



#### **PURPOSE:**

This plan will guide how Seminole County will provide emergency alerting and warning for notifying senior staff, emergency support functions, municipal governments, and citizens during times of significant events or threats to Seminole County<sup>1</sup>. It will highlight the use of reverse calling systems; electronic text messaging services (specifically cellular, pager, social media, and electronic mail); Emergency Alert System (EAS); Television Cable Interruption technology; deployment of signage; and weather radio activation to expedite information sent to these decision-makers and the public during a crisis.

These technologies are a multi-modal approach to notifying the public of an emergency. One, or all, may be used to notify the public of a dangerous situation and what action steps must be taken to protect citizens and guests of Seminole County.

Seminole County's Office of Emergency Management has the primary responsibility for warning system coordination, activation, maintenance, and testing.<sup>2</sup>

#### **BACKGROUND:**

Periodically, incidents occur in Seminole County that require action by a large portion of the population and the use of multiple forms of media. The issue, concern, and in some ways, confusion relating to emergency alert and warning systems was realized during the cold-war era when the national Civil Defense system made use of sirens for warning of nuclear attack. These same concerns and issues remain today as communities across the United States struggle with public warning challenges.

The challenge is not only to deliver consistent and relevant alert messaging, but also to educate the community on how to prepare for and respond to emergency alerts. Alerting the public of impending or occurring emergencies that require some immediate protective action to avoid death, injury, or property loss is vital to fulfilling the government's role of public safety. The Seminole County Office of Emergency Management (OEM) recognizes the importance of establishing and maintaining robust emergency warning systems. The systems should utilize current technology which will be compatible with future technology.

Federal Emergency Management Agency (FEMA) has developed a plan to address the challenge of creating an organized and inclusive warning system. The Integrated Public Alert and Warning System (IPAWS) is the new standard for alerting protocols and message distribution. This system allows local, state, territorial, tribal, and federal entities the ability to communicate through a Common Alerting Protocol (CAP). Messages sent in CAP format are collected by a message router called the IPAWS Open Platform for Emergency Networks (OPEN). Once a message is captured in the IPAWS OPEN aggregator, it can be distributed through multiple technologies such as radio, TV, cell phones, digital signage, weather radios, etc. By adopting IPAWS, Seminole County is better prepared to alert the public of emergencies.

Compliance with IPAWS requires that EAS messages be published in CAP format. Alert Seminole (Everbridge) has a service to allow EAS message to be launched to the County during these events. This is the best solution to enable multiple forms of emergency alerting systems to work together to inform citizens to take action and thus protect lives. Occasionally, remotely activating EAS will be required. The on-call emergency management staff member will be able to launch these notifications in the rare event of an EAS message is required from a remote site.

#### **PROCEDURES:**

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<sup>1</sup> EMAP Standard

<sup>2</sup> EMAP Standard



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

In order to assure notification is made in an expeditious manner, the following policy must be used to provide accurate decision-making opportunities by parties involved with the emergency. Alerting systems will be activated at the discretion of the responsible agency. The emergency manager on-duty must be notified via telephone of the incident requiring activation of the emergency alert and warnings systems. After hours and on weekends/holidays, the emergency manager on-duty is notified with confirmed receipt.

To ensure significant event communication practices are consistent, Seminole County Office of Emergency Management staff will follow the model used by the State Watch Office. The State Watch Office utilizes a network of Emergency Alert System messages and National Weather Service notifications when a significant event or threat is realized. The content of the message sent to these services will list the type of significant event and appropriate actions to take. The notification will be initiated by staff of the Emergency Operations Center, emergency management team, or Emergency Communications Center.

According to Federal Communication Commission regulations, the National Weather Service alerts are sent without the approval of emergency management personnel to allow maximum time for persons to take safety actions in preparation for the disaster. Although some weather-related events are automated, additional information may be required for citizens and emergency management staff to take appropriate protective measures.

Notification to vulnerable populations is paramount to the overall success of emergency preparedness in Seminole County. Upon the need to activate support for vulnerable populations, all special needs and well check clients will receive a notification through the Alert Seminole (Everbridge) notification system to call in for assistance and inform clients of provisions being made for them. Those clients who respond to the notification will be recorded and those who do not will be followed up with by additional employees for an additional assessment of needs. The Seminole County Special Needs Program is utilized as a registry of vulnerable individuals who self-register declaring the need for special assistance.

Emergency Management is responsible for activation of systems for evacuations, curfews, and other related "Civil Emergency Messages" (Florida Statute 252.35). These messages include all non-weather-related events that require immediate action by citizens to protect life and property.

The following is a list of emergencies which will require the activation of one or multiple systems:<sup>3</sup>

- a. Appendix 1: Hazardous Weather – Warnings from the National Weather Service
- b. Appendix 2: Boil Water Notice / Advisory
- c. Appendix 3: Major Emergencies (requiring evacuations)
- d. Appendix 4: Major Emergencies (not requiring evacuations)
- e. Appendix 5: Public Health Crisis / Issues
- f. Appendix 6: Emergency Operations Center Activations
- g. Appendix 7: Change in Terror Threat Level
- h. Appendix 8: Flood Hazard
- i. Appendix 9: Increased Wildfire Threat
- j. Appendix 10: Recovery
- k. Appendix 11: Recreational Water Contamination
- l. Appendix 12: Homeless/Precariously Housed Shelter Notification
- m. Appendix 13: WUCF Partnership Instructions
- n. Appendix 14: Major Road Closure

### **ROLES AND RESPONSIBILITIES:<sup>4</sup>**

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<sup>3</sup> EMAP Standard

<sup>4</sup> EMAP Standard



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

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#### ***Spectrum Cable Interrupt***

1. Spectrum will provide the Office of Emergency Management local County access information to the Emergency Alert System (aka: Emergency Override System) each year prior to hurricane season. The system will be tested monthly with Spectrum system operators.
2. When an emergency arises that requires the interruption of normal cable broadcast, emergency communications will contact the on-duty emergency manager.
3. The Office of Emergency Management will collect all pertinent information and draft the message to be read on the air.
4. The on-duty emergency manager will then call into the Spectrum telephone system (407-298-0262).
5. The EAS access code must be entered within one (1) minute of the call. If an incorrect number is dialed, the system will not activate. (EAS Code not included in plan for security purposes)
6. Following the EAS tone, emergency managers will select 2 and the “#” key to begin the recording.
7. Recording for the EAS message is a maximum of two minutes, so it is important to be as brief as possible. Once the message is complete, press the “#” key and the alert message will be sent.
8. Once EAS is activated, all television programming is immediately interrupted.
9. The EAS message will be erased after 15 minutes. If the emergency exceeds 15 minutes, additional alert messages will have to be sent every 15 minutes until the emergency has ended.

#### ***Emergency Alert System Activation***

1. EAS messages will be facilitated by Alert Seminole. Messages sent through Alert Seminole will automatically be converted into CAP format in compliance with IPAWS protocol. Testing will be done monthly with the State Warning Point and the IPAWS test laboratory to verify clear transmission of information and proper functioning of alerting software.
2. Only certified individuals in the Office of Emergency Management and Emergency Communications will have access to the EAS message originator tool. When an emergency occurs, the individual will log onto Alert Seminole and access the IPAWS notification.
3. The EAS check box and keystone pin must be enabled on Alert Seminole before a message can be sent.
4. WMGF (107.7 FM) is the local primary entry point (LP1) for the Emergency Alert System (EAS) for the eight county Central Florida Regions, known as Florida Operations Area 7. The LP2, or back-up station is WWKA 92.3FM. Testing will be done monthly with the radio stations and connections with the State Warning Point to verify clear transmission of information.
5. When an emergency arises that requires the interruption of normal radio broadcast, emergency communications will notify the on-duty emergency manager of the situation.



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

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6. The Office of Emergency Management will collect all pertinent information and draft the message.
7. The on-duty emergency manager will enter the message into Alert Seminole.
8. To compose an EAS message, select "Emergency Alert System (EAS)" check box under Publishing Options on Alert Seminole. All required CAP fields will need to be filled out with message content and the message should be placed in "Live" mode. The IPAWS Credential PIN will need to be input to send the message.
9. Once the message sends, a message status can be found on the Notification dashboard.
10. Once EAS is activated, all participating radio stations and weather radios will activate with the information.
11. Once completed, Information should be provided to the State Warning Point and/or National Weather Service as to the type of incident and the appropriate actions for citizens to take.
12. Should any complications arise with Alert Seminole, the EOC Guidebook serves as a reliable backup and tool. The EOC Guidebook is an annually reviewed and updated document that contains all emergency support contact information, as well as basic communication information for EOC personnel. The EOC Guidebook serves as a supplemental resource for ESF position holders and Command and General Staff. It aids with the direct communication of EOC personnel and their respective primary and secondary contacts.

#### *Alert Seminole<sup>5</sup>*

1. Emergency Support Functions and Municipal representatives will be encouraged to sign up for Alert Seminole opt-in electronic text messaging, emailing, and/or phone calling system. To access the system, the user will log on to the Alert Seminole system by going to [www.alertseminole.org](http://www.alertseminole.org). A username (email address) and password are required.
2. Testing will take place weekly by the Seminole County Emergency Communications to the "required weekly test group" to verify transmission of data.<sup>6</sup>
3. Each Emergency Support Function, EOC Staff, and Municipality will be broken into groups. Persons assigned to the groups will be members of the Emergency Management Team (EMT) or persons who would regularly work inside the Emergency Operations Center. EMT members are those persons responsible for staffing an ESF/Municipal table inside the EOC during activations.
4. Seminole County Office of Emergency Management (SCOEM) will maintain a listing of all emergency support functions and municipal representatives in the Alert Seminole system. SCOEM staff will add persons to be notified based on their functional area inside the EOC.
5. SCOEM staff will assist ESF and municipal representatives with cellular, pager, or e-mail problems. SCOEM will consult with Everbridge Communications to make certain all information is accurate in the programming.
6. SCOEM will be responsible for sending notifications through the system during times of disaster or emergencies.<sup>7</sup>

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<sup>5</sup> EMAP Standard

<sup>6</sup> EMAP Standard

<sup>7</sup> EMAP Standard



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

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7. Alert Seminole provides automated emergency alert messages from the National Weather Service.
8. Alert Seminole will push select emergency alert messages to social media (Facebook and Twitter only) when activating the entire group. Messages can also be syndicated on Instagram and Nextdoor manually. This is done primarily for Tornado Warnings and Civil Emergency Messages.
9. Tornado warnings will automatically begin calling individuals inside the National Weather Service polygon using the white page telephone data inputted into the system quarterly.
10. While some alerts are automated, other emergencies that fall outside of the scope will have to be manually input into the system. The emergency manager on duty will be responsible for making this determination and identifying the alert group to be notified.
11. Seminole County E-911 Supervisors should page the emergency manager on duty if requested by the Incident Commander when the activation of the Alert Seminole system is requested.
12. The emergency manager will send out notifications to citizens and EOC groups depending on the nature of the incident.

#### ***Social Media***

1. Seminole County Public Information will maintain an account on Facebook, Instagram, Twitter, and Nextdoor using individual accounts or FLSCPIO email address.
2. The on-call emergency manager will coordinate with public information partners to determine messaging.
3. Meta Business Suite allows staff to send messages on Facebook and Instagram simultaneously.
4. Public Information staff will tag relevant partner agencies in posts and notify respective PIO contacts of the alert, requesting re-tweets, shares, and other support when applicable.
5. Public Information staff will monitor and respond to comments on emergency alert posts.

#### ***Siren / Vehicle PA***

1. The Incident Commander, or EOC Manager, will determine the areas of notification.
2. Fire, EMS, and law enforcement units will be used to announce the warning message to the public over the speaker system in each vehicle. The message wording will be provided through the Computer Aided Dispatch system.
3. Roads will be indicated and units will drive the road broadcasting the message.
4. As needed, units will stop to collect information on those who may need transportation assistance. This is relayed back to the Emergency Operations Center via the 9-1-1 Communication Center.

#### ***Billboard Emergency Alert System***

1. The Emergency Manager will activate the Billboard Emergency Alert System (BEAS) with the on-call emergency management staff and Emergency Management Officer.



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

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2. A public information officer (on duty) will be requested to provide a general safety message to be sent to the participants.
3. Draft, or template, messaging will be sent to those who participate in the program via e-mail and followed up by a telephone call from call center staff – with the message, extent of play, and validation of activation.

#### ***Press Release Distribution***

1. The on-call emergency management staff will work with the Public Information Officer (on duty) to draft all press releases for the media.
2. Press releases are distributed via Meltwater, a cloud-based media management system, by logging into [app.meltwater.com](http://app.meltwater.com). PIOs have individual user access. Emergency management staff may log in using [EM@seminolecountyfl.gov](mailto:EM@seminolecountyfl.gov) as the username.
3. The message will be loaded into the Media Relations à Outreach à Create button. Recipients should include the 'Local Media' list and the 'County Staff & Local PIO Partners' list.
4. The message is then sent to the media and relevant partners.

#### ***Prepare Seminole & County Website Alert Banner***

1. Seminole County Information Services (preferred), Public Information, or Office of Emergency Management will update the emergency alert banner at [PrepareSeminole.org](http://PrepareSeminole.org) and/or [SeminoleCountyFL.gov](http://SeminoleCountyFL.gov) utilizing the Solodev CRM.
2. If applicable, IS will implement a homepage "takeover" for the emergency information page on [PrepareSeminole.org](http://PrepareSeminole.org) and/or [SeminoleCountyFL.gov](http://SeminoleCountyFL.gov) to prioritize emergency information.
3. Public Information, in consultation with the emergency manager, will determine when the banner can be removed and all webpages can be returned to normal operations.

#### ***Seminole Government Television (SGTV)***

1. SGTV will be turned to all-disaster information during Emergency Operations Center activations, including bulletins, PSAs, and preparedness content.
2. Emergency management staff will work with the Public Information to determine timing.
3. SGTV staff will relocate from their offices to the Emergency Operations Center for the extent of the emergency.
4. Broadcast control room will be used at the EOC, as a primary site.
5. Live broadcasts will be streamed on Spectrum, [seminolecountyfl.gov/sgtv](http://seminolecountyfl.gov/sgtv) as well as YouTube. In some cases, Facebook Live may also be utilized. SGTV will activate a streaming encoder for briefings on the hidden EOC website.



***Door Hangers / Yard Signage***

1. Typically, for smaller incidents, these signs will be created by Community Relations and deployed by the water utility.
2. Emergency management staff will be notified of the deployment of the door hangers and yard signage by the water utility.
3. Signage will be printed by the graphics/sign shop for quick deployment to the location.
4. GIS mapping can be created to aid in the delivery of the signage if warranted. More frequently, the utilities staff will be provided the addresses and street names for deployment.
5. Once the signage is deployed, the utility workers will report back to the utility manager and, notification made to the emergency management office.
6. Once the boil water notice, or other warning, is complete, notification will be made to the community through the same method.





**Appendix 1: Hazardous Weather – from National Weather Service<sup>8</sup>**  
(includes hazards: droughts and water shortage, earthquakes, extreme heat, severe weather, sinkholes, tornadoes, tropical cyclones, and winter storms)

1. The National Weather Service – Melbourne will issue watches and warnings for severe weather for Seminole County.
2. The following system should be activated for hazardous weather emergencies (automated):

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	Yes	Yes		NWS
Alert Seminole	Yes	Yes	All Users (Tornado Warning); (Other Weather Warnings)	OEM
Social Media	Yes	Yes	Facebook, Twitter, Instagram	OEM
Social Media	Yes	No	Nextdoor	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board	No			
Press Release	No			
Prepare Seminole Website	No			
County Website: Alert Banner	No			
SGTV	No			
Door Hangers	No			
Yard Signage	No			

3. If this does not occur automatically, the Emergency Communications supervisors will notify the emergency manager on duty to notify them of the issue.
4. If warranted, the emergency manager will log on to the various systems from home or the office to send out the message. To send a message follow the following steps:

**Enter Emergency Event Message: (sent to pager and/or cell phone):**

\_\_\_\_\_ Warning until \_\_\_\_\_  
\_\_\_\_\_ Advertencia hasta \_\_\_\_\_

**Enter Emergency Event Information Here: (sent to e-mail):**

The National Weather Service Melbourne has issued a \_\_\_\_\_ Warning until \_\_\_\_ effective immediately. Seminole County is continuing to monitor the status of the system and will provide updates as necessary. Take appropriate actions to protect your family. Monitor local news for updates.

El Servicio Meteorológico Nacional de Melbourne ha emitido una \_\_\_\_\_ Advertencia hasta que \_\_\_\_ sea efectiva inmediatamente. El condado de Seminole continúa supervisando el estado del

<sup>8</sup> EMAP Standard





**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

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sistema y proporcionará actualizaciones según sea necesario. Tome las medidas apropiadas para proteger a su familia. Monitorea las noticias locales para actualizaciones

**Enter Emergency Event Information Here: (sent to social media):**

**The National Weather Service Melbourne has issued a \_\_\_\_\_ Warning until \_\_\_\_ effective immediately. Take appropriate actions to protect your family.**

**El Servicio Meteorológico Nacional de Melbourne ha emitido una \_\_\_\_\_ Advertencia hasta que \_\_\_\_ sea efectiva inmediatamente. Tome las medidas apropiadas para proteger a su familia.**

**Appendix 2: Boil Water Notices / Advisories**

1. A representative from Emergency Support Function (ESF) 12, Environmental Services, municipal water/sewer or private water/sewer facility will report Boil Water Notice / Advisory to the Office of Emergency Management 24/7 on-duty staff, and Office of Communications through e-mail and text with PIO team.
2. The following system should be activated for Boil Water Notice / Advisory:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call (large area outages)  Service Area	OEM  ESF12 – Environmental Services / Other water utility
Social Media	Yes	No	Nextdoor (for entire service areas and/or segments of the County as a whole: Facebook, Twitter, Instagram)	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No		OEM or PW – Roads (determined by MOD)
Press Release	Yes	No		Office of Communications
Prepare Seminole Website	No			
County Website & Alert Banner	Yes	No		Office of Communications
SGTV	No			
Door Hangers*	Yes (determined by MOD)	No	Incident Area (determined by MOD)	ESF12 – Environmental Services
Yard Signage*	Yes (determined by MOD)	No	Incident Area (determined by MOD)	ESF12 – Environmental Services

\* - Must be door hangers or yard signage, can be both, but must be at least one of the two methods.

3. For Boil Water Notices / Advisories over 200 customers, the State Watch Office is to be contacted by the on-call Emergency Manager, per Florida Statute for reporting.
4. Authorized staff with login credentials will log into Alert Seminole to issue the Boil Water Advisory.

**Enter Public Information Message:**

**(Name of Water Utility) has issued a Boil Water \_\_\_\_\_ effective immediately. This is a (public/private) utility servicing \_\_\_\_\_. Affected area includes: \_\_\_\_\_. The Boil Water**



SEMINOLE COUNTY  
EMERGENCY MANAGEMENT

CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023

---

\_\_\_\_\_ was issued due to a loss of pressure caused by \_\_\_\_\_. Contact \_\_\_\_\_ for additional information.

*(Nombre de la empresa de servicios de agua) ha emitido un Hervido de Agua \_\_\_\_\_ efectivo de inmediato. Este es un servicio (privado/público) que sirve \_\_\_\_\_. El área afectada incluye: \_\_\_\_\_. El Hervido de Agua \_\_\_\_\_ se emitió debido a una pérdida de presión causada por \_\_\_\_\_. Póngase en contacto con \_\_\_\_\_ para obtener información adicional.*

**Enter Public Information Message: (sent to social media):**

***(Name of Water Utility) has issued a Boil Water \_\_\_\_\_ effective immediately for the following areas:***

*(Nombre de la empresa de servicios de agua) ha emitido un Agua Hervida \_\_\_\_\_ con efecto inmediato para las siguientes áreas:*



## SEMINOLE COUNTY EMERGENCY MANAGEMENT

### CEMP - OPERATIONS ANNEX D-1 Emergency Alert/Warning Systems Updated: March 2023

#### Appendix 3: Major Emergencies (requiring evacuation) (includes hazards: fire, hazardous materials)

1. The Incident Commander or a member of his/her command & general staff will notify the Emergency Communications Center of the need for an evacuation.
2. Emergency Communications will notify the emergency manager on duty of the need for an evacuation while starting the process of notification.
3. The following system should be activated for a major emergency requiring evacuation:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	Yes	No	County	OEM
Alert Seminole	Yes	No	EOC – All Call, Public Evacuation Zone	OEM
Social Media	Yes	No	Facebook, Twitter, Nextdoor, Instagram	OEM
Siren/Vehicle PA	Yes	No	Neighborhoods	SCSO, SCFD, LEA
EM Resource	Yes	No		OEM / 9-1-1
B.E.A.S.	No			
Variable Message Board Signs	Yes	No		OEM
Press Release	Yes	No		OEM
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		OEM
SGTV	Yes			
Door Hangers	No			
Yard Signage	No			

5. The following message should be used to notify citizens and EOC staff of a major emergency requiring evacuations:

**Enter Emergency Event Message: (sent to pager and/or cell phone):**

**Emergency Evacuation Order for \_\_\_\_\_**  
**Orden de evacuación de emergencia para \_\_\_\_\_**

**Enter Emergency Event Information Here: (sent to e-mail):**

**Seminole County has issued an emergency evacuation order for \_ (location) \_ at \_ (time) \_ . Citizens are encouraged to evacuate immediately due to \_ (hazard) \_\_\_\_ . A temporary shelter has been established at \_\_\_\_\_. Fire and law enforcement personnel are providing necessary response. Seminole County EOC is currently activating to respond to the incident.**

**El Condado de Seminole ha emitido una orden de evacuación de emergencia para \_ (ubicación) \_ a \_ (hora) \_ . Se alienta a los ciudadanos a evacuar inmediatamente debido a \_ (peligro) \_\_\_\_ . Se ha establecido un refugio temporal en \_\_\_\_\_. El personal de bomberos y policiales está proporcionando la respuesta necesaria. El EOC del Condado de Seminole se está activando para responder al incidente.**



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

---

**Enter Emergency Event Message: (sent to social media):**

***Emergency Evacuation Order for \_\_\_\_\_.***

***Citizens are encouraged to evacuate immediately due to \_\_ (hazard) \_\_\_\_\_. A temporary shelter has been established at \_\_\_\_\_.***

***Orden de evacuación de emergencia para \_\_\_\_\_.***

***Se alienta a los ciudadanos a evacuar inmediatamente debido a \_\_ (peligro) \_\_\_\_\_. Se ha establecido un refugio temporal en \_\_\_\_\_.***

**Appendix 4: Major Emergencies (not requiring evacuation)  
(includes hazards: fire, hazardous materials, transportation accident)**

1. The Incident Commander or a member of his/her command & general staff will notify the Emergency Communications Center of the major emergency.
2. Emergency Communications will notify the emergency manager on duty of the major emergency.
3. The following system should be activated for a major emergency requiring evacuation:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call, Public	OEM
Social Media	Yes	No	Nextdoor	Responding Agency
Siren/Vehicle PA	No			
EM Resource	Yes	No		OEM
B.E.A.S.	No			
Variable Message Board Signs	No			
Press Release	Yes	No		Responding Agency
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		Office of Communications
SGTV	Yes	No		Office of Communications
Door Hangers	No			
Yard Signage	No			

4. The following message should be used to notify citizens and EOC staff of a major emergency requiring evacuations:

**Enter Emergency Event Message: (sent to pager and/or cell phone):**

**\_ (type of emergency) \_ at \_ (location) \_**  
**\_ (tipo de emergencia) \_ en \_ (ubicación) \_**

**Enter Emergency Event Information Here: (sent to e-mail):**

**Seminole County is currently working a/an \_ (type of emergency) \_ at \_ (location) \_ . No evacuations have been ordered at this time. Seminole County Emergency Management is continuing to monitor the status of the situation. Seminole County EOC is currently at level \_\_\_\_ activation.**

**El condado de Seminole está actualmente trabajando un \_ (tipo de emergencia) \_ en \_ (ubicación) \_ . No se han ordenado evacuaciones en este momento. La Administración de Emergencias del Condado de Seminole continúa monitoreando el estado de la situación. El EOC del condado de Seminole se encuentra actualmente en el nivel \_\_\_\_ de activación.**

**Enter Emergency Event Information Here: (sent to social media):**



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

---

***Seminole County is currently working a/an \_ (type of emergency) \_ at \_ (location) \_.***

***No evacuation has been ordered at this time.***

***El condado de Seminole está actualmente trabajando un \_ (tipo de emergencia) \_ en \_ (ubicación) \_.***

***En este momento, no se ha ordenado ninguna evacuación.***



**Appendix 5: Public Health Crisis / Issues  
(Includes hazards: Agriculture Exotic Pests and Diseases, Disease and Pandemic Outbreak)**

1. A representative from Emergency Support Function 8, Health Department, or ESF 17, Animal Services, will report a public health crisis or issue to the Emergency Communications Center.
2. Emergency Communications will notify the emergency manager on duty of the health crisis.
3. The following system should be activated for a major emergency requiring evacuation:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call Affected Area	OEM FDOH
Social Media	Yes	No	Facebook, Twitter, Nextdoor	FDOH / OEM
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	No			
Press Release	Yes	No		FDOH / OEM
Prepare Seminole Website	Yes	No		FDOH / OEM
County Website: Alert Banner	Yes	No		Office of Communications
SGTV	Yes	No		Office of Communications
Door Hangers	No			
Yard Signage	No			

- a. Alert Seminole –to notify EOC staff of the event
4. The following message should be used to notify citizens and EOC staff of a major emergency requiring evacuations:

**Enter Emergency Event Message: (sent to pager and/or cell phone):**

\_\_\_\_\_ **issued for Seminole County.**  
\_\_\_\_\_ **emitido para el condado de Seminole.**

**Enter Emergency Event Information Here: (sent to e-mail):**

**The Seminole County (Health Department / Animal Services) has issued a \_\_\_\_\_ effective immediately. This is due to an increase in the number of \_\_\_\_\_ in the area. Seminole County Emergency Management is continuing to monitor the status of the situation. Seminole County EOC is currently at level \_\_\_\_ activation.**

**El Condado de Seminole (Departamento de Salud / Servicios para Animales) ha emitido un \_\_\_\_\_ con efecto inmediato. Esto se debe a un aumento en el número de \_\_\_\_\_ en el área. La Administración de Emergencias del Condado de Seminole continúa monitoreando el estado de la situación. El EOC del condado de Seminole se encuentra actualmente en el nivel \_\_\_\_ de activación.**



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

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**Enter Emergency Event Information Here: (sent to social media):**

***The Seminole County (Health Department / Animal Services) has issued a \_\_\_\_\_ effective immediately.***

***El Condado de Seminole (Departamento de Salud / Servicios para Animales) ha emitido un \_\_\_\_\_ con efecto inmediato.***



SEMINOLE COUNTY  
EMERGENCY MANAGEMENT

CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023

**Appendix 6: Emergency Operations Center Activation**  
**(includes all hazards, mass gathering/planned events, mass migration/repatriation, tropical events, tornadoes,**

1. Seminole County Emergency Management will activate the Emergency Operations Center (EOC) due to a threat of an emergency, terrorist event, or actual disaster.
2. Seminole County Emergency Management personnel will log on to the Alert Seminole system from home or the office to send out the message.
3. The following system should be activated for a major emergency requiring evacuation:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call	OEM
Social Media	Yes	No	Facebook, Twitter	OEM
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	No			
Press Release	Yes	No		OEM
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		OEM
SGTV	Yes	No		Office of Communications
Door Hangers	No			
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

**EOC Activation – Level \_\_\_\_ due to \_\_\_\_ (type of emergency) \_\_\_\_**

**Activación EOC - Nivel \_\_\_\_ debido a \_\_\_\_ (tipo de emergencia) \_\_\_\_**

**Enter Emergency Event Information Here: (sent to e-mail)**

**The Seminole County Emergency Operations Center (has been activated / will activate) to a Level (Level of Activation) due to \_\_\_\_ (cause for activation of EOC). The following Emergency Support Functions (ESFs to report) are requested to report to the EOC. The next EOC Briefing will take place at (TIME).**

**El Centro de Operaciones de Emergencia del Condado de Seminole (se ha activado / se activará) a un Nivel (Nivel de Activación) debido a \_\_\_\_ (causa de activación de EOC). Se solicita a las siguientes funciones de apoyo de emergencia (ESFs a informar) que informen a la EOC. La próxima reunión informativa de la EOC se llevará a cabo en (HORA).**

**Enter Emergency Event Information Here: (sent to social media)**



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

---

***The Seminole County Emergency Operations Center (has been activated / will activate) to a Level (Level of Activation) due to (cause for activation of EOC).***

***El Centro de Operaciones de Emergencia del Condado de Seminole (ha sido activado /se activará) a un Nivel (Nivel de activación) debido a (causa de activación de EOC).***

**Appendix 7: Change in Terrorism Threat**  
**(includes hazards: civil disorder, critical infrastructure disruption, cyber security, terrorism, and violent acts)**

1. A representative from the Regional Domestic Security Taskforce or State Watch Office will notify Emergency Communications and/or Emergency Management of a change in the terrorism threat.
2. Seminole County Emergency Management personnel or E-911 Center supervisors will log on to the Alert Seminole system to send out the message.
3. The following system should be activated for a major emergency requiring evacuation:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call	OEM
Social Media	No			
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	No			
Press Release	No			
Prepare Seminole Website	No			
County Website: Alert Banner	No			
SGTV	No			
Door Hangers	No			
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

***Change in Threat – Read Email***

***Cambio en la amenaza - Leer correo electrónico***

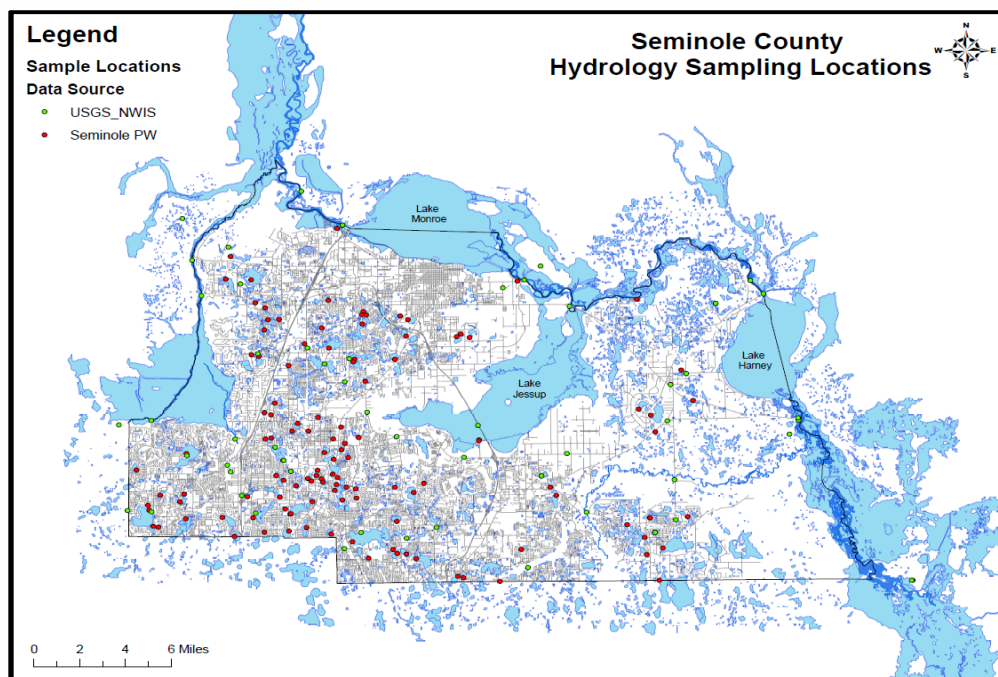
**Enter Emergency Event Information Here: (sent to e-mail)**

***Department of Homeland Security has provided information on a specific threat. At (time), the Seminole County Office of Emergency Management will conduct a briefing to discuss security steps in cooperation with local law enforcement, the Regional Domestic Security Task Force, and allied agencies. Seminole County OEM is continuing to monitor the status of the situation. Seminole County EOC is currently at activation Level \_ (level of activation) \_.***

***El Departamento de Seguridad Nacional ha proporcionado información sobre una amenaza específica. A la (hora), la Oficina de Manejo de Emergencias del Condado de Seminole llevará a cabo una reunión informativa para discutir los pasos de seguridad en cooperación con la policía local, el Grupo de trabajo regional de seguridad nacional y las agencias aliadas. El OEM del Condado de Seminole continúa monitoreando el estado de la situación. El EOC del condado de Seminole se encuentra actualmente en el nivel de activación \_ (nivel de activación) \_.***

**Appendix 8: Flood Hazard  
(includes hazards: flooding)**

1. The National Weather Service – Melbourne will issue flood watches and warnings for Seminole County. This data will be collected via the NAWAS, E M Sat-Com, and regular correspondence with the forecasters at NWS. In addition, weather radios will be posted and monitored in the 24-hour Public Safety Answering Point (9-1-1 Center) for immediate communication with local officials.
2. The Office of Emergency Management will monitor the Southeast River Forecast Center for predicting flood waters along the St. Johns River basin. If forecasts show that flooding is to occur along the St. Johns River, systems will be activated to warn the public.
3. The Office of Emergency Management will notify all Critical Infrastructures identified in accordance with the CEMP utilizing the Alert Seminole Notification System prior to a flood occurrence.
4. Seminole County monitors over 20 weather stations placed at schools and fire stations throughout the County that collect rainfall data for quick access to localized flood issues. These weather stations monitor current rain data. If rain data is elevated, warning systems will be activated to notify the public of the possible effects of localized flooding.
5. The Seminole County Roads and Stormwater Division monitors lake levels on the major river basins and those lakes that have had issues in history. In addition, stormwater engineers monitor river gauges at the Wekiva River and Little Econ River to assess changes in levels. The lake levels are monitored monthly and sometimes more frequently if levels begin to elevate above “green”. The levels are based on the base floor elevation of the homes surrounding the lake. If the lake level moves into the “yellow”, the Public Works Department will contact OEM.





**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

6. The following systems for flood hazards:

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	Yes	Yes		NWS
Alert Seminole	Yes	No	All Call EOC, Public Flood Zone, Critical Infrastructure	OEM
Social Media	Yes	No	Facebook, Twitter, Nextdoor	OEM
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No		Public Works
Press Release	Yes	No		OEM
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		OEM
SGTV	No			
Door Hangers	No			
Yard Signage	No			

7. To send a message follow the following steps:

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

\_\_\_\_\_ **Warning until** \_\_\_\_\_  
 \_\_\_\_\_ **Advertencia hasta** \_\_\_\_\_

**Enter Emergency Event Information Here: (sent to e-mail)**

**Flood Emergency: Effective until \_\_\_\_.** Seminole County is continuing to monitor the status of the flood conditions. Take appropriate actions to protect your family. Turn around, don't drown. Do not drive through standing water. Call 9-1-1 if evacuation is necessary. Monitor local news for updates.

**Emergencia por Inundación: Efectiva hasta \_\_\_\_.** El condado de Seminole continúa monitoreando el estado de las condiciones de inundación. Tome las medidas apropiadas para proteger a su familia. Date la vuelta, no te ahogues. No conduzca a través del agua estancada. Llame al 9-1-1 si es necesaria la evacuación. Monitorea las noticias locales para las actualizaciones.

**Enter Emergency Event Information Here: (sent to e-mail)**

**Flood Emergency: Effective until \_\_\_\_.** Seminole County is continuing to monitor the status of the flood conditions. Take appropriate actions to protect your family.

**Emergencia por Inundación: Efectiva hasta \_\_\_\_.** El condado de Seminole continúa monitoreando el estado de las condiciones de inundación. Tome las medidas apropiadas para proteger a su familia.



**Appendix 9: Increased Wildfire Threat**

1. The Office of Emergency Management will daily monitor the number of wildfire calls and the Keetch-Byram drought index (KBDI) to determine the need for a Local State of Emergency instituting a Burn Ban for the community.
2. Once the KBDI reaches 500, a briefing will take place between the local fire chiefs, Florida Forest Service, and Seminole County Sheriff's Office. A Local State of Emergency will be drafted and provided for the Chairman of the Board of County Commissioners for signature.
3. The following system should be activated when a Burn Ban is issued in Seminole County.

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call Wildland/Urban Interface (GIS)	OEM
Social Media	Yes	No	Nextdoor (targeted) Facebook, Twitter, Instagram	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No	Deployed to fire stations in rural zones	OEM
Press Release	Yes	No		OEM
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		Office of Communications
SGTV	Yes	No		Office of Communications
Door Hangers	Yes	No	Wildland/Urban Interface	SCFD – Wildland crews
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

**Change in Threat – Read Email**

*Cambio en la amenaza - Leer correo electrónico*

**Enter Emergency Event Information Here: (sent to e-mail)**

**Seminole County has instituted a Burn Ban due to increased drought and the threat of wildfires in our community. The countywide, mandatory Burn Ban prohibits all outdoor burning that has not been specifically permitted by the Florida Forest Service. Bonfires, campfires, and the burning of vegetative (yard) debris are not allowed at this time. The use of consumer fireworks is strongly discouraged.**

*El Condado de Seminole ha instituido una Prohibición de Quemaduras debido al aumento de la sequía y la amenaza de incendios forestales en nuestra comunidad. La prohibición de quemar obligatoria en todo el condado prohíbe todas las quemaduras al aire libre que no hayan sido*



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

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*específicamente permitidas por el Servicio Forestal de Florida. En este momento no se permiten incendios, fogatas ni la quema de escombros (patio) vegetativos. El uso de fuegos artificiales de consumo está fuertemente desaconsejado.*

**Appendix 10: Recovery**

1. The Emergency Operations Center Public Information Section will notify the community of Disaster Recovery Centers, Army Corp Blue Roof Program, Points of Distribution, How to Apply for FEMA/SBA assistance, How to Apply for Unmet Needs through the County's Long Term Recovery Committee, and "Open for Business" economic restoration programs.
2. The following system should be activated to support these Recovery activities in Seminole County.

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call All text/e-mail subscribers	OEM
Social Media	Yes	No	Nextdoor (targeted) Facebook, Twitter	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No	Deployed to Disaster Recovery Centers	OEM
Press Release	Yes	No		OEM
Prepare Seminole Website	Yes	No		OEM
County Website: Alert Banner	Yes	No		Office of Communications
SGTV	Yes	No		Office of Communications
Door Hangers	No	No		
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

***Recovery Activities have been Initiated in Seminole County, for a list of services, see e-mail.***

***Se han iniciado actividades de recuperacion en el condado de Seminole, para obtener una lista de servicios, consulte el correo electronico.***

**Enter Emergency Event Information Here: (sent to e-mail). NOTE: Eliminate those services not available:**

***Seminole County is notifying you of the following Recovery services available to the community.***

***El Condado de Seminole le está notificando los siguientes servicios de Recuperación disponibles para la comunidad.***

***Disaster Recovery Center: A Disaster Recovery Center has been established at \_\_\_\_\_ and is open from \_\_\_\_\_ to \_\_\_\_\_. This center will provide applicants with needed support for assistance from the Federal Emergency Management Agency and/or Small Business Administration.***

***Centro de Recuperación por Desastre: Se estableció un Centro de Recuperación por Desastre en \_\_\_\_\_ y está abierto de \_\_\_\_\_ a \_\_\_\_\_. Este centro proporcionará a los***



SEMINOLE COUNTY  
EMERGENCY MANAGEMENT

CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023

*solicitantes el apoyo necesario para la asistencia de la Agencia Federal de Manejo de Emergencias y/o la Administración de Pequeñas Empresas.*

**Army Corps Blue Roof Program:** *The Army Corps Blue Roof Program is not accepting applications in Seminole County. Operation Blue Roof is a program offered by FEMA through the U.S. Army Corps of Engineers to eligible homeowners and landlords. It provides a temporary covering of blue plastic sheeting to help reduce further damage to the property until permanent repairs can be made. To apply for this program an application center has been established at \_\_\_\_\_, open from \_\_\_\_\_ to \_\_\_\_\_.*

**Programa Blue Roof de Army Corps:** *El programa Blue Roof de Army Corps no acepta solicitudes en el condado de Seminole. Operation Blue Roof es un programa ofrecido por FEMA a través del Cuerpo de Ingenieros del Ejército de los Estados Unidos a propietarios y propietarios de viviendas elegibles. Proporciona una cubierta temporal de láminas de plástico azul para ayudar a reducir más daños a la propiedad hasta que se puedan realizar reparaciones permanentes. Para solicitar este programa, se ha establecido un centro de solicitudes en \_\_\_\_\_, abierto de \_\_\_\_\_ a \_\_\_\_\_.*

**Points of Distribution:** *A Point of Distribution, or POD, has been established at \_\_\_\_\_, open from \_\_\_\_\_ to \_\_\_\_\_. A Point of Distribution or POD is where the public goes to pick up food and water. Meals Ready to Eat (MRE) and bottled water will be available at this site. This is a drive-thru site and vehicles are not allowed to park during the operation.*

**Puntos de distribución:** *Un punto de distribución, o POD, se ha establecido en \_\_\_\_\_, abierto de \_\_\_\_\_ a \_\_\_\_\_. Un punto de distribución o POD es donde el público va a recoger comida y agua. Las comidas listas para comer (MRE) y el agua embotellada estarán disponibles en este sitio. Este es un sitio de manejo y los vehículos no pueden estacionarse durante la operación.*

**FEMA Assistance:** *Go to DisasterAssistance.gov to fill out an online application. Or, call 1-800-621-3362 or 1-800-462-7585 to apply over the phone. You can also apply in person at FEMA Disaster Relief Centers.*

**Asistencia de FEMA:** *Vaya a DisasterAssistance.gov para completar una solicitud en línea. O llame al 1-800-621-3362 o 1-800-462-7585 para hacer la solicitud por teléfono. También puede hacer la solicitud en persona en los Centros de Ayuda para Desastres de FEMA.*

**Unmet Needs:** *Seminole County's Long Term Recovery Committee, Seminole HEART, is accepting unmet needs requests. These requests will be filled by volunteer groups in the community. Unmet needs include minor fence repair, land clearing for seniors/persons with special needs, tarping roofs, food/water delivery, wheelchair ramp repairs, boarding windows, and similar services.*

**Necesidades no satisfechas:** *El Comité de Recuperación a Largo Plazo del Condado de Seminole, Seminole HEART, está aceptando solicitudes de necesidades no satisfechas. Estas solicitudes serán completadas por grupos de voluntarios en la comunidad. Las necesidades insatisfechas incluyen reparaciones de cercas menores, desmonte de terrenos para personas mayores/personas con necesidades especiales, techos de toldo, distribución de alimentos/agua, reparaciones de rampas para sillas de ruedas, ventanas de embarque y servicios similares.*

**Appendix 11: Recreational Water Contamination**

1. The on-call emergency management representative will monitor the State Warning Point for notification of a major sewage spill into a waterway, or notification of a possible freshwater toxic blue-green algae, or cyanobacteria.
2. The Florida Department of Environmental Protection the and Florida Department of Health will begin water quality sampling and testing to verify the water is safe for the public.
3. Prior to test results, public safety messaging will be started as an “advisory”, instead of a “warning”. Once confirmed, the notifications will be upgraded to “warning”.
4. The Office of Emergency Management and Florida Department of Health will coordinate public safety messaging activities to the community/neighborhood (s) eaffected

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	GIS map around designated contamination site	OEM
Social Media	Yes	No	Nextdoor (targeted)	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No	In public access points for larger spills	OEM
Press Release	Yes – when the toxin identified	No		FDOH
Prepare Seminole Website	No	No		
County Website: Alert Banner	No	No		
SGTV	No			
Door Hangers	Yes	No		
Yard Signage	Yes		Signage is to be placed at public access locations around lake/watbodiesody and boat ramps	FDOH
Other	Yes	No	Contact: Lake Liaisons, Crew teams for local schools	Public Works: Lake Liaison OEM: Crew Teams

**Enter Emergency Event Message: (sent to pager and/or cell phone)**



**SEMINOLE COUNTY  
EMERGENCY MANAGEMENT**

**CEMP - OPERATIONS ANNEX D-1  
Emergency Alert/Warning Systems  
Updated: March 2023**

---

***Public Safety Advisory: (Waterbody) may be contaminated or toxic. Human, pet, and livestock contact can be dangerous. Stay away from water bodies. (see e-mail for more information)***

**Enter Emergency Event Information Here: (sent to e-mail). NOTE: Eliminate those services not available:**

**SEWAGE SPILL:**

***Public Safety Advisory: (Waterbody) may be contaminated or toxic. Water sampling and testing have started due to a major sewage spill. Water may be toxic to humans, pets, or livestock. It is important to keep all away from the waterway until it becomes safe.***

**BLUE-GREEN ALGAE:**

***Public Safety Advisory: Blue-green algae has been identified in (waterbody). Water sampling and testing has started. Water may be contaminated or toxic to humans, pets, or livestock. It is important to keep away from direct contact with the waterway, until it is determined to be safe for humans and animals. Adopt the mindset "When in doubt, stay out!" Again, blue-green algae has been identified in (waterbody). Thank you for your time.***

**Appendix 12: Homeless/Precariously Housed Shelter Notification**

1. In the event shelters open due to severe weather or a tropical cyclone, the Emergency Operations Center Planning Section will update the flyers with storm and shelter information.
2. The updated flyers will be sent to the Seminole County Community Information to be translated into Spanish, Creole, and Mandarin.
3. The flyer will be printed and provided to the Seminole County Sheriff's Office for distribution. The officers will distribute them by hand to known homeless encampments.
4. Flyers will be emailed to all Seminole County homeless services contacts. Each service provider will be instructed to print the flyers and distribute them at their service locations.



# Hurricane Evacuation Notice



Seminole County issued an emergency evacuation order for (location) \_\_\_\_\_ at (time) \_\_\_\_\_. Citizens are encouraged to evacuate immediately due to hurricane (name) \_\_\_\_\_. Temporary shelter is available for free. Some shelters allow pets. Free transportation to shelter is available for individuals with special needs; contact (phone number) \_\_\_\_\_ to arrange transport. To receive updated alerts, text 888-777 and register for Alert Seminole.



**Pet-Friendly Shelters**  
(No animal records required)

Shelter Name	Address



**Non Pet-Friendly Shelters**

Shelter Name	Address

Call 407-665-0000 for additional information on shelters.

**No State ID is required to  
enter shelters**



**Appendix 13: WUCF Partnership Instructions**

**Instructions for Seminole County Emergency Management to Access  
WUCF FM 89.9 Jazz & More to Make Emergency Announcements**

**Stage 1, Alert the radio station you are going to make an announcement.**

- Call **407-823-3689**. This number rings in our normal studio, and in the hurricane studio. Let the air personality who answers the phone know you are ready to make an announcement. In normal operation, someone is in the studio Monday through Friday from 6 AM to 7 PM. During a hurricane, studios will have someone on duty 24/7.
- If you don't get an answer call Program Manager Brad Waldo on his mobile at 916-616-0283.
- If Brad does not answer, call Station Director Kayonne Riley on her mobile at 407-625-7356.

**Stage 2, Connect to the broadcast equipment that will allow you to be on the air.**

- You will call a phone number that will not have a traditional ring sound. It connects silently. The air personality will be able to talk to you on this line as well. Be aware it may take a few seconds to get all the settings adjusted to hear you, for you to hear us, and for the equipment to be connected to the on-air console that allows your voice to be broadcast.
- The number to call for broadcast is **407-275-4098**.
- The air personality will tell you when you are live on the air to make your announcement.
- Don't listen to the station on a radio or our stream during the call. There is a seven-second delay on the broadcast. This will throw you off on the live call.

**Appendix 14: Major Road Closure**

1. The Office of Emergency Management will receive notification of major traffic accidents and road closures from the Emergency Communications Center and the Florida Department of Transportation Regional Transportation Management Center. Upon receiving notification, the Emergency Management On-Call staff member will decide if the impact warrants a traffic notification.
2. The On-Call Emergency Management staff member will pay particular attention to the following major thoroughfares in Seminole County including but not limited to;
  - Interstate-4
  - SR 417
  - US 17-92
  - SR 434
  - SR 436
  - SR 46/46A
  - Lake Mary Blvd.
3. The following system should be activated when a Major Road Closure is issued in Seminole County.

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call, Traffic Alerts	OEM
Social Media	Yes	No	Nextdoor (targeted) Facebook, Twitter	Office of Communications
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	Yes	No		
Press Release	Yes- Long term	No		
Prepare Seminole Website	Yes- Long Term	No		
County Website: Alert Banner	Yes- Long Term	No		
SGTV	No			
Door Hangers	Yes	No		
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**

**Major Road Closure – Use Alternate Routes**

*Cierre de carreteras principales: use rutas alternativas*

**Enter Emergency Event Information Here: (sent to e-mail)**

**Please be advised, [ENTER ROAD NAME] is closed due to a [ENTER REASON], please use alternate routes.**

**Por favor tenga en cuenta, [ENTER ROAD NAME] está cerrada debido a una [ENTER REASON] utilice rutas alternativas.**



**Appendix 15: Employee Communications**

1. Seminole County Human Resources will be responsible for communicating with internal customers/employees regarding closings, disaster payroll activation, emergency reassignments of duties/roles, and similar.
2. Recorder Line: 407-665-WORK(9675)
  - i. Dial 4875 or from outside the county at 407-665-4875(Greeting Administrator)
  - ii. The system will ask for your county ext. number and voicemail password.
  - iii. Next it's going to ask for the call Handler You want to change (2991)
  - iv. To change the standard greeting press 2
  - v. To listen to the greeting press 1 to rerecord press 2
  - vi. When finish recording or have to rerecord press the #
3. The following systems should be activated for internal communications

Warning System	Activated?	Automated?	Group?	Responsible Agency/ESF
IPAWS	No			
Alert Seminole	Yes	No	EOC – All Call	OEM
Social Media	No	No		
Siren/Vehicle PA	No			
B.E.A.S.	No			
Variable Message Board Signs	No	No		
Press Release	No	No		
Prepare Seminole Website	No	No		
County Website: Alert Banner	No	No		
SGTV	No			
Door Hangers	No	No		
Yard Signage	No			

**Enter Emergency Event Message: (sent to pager and/or cell phone)**  
**Employee Notification - URGENT**

**Enter Emergency Event Information Here: (sent to e-mail)**  
**Please be advised, Seminole County Government will be closed on \_\_\_\_\_ due to \_\_\_\_\_.  
Please contact your supervisor to determine if you will be reassigned to a disaster duty in support  
of the response to our community during this hazard/event.**



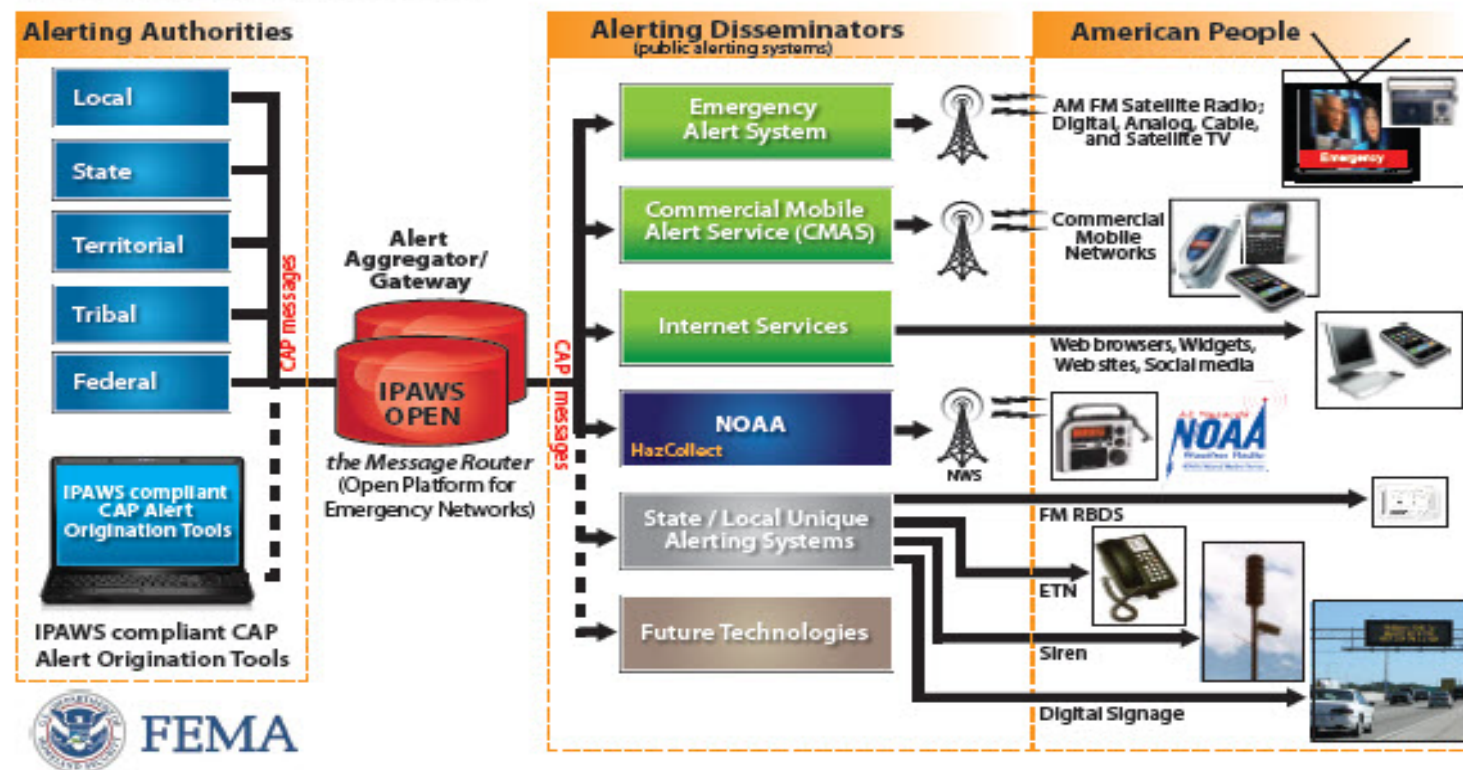
Appendix 16: Emergency Warning System Testing

	Cable Interrupt	EAS	Alert Seminole	EM Net	NAWAS	EM Satellite	EM System	Social Media
January								
February								
March								
April								
June								
July								
August								
September								
October								
November								
December								

## Appendix 17: IPAWS Architecture<sup>9</sup>

### IPAWS Architecture

Standards based alert message protocols, authenticated alert message senders, shared, trusted access & distribution networks, alerts delivered to more public interface devices



<sup>9</sup> EMAP Standard (2016) 4.7.2

**Appendix 18: Florida EAS Plan Diagram**

