Club. Tickets may be purchased at www.StuartMartinChamber.org

Thursday, February 20th- Monthly Chamber Breakfast at The Seminole Inn- 8:00am. Sponsored and Presentation by Indiantown Education Coalition. \$15 for chamber members and \$20 tickets for non-members available at www.IndiantownChamber.com. Both pay \$3 additional at the door.

Thursday, March 19th- Monthly Chamber Breakfast at The Seminole Inn- 8:00am. Sponsored and Presentation by CenterState Bank. \$15 for chamber members and \$20 tickets for non-members available at www.IndiantownChamber.com. Both pay \$3 additional at the door.

Saturday, March 21st- 1st Inaugural Kids Fishing Tournament- Sign Ups and Sponsorships available! More details coming soon!

For More Information, call the chamber at 772-597-2184 or visit www.IndiantownChamber.com. You may contact Executive Director Kelly Catania at itowncc@itspeed.net

CONTACTS

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Village Clerk

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Village Attorney

Wade C. Vose
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Village of Indiantown Hall

16550 SW Warfield Blvd.
Indiantown, FL 34956

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SPECIAL MAGISTRATE HEARING

AGENDA

Tuesday, March 10, 2020

Village of Indiantown
16550 SW Warfield Blvd
Indiantown, Florida 34956

TAB	CASE NUMBER	OWNER'S NAME	PROPERTY ADDRESS	CODE INSPECTOR	REQ. ACTION	DISPOSITION
1	20-001	INDIANTOWN NONPROFIT HOING LLC	16986 SW CHARLESTON ST	Bernard	NUISANCE ABATEMENT	
2	20-002	INDIANTOWN NONPROFIT HOING LLC	16991 SW FARM RD	Bernard	NUISANCE ABATEMENT	
3	20-003	PARKER IRA BELL	14850 SW DR MARTIN L KING JR	Bernard		
4	20-004	14820 SW DR MARTIN L KING JR DR.,	14820 SW DR MARTIN L KING JR DR.,	Bernard		
5	20-005	FRANCISCO ROBERTO SIMON	01-40-38-002-005-00220-5/VACANT PARCEL SW DR MARTIN L KING JR DR	Bernard	NUISANCE ABATEMENT	
6	20-006	FRANCISCO ROBERTO SIMON	14790 SW DR MARTIN L KING JR DR	Bernard	NUISANCE ABATEMENT	
7	20-007	IRREV H NYQUIST TRUST	14780 SW DR MARTIN L KING JR DR	Bernard	NUISANCE ABATEMENT	
8	20-008	BIBLE TEACHER OF INDIANTOWN	01-40-38-002-006-00010-7/ VACANT LOT - SW DR MARTIN L KING JR DR	Bernard		
9	20-009	IRREV H NYQUIST TRUST	14780 SW DR MARTIN L KING JR DR	Bernard	NUISANCE ABATEMENT	
10	20-010	HERNANDEZ VITALINA	14635 SW 169TH DR, INDIANTOWN	Bernard		
11	20-011	AGUIRRE PASCUAL T AGUIRRE DO	14635 SW 169TH DR, INDIANTOWN	Bernard		
12	20-012	CAMPBELL ROSELIE	14687 SW 170TH AVE, INDIANTOWN	Bernard		
13	20-013	MORALES DIOLANDA GARZA	14996 SW INDIAN MOUND DR,	Bernard		
14	20-014	JAMES GEORGE ESTATE	14721 SW 175TH CT, INDIANTOWN	Bernard		
15	20-015	DENTON II LLC	14959 SW 170TH AVE, INDIANTOWN	Bernard		
16	20-016	BOOKER PARK COMMUNITY DEVELOPMENT CO	14750 SW DR MARTIN L KING JR DR	Bernard		
17	20-017	SANCHEZ MARIA G	14746 SW LITTLE INDIAN AVE, INDIANTOWN	Bernard		
18	20-018	THREE LITTLE INDIANS LLC	16087 SW WARFIELD BV, INDIANTOWN	Bernard		
19	20-019	GONZALEZ REALTY CORP	01-40-38-002-019-00080-5/VACANT LOT ON LINCOLN CT	Bernard	NUISANCE ABATEMENT	
20	20-020	MARTINEZ DONEL O GOMEZ-VALLE FILEMON	05-40-39-006-015-00060-2 / SW WARFIELD BV / ACROSS FROM BURGER KING	Bernard		
21	20-021	MOORE JACKIE MOORE LULA P	14935 SW SEMINOLE DR	Bernard		



January 22, 2020

Dear Council Member,

On Behalf of the Board of Directors and Members of the Martin County Fair Association I would like to extend to you an invitation to be part of the opening ceremonies on February 14, 2020 at 6:30pm. Please come be a part of our FAIRwell performance, say good-bye to the old as we prepare for the new in 2021.

Reserved parking will be available for you and located near the main entrance. Passes to enter the fair that night will be available for you at the will call window located by the main entrance.

***** Please RSVP with the Fair Office at 220-3247*****

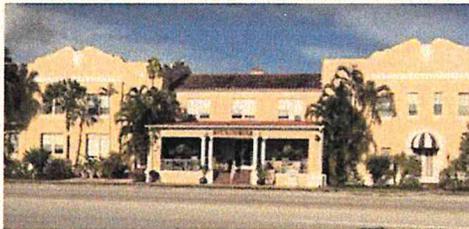
Thank you for your consideration. If you have any questions, please feel free to call me.

Best Regards,
Karah Yamamoto
Karah Yamamoto
Office Manager
Martin County Fair Association, Inc.

FEB 03 2020

MARTIN COUNTY FAIR ASSOCIATION, INC • 2616 SE DIXIE HWY • STUART, FL 34996 •
fairoffice@martincountyfair.com

Village of Indiantown, Florida



Continuity of Operations Plan

January 9, 2020



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Village of Indiantown

16550 SW Warfield Boulevard
Indiantown, Florida 34956
www.indiantownfl.gov

Continuity of Operations Plan

January 17, 2020

Submitted by:

The Lincoln Walther Consulting Team

301 SE Ocean Boulevard, Suite 301, Stuart, Florida 34994
(772) 485-4610; lwalth@lincolnwalther.com

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Continuity of Operations planning is a federal initiative to encourage people and departments to plan to address how critical operations will continue under a broad range of circumstances. A Continuity of Operations Plan (COOP) is important as a good business practice and because the planning fosters recovery and survival in and after emergency situations.

A major incident or emergency could include death or injury of key village officials, the loss of capacity to perform normal county functions, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved and government services maintained.

The COOP addresses emergencies from an all-hazards approach. A continuity of operations plan establishes policy and guidance ensuring that critical functions continue and that personnel and resources are relocated to an alternate facility in case of emergencies. The plan should develop procedures for:

- alerting, notifying, activating and deploying employees
- identify critical business functions
- establishing an alternate facility
- roster personnel with authority and knowledge of functions

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PRIVACY STATEMENT

In its entirety, the Continuity of Operations Plan addresses not only high-level overview information about how the Village of Indiantown responds to different types of disruptions, but also the operational detail necessary to support these disruptions. Given the sensitivity of some of the information in this plan, the distribution of the plan and its associated documents will be assessed and appropriate security measures implemented. The Village may determine the required level of security for this plan elevates it to a “For Official Use Only” document, resulting in the control and limited distribution of the plan. Activation of this plan is authorized by the Village Manager, or a designee, while implementation is coordinated by the department leadership and COOP leaders or alternates. For more information about continuity planning or this COOP, contact the Village of Indiantown, Office of Village Manager.

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BRIC	Building Resilient Infrastructure and Communities
CAT	Crisis Assessment Team
COOP	Continuity of Operations Plan
CSP	Contract Service Provider
CRC	COOP Relocation Chief
CRT	COOP Relocation Team
CST	Continuity Support Team
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
HVAC	Heating, Ventilation, and Air Conditioning
ICO	Indiantown Company
LMS	Local Mitigation Strategy
MEF	Mission Essential Functions
MOU	Memorandum of Understanding
MSF	Mission Support Function
PDM	Pre-Disaster Mitigation
PIO	Public Information Officer
RTO	Recovery Time Objective

RECORD OF CHANGES

Submit recommended changes to this document to Susan Owens, Village Clerk –
sowens@indiantownfl.gov

Change Number	Copy Number	Date Entered	Posted By

APPROACH TO CONTINUITY OF OPERATIONS PLANNING

The Village of Indiantown Continuity of Operations Plan (COOP) encompasses the operations and services performed by the Village or contract service providers (CSP). The COOP is tailored to address the Mission Essential Functions (MEF) operated by the Village or provided by a CSP. This COOP consists of an overarching plan and annexes for MEF's. It is assumed that MEFs provided by CSPs have contingency operating plans for their company or agency. Information collected about the MEFs was gathered from interviews or document such as Memorandums of Understanding. Information was extracted to reveal critical information about each MEF provider about their day-to-day operations. The following information was collected:

- Key personnel required to maintain the function
- Critical resources required to support the function
- Vulnerabilities that may affect the function
- Interim processes that may be conducted to temporarily support the function

The MEF information was reviewed during a consultation process. In addition, processes for all continuity capabilities, e.g., succession of leadership, delegation of authority, recall notification of staff, continuity facilities and communications, essential records management, human resources, test, training, and exercises, devolution of control and direction, and reconstitution and recovery were also identified during the consultation process.

The COOP and its annexes were developed and reviewed by the COOP Planning Team.

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Section 1 – INTRODUCTION

The goal of the all-hazards approach to continuity of operations planning is to maintain the Village’s ability to operate and provide essential services regardless of the emergency. This approach includes preparing for natural emergencies such as hurricane and flooding as well as technological emergencies and intentional incidents, such as acts of terrorism.

1.1 Plan Purpose

All participating Village departments and CSPs have the responsibility to plan for and respond to a COOP activation. Village staff may be required to operate from a continuity location. The purpose of the COOP is to provide the framework for Village staffs to restore MEF to employees and citizens as safely, efficiently and effectively as possible. The Village’s COOP program addresses three types of disruptions:

- Accessibility to a facility (due to building damage)
- Inability to provide full services due to a reduced workforce possibly due to an outbreak of pandemic influenza)
- Inability to provide services due to equipment or systems failure (IT systems failure)

The Village’s COOP program also provides policy and guidance to enable actions to continue MEF within the target recovery priority time frames established by the COOP Planning Team. The goal of the activated COOP plan is to maintain MEF for up to 30 days. The Village is committed to the safety and protection of its citizens, employees, operations, and facilities. This COOP provides the Village staff a framework that is designed to minimize impact during an emergency. Further, the Village COOP establishes procedures that the Village leadership can use to strategically minimize risk to its citizens, employees, operations, and facilities.

1.2 Applicability and Scope

COOP planning ensures the preservation and reconstitution of the Village’s MEF. An emergency (such as an explosion, fire, or hazardous materials incident) may require the evacuation of one or more Village staff locations with little or no notice. Building evacuation, if required, is accomplished via implementation of the standard operating procedures for each location. This COOP is not an evacuation plan or an emergency management plan. The scope of this plan is to facilitate the restoration of daily functions determined to be essential by the COOP Planning Team. The COOP provides the foundation for continuity of critical services and functions across its jurisdiction and is augmented by annexes developed by key village personnel. The following Village staff and CSP partners are addressed in the Village’s COOP:

- Village Manager
- Mayor & Council

- Village Clerk
- Human Resources
- Village Attorney
- Finance Office
- Building
- Public Works
- Planning & Development
- Recreation & Parks
- Fire Rescue
- Police Protection
- Public Water Utility
- Wastewater Utility
- Village Information and Technology (IT)

1.2.1 COOP Organization

The Village of Indiantown COOP plan provides the framework for Village departments and contract service providers (CSP) to restore MEF for its staff and citizens if an emergency affects its operations. The COOP annexes provide a guide for the village to maintain MEFs regardless of the cause of disruption whether it be denied access to facilities, workforce reduction or failure of equipment or critical systems. The annexes are a supplement to this document and as with the plan will require updating on an annual basis.

1.3 Situations and Assumptions

Situations and assumptions are documented to describe current operating conditions and to establish the parameters under which the plan may be activated.

Situation

- The Village of Indiantown is a small, rural incorporated jurisdiction within Martin County. The Village is located in the western Martin County.
- Village of Indiantown occupies 6 square miles.
- According to the Florida Estimates of Population 2018, prepared by the Bureau of Economic and Business Research, University of Florida, estimated the population of the Village of Indiantown to be 6,707.
- The Village does not own or operate a public utility. The Indiantown Company (ICO), provides potable water, reclaimed water and sewer services.
- Solid waste collection and disposal services are provided by Martin County via an Interlocal Agreement funded by a Municipal Services Benefit Unit.
- The Village of Indiantown is vulnerable to a number of hazards, including natural, technological, and societal. Please refer to the Martin County Local Mitigation Strategy (LMS) for a complete list of potential hazards and risk analysis for the Village.
- The Village has Mutual Aid Agreements with surrounding municipalities, Martin County, state of Florida and FEMA Region 4.
- State Highway 710 is the Village's primary traffic artery. Several roads, such as SW Allapatah Road and SW Citrus Boulevard serve to connect the Village with other parts of Martin County.

Assumptions

- The Village will continue to be exposed to the hazards and risks identified in the COOP as well as other hazards or risks that may occur in the future.
- Leadership personnel will continue to recognize their responsibilities to public and employee safety and exercise their authority to implement the COOP in a timely manner when confronted with real or potential disasters.
- Employees who have been assigned specific responsibilities within the COOP plan are willing and able to carry out their responsibilities.
- Procedures have been developed to support the resumption of time-sensitive operations and functions in the incident of their disruption at the facilities identified in the COOP.
- The Village is committed to supporting service resumption and recovery efforts at continuity facilities, if required.
- In the event of a disaster, village entities and CSP will rely on each other for assistance.
- In the event of disaster, resources and personnel may be extremely limited. Resumption of essential services may need to be prioritized and time-phased.
- The Village has mutual aid agreements with surrounding jurisdictions that can be activated in the incident the Village needs assistance in providing critical services in emergencies.
- The COOP may be activated as a result of an emergency response incident. Activation of the COOP will occur at the level necessary to resolve the situation.
- When a local state of emergency is declared the county will activate their Emergency Operations Center (EOC), and configure using Incident Command. Municipalities will likely activate their EOCs. The COOP management structure may be modified as needed.
- Some members in COOP positions serve in other roles during disasters, such as staff to the Village of Indiantown EOC during activation. During multiple activations, COOP activities will be coordinated through the municipal EOC.

1.4 Key Personnel

Each essential function has associated personnel that are necessary to ensure continuity of operations. Without these personnel, the agency and CSP will not be able to perform its essential functions or meet the needs of citizens, contractors, and agency visitors. Needed staff for contingency operations is identified in the mission essential function annexes.

1.4.1 Rapid Recall List

The internal call list or Rapid Recall List documents the contact information for employees who should be notified if the village is threatened by or experiences an incident that requires COOP plan activation as described in section 2.2.2 Activation Scenarios.

1.4.2 External Call List/Contacts

External contacts and CSP vendors should be listed in Table 3 in the section "Essential Functions," or in Annex B, Essential Functions, as required resources supporting those functions. Included is contact information for external vendors, suppliers, or others who would most likely need to be contacted if the agency is threatened by or experiences an incident that requires COOP plan implementation.

1.5 Roles and Responsibilities

During a COOP activation, key positions have been identified to fulfill important roles and responsibilities. They include the Village Manager, Village Clerk and Village Public Works Director.

1.5.1 Crisis Assessment Team

In the event of a crisis, the Village Manager will notify staff and/or specific CSP personnel to convene the Crisis Assessment Team (CAT). The CAT initially analyzes the situation and determines if the COOP will be activated. The CAT may also provide further support through management of the COOP activation, identifying additional risks and exposures, providing direction and guidance to departments and the organization, and protecting stakeholder interests in response to the incident or disaster. The CAT primarily focuses on:

- Detecting the early signs of an expanding crisis
- Identifying the problem areas and appropriate solutions
- Preparing a crisis management plan for the immediate emergency situation
- Determining what internal/external resources are needed in order to continue essential functions for the Village or affected department(s).

The CAT may also be disbanded due to the establishment of ICS in the field and the appropriate emergency response department assumes management of the incident. During a disaster of such magnitude that the municipal EOC has been activated, the CAT may convene to determine if the COOP activation will be managed through the EOC, or if separate operations would be beneficial.

1.5.2 Village Manager COOP Responsibilities

- Approve overall policy directions, guidance, and objectives for COOP planning and activation.

1.5.3 COOP Coordinator (Village Clerk) Responsibilities

- Coordinate the COOP planning process.
- Serve as the principal representative to internal and external stakeholders and groups during implementation of the COOP.
- Initiate COOP maintenance meetings.
- Coordinate test, training, and exercises of the COOP.
- Serve as the COOP program point-of-contact.
- Serve on the COOP Planning Team.

1.5.4 COOP Planning Team Responsibilities

- Provide overall recommendations and objectives for COOP planning.
- Coordinate with leadership personnel on policy, development, approval, and maintenance of the COOP and integration of other emergency plans.
- Provide departmental information on essential functions, systems, personnel, and records for COOP planning.
- Conduct reviews of COOP documents, materials, and the plan.
- Keep the organization informed of any changes to the COOP.

- Establish, coordinate, and participate in the COOP test, training and exercise program.
- Identify issues that may affect the frequency of changes required to the COOP.
- Establish a review cycle.
- Develop an improvement plan for addressing risk mitigation recommendations to mitigate continuity-specific risks.
- Coordinate with functional groups within the Village organization in updating the COOP.

1.5.5 COOP Relocation Team (CRT) and Chief

Based on the situation and circumstances of the incident(s), the Village Manager or Public Works Director (CRT Chief), or designee, will evaluate the capability and capacity levels required to support the current mission-essential functions and initiate actions for relocation to appropriate alternate facilities. These actions include measures to be taken in anticipation and implementation of continuity operations. Procedures for initial actions to be taken are addressed in Annex C – Initial Action Procedures.

The Village Manager or Public Works Director or designee will determine full or partial deployment to the designated alternate facility or any mission-essential functions that are critical to operations at the time that COOP is activated. During this time, it is essential that COOP Relocation Team (CRT) and Continuity Support Team (CST) staff be accounted for fully. Accountability will be established by confirmation from individual staff members of receipt of alerts and notifications, as well as checking in with the CRT Chief when instructed to relocate to the alternate facility.

As part of the relocation procedures, the CRT Chief will forward telephone calls, social media, computer networks, and mail from the primary facility to the alternate facility. The CRT Chief will also notify suppliers and service providers of continuity operations and the relocation from the primary to the alternate facility.

If an advanced team is sent to the alternate facility, they will perform the following functions:

- Ensure infrastructure systems, such as power and HVAC, are functional
- Prepare check-in duty stations for CRT
- Field telephone inquiries from CRT and CST staff

The CRT Chief will ensure that all actions taken adhere to the operational priorities established in this plan.

1.5.5.1 Account for Personnel

Upon arrival at the alternate facility, personnel will do the following:

- Report immediately to check-in station
- Receive applicable instructions and equipment
- Report to their respective workspace
- Retrieve pre-positioned information and activate specialized systems or equipment
- Continue and/or restore essential functions

1.5.5.2 Identify Available Leadership

Throughout the activation process, efforts will be made to identify available organizational leadership. If necessary, the organization will institute its Lines of Succession and Delegations of Emergency Authority to ensure a smooth transition into continuity of operations. Refer to Section 3.1, Orders of Succession and Section 3.2, Delegations of Authority address these areas.

1.5.6 Reconstitution Manager

A reconstitution manager may be assigned as needed and has the following responsibilities:

- Report to the Village Manager.
- Form a reconstitution team.
- Develop space allocation and location requirements to meet occupancy regulations.
- Coordinate with regional partners to find suitable space if the primary locations are unusable.
- Develop a plan for reconstitution listing functions and projects in order of priority.
- Assign appropriate staff to ensure buildings are structurally safe and secure.

1.5.7 Responsibilities of Administration Leadership

- Identify those functions that can be deferred or temporarily stopped during a COOP activation.
- Consult with and advise appropriate officials during implementation of the COOP.
- Provide direction, guidance, and objectives during an incident for the implementation of the COOP.
- Aid continuity efforts at the continuity facility.
- Participate in training, testing, and exercises of the COOP.
- Initiate appropriate notifications during COOP implementation.
- Provide input on the execution of essential functions.
- Initiate recovery of the organization as part of reconstitution.
- Designate personnel to assist security officials in securing office equipment and files at primary facilities when implementing the COOP.
- Coordinate with leadership personnel for movement of key personnel to continuity facilities when the COOP is activated.

Section 2 – CONCEPT OF OPERATIONS

2.1 Objectives

A continuity of operations plan must be maintained at a high level of preparedness and must be ready to be implemented without significant warning. The Village of Indiantown COOP is designed to be fully implemented no later than 12 hours after activation and provides guidance to sustain operations for up to 30 days. The broad objective of the Village’s COOP is to provide for the safety and well-being of City personnel and the general public. In addition, this plan will facilitate the execution of MEFs during any crisis or emergency in which one or more department locations are threatened or inaccessible. Specific annex objectives include the following:

- Enable staff to prepare for and respond to all threats or emergencies, including natural, technological, and human-caused disasters.
- Identify critical employees and supporting staff who will relocate.
- Ensure the continuity facility can support the operations.
- Protect and maintain essential records and databases.

2.2 Operational Periods

Emergencies often occur with little or no warning, requiring immediate activation of the COOP and commitment of resources. The COOP planning concept of operations is expressed in four operational periods:

- Readiness and preparedness
- Activation and relocation
- Continuity operations
- Reconstitution and recovery

2.2.1 Readiness and Preparedness

Readiness is the ability of an organization to respond effectively to any incident that threatens its ability to continue MEF. It is the responsibility of an organization’s leadership to ensure that an organization can perform its MEF before, during, and after all-hazards emergencies or disasters. Readiness and preparedness activities develop the response capabilities needed during an emergency. Planning, training, and exercising are among the activities conducted under this phase. Feedback from these activities should be focused on improving and maintaining the COOP. Mitigation is also a viable part of this phase. Mitigation activities lessen the impact of unavoidable hazards. The Indiantown Local Hazard Mitigation Plan guides and prioritizes mitigation activities that the community will need to undertake.

The Village of Indiantown is establishing a continuity readiness posture through the development of this continuity plan, assigning COOP Leads and Alternates, forming a Continuity Planning Team, a Crisis Assessment Team, conducting COOP planning and training, and other continuity readiness and preparedness activities. These activities include the review and revision of COOP related plans, conducting tests, training, and exercises, and risk management.

2.2.2 Activation Scenarios

COOP activation will not be required for minor incidents, disruptions or short-term evacuations. However, if a disruption is already underway or when one is imminent based on intelligence, the COOP may be activated by the Village Manager or his designee. An executive decision must be made after a quick and accurate assessment of the situation to determine the best course of action for the Village. The degree to which the plan is implemented depends on the type, magnitude, and circumstances of the incident(s). The level of emergency and decision matrix outlined below, which supports decision-making for determining when to activate the COOP.

Some incidents will be major events like hurricanes which have widespread and potentially extensive damage, while other incidents could be far more contained like a wash out of a road due to extensive flooding or a water main break possibly flooding nearby structures. Or a third scenario could involve a death or injury of key village official, the loss of capacity to perform normal county functions, the partial or the destruction of vital public records essential to the continued operations of the government. The following three scenarios:

- Scenario 1: Loss of Access to a Facility
- Scenario 2: Loss of Services Due to Reduction of Workforce
- Scenario 3: Loss of Services Due to Equipment or System Failure

2.2.2.1 *Scenario 1: Loss of Access to a Facility*

Assumptions

- The village is vulnerable to a full range of hazards (man-made, natural, and technological disasters).
- Leadership and personnel will continue to recognize their responsibilities to public safety and exercise their authority to implement the COOP plan in a timely manner when confronted with disasters.
- If properly implemented, the COOP will reduce or prevent disaster-related losses.
- Loss of facility may occur during duty or non-duty hours.

COOP Alert and Notification

- The Crisis Assessment Team (CAT) determines the need for and activates the COOP plan.
- COOP Coordinator coordinates with the COOP Relocation Chief (CRC) and notifies COOP Team and other emergency personnel of activation and provides initial directions. (For example, "Arrive at designated meeting location within two hours for initial assessment.")
- The CRC notifies facility and operations personnel of activation.
- See Annex A for additional details regarding alert and notification procedures.
- Additional notification measures within 12 hours of activation include:
 - Village Manager notifies the designated Public Information Officer (PIO) of activation and coordinates any necessary press release or public messages. (For example, "The office is temporarily closed until further notice.")
 - COOP Coordinator or designee notifies all current active vendors, contractors, and suppliers of the COOP plan activation and provides direction on activities that will need to be altered, suspended, or enhanced as a result.

- As appropriate and necessary, the COOP Coordinator notifies the primary points of contact for surrounding organizations and jurisdictions of the COOP activation, any potential consequences, and planned alternate actions that might be required until normal operations can be restored.

COOP Implementation

Phase I – Activation and Relocation

- Once notified that the COOP plan is implemented, the CRC notifies key personnel and back-up staff for affected essential functions to be activated from the Rapid Recall List.
- Within three hours, activated personnel assemble at the alternate facility location.
- The COOP Coordinator and the CRC in conjunction with the PIO (or other position) initiates activities to guide the actions being taken by the agency, including alert, notification, and guidance to support personnel and the public (e.g., reduction in services or operational hours).
- Section leaders confirm the safe evacuation of staff from the facilities, if applicable, and account for personnel throughout the duration of the COOP event. Supervisors and managers make contact with staff under their span of control via use of the staff contact list.
- Each section will have a staff member assigned with the responsibility of maintaining and transporting their Drive-Away kit to the alternate facility location.
- The COOP Coordinator is responsible for keeping personnel contact lists current and maintaining the lists in hard copy off-site.

Phase II – Alternate Facility Operations

- Activated key personnel continue essential operations.
- COOP Coordinator and/or CRC provides additional guidance as required by the situation to non-designated employees via the alert and notification procedure (Annex A), and through other available means.
- The CRC provides general policies and procedures of alternate facility to key personnel.
- COOP Team or Reconstitution Manager initiates efforts to return to normal operations (reconstitution).

Phase III – Reconstitution

Reconstitution consists of a checklist of procedures essential personnel to assist them in returning to normal operations and back to the primary facility.

- Key personnel continue to provide essential services.
- Crisis Assessment Team or designee informs agency personnel that the threat of, or actual emergency, no longer exists, and provides instructions for resumption of normal operations and staffing. Announcement is disseminated via established notification procedures.
- The Reconstitution Manager reports the status of reconstitution to contractors, agency partners, and other key contacts (local jurisdictions, vendors, etc.), as applicable.
- Agency conducts a “hot wash” or review of its COOP operations and the effectiveness of its plans and procedures as soon as possible.

2.2.2.2 Scenario 2: Loss of Services Due to a Reduction of Workforce

Assumptions

- The village is vulnerable to the full range of hazards (man-made, natural, and technological disasters).
- Leadership and employees have been cross-trained.
- If properly implemented, this COOP will reduce or prevent disaster-related losses.
- A reduction in workforce might occur during or after operating hours.
- The village has implemented reduction in workforce policies and procedures, such as cross training and alternate work arrangements (i.e., telework).

COOP Alert and Notification

- The CAT determines the need to activate the COOP plan.
- COOP Coordinator notifies COOP Team and other emergency personnel of activation and provides initial directions. (For example, "Arrive at designated meeting location within two hours for initial assessment.")

Additional notification measures within 12 hours of activation include:

- Village Manager notifies the designated PIO of activation and coordinates any necessary press release or public messages. (For example, "The office is temporarily closed until further notice.")
- COOP Coordinator or designee notifies all current active vendors, contractors, and suppliers of the COOP plan activation and provides direction on activities that will need to be altered, suspended, or enhanced as a result.

COOP Implementation

Phase I – Activation and Relocation

- Once notified that the COOP plan is implemented, the COOP Coordinator notifies key personnel and back-up staff for affected essential functions to be activated from the Rapid Recall List.
- Activated staff is informed of their roles and responsibilities and are directed to report to alternate facility locations or use alternate working arrangements, if applicable.
- Each section will have a staff member assigned with the responsibility of maintaining and transporting their Drive-Away kit to the alternate facility location.
- Individuals who may work from home are responsible for organizing, maintaining and transporting their personal Drive-Away kit to their home.
- The Village Manager in conjunction with the PIO (or other position) initiates activities to guide the actions being taken by the agency, including alert, notification, and guidance to support personnel and the public (e.g., reduction in services or operational hours).

Phase II – Alternate Facility Operations OR Alternate Workforce Operations

- Activated personnel continue essential operations.
- COOP Coordinator provides additional guidance as required by the situation to non-designated staff via the alert and notification procedure (Annex A), and through other available means.
- COOP Planning Team provides general policies and procedures of alternate facility/work arrangements to key personnel.

- COOP Team or Reconstitution Manager initiates efforts to return to normal operations (reconstitution).

Phase III – Reconstitution

- Key personnel continue to provide essential services.
- The CRC or their designee informs village personnel that the threat of, or actual event, no longer exists, and provides instructions for resumption of normal operations and staffing. Announcement is disseminated via established notification procedures.
- Village conducts a “hot wash” or review of its COOP operations and the effectiveness of its plans and procedures as soon as possible.
- Village reports the status of reconstitution to contractors, agency partners, and other key contacts (local jurisdictions, vendors, etc.), as applicable.
- Those responsible for section Drive-Away Kits return them to their office.

2.2.2.3 Scenario 3: Loss of Services Due to Equipment or System Failure

Assumptions

- If properly implemented, this COOP plan will reduce or prevent disaster-related losses.
- Loss of equipment or systems might occur during or after operating hours.
- Leadership and personnel will continue to recognize their responsibilities to public safety and exercise their authority to implement the COOP plan in a timely manner when confronted with disasters.
- The village has established interim processes for various operating procedures as necessary.

COOP Alert and Notification

- COOP Coordinator coordinates with the CRC notifies COOP Team and other emergency personnel of activation and provides initial directions. (For example, “Arrive at designated meeting location within two hours for initial assessment.”)
- The CRC notifies the IT, Facilities, and/or Utilities sections, as appropriate.

Additional notification measures within 12 hours of activation include:

- Village Manager notifies the designated PIO of activation and coordinates any necessary press release or public messages (e.g., “Agency visitation is prohibited until further notice”).
- COOP Coordinator or designee notifies all current active vendors, contractors, and suppliers of the COOP plan activation and provides direction on activities that will need to be altered, suspended, or enhanced as a result.

COOP Implementation

- CRC or their designee informs personnel that the threat of, or actual event, no longer exists and provides instructions for resumption of normal operations and staffing. Announcement is disseminated via established notification procedures.
- The COOP Coordinator reports the status of reconstitution to contractors, agency partners, and other key contacts (local jurisdictions, vendors, etc.), as applicable.
- Those responsible for section Drive-Away Kits return them to their office.

- Village conducts a “hot wash” or review of its COOP operations and the effectiveness of its plans and procedures as soon as possible.

2.3 Alert and Notification

Upon a decision to activate the COOP, alert and notification procedures will be initiated. Refer to section 2.2.2 for alert and notification procedures by scenario. Additional detail is provided in Annex A.

2.4 COOP Relocation

Relocation to an alternate facility occurs when a primary facility is damaged and rendered inoperable or unsafe and staff must evacuate.

Figure 1 is a relocation decision matrix which depicts the decision-making process used to determine if relocation to an alternate facility is necessary.

Relocation Decision Matrix

Based on City of Santa Rosa, CA, Continuity of Operations Plan (COOP), 2017

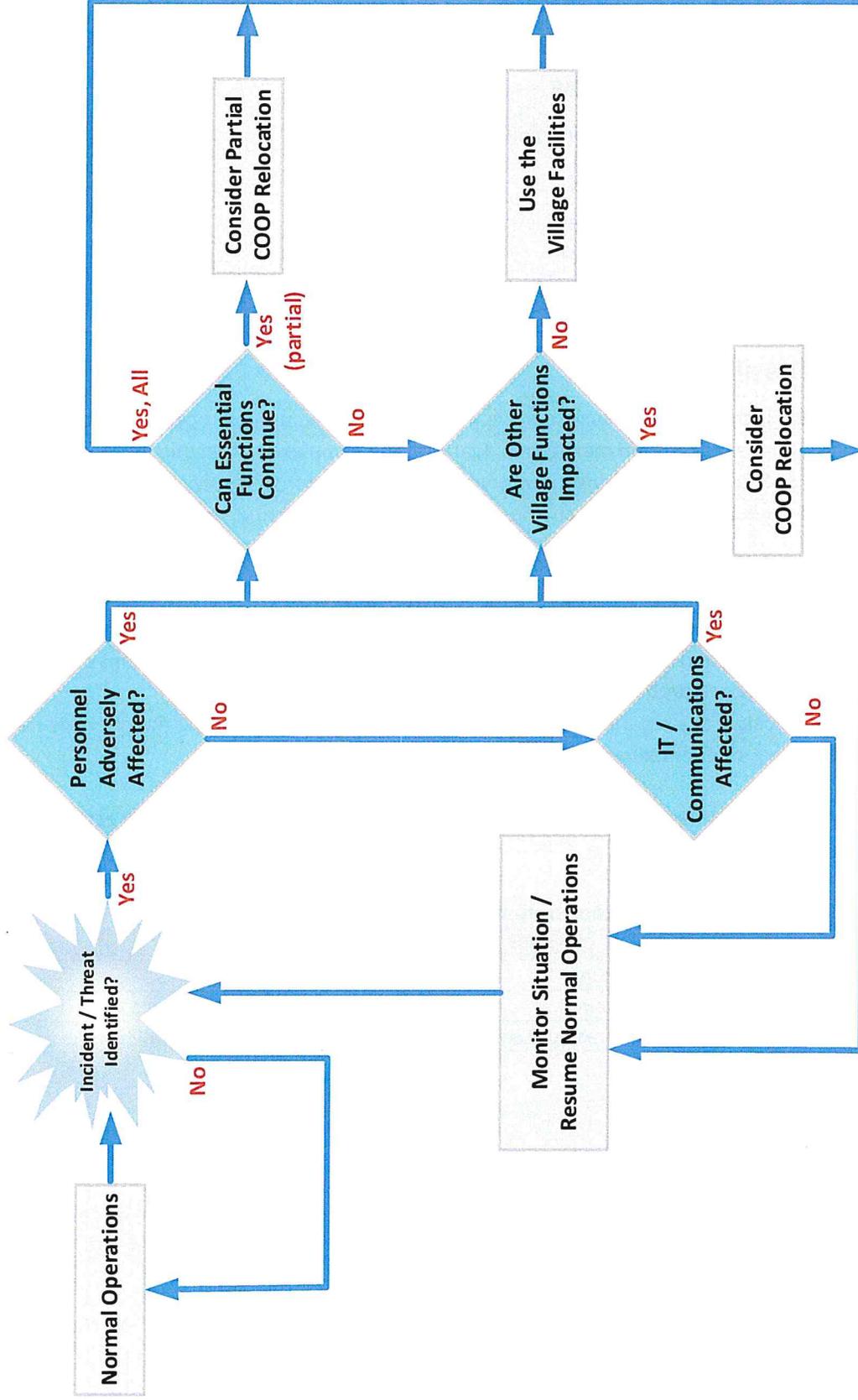


FIGURE 1: Relocation Decision Matrix

2.5 Continuity Operations

The operations phase focuses on continuing MEF:

- Accounting for all personnel
- Performing essential functions
- Establishing communications
- Preparing for reconstitution of all functions. Once the incident has ended, business functions can be resumed.

2.6 Reconstitution

Reconstitution is the transition back to normal operations in the primary operating facility. Leadership may designate a reconstitution manager to deal with the complexity of reconstitution issues.

Reconstitution focuses on restoring operations to normal or improved services. This phase is initiated once all MEF have been restored. Activities associated with reconstitution include:

- Supervising an orderly return to the normal operating facility, a move to another temporary facility, or a move to a new permanent operating facility.
- Verifying that all systems, communications, and other required capabilities are available and operational, and ensuring the capability to accomplish all essential functions and operations at the new or restored facility.
- Identifying if any records were affected by the incident and ensuring the effective transition or recovery of essential records and databases.

Table 1 contains the three reconstitution situations and identifies who is the lead section in the reconstitution effort.

Table 1: COOP Lead Reconstitution Entities

Situation	Lead Reconstitution Entities
Loss of building	Public Works
Loss of personnel	Human Resources
Loss of network infrastructure	Information Technology

Section 3 – MISSION ESSENTIAL FUNCTIONS

Overview

MEF enable Village staff to provide vital services for staff and citizens. The COOP plan serves as an operational guide to facilitate the relocation of Village staff to a continuity facility and the backup of critical systems and vital records so that MEF may continue. The level and manner of support needed to continue MEF depends on the nature of an incident. For each mission essential function identified, the list also identifies personnel required to execute the function, the level of priority assigned to the function, and the resources required to support the function. Annex B includes a matrix of the Village's essential functions.

Guidelines and Criteria for Prioritization of MEF. In addition to identifying which functions are necessary to support village operations, the recovery time objective (RTO) should be determined for each mission essential function. The RTO is the maximum amount of time the function can be interrupted before it must be restored to an acceptable level of operation after an incident. To ensure that MEF are restored in the order of their time criticality, functions should be categorized using a tier classification system. The following system, Table 3 has been established to prioritize the Village of Indiantown's MEF according to time criticality.

Table 2: Recovery Time Objective Matrix

Tier	Ratings	Priority
1	IMMEDIATE: These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protect property. These functions must be established within the first 12 hours up to 24 hours.	
2	CRITICAL: These functions can be delayed until Tier 1 Functions are restored but must be operation within 72 hours.	
3	NECESSARY: These functions can be delayed until Tier 1 and Tier 2 functions are restored but must be operational within 1 week.	
4	IMPORTANT: These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored, but must be established within 30 days.	

If a function is necessary to keep another function operating, then it should have a shorter priority RTO. Such functions include IT systems, building maintenance, and human resources.

3.1 Orders of Succession

Orders of succession are activated when leadership is unable or unavailable to execute their duties during an emergency key MEF staff must establish, disseminate, and maintain their orders of succession by COOP critical positions. Orders of succession are addressed through internal policy or ordinances. Key personnel for Village of Indiantown leadership and their successors have been identified in Table 3.

Table 3: City Leadership Orders of Succession

Principal Position - Mayor		Contact#
Guyton Stone	Mayor	772-341-0261
Janet Hernandez	Successor	772-285-5103
Principal Position - Village Manager		Contact#
Howard W. Brown, Jr.	Village Manager	772-285-8732
Susan Owens, Village Clerk	1 st Successor	772-285-7740
Daniel Eick, Management Analyst	2 nd Successor	772-233-0713
Principal Position - Village Clerk		Contact#
Susan Owens	Village Clerk	772-285-7740
Alysa Osterman, Assistant Village Clerk	Successor	772-597-8271
Principal Position - Human Resources		Contact#
Susan Owens	Village Clerk	772-285-7740
Alysa Osterman, Assistant Village Clerk	Successor	772-597-8271
Principal Position - Village Attorney		Contact#
Wade Vose	Finance Director	321-299-2289
Asst. Village Attorney	Successor	321-299-2289
Principal Position - Finance		Contact#
Susan Gooding-Liburd	Finance Director	954-562-8840
Adrian Liburd	Successor	954-559-7652
Principal Position - Building Official		Contact#
Carl Petersen	Chief Building Official	772-924-3575
Richard Jefferson	Successor	321-313-1479
Principal Position - Public Works		Contact#
William "Bill" Archebelle	Director	772-342-5767
Eric Flavell	Successor	321-270-8993
Principal Position - Planning		Contact#
Bonnie Landry	Planning Director	772-201-5052
Anne Jones, Senior Planner	Successor	772-201-5052
Principal Position - Recreation		Contact#
Albert Scoggins	Recreation Director	772-341-8173
Luis Perez	Admin. Support Generalist	772-486-9639
Principal Position - Fire/Rescue		Contact#
William Schobel	Martin County Fire Chief	772-288-5636
Rodney Robertson - Division Chief	Successor	772-320-3192
Principal Position - Police Protection		Contact#
Lt. Kendall Dolan	Martin County, Uniform Patrol Division, West County	772-260-1774
West County Road - Patrol C	Successor	772-220-7170
Principal Position - Water Utility		Contact#
Jim Hewitt	Operator	772-597-2201
Ernie Watson	Successor	772-597-2122

Principal Position - Wastewater Utility		Contact#
Jim Hewitt	Operator	772-597-2201
Victor Longoria	Successor	772-597-3496
Principal Position - Stormwater		Contact#
William "Bill" Archebelle	Public Works Director	772-200-4902
Eric Flavell	Successor	321-270-8993
Principal Position - Solid Waste		Contact#
Sam Amerson	Martin County Solid Waste Director	772-260-9613
Jeremy Covey - Technical Services Administrator	Successor	772-221-2353
Principal Position – ITS Fiber		Contact#
Allie Meyer	Account Executive	772-597-3423
Kristen Boone - Mgr of Customer Operations	Successor	772-597-3423
Principal Position – Natural Gas		Successor Position
Mauro Ruini	Customer Service Mgr	561-838-1719
Problem Call Customer Service Number	Successor	561-832-0872
Principal Position – Propane Gas		Successor Position
Jeremy Doty	Indiantown Operation Manager	772-597-2168
Gerald Stothers – Regional Manager	Successor	239-220-2710
Principal Position – Electric Power		Successor
Todd Travis	Operation Service	772-489-6254
Tony Tucci – Customer Advisor	Successor	386-566-8748

3.2 Delegations of Authority

Delegations of authority are specified by Village resolutions and policies. Certain incumbents in positions specified in the orders of succession are delegated authority to perform all duties and responsibilities of the agency head or leadership when this is required. Delegation of authority should be exercised only when immediate action is required and a superior is unable and unavailable to exercise the authority. An individual acting as successor should be relieved of his or her authority once a superior on the list becomes available, is able, and assumes the role of the successor. An individual exercising the authority of a superior should record important actions, during which the authority is exercised. Planning for delegations of authority involves the following:

- Identifying which authorities can and should be delegated. Table 4 identifies the circumstances under which the delegation would be exercised, including when it would become effective and when it would be terminated
- Identifying limitations of the delegation
- Documenting to whom authority should be delegated
- Ensuring designees are trained to perform their emergency duties

Delegations of authority for key leadership in the Village of Indiantown are identified in Table 4.

Table 4. Village Delegations of Authority

Successor to Mayor	Delegation of Authority (Full or Limited)	Contact#
Janet Hernandez		772-285-5103
Successor to Village Manager	Delegation of Authority (Full or Limited)	Contact#
Susan Owens		772-285-7740
Successor to Village Clerk	Delegation of Authority (Full or Limited)	Contact#
Alysa Osterman, Assistant Village Clerk	Limited	772-597-8271
Successor to Human Resources	Delegation of Authority (Full or Limited)	Contact#
Alysa Osterman, Assistant Village Clerk	Limited	772-597-8271
Successor to Village Attorney	Delegation of Authority (Full or Limited)	Contact#
Asst. Village Attorney		321-299-2289
Successor to Finance Director	Delegation of Authority (Full or Limited)	Contact#
Adrian Liburd		954-559-7652
Successor to Building Official	Delegation of Authority (Full or Limited)	Contact#
Richard Jefferson		321-313-1479
Successor to Public Works	Delegation of Authority (Full or Limited)	Contact#
Eric Flavell		321-270-8993
Successor to Planning	Delegation of Authority (Full or Limited)	Contact#
Anne Jones, Senior Planner		772-201-5052
Successor to Recreation Director	Delegation of Authority (Full or Limited)	Contact#
Luis Perez		772-486-9639
Successor to Fire/Rescue	Delegation of Authority (Full or Limited)	Contact#
Rodney Robertson – Division Chief		772-320-3192
Successor to Sheriff – Covering West County	Delegation of Authority (Full or Limited)	Contact#
West County Road Patrol Sargent		772-220-7170
Successor to Water Utility	Delegation of Authority (Full or Limited)	Contact#
Ernie Watson	Limited	772-597-2122
Successor to Wastewater Utility	Delegation of Authority (Full or Limited)	Contact#
Victor Longoria	Limited	772-597-3496

Successor to Stormwater	Delegation of Authority (Full or Limited)	Contact#
Eric Flavell		321-270-8993
Successor to Solid Waste	Delegation of Authority (Full or Limited)	Contact#
Jeremy Covey		772-221-2353
Successor to ITS Fiber	Delegation of Authority (Full or Limited)	Contact#
Kristen Boone		772-597-3423
Successor to Natural Gas	Delegation of Authority (Full or Limited)	Contact#
Call Customer Service	Limited	561-832-0872
Successor to Suburban Propane	Delegation of Authority (Full or Limited)	Contact#
Gerald Strothers		239-220-2710
Successor to Electric Power	Delegation of Authority (Full or Limited)	Contact#
Tony Tucci		386-566-8748

3.3 Critical Resources

Critical resources are the staff, equipment, and systems required to support MEF. During the planning process, the designated COOP Lead coordinates the evaluation of MEF and listed the corresponding equipment and systems. COOP Planning Team members must ensure that unique critical equipment and critical information system requirements are considered in planning and, if appropriate, identified as capabilities to be provided by support functions at the continuity facilities. Village staff should maintain all necessary and up-to-date files, computer software, and databases required to carry out MEF.

The COOP Coordinator is responsible for ensuring all Section staff in charge of their Section Drive-Away Kit making sure their Drive-Away Kits have all pertinent hard copy plans [i.e., County Emergency Management Plan (CEMP) COOP] and ordinances, and supplies needed during the first few days following the hazard event/incident in order to carry out mission essential function.

3.4 Essential Records

Essential records are records that, if damaged or destroyed, would disrupt operations and information flow and require replacement or re-creation at considerable expense or inconvenience. In continuity of operations planning, vital records are those records that are necessary to carry out MEF. Content, not media, determines their criticality. Essential records are frequently in one of the following three formats: paper, electronic files, or microfiche.

The Village of Indiantown COOP Planning Team has identified systems to protect and recover essential records during emergencies and normal operations. Through the planning process, the Village staff and CSP documented and detailed their vital records. The village Sections and CSP review periodically (every six months at a minimum) their existing essential records maintenance program and continue to address deficiencies. The following maintenance strategy has been identified by the COOP Planning Team for key COOP Village staff and CSPs:

Village of Indiantown personnel:

- Maintain in real-time all information, data, maps, Memorandums of Understanding (MOU), and procedures which are stored in the cloud (ITS Fiber network), the Village's contract provider.
- Save data to back-up servers.
- Scan hardcopy documents and data records to the network drives.
- Manage and retain records as required by state law.

3.5 Continuity Facilities

Each COOP staff operative, whether working for the Village or on a contract basis, recognizes that normal operations may be disrupted and that there may be a need to perform MEF at a continuity facility. Each COOP operative will coordinate with the COOP Planning Team lead by the COOP Coordinator to establish suitable continuity facilities. Appendix D includes a matrix of the Village's continuity facilities.

3.5.1 Continuity Facility Operation

The Booker Park Fire Station will serve as the Village's primary continuity facility. The village is actively making improvements to the facility. It has both electric power and ITS Fiber. The station is being re-roofed at this time.

The back-up facility to the Booker Park Fire Station is located in Big Mound Park. To be used would require significant upgrading since the existing structure is served only with electric power.

It is the policy of the village that continuity facilities should provide:

1. Sufficient space, equipment and other resources to sustain essential operations, as appropriate, and support staff.
2. The capability to perform essential operations as soon as possible after an emergency or other continuity event with minimal disruption of operations and in all cases within 12 hours after an event; the ability to maintain this capability for up to 30 days after an event or until normal business activities can be resumed; and the capability to perform these essential operations under all threat conditions including the possible use of weapons of mass destruction (WMD). Some essential functions cannot be interrupted and continuity facilities should include support for these continuous operations.
3. Reliable logistical support, services, and infrastructure systems.
4. Consideration for the health, safety, and security of employees who have been relocated to those sites.
5. Continuity communications, including the means for secure communications if appropriate, with all identified essential internal and external organizations, as well as with customers and the public.
6. Computer equipment, software, and other automated data processing equipment necessary.
7. Capabilities to access and use vital records necessary to facilitate the performance of critical business functions.

3.5.2 Nontraditional Continuity Facility Operations

If the existing Village operating facility becomes non-operable due to a crisis/incident, the Village needs to have a pre-approved alternative continuity facility and identified with the capacity to perform MEF. However, there may be a need due to special circumstances such as a breakout of an infectious disease (e.g., pandemic influenza) staff might not be able to come into work, but are important in providing essential functions. An option could involve essential staff working from home/telework. To be effective, the individual would need to have access to vital records and databases to support village business, as well the robust communications necessary to sustain operation of business functions. Table 5 is a tool that the COOP Coordinator can use to document telework capabilities of individual staff.

Table 5 Telework Capabilities

Employee Name and Title	Laptop or Home Computer Access	Remote Access to Vital Records and Systems (Internet and Intranet)	Ability of Job Type to be Performed Remotely	Eligible to Telecommute

3.5.3 Logistics and Resource Requirements

Relocation of the organization from the primary to the alternate facility will involve the movement of some resources and vital records that are necessary to sustain or restore essential functions.

Few resources and no vital records are pre-positioned at the alternate facilities. However, being a relatively small municipality, resources and vital records are relatively few and compact, thus making it possible for COOP staff to use their own manpower and respective vehicles to transport them from the primary to the alternate facility. The village can create a village administrative Drive-Away Kit that needs to contain information and data necessary for the village to carry out its MEF on a temporary basis until government operations can be restored.

3.5.4 Drive-Away Kits

The professional go-kit, which is accessible by all personnel, should contain standard operating procedures, emergency plans, operating orders or regulations, and other relevant guidance in addition medical and miscellaneous supplies that are not already pre-positioned at an alternate facility. Below is a representative list of items that might be included.

Drive-Away Kits	
<p>Identification of charge cards</p> <ul style="list-style-type: none"> ○ Government identification card ○ Driver's license ○ Government travel card ○ Health insurance card <p>Communication equipment</p> <ul style="list-style-type: none"> ○ Government cell phone ○ Personal cell phone ○ Laptop ○ Chargers & batteries for phones <p>Records, Reports</p> <ul style="list-style-type: none"> ○ COOP ○ Local Mitigation Plan ○ Village Comprehensive Plan ○ Village building-related ordinances ○ Hand-carried vital records ○ Business contact numbers and addresses ○ Maps of surrounding area 	<p>Medical needs</p> <ul style="list-style-type: none"> ○ Contact number (e.g., relatives, medical doctor, pharmacist) ○ Insurance information ○ List of allergies/blood type ○ Hearing aids and extra batteries ○ Glasses and contact lenses ○ Extra pair of eyeglasses/contact lenses ○ Prescription drugs (30-day supply) ○ Over-the-counter medications, dietary supplements <p>Miscellaneous</p> <ul style="list-style-type: none"> ○ Work and leisure clothing ○ Toiletries ○ Flashlight ○ Work gloves ○ Bottled water ○ Non-perishable food

3.6 Reconstitution

Reconstitution is the transition back to normal operations in the primary operating facility. Leadership may designate a reconstitution manager to deal with the complexity of reconstitution issues.

Reconstitution focuses on restoring operations to normal or improved services. This phase is initiated once all MEF have been restored. Activities associated with reconstitution include:

- Supervising an orderly return to the normal operating facility, a move to another temporary facility, or a move to a new permanent operating facility.
- Verifying that all systems, communications, and other required capabilities are available and operational, and ensuring the capability to accomplish all essential functions and operations at the new or restored facility.
- Identifying if any records were affected by the incident and ensuring the effective transition or recovery of essential records and databases.

Table 5: COOP Lead Reconstitution Entities

Situation	Lead Reconstitution Entities
Loss of building	Public Works
Loss of personnel	Human Resources
Loss of network infrastructure	Information Technology

3.7 Alert and Notification Process

Alert Procedures

Depending on the situation, COOP staff may be put on alert. Procedures for alerting and notifying staff are in each Village staff annex. The orders of succession identify which individuals will be alerted. Detailed alert and notification procedures are found in Annex A.

Notification Procedures

During an incident that triggers COOP activation, Annex A describes the procedures personnel are to follow for duty emergencies, off-duty emergencies, and ongoing communications.

3.8 Communications

The COOP Planning Team has identified available and redundant critical communication systems that are located at the primary and alternate facilities. Further, the organization maintains fully capable continuity communications that could support its needs during all hazards. All necessary and required communications and IT capabilities must be operational as soon as possible following COOP activation, and in all cases, within 12 hours of activation.

Communications, or the ability for personnel to communicate internally and externally, is critical during emergencies. The list below identifies communications systems available to the City to communicate with other departments, emergency response units, the media, and external stakeholder agencies and organizations:

- Land line phone (voice/fax) system
- Internet access, E-mail, and Village website
- Two-way radios (public safety)
- Amateur radios
- Satellite phones
- Cell phones
- Emergency Alert Notification System
- Local FM and AM stations

Critical information systems used to accomplish MEF during normal operations at the primary location must be accessible at the continuity facility. In addition, Village personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each Village staff will coordinate with IT on the specific technical support needed during COOP activation.

Access to critical information systems used to accomplish MEF. The following chart describes each of the communication systems that might be used, the department responsible for maintaining the system, and the key personnel responsible for updating and implementing these systems when needed.

3.9 Devolution of Command and Control

Devolution is the temporary transfer of functional service responsibilities from one village office to another village office, county agency or contract service provider. The devolution option may be used when the organization's primary operating facility, alternate site, specific function is temporarily disrupted, and/or staff are not available. Devolution requires the transition of roles and responsibilities for performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization's primary operating staff to other employees internal or external to the village in order to sustain essential functions for an extended period.

Devolution will be initiated once the Crisis Assessment Team in consultation with the Village Mayor determines the scale and/or scope of incident justifies activating the COOP. The emergency state will only be officially terminated after the service(s) has been restored and approved by the Crisis Assessment Team and Village Mayor.

Section 4 – RISKS, VULNERABILITIES, AND MITIGATION STRATEGIES

The FEMA Continuity Guidance for Non-Federal Governments recommends a risk assessment of the vulnerability of the organization and its essential functions to the identified hazards be completed (CGC 1 Annex B, Page B-5). The Village of Indiantown’s vulnerability depends on the probability of an incident occurring and the impact the incident could have on personnel, facilities, infrastructure, operations, and the performance of essential functions. The Martin County Local Mitigation Strategy (LMS) conducted a quantitative assessment of how each hazard affects the County and critical facilities. A comprehensive vulnerability and risk assessment can be found in Chapter 4 of the Martin County LMS. The hazards that pose a threat to Martin County and its municipalities are displayed in the table below.

Natural Hazards		Technological Hazards	Societal Hazards
<ul style="list-style-type: none"> • Flooding • Hurricanes/Tropical Storms • Severe Thunderstorms • Tornado Lightning • Wild Land Fire • Muck Fires • Extreme Temperatures 	<ul style="list-style-type: none"> • Drought • Earthquakes • Sinkholes • Tsunami • Sea Level Rise • Dam/Levee Failure • Agricultural Pests • Epidemics 	<ul style="list-style-type: none"> • Radiological Accidents • Hazardous Material Incident • Train Derailment • Power Outage • Transportation Accidents • Communication Failure • Wellfield Contamination 	<ul style="list-style-type: none"> • Terrorism & Sabotage • Cyber Attacks • Public Health Emergencies • Civil Disturbances • Immigration Crises

The current LMS was last updated in 2015 prior to the incorporation of the Village in 2017. The village will be participating in the 2020 update. It is important for the village to be involved in the update process in order to be eligible for Hazard Mitigation Grant Program which will be important in order to benefit from FEMA financial assistance: Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA). Starting in 2020 Building Resilient Infrastructure and Communities (BRIC) program will replace the existing PDM program.

Creating viable options for managing risks and vulnerabilities is done through deciding on and implementing risk management strategies and actions. Continuity elements related to hazard risk and vulnerabilities include human capital, alternate facilities, interoperable communications equipment and systems, vital records and databases, and other vital equipment and systems. The actions related to continuity elements identified in the LMS include:

To prepare for a continuity incident, each local government needs each section in the village to be prepared to handle three types of emergencies: a localized emergency requiring relocation to an alternate site; a widespread emergency requiring relocation to an alternate site; and a widespread emergency NOT requiring relocation to an alternate site. The indicators for the types of emergencies and corresponding COOP relocation activities are listed below:

1. Localized Emergency Requiring Relocation to Alternate Site
 - a. A city government facility sustained damage.
 - b. All other city government facilities are not affected.
 - c. COOP alternate sites are available.
 - d. The facility is currently closed for normal business activities, but the incident has not affected surrounding buildings, utilities, or transportation systems.
 - e. Operations can shift to an alternate COOP location in the jurisdiction.
 - f. Will require continuity of all critical essential functions.

2. Widespread Emergency Requiring Relocation to Alternate Site.
 - a. A city government facility sustained damage.
 - b. The surrounding area is affected.
 - c. COOP alternate sites may or may not be available. ☐ Parts of major infrastructures (power, sewage, transportation, etc.) may have sustained damage.
 - d. Operations can shift to an alternate location within the jurisdiction or a neighboring jurisdiction.
 - e. Will require continuity of all critical essential functions.

3. Widespread Emergency NOT Requiring Relocation to Alternate Site
 - a. A city government facility did not sustain damage and remains open.
 - b. One or more departments of the city government experiences high levels of employee absenteeism.
 - c. COOP operations will be conducted from the primary location.
 - d. Will require continuity of all critical essential functions as well as long-term essential functions.

Section 5 – MULTIYEAR STRATEGY AND PROGRAM MANAGEMENT

Village leadership and the COOP Planning Team will develop standards to help village key staff and CSP to implement the COOP program. While the COOP and annexes serve as the guide during activation and recovery, the COOP program involves the framework for operational decisions to promote COOP planning. It involves making continuity planning a part of day-to-day operations through initiatives like monitoring protection methods for essential records, inventorying critical systems and equipment, implementing cross-training for critical employees, and establishing mutual aid agreements for facilities and personnel, etc. The COOP program ensures that the COOP reflects the current environment and that staff members are prepared to respond during COOP implementation. Strategy and Plan Maintenance Plan revisions due to changes in the structure, MEF, or mission of participating departments should be made promptly. Long-term plan maintenance should be undertaken carefully, planned for, and completed according to an established schedule. During the development of this plan, the COOP Planning Team identified the following plan maintenance strategies:

- Distributing and communicating the COOP to village staff and CSP representatives;
- Allowing village departments and urging CSPs to develop and maintain their own COOP annexes, provided that they do not conflict with the Village staff strategy and maintenance processes
- Ensuring departmental review of the overarching plan and annexes
- Identifying issues that affect the frequency of changes required to the COOP
- Conducting annual reviews of the COOP

Table 8 provides a guide to the COOP Planning Team for scheduled maintenance and updates of the COOP.

Table 8: Plan Maintenance Strategy

Activity	Tasks	Frequency	Responsibility
Update and certify plan	<ul style="list-style-type: none"> • Review entire plan for accuracy. • Incorporate lessons learned and changes in policy and philosophy • Manage distribution. 	Annually	Village Manager and COOP Planning Team members. Each CSP is expected to review their COOP and update annually.
Maintain order of succession and delegations of authority	<ul style="list-style-type: none"> • Identify current incumbents. • Update rosters and contact information. 	Annually	COOP Manager
Maintain continuity location readiness.	<ul style="list-style-type: none"> • Check all systems. • Verify accessibility. • Cycle supplies and equipment as necessary. 	Monthly	COOP Manager
Monitor and maintain essential records program.	<ul style="list-style-type: none"> • Monitor volume of materials. • Update/remove files. 	Ongoing	COOP staff and private vendors

Revise COOP implementation checklist.	<ul style="list-style-type: none"> Update and revise COOP implementation checklist. 	Annually	COOP Coordinator
Update contact information for key personnel.	<ul style="list-style-type: none"> Confirm/update key personnel information. 	As changes occur, or no less than Quarterly	COOP Coordinator
Make new staff aware of COOP	<ul style="list-style-type: none"> Conduct COOP awareness training for new staff 	Within the first 60 days of employment	COOP Coordinator
Orient new senior leadership	<ul style="list-style-type: none"> Brief senior leadership on existence and concepts of the COOP overarching plan and each departmental annex. Brief senior leadership on their responsibilities under the COOP overarching plan and each departmental annex. 	Within the first 30 days of employment	Village Administration
Plan and conduct exercises.	<ul style="list-style-type: none"> Conduct internal COOP exercises. Conduct joint exercises with the state and local emergency management agencies. 	Annually	Work with Martin County Emergency Management

Section 6 – TEST, TRAINING, AND EXERCISE

The test, training and exercise program will ensure that department employees are aware of their roles and responsibilities in COOP implementation. Regularly scheduled exercises are critical to ensuring that the COOP can be implemented during an emergency. Exercising is one of the most effective ways to discover and document necessary modifications. The test, training and exercise program should be progressive in nature, building from simple, individual tasks to complex, multiorganizational interactions. The program should contain activities that include build-on training and improve capabilities through a series of tests and exercises.

6.1 Training

The following subject matter should be considered for the COOP training program:

- MEF and operations
- Operational elements of the overarching COOP and departmental annexes
- COOP triggers, activations, and decision-making
- Continuity facilities and resumption of normal operations
- Leadership during a COOP activation
- Safety strategies and policies including proper use of personal protective equipment

6.1.1 New Personnel

All new personnel working for the Village shall receive COOP awareness training as part of their new employee orientation from their individual department and/or work location. The training will be conducted within 60 days of an employee's first day of employment. If a new employee is designated as essential, his or her contact information will be updated on the department's internal call list. Each department is responsible for providing job-specific COOP and safety training for all new employees in their department.

6.2 Testing Program

Testing is demonstrating if the equipment, procedures, processes, and systems that support the local government's MEF are operating correctly. Testing reveals whether equipment and systems conform to specifications and operate in the required environments. Testing validates or identifies for correction specific aspects of a COOP's procedures and processes. Periodic testing also helps ensure that equipment and procedures are maintained in a constant state of readiness.

6.2.1 Testing Schedule

It is recommended that testing and exercise plans provide for the following elements:

- Testing staff as part of the Village's exercise program to ensure the ability to perform MEF.
- Periodically testing alert and notification procedures and systems for all types of emergencies.

6.3 Exercises

Individual and collective exercises that vary in size and complexity will be conducted to validate elements of the COOP. Exercises will realistically simulate an emergency so that individuals and departments and divisions can demonstrate fulfillment of tasks expected of them in a real incident. Exercises promote overall preparedness; validate plans, policies, procedures, and systems; determine effectiveness of command, control, and communication functions; and evaluate preparation for incident scene activities.

6.3.1 After-Action Report

The evaluation of exercises or actual incidents will identify areas for improvement and provide recommendations to enhance local government preparedness. Following the exercise or actual incident, a comprehensive debriefing and after-action report will be completed. The Emergency Preparedness Coordinator, or a designee, will be responsible for coordinating the debriefing and developing the after-action report. All data collected will be incorporated into an improvement plan that provides input for annual COOP revisions.

Annex A – Alert and Notification

In the event of normal operations are interrupted or if an incident appears imminent as determined by the CAT will take the following steps to communicate the organization’s status and activation of the COOP.

Alert and Notification Procedures

The COOP Relocation Team (CRT) Chief will:

1. Contact the following groups to inform them the COOP is being activated:
 - a. CRT and CST staff
 - b. Alternate Facility Manager
 - c. Village Emergency Management Team
 - d. Martin County Emergency Management Team
 - e. State Watch Office
 - f. County public officials
2. Provide CRT staff with the following instructions:
 - a. Where to meet (i.e., alternate facility or staging area);
 - b. When they are to report;
 - c. What to bring; and
 - d. What they will do when they get there.
3. Provide CST staff with the following instructions:
 - a. Instructions on what they will do during the initial actions of continuity operations;
 - b. How to report their status;
 - c. To whom they need to report;
 - d. How often to check in;
 - e. How to get information about the agency’s current situation; and
 - f. How they will be notified to report back to work.
4. Provide Alternate Facility Manager with expected timeline of relocation, the estimated size of the CRT, and instructions to begin activating the alternate facility.

Means of Alert and Notification

The CRT will notify CST staff via email distribution list maintained by the Information Technology Services.

Testing of Procedures

Alert and notification procedures will be tested by the CRT Chief. Drills will be conducted per guidance provided by the Village Multi-Year Training and Exercise Plan; specifically, drills will be documented, to include the date and time conducted, results of drill, and any identified deficiencies addressed in a corrective action plan.

Annex B— Mission Essential Services & Mission Support Services

Mission Essential Services & Mission Support Services		
Village Functions	MEF	MSF
Village Manager	√	
Village Clerk	√	
Human Resources	√	
Attorney	√	
IT	√	
Finance	√	
Fire/Rescue	√	
Police Protection/Sheriff	√	
Public Works	√	
Potable Water	√	
Wastewater Treatment	√	
Solid Waste	√	
Stormwater	√	
Recreation		√
Planning		√
Electric Power	√	
Natural Gas	√	
Propane Gas	√	

Annex C - Initial Action Procedures

1. Duty Hour Activation

Initial action procedures during duty hours with or without warning are as follows:

1. CRT members will depart to their designated alternate facility from the primary operating facility or their current location via personal transportation.
2. CST members will receive instructions from the CRT Chief. In most instances, CST members will be directed to proceed to their homes or to other facilities to wait for further guidance.
3. At the time of notification, information will be provided on routes to use during departure and other appropriate safety precautions.

2. Non-Duty Hour Activation

Initial action procedures during non-duty hours with or without warning are as follows:

Advance CRT members, if applicable, will deploy to their assigned continuity facility from his/her current location using personal transportation.

1. Each CRT member will depart for his/her assigned alternate facility from his/her current location using personal transportation.
2. CST members will receive instructions from the CRT Chief. In most instances, CST members will be directed to remain at their places of residence to wait for further instruction.
3. COOP Site Procedures

Upon receipt of a notification that the COOP is being activated, the Alternate Facility Manager or designee will implement the COOP Site Procedures. These procedures are maintained by the Alternate Facility Manager.

3. Relocation Procedures

1. Prepare for movement of documents and equipment required for mission-essential functions at alternate site
2. Transport documents, equipment, and communications
3. Continue mission-essential functions at primary facility, if possible, until alternate is fully ready
4. Secure primary facility before departure
5. Advise alternate facility on status
6. Deploy and activate operations and support teams as necessary

Annex D – Continuity Facilities

Alternate Facility	Name/Location (physical address)	Resources Req , to Perform Essential Functions
Alternate Facility #1	Indiantown Civic Center 1565 SW Osceola Street Indiantown, FL 34956	<p>Transported: Vital Records, cellular telephone, contact lists financial records, purchasing cards</p> <p>Pre-positioned: Back-up capabilities, back-up to primary system, landline telephones, computers (internet and email), office supplies, working stations, access to the internet</p>
Alternate Facility #2	Big Mound Park 15205 SW Indianmound Dr. Indiantown, FL 34956	<p>Transported: Vital Records, cellular telephone, contact lists financial records, purchasing cards</p> <p>Pre-positioned: Back-up capabilities, back-up to primary system, landline telephones, computers (internet and email), office supplies, working stations, access to the internet</p>

Appendix I – Authorities

- A. Chapter 252, Florida Statutes (Emergency Management)
- B. Chapter No. 252.365, Florida Statutes (Relating to Disaster Preparedness)
- C. Governor’s Executive Order 80-29 (Disaster Preparedness), dated April 14, 1980
- D. Governor’s Executive Order 87-57 (State Emergency Response Commission), dated April 17, 1987; as updated by Executive Order 98-153 and 98-155
- E. Governor’s Executive Order 01-262 (Emergency Management), dated September 11, 2001
- F. Governor’s Executive Order 01-300 (Domestic Security), dated October 11, 2001
- G. Letter dated September 9, 2002 to State Agency Heads on Chapter No. 252.365, Florida Law (Relating to Disaster Preparedness) from Florida Division of Emergency Management Director.

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The NGS Data Sheet

See file [dsdata.pdf](#) for more information about the datasheet.

PROGRAM = datasheet95, VERSION = 8.12.5.5

Starting Datasheet Retrieval...

1 National Geodetic Survey, Retrieval Date = JANUARY 29, 2020

AF7521 *****

AF7521 DESIGNATION - N 403

AF7521 PID - AF7521

AF7521 STATE/COUNTY- FL/ST LUCIE

AF7521 COUNTRY - US

AF7521 USGS QUAD - ANKONA (2018)

AF7521

AF7521 *CURRENT SURVEY CONTROL

AF7521

AF7521* NAD 83(2011) POSITION- 27 15 53.43245(N) 080 17 03.90629(W) ADJUSTED

AF7521* NAD 83(2011) ELLIP HT- -23.908 (meters) (06/27/12) ADJUSTED

AF7521* NAD 83(2011) EPOCH - 2010.00

AF7521* [NAVD 88](#) ORTHO HEIGHT - 3.586 (meters) 11.77 (feet) ADJUSTED

AF7521

AF7521 GEOID HEIGHT - -27.484 (meters) GEOID18

AF7521 NAD 83(2011) X - 957,442.248 (meters) COMP

AF7521 NAD 83(2011) Y - -5,592,110.578 (meters) COMP

AF7521 NAD 83(2011) Z - 2,904,321.232 (meters) COMP

AF7521 LAPLACE CORR - -2.43 (seconds) DEFLEC18

AF7521 DYNAMIC HEIGHT - 3.580 (meters) 11.75 (feet) COMP

AF7521 MODELED GRAVITY - 979,125.5 (mgal) NAVD 88

AF7521

AF7521 VERT ORDER - FIRST CLASS II

AF7521

AF7521 Network accuracy estimates per FGDC Geospatial Positioning Accuracy

AF7521 Standards:

AF7521 FGDC (95% conf, cm) Standard deviation (cm) CorrNE

AF7521 Horiz Ellip SD_N SD_E SD_h (unitless)

AF7521 -----

AF7521 NETWORK 2.84 4.33 1.14 1.16 2.21 -0.28244854

AF7521 -----

AF7521 Click [here](#) for local accuracies and other accuracy information.

AF7521

AF7521

AF7521.The horizontal coordinates were established by GPS observations

AF7521.and adjusted by the National Geodetic Survey in June 2012.

AF7521

AF7521.NAD 83(2011) refers to NAD 83 coordinates where the reference frame has
AF7521.been affixed to the stable North American tectonic plate. See

AF7521.[NA2011](#) for more information.

AF7521

AF7521.The horizontal coordinates are valid at the epoch date displayed above

AF7521.which is a decimal equivalence of Year/Month/Day.

AF7521

AF7521.The orthometric height was determined by differential leveling and

AF7521.adjusted by the NATIONAL GEODETIC SURVEY

AF7521.in May 1994.

AF7521

AF7521.Significant digits in the geoid height do not necessarily reflect accuracy.

AF7521.GEOID18 height accuracy estimate available [here](#).

AF7521

AF7521.Click [photographs](#) - Photos may exist for this station.

AF7521

AF7521.The X, Y, and Z were computed from the position and the ellipsoidal ht.

AF7521

AF7521.The Laplace correction was computed from DEFLEC18 derived deflections.

AF7521

AF7521.The ellipsoidal height was determined by GPS observations

AF7521.and is referenced to NAD 83.

AF7521

AF7521.The dynamic height is computed by dividing the NAVD 88

AF7521.geopotential number by the normal gravity value computed on the

AF7521.Geodetic Reference System of 1980 (GRS 80) ellipsoid at 45

AF7521.degrees latitude (g = 980.6199 gals.).

AF7521

AF7521.The modeled gravity was interpolated from observed gravity values.

AF7521

AF7521. The following values were computed from the NAD 83(2011) position.

AF7521

AF7521;		North	East	Units	Scale Factor	Converg.
AF7521;SPC FL E	-	324,951.043	270,854.734	MT	1.00000313	+0 19 40.2
AF7521;SPC FL E	-	1,066,110.21	888,629.24	sFT	1.00000313	+0 19 40.2
AF7521;UTM 17	-	3,015,972.153	570,830.559	MT	0.99966193	+0 19 40.2

AF7521

AF7521! - Elev Factor x Scale Factor = Combined Factor

AF7521!SPC FL E - 1.00000376 x 1.00000313 = 1.00000689

AF7521!UTM 17 - 1.00000376 x 0.99966193 = 0.99966568

AF7521

AF7521_U.S. NATIONAL GRID SPATIAL ADDRESS: 17RNL7083015972(NAD 83)

AF7521

SUPERSEDED SURVEY CONTROL

AF7521

AF7521 NAD 83(2007)- 27 15 53.43260(N) 080 17 03.90709(W) AD(2002.00) 0

AF7521 ELLIP H (02/10/07) -23.892 (m) GP(2002.00)

AF7521 NAD 83(1999)- 27 15 53.43262(N) 080 17 03.90737(W) AD() 1

AF7521 ELLIP H (12/12/02) -23.876 (m) GP() 4 1

AF7521 NAVD 88 3.59 (m) 11.8 (f) LEVELING 3

AF7521 NGVD 29 (09/01/92) 4.038 (m) 13.25 (f) ADJUSTED 1 2

AF7521.No superseded survey control is available for this station.

AF7521

AF7521_MARKER: F = FLANGE-ENCASED ROD

AF7521_SETTING: 49 = STAINLESS STEEL ROD W/O SLEEVE (10 FT.+)

AF7521_STAMPING: N 403 1991

AF7521_MARK LOGO: NGS

AF7521_PROJECTION: RECESSED 30 CENTIMETERS

AF7521_MAGNETIC: M = MARKER EQUIPPED WITH BAR MAGNET

AF7521_STABILITY: B = PROBABLY HOLD POSITION/ELEVATION WELL

AF7521_SATELLITE: THE SITE LOCATION WAS REPORTED AS SUITABLE FOR

AF7521+SATELLITE: SATELLITE OBSERVATIONS - June 21, 2011

AF7521_ROD/PIPE-DEPTH: 20.8 meters

AF7521

AF7521 HISTORY - Date Condition Report By

AF7521 HISTORY - 1991 MONUMENTED NGS

AF7521 HISTORY - 20020513 GOOD MAPTEC

AF7521 HISTORY - 20110621 GOOD FLDEP

AF7521

AF7521

STATION DESCRIPTION

AF7521

AF7521'DESCRIBED BY NATIONAL GEODETIC SURVEY 1991

AF7521'6.4 KM (4.0 MI) NORTHWESTERLY ALONG U.S. HIGHWAY 1 FROM THE JUNCTION
AF7521'OF STATE HIGHWAY 707 IN NORTH RIVER SHORES, 43.0 M (141.1 FT) SOUTH
AF7521'OF THE SOUTH CORNER OF HOUSE NUMBER 10900, 16.1 M (52.8 FT) NORTHEAST
AF7521'OF AND LEVEL WITH THE CENTER OF THE NORTHBOUND LANES OF THE HIGHWAY,
AF7521'AND 0.6 M (2.0 FT) NORTHWEST OF A UTILITY POLE, AND 0.6 M (2.0 FT)
AF7521'NORTH OF A WITNESS POST. NOTE--ACCESS TO THE DATUM POINT IS THROUGH
AF7521'A 5-INCH LOGO CAP.

AF7521

AF7521

STATION RECOVERY (2002)

AF7521

AF7521'RECOVERY NOTE BY MAPTECH INCORPORATED 2002 (CDP)

AF7521'RECOVERED AS DESCRIBED.

AF7521

AF7521

STATION RECOVERY (2011)

AF7521

AF7521'RECOVERY NOTE BY FL DEPT OF ENV PRO 2011 (PBM)

AF7521'RECOVERED AS DESCRIBED.

*** retrieval complete.

Elapsed Time = 00:00:01

