



City of South Pasadena

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AGENDA

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, MAY 19, 2026
COMMISSION CHAMBERS 9:00 A.M.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

DISCUSSION ITEMS

- 2026 Emergency Action Guide
- Department Head Reports

ADJOURN

Carley Lewis

Carley Lewis, City Clerk

This meeting is open to the public. Ordinances may be inspected by the public in the office of the City Clerk at City Hall from 8:00 a.m. to 4:00 p.m. Monday through Friday with the exception of holidays. Any person who decides to appeal any decision of the City Commission with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of South Pasadena is committed to providing reasonable accommodation for access for the disabled. In accordance with the Americans with Disabilities Act and F.S. 286.26, anyone needing assistance with regard to this meeting should contact the City Clerk's Office in writing at least 48 hours prior to the meeting. For more information or assistance please contact the City Clerk's office at 727-347-4171.

CITY OF SOUTH PASADENA



EMERGENCY ACTION GUIDE 2026

INTRODUCTION

Purpose

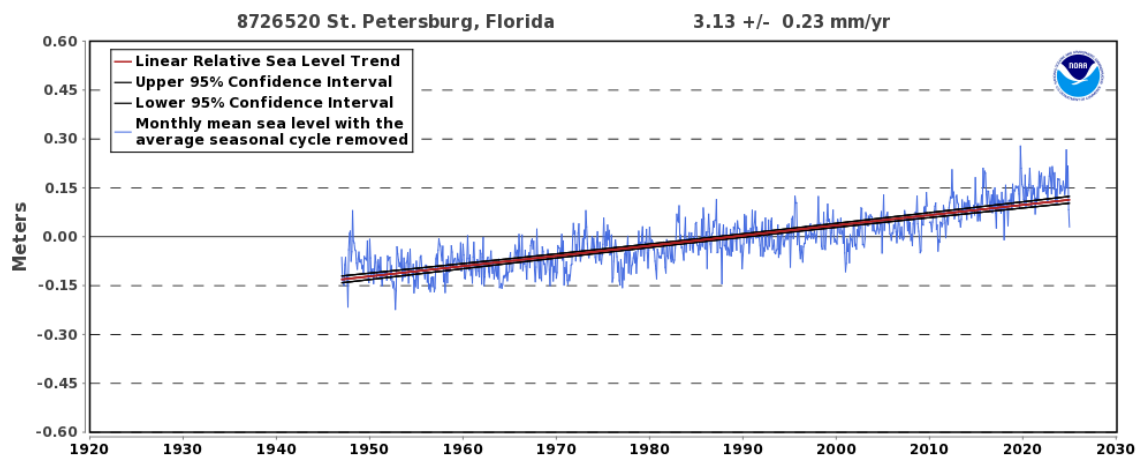
This Emergency Action Guide is established to promote the safety and welfare of the citizens of South Pasadena during times of disaster or emergency. It provides structured guidance for municipal operations from the initial warning or onset of an incident through response, stabilization, and recovery.

The procedures contained herein align with regional coordination protocols and the Pinellas County Comprehensive Emergency Management Plan (CEMP), ensuring operational consistency and interoperability during multi-jurisdictional events.

This Guide shall be reviewed annually and updated as necessary to maintain accuracy, reflect lessons learned, and ensure continued alignment with regional, state, and federal emergency management standards.

SITUATION

The National Weather Service has identified the Tampa Bay area, including the City of South Pasadena, as one of the most hurricane-vulnerable areas in the United States, with the potential for large scale loss of life. This vulnerability is a result of numerous factors, including density of population, its location on the shallow waters of Boca Ciega Bay and the high percentage of an elderly population who are often less mobile and require more assistance should an evacuation become necessary.



(accessed at http://tidesandcurrents.noaa.gov/sltrends/sltrends_station.shtml?id=8726520#tab50yr)

These and other factors will be identified in this plan and this plan will be known as the *South Pasadena Emergency Action Guide*.

NATURAL ANALYSIS

The City of South Pasadena encompasses approximately six-tenths (0.6) of a square mile. The City is bordered to the south by the City of St. Pete Beach, to the west and north by the City of St. Petersburg, and to the east by an unincorporated area of Pinellas County.

The adjacent unincorporated area is commonly referred to as the South Pasadena Fire District. Fire and Emergency Management services within that district are provided by the City of St. Petersburg.

South Pasadena's compact geographic footprint, coastal exposure, and proximity to neighboring jurisdictions necessitate close regional coordination during emergency events.

TRANSPORTATION

ROADWAYS -- South Pasadena has three major roadways leading out of the city. They are:

1. Pasadena Avenue - runs north through the business district to St. Petersburg
2. Gulfport Boulevard - runs east to 22nd Avenue South through Gulfport to St. Petersburg and to Interstate I-275
3. Park Street - runs west then north through a residential area to St. Petersburg

Note: All three roads are designated as evacuation routes to either shelters or other thoroughfares out of the region. Pasadena Avenue is also designated as an evacuation route for the City of St. Pete Beach via the Corey Causeway, and some congestion may be experienced during an actual evacuation.

Road Flooding - Sunset Drive South and Oleander Way South flood quickly during heavy rains, especially at high tide since the storm sewers drain into Boca Ciega Bay.

Bus Service - The City does not provide bus service.

Buses for emergency evacuation of pre-registered citizens who do not have their own transportation will be supplied to the South Pasadena Fire Department as identified in the Pinellas County C.E.M.P. Base Plan and Evacuation Annex.

Buses needed for the evacuation of hospitals and nursing homes are addressed in the Pinellas County C.E.M.P. Evacuation and Transportation Annexes and are not part of this guide.

DEMOGRAPHICS

Information as of March 2026:

The City of South Pasadena is a low-lying coastal municipality with elevations ranging from approximately 5 to 11 feet above mean sea level. The community's demographic and housing characteristics directly influence evacuation planning, special needs coordination, and post-storm recovery operations.

Category	Value
Population	5,389 (2024 Est.)
Median Age	69.8 (2024 Est.)
Mobile Homes	207
Single Family Dwellings	329
Multi-Family Residential Buildings	66

South Pasadena's higher median age and concentration of multi-family residential structures increase the importance of special needs evacuation planning, vertical evacuation considerations, and coordinated building-level communication during storm events.

The City's limited elevation range and proximity to tidal waterways further reinforce storm surge as the primary hazard consideration for emergency planning purposes.

- Bus evacuation should be carried out in an orderly and timely fashion.
- Two Fire Department members will be assigned to each bus to provide direction and reassurance.
- Residents are reminded to bring their medications, along with comfort items such as pillows, cell phones, blankets, books, transistor radios, etc.
- Those traveling to shelters in private vehicles are encouraged to take a friend.
- Pinellas County Sheriff's Office (PCSO) personnel will remain in the area as long as possible to provide security and protect property.

GENERAL

In order to minimize loss of life, human suffering and damage to public and private property, local government and other agencies with response and disaster planning responsibilities must have a complete knowledge of the types of hazards which could affect South Pasadena. A “Hazard Vulnerability Analysis” has been created and is a necessary component in the development of comprehensive emergency management plans and procedures. This tool is used to identify hazards that require organized emergency management activities in order that priorities of action can be established.

HAZARDS

◆ **Extreme Heat** Extreme heat events have become more frequent across Florida, including in Pinellas County. Extended periods of high temperatures, especially when combined with high humidity, increase the risk of heat-related illnesses, particularly for vulnerable populations like seniors. South Pasadena’s older demographic and limited access to shaded or air-conditioned public spaces heighten this vulnerability. While property damage is minimal, human health impacts can be severe without proper preparation and outreach.

◆ **Hurricane** Hurricanes remain the most significant natural disaster threat to Pinellas County and the City of South Pasadena. Although the last major hurricane to make direct landfall in Pinellas County occurred in 1921, the Tampa Bay region is routinely impacted by storms that track close enough to produce significant wind damage, storm surge, coastal erosion, and inland flooding. In recent decades, the region has experienced notable impacts from Hurricanes Elena (1985), Irma (2017), and more recently Debby (2024), Helene (2024), and Milton (2024). These storms resulted in varying levels of wind damage, tidal flooding, debris accumulation, infrastructure disruption, and extended emergency operations throughout Pinellas County. South Pasadena’s geographic location — a low-lying coastal barrier community bordered by Boca Ciega Bay and the Gulf of Mexico — makes storm surge the primary hazard of concern. Even hurricanes that do not make direct landfall can generate significant surge levels, roadway inundation, saltwater intrusion, and restricted access. Prolonged tidal flooding and heavy rainfall events further compound these impacts by delaying emergency response and recovery operations. The 2024 storm season reinforced the vulnerability of coastal municipalities to surge-driven flooding and extended recovery timelines. It also validated the importance of hardened infrastructure, disciplined documentation procedures, early evacuation messaging, and clearly defined operational thresholds. Given the potential impact to life safety, property, and continuity of municipal services, hurricane preparedness, response, recovery, and mitigation remain the City’s highest emergency management priority.

◆ **Tropical Storms** Tropical storms are lesser threats than hurricanes. However, the potential for property damage and loss of life does exist. The vulnerability of South Pasadena as a low-lying area on Boca Ciega Bay requires a planned and coordinated response to supplement hurricane evacuation plans.

◆ **Tornadoes** Tornadoes occur in the Tampa Bay region more frequently than in any other part of Florida. Tornadoes normally accompany severe thunderstorms that occur during the summer rainy season. However, they are also spawned by winter storms. On average, two tornadoes will touch down in the county each year. Many tornadoes are small, brief and only cause minor damage (F0 tornado). However, significant and severe tornadoes (F2 – F5) do occur. In May of 1978, a significant tornado struck Highpoint Elementary School causing \$4 million in damage and three deaths. In October of 1992, three tornadoes occurred within minutes of each other: An F1 affected Treasure Island, an F2 affected the Ridgecrest area, and an F3 impacted Pinellas Park. The three touchdowns destroyed 422 homes and were responsible for four deaths in mobile homes.

◆ **Flooding – Rainfall** Fresh water flooding from heavy rain occurs about every 3.3 years. The impact of the flooding is usually limited to a few low-lying roads/intersections and homes. Approximately every ten years, a major event will occur that has a greater impact. In 1979, heavy rains began in May and continued until September. Almost 60 inches of rain fell during this time frame – the most in over fifty years. Following this event, major drainage improvements were implemented. In September of 1988, similar rains caused flooding in far fewer areas, and additional drainage improvements were made. In 1998, the El Niño rains caused significant flooding in surrounding counties, but not in Pinellas.

◆ **Flooding – Coastal** Serious coastal flooding has occurred in Pinellas County three times in the last 30 years. Statistically, the frequency of occurrence of tidal water elevation, based on a study conducted by the Coastal and Oceanographic Engineering Laboratory, is shown below:

Water Level Elevation Above MSL

- 3 feet or higher: Once in 3–5 years
- 4 feet or higher: Once in 20 years
- 5 feet or higher: Once in 25–30 years
- 6 feet or higher: Once in 30–50 years
- 7 feet or higher: Once in 60–90 years
- 8 feet or higher: Once in 90–100 years

It should be noted that although the statistics indicate a high tide above 5 feet once every 25 to 30 years, there have been two incidents of coastal flooding in the last 30 years caused by a high tide of between 5 and 6 feet. This indicates that Pinellas County might expect severe coastal flooding more frequently than the table indicates. The probability of major coastal flooding is considered to be high.

◆ **Lightning** There is a high probability that lightning strikes will continue to occur in Pinellas County. However, the risk to the population involving injury and death is relatively low. Individual prudence is key to safety during lightning storms.

◆ **Drought** Occurs every few years even after periods of heavy rain. It can become severe if several months pass without significant precipitation. During such

droughts, restrictions have been placed on water usage. Based on historical trends, the frequency of drought in Florida is every five to ten years.

When wildland becomes parched, it becomes more susceptible to wildfires. But because South Pasadena is nearly completely built out and has no wildland, we are not susceptible to this problem. The County, including South Pasadena, can be moderately vulnerable to drought. A prolonged drought can result in the need for water rationing.

◆ **Earthquake** Earthquakes occur in every state, but the probability of an earthquake in Pinellas County is very low. Tremors from distant earthquakes have been felt in Florida; but a search of the U.S. Geological Survey Earthquake Data Base shows no record of any earthquake activity within 65 kilometers (40 miles) of South Pasadena.

◆ **Tsunami** A tsunami is a series of ocean waves generated by sudden displacements in the sea floor associated with earthquakes on or near the sea floor. A tsunami wave may come gently ashore or may be a fast-moving wall of water several meters high. Although the risk of tsunami in Pinellas County is



considered low, it could cause major damage. The 2010 earthquake in Haiti registered 7.0 on the Richter scale, and created a tsunami wave of over nine feet that hit the beach town of Petit Paradis, Haiti. At least three people were swept out to sea and drowned. The location of the tectonic plates in the Caribbean (as shown on the map below) indicates the vulnerable areas of the Caribbean.

◆ **Freezes** Occur in Pinellas approximately once every 3 years, but the impact is usually minor due to our latitude and the maritime influence of the Gulf of Mexico and Tampa Bay.

◆ **Sinkholes** Although Pinellas County is generally one of the more sinkhole-susceptible counties in the state, the underlying geology of South Pasadena is not conducive to the development of sinkholes.

◆ **Sea Level Rise** Sea level rise (SLR) is an ongoing and measurable trend that is expected to continue throughout the 21st century. Tide gauge data recorded in St. Petersburg indicate that sea level has risen at an average rate of approximately one-tenth of an inch per year since 1947, according to the National Oceanic and Atmospheric Administration (NOAA). While the incremental annual change is subtle, the cumulative effect over time increases the region's vulnerability to tidal flooding, storm surge, and infrastructure stress. Based on current scientific assessments, the Tampa Bay Climate Science Advisory Panel projects that the region may experience between approximately 6 inches and 2.5 feet of sea level rise by 2050, and between 1 and 7 feet by 2100. A copy of the Panel's report is included in the Appendix for reference.

Although sea level rise itself is gradual and not considered an emergent event, it increases the probability and severity of certain emergency conditions. Higher baseline water levels amplify the impacts of storm surge, king tide events, and heavy rainfall, resulting in more frequent roadway inundation and drainage system stress. Given South Pasadena's low elevation and coastal exposure, sea level rise is considered a compounding hazard that influences long-term mitigation planning, infrastructure design, and emergency preparedness strategy.

◆ **Climate Change** Although climate change is not well understood, it nevertheless appears to be occurring, whatever its cause. The most significant emergent events associated with climate change include extreme heat events, in which susceptible segments of the population may be affected.

As average temperatures around the globe slowly increase, there is a chance corresponding effects on the biosphere can create conditions that are more favorable for increased populations of disease vectors. In more common terms, think: more mosquitoes and other disease-carrying insects and vermin, and so more chance for the spread of infectious diseases and possibly even epidemics.

The aging population across the country will increase one of the segments of the population that is most vulnerable to these events. With our average age in South Pasadena already just slightly above 70 years of age, the changes in

demographics will be less dramatic than in other parts of the country. Another aspect of the aging population is the effect of diseases of the elderly, especially dementia, on their ability to cope with emergent events and even to comprehend and comply with precautionary recommendations. According to the Alzheimer’s Association, more than 5 million Americans currently have Alzheimer’s disease, and “as many as 16 million will have the disease in 2050.”

◆ **Hazardous Materials** Although the probability of hazardous material incidents in Pinellas County is considered high, the basic makeup of South Pasadena (residential) reduces the probability for this type of incident. Past Hazardous Materials incidents in the County have involved flammable liquids, flammable gasses, poisonous gas and corrosives.

◆ **Nuclear Attack / Nuclear Accident** The probability of nuclear attack on the United States is not considered likely. This risk of a catastrophic release of radioactive material at the nearest nuclear power plant (in Crystal River) is extremely low. Even if one were to occur, the prevailing winds would tend to blow most of the radioactive isotopes towards the east. Pinellas County is located outside the plant’s plume exposure pathway (a 10-mile radius area that might be immediately affected by the release of radioactive material), and outside the ingestion pathway (a 50-mile radius where radionuclides deposited on surfaces might potentially contaminate foods such as milk, fresh vegetables, and water supplies).

HAZARD SUMMARY MATRIX

Hazard Type	Frequency	Probability	Property Damage Potential	Countywide Impact
Extreme Heat	Increasing annually	High	Low	Moderate
Hurricane	Every 20–40 years (major)	High	Severe	High
Tropical Storm	Every 3–5 years	High	Moderate	Moderate
Tornado	2 per year (avg.)	High	Localized to Severe	Low to Moderate
Flooding – Rainfall	Every 3.3 years (minor)	Moderate	Localized	Low
Flooding – Coastal	2 major events in 30 years	Moderate	Severe	Moderate to High
Lightning	Frequent (seasonal)	High	Low	Low
Drought	Every 5–10 years	Moderate	Moderate	Moderate
Earthquake	Rare	Very Low	Minimal	Very Low
Tsunami	Extremely Rare	Low	High	Low to Moderate
Freezes	Every 3 years	Moderate	Low	Low
Sinkholes	Rare (locally)	Low	Localized	Low
Sea Level Rise	Ongoing	High	Long-term Infrastructure	Moderate to High
Climate Change	Progressive, ongoing	High	Indirect (health-focused)	High
Hazardous Material	Occasional (countywide)	Moderate	Moderate to Severe	Local to Countywide
Nuclear Incident	Extremely Rare	Very Low	Severe (but unlikely)	Low
Active Assailant	Increasing annually	High	High	Moderate to High

◆ *Figure 4. Summary matrix comparing key natural hazards that may impact the City of South Pasadena, based on local history and regional hazard data.*

SOUTH PASADENA TERRORISM CONDITIONS

The old color-coded system indicating the terrorism threat level (known as the Homeland Security Advisory System) has been replaced by the National Terrorism Advisory System. Under the National Terrorism Advisory System (NTAS), there are three levels: Bulletin, Elevated Alert, and Imminent Alert.

<https://www.dhs.gov/national-terrorism-advisory-system>

Bulletin – Describes current developments or general trends regarding threats of terrorism.

Elevated Alert – Warns of a credible terrorist threat against the United States.

Imminent Alert – Warns of a credible specific and impending terrorism threat against the United States.

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The “If You See Something, Say Something” campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow guidelines provided by the advisor and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

A video explaining the “If You See Something, Say Something” program is available to view online at <http://www.dhs.gov/files/reportincidents/see-something-say-something.shtm>.

And speaking of the Internet, the DHS Heightened Level of Vigilance program also includes a program to promote cybersecurity called “Stop. Think. Connect.” Tips for safer use of the Internet are available from DHS at <http://www.dhs.gov/files/events/stop-think-connect-cyber-tips.shtm>.

While the threat of organized terrorist activity in South Pasadena is very low, isolated incidents of terrorism can be carried out by misguided individuals in almost any location. The best defense against this is a Heightened Level of Vigilance by responsible citizens (see description above).

ACTIVE ASSAILANT INCIDENT - An Active Assailant Incident occurs when one or more persons are actively engaged in killing or attempting to kill people in a populated area. While these events often involve firearms, the term "active assailant" also includes attacks involving knives, vehicles, or other weapons. These incidents are unpredictable and evolve quickly, requiring swift and coordinated response by both law enforcement and civilians.

According to the FBI's most recent data, 252 active assailant incidents occurred in the U.S. between 2018 and 2022. In 2022 alone, 50 active assailant incidents resulted in 313 casualties (100 killed and 213 wounded), with nearly half of incidents occurring in open spaces or areas of commerce. Most attackers acted alone, and incidents often ended before police arrived on scene.

Key findings from recent FBI analyses include:

- A continued increase in active assailant incidents in recent years.
- Most attacks involved a single assailant.
- Incidents are increasingly occurring in areas of commerce, education, and open public spaces.
- In many cases, assailants had a known connection to the location or victims.
- A majority of incidents ended before police intervention, highlighting the importance of situational awareness and preparedness.

The nature of these incidents underscores the importance of personal readiness and facility-specific planning. Training for civilians often includes the "Run. Hide. Fight." strategy recommended by the U.S. Department of Homeland Security.

For additional guidance, visit: <https://www.dhs.gov/active-shooter-preparedness>

The Best Option – Run

The best option in an active assailant incident is to flee the premises and remove yourself from the assailant's path if possible. There are a few precautions you should take if, after assessing the situation, you determine you can safely evacuate. You should:

- Have an escape route and plan in mind.
- Leave your personal belongings behind.
- Evacuate regardless of whether others agree to follow.
- If possible, assist other able-bodied people in fleeing.
- Do not attempt to move or evacuate the wounded.
- Prevent others from entering an area where the assailant may be.
- Call 911 when you are safe.
- Keep your hands visible and your fingers spread.
- Comply with all law enforcement requests.

Next Best Option – Hide

If you are unable to safely evacuate, the next best option is to hide, avoid detection, and wait for law enforcement to arrive. While hiding is not as effective as evacuation, it can usually keep you safe long enough for law enforcement to arrive. To ensure your hiding spot is as safe as possible please consider the following recommendations:

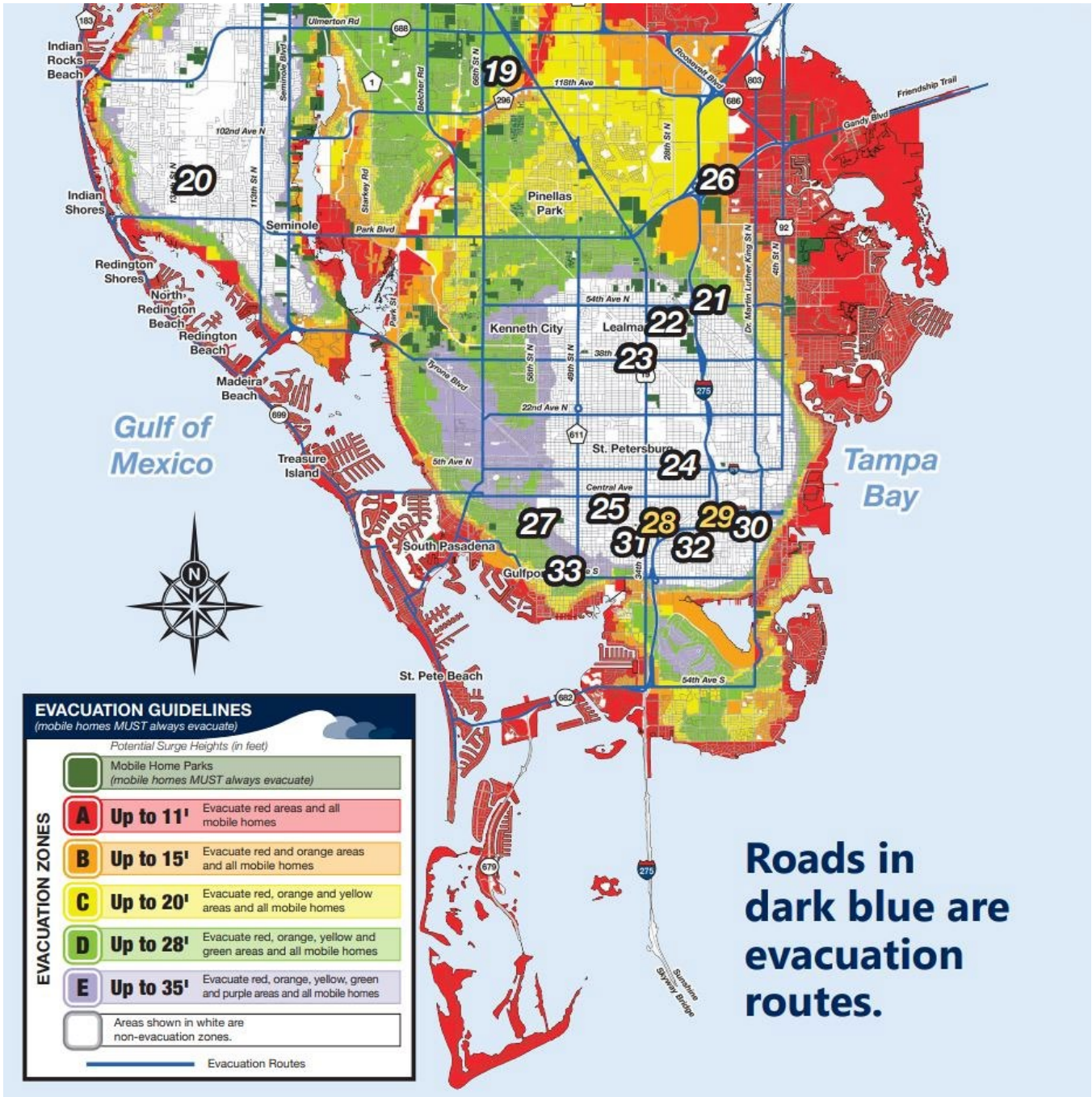
- Hide in an area out of the assailant's view.
- Lock the door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and any other devices.
- Remain silent and still.
- Stay away from any windows.
- Do not leave your hiding place until you are absolutely certain law enforcement has arrived and it is safe to do so.

Last Resort – Fight Back

If you are unable to safely run or hide, your only option may be to fight back. This should be considered an extreme last resort, but if attacking the assailant is your only option, consider the following:

- Fight as a last resort, and only when your life is in imminent danger.
- Attempt to incapacitate the assailant.
- Act quickly and with as much physical aggression as possible.
- Improvise weapons or throw items at the assailant.
- Commit to your actions... your life depends on it.

South Pinellas County Evacuation Zones



RESPONSIBILITIES

City Disaster Committee:

The Department Heads of the City of South Pasadena shall serve as the Disaster Committee. The Disaster Committee is charged with reviewing and recommending updates to the *Emergency Action Guide* and carrying out the emergency duties as described in the guide.

City Commission:

Formulates policy for conducting emergency operations and adoption of the necessary ordinances and resolutions to implement the plan.

All Department Heads:

Notify the Fire Chief/Incident Commander of any situation that threatens the public. Furnish their home telephone numbers and that of their alternates to the Fire Chief/Incident Commander and maintain a list of home telephone numbers of all personnel for notification to report for duty, if required, during disaster operations. Maintain a resource list for equipment, supplies and personnel that may be needed during disaster operations. Upon activation, report to the Emergency Operations Center (EOC). Maintain accurate records of all personnel, supplies, and equipment used in disaster operations.

All Departments – General Responsibilities:

Personnel will report for duty during disaster operations as directed by the Department Head. Personnel will be recalled to duty based upon the type and severity of the emergency. During a Hurricane Watch, all personnel will make themselves available for duty. Personnel will be permitted to make arrangements for the safety of their families prior to reporting for duty. Any personnel not advised otherwise shall automatically report for duty upon issuance for a Hurricane Warning.

Certain non-emergency response staff will be sent home to safety. This will be at the sole discretion of the Incident Commander.

All departments will identify designated items for removal; assist in the coordination of removal and loading of designated items to be transferred to a safe area; store small items in a waterproof container and put these containers in a designated safe area.

Documentation:

Upon activation of the EOC, all Departments shall begin to fully document all activities related to the disaster, including, but not limited to, personnel assigned, time involved, supplies and equipment used and any outside assistance used. Personnel costs include all regular and overtime hours and benefits paid during the disaster operation.

When and if a disaster declaration is made, costs related to the operation may be eligible for full or partial reimbursement by the Federal Emergency Management Agency (FEMA) and State of Florida Department of Community Affairs. To achieve

successful reimbursement results, providers need to document all expenses using the standardized forms.

Fire Chief/Incident Commander:

Must notify Commissioners and Department Heads of disaster situation. Maintains communications with Pinellas County Emergency Management and provides information for Commissioners and Department Heads. Serves as Incident Commander during a State of Local Emergency and represents the City and the Fire District on the Pinellas County Response Operations Coordination (ROC) Group. Provides updated information to maintain a current and workable plan for emergency operations of the City of South Pasadena. Coordinates Initial Damage Assessment (Windshield Survey) following a disaster.

Deputy Fire Chief:

Normally, the Deputy Fire Chief (DC) oversees the operational aspects of storm preparation activities and assists the Fire Chief as appropriate. When the Fire Chief is unavailable, the DC fulfills the duties of the Fire Chief as Incident Commander.

Fire Department:

Respond to fire and emergency medical calls, hazardous material incidents, accidents, tornado touch-downs, explosions, flooding or any hazardous conditions that result, or may result, in injury or loss of life or damage to property. Assist in public notification of evacuation order and assist invalids and disabled persons to safety. Establish command post for Fire Department coordination and communications during major disasters. Conduct "Size-Up" immediately after damage event as soon as conditions permit.

Pinellas County Sheriff's Office:

Provide law enforcement, traffic and crowd control, restrict access and provide security to designated disaster area(s). Assist in public notification of evacuation order and establish traffic control points to aid in orderly evacuation and return of evacuees.

Finance Department:

Ensure that Incident Commander and City Disaster Committee have the purchasing ability for emergency acquisition of necessary equipment and supplies for disaster operations. In the event of an emergency, the provisions of Ordinance 2024-09 will be invoked, which authorizes the waiver of the City's previous policy that limited the Incident Commander's spending limit of \$50,000. To accommodate the City's emergency spending needs, the Finance Department will temporarily increase the Incident Commander and City Disaster Committee's credit card spending limits and acquire \$20,000 cash prior to June 1st each year. The cash for hurricane preparedness will be re-deposited after the conclusion of hurricane season, on or around December 1st. The Finance Department will also ensure that ACH payment capabilities are available through the City's financial institution. The Finance Director is responsible for maintaining necessary login credentials to enable offsite electronic payment capabilities. The Finance Department will oversee the preparation and maintenance of accurate

records for costs incurred during disaster operations, including but not limited to, materials and supplies purchased, payments to service providers, City equipment utilized, employee timesheets and related emergency response activity logs. The Finance Department will communicate the general ledger account coding for staff to account for disaster-related expenditures. Finance personnel will be made available as needed and maintain communications as directed by the EOC.

Community Improvement Department:

Assist in the relocation of items from their department to a safe location. Maintain record of activity and communicate with the EOC. Provide information to the public as directed by the EOC. The Building Official will inspect buildings for structural stability, coordinate the Initial Damage Assessment (IDA) to Include Residential Damage Assessment (IA) and Infrastructure Damage Assessment (PA) according to the Pinellas County Damage Assessment Standard Operating Guide (See Appendices). Following a disaster and based upon the results of the Initial Damage Assessment, Community Improvement may be called upon to coordinate the Joint Preliminary Damage Assessment (JPDA) in conjunction with the Pinellas County Emergency Management to verify initial assessments and to determine whether or not State and Federal assistance is required.

Administration Department:

Provide for safe storage of documents and equipment. Provide for protection of personnel records and documents. Assign personnel to the telephones to provide information to the public as directed by the EOC. Maintain record of activity. Document any requests for assistance and refer them to the EOC.

Public Works Department:

Secure loose equipment that can become a hazard. Assist other departments in relocating documents and equipment to a predetermined safe area or areas. Maintain records of activity. Assist Fire Department in moving necessary equipment to the Alternate EOC. Secure lift stations, and utilities at City Hall and the City Hall Annex. Assist in the evacuation of the City as directed by the EOC. Provide personnel, vehicles and equipment for debris clearance, barricade impassable streets, and secure areas declared dangerous. Identify hazards and report to the EOC. The Public Works Director shall coordinate resources with the Fire Department so that "Size-Up" activities may be completed immediately post disaster as soon as conditions permit.

Damage Assessment:

Damage Assessment is divided into three segments, based on the purpose of the assessment and the severity of the event. All three segments may not be required for every impact. These segments are Size-Up, Initial Damage Assessment (IDA), and Joint Preliminary Damage Assessment (JPDA). All Damage Assessment activity will be conducted in teams of at least two individuals. No Damage Assessment activity will be conducted alone.

- A. Size up – Initial determination of the location and degree of damage, so an appropriate response can be initiated and a determination can be made for

additional DA activities: Size-up also feeds overall Situational Awareness (SA) and Common Operating Picture (COP). The Fire Department is responsible for collecting and reporting Size-Up information as soon as possible when it is safe to do so. Ideally, the Size-Up will be completed within the first 24 hours post impact. The Fire Department will use the Storm Impressions application, on fire vehicle Mobile Data Terminals (MDT's), to assess, collect, and communicate Size-Up information directly to the Pinellas County EOC.

- B. Initial Damage Assessment (IDA) – Separate components that run in parallel, at the same time. Assess Residential Damages (IA) will be used confirm assistance to individuals. Assess Operating Costs/Infrastructure Damages Assessment (PA) will be used to track, assess, capture and report estimates of the cost of emergency (PA Categories A-B) and non-emergency (PA Categories C-G) operating costs and infrastructure damages related to a disaster impact and response. Initial Damage Assessment (IDA) will commence as directed by the Emergency Operations Center (EOC), when areas are safely assessable, and if response and recovery operations allow. The Community Improvement Department will conduct the Initial Damage Assessment utilizing the ESRI Collector application. Initial Damage Assessment (IDA) information will be communicated directly to the Pinellas County Emergency Operations Center (EOC) via the Collector application. Public Works will assist Community Improvement in obtaining safe access to all residential, commercial, and government facilities within the city limits. The City of South Pasadena will coordinate with Community Improvement to update the Initial Damage Assessment Board in WebEOC and the IC (or designee) will communicate and record vital information directly to the Pinellas County EOC. The Finance Department will begin the process of developing a comprehensive report of estimates of the cost of emergency (PA Categories A-B) and non-emergency (PA Categories C-G) operating cost and infrastructure damages related to disaster impact and response. This report will be submitted to the City of South Pasadena EOC for submittal to Pinellas County Emergency management.
- C. Joint Preliminary Damage Assessment (JPDA) - To verify that County-wide damage meets thresholds or other requirements for State and Federal Individual or Public Assistance. When a JPDA is requested by Pinellas County Emergency Management, the City of South Pasadena EOC will coordinate in advance, as appropriate, with Community Improvement to assign members of the IDA teams to accompany FDEM and FEMA

representatives on their visits into the damaged areas as they confirm IDA reporting. JPDA will occur shortly after IDA indicates thresholds may have been met (if applicable), the county has requested a JPDA, and State and Federal teams have arrived. State and Federal teams will complete the appropriate forms with assistance of the County, Municipality, and Agency reporting damage.

CITY OF SOUTH PASADENA

EMPLOYEE REPORTING PROCEDURES DURING DISASTER OPERATIONS

During a Hurricane Watch, all personnel will make themselves available for duty. Personnel will be permitted to make arrangements for the safety of their families and personal property prior to reporting for duty. Personnel should prepare to bring appropriate personal supplies to enable them to effectively perform their duties for at least three days of operations.

Upon issuance of a Hurricane Warning, the Incident Commander will advise Department Heads of any personnel who will be required to report for duty. It will be the responsibility of all City employees to contact their respective Department Heads to find out if they are to return to duty. Personnel will report for duty during disaster operations as directed by the Department Head. Personnel will be recalled to duty based upon the type and severity of the emergency. All personnel advised to report to duty shall be given a specific reporting time.

Personnel will be assigned to duties as outlined in the *Emergency Action Guide* and will not leave their assigned posts unless relieved by the Department Head or by his/her authority.

Certain non-emergency response staff will be sent home to safety prior to the 24-hour notice. This will be at the sole discretion of the Incident Commander.

City personnel who are not required to report to a physical post during a disaster may be assigned remote support roles, where feasible. Employees in these roles should ensure they have access to City systems, remote communication tools, and updated contact information. Department Heads will coordinate remote assignments and provide specific expectations regarding duties, hours of availability, and reporting mechanisms. Remote staff should remain available by phone and email, and check in with their supervisors at assigned intervals or as directed.

HURRICANE PLAN OVERVIEW

It was previously believed that storm surge could be correlated to the hurricane's wind speed; for example, it was thought that a Category 2 Hurricane would have a storm surge of 7 – 12 feet with a wind speed between 96 – 110 mph. But in 2008 "Hurricane Ike made landfall near the north end of Galveston Island as a Category 2 hurricane. Storm surges of 15-20 feet above normal tide levels occurred along the Bolivar Peninsula of Texas and in much of the Galveston Bay area."

It is now understood that "(t)he maximum potential storm surge for a particular location depends on a number of different factors. Storm surge is a very complex phenomenon because it is sensitive to the slightest changes in storm intensity, forward speed, size (radius of maximum winds, or RMW), angle of approach to the coast, central pressure (minimal contribution in comparison to the wind), and the shape and characteristics of coastal features such as bays and estuaries."

Hurricanes are categorized on the Saffir-Simpson Hurricane Wind Scale as follows.

Category	Sustained Winds	Wind Damage	Saffir-Simpson Scale
1	74-95 mph	<p><i>Very dangerous winds will produce some damage:</i> Well-constructed frame homes could have damage to roof, shingles, vinyl siding, gutters. Snapped tree branches. Power outages likely.</p>	
2	96-110 mph	<p><i>Extremely dangerous winds will cause extensive damage:</i> Well-constructed frame homes could sustain major roof and siding damage. Many trees snapped or uprooted. Near-total power loss.</p>	
3 (major)	111-129 mph	<p><i>Devastating damage will occur:</i> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees snapped. Electricity and water unavailable for days to weeks.</p>	
4 (major)	130-156 mph	<p><i>Catastrophic damage will occur:</i> Well-built framed homes can sustain severe damage, including roof structure and some exterior walls. Most trees snapped. Power outages for weeks or months. Most of the area uninhabitable for weeks or months.</p>	
5 (major)	157 mph or higher	<p><i>Catastrophic damage will occur:</i> High percentage of framed homes destroyed, total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks or months. Most of the area uninhabitable for weeks or months.</p>	

In 2017, Hurricane Irma only had wind gusts to Category 1 strength in Pinellas County, yet power was out for several days for many residents. Do not underestimate a hurricane or even a tropical storm.

The evacuation guidelines in Pinellas County are:

- Level A** up to 11 feet above Mean Sea Level & all mobile homes
- Level B** up to 15 feet above Mean Sea Level & all mobile homes
- Level C** up to 20 feet above Mean Sea Level & all mobile homes
- Level D** up to 28 feet above Mean Sea Level & all mobile homes
- Level E** up to 35 feet above Mean Sea Level & all mobile homes

In the *Pinellas County All-Hazard Guide*, the evacuation zone map indicates that all locations in South Pasadena are in the Level A evacuation zone. Evacuation may be implemented when flooding or storm surge is projected to be 4 feet above Mean Sea Level or greater.

ELEVATIONS OF CITY BUILDINGS

CITY HALL – Evacuation Level A (Red)

7047 Sunset Dr. S.

First floor level = 6 feet above MSL

Latitude 27° 27' 21.5994"

Longitude 82° 26' 38.4"

FIRE STATION – Evacuation Level A (Red)

1477 Pasadena Ave. S.

Street (Pasadena) = 5 feet 2 inches above MSL

Engine room floor = 12 feet 0 inches above MSL

Living Area = 12 feet 0 inches above MSL

Latitude 27°45'15.18"

Longitude 82°44'17.85"

CITY HALL ANNEX – Evacuation Level A (Red)

6940 Hibiscus Ave. S.

First Floor Level = 6 feet 3 inches above MSL

Latitude 27°45'39"

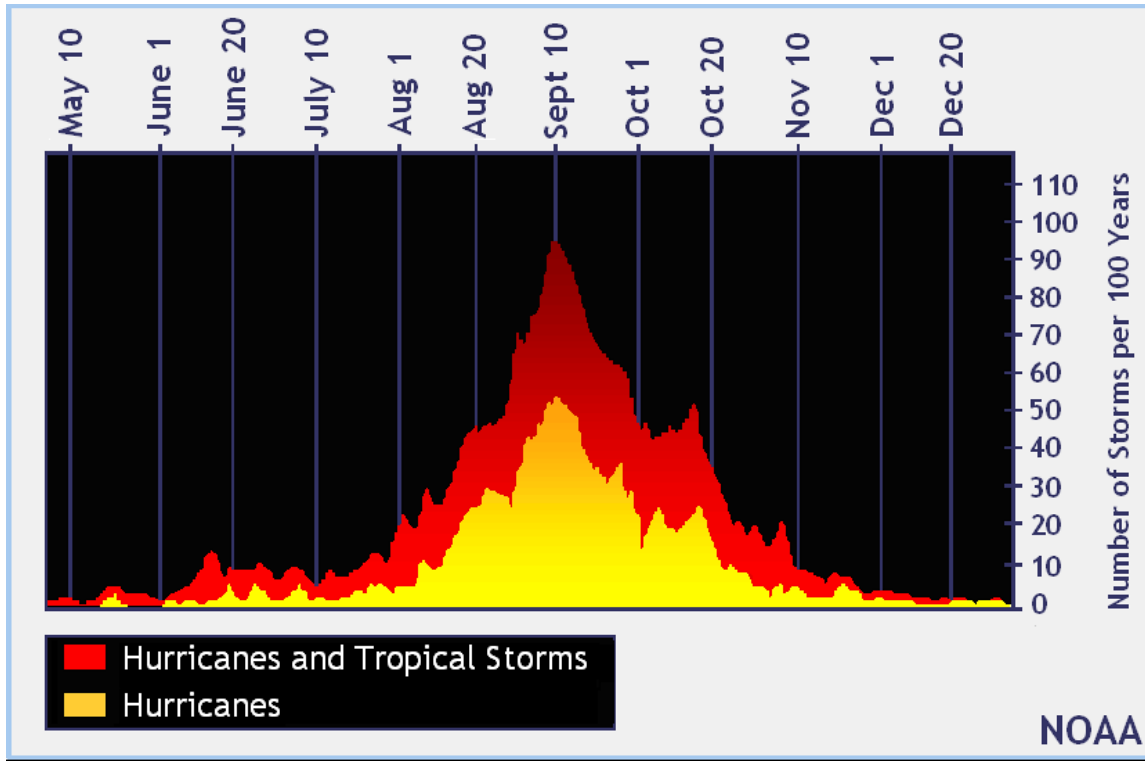
Longitude 82°44'14"

PUBLIC WORKS SHOP – Evacuation Level A (Red)

6967½ Sunset Dr. S.

PREPAREDNESS INFORMATION FOR POTENTIAL LANDFALL

Hurricane Season is June 1st through November 30th – Prepare in advance.



5-Day Cone Alert – Issued when a hurricane is within approximately 5 days at its current speed of affecting the Tampa Bay area, based on the hurricane’s projected path. Due to forecasting limitations, at this stage the predicted path may be off by as much as 220 miles up or down the coast.

3-Day Cone Alert – Issued for a potential threat that a hurricane is within approximately 3 days at its current speed of affecting the Tampa Bay area, based on the hurricane’s projected paths. At this stage the predicted path may be off by as much as 75 miles up or down the coast.

Hurricane Watch – Issued approximately 48 hours to projected landfall.

Hurricane Warning – Issued approximately 36 hours to projected landfall. When possible, evacuation recommendations are made prior to issuing of Hurricane Warning status for Pinellas County. At this stage the predicted path may be off by as much as 42 miles up or down the coast.

Landfall Imminent – 12 hours or less to projected landfall.

Landfall – Technically, landfall is when the eye of the storm comes ashore. For practical purposes, landfall can be regarded as the time when sustained winds of 50 mph or greater are achieved, as this is when it becomes unsafe to operate emergency response vehicles.

Recovery – The period after the storm has passed until normalcy is restored is the recovery period. The early phase of the recovery period involves restricted access, even for the residents of the affected areas. In the early phases of recovery, even after re-entry has begun, restrictions on freedom of movement and curfews are likely to be in effect.

Restricted Re-Entry – Immediately following a storm, the affected areas must be assessed to determine if there are any health and safety issues that must be resolved before the usual occupants of the area may return, including residents. Debris must be cleared so that streets are passable, the functionality of plumbing and water systems must be established, level of damage to buildings and whether they are safe to re-occupy must be determined, etc. Sometimes Search & Rescue operations must be conducted, along with treatment of the injured.

Re-Entry – When any extraordinary health and safety issues have been resolved, re-entry may be authorized. The Sheriff is the sole authority to authorize re-entry into evacuated areas of the county. The Sheriff will coordinate re-entry with local officials. Re-entry will not be attempted during darkness.

Mitigation – Once the recovery phase has ended, a municipal re-development task force is assembled to work with the county Local Mitigation Strategy Workgroup to review the incident and the effectiveness of the plan, and update the plan as needed.

HURRICANE ALERT LEVELS and CITY OPERATIONAL ACTIONS

The City of South Pasadena aligns hurricane preparedness and response activities with guidance from the National Hurricane Center, Pinellas County Emergency Management, and the Pinellas County Comprehensive Emergency Management Plan (CEMP).

Operational posture will escalate based on forecasted threat conditions and County EOC activation levels.

◇ 5-Day Cone (Monitoring Phase)

When Pinellas County falls within the National Hurricane Center 5-Day Forecast Cone:

- The City EOC will activate in the Monitoring Mode.
- Department Heads will review hurricane readiness checklists.
- Fuel levels, communications equipment, and generator readiness will be verified.
- All employees should review personal preparedness plans.
- The Fire Chief will maintain situational awareness through County briefings.

◇ 3-Day Cone (Enhanced Readiness Phase)

When Pinellas County falls within the 3-Day Forecast Cone:

- Department Heads shall verify staffing availability.

- Equipment relocation lists shall be reviewed.
- Special Needs Evacuation lists shall be confirmed.
- Public messaging emphasizing early voluntary evacuation will begin.

GENERAL DEPARTMENT RESPONSIBILITIES

Each department in the city should review the City's Emergency Action Plan and their particular responsibilities. Staff should be briefed on responsibilities, and emergency procedures reviewed and supplies inventoried for par levels. Review communications plan and confirm status of employees' readiness.

HURRICANE WATCH (Approx. 48 Hrs. to Projected Landfall)

- The City EOC will enter **Partial Activation**.
- Fuel tanks shall be topped off.
- City properties shall be secured.
- Non-essential heavy trimming should already have been completed prior to season.
- Personnel shall prepare homes and families for potential extended duty.
- Early voluntary evacuation is strongly encouraged due to anticipated congestion on Pasadena Avenue from St. Pete Beach evacuation traffic.

DEPARTMENT RESPONSIBILITIES

Fire Department:

- Notify Mayor/Commission and Department Heads.
- Notify members of department.
- Notify Community contacts.
- Notify hospital and nursing homes.
- Make sure there is diesel and unleaded fuel in the tanks. Fuel all vehicles.
- Check EOC supplies.
- Verify what equipment is to be relocated.
- Relieve on-duty shift to prepare home and family, if necessary.

Public Works Department:

- Fuel all vehicles.
- Check City property for loose debris that may cause damage in high winds.
- Notify employees.
- Verify equipment to be relocated.
- Check EOC supplies.

Community Improvement Department:

- Fuel vehicles.
- Prepare to secure important documents.
- Notify employees.
- Verify equipment to be relocated.
- Check EOC kit.

Finance Department:

- Prepare to secure important documents.
- Notify employees.
- Verify equipment to be relocated.
- Check EOC supplies.

Administration Department:

- Prepare to secure important documents.
- Notify employees.

- Verify equipment to be relocated.
- Check EOC supplies.

Note: All heavy tree trimming and dead branch removal should be completed each year prior to hurricane season, which starts June 1st.

HURRICANE WARNING CONDITIONS (Approx. 36 Hrs. to Projected Landfall)

- The City EOC will enter **Full Activation**.
- Mandatory evacuation orders may be issued by the County.
- All City employees must contact their Department Head for reporting instructions.
- Fire Department will:
 - Activate call-back roster
 - Confirm Special Needs notifications
 - Coordinate bus staging
 - Establish operational briefing schedule

If Level A evacuation is ordered, South Pasadena will prepare to relocate to the Secondary EOC (Pasadena Community Church) to ensure unified operations with Treasure Island and St. Pete Beach.

If Pinellas County issues a **Level A Evacuation Order**, the following actions shall occur:

- Fire Station 20 shall be closed and evacuated.
- All personnel shall relocate to the designated Secondary EOC / Operating Location.
- Apparatus shall be relocated in accordance with pre-storm relocation procedures.
- Station 20 shall not remain staffed during Level A evacuation conditions.
- Emergency response operations will continue from the designated alternate operating location as conditions permit.

The decision to relocate shall align with County evacuation orders and shall not require additional local approval once Level A has been issued.

DEPARTMENT RESPONSIBILITIES

Fire Department:

- Activate EOC at fire station.
- Notify Mayor/Commission and Department Heads.
- Activate call back list for full or partial activation.
- Call an Officer's Meeting to assign details, establish relief shifts, eating and sleeping schedules.
- Call persons on special needs list.

- Coordinate opening of Alternate EOC with Treasure Island and St. Pete Beach.
- Notify Community contacts of time of evacuation order and when buses are scheduled to arrive.
- Dispatch personnel to notify citizens to evacuate when order is issued.
- Make necessary arrangements to supply food for EOC.
- Maintain normal emergency operations as long as weather permits.
- Maintain a detailed log and document all activities on Employee Activity Log
- And Unit Activity Log (Forms included in Appendix).
- Prepare fire station for evacuation (secure utilities, etc.).
- Evacuate all equipment and personnel to the appropriate Alternate EOC.

Public Works Department:

- Recall necessary personnel.
- Report to EOC for instructions.
- Move all City vehicles not being utilized to the appropriate Alternate EOC.
- Assist City Hall in securing tagged equipment.
- Assist in setting up and staffing Alternate EOC.
- Relocate items at Public Works.
- Secure City Hall and Public Works.
- Secure lift stations.
- Report and document all activities on Employee Activity Log and Unit
- Activity Log (Forms included in Appendix).
- Assist as needed in the evacuation.
- Assist with Initial Damage Assessment after the storm.

Community Improvement Department:

- Recall necessary personnel.
- Report to EOC for instructions.
- Assist in moving equipment.
- Prepare to answer telephones and advise public as directed by the EOC.
- Document and record all activity on Employee Activity Log and Unit Activity Log (Forms included in Appendix).
- Perform damage assessment after the storm.

Finance Department:

- Recall necessary personnel.
- Report to EOC for instructions.
- Assist in moving items.
- Answer phones and provide information to the public as directed by the EOC.
- Document and record all activity on Employee Activity Log and Unit Activity Log (Forms included in Appendix).

- Start necessary record keeping ensuring accuracy and uniformity.

Administration Department:

- Recall necessary personnel.
- Report to EOC for instructions.
- Assist in moving items.
- Answer phones and provide information to the public as directed by the EOC.
- Record and document all activity on Employee Activity Log and Unit Activity Log (Forms included in Appendix).
- Communicate with the EOC and coordinate assignments and relief for City Hall employees.

Response Suspension Threshold

For responder safety during hurricane or severe weather events, emergency response operations shall be governed by sustained wind speed and floodwater depth thresholds. Wind speeds shall be monitored through National Weather Service data, Pinellas County EOC briefings, and reliable real-time weather platforms. Water depth conditions shall be assessed visually, through field reports, and through real-time situational awareness prior to apparatus deployment.

These thresholds are intended to protect personnel while preserving life safety response capability when conditions permit.

WIND-BASED RESPONSE THRESHOLDS

- ◇ Sustained Wind Speeds Greater Than 35 MPH
 - No use of aerial devices or extension ladders.
 - No roof operations.
 - Type 2 ambulances shall be placed out of service for response.
 - Units may continue standard response operations consistent with safety conditions.
- ◇ Sustained Wind Speeds Less Than 50 MPH
 - Normal response operations may continue for fire apparatus, medic units, fire-based transport units, and Type 3 ambulances.
 - Command shall continue monitoring for rapid condition changes.
- ◇ Sustained Wind Speeds Between 50 MPH and 75 MPH
 - The Incident Commander (IC) for each agency shall make “Go / No-Go” decisions based on current conditions and available intelligence.
 - The IC shall evaluate risk versus benefit and may limit responses to:
 - Imminent life safety emergencies
 - Catastrophic property loss
 - Conflagration potential

- Other criteria deemed appropriate by the IC
 - Authorized responses during this range shall be limited to fire apparatus.
 - If not already activated, Pinellas County Communications shall place the system into Condition 6 by one or more regions as appropriate.
- ◇ Sustained Wind Speeds Greater Than 75 MPH
 - No emergency responses shall occur.
 - All units shall be placed out of service and secured.
 - Personnel shall shelter in place until conditions improve.

FLOODWATER RESPONSE THRESHOLDS

In addition to wind speed considerations, roadway flooding conditions shall govern apparatus deployment.

- ◇ Standing Water Less Than 6 Inches
(Caution Phase)
 - Standard fire apparatus may operate with caution.
 - Personnel shall assess for submerged debris, washout, and unstable roadway conditions.
- ◇ Standing Water Between 6 and 12 Inches
(Restricted Apparatus Phase)
 - Type 2 and Type 3 ambulances shall not operate in standing water exceeding 6 inches.
 - Fire apparatus deployment shall be at the discretion of the IC.
 - The High-Water Vehicle (HWV) shall be considered the preferred response platform.
- ◇ Standing Water Greater Than 12 Inches or Any Moving Water
(High-Water Deployment Phase)
 - Standard fire apparatus shall not enter.
 - HWV deployment is required.
 - The IC shall evaluate current, debris, roadway stability, and erosion risk prior to deployment.
 - No vehicle shall enter moving water across a roadway.
- ◇ Marine Operations – Sustained Winds \geq 30 MPH
 - The IC shall evaluate risk versus benefit for Light Marine (LM20) deployment.
 - Marine operations may be halted when sustained winds exceed 30 MPH, sea state becomes unsafe, or lightning presents a hazard, unless an immediate life safety threat exists.
- ◇ Units Already Committed to an Incident
If sustained winds increase or floodwater depth rises while units are operating:
 - Above 50 MPH winds or water exceeding 6 inches: Units shall complete only essential actions required to ensure scene safety and shall then

- return to the nearest secured fire station or approved refuge location.
- Above 75 MPH winds or water exceeding 12 inches / moving water present: Units shall immediately contact their Incident Commander for direction regarding:
 - Immediate shelter-in-place, or
 - Relocation to the nearest secured fire station or refuge facility.
- ◇ Operational Safeguards
 - No personnel shall respond alone during severe weather events.
 - Command staff shall maintain continuous situational awareness through County EOC and National Weather Service updates.
 - Re-entry and resumption of operations shall occur when:
 - Sustained winds drop below 45 MPH
 - Roadways are passable and free of hazardous water depth
 - The IC authorizes redeployment

Hurricane Wind & Water Response Matrix

Condition	Operational Status	Apparatus	HWV	LM20	Response Level
< 35 MPH / < 6" water	Normal	Yes	As Needed	As Needed	Full Response
> 35 MPH	Modified	Restricted	Yes	Evaluate	Full Response
6–12" water	Restricted	Limited	Preferred	As Needed	Limited
50–75 MPH	Limited	IC Discretion	Yes	Evaluate	Life Safety Only
> 12" water	Flood Ops	No	Required	As Needed	Flood Mode
≥ 75 MPH	Suspended	No	No	No	No Response

Post-Impact Operations

Immediately following passage of the storm:

- Fire Department will conduct Size-Up using Storm Impressions MDT platform.
- Initial Damage Assessment (IDA) will begin as directed by the EOC.
- Public Works will initiate debris clearance of primary access routes.
- Access restrictions and re-entry procedures will be coordinated with the Sheriff’s Office.

The goal is to complete initial situational awareness reporting within 24 hours post-impact, conditions permitting.

◇ 2024 Storm Season After-Action Highlights

(Executive Summary – Hurricanes Helene & Milton)

The 2024 Atlantic Hurricane Season presented significant operational and administrative challenges for the City of South Pasadena, including impacts from Hurricanes Helene and Milton. The following highlights summarize key lessons learned and procedural improvements implemented for the 2026 season.

Operational Performance

Fire Station 20 Resiliency

Station 20 performed as designed during wind and surge exposure. Structural integrity, generator capability, and continuity of communication were maintained. The facility's elevation and hardening investments directly supported operational continuity.

Interagency Coordination

Coordination with Pinellas County Emergency Management and regional partners functioned effectively under Unified Command. Automatic Aid agreements and 800 MHz communications systems remained operational throughout activation periods.

Special Needs Evacuation Coordination

Annual call-down procedures and early evacuation messaging reduced last-minute congestion and improved transportation efficiency.

Administrative & Recovery Improvements

FEMA Documentation & Cost Recovery

Storm recovery reinforced the importance of immediate and structured documentation. For 2026, FEMA cost tracking, force account labor documentation, and equipment usage logs will begin at EOC partial activation rather than post-impact. Centralized digital storage and standardized forms have been implemented.

Emergency Procurement

HVAC and facility repairs required expedited procurement. Emergency vendor identification and justification templates are now pre-established to support compliance with non-competitive procurement requirements when necessary.

Damage Assessment Workflow

The Initial Damage Assessment (IDA) process has been revised to clarify departmental responsibilities and require geo-tagged photographic documentation. The target for initial situational reporting is within 24 hours post-impact, conditions permitting.

Debris Coordination

Debris prioritization mapping and early coordination with County debris monitoring contractors have been incorporated to improve clearance efficiency and reimbursement eligibility.

Operational Doctrine Updates for 2026

Based on 2024 storm conditions, the following updates have been integrated into this Guide:

- Formalized wind-based response suspension thresholds
- Added floodwater depth deployment criteria
- Integrated High-Water Vehicle and Light Marine operational parameters
- Clarified Station 20 closure and relocation procedures during Level A evacuation
- Established earlier activation of documentation protocols

2026 Readiness Posture

The City enters the 2026 hurricane season with strengthened operational clarity, enhanced documentation discipline, and improved recovery coordination. Lessons learned from Hurricanes Helene and Milton have been incorporated into this Emergency Action Guide to improve responder safety, continuity of operations, and financial recovery.

EMERGENCY OPERATION CENTER (EOC)

An EOC is the location where an organization comes together during an emergency to coordinate response and recovery actions and resources. It is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated.

The EOC serves as the coordination and control point for activities in response to the disaster. The organization of the EOC may be adjusted to reflect the nature of the disaster, and the changes to the management structure for a specific hazard or event.

Managing response and recovery operations involves a tremendous amount of information. The EOC's job is to collect this information and to manage and control event information and response activities. Typically, the information flow will look something like this:

1. Incident occurs
2. Notification sent to staff
3. Status evaluated by EOC managers
4. EOC activated, Incident Log opened
5. SOGs implemented using checklists
6. Tasks assigned according to plan
7. Resource allocation (tracked in log)
8. Task performance (tracked in log)
9. Status briefings and updates issued at regular intervals

The EOC is structured using National Incident Management System (NIMS) concepts and traditional Emergency Support Functions (ESFs) as outlined in the National Response Plan, the Florida CEMP, and the Pinellas County CEMP.

In the case of an approaching hurricane, there will be three levels of EOC activation: Monitoring Activation, Partial Activation and Full Activation.

When a Hurricane Alert is issued, the EOC may be activated in Monitoring Mode.

When a Hurricane Watch is issued, the EOC may be Partially Activated.

When a Hurricane Warning is issued, the EOC may be Fully Activated.

To provide for effective coordination between the City Commission, Department

Heads and the news media prior to full activation of the EOC, an EOC Sub Center will be established in the following areas:

Commission Chambers - For use by the Mayor and Commissioners for formulation of policy for conducting emergency operations.

Second Floor Conference Room - Operation room for use by the City Department Heads for coordination and direction of emergency.

Administration – For personnel assigned to answer phones and provide authorized information to citizens.

EOC Activation:

In case of a natural disaster or peacetime emergency affecting the City, the EOC will be activated by the Fire Chief/Incident Commander. Pinellas County Emergency Management will be notified by the Fire Chief/Incident Commander upon activation of the EOC.

The primary Emergency Operation Center will be used as long as possible. When evacuation of the primary EOC is required, all operations will be moved to the Alternate EOC.

EOC Staffing:

Response levels within Pinellas County will be established by the Pinellas County Director of Emergency Management based on information from the National Hurricane Center. Upon activation of the County EOC, response levels will be established by the County EOC/Executive Policy Group. In coordination with County action, the City EOC will be activated by the Incident Commander based upon the conditions threatening the City of South Pasadena.

Upon activation of the EOC, all Department Heads will be notified when to report to the EOC, whom to report to and in what area.

Monitoring Mode – Confirm status of projected event, communications within the department and City staff, and responsibilities as the event unfolds. Prepare EOC area(s) for staffing.

Partial Activation – City Disaster Committee will meet at the identified location to determine staffing level for partial activation. If City Hall has not yet been evacuated, EOC sub-centers may be used.

Full Activation – City Disaster Committee will meet at the identified location to determine staffing level for full activation. If an evacuation order has been given, St. Pete Beach and Treasure Island will be relocating to the secondary EOC at Pasadena Community Church. Even if only a level A evacuation has been ordered, South Pasadena will relocate to the secondary EOC to facilitate operations among the three cities.

Location of Primary EOC:

Fire Station 20
1477 Pasadena Ave. So.
South Pasadena, FL 33707
(727) 344-1666 Fax (727) 381-4324

Latitude 27°45'15.18" N
Longitude 82°44'17.85" W
Evacuation Zone: A

Location of Secondary EOC:

Pasadena Community Church
Life Enrichment Center
227 70th Street S
St. Petersburg, FL 33707
(727) 381-2499 Fax (727) 343-7743

Latitude 27° 46' 4.08" N
Longitude 82° 44' 7.512" W
Evacuation Zone: C

Location of Tertiary EOC:

St. Petersburg College
Midtown Center
1300 22nd Street S
St. Petersburg, FL 33712
(727) 341-7156 Fax (727) 444-6881

Latitude 27° 47' 28.00" N
Longitude 82° 39' 46.00" W
Evacuation Zone: Non-Evac

In emergencies that take place with little or no warning, such as tornadoes, preparation activities will begin immediately upon notification that the decision has been made to activate the EOC.

EOC Communications:

The Fire Chief/Incident Commander will maintain communications with Pinellas County Emergency Management via the Pinellas County 800 MHz SmartZone trunked radio system (the Fire/EMS dispatch system), channel EOC, "A" (zone E, position 5).

Communications at the EOC will be handled face-to-face, or with runners.

Incoming communications to the EOC from the public will be through normal channels such as landline telephone, cellular telephone, fax machine, or email, as long as they are available.

Communications between EOC staff and City staff will be through normal channels when they are available.

Portable Radios:

Portable radios and chargers will be assigned to the Fire Department, Community Improvement and Public Works for communications with the EOC and between Departments. As the telephone system will probably be tied up with incoming calls, portable radios will be the primary means of communication. If it becomes necessary to move to the Alternate EOC, all radios and chargers will be brought to that location.

Fax Machine:

For events which do not require evacuation, fax machines should be left in the "receive" mode for receipt of updated storm and operational conditions from the Pinellas County EOC.

	<u>Phone Numbers</u>	<u>Fax Numbers</u>
City Hall	727-347-4171 727-347-4172 727-345-7268	727-345-0518
Community Improvement	727-343-4192	727-381-4819
Public Works	727-384-0701 727-345-8242 727-347-3646 (shop)	727-347-4254
Fire Department	727-344-1666 727-344-1667 727-343-3769 (unlisted)	727-381-4324

Cell Phones

Fire Chief	727-420-8120	Bldg. Official	727-542-4280
Deputy Chief	727-420-3025	Code Enforcement	Not in Use
Truck 20	727-420-3573	Public Works Dir.	727-580-0472
Rescue 20	727-386-2969	Works Asst. Dir.	727-580-3001
City Admin/Clerk	727-580-0222	Public Main. Supervisor	727-580-0508

EMERGENCY STAFFING BY DEPARTMENT

During an emergency and the recovery period which follows, City staff assigned to work should report to their normal work locations, when possible, unless directed otherwise. If this is not possible, they will be advised by their respective Department Heads where to report for work.

Emergency staffing levels will be determined on a situation-by-situation basis by the Incident Commander in consultation with the City Disaster Committee. The chart below indicates minimum staffing capabilities for reference.

DEPARTMENT	POTENTIAL STAFF	MONITORING	PARTIAL ACTIVATION	FULL ACTIVATION	TERTIARY EOC
<i>ADMINISTRATION</i>	5	0	1	2	0
<i>FINANCE</i>	3	0	0	2	0
<i>PUBLIC WORKS</i>	9	0	4	8	0
<i>COMMUNITY IMPROVEMENT</i>	6	0	1	2	0
<i>FIRE DEPARTMENT</i>	21	2	14	21	14
<i>PCSO</i>	2	0	0	2	0

All personnel are requested to have a personal evacuation plan in place and, prior to activating the secondary EOC, non-essential personnel will be released to go to safety. They are requested to leave phone numbers so that they can be contacted during and after the event.

ALTERNATE EOC OPERATIONS

This section also adopted by Treasure Island and St. Pete Beach

Location: Pasadena Community Church 112 70th Street South St. Petersburg Florida 33707 Latitude 27° 46' 6.492" N Longitude 82° 44' 2.508" W	Life Enrichment Center 227 70 th Street South St. Petersburg, Florida 33707 Latitude 27° 46' 4.08" N Longitude 82° 44' 7.512" W
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The purpose of the alternate EOC is to provide an area to conduct emergency operations when it is no longer possible to use the Primary EOC. In most cases, the alternate EOC would only be activated when a hurricane or severe flooding conditions affect our City.

The alternate EOC is being shared per mutual agreement by the cities of South Pasadena, Treasure Island and St. Pete Beach. When any one of the Cities activates the alternate EOC, the other two Cities, Pinellas County Emergency Management and the County 911 Dispatch Centers will be notified.

ID badges will be issued to all authorized persons in the alternate EOC to distinguish them from members of the public who may be trying to use the alternate EOC as a shelter. Any members of the public showing up at the alternate EOC will be staged in a common area and as soon as transportation can be arranged, they will be transported to a public shelter.

ASSIGNED AREAS: To provide for effective coordination of operations in the alternate EOC, areas are assigned for the following uses:

1. **ADMINISTRATION** - Each City will be assigned an area for use by the elected and administrative staff for after the storm or event for their operational decision-making.
2. **COMMUNICATIONS** - A room has been designated to be used for emergency communications. Police and Fire emergency calls will be received from the County 911 Dispatch Centers. The following channels will be monitored:
 - Pinellas County Emergency Communications Dispatch (A-Alpha)
 - Assigned tactical channel(s)
 - Administrative/hailing channel (A-Kilo)
 - Low priority sub-fleet (C-India)
 - Pinellas County Emergency Management - 800 MHz (EOC, "A")
 - Police / Sheriff - local frequencies (Zone E / Echo & Foxtrot ns)

Cell phones will be available for additional communications.

When fully activated, Police Department dispatchers from the city of Treasure Island will be assigned to radio duties.

For administrative matters or communications necessary for intercity operations, other radios may be made available so as not to interfere with emergency communications. Each city will assign one member to the communications room to deliver call assignments to the Dispatch Officer.

To maintain updated weather information, a portable color television set will be provided by the Treasure Island Fire Department and be assigned to the communications room. All cities are encouraged to bring a battery-operated television set to the alternate EOC to provide weather information and entertainment for standby personnel throughout the alternate EOC.

3. **FIRE CHIEFS** - Have been assigned an area for use in coordination of emergency activities.
4. **POLICE & FIRE** - For standby of on-call emergency crews awaiting assignment. Supervisory personnel will be responsible for the following:
 - dispatch assignments
 - log maintenance, including type of call, equipment and names of personnel responding
 - meal assignments
 - rotation of rescues assigned to shelters
 - maintaining equipment availability list
 - rotation of on-call crews

A Dispatch Assignment Board will be maintained by the Dispatch Officer. Once the alternate EOC is fully operational, the Dispatch Officer may have the authority to dispatch the equipment of any city to emergency calls.

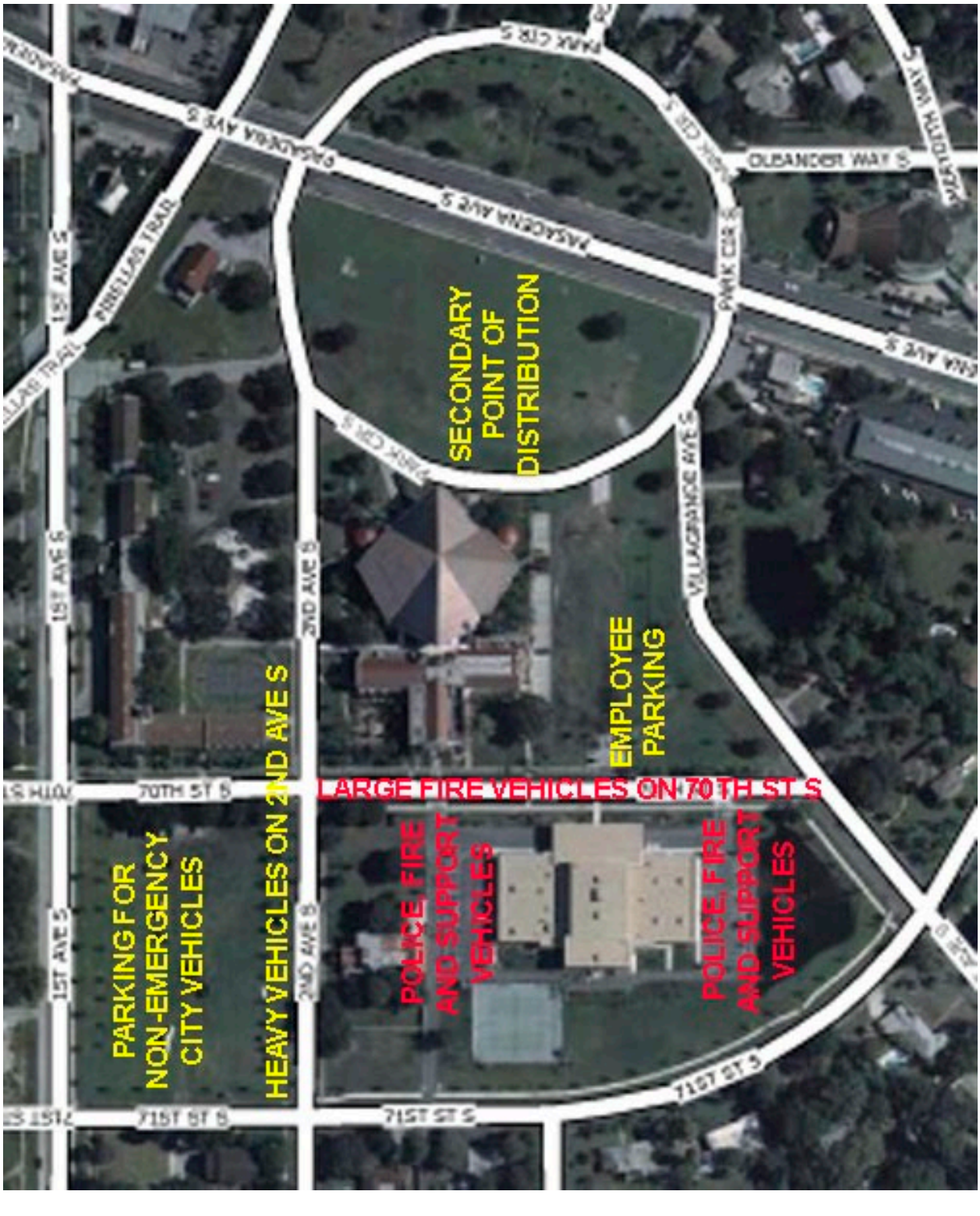
5. **OTHER CITY EMPLOYEES** - (Public Works, Maintenance, etc.) - Those cities requiring other city employees to be present at the alternate EOC will provide the necessary supervision to assign and relieve these employees to perform such duties necessary for effective EOC operations (meals, cleaning, etc.).
6. **FAMILY AREAS** – Family members are not allowed to utilize the alternate EOC as a hurricane shelter. Employees must ensure that family members have a disaster plan and disaster supplies in place prior to activation of the alternate EOC. Evacuation recommendations and sheltering options from Pinellas County Emergency Management may be found at: <http://www.pinellascounty.org/emergency/guide/6-Stay-or-Go-Options.pdf>

7. **FEEDING** - When fully activated, Recreation Department personnel from the cities of St. Pete Beach and Treasure Island will be responsible for the coordination, procurement and scheduling of meals and cleanup operations for the EOC. Each city will assign at least five non-emergency personnel to assist. For the City of South Pasadena, Commission and Administrative personnel will assist.

If needed, the Red Cross will supply food for the EOC after the initial 24-hour period if roads are accessible and passable. Requests should be directed through the Red Cross representative at the County EOC.

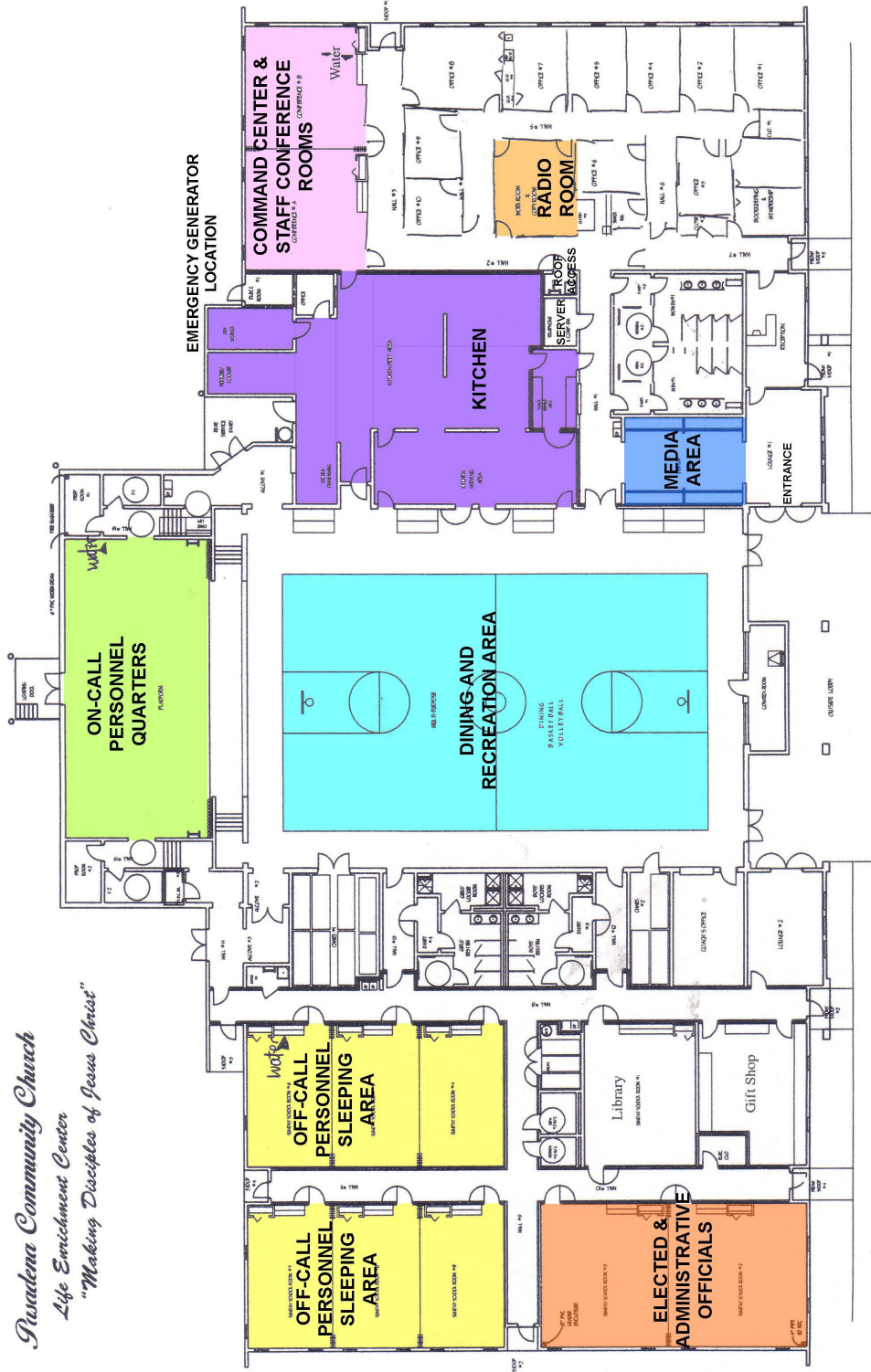
8. **SMOKING** - Smoking will *not* be permitted inside the alternate EOC. Smoking will be permitted in designated outdoor areas only.
9. **EMERGENCY POWER** - The Life Enrichment Center building at Pasadena Community Church has been outfitted with an electrical transfer switch that enables the entire building to be powered by a portable generator of sufficient size. Treasure Island will provide their 100-kW portable generator for this purpose.

St. Pete Beach has made arrangements with their fuel vendor, McMullen Oil Company Inc. (11965 49th Street N, Clearwater, FL 33762), to provide two 500-gallon portable tanks of on-road-grade diesel fuel and a manual fuel pump to be delivered to the Life Enrichment Center building. This fuel is to be used for powering the portable generator and to fuel emergency response and public works vehicles in the immediate aftermath of a storm. To meet this agreement, McMullen Oil Company Inc. needs 72 hours' notice prior to delivery.



SECONDARY EMERGENCY OPERATIONS CENTER SOUTH PASADENA, ST. PETE BEACH & TREASURE ISLAND

Pasadena Community Church
Life Enrichment Center
"Making Disciples of Jesus Christ"



227 70TH STREET SOUTH
ST. PETERSBURG

EOC SUPPLY CHECK LIST

An EOC kit consists of items which Department Heads feel would be necessary for effective operations at the Alternate EOC.

In May of each year, Department Heads will review their list and refer any changes to the Fire Chief for inclusion in the Emergency Action Guide.

EOC kits for each Department are listed below.

FIRE DEPARTMENT **EOC SUPPLY CHECKLIST**

Information:

- _____ City maps/grid maps
- _____ Hurricane tracking chart
- _____ City Emergency Action Guide
- _____ Pinellas County CEMP
- _____ Florida Field Operations Guide (All Hazard Guide)
- _____ Resource Typing List -- heavy equipment, supplies
- _____ Florida Fire Chiefs' Disaster Response Plan
- _____ Damage Assessment SOG
- _____ Forms
- _____ State Mutual Aid Plan

Communications:

- _____ Multi-plug outlet
- _____ Fire Department portable radios and chargers
- _____ Television
- _____ Cell telephones with charger and extra batteries
- _____ Fax machine on "receive" mode

Miscellaneous:

- _____ Message pads/pencils
- _____ Grease pencils/markers
- _____ Battery operated lights
- _____ Emergency power generator/extension cords/lights
- _____ Water, coffee, etc.
- _____ Status boards
- _____ Clip boards
- _____ Batteries

PUBLIC WORKS

EOC SUPPLY CHECKLIST

1. Chainsaw
2. Concrete saw and blades
3. Brooms, shovels and rakes
4. Gas blowers
5. Gas and oil - 2 cycle oil
6. Chains and straps and chaps
7. Hand tools
8. Tractor and fuel
9. Flashlights
10. Torch (gas)
11. Power pruning saw
12. Generator (gas)
13. Marking paint
14. Signs and posts
15. Post driver
16. Sign bolts
17. Safety cones
18. Barricades
19. Traffic paint
20. Ice chest
21. Water jugs
22. Gas cans
23. Come-a-Long
24. All-weather gear, i.e., rain suits
25. Hydraulic jack
26. Wheelbarrow
27. 8' stepladder
28. Reciprocating saw
29. Circular saw
30. Hammer drill
31. 3" grinder
32. Cell phones and chargers
33. Battery charger (6V-12V)
34. "Bridge Closed" signs
35. Loppers
36. Safety hats, vests and glasses

FINANCE DEPARTMENT

1. Pens, paper, pencils, stapler, staple remover, tape, scissors
2. Check stock, cash, credit cards
3. Computer backups
4. Vehicle registrations and keys
5. Insurance policies
6. Telephone numbers
7. Laptop computer
8. Bank login tokens
9. Passwords and login credentials
10. FEMA forms

ADMINISTRATION DEPARTMENT

1. Hand held tape recorder, audiotapes
2. Paper, pens, pencils, stapler, staple remover, tape, scissors
3. Batteries
4. Typewriter or laptop computer, computer disks
5. Notary seal, City seal
6. Rolodex
7. Government in the Sunshine Manual
8. Robert's Rules of Order
9. City Code
10. Policy and Procedures Manual
11. Employee Manual
12. Emergency ordinances and resolutions
13. Meeting procedures

COMMUNITY IMPROVEMENT DEPARTMENT

1. Code Book
2. TBRPC Directory
3. Pen, pencil, pad
4. Employee telephone numbers
5. Personal Products, i.e., daily medicine, toothbrush, toothpaste, change of clothes, washcloth, deodorant, etc.
6. Calculator
7. iPad(s)
8. Laptop Computer(s)

Pasadena Community Church Life Enrichment Center – SECONDARY EOC

227 70th Street South
St. Petersburg, FL 33707

Contacts:

Primary:

Anita Marshall
804-3130 (Cell)
381-2499 X220 (Church)

Secondary:

Steve Salvaggio
430-5546 (Cell)
381-2499 X275 (Church)

Senior Pastor:

Rev Dr Mark Holland
381-2499 X212 (Church)

SPC MIDTOWN CENTER – TERTIARY EOC

1300 22nd Street S
St. Petersburg, FL 33712

Contacts:

Primary:

Amanda Benson
341-4501 (Cell)
341-7156 (Work)

Secondary:

Andrew MacPherson
541-591-2351 (Cell)
341-4373 (Work)

Treasure Island Fire Department

180 108th Ave.
Treasure Island, FL 33706

Contact:

Fire Chief William “Trip” Barrs
260-2367 (Cell)

St. Pete Beach Fire Department

7301 Gulf Blvd.
St. Pete Beach, FL 33706

Contact:

Fire Chief Jim Kilpatrick
871-0926 (Cell)

St. Petersburg Fire Department

400 9th Street South
St. Petersburg, FL 33701

Contact:

Fire Chief Keith Watts

893-7694 (work); 893-7935 (fax)

Emergency Management Division Amber Boulding 893-7683 (work)

EVACUATION PROCEDURES

AUTHORITY:

The Governor is empowered to issue an evacuation order. However, in the event the Governor fails to order an evacuation as early as required by local conditions, the Board of County Commissioners may order an evacuation within its physical boundaries. The same is true for the mayor of any municipality in Pinellas County. However, the evacuation order of a higher level of government is binding upon a lower level of government.

LOCAL EVACUATION:

When a local evacuation is ordered by the mayor, the level of evacuation will be determined by the Fire Chief or his/her designee acting as the Incident Commander, based upon the threat to areas included in or adjacent to the disaster site. Citizens will be relocated from the affected areas to Hibiscus Hall. If this temporary shelter is insufficient, or if evacuation will be for more than several hours, the Incident Commander will notify Pinellas County Emergency Management to request opening of shelters.

HURRICANE EVACUATION:

Evacuation will be ordered by the Board of County Commissioners upon recommendation of the Response Operations Coordination Group (ROC). The Incident Commander represents the City on the Response Operations Coordination Group (ROC) to provide information on local conditions affecting the issuance of evacuation orders for South Pasadena. Pinellas County Emergency Management must be notified of the issuance of the evacuation order so that preparation for traffic control and shelters can be made.

EVACUATION ROUTES

LOCAL DISASTER:

During a localized disaster situation, evacuation of the affected area should be determined by the type and extent of the disaster and the best route to safety.

HURRICANE EVACUATION ROUTE:

The evacuation routes for citizens leaving South Pasadena to safe areas, emergency shelters, or inland areas are Pasadena Ave. or Park St. heading north, or Gulfport Blvd. heading east.

TRAFFIC CONTROL:

Traffic control points will be established by the Pinellas County Sheriff's Office and local police agencies during both evacuation and re-entry. Sheriff's Deputies will be stationed at Gulfport Blvd. and Pasadena Ave. and on the Corey Causeway. Once the evacuation order is issued, the traffic on Pasadena Ave. will become

extremely heavy as traffic leaves St. Pete Beach. For this reason, ***we must encourage residents to make their own plans and to leave early.***

INVALIDS OR DISABLED PERSONS:

Those who have notified Pinellas County Emergency Management or the Fire Department of the need for assistance will be contacted when an evacuation is ordered. Assistance with transportation to a shelter will be provided, if needed. The list of citizens requesting assistance with evacuation is updated each year at the beginning of hurricane season. Early evacuation may begin during the Hurricane Watch period. Invalids needing stretcher transport should make arrangements through their care-givers to be transported by private ambulance to a hospital or nursing home that is in a safe area.

When an evacuation is ordered, buses are sent to the Fire Department. Fire Department personnel will be assigned to each bus to assist with the evacuation of citizens who have no other means of transportation. Evacuees will be logged in and transported to an assigned shelter. Portable radios will be assigned to personnel on buses to coordinate with the EOC. Buses will be supplied by the County.

RE-ENTRY FOLLOWING EVACUATION:

Following a disaster situation requiring evacuation, the evacuated area will be secured by the Sheriff's Department in order to prevent unauthorized entry. Traffic control and security checkpoints will be established to restrict re-entry and to check identification of citizens once re-entry has been approved.

Citizens who have self-evacuated should re-enter only *after* the City has been declared safe for re-entry.

Information on re-entry status will be provided to the media for broadcast to the public.

When re-entry is authorized, buses will be assigned to bring back the individuals that were transported to public shelters.