



REGULAR CITY COUNCIL MEETING AGENDA

City Hall Council Chambers

Tony Kennon, Mayor
Jeff Boyd, Chairman Pro-Tem
Annette Mitchel, Council
Jerry Johnson, Council
Jeff Silvers, Council
Joni Blalock, Council

Ford Handley, City Administrator
Renee Eberly, City Clerk
Jamie Logan, City Attorney

- I. Call To Order
- II. Invocation
- III. Pledge Of Allegiance
- IV. Roll Call
- V. Consideration Of Agenda
- VI. Consideration Of Previous Minutes

A. Regular Council Meeting 02/07/2023

Documents:

[2023.02.07 COUNCIL MINUTES.PDF](#)

B. Committee Of The Whole 02/07/2023

Documents:

[2023.02.07 COW MINUTES.PDF](#)

- VII. Reports Of Officers / Committees
- VIII. Auditing Of Accounts

A. Vendor Checks

Documents:

[23.03.08 VENDOR CHECKS.PDF](#)

IX. Presentations

X. Recognitions

XI. Unfinished Business

A. Miscellaneous

1. Approval Of 2021 Audited Financials.

Documents:

[FY2021 FINAL AUDIT REPORT.PDF](#)

B. Resolutions

C. Ordinances

XII. New Business

A. Miscellaneous

1. Approval Of A Special Events Retail Liquor License Application By Wharf Restaurant Group LLC For The "Black And White Night" Event To Be Held On March 24, 2023, At 4671 Wharf Parkway West.

Documents:

[2023.03.01 ABC APPLICATION - BLACK AND WHITE NIGHT.PDF](#)

2. Approval Of A Lounge Retail Liquor Class I License Application By Ata Sanders LLC For Pour Smart Bar, 4851 Wharf Parkway, Suite D124.

Documents:

[2023.03.03 ABC APPLICATION - POUR SMART BAR.PDF](#)

3. Appoint Voting Delegate For The Alabama League Of Municipalities Annual Convention And The Alabama Municipal Insurance Corporation Annual Membership Meeting To Be Held In Birmingham, May 10-13, 2023.

B. Resolutions

1. Resolution Appropriating Funds To Support The Safe Harbor Animal Coalition In The Amount Of \$10,000 For FY2023.

Documents:

[03-07-23 23-XXX APPROPRIATE FUNDS SAFE HARBOR ANIMAL COALITION.PDF](#)

2. Resolution Authorizing Execution Of A Task Order With GeoCon Engineering & Materials Testing, Inc., To Provide A Preliminary Soil Study For A Softball Field

House And Batting Cages At The Sportsplex In An Amount Not To Exceed \$4,705.

Documents:

[03-07-23 23-XXX AUTHORIZE TASK ORDER GEOCON SOFTBALL FIELD HOUSE BATTING CAGES SPORTSPLEX.PDF](#)
[2023.02.17 TASK ORDER GEOCON ENGINEERING SOIL STUDY SOFTBALL FIELD HOUSE BATTING CAGES SPORTSPLEX.PDF](#)

3. Resolution Authorizing Execution Of A Task Order With Sawgrass Consulting, LLC, To Provide Surveying And Civil Design Services For A Softball Field House And Batting Cages At The Sportsplex In An Amount Not To Exceed \$36,200.

Documents:

[03-07-23 23-XXX AUTHORIZE TASK ORDER SAWGRASS SOFTBALL FIELD HOUSE BATTING CAGES.PDF](#)
[2023.02.10 TASK ORDER SAWGRASS CONSULTING SOFTBALL FIELD HOUSE BATTING CAGES SPORTSPLEX.PDF](#)

4. Resolution Authorizing The Purchase Of Furniture For Fire Station No. 3 Through The TIPS Purchasing Cooperative In The Amount Of \$15,233.21.

Documents:

[03-07-23 23-XXX AUTHORIZE PURCHASE FIRE STATION FS3 FURNITURE TIPS.PDF](#)

5. Resolution Declaring Fire Rescue Extrication Equipment Owned By The City Of Orange Beach As Surplus And Unneeded And Authorizing The Donation Of Said Property To The City Of Creola, Alabama.

Documents:

[03-07-23 23-XXX DONATE SURPLUS FIRE EXTRICATION EQUIPMENT CREOLA.PDF](#)

6. Resolution Authorizing The Execution Of A Task Order With Thompson Engineering, Inc., For Structural Analysis And Design Of A New Fire Training Facility In An Amount Not To Exceed \$9,500.

Documents:

[03-07-23 23-XXX AUTHORIZE TASK ORDER THOMPSON ENGINEERING FIRE TRAINING FACILITY FOUNDATION.PDF](#)
[2023.02.06 TASK ORDER THOMPSON ENGINEERING FIRE TRAINING FACILITY FOUNDATION.PDF](#)

7. Resolution Authorizing The Execution Of A Professional Services Agreement With Thompson Engineering, Inc., For Transportation, Traffic, And Other Engineering Services.

Documents:

[03-07-23 23-XXX AUTHORIZE PROFESSIONAL SERVICES AGREEMENT THOMPSON ENGINEERING.PDF](#)
[2023.02.26 PROFESSIONAL SERVICES AGREEMENT THOMPSON ENGINEERING.PDF](#)

8. Resolution Accepting The Statement Of Work From CivicPlus For CivicClerk For Website Agenda Management.

Documents:

[03-07-23 23-XXX ACCEPT STATEMENT OF WORK CIVICPLUS CIVICCLERK WEBSITE.PDF](#)
[2023.02.26 STATEMENT OF WORK CIVICPLUS CIVICCLERK WEBSITE.PDF](#)

9. Resolution Authorizing The Execution Of An Indemnification Agreement With The Alabama Department Of Conservation And Natural Resources For The Beach Renourishment Project.

Documents:

[03-07-23 23-XXX AUTHORIZE INDEMNIFICATION AGREEMENT ADCNR SAND BEACH RENOURISHMENT.PDF](#)
[2023.02.26 INDEMNIFICATION AGREEMENT ADCNR SAND BEACH RENOURISHMENT PROJECT.PDF](#)

10. Resolution Accepting The Donation Of Radios For The Fire Department From The Elberta Volunteer Fire Department.

Documents:

[03-07-23 23-XXX ACCEPT DONATION FIRE RADIOS ELBERTA VFD.PDF](#)

11. Resolution Accepting The Transfer Of A Humvee Vehicle For The Police Department Through The LESO Program.

Documents:

[03-07-23 23-XXX ACCEPT DONATION POLICE HUMVEE LESO ADECA.PDF](#)

12. Resolution Authorizing The Execution Of A Task Order With Olsen Associates, Inc., To Perform Pre-Construction Beach/Borrow Area Survey/Analyses For The Engineered Beach Restoration Project In An Amount Not To Exceed \$50,700.

Documents:

[03-07-23 23-XXX AUTHORIZE TASK ORDER OLSEN ENGINEERED BEACH RESTORATION PROJECT.PDF](#)
[2023.02.14 TASK ORDER OLSEN ASSOCIATES ENGINEERED BEACH RESTORATION.PDF](#)

13. Resolution Authorizing The Execution Of A Letter Of Agreement For The Baldwin County Emergency Operations Plan.

Documents:

[03-07-23 23-XXX AUTHORIZE LETTER OF AGREEMENT BALDWIN COUNTY EMERGENCY OPERATIONS PLAN.PDF](#)
[2023 BALDWIN COUNTY EMERGENCY OPERATIONS PLAN.PDF](#)

14. Resolution Authorizing Payment To The Alabama Department Of Transportation For Extension Of The SR-161 Left Turn Lane In An Amount Not To Exceed \$10,167.

Documents:

[03-07-23 23-XXX AUTHORIZE PAYMENT ALDOT SR-161 LEFT TURN LANE EXTENSION.PDF](#)
[2023.03.03 ALDOT REQUEST SR-161 LEFT TURN LANE EXTENSION.PDF](#)
[161 AT 180 STRIPING PLAN - WITH MEASUREMENT.PDF](#)
[SR161 DUAL LEFT TURN EXTENSION.PDF](#)

15. Resolution Authorizing The Execution Of A Contract For Law Enforcement Services With Baldwin County.

Documents:

[03-07-23 23-XXX AUTHORIZE LAW ENFORCEMENT SERVICES CONTRACT BALDWIN COUNTY.PDF](#)
[2023.03.03 LAW ENFORCEMENT SERVICE AGREEMENT BALDWIN COUNTY SHERIFF.PDF](#)

16. Resolution Awarding The Bid For A Medical Response Golf Cart For The Sportsplex To Gator Moto Utility Vehicles And More, LLC, Dba Moto Electric Vehicles, In The Amount Of \$24,640.

Documents:

[03-07-23 23-XXX AWARD BID MEDICAL RESAPONSE GOLF CART SPORTSPLEX.PDF](#)
[2023-0302 MEDICAL RESPONSE GOLF CART FOR SPORTSPLEX - BID TAB.PDF](#)

17. Resolution Awarding The Bid For Perdido Pass Seawall Park Post-Hurricane Sally Repairs And Phase III Expansion.

C. Public Hearings

1. Public Hearing For An Ordinance Amending Ordinance No. 172, The Zoning Ordinance, Case No. 1208-PUDA-22, Village Of Tannin Minor PUD Amendment, 69 Parks Edge Front Porch Addition.

D. Ordinances

1. First Reading - Ordinance Amending Ordinance No. 172, The Zoning Ordinance, Case No. 1208-PUDA-22, Village Of Tannin Minor PUD Amendment, 69 Parks Edge Front Porch Addition.
2. First Reading - Ordinance Amending Chapter 42, Article II, Division 2, Section 42-41 (D) Of The Code Of Ordinances For The City Of Orange Beach, Alabama, To Adopt The 2021 International Fire Code.

Documents:

[2023-XXXX AMD CH 42 ART II DIV 2 SEC 42-41 ADOPT 2021 INTERNATIONAL FIRE CODE.PDF](#)

3. Addition: First Reading – Ordinance Declaring Certain City Property Not Necessary For Municipal Purposes And Authorizing A Lease To The Orange Beach Board Of

Education.

Documents:

[2023-XXXX AUTHORIZE LEASE OBBOE CENTRAL OFFICE
BUILDING.PDF](#)

[2023.02.03 ORANGE BEACH CITY SCHOOLS OBBOE - LEASE
AGREEMENT 4544 ORANGE BEACH BLVD.PDF](#)

XIII. Public Comments

XIV. Adjourn

**MINUTES OF
REGULAR COUNCIL MEETING
ORANGE BEACH CITY COUNCIL
FEBRUARY 7, 2023 – 5:00 P.M.
CITY HALL – COUNCIL CHAMBERS**

I. CALL TO ORDER Councilmember Annette Mitchell called the meeting to order at 5:00 P.M.

II. INVOCATION Councilmember Jerry Johnson

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Present: Councilmember Jeff Silvers
Councilmember Jerry Johnson
Councilmember Annette Mitchell
Councilmember Joni Blalock

Absent: Councilmember Jeff Boyd
Mayor Tony Kennon

V. CONSIDERATION OF AGENDA

Motion made (Silvers/Blalock) to approve the agenda with one additional item.

1. Resolution awarding the bid for a Blower Package for the Utilities Department.

Vote unanimous in favor.

VI. CONSIDERATION OF PREVIOUS MINUTES

Flood Damage Prevention Board	12/13/2022
Regular Council Meeting	01/03/2023
Committee of the Whole	01/03/2023
Work Session	01/10/2023

The reading was waived and minutes were approved as written.

VII. REPORTS OF OFFICERS/COMMITTEES

A. <u>City Administrator</u>	No report.
B. <u>Director, Public Works – Tim Tucker</u>	No report.
C. <u>Director, Community Development – Kit Alexander</u>	No report.
D. <u>Chief, Police Department – Steve Brown</u>	No report.
E. <u>Chief, Fire Department – Mike Kimmerling</u>	No report.
F. <u>City Clerk – Renee Eberly</u>	No report.
G. <u>Director, Finance – Ford Handley</u>	No report.
H. <u>Parks & Recreation – Ford Handley</u>	No report.
I. <u>Director, Utilities – Jeff Hartley</u>	No report.
J. <u>Director, Coastal Resources – Phillip West</u>	No report.
K. <u>Librarian, Public Library – Meagan Bing</u>	No report.
L. <u>Director, Municipal Court – Pam Davis</u>	No report.

M. Director, Expect Excellence – Jonathan Langston

No report.

N. Mayor/Council

Councilmember Mitchell announced that the Alabama Severe Weather Preparedness Sales Tax Holiday will be held February 24-26, 2023.

VIII. AUDITING OF ACCOUNTS

Motion made (Blalock/Silvers) to certify that cash requirements with no related interests are within budget and appropriate for payment. Vote revealed: Silvers, aye; Johnson, aye; Mitchell, aye; Blalock, aye. **Passed. (4-0).**

Motion made (Blalock/Johnson) to certify that cash requirements with related interests in Swift Supply are within budget and appropriate for payment. Vote revealed: Silvers, abstain; Johnson, aye; Mitchell, aye; Blalock, aye. **Passed. (3-0-1).**

IX. PRESENTATIONS

1. Proclamation to declare February 25, 2023, as Arbor Day. Councilmember Mitchell read the proclamation aloud. Woody Speed, City Environmentalist, announced that the annual tree giveaway will be held on February 25, 2023, in front of the Orange Beach Community Development Building.

X. RECOGNITIONS

1. Recognition of promoted police personnel by Chief Brown. Chief Brown stated that the recognition of promoted police personnel will be rescheduled for a later date, but he introduced new officer Adam David.
2. Recognition of Lucean Pingrey, OBHS Student, for athletic and academic achievements. Councilmember Mitchell summarized Mr. Pingrey's accomplishments. Mr. Pingrey and his family were applauded.

XI. UNFINISHED BUSINESS

Miscellaneous

1. Approval of 2021 Audited Financials. **Motion made (Silvers/Johnson) to postpone consideration until the next council meeting on March 1, 2023.** Vote unanimous in favor.

Ordinances

1. Second Reading – Ordinance amending Chapter 42, Article II, Division 2, Section 42-41(d) of the Code of Ordinances for the City of Orange Beach, Alabama, to adopt the 2021 International Fire Code. **Motion made (Silvers/Blalock) to postpone consideration of the ordinance indefinitely.** Jamie Logan, City Attorney, explained that the state is reviewing and will clarify which amendments need to be adopted. She stated that the ordinance will be brought back for consideration at a later date. Roll call vote revealed: Silvers, aye; Johnson, aye; Mitchell, aye; Blalock, aye. **Passed. (4-0).**

XII. NEW BUSINESS

Miscellaneous

1. Approval of a Special Retail Liquor License Application by SUNSHINE PI1 LLC for Oasis Grill, 23401 Wharf Parkway. **Motion made (Silvers/Blalock) to approve the liquor license.** Vote unanimous in favor.

2. Approval of a Special Events Retail Liquor License Application by Event Concessions, Inc., for the 2023 Wharf Boat Show to be held March 17-19, 2023, at 4685 Wharf Parkway. **Motion made (Johnson/Silvers) to approve the liquor license.** Vote unanimous in favor.

Resolutions

1. Resolution authorizing execution of a task order with GeoCon Engineering & Materials Testing, Inc., to provide a preliminary soil study for an Event Pavilion at the Coastal Arts Center in an amount not to exceed \$3,275. **Motion made (Silvers/Blalock) to adopt the resolution.** Vote unanimous in favor.
2. Resolution authorizing execution of a maintenance agreement with KONE Inc. for the elevator at the Coastal Resources Office. **Motion made (Johnson/Silvers) to adopt the resolution.** Vote unanimous in favor.
3. Resolution authorizing execution of a service agreement with Allied Holdings Group, LLC, for disposal of biohazard waste for the Fire Department. **Motion made (Silvers/Blalock) to adopt the resolution.** Vote unanimous in favor.
4. Resolution authorizing the purchase of a Mower for the Coastal Resources Department through Sourcewell in the amount of \$29,940.72. **Motion made (Blalock/Johnson) to adopt the resolution.** Vote unanimous in favor.
5. Resolution authorizing execution of a licensed training provider agreement with the American National Red Cross for the Orange Beach Aquatics Center. **Motion made (Silvers/Johnson) to adopt the resolution.** Vote unanimous in favor.
6. Resolution of binding joint agreement for seeking ADEM grant funding for the Baldwin County Material Recovery Facility. **Motion made (Johnson/Silvers) to adopt the resolution.** Vote unanimous in favor.
7. Resolution authorizing the purchase of Two Vehicles for the Police Department from State Bid in the amount of \$72,566. **Motion made (Silvers/Blalock) to adopt the resolution.** Vote unanimous in favor.
8. Resolution to reject bids and accept a negotiated price for a Vehicle for the Administration Department from Southern Chevrolet, Inc., in the amount of \$34,998.64. **Motion made (Silvers/Blalock) to adopt the resolution.** Vote unanimous in favor.
9. Resolution to accept a negotiated price for Two Vehicles for the Public Works Department from Eastern Shore Toyota, LLC, in the amount of \$115,500. **Motion made (Johnson/Silvers) to adopt the resolution.** Vote unanimous in favor.
10. Resolution approving a temporary permit for a Sales Trailer at Phoenix Key located at 29010 Perdido Beach Boulevard. **Motion made (Silvers/Blalock) to adopt the resolution.** Vote unanimous in favor.
11. **ADDITION:** Resolution awarding the bid for a Blower Package for the Utilities Department to Jim House & Associates, Inc., in the amount of \$34,200. **Motion made (Blalock/Johnson) to adopt the resolution.** Vote unanimous in favor.

Public Hearings

1. Public hearing for an ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1203-PUD-22, Romar Beach Hotel PUD.

Griffin Powell, Planner II, presented the case overview. He explained that this PUD to convert an existing church building to a hotel was previously approved, but approval expired in August 2022, so the applicant has resubmitted the PUD for full re-approval.

Councilmember Johnson questioned the compact size of some of the parking spaces.

There being no additional comments or opposition, the public hearing adjourned.

2. Public hearing for an ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1208-PUDA-22, Village of Tannin Minor PUD Amendment, 69 Parks Edge Front Porch Addition.

Motion made (Blalock/Johnson) to reschedule the public hearing and first reading of the ordinance to council meeting on March 7, 2023. Roll call vote revealed: Silvers, aye; Johnson, aye; Mitchell, aye; Blalock, aye. **Passed. (4-0).**

3. Public hearing for an ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1207-ZT-22, Article 15, Temporary Residential Real Estate Signs.

Griffin Powell, Planner II, summarized the department request to exempt temporary commercial and residential real estate signs from having to obtain a permit.

Councilmember Silvers asked the reason for the request. Kit Alexander, Community Development Director, stated that, currently, permits are issued for real estate signs without any fees. She explained that city staff's main concern is with the removal of signs, but that realtors are already motivated to recover their signs due to their value for reuse. She further explained that the Baldwin County Association of Realtors helped develop the sizing guidelines. Ms. Alexander stated that staff supports this reduction in administrative burden.

There being no additional comments or opposition, the public hearing adjourned.

Ordinances

1. First Reading – Ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1203-PUD-22, Romar Beach Hotel PUD. No action taken. Ordinance will move forward to a second reading.
2. First Reading – Ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1208-PUDA-22, Village of Tannin Minor PUD Amendment, 69 Parks Edge Front Porch Addition. This item has been postponed to March 7, 2023.
3. First Reading – Ordinance amending Ordinance No. 172, the Zoning Ordinance, Case No. 1207-ZT-22, Article 15, Temporary Residential Real Estate Signs. No action taken. Ordinance will move forward to a second reading.

XIII. PUBLIC COMMENTS

None

XIV. ADJOURN

There being no further business to come before the council, motion made (Blalock/Silvers) to adjourn. Vote unanimous in favor.

Time: 5:36 P.M.

APPROVED this the 1st day of March, 2023.

Renee Eberly
City Clerk

**MINUTES OF
COMMITTEE OF THE WHOLE MEETING
ORANGE BEACH CITY COUNCIL
FEBRUARY 7, 2023 – 5:36 P.M.
CITY HALL – COUNCIL CHAMBERS**

The Orange Beach City Council met to review potential items for the March 1, 2023, agenda.

The following members were present:

Councilmember Jeff Silvers
Councilmember Jerry Johnson
Councilmember Annette Mitchell
Councilmember Joni Blalock

The following members were absent:

Councilmember Jeff Boyd
Mayor Tony Kennon

The following items were discussed:

1. Request approval for a temporary sales trailer for Solis Condominium at 25802 Perdido Beach Boulevard.
2. Request approval of a 12-month extension to the Springhill Suites by Marriot Planned Unit Development, 24241 Perdido Beach Boulevard, Case No. 0103-PUD-22.
3. Resolution appropriating funds to The Zoo Foundation, Inc., to sponsor the Alabama Gulf Coast Zoo in the amount of \$50,000 for FY2023. Joel Hamilton, Zoo Executive Director, and Paula White, Zoo Director of Development, thanked the city council for their support, summarized the benefits of zoo sponsorship, and reminded city employees of the upcoming employee day at the zoo this Saturday.
4. Resolution authorizing the purchase of Archive Storage Mobile Shelving for the Administration Department through Sourcewell in the amount of \$66,023.83.
5. Resolution amending Resolution No. 22-024 appointing new members and reappointing existing members to the Legislative Review Committee.
6. Resolution authorizing execution of license, usage, and lease agreements with the Orange Beach City Board of Education.
7. Resolution awarding the bid for Dumpster Services.
8. Resolution awarding the bid for Roll-Off Container Services.
9. Resolution awarding the bid for Canoe Trail Post-Hurricane Sally Repairs.
10. Resolution awarding the bid for Perdido Pass Seawall Park Post-Hurricane Sally Repairs and Phase III Expansion.

Public Comments:

1. Kit Alexander, Community Development Director, announced that ALDOT will be conducting repairs on the delineators by McDonald's tonight after 8:30 P.M.
2. Angela Bateman, Event Center Coordinator, shared some upcoming events including the Mardi Gras parade schedule, the Seafood Festival on February 25, 2023, and the Garden Club's Annual Game Day and Salad Luncheon on February 15, 2023.
3. Councilmembers Johnson and Mitchell praised Expect Excellence's production of The Little Mermaid this past weekend.
4. Marc Anderson, Special Projects Coordinator, reminded the audience that the next meeting will be held on March 1, 2023, at the Performing Arts Center to be followed by a Town Hall.

There being no further business, the meeting adjourned.

Time: 5:46 P.M.

APPROVED this 1st day of March, 2023.

Renee Eberly
City Clerk

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 5707					
*****	03/08/2023	5053 ACTION TARGET	Check	No	204.73
	Purchase Order #:	0	Voucher #:	124535	Invoice #: 0555562-IN 204.73
	Invoice Description:	TARGETS			
		001-100-516 SUPPLIES/OPERATING			204.73
*****	03/08/2023	7475 ACTIVE NETWORK, LLC	Check	No	2,342.00
	Purchase Order #:	0	Voucher #:	123676	Invoice #: 4100177105 2,342.00
	Invoice Description:	LESS \$234.20 TAX- MAR 2023			
		001-001-612 PROFESSIONAL FEES			2,342.00
*****	03/08/2023	6944 ADAMS, JEFFREY	Check	No	63.70
	Purchase Order #:	0	Voucher #:	123677	Invoice #: 230207 37.70
	Invoice Description:	REIMB CDL PERMIT			
		001-210-630 TRAINING/TRAVEL			37.70
	Purchase Order #:	0	Voucher #:	124235	Invoice #: 230207A 26.00
	Invoice Description:	REIMB CDL TEST FEE			
		001-210-630 TRAINING/TRAVEL			26.00
*****	03/08/2023	109 ADEM	Check	No	575.00
	Purchase Order #:	0	Voucher #:	123678	Invoice #: 230210 125.00
	Invoice Description:	K HOLLAND CSI VERFCN			
		403-676-612 PROFESSIONAL FEES			125.00
	Purchase Order #:	0	Voucher #:	123679	Invoice #: 230210A 125.00
	Invoice Description:	C PETREY CSI VERFCN			
		403-676-612 PROFESSIONAL FEES			125.00
	Purchase Order #:	0	Voucher #:	123680	Invoice #: 230213 325.00
	Invoice Description:	J COOPER CSI EXAM			
		403-676-612 PROFESSIONAL FEES			325.00
*****	03/08/2023	7498 ADVANCE AUTO PARTS	Check	No	2,716.85
	Purchase Order #:	0	Voucher #:	123681	Invoice #: 3348 118.67
	Invoice Description:	#229 ENGINE MOUNT			
		001-100-622 RPR/MAINT VEHICLES			118.67
	Purchase Order #:	0	Voucher #:	123682	Invoice #: 3543 124.15
	Invoice Description:	STOCK SEAFOAM/ DEF FLD			
		404-677-510 GAS/OIL			124.15
	Purchase Order #:	0	Voucher #:	123683	Invoice #: 3544 111.27
	Invoice Description:	STCK BRS LKS/ BLSTR			
		001-200-516 SUPPLIES/OPERATING			111.27
	Purchase Order #:	0	Voucher #:	123684	Invoice #: 4881 8.67
	Invoice Description:	#464 AIR FILTER			
		001-175-622 RPR/MAINT VEHICLES			8.67
	Purchase Order #:	0	Voucher #:	123685	Invoice #: 9233 337.66
	Invoice Description:	#289 BATTERIES			
		001-100-622 RPR/MAINT VEHICLES			337.66
	Purchase Order #:	0	Voucher #:	123686	Invoice #: 9257 392.77
	Invoice Description:	STOCK HYD FLD			
		404-677-510 GAS/OIL			392.77
	Purchase Order #:	0	Voucher #:	123930	Invoice #: 5534 168.83
	Invoice Description:	#111 BATTERY			
		001-010-622 RPR/MAINT VEHICLES			168.83
	Purchase Order #:	0	Voucher #:	124068	Invoice #: 5526 168.83
	Invoice Description:	#276 BATTERY			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
001-100-622		RPR/MAINT VEHICLES			168.83
Purchase Order #:	0	Voucher #: 124236	Invoice #: 5702		127.68
Invoice Description:		STOCK BRAKE CLNR			
001-200-516		SUPPLIES/OPERATING			127.68
Purchase Order #:	0	Voucher #: 124237	Invoice #: 5923		212.41
Invoice Description:		STOCK DEF FLUID			
404-677-510		GAS/OIL			212.41
Purchase Order #:	0	Voucher #: 124238	Invoice #: 5924		138.70
Invoice Description:		STOCK PRIME GRD/ LUCAS			
001-200-516		SUPPLIES/OPERATING			138.70
Purchase Order #:	0	Voucher #: 124328	Invoice #: 3141		93.83
Invoice Description:		#203 LED BAR LIGHT			
001-100-622		RPR/MAINT VEHICLES			93.83
Purchase Order #:	0	Voucher #: 124413	Invoice #: 3338		168.83
Invoice Description:		#863 BATTERY			
001-200-622		RPR/MAINT VEHICLES			168.83
Purchase Order #:	0	Voucher #: 124414	Invoice #: 6213		169.90
Invoice Description:		STOCK VACUUM PUMP			
001-200-516		SUPPLIES/OPERATING			169.90
Purchase Order #:	0	Voucher #: 124415	Invoice #: 6425		281.34
Invoice Description:		STK OIL/ FUEL TRTMT/ DEF FLUID			
404-677-510		GAS/OIL			281.34
Purchase Order #:	0	Voucher #: 124416	Invoice #: 6426		47.76
Invoice Description:		STK PNTRTNG OIL/ LUBEGUARD			
001-200-510		GAS/OIL			47.76
Purchase Order #:	0	Voucher #: 124417	Invoice #: 6478		45.55
Invoice Description:		#327 BATTERY			
001-410-618		RPR/MAINT EQUIPMENT			45.55
*****	03/08/2023	7950 AEIC, LLC	Check	No	90.00
Purchase Order #:	0	Voucher #: 124069	Invoice #: 5050		90.00
Invoice Description:		ANN'L ELEVATOR INSP			
001-410-612		PROFESSIONAL FEES			90.00
*****	03/08/2023	7001 AGROMAX, LLC	Check	No	2,445.25
Purchase Order #:	0	Voucher #: 123687	Invoice #: 21338		2,445.25
Invoice Description:		RANGER PRO/ CMPST/ PRDMN			
001-210-620		RPR/MAINT GROUNDS			2,445.25
*****	03/08/2023	718 AIRGAS, INC	Check	No	354.01
Purchase Order #:	0	Voucher #: 123688	Invoice #: 9134594861		120.68
Invoice Description:		CO2 CYLNR RNTAL			
001-410-516		SUPPLIES/OPERATING			120.68
Purchase Order #:	0	Voucher #: 123931	Invoice #: 9135078305		233.33
Invoice Description:		MEDICAL O2 CYLNR RENTAL			
001-175-614		RENTALS			233.33
*****	03/08/2023	7416 AL CONTAINER COMPANY LLC	Check	No	4,200.00
Purchase Order #:	220471	Voucher #: 123689	Invoice #: 35211		700.00
Invoice Description:		EMPTY/ RTRN 2/01-02/23			
404-677-612		PROFESSIONAL FEES			700.00
Purchase Order #:	230053	Voucher #: 123690	Invoice #: 35212		1,050.00
Invoice Description:		EMPTY/ RTRN 2/03-2/07/23			
404-677-612		PROFESSIONAL FEES			1,050.00
Purchase Order #:	230053	Voucher #: 124418	Invoice #: 35266		2,450.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		EMPTY/ RET 2/08-2/17/23			
		404-677-612 PROFESSIONAL FEES			2,450.00
*****	03/08/2023	5698 AL DEPT OF LABOR	Check	No	25.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124336	<i>Invoice #:</i> 230227		25.00
<i>Invoice Description:</i>		DRUG-FREE WKPLC CERT			
		001-001-491 INSURANCE/WORK COMP			25.00
*****	03/08/2023	126 AL DEPT OF TRANSPORTATION	Check	No	874.95
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123691	<i>Invoice #:</i> SWA010123		874.95
<i>Invoice Description:</i>		TRAFFIC CNTL SIGNALS			
		001-200-612 PROFESSIONAL FEES			874.95
*****	03/08/2023	3778 ALABAMA INTERACTIVE, LLC	Check	No	110.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123692	<i>Invoice #:</i> 4531166		110.00
<i>Invoice Description:</i>		JAN 2023			
		001-001-612 PROFESSIONAL FEES			110.00
*****	03/08/2023	3829 AL JAIL ASSOCIATION	Check	No	375.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124047	<i>Invoice #:</i> 230210		375.00
<i>Invoice Description:</i>		5 ATTENDEES '23 CONF			
		001-110-630 TRAINING/TRAVEL			375.00
*****	03/08/2023	191 AL JUDICIAL COLLEGE	Check	No	420.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124239	<i>Invoice #:</i> 63906		210.00
<i>Invoice Description:</i>		PAMELA DAVIS			
		001-010-630 TRAINING/TRAVEL			210.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124240	<i>Invoice #:</i> 63909		210.00
<i>Invoice Description:</i>		JILL WEATHERFORD			
		001-010-630 TRAINING/TRAVEL			210.00
*****	03/08/2023	3436 AL LAW ENFORCEMENT AGENCY	Check	No	900.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124070	<i>Invoice #:</i> MARP-21-0005A		900.00
<i>Invoice Description:</i>		FEB 2023 RENT			
		001-100-614 RENTALS			900.00
*****	03/08/2023	116 AL'S 5 & 10 #6 O/B	Check	No	258.86
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123694	<i>Invoice #:</i> 519071		21.89
<i>Invoice Description:</i>		'MRMD' FEATHERS			
		001-375-636 PRODUCTION COST			21.89
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123695	<i>Invoice #:</i> 519073		70.35
<i>Invoice Description:</i>		'MRMD' PROP SUPPLIES			
		001-375-636 PRODUCTION COST			70.35
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123932	<i>Invoice #:</i> 519074		6.99
<i>Invoice Description:</i>		PACKING TAPE KIT			
		001-300-516 SUPPLIES/OPERATING			6.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123933	<i>Invoice #:</i> 519075		11.99
<i>Invoice Description:</i>		MESH			
		001-300-516 SUPPLIES/OPERATING			11.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124071	<i>Invoice #:</i> 519059		132.36
<i>Invoice Description:</i>		MARDI GRAS DECOR			
		001-410-516 SUPPLIES/OPERATING			132.36
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124241	<i>Invoice #:</i> 519077		15.28
<i>Invoice Description:</i>		PAINT			
		001-350-516 SUPPLIES/OPERATING			15.28
*****	03/08/2023	6708 ALTAPOINTE HEALTH SYSTEMS INC	Check	No	400.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123696	Invoice #: 230201		200.00
Invoice Description:	K MARKS				
001-100-612	PROFESSIONAL FEES			200.00	
Purchase Order #:	0	Voucher #: 123697	Invoice #: 230201A		200.00
Invoice Description:	J REAGAN				
001-100-612	PROFESSIONAL FEES			200.00	
*****	03/08/2023	7828 AMAZON CAPITAL SERVICES, INC	Check	No	25,951.47
Purchase Order #:	0	Voucher #: 123700	Invoice #: 11J7-4HPP-437R		140.16
Invoice Description:	BARK/ SBSTR/ SHVNGS/ ORGNZR				
001-410-516	SUPPLIES/OPERATING			140.16	
Purchase Order #:	0	Voucher #: 123702	Invoice #: 1316-1RG7-1FDC		-14.49
Invoice Description:	CRDT- SHEET				
001-375-636	PRODUCTION COST			-14.49	
Purchase Order #:	0	Voucher #: 123704	Invoice #: 14MX-FC74-C4RF		1,977.73
Invoice Description:	LAPTOP/ DKNG STN/ LPTP BAG				
001-001-507	EQUIPMENT/SMALL			1,977.73	
Purchase Order #:	0	Voucher #: 123705	Invoice #: 14YD-LJKD-41VW		1,311.86
Invoice Description:	MOONPIES				
411-681-516	SUPPLIES/OPERATING			1,311.86	
Purchase Order #:	0	Voucher #: 123706	Invoice #: 17VY-93M9-1CDJ		13.99
Invoice Description:	CRUSH WASHER				
001-100-516	SUPPLIES/OPERATING			13.99	
Purchase Order #:	0	Voucher #: 123707	Invoice #: 1DJC-J61R-1MNW		50.07
Invoice Description:	CHRG CRDS/ BTTRIES				
001-100-507	EQUIPMENT/SMALL			50.07	
Purchase Order #:	0	Voucher #: 123708	Invoice #: 1DNY-6C6F-63K3		80.72
Invoice Description:	TBLCLTHS/ CAP RACK				
001-375-636	PRODUCTION COST			80.72	
Purchase Order #:	0	Voucher #: 123709	Invoice #: 1F3X-K76V-1YN6		73.25
Invoice Description:	FUEL TRNSFR PUMP				
001-100-507	EQUIPMENT/SMALL			73.25	
Purchase Order #:	0	Voucher #: 123710	Invoice #: 1FPK-MR1N-136X		-18.98
Invoice Description:	CRDT- PANTS				
001-375-636	PRODUCTION COST			-18.98	
Purchase Order #:	0	Voucher #: 123711	Invoice #: 1GWV-QXJG-FTNM		21.99
Invoice Description:	WRISTBANDS				
001-100-516	SUPPLIES/OPERATING			21.99	
Purchase Order #:	0	Voucher #: 123712	Invoice #: 1H1Q-D716-1VNW		525.29
Invoice Description:	FLRMT HNGRS/ TBLCLTHS/ CHRG STN				
411-681-516	SUPPLIES/OPERATING			525.29	
Purchase Order #:	0	Voucher #: 123713	Invoice #: 1HTL-MJRR-7T47		983.20
Invoice Description:	FLAGS				
001-001-516	SUPPLIES/OPERATING			983.20	
Purchase Order #:	0	Voucher #: 123714	Invoice #: 1HTL-MJRR-6PP7		96.80
Invoice Description:	CORKBOARDS				
001-001-516	SUPPLIES/OPERATING			96.80	
Purchase Order #:	0	Voucher #: 123715	Invoice #: 1HWV-CPPH-1CPG		-28.98
Invoice Description:	CRDT- SHEETS				
001-375-636	PRODUCTION COST			-28.98	
Purchase Order #:	0	Voucher #: 123716	Invoice #: 1K9H-7LY7-1TW4		50.00
Invoice Description:	EXIT SIGN				
001-325-516	SUPPLIES/OPERATING			50.00	

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123717	Invoice #: 1KLG-JN7H-144J		502.45
Invoice Description:	TOOL BRKTS/ CBL CTTR				
001-410-507	EQUIPMENT/SMALL			193.73	
001-410-516	SUPPLIES/OPERATING			308.72	
Purchase Order #:	0	Voucher #: 123718	Invoice #: 1LXH-HHDT-HNWD		77.94
Invoice Description:	CARGO PATNS				
403-676-540	UNIFORMS			77.94	
Purchase Order #:	0	Voucher #: 123719	Invoice #: 1MCK-JYDR-LGC9		462.80
Invoice Description:	MOONPIES				
411-681-516	SUPPLIES/OPERATING			462.80	
Purchase Order #:	0	Voucher #: 123720	Invoice #: 1MY4-CQKW-C4Q9		129.95
Invoice Description:	LAMINATING MCHN				
001-325-515	SUPPLIES/OFFICE			129.95	
Purchase Order #:	0	Voucher #: 123721	Invoice #: 1N3G-DCQX-Q36Y		234.13
Invoice Description:	CNVS/ CRYN SHRPNR/ PNCL SHRPNR				
430-682-516	SUPPLIES/OPERATING			234.13	
Purchase Order #:	0	Voucher #: 123722	Invoice #: 1N43-C1FF-DKC4		236.64
Invoice Description:	MOONPIES				
411-681-516	SUPPLIES/OPERATING			236.64	
Purchase Order #:	0	Voucher #: 123723	Invoice #: 1V4G-MVRK-944W		-20.60
Invoice Description:	CRDT- DRESSES				
001-375-636	PRODUCTION COST			-20.60	
Purchase Order #:	0	Voucher #: 123724	Invoice #: 1X9Y-G6J7-93YF		-10.30
Invoice Description:	CRDT- DRESS				
001-375-636	PRODUCTION COST			-10.30	
Purchase Order #:	0	Voucher #: 123725	Invoice #: 1XHP-LVD9-4WRC		74.69
Invoice Description:	'MRMD' LT FLTRS/ MIC ADPTR/ MSTCHS				
001-375-636	PRODUCTION COST			74.69	
Purchase Order #:	0	Voucher #: 123726	Invoice #: 1XRC-H717-M9XV		457.15
Invoice Description:	SPEAKERS				
001-001-650	EXHIBITIONS & PROMOTIONS			457.15	
Purchase Order #:	0	Voucher #: 123727	Invoice #: 1YFL-NMK7-F7QJ		38.97
Invoice Description:	STOCK FUSES				
001-200-516	SUPPLIES/OPERATING			38.97	
Purchase Order #:	0	Voucher #: 123934	Invoice #: 1C31-GCMW-HWV7		323.80
Invoice Description:	KICKBOARDS/ FLOATS/ EASEL				
001-300-516	SUPPLIES/OPERATING			323.80	
Purchase Order #:	0	Voucher #: 123935	Invoice #: 1CDY-CNM4-4Q4R		99.95
Invoice Description:	#411 BREAKER COVERS				
001-175-622	RPR/MAINT VEHICLES			99.95	
Purchase Order #:	0	Voucher #: 123936	Invoice #: 1GR1-X17N-6G99		68.20
Invoice Description:	MUSIC STAND/ SPILL MATS/ SHEET PROT				
430-682-650	EXHIBITIONS & PROMOTIONS			68.20	
Purchase Order #:	0	Voucher #: 123937	Invoice #: 1GTP-NMDV-1GPD		309.98
Invoice Description:	DESKS				
001-300-507	EQUIPMENT/SMALL			309.98	
Purchase Order #:	0	Voucher #: 123938	Invoice #: 1GWV-QXJG-4LVX		615.54
Invoice Description:	SPEED BUMPS				
001-375-507	EQUIPMENT/SMALL			615.54	
Purchase Order #:	0	Voucher #: 123939	Invoice #: 1JMG-GXWP-1NHG		1,382.91
Invoice Description:	BATS/ BASEBALLS/ CARDS				
001-300-516	SUPPLIES/OPERATING			1,382.91	
Purchase Order #:	0	Voucher #: 123940	Invoice #: 1T6P-YYQJ-FJPY		1,261.83

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> MATTRESSES/ VACUUM/ KEYBRD					
001-175-507		EQUIPMENT/SMALL			1,261.83
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123941	<i>Invoice #:</i> 1VK3-19NW-14D3		718.75
<i>Invoice Description:</i> TEEBALLS/ FACEMASKS					
001-300-516		SUPPLIES/OPERATING			718.75
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123942	<i>Invoice #:</i> 1WNJ-X99D-MGRJ		671.91
<i>Invoice Description:</i> PDDL/ BNGEE CRDS/ WTRCLRS/ PPR					
001-410-516		SUPPLIES/OPERATING			671.91
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123943	<i>Invoice #:</i> 1XJW-1CDN-LFYH		84.95
<i>Invoice Description:</i> WIFI ADAPTERS					
001-300-516		SUPPLIES/OPERATING			84.95
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123944	<i>Invoice #:</i> 1YXQ-9DJQ-7MYC		120.29
<i>Invoice Description:</i> RIVET ADPTR/ SENSOR/ RIVETS					
001-100-507		EQUIPMENT/SMALL			120.29
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124072	<i>Invoice #:</i> 11TF-T44N-DKDW		62.99
<i>Invoice Description:</i> WTR BTL FLTR					
001-300-618		RPR/MAINT EQUIPMENT			62.99
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124073	<i>Invoice #:</i> 1316-1RG7-71CF		39.95
<i>Invoice Description:</i> GOLF BALL DISPLAY CASE					
001-300-516		SUPPLIES/OPERATING			39.95
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124074	<i>Invoice #:</i> 134M-NNMJ-RGNH		265.75
<i>Invoice Description:</i> RADIO SPEAKER MICS					
001-100-507		EQUIPMENT/SMALL			265.75
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124075	<i>Invoice #:</i> 17RH-TKXV-MDFW		57.29
<i>Invoice Description:</i> CANVASES/ LACTASE DROPS/ CLNR					
001-410-516		SUPPLIES/OPERATING			57.29
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124076	<i>Invoice #:</i> 197R-LX16-HNRL		16.62
<i>Invoice Description:</i> CRAYON CHALK					
001-300-516		SUPPLIES/OPERATING			16.62
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124077	<i>Invoice #:</i> 1C3K-FRWW-K3LW		216.00
<i>Invoice Description:</i> HVY DUTY HANGERS					
001-175-516		SUPPLIES/OPERATING			216.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124078	<i>Invoice #:</i> 1DJX-CKVC-MQDH		540.00
<i>Invoice Description:</i> SUNFISH BAILER ASSMBLS					
001-410-516		SUPPLIES/OPERATING			540.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124079	<i>Invoice #:</i> 1JQP-HFGK-NFM7		60.83
<i>Invoice Description:</i> BATTERIES					
001-100-516		SUPPLIES/OPERATING			60.83
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124080	<i>Invoice #:</i> 1JRH-C1MD-NHG6		230.00
<i>Invoice Description:</i> OFC CHAIR					
001-120-507		EQUIPMENT/SMALL			230.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124081	<i>Invoice #:</i> 1LNC-49KC-DRQJ		16.58
<i>Invoice Description:</i> SAILOR KNOTTING BOOKS					
001-410-516		SUPPLIES/OPERATING			16.58
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124082	<i>Invoice #:</i> 1NMC-HDFM-1MDG		391.90
<i>Invoice Description:</i> AA BATTRS/ WEBCAMS/ COPY PPR					
001-175-516		SUPPLIES/OPERATING			391.90
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124083	<i>Invoice #:</i> 1NMR-3RX1-GVVH		126.66
<i>Invoice Description:</i> SUCTION CUP REACHERS					
001-614-731		GOMESA			126.66
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124084	<i>Invoice #:</i> 1NTC-GKLV-D7FW		962.58
<i>Invoice Description:</i> WK LITE/ RDO HLSTRS/ 7-TR RACK					
001-175-618		RPR MAINT/EQUIPMENT			244.65

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
	001-175-616	RPR/MAINT PLANT/BLDGS		499.28	
	001-175-630	TRAINING/TRAVEL		59.00	
	001-175-516	SUPPLIES/OPERATING		159.65	
Purchase Order #:	0	Voucher #: 124085	Invoice #: 1P1C-NFNT-1ND7		301.66
Invoice Description:	CLIPBRDS/ RKTBS/ SHWR CRTNS/ DRSR				
	001-175-516	SUPPLIES/OPERATING		301.66	
Purchase Order #:	0	Voucher #: 124086	Invoice #: 1R44-TJMY-3KRN		27.99
Invoice Description:	PRESENTATION POINTER				
	001-100-507	EQUIPMENT/SMALL		27.99	
Purchase Order #:	0	Voucher #: 124087	Invoice #: 1TGF-YGWW-N7WW		576.65
Invoice Description:	EXHAUST FAN/ ELEC SPL ADPTR/ iPHN CSES				
	001-175-616	RPR/MAINT PLANT/BLDGS		536.37	
	001-175-516	SUPPLIES/OPERATING		40.28	
Purchase Order #:	0	Voucher #: 124088	Invoice #: 1YGH-1MVV-4WHW		165.96
Invoice Description:	HIBICLENS SKIN CLNSR				
	001-100-516	SUPPLIES/OPERATING		165.96	
Purchase Order #:	0	Voucher #: 124242	Invoice #: 11CT-T4TK-1PGJ		95.25
Invoice Description:	POSTAGE METER INK CRTRG				
	001-020-516	SUPPLIES/OPERATING		95.25	
Purchase Order #:	0	Voucher #: 124243	Invoice #: 13L9-MRPV-777N		39.99
Invoice Description:	KNITTING LOOM				
	001-350-516	SUPPLIES/OPERATING		39.99	
Purchase Order #:	0	Voucher #: 124244	Invoice #: 1467-44DQ-373N		1,295.66
Invoice Description:	MUSIC STNDS/ MIC STNDS/ PIANO LTS				
	001-350-516	SUPPLIES/OPERATING		1,295.66	
Purchase Order #:	0	Voucher #: 124245	Invoice #: 19RF-N93W-3463		23.97
Invoice Description:	BELT EXTENDER STRAPS				
	001-210-516	SUPPLIES/OPERATING		23.97	
Purchase Order #:	0	Voucher #: 124246	Invoice #: 1CDY-CNM4-1TTG		88.80
Invoice Description:	ROPE				
	001-200-516	SUPPLIES/OPERATING		88.80	
Purchase Order #:	0	Voucher #: 124247	Invoice #: 1GT9-C4G4-PY13		20.29
Invoice Description:	iPHN CASE/ SCR N PRTCTR				
	001-020-516	SUPPLIES/OPERATING		20.29	
Purchase Order #:	0	Voucher #: 124248	Invoice #: 1JRH-C1MD-V4G3		227.80
Invoice Description:	MED BLL SET/ SQUAT LOAD DIST				
	001-325-516	SUPPLIES/OPERATING		227.80	
Purchase Order #:	0	Voucher #: 124249	Invoice #: 1PHQ-7PF1-MPNY		54.85
Invoice Description:	FURN LEG COVERS				
	001-325-516	SUPPLIES/OPERATING		54.85	
Purchase Order #:	0	Voucher #: 124250	Invoice #: 1QPD-XLX4-9PJC		937.19
Invoice Description:	DRUM MIC/ VOCAL MIC/ TALK BOX/ GTR CAPO				
	001-350-516	SUPPLIES/OPERATING		937.19	
Purchase Order #:	0	Voucher #: 124251	Invoice #: 1RFR-NLTT-KTD7		407.97
Invoice Description:	PALLET STRAP KITS				
	001-200-507	EQUIPMENT/SMALL		407.97	
Purchase Order #:	0	Voucher #: 124252	Invoice #: 1VQY-TCK6-FVTM		160.41
Invoice Description:	CANVASES/ STRING/ BEADS				
	001-350-516	SUPPLIES/OPERATING		160.41	
Purchase Order #:	0	Voucher #: 124253	Invoice #: 1W6X-73K1-6V4D		203.89
Invoice Description:	'DRM ON' COSTUMES				
	001-350-516	SUPPLIES/OPERATING		203.89	
Purchase Order #:	0	Voucher #: 124254	Invoice #: 1WQX-TRYP-F9G6		89.99

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> iPad KEYBOARD CASE					
001-030-516		SUPPLIES/OPERATING			89.99
<i>Purchase Order #:</i> 230035		<i>Voucher #:</i> 124329	<i>Invoice #:</i> 136D-CXRY-7QDW		3,398.40
<i>Invoice Description:</i> WEAPON LIGHTS					
001-100-516		SUPPLIES/OPERATING			3,398.40
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124330	<i>Invoice #:</i> 136D-CXRY-RKQ1		249.63
<i>Invoice Description:</i> WEBCAM/ ANTIVIRUS SFTWR					
001-100-507		EQUIPMENT/SMALL			249.63
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124332	<i>Invoice #:</i> 1GFT-XDFG-G4VH		13.40
<i>Invoice Description:</i> FITNESS BAND					
001-325-516		SUPPLIES/OPERATING			13.40
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124333	<i>Invoice #:</i> 1HHP-JTTH-GGQR		312.56
<i>Invoice Description:</i> SCTN HOSE ASSMS/ HOSE FITTINGS					
403-676-516		SUPPLIES/OPERATING			312.56
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124334	<i>Invoice #:</i> 1PJX-KYYT-RVM7		45.98
<i>Invoice Description:</i> CALF STRETCHER BOARD					
001-325-516		SUPPLIES/OPERATING			45.98
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124335	<i>Invoice #:</i> 1YHL-4XKH-GNNJ		389.00
<i>Invoice Description:</i> WIRELESS MIC					
430-682-507		EQUIPMENT/SMALL			389.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124419	<i>Invoice #:</i> 16YM-YKDC-PGN1		55.98
<i>Invoice Description:</i> SALT REMOVER					
001-410-516		SUPPLIES/OPERATING			55.98
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124420	<i>Invoice #:</i> 1CJP-7CXM-XLWX		599.88
<i>Invoice Description:</i> SAUNA WOOD CLEANER					
001-325-516		SUPPLIES/OPERATING			599.88
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124421	<i>Invoice #:</i> 1HJR-CMLW-17XV		35.98
<i>Invoice Description:</i> FML THREAD PNEUMTC FITTINGS					
001-200-622		RPR/MAINT VEHICLES			35.98
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124422	<i>Invoice #:</i> 1LCC-TT6R-C6MJ		10.67
<i>Invoice Description:</i> GALVE COVER GASKET					
001-210-618		RPR/MAINT EQUIPMENT			10.67
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124423	<i>Invoice #:</i> 1YCP-9G6R-6YV7		29.98
<i>Invoice Description:</i> #702 FML THRD PNMT C FITTINGS					
001-200-622		RPR/MAINT VEHICLES			29.98
*****	03/08/2023	7742 AMERITURF	Check	No	213.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123728	<i>Invoice #:</i> 77482		213.00
<i>Invoice Description:</i> SOIL/ WTR SMPLS/ NITRATE					
001-210-516		SUPPLIES/OPERATING			213.00
*****	03/08/2023	8241 ANDY'S MUSIC, INC.	Check	No	90.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123729	<i>Invoice #:</i> 811481		90.00
<i>Invoice Description:</i> OBOE REPAIR					
001-375-612		PROFESSIONAL FEES			90.00
*****	03/08/2023	6613 AQUA PRODUCTS, INC	Check	No	2,030.63
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124337	<i>Invoice #:</i> 20230278		2,030.63
<i>Invoice Description:</i> REDUCER MOTOR/ CONTROL					
403-676-516		SUPPLIES/OPERATING			2,030.63
*****	03/08/2023	8098 ARM GROUP SERVICE LLC	Check	No	1,185.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124338	<i>Invoice #:</i> 230227		1,185.00
<i>Invoice Description:</i> NEIDHAMER/MINERVINI/LAVENDER					
001-100-630		TRAINING/TRAVEL			1,185.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	195 ATCO INTERNATIONAL	Check	No	388.60
	Purchase Order #:	0 Voucher #: 124255	Invoice #: 10608921		388.60
	Invoice Description:	ALL-PRO			
		001-210-516 SUPPLIES/OPERATING			194.30
		001-200-516 SUPPLIES/OPERATING			194.30
*****	03/08/2023	7007 AT WORK UNIFORMS	Check	No	4,638.32
	Purchase Order #:	0 Voucher #: 123730	Invoice #: 77211		2,064.96
	Invoice Description:	SHIRTS/ JCKTS/ CRDGNS			
		001-350-540 UNIFORMS			2,064.96
	Purchase Order #:	0 Voucher #: 123731	Invoice #: 77304		2,181.79
	Invoice Description:	OVERALLS/ JACKETS/ SHIRTS			
		403-676-540 UNIFORMS			2,181.79
	Purchase Order #:	0 Voucher #: 123732	Invoice #: 77568		160.46
	Invoice Description:	IMPRINTING			
		001-100-540 UNIFORMS			160.46
	Purchase Order #:	0 Voucher #: 123945	Invoice #: 77210		205.88
	Invoice Description:	SHIRTS/ JACKETS			
		001-300-540 UNIFORMS			205.88
	Purchase Order #:	0 Voucher #: 124089	Invoice #: 78345		25.23
	Invoice Description:	EMBROIDERY			
		001-410-650 AUDUBON			25.23
*****	03/08/2023	6859 AUTO SHINE OF PENSACOLA, LLC	Check	No	490.12
	Purchase Order #:	0 Voucher #: 123946	Invoice #: 1022776		490.12
	Invoice Description:	HYDRO 1/ BRIGHTENER/ WASH & WAX			
		001-175-516 SUPPLIES/OPERATING			490.12
*****	03/08/2023	231 BALDWIN PORTABLE TOILETS	Check	No	1,536.25
	Purchase Order #:	0 Voucher #: 123947	Invoice #: 273777		1,000.00
	Invoice Description:	2/17/23 PARADE TOILETS			
		001-300-650 EXHIBITIONS & PROMOTIONS			1,000.00
	Purchase Order #:	0 Voucher #: 124091	Invoice #: 274046		440.00
	Invoice Description:	1/19-2/15/23 TRAILS			
		001-410-614 RENTALS			440.00
	Purchase Order #:	0 Voucher #: 124092	Invoice #: 274047		96.25
	Invoice Description:	1/19-2/15/23 TRAILS			
		001-410-614 RENTALS			96.25
*****	03/08/2023	6325 BALDWIN SAND & GRAVEL LLC	Check	No	3,745.00
	Purchase Order #:	0 Voucher #: 123733	Invoice #: 46394		1,745.00
	Invoice Description:	TOP SOIL			
		001-410-620 RPR/MAINT GROUNDS			1,745.00
	Purchase Order #:	0 Voucher #: 123734	Invoice #: 46418		2,000.00
	Invoice Description:	COB BASE			
		001-614-734 SHOOTING RANGE			2,000.00
*****	03/08/2023	219 BANK OF NEW YORK	Check	No	420,973.51
	Purchase Order #:	0 Voucher #: 124339	Invoice #: 2021-26		253,716.67
	Invoice Description:	2012 GO WARRANTS			
		001-000-805 TRANSFER TO DEBT SVS FUND			253,716.67
	Purchase Order #:	0 Voucher #: 124340	Invoice #: 27		167,256.84
	Invoice Description:	2012 GO WARRANTS			
		403-000-124 INTRA FUND TRANSFER			167,256.84

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	6298 BATTERY PRO PLUS	Check	No	1,000.00
	Purchase Order #:	0 Voucher #: 124424	Invoice #: 5827		1,000.00
	Invoice Description:	GRP 8D BATTERIES			
		403-676-516 SUPPLIES/OPERATING			1,000.00
*****	03/08/2023	240 BEARD EQUIPMENT COMPANY	Check	No	850.93
	Purchase Order #:	0 Voucher #: 123735	Invoice #: 1644412		194.39
	Invoice Description:	#813 BEARINGS/ SEALS			
		001-210-618 RPR/MAINT EQUIPMENT			194.39
	Purchase Order #:	0 Voucher #: 123736	Invoice #: 1738441		195.36
	Invoice Description:	#813 BEARINGS/ SEALS			
		001-210-618 RPR/MAINT EQUIPMENT			195.36
	Purchase Order #:	0 Voucher #: 123737	Invoice #: 1739106		71.19
	Invoice Description:	#813 BELT			
		001-210-618 RPR/MAINT EQUIPMENT			71.19
	Purchase Order #:	0 Voucher #: 124256	Invoice #: 1741884		389.99
	Invoice Description:	#870 KNIFE/ SCREW/ LK NUT			
		001-210-618 RPR/MAINT EQUIPMENT			389.99
*****	03/08/2023	7687 BEAZLEY, WILLIAM W., D.O.,M.S., FACEP	Check	No	1,800.00
	Purchase Order #:	0 Voucher #: 124341	Invoice #: 002		1,800.00
	Invoice Description:	FEB 23			
		001-175-612 PROFESSIONAL FEES			1,800.00
*****	03/08/2023	3176 BEEBE'S ACTION MASTERS P.C.	Check	No	1,126.00
	Purchase Order #:	0 Voucher #: 123738	Invoice #: 548787		30.00
	Invoice Description:	COASTAL RES OFC			
		001-410-616 RPR/MAINT PLANT/BLDGS			30.00
	Purchase Order #:	0 Voucher #: 123739	Invoice #: 548788		30.00
	Invoice Description:	COMM CTR			
		411-681-620 RPR/MAINT GROUNDS			30.00
	Purchase Order #:	0 Voucher #: 123740	Invoice #: 548791		36.00
	Invoice Description:	WILDLIFE CTR			
		001-410-616 RPR/MAINT PLANT/BLDGS			36.00
	Purchase Order #:	0 Voucher #: 123741	Invoice #: 548792		30.00
	Invoice Description:	WWLC			
		001-410-616 RPR/MAINT PLANT/BLDGS			30.00
	Purchase Order #:	0 Voucher #: 123742	Invoice #: 548794		50.00
	Invoice Description:	MUSIC BLDG			
		001-325-612 PROFESSIONAL FEES			50.00
	Purchase Order #:	0 Voucher #: 123743	Invoice #: 548798		30.00
	Invoice Description:	REC CTR			
		001-325-612 PROFESSIONAL FEES			30.00
	Purchase Order #:	0 Voucher #: 123744	Invoice #: 548803		50.00
	Invoice Description:	HART BLDG			
		001-200-612 PROFESSIONAL FEES			50.00
	Purchase Order #:	0 Voucher #: 123745	Invoice #: 548826		50.00
	Invoice Description:	TRAIL BARN/ WADE PROP			
		001-410-616 RPR/MAINT PLANT/BLDGS			50.00
	Purchase Order #:	0 Voucher #: 123746	Invoice #: 548940		50.00
	Invoice Description:	ADULT FITNESS CTR			
		001-325-612 PROFESSIONAL FEES			50.00
	Purchase Order #:	0 Voucher #: 123747	Invoice #: 548946		30.00
	Invoice Description:	PUBLIC WORKS OFC			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-200-612 PROFESSIONAL FEES			30.00
		Purchase Order #: 0 Voucher #: 123948 Invoice #: 547686			50.00
		Invoice Description: GOLF CTR			
		001-300-616 RPR/MAINT PLANT/BLDGS			50.00
		Purchase Order #: 0 Voucher #: 123949 Invoice #: 548785			30.00
		Invoice Description: SENIOR CTR			
		001-300-616 RPR/MAINT PLANT/BLDGS			30.00
		Purchase Order #: 0 Voucher #: 123950 Invoice #: 548789			36.00
		Invoice Description: EVENT CTR			
		411-681-620 RPR/MAINT GROUNDS			36.00
		Purchase Order #: 0 Voucher #: 123951 Invoice #: 548790			42.00
		Invoice Description: S'PLEX			
		001-300-616 RPR/MAINT PLANT/BLDGS			42.00
		Purchase Order #: 0 Voucher #: 123952 Invoice #: 548793			50.00
		Invoice Description: SMITH HOUSE			
		001-175-616 RPR/MAINT PLANT/BLDGS			50.00
		Purchase Order #: 0 Voucher #: 123953 Invoice #: 549100			42.00
		Invoice Description: CITY HALL			
		001-001-616 RPR/MAINT PLANT/BLDGS			42.00
		Purchase Order #: 0 Voucher #: 123954 Invoice #: 549103			36.00
		Invoice Description: MEDICAL ARTS CTR			
		001-001-616 RPR/MAINT PLANT/BLDGS			36.00
		Purchase Order #: 0 Voucher #: 123955 Invoice #: 549104			32.00
		Invoice Description: MUSEUM			
		001-300-616 RPR/MAINT PLANT/BLDGS			32.00
		Purchase Order #: 0 Voucher #: 123956 Invoice #: 549105			55.00
		Invoice Description: POLICE DEPT			
		001-100-616 RPR/MAINT PLANT/BLDGS			55.00
		Purchase Order #: 0 Voucher #: 124093 Invoice #: 549101			30.00
		Invoice Description: COMM DEV			
		001-030-616 RPR/MAINT PLANT/BLDG			30.00
		Purchase Order #: 0 Voucher #: 124094 Invoice #: 549106			50.00
		Invoice Description: BEACH BARN			
		001-410-616 RPR/MAINT PLANT/BLDGS			50.00
		Purchase Order #: 0 Voucher #: 124257 Invoice #: 549102			32.00
		Invoice Description: FINANCE DEPT			
		001-020-616 RPR/MAINT PLANT/BLDGS			32.00
		Purchase Order #: 0 Voucher #: 124342 Invoice #: 543394			55.00
		Invoice Description: POLICE DEPT			
		001-100-616 RPR/MAINT PLANT/BLDGS			55.00
		Purchase Order #: 0 Voucher #: 124343 Invoice #: 554726			150.00
		Invoice Description: ADULT FITNESS CTR			
		001-325-612 PROFESSIONAL FEES			150.00
		Purchase Order #: 0 Voucher #: 124425 Invoice #: 542153			50.00
		Invoice Description: HART BLDG			
		001-200-612 PROFESSIONAL FEES			50.00
*****	03/08/2023	245 BELL STEEL COMPANY	Check	No	135.00
		Purchase Order #: 0 Voucher #: 123748 Invoice #: 0079857			135.00
		Invoice Description: 63' SCH 40 STEEL			
		001-200-516 SUPPLIES/OPERATING			135.00
*****	03/08/2023	6970 BETSY ROSS AMERIFLAG NATIONAL FLAG CO	Check	No	2,497.95
		Purchase Order #: 0 Voucher #: 124426 Invoice #: 221547			2,497.95

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		LOF FLAG			
	001-410-516	SUPPLIES/OPERATING			2,497.95
*****	03/08/2023	6529 B&H FOTO & ELECTRONICS CORP	Check	No	3,855.00
<i>Purchase Order #:</i>	220507	<i>Voucher #:</i> 123957	<i>Invoice #:</i> 209941243		3,855.00
<i>Invoice Description:</i>		LED SPOTLIGHT			
	001-375-507	EQUIPMENT/SMALL			3,855.00
*****	03/08/2023	5667 BIRKS, TOM	Check	No	175.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123918	<i>Invoice #:</i> MC22-455		175.00
<i>Invoice Description:</i>		P J LICAUSE			
	001-010-612	PROFESSIONAL FEES			175.00
*****	03/08/2023	256 BLOSSMAN GAS INC	Check	No	7.60
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123749	<i>Invoice #:</i> 23181918		7.60
<i>Invoice Description:</i>		LESS \$0.76 TAX- PROPANE			
	001-175-510	GAS/OIL			7.60
*****	03/08/2023	6902 BLUE GIRL BEADING	Check	No	526.50
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123958	<i>Invoice #:</i> 230217		477.75
<i>Invoice Description:</i>		SEA GLSS SUN CTCHR CLASS			
	430-682-612	PROFESSIONAL FEES			477.75
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123959	<i>Invoice #:</i> 230217A		48.75
<i>Invoice Description:</i>		SEA GLSS BRACELET CLASS			
	430-682-612	PROFESSIONAL FEES			48.75
*****	03/08/2023	288 BOYETTS PORTABLE TOILETS	Check	No	320.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123750	<i>Invoice #:</i> 297045		145.00
<i>Invoice Description:</i>		2/06-3/05/23 TOILETS			
	001-614-734	SHOOTING RANGE			145.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124258	<i>Invoice #:</i> 297044		175.00
<i>Invoice Description:</i>		2/08-3/07/23 GOLF COURSE			
	001-300-614	RENTALS			100.00
	001-210-516	SUPPLIES/OPERATING			75.00
*****	03/08/2023	223 BSN SPORTS LLC	Check	No	948.75
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123960	<i>Invoice #:</i> 920538083		948.75
<i>Invoice Description:</i>		L SHPD SCREEN			
	001-300-507	EQUIPMENT/SMALL			948.75
*****	03/08/2023	7737 BUDGET BLINDS OF BALDWIN COUNTY	Check	No	780.80
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124095	<i>Invoice #:</i> 1754		780.80
<i>Invoice Description:</i>		CHIEFS' OFC BLINDS			
	001-175-616	RPR/MAINT PLANT/BLDGS			780.80
*****	03/08/2023	5359 BUDWEISER-BUSCH DIST. CO.	Check	No	364.65
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124096	<i>Invoice #:</i> 783486		364.65
<i>Invoice Description:</i>		GOLF CTR RESALE BEER			
	001-300-660	COST OF GOODS SOLD RETAIL			364.65
*****	03/08/2023	6368 BUSINESS SYSTEMS & CONSULTANTS, INC	Check	No	1,680.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124097	<i>Invoice #:</i> 282		1,680.00
<i>Invoice Description:</i>		AX UPGRADE			
	001-010-612	PROFESSIONAL FEES			1,680.00
*****	03/08/2023	5981 CALLAGHAN, CHRISTOPHER A., LLC	Check	No	3,333.33
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124344	<i>Invoice #:</i> 2023-02		3,333.33
<i>Invoice Description:</i>		FEB 2023			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-010-612 PROFESSIONAL FEES			3,333.33
*****	03/08/2023	3007 CANAL ROAD ANIMAL HOSPITAL	Check	No	340.79
		Purchase Order #: 0 Voucher #: 124098 Invoice #: 228232			340.79
		Invoice Description: MGNM FOOD/ MEDS			
		001-100-612 PROFESSIONAL FEES			340.79
*****	03/08/2023	8116 CARDIAC SOLUTIONS LLC	Check	No	2,483.00
		Purchase Order #: 0 Voucher #: 124345 Invoice #: EH022423-4			2,483.00
		Invoice Description: AED TENNIS CTR			
		001-175-507 EQUIPMENT/SMALL			2,483.00
*****	03/08/2023	8081 CARSON, KATELYN BOYD	Check	No	2,500.00
		Purchase Order #: 0 Voucher #: 124259 Invoice #: FEBRUARY 2023			2,500.00
		Invoice Description: FEB 2023			
		001-350-612 PROFESSIONAL FEES			2,500.00
*****	03/08/2023	5534 CDW GOVERNMENT, INC.	Check	No	6,472.78
		Purchase Order #: 0 Voucher #: 123751 Invoice #: GP38143			960.08
		Invoice Description: COMPUTER			
		001-001-507 EQUIPMENT/SMALL			960.08
		Purchase Order #: 230034 Voucher #: 123752 Invoice #: GP56207			2,985.66
		Invoice Description: ADOBE CLD SBCRP 3 USERS			
		001-375-612 PROFESSIONAL FEES			995.22
		001-001-612 PROFESSIONAL FEES			1,990.44
		Purchase Order #: 0 Voucher #: 123753 Invoice #: GR38563			677.16
		Invoice Description: LAPTOP			
		001-200-605 COMMUNICATIONS			677.16
		Purchase Order #: 0 Voucher #: 123961 Invoice #: GQ66992			151.60
		Invoice Description: BATTERY BACKUPS			
		001-175-516 SUPPLIES/OPERATING			151.60
		Purchase Order #: 0 Voucher #: 123962 Invoice #: GT70019			1,698.28
		Invoice Description: AUTOCAD SFTWR RENEWAL			
		001-001-612 PROFESSIONAL FEES			1,698.28
*****	03/08/2023	7939 CHRISTIAN LIFE THE ISLAND CHURCH, INC.	Check	No	41.50
		Purchase Order #: 0 Voucher #: 123754 Invoice #: 6311-6			41.50
		Invoice Description: 'MRMD' PROPS			
		001-375-636 PRODUCTION COST			41.50
*****	03/08/2023	7278 CINTAS CORPORATION NO. 2	Check	No	158.46
		Purchase Order #: 0 Voucher #: 123755 Invoice #: 4146245295			52.82
		Invoice Description: WEEKLY SERVICE			
		430-682-612 PROFESSIONAL FEES			52.82
		Purchase Order #: 0 Voucher #: 123963 Invoice #: 4146951483			52.82
		Invoice Description: WEEKLY SERVICE			
		430-682-612 PROFESSIONAL FEES			52.82
		Purchase Order #: 0 Voucher #: 124261 Invoice #: 4147644123			52.82
		Invoice Description: WEEKLY SERVICE			
		430-682-612 PROFESSIONAL FEES			52.82
*****	03/08/2023	351 CIRCUIT CLERK	Check	No	217.50
		Purchase Order #: 0 Voucher #: 124346 Invoice #: 022423-WHITE			217.50
		Invoice Description: 05-CV-2017-901105.00			
		001-000-104 GARNISHMENT/SAVINGS			217.50
*****	03/08/2023	6340 CLAY-KING.COM, INC	Check	No	446.16

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123964	Invoice #: 7468		446.16
Invoice Description:		KILN ELMT SET/ THRMOCPL/ NEEDLES			
430-682-618	RPR/MAINT EQUIPMENT				446.16
*****	03/08/2023	3407 CLEVERDON FARM INC.	Check	No	8,798.00
Purchase Order #:	0	Voucher #: 123756	Invoice #: 78165		1,240.00
Invoice Description:		BERMUDA MINI ROLLS			
001-210-620	RPR/MAINT GROUNDS				1,240.00
Purchase Order #:	0	Voucher #: 123757	Invoice #: 78274		1,240.00
Invoice Description:		BERMUDA MINI ROLLS			
001-210-620	RPR/MAINT GROUNDS				1,240.00
Purchase Order #:	0	Voucher #: 123758	Invoice #: 78374		1,240.00
Invoice Description:		BERMUDA MINI ROLLS			
001-210-620	RPR/MAINT GROUNDS				1,240.00
Purchase Order #:	0	Voucher #: 123759	Invoice #: 78415		804.00
Invoice Description:		BERMUDA MINI ROLLS			
411-681-620	RPR/MAINT GROUNDS				804.00
Purchase Order #:	0	Voucher #: 123760	Invoice #: 78566		1,240.00
Invoice Description:		BERMUDA MINI ROLLS			
001-210-620	RPR/MAINT GROUNDS				1,240.00
Purchase Order #:	0	Voucher #: 123761	Invoice #: 78638		1,240.00
Invoice Description:		BERMUDA MINI ROLLS			
001-210-620	RPR/MAINT GROUNDS				1,240.00
Purchase Order #:	0	Voucher #: 124099	Invoice #: 78422		495.00
Invoice Description:		CENTIPEDE MINI-ROLLS			
001-608-720	ROADWAYS/PAVING/RESURFACE				495.00
Purchase Order #:	0	Voucher #: 124100	Invoice #: 78649		99.00
Invoice Description:		CENTIPEDE MINI-ROLLS			
001-608-720	ROADWAYS/PAVING/RESURFACE				99.00
Purchase Order #:	0	Voucher #: 124427	Invoice #: 78143		1,200.00
Invoice Description:		PALMETTO ST AUGUSTINE SOD			
001-000-910	HURR SALLY				1,200.00
*****	03/08/2023	99 COASTAL AL BUSINESS CHAMBER	Check	No	360.00
Purchase Order #:	0	Voucher #: 124101	Invoice #: 24812		360.00
Invoice Description:		POWHER HR- TBL OF 8			
001-410-516	SUPPLIES/OPERATING				360.00
*****	03/08/2023	8218 COASTAL CREATIONS	Check	No	536.25
Purchase Order #:	0	Voucher #: 123762	Invoice #: 230213		536.25
Invoice Description:		PAINT POUR CLASS			
430-682-612	PROFESSIONAL FEES				536.25
*****	03/08/2023	6604 COASTAL INDUSTRIAL SUPPLY LLC	Check	No	784.19
Purchase Order #:	0	Voucher #: 124260	Invoice #: 66294		229.22
Invoice Description:		EARPLUGS/ RAGS/ COOLER			
001-200-516	SUPPLIES/OPERATING				229.22
Purchase Order #:	0	Voucher #: 124428	Invoice #: 66664		554.97
Invoice Description:		CONCRETE SAW BLADES			
001-200-516	SUPPLIES/OPERATING				554.97
*****	03/08/2023	6193 COBLENTZ EQUIPMENT & PARTS	Check	No	1,680.20
Purchase Order #:	0	Voucher #: 123763	Invoice #: 92704		1,680.20
Invoice Description:		STOCK BLADES/ PINS			
001-200-618	RPR/MAINT EQUIPMENT				1,680.20

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	381 COMPUTER BACKUP, INC	Check	No	147.00
	Purchase Order #: 0	Voucher #: 123965	Invoice #: 26442		58.00
	Invoice Description: HDMI CABLES				
	001-300-516 SUPPLIES/OPERATING			58.00	
	Purchase Order #: 0	Voucher #: 124102	Invoice #: 26454		89.00
	Invoice Description: SWITCH- MUSEUM				
	001-300-516 SUPPLIES/OPERATING			89.00	
*****	03/08/2023	391 CONSOLIDATED PIPE INC	Check	No	7,490.00
	Purchase Order #: 230042	Voucher #: 123764	Invoice #: 3530965-000-000		7,490.00
	Invoice Description: 500' PEX PIPE				
	001-210-516 SUPPLIES/OPERATING			7,490.00	
*****	03/08/2023	3767 COWLES, MURPHY, GLOVER & ASOC	Check	No	2,007.50
	Purchase Order #: 0	Voucher #: 123966	Invoice #: 17354		2,007.50
	Invoice Description: 10/22-01/23 AL PT SEAWALL ENGNR				
	001-615-704 RESTORE - PERDIDO PASS SEAWALL			2,007.50	
*****	03/08/2023	345 CRIMSON STONE, INC	Check	No	4,413.13
	Purchase Order #: 230022	Voucher #: 124262	Invoice #: 23134		4,413.13
	Invoice Description: ULTIMATE SERIES				
	001-210-620 RPR/MAINT GROUNDS			4,413.13	
*****	03/08/2023	403 CUSTOM TRUCK ACCESSORIES	Check	No	1,650.00
	Purchase Order #: 0	Voucher #: 124103	Invoice #: 21662		1,650.00
	Invoice Description: #403 STORAGE				
	001-030-507 EQUIPMENT/SMALL			1,650.00	
*****	03/08/2023	7155 DA CAR WASH, LLC	Check	No	59.85
	Purchase Order #: 0	Voucher #: 124104	Invoice #: 1063		59.85
	Invoice Description: MARCH 2023				
	001-410-516 SUPPLIES/OPERATING			59.85	
*****	03/08/2023	5173 DAVIS, JR. SPENCER E. P.C.	Check	No	9,000.00
	Purchase Order #: 0	Voucher #: 123765	Invoice #: 12279		4,500.00
	Invoice Description: JAN 23				
	001-010-612 PROFESSIONAL FEES			4,500.00	
	Purchase Order #: 0	Voucher #: 123766	Invoice #: 12288		4,500.00
	Invoice Description: FEB 2023				
	001-010-612 PROFESSIONAL FEES			4,500.00	
*****	03/08/2023	6281 DESIGN PRINT PROMOTE, LLC	Check	No	816.65
	Purchase Order #: 0	Voucher #: 123967	Invoice #: 02102023.BSHT-01		816.65
	Invoice Description: SHIRTS- AUDOBON				
	001-410-650 AUDUBON			816.65	
*****	03/08/2023	5863 DIRECTV	Check	No	152.99
	Purchase Order #: 0	Voucher #: 124105	Invoice #: 081459343X230214		152.99
	Invoice Description: FEB 2023				
	403-676-635 UTILITIES			115.99	
	001-300-635 UTILITIES			37.00	
*****	03/08/2023	6319 DORSETT PRODUCTIONS	Check	No	2,000.00
	Purchase Order #: 0	Voucher #: 123968	Invoice #: 2010-4345		2,000.00
	Invoice Description: PROJECTOR RENTAL				
	001-375-636 PRODUCTION COST			2,000.00	

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	8171 DRINKWINE, FORREST BRETT	Check	No	140.00
	Purchase Order #: 0	Voucher #: 124536	Invoice #: TR22-1036, 892, 893,		140.00
	Invoice Description: M. D. CORRAL				
	001-010-612	PROFESSIONAL FEES			140.00
*****	03/08/2023	7003 DTN, LLC	Check	No	93.60
	Purchase Order #: 0	Voucher #: 124429	Invoice #: 6263851		93.60
	Invoice Description: 03/20-04/19/2023 WEATHER APP				
	001-410-640	EMA			93.60
*****	03/08/2023	6350 DYKES VETERINARY CLINIC	Check	No	547.45
	Purchase Order #: 0	Voucher #: 123767	Invoice #: 837694		76.00
	Invoice Description: CHOC RADIOGRAPH				
	001-410-612	PROFESSIONAL FEES			76.00
	Purchase Order #: 0	Voucher #: 123768	Invoice #: 838870		192.57
	Invoice Description: JB EAR CULTURE				
	001-410-612	PROFESSIONAL FEES			192.57
	Purchase Order #: 0	Voucher #: 123969	Invoice #: 838437		278.88
	Invoice Description: RD TL HAWK SRGRY/ MED				
	001-410-612	PROFESSIONAL FEES			278.88
*****	03/08/2023	5849 EMERGENCY EQUIPMENT PROF INC	Check	No	4,056.96
	Purchase Order #: 0	Voucher #: 124106	Invoice #: 479630		947.96
	Invoice Description: #426 PUMP REPAIR				
	001-175-622	RPR/MAINT VEHICLES			947.96
	Purchase Order #: 0	Voucher #: 124107	Invoice #: 479775		2,259.00
	Invoice Description: SCBA CYLINDER CAPS				
	001-175-516	SUPPLIES/OPERATING	Accrual		2,259.00
	Purchase Order #: 0	Voucher #: 124108	Invoice #: 479779		600.00
	Invoice Description: ADAPTERS				
	001-175-507	EQUIPMENT/SMALL	Accrual		600.00
	Purchase Order #: 0	Voucher #: 124109	Invoice #: 479966		250.00
	Invoice Description: QTRLY AIR SAMPLES				
	001-175-516	SUPPLIES/OPERATING			250.00
*****	03/08/2023	7716 ENDURANT SPORTS, LLC	Check	No	6,050.00
	Purchase Order #: 230045	Voucher #: 124048	Invoice #: 2205		6,050.00
	Invoice Description: SURF RESCUE HYBRID				
	001-175-507	EQUIPMENT/SMALL			6,050.00
*****	03/08/2023	1909 EUOFINS ENVIRONMENT TESTING SOUTHEAST	Check	No	247.50
	Purchase Order #: 0	Voucher #: 123769	Invoice #: 4000118967		247.50
	Invoice Description: MONTHLY SAMPLES				
	403-676-516	SUPPLIES/OPERATING			247.50
*****	03/08/2023	3170 FERGUSON ENTERPRISES, INC #1204	Check	No	3,794.24
	Purchase Order #: 0	Voucher #: 124263	Invoice #: 1473982		1,503.20
	Invoice Description: BENDS/ GLD/ GSKT PK				
	403-676-516	SUPPLIES/OPERATING			1,503.20
	Purchase Order #: 0	Voucher #: 124347	Invoice #: 1473981		2,291.04
	Invoice Description: GLNDS/ BENDS/ GSKTS				
	403-676-516	SUPPLIES/OPERATING			2,291.04
*****	03/08/2023	3722 FERNO WASHINGTON, INC	Check	No	260.00
	Purchase Order #: 0	Voucher #: 123770	Invoice #: 916254		260.00
	Invoice Description: RESTRAINT KIT				

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
	001-175-516	SUPPLIES/OPERATING			260.00
*****	03/08/2023	626 FIKES, JASON	Check	No	66.25
Purchase Order #:	0	Voucher #: 124348	Invoice #: 230227		66.25
Invoice Description:	REIMB COMM'L LIC FEE				
403-676-612	PROFESSIONAL FEES				66.25
*****	03/08/2023	7930 FINISHING SOLUTIONS, LLC	Check	No	65,353.48
Purchase Order #:	0	Voucher #: 124110	Invoice #: 5		65,353.48
Invoice Description:	MED ARTS RENO TO 2/04/23				
001-601-737	CITYWIDE RENOVATIONS				65,353.48
*****	03/08/2023	3612 FIRST CALL	Check	No	4,050.23
Purchase Order #:	0	Voucher #: 123771	Invoice #: 1133-117093		-40.00
Invoice Description:	#650 CORE RETURN				
403-676-622	RPR/MAINT VEHICLES				-40.00
Purchase Order #:	0	Voucher #: 123772	Invoice #: 1133-117446		19.98
Invoice Description:	#451 WIPER BLADES				
001-175-622	RPR/MAINT VEHICLES				19.98
Purchase Order #:	0	Voucher #: 123773	Invoice #: 1133-118211		706.94
Invoice Description:	#237 BRK RTRS/ CLPRS/ PADS				
001-100-622	RPR/MAINT VEHICLES				706.94
Purchase Order #:	0	Voucher #: 123774	Invoice #: 1133-118219		18.71
Invoice Description:	#283 AIR FLTR/ OIL FLTR				
001-100-622	RPR/MAINT VEHICLES				18.71
Purchase Order #:	0	Voucher #: 123775	Invoice #: 1133-118227		90.40
Invoice Description:	#237 OIL/ FLTR CVR/ FLTR				
001-100-622	RPR/MAINT VEHICLES				90.40
Purchase Order #:	0	Voucher #: 123776	Invoice #: 1133-118808		39.98
Invoice Description:	#287 LIFT SUPPORTS				
001-200-622	RPR/MAINT VEHICLES				39.98
Purchase Order #:	0	Voucher #: 123777	Invoice #: 1133-118928		60.00
Invoice Description:	#287 CLEANER				
001-200-516	SUPPLIES/OPERATING				60.00
Purchase Order #:	0	Voucher #: 123778	Invoice #: 1133-119962		16.88
Invoice Description:	STOCK GREASE				
001-200-516	SUPPLIES/OPERATING				16.88
Purchase Order #:	0	Voucher #: 123779	Invoice #: 1133-119970		9.19
Invoice Description:	#745 LIGHT				
001-200-622	RPR/MAINT VEHICLES				9.19
Purchase Order #:	0	Voucher #: 123780	Invoice #: 1133-119996		33.25
Invoice Description:	#800 BACKUP ALARM				
404-677-622	RPR/MAINT VEHICLES				33.25
Purchase Order #:	0	Voucher #: 123781	Invoice #: 5491-241719		299.28
Invoice Description:	#244 BETTERIES				
001-100-622	RPR/MAINT VEHICLES				299.28
Purchase Order #:	0	Voucher #: 123782	Invoice #: 5491-242429		31.18
Invoice Description:	WIPER BLADES				
403-676-622	RPR/MAINT VEHICLES				31.18
Purchase Order #:	0	Voucher #: 123783	Invoice #: 5491-242436		95.94
Invoice Description:	STN 4 DEF FLD/ MLTIMTR/ DEGRSR				
001-175-516	SUPPLIES/OPERATING				95.94
Purchase Order #:	0	Voucher #: 123784	Invoice #: 5491-242442		4.00
Invoice Description:	#339 LL MINI BULBS				

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
001-410-622	RPR/MAINT VEHICLES				4.00
Purchase Order #:	0	Voucher #: 123970	Invoice #: 1133-111534		42.19
Invoice Description:	#721 FIRE EXTNGSHR/ SPRINGS				
001-410-622	RPR/MAINT VEHICLES				42.19
Purchase Order #:	0	Voucher #: 123971	Invoice #: 1133-119178		165.48
Invoice Description:	#653 PLUBS/ IGN WIRES/ IGN COIL				
001-001-622	RPR/MAINT VEHICLES				165.48
Purchase Order #:	0	Voucher #: 123972	Invoice #: 1133-119989		19.96
Invoice Description:	#653 CONNECTOR/ QUIK-LOK				
001-001-622	RPR/MAINT VEHICLES				19.96
Purchase Order #:	0	Voucher #: 123973	Invoice #: 1133-120101		182.39
Invoice Description:	#111 ALTERNATOR				
001-010-622	RPR/MAINT VEHICLES				182.39
Purchase Order #:	0	Voucher #: 123974	Invoice #: 5491-242330		359.80
Invoice Description:	DEF FLUID				
001-175-510	GAS/OIL				359.80
Purchase Order #:	0	Voucher #: 124111	Invoice #: EB12968135		-63.19
Invoice Description:	DEC 22 EARNBACK				
001-300-622	RPR/MAINT VEHICLES				-63.19
Purchase Order #:	0	Voucher #: 124112	Invoice #: 1133-118455		-40.00
Invoice Description:	#282 CORE RETURN				
001-100-622	RPR/MAINT VEHICLES				-40.00
Purchase Order #:	0	Voucher #: 124113	Invoice #: 1133-118729		-146.00
Invoice Description:	#237 CORE RETURN				
001-100-622	RPR/MAINT VEHICLES				-146.00
Purchase Order #:	0	Voucher #: 124114	Invoice #: 1133-118831		724.18
Invoice Description:	#279 BRK ROTORS/ CALIPERS/ PADS				
001-100-622	RPR/MAINT VEHICLES				724.18
Purchase Order #:	0	Voucher #: 124115	Invoice #: 1133-119105		19.98
Invoice Description:	#239 WIPER BLADES				
001-100-622	RPR/MAINT VEHICLES				19.98
Purchase Order #:	0	Voucher #: 124116	Invoice #: 1133-119987		388.53
Invoice Description:	#245 BRK ROTORS/ CALIPERS/ PADS				
001-100-622	RPR/MAINT VEHICLES				388.53
Purchase Order #:	0	Voucher #: 124117	Invoice #: 1133-120063		274.12
Invoice Description:	#492 OIL/ FLTRS				
001-175-510	GAS/OIL				239.90
001-175-622	RPR/MAINT VEHICLES				34.22
Purchase Order #:	0	Voucher #: 124118	Invoice #: 1133-120272		19.98
Invoice Description:	#291 WIPER BLADES				
001-100-622	RPR/MAINT VEHICLES				19.98
Purchase Order #:	0	Voucher #: 124119	Invoice #: 1133-120313		84.72
Invoice Description:	#245 CALIPERS				
001-100-622	RPR/MAINT VEHICLES				84.72
Purchase Order #:	0	Voucher #: 124120	Invoice #: 1133-120604		32.97
Invoice Description:	#411 TENSIONER				
001-175-622	RPR/MAINT VEHICLES				32.97
Purchase Order #:	0	Voucher #: 124121	Invoice #: 1133-120792		34.16
Invoice Description:	#7164 PWR TRD BELT				
001-410-618	RPR/MAINT EQUIPMENT				34.16
Purchase Order #:	0	Voucher #: 124122	Invoice #: 5491-243079		53.98
Invoice Description:	#336 WIPER BLADES				
001-410-622	RPR/MAINT VEHICLES				53.98

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124123	Invoice #: 5491-243358		11.49
Invoice Description:	#270 OIL				
001-100-622	RPR/MAINT VEHICLES			11.49	
Purchase Order #:	0	Voucher #: 124124	Invoice #: 5491-243478		9.80
Invoice Description:	#228 HOSE CLAMPS/ CONNECTS				
001-100-622	RPR/MAINT VEHICLES			9.80	
Purchase Order #:	0	Voucher #: 124125	Invoice #: 5491-243479		15.99
Invoice Description:	#228 ANTIFREEZE				
001-100-622	RPR/MAINT VEHICLES			15.99	
Purchase Order #:	0	Voucher #: 124126	Invoice #: 5491-243770		10.80
Invoice Description:	#220 WIPER BLADES				
001-100-622	RPR/MAINT VEHICLES			10.80	
Purchase Order #:	0	Voucher #: 124264	Invoice #: 5491-243645		213.82
Invoice Description:	BIG CHILL/ OIL/ ANITFREEZE				
403-676-622	RPR/MAINT VEHICLES			213.82	
Purchase Order #:	0	Voucher #: 124265	Invoice #: 5491-243911		55.95
Invoice Description:	HYPR DRSSNG/ CLOTH/ LTHR/ VENT WRP				
001-350-622	RPR/MAINT VEHICLES			55.95	
Purchase Order #:	0	Voucher #: 124349	Invoice #: OCBO131196-01192023		60.00
Invoice Description:	PD 1133495233 2X				
001-210-622	RPR/MAINT VEHICLES			10.00	
001-100-622	RPR/MAINT VEHICLES			50.00	
Purchase Order #:	0	Voucher #: 124350	Invoice #: OPCM-466680A		-327.91
Invoice Description:	PD 5491222428/ 1133473217 2X				
001-210-622	RPR/MAINT VEHICLES		Accrual	-15.83	
001-175-622	RPR/MAINT VEHICLES		Accrual	-312.08	
Purchase Order #:	0	Voucher #: 124351	Invoice #: PCM156146A		-471.84
Invoice Description:	PD 1133497707/ 5491233120 2X				
001-200-622	RPR/MAINT VEHICLES			-388.40	
001-210-618	RPR/MAINT EQUIPMENT			-83.44	
Purchase Order #:	0	Voucher #: 124352	Invoice #: 1133-121118		19.98
Invoice Description:	#650 WIPER BLADES				
403-676-622	RPR/MAINT VEHICLES			19.98	
Purchase Order #:	0	Voucher #: 124353	Invoice #: 5491-241221		35.98
Invoice Description:	STN 1 DEF FLUID				
001-175-510	GAS/OIL			35.98	
Purchase Order #:	0	Voucher #: 124354	Invoice #: 5491-243574		34.99
Invoice Description:	STOCK MOTOR OIL				
001-175-510	GAS/OIL			34.99	
Purchase Order #:	0	Voucher #: 124355	Invoice #: 5491-243868		44.99
Invoice Description:	STOCK VEH&BOAT-PW				
001-100-622	RPR/MAINT VEHICLES			44.99	
Purchase Order #:	0	Voucher #: 124407	Invoice #: OPCM-46063		-15.26
Invoice Description:	PD 1133-463254 2X				
001-200-516	SUPPLIES/OPERATING		Accrual	-15.26	
Purchase Order #:	0	Voucher #: 124430	Invoice #: 1133-121812		19.98
Invoice Description:	#906 WIPER BLADES				
404-677-622	RPR/MAINT VEHICLES			19.98	
Purchase Order #:	0	Voucher #: 124431	Invoice #: 1133-121813		28.78
Invoice Description:	#708 6IN RED LED LIGHTS				
404-677-622	RPR/MAINT VEHICLES			28.78	
Purchase Order #:	0	Voucher #: 124432	Invoice #: 1133-121817		131.73
Invoice Description:	#785 ALTERNATOR/ CORE				

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
	001-200-622	RPR/MAINT VEHICLES			131.73
	Purchase Order #:	0	Voucher #: 124433	Invoice #: 1133-121821	281.49
	Invoice Description:	#785 BATTERY			
	001-200-622	RPR/MAINT VEHICLES			281.49
	Purchase Order #:	0	Voucher #: 124434	Invoice #: 1133-122993	76.92
	Invoice Description:	STOCK GLOVES			
	001-200-516	SUPPLIES/OPERATING			76.92
	Purchase Order #:	0	Voucher #: 124435	Invoice #: 5491-242451	58.50
	Invoice Description:	#382 HDLITE RESTORE			
	001-410-622	RPR/MAINT VEHICLES			58.50
	Purchase Order #:	0	Voucher #: 124436	Invoice #: 5491-243246	154.82
	Invoice Description:	#374 REPAIR			
	001-410-650	AUDUBON			154.82
	Purchase Order #:	0	Voucher #: 124437	Invoice #: 5491-243708	24.99
	Invoice Description:	#368 RCVR BUSHING			
	001-410-622	RPR/MAINT VEHICLES			24.99
	Purchase Order #:	0	Voucher #: 124438	Invoice #: 5491-244434	11.49
	Invoice Description:	#228 OIL			
	001-100-622	RPR/MAINT VEHICLES			11.49
	Purchase Order #:	0	Voucher #: 124439	Invoice #: 5491-244520	23.77
	Invoice Description:	#371 RAINX/ UPHLSTY ADHSV/ WIPER FLD			
	001-410-622	RPR/MAINT VEHICLES			23.77
*****	03/08/2023	7344 FOX VALLEY ANIMAL NUTRITION INC	Check	No	403.43
	Purchase Order #:	0	Voucher #: 123785	Invoice #: 62465	403.43
	Invoice Description:	FOOD/ NPPLS/ ELECTROLYTE			
	001-410-516	SUPPLIES/OPERATING			403.43
*****	03/08/2023	6493 FRANCEZ, BARBARA JENKINS	Check	No	330.00
	Purchase Order #:	0	Voucher #: 123669	Invoice #: 230210	120.00
	Invoice Description:	CARDIO DANCE			
	001-325-612	PROFESSIONAL FEES			120.00
	Purchase Order #:	0	Voucher #: 123923	Invoice #: 230217	120.00
	Invoice Description:	CARDIO DANCE			
	001-325-612	PROFESSIONAL FEES			120.00
	Purchase Order #:	0	Voucher #: 124229	Invoice #: 230224	90.00
	Invoice Description:	CARDIO DANCE			
	001-325-612	PROFESSIONAL FEES			90.00
*****	03/08/2023	710 GALLS, LLC	Check	No	4,036.10
	Purchase Order #:	0	Voucher #: 123786	Invoice #: 023325109	122.37
	Invoice Description:	TROUSERS			
	001-100-540	UNIFORMS			122.37
	Purchase Order #:	0	Voucher #: 123787	Invoice #: 023325110	122.37
	Invoice Description:	TROUSERS			
	001-100-622	RPR/MAINT VEHICLES			122.37
	Purchase Order #:	0	Voucher #: 123788	Invoice #: 023348923	139.92
	Invoice Description:	BADGE			
	001-110-540	UNIFORMS			139.92
	Purchase Order #:	0	Voucher #: 123789	Invoice #: 023350405	52.61
	Invoice Description:	ARMORSKIN SHIRT			
	001-100-540	UNIFORMS			52.61
	Purchase Order #:	0	Voucher #: 123790	Invoice #: 023363188	367.11
	Invoice Description:	TROUSERS			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-100-540 UNIFORMS			367.11
	Purchase Order #:	0	Voucher #: 123791	Invoice #: 023380936	251.86
	Invoice Description:	BOOTS/ TROUSERS			
		001-100-540 UNIFORMS			251.86
	Purchase Order #:	0	Voucher #: 123792	Invoice #: 023338258	108.90
	Invoice Description:	TROUSERS			
		001-100-540 UNIFORMS			108.90
	Purchase Order #:	0	Voucher #: 123793	Invoice #: 023386384	257.60
	Invoice Description:	BATTERIES			
		001-100-618 RPR/MAINT EQUIP			257.60
	Purchase Order #:	0	Voucher #: 123794	Invoice #: 023394857	138.83
	Invoice Description:	TACVEST			
		001-100-507 EQUIPMENT/SMALL			138.83
	Purchase Order #:	0	Voucher #: 123795	Invoice #: 023408933	69.40
	Invoice Description:	NAMETAGS			
		001-100-540 UNIFORMS			69.40
	Purchase Order #:	0	Voucher #: 123975	Invoice #: 023422145	832.13
	Invoice Description:	TROUSERS/ STINGERS/ PANTS			
		001-100-540 UNIFORMS			832.13
	Purchase Order #:	0	Voucher #: 123976	Invoice #: 023422156	102.86
	Invoice Description:	SHIRTS			
		001-100-540 UNIFORMS			102.86
	Purchase Order #:	0	Voucher #: 123977	Invoice #: 023422157	102.86
	Invoice Description:	SHIRTS			
		001-100-540 UNIFORMS			102.86
	Purchase Order #:	0	Voucher #: 123978	Invoice #: 023422159	51.43
	Invoice Description:	SHIRT			
		001-100-540 UNIFORMS			51.43
	Purchase Order #:	0	Voucher #: 123979	Invoice #: 023422166	102.86
	Invoice Description:	SHIRTS			
		001-100-540 UNIFORMS			102.86
	Purchase Order #:	0	Voucher #: 124356	Invoice #: 02345295	74.11
	Invoice Description:	SHIRT			
		001-100-540 UNIFORMS			74.11
	Purchase Order #:	0	Voucher #: 124357	Invoice #: 023485312	78.74
	Invoice Description:	SHIRT			
		001-100-540 UNIFORMS			78.74
	Purchase Order #:	0	Voucher #: 124358	Invoice #: 023498069	105.68
	Invoice Description:	PANTS			
		001-100-540 UNIFORMS			105.68
	Purchase Order #:	0	Voucher #: 124359	Invoice #: 023509848	297.92
	Invoice Description:	BADGES			
		001-100-540 UNIFORMS			297.92
	Purchase Order #:	0	Voucher #: 124360	Invoice #: 023510700	-139.92
	Invoice Description:	CREDIT- BADGE			
		001-100-540 UNIFORMS			-139.92
	Purchase Order #:	0	Voucher #: 124361	Invoice #: 023546998	160.00
	Invoice Description:	BOOTS			
		001-100-540 UNIFORMS			160.00
	Purchase Order #:	0	Voucher #: 124362	Invoice #: 023547043	51.49
	Invoice Description:	SHORTS			
		001-100-540 UNIFORMS			51.49
	Purchase Order #:	0	Voucher #: 124363	Invoice #: 023552798	51.43

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> SHIRT					
	001-100-540	UNIFORMS			51.43
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124440	<i>Invoice #:</i> 023575371		154.29
<i>Invoice Description:</i> SHIRTS					
	001-100-540	UNIFORMS			154.29
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124441	<i>Invoice #:</i> 023575380		275.25
<i>Invoice Description:</i> PANTS					
	001-110-540	UNIFORMS			275.25
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124442	<i>Invoice #:</i> 023575460		104.00
<i>Invoice Description:</i> SHORTS					
	001-100-540	UNIFORMS			104.00
*****	03/08/2023	5627 GCO INC, GULF COAST ORGANIC INC	Check	No	2,498.95
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123797	<i>Invoice #:</i> 45800		431.50
<i>Invoice Description:</i> RYE SEED					
	001-608-720	ROADWAYS/PAVING/RESURFACE			431.50
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124364	<i>Invoice #:</i> 45932		67.45
<i>Invoice Description:</i> LINE CHALK					
	001-614-734	SHOOTING RANGE			67.45
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124443	<i>Invoice #:</i> 45892		2,000.00
<i>Invoice Description:</i> ROOTDRIVER FERTILIZER					
	001-210-620	RPR/MAINT GROUNDS			2,000.00
*****	03/08/2023	6559 GEOCON ENGINEERING & MATERIAL TESTING	Check	No	998.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123980	<i>Invoice #:</i> 7540		998.00
<i>Invoice Description:</i> FIRE STN 3 MATERIAL TESTING					
	001-607-711	FIRE STATION 5			998.00
*****	03/08/2023	6049 GILMORE SERVICES	Check	No	429.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124266	<i>Invoice #:</i> 0153072		227.75
<i>Invoice Description:</i> SHREDDING					
	001-010-612	PROFESSIONAL FEES			227.75
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124365	<i>Invoice #:</i> 0153065		201.25
<i>Invoice Description:</i> SHREDDING					
	001-100-516	SUPPLIES/OPERATING			201.25
*****	03/08/2023	706 G&J POWER EQUIPMENT INC	Check	No	1,592.42
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123798	<i>Invoice #:</i> 656206		965.95
<i>Invoice Description:</i> CHAIN SAW CHAIN					
	001-200-516	SUPPLIES/OPERATING			965.95
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123799	<i>Invoice #:</i> 656207		101.94
<i>Invoice Description:</i> STK MOWER BLADES					
	001-210-516	SUPPLIES/OPERATING			101.94
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123800	<i>Invoice #:</i> 656242		236.65
<i>Invoice Description:</i> CHAIN/ VELT/ CLTCH/ AIR FLTR					
	001-210-618	RPR/MAINT EQUIPMENT			236.65
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123801	<i>Invoice #:</i> 656311		287.88
<i>Invoice Description:</i> MWR BLADES/ REACHERS					
	001-210-516	SUPPLIES/OPERATING			287.88
*****	03/08/2023	5993 GLASS SYSTEMS OF ALABAMA, LLP	Check	No	230.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123796	<i>Invoice #:</i> 21004		25.00
<i>Invoice Description:</i> STN 1 LT FXTR GLASS					
	001-175-516	SUPPLIES/OPERATING			25.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123981	<i>Invoice #:</i> 21114		205.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		DOOR REPAIR			
	430-682-616	RPR/MAINT PLANT/BLDGS			205.00
*****	03/08/2023	723 G N G PLUMBING	Check	No	1,400.05
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123802	<i>Invoice #:</i> 310479		179.27
<i>Invoice Description:</i>		HOSE/ CNNCTRS/ CPLNGS/ BSHNGS			
	403-676-516	SUPPLIES/OPERATING			179.27
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123803	<i>Invoice #:</i> 310509		137.28
<i>Invoice Description:</i>		CPLNGS/ TEES/ BSHGS/ PIPE			
	001-210-516	SUPPLIES/OPERATING			137.28
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123982	<i>Invoice #:</i> I-43262-1		276.48
<i>Invoice Description:</i>		PLUMBING REPAIR			
	001-020-616	RPR/MAINT PLANT/BLDGS			276.48
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124267	<i>Invoice #:</i> 310739		6.69
<i>Invoice Description:</i>		COUPLING			
	001-210-516	SUPPLIES/OPERATING			6.69
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124268	<i>Invoice #:</i> 310778		82.66
<i>Invoice Description:</i>		PIPE SWINGS/ ELBOWS			
	001-210-620	RPR/MAINT GROUNDS			82.66
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124269	<i>Invoice #:</i> 310796		86.72
<i>Invoice Description:</i>		ADPTRS/ CRIMP RINGS			
	001-210-620	RPR/MAINT GROUNDS			86.72
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124270	<i>Invoice #:</i> 310818		10.98
<i>Invoice Description:</i>		COUPLINGS			
	403-676-516	SUPPLIES/OPERATING			10.98
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124271	<i>Invoice #:</i> 310855		4.98
<i>Invoice Description:</i>		WAX SEAL W/ HORN			
	001-020-616	RPR/MAINT PLANT/BLDGS			4.98
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124366	<i>Invoice #:</i> 311006		65.28
<i>Invoice Description:</i>		PVC PIPE/ ELBOWS			
	403-676-516	SUPPLIES/OPERATING			65.28
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124367	<i>Invoice #:</i> 311092		221.24
<i>Invoice Description:</i>		BRASS NIPPLES			
	403-676-516	SUPPLIES/OPERATING			221.24
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124444	<i>Invoice #:</i> 310819		75.05
<i>Invoice Description:</i>		SPLC KITS/ RECIP SAW BLD/ PVC CMT			
	001-210-620	RPR/MAINT GROUNDS			75.05
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124445	<i>Invoice #:</i> 310901		4.38
<i>Invoice Description:</i>		BUSHING/ ELBOW SLIP			
	001-210-516	SUPPLIES/OPERATING			4.38
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124446	<i>Invoice #:</i> 310957		7.99
<i>Invoice Description:</i>		BUSHING			
	001-210-516	SUPPLIES/OPERATING			7.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124447	<i>Invoice #:</i> 310993		24.17
<i>Invoice Description:</i>		HOSE BIB/ BUSHINGS			
	001-410-620	RPR/MAINT GROUNDS			24.17
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124448	<i>Invoice #:</i> 311038		21.99
<i>Invoice Description:</i>		ANCHOR TAPCON			
	001-210-516	SUPPLIES/OPERATING			21.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124449	<i>Invoice #:</i> 311042		194.89
<i>Invoice Description:</i>		PVC PIPE/ STAKE FLAGS			
	001-210-620	RPR/MAINT GROUNDS			194.89
*****	03/08/2023	735 GOODWYN, MILLS, CAWOOD, LLC	Check	No	12,125.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123804	Invoice #: CMOB22001613		12,125.00
Invoice Description:		NEW SAN FC MAIN W ICW BORE			
	403-676-612	PROFESSIONAL FEES			12,125.00
*****	03/08/2023	755 GRAINGER	Check	No	811.55
Purchase Order #:	0	Voucher #: 124127	Invoice #: 9618488366		811.55
Invoice Description:		GAS DETECTORS			
	001-175-507	EQUIPMENT/SMALL			811.55
*****	03/08/2023	5855 GREENSOUTH SOLUTIONS LLC	Check	No	18,320.00
Purchase Order #:	0	Voucher #: 123805	Invoice #: 3371		18,320.00
Invoice Description:		BIOSOLIDS CONVERSION MGMT			
	403-676-635	UTILITIES			18,320.00
*****	03/08/2023	5789 GULF COAST TOOLS, INC	Check	No	105.96
Purchase Order #:	0	Voucher #: 124450	Invoice #: 350552		105.96
Invoice Description:		ENGRVNG BITS/ TOOLS			
	001-410-516	SUPPLIES/OPERATING			105.96
*****	03/08/2023	778 GULF SHORES AUTO SUPPLY	Check	No	1,683.00
Purchase Order #:	0	Voucher #: 123806	Invoice #: 050285		68.24
Invoice Description:		NO DISCOUNT			
	001-100-622	RPR/MAINT VEHICLES			68.24
Purchase Order #:	0	Voucher #: 123807	Invoice #: 050286		62.91
Invoice Description:		NO DISCOUNT			
	001-100-622	RPR/MAINT VEHICLES			62.91
Purchase Order #:	0	Voucher #: 123808	Invoice #: 050606		21.04
Invoice Description:		DISC \$0.43			
	001-210-618	RPR/MAINT EQUIPMENT			21.04
Purchase Order #:	0	Voucher #: 123809	Invoice #: 050608		10.47
Invoice Description:		DISC \$0.21			
	404-677-618	RPR/MAINT EQUIPMENT			10.47
Purchase Order #:	0	Voucher #: 123810	Invoice #: 050609		37.33
Invoice Description:		DISC \$0.76			
	001-210-618	RPR/MAINT EQUIPMENT			37.33
Purchase Order #:	0	Voucher #: 123811	Invoice #: 050612		47.28
Invoice Description:		DISC \$0.97			
	001-210-618	RPR/MAINT EQUIPMENT			47.28
Purchase Order #:	0	Voucher #: 123812	Invoice #: 050613		42.55
Invoice Description:		DISC \$0.87			
	001-210-618	RPR/MAINT EQUIPMENT			42.55
Purchase Order #:	0	Voucher #: 124128	Invoice #: 050347		68.24
Invoice Description:		NO DISC/ #109 OIL/ FLTR			
	001-001-622	RPR/MAINT VEHICLES			68.24
Purchase Order #:	0	Voucher #: 124129	Invoice #: 050349		61.37
Invoice Description:		NO DISC/ #328 OIL/ FLTRS			
	001-410-510	GAS/OIL			61.37
Purchase Order #:	0	Voucher #: 124130	Invoice #: 050411		60.02
Invoice Description:		DISC \$1.23			
	001-100-622	RPR/MAINT VEHICLES			60.02
Purchase Order #:	0	Voucher #: 124131	Invoice #: 050415		60.02
Invoice Description:		DISC \$1.23			
	001-410-510	GAS/OIL			60.02
Purchase Order #:	0	Voucher #: 124132	Invoice #: 050611		46.32
Invoice Description:		DISC \$0.95			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
001-100-622		RPR/MAINT VEHICLES			46.32
Purchase Order #:	0	Voucher #: 124133	Invoice #: 050616		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124134	Invoice #: 050688		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124135	Invoice #: 050690		83.86
Invoice Description:	DISC \$1.71				
001-100-622		RPR/MAINT VEHICLES			83.86
Purchase Order #:	0	Voucher #: 124136	Invoice #: 050752		46.32
Invoice Description:	DISC \$0.95				
001-100-622		RPR/MAINT VEHICLES			46.32
Purchase Order #:	0	Voucher #: 124272	Invoice #: 050414		54.26
Invoice Description:	NO DISCOUNT/ #646 OIL				
403-676-622		RPR/MAINT VEHICLES			54.26
Purchase Order #:	0	Voucher #: 124273	Invoice #: 050906		230.20
Invoice Description:	DISC \$4.7				
404-677-622		RPR/MAINT VEHICLES			71.26
404-677-510		GAS/OIL			158.94
Purchase Order #:	0	Voucher #: 124368	Invoice #: 050898		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124369	Invoice #: 050901		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124370	Invoice #: 050902		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124371	Invoice #: 050903		66.98
Invoice Description:	DISC \$1.26				
001-175-510		GAS/OIL			61.65
001-175-622		RPR/MAINT VEHICLES			5.33
Purchase Order #:	0	Voucher #: 124372	Invoice #: 050905		66.88
Invoice Description:	DISC \$1.36				
001-100-622		RPR/MAINT VEHICLES			66.88
Purchase Order #:	0	Voucher #: 124451	Invoice #: 050897		71.03
Invoice Description:	DISC \$1.45				
001-410-510		GAS/OIL			71.03
Purchase Order #:	0	Voucher #: 124452	Invoice #: 050900		71.03
Invoice Description:	DISC \$1.45				
001-410-510		GAS/OIL			71.03
Purchase Order #:	0	Voucher #: 124453	Invoice #: 051408		39.63
Invoice Description:	DISC \$0.81				
001-410-510		GAS/OIL			39.63
Purchase Order #:	0	Voucher #: 124537	Invoice #: 050753		32.62
Invoice Description:	DISC \$0.67				
001-010-622		RPR/MAINT VEHICLES			32.62
****	03/08/2023	789 GULF SHORES POWER SPORTS	Check	No	1,908.81
Purchase Order #:	0	Voucher #: 123813	Invoice #: 94047798		1,908.81
Invoice Description:	#640 REPAIR				
403-676-622		RPR/MAINT VEHICLES			1,908.81

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	792 GULF STATES DISTRIBUTORS	Check	No	2,571.00
	Purchase Order #: 0	Voucher #: 123814	Invoice #: 1437735-IN		1,704.00
	Invoice Description: SHIRTS				
	001-100-540 UNIFORMS				1,704.00
	Purchase Order #: 0	Voucher #: 123815	Invoice #: 1437912-CM		-952.00
	Invoice Description: CREDIT- SHIRTS				
	001-100-540 UNIFORMS				-952.00
	Purchase Order #: 0	Voucher #: 124137	Invoice #: 1438694-IN		728.00
	Invoice Description: PANTS				
	001-100-540 UNIFORMS				728.00
	Purchase Order #: 0	Voucher #: 124138	Invoice #: 1438695-IN		728.00
	Invoice Description: SHIRTS				
	001-100-540 UNIFORMS				728.00
	Purchase Order #: 0	Voucher #: 124454	Invoice #: 1439121-IN		363.00
	Invoice Description: INERT TRAINING PISTOLS				
	001-100-507 EQUIPMENT/SMALL				363.00
*****	03/08/2023	3117 HAGAN FENCE CO. OF BALDWIN COUNTY INC	Check	No	53.00
	Purchase Order #: 0	Voucher #: 123816	Invoice #: 047454		53.00
	Invoice Description: LATCH FORKS				
	001-325-616 RPR/MAINT PLANT/BLDGS				53.00
*****	03/08/2023	807 HALL'S AUTO SUPPLY	Check	No	16.00
	Purchase Order #: 0	Voucher #: 124274	Invoice #: 34462		16.00
	Invoice Description: M SWLELBOWS/ COUPLINGS				
	001-200-622 RPR/MAINT VEHICLES				16.00
*****	03/08/2023	6556 HANDLEY, FORD	Check	No	248.90
	Purchase Order #: 0	Voucher #: 124373	Invoice #: 230227		248.90
	Invoice Description: REIMB MLG MNTGMRY 2.23.23				
	001-020-630 TRAINING/TRAVEL				248.90
*****	03/08/2023	8032 HARD TIME PRODUCTS LLC	Check	No	639.19
	Purchase Order #: 0	Voucher #: 124139	Invoice #: INV001258		320.00
	Invoice Description: PENS/ TOOTHPASTE				
	001-110-516 SUPPLIES/OPERATING				320.00
	Purchase Order #: 0	Voucher #: 124374	Invoice #: INV001305		319.19
	Invoice Description: PENS/ TOOTHPASTE				
	001-110-516 SUPPLIES/OPERATING				319.19
*****	03/08/2023	818 HARTLEY, JEFFERY CARL	Check	No	56.25
	Purchase Order #: 0	Voucher #: 124275	Invoice #: 230216		56.25
	Invoice Description: REIMB CLASS B LIC				
	403-676-612 PROFESSIONAL FEES				56.25
*****	03/08/2023	833 HAYNES EMERGENCY LIGHTING	Check	No	8,687.62
	Purchase Order #: 0	Voucher #: 124140	Invoice #: 2300137-INA		600.00
	Invoice Description: #109 WINDOW TINT				
	001-001-622 RPR/MAINT VEHICLES				600.00
	Purchase Order #: 230028	Voucher #: 124375	Invoice #: 2300185-IN		4,740.00
	Invoice Description: LAPTOP STANDS				
	001-100-507 EQUIPMENT/SMALL				4,740.00
	Purchase Order #: 0	Voucher #: 124455	Invoice #: 2300189-IN		85.00
	Invoice Description: #271 SIREN REPAIR				
	001-100-622 RPR/MAINT VEHICLES				85.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	230071	Voucher #: 124456	Invoice #: 2300190-IN		3,262.62
Invoice Description:	#244 EQUIPMENT/ INSTALL/ WNDO TINT				
001-100-622	RPR/MAINT VEHICLES				3,262.62
*****	03/08/2023	1335 HENRY SCHEIN INC	Check	No	1,849.10
Purchase Order #:	0	Voucher #: 123818	Invoice #: 33267028		91.80
Invoice Description:	NEEDLES				
001-175-516	SUPPLIES/OPERATING				91.80
Purchase Order #:	0	Voucher #: 124141	Invoice #: 34230414		1,757.30
Invoice Description:	EMS SUPPLIES				
001-175-516	SUPPLIES/OPERATING				1,757.30
*****	03/08/2023	3579 HOBBY LOBBY	Check	No	562.39
Purchase Order #:	0	Voucher #: 123819	Invoice #: 119874094		271.66
Invoice Description:	'MRMD' FLWRS/ FABRIC/ SUPPLIES				
001-375-636	PRODUCTION COST				271.66
Purchase Order #:	0	Voucher #: 123820	Invoice #: 119762141		205.90
Invoice Description:	'MRMD' FABRIC/ DECOR/ JWLRY				
001-375-636	PRODUCTION COST				205.90
Purchase Order #:	0	Voucher #: 123821	Invoice #: 119951555		56.49
Invoice Description:	'MRMD' FABRIC				
001-375-636	PRODUCTION COST				56.49
Purchase Order #:	0	Voucher #: 123983	Invoice #: 120008328		28.34
Invoice Description:	VALENTINE/ SPRING SR CTR				
001-300-516	SUPPLIES/OPERATING				28.34
*****	03/08/2023	7063 HODO, JODY	Check	No	3,333.33
Purchase Order #:	0	Voucher #: 124276	Invoice #: 21/1/2023		3,333.33
Invoice Description:	FEB 2023				
001-350-612	PROFESSIONAL FEES				3,333.33
*****	03/08/2023	8045 HOLLADAY, JOHN	Check	No	3,333.33
Purchase Order #:	0	Voucher #: 124277	Invoice #: 009		3,333.33
Invoice Description:	FEB 2023				
001-350-612	PROFESSIONAL FEES				3,333.33
*****	03/08/2023	892 HYDRA SERVICE, INC.	Check	No	6,090.91
Purchase Order #:	230061	Voucher #: 124278	Invoice #: 36884		6,090.91
Invoice Description:	SINGLE SCRUBBER				
403-676-516	SUPPLIES/OPERATING				6,090.91
*****	03/08/2023	7822 ICE PLANT, INC.	Check	No	397.50
Purchase Order #:	0	Voucher #: 123822	Invoice #: 33-3450000		208.50
Invoice Description:	ICE				
001-200-516	SUPPLIES/OPERATING				104.25
001-210-516	SUPPLIES/OPERATING				104.25
Purchase Order #:	0	Voucher #: 124279	Invoice #: 33-3450107		189.00
Invoice Description:	ICE				
404-677-516	SUPPLIES/OPERATING				94.50
001-200-516	SUPPLIES/OPERATING				94.50
*****	03/08/2023	230 IMPERIAL BAG & PAPER CO., LLC	Check	No	1,433.75
Purchase Order #:	0	Voucher #: 124280	Invoice #: 12952368		1,429.25
Invoice Description:	DISINF WIPES/ P-TWLS/ T-TISSUE				
001-325-513	SUPPLIES/JANITORIAL				1,429.25
Purchase Order #:	0	Voucher #: 124281	Invoice #: 12962300		4.50

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		MOP HEAD			
	001-325-513	SUPPLIES/JANITORIAL			4.50
*****	03/08/2023	6022 INNER PARISH SECURITY CORP	Check	No	2,502.41
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123823	<i>Invoice #:</i> 425092		2,502.41
<i>Invoice Description:</i>		2/01-2/28/23 VIDEO SVC			
	001-001-612	PROFESSIONAL FEES			1,411.44
	001-300-612	PROFESSIONAL FEES			545.49
	001-325-612	PROFESSIONAL FEES			545.48
*****	03/08/2023	3159 INSTITUTE OF POLICE TECH & MGT -UNF	Check	No	895.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124376	<i>Invoice #:</i> 230227		895.00
<i>Invoice Description:</i>		R KIRCHHARR TCTCL OP CMD			
	001-100-630	TRAINING/TRAVEL			895.00
*****	03/08/2023	3748 INTERIOR / EXTERIOR	Check	No	232.32
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124142	<i>Invoice #:</i> 2285625-00		232.32
<i>Invoice Description:</i>		POST OFC MATERIALS			
	001-001-616	RPR/MAINT PLANT/BLDGS			232.32
*****	03/08/2023	940 INTERSTATE PRINTING & GRAPH	Check	No	92.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123984	<i>Invoice #:</i> 42815		92.00
<i>Invoice Description:</i>		BUS CRDS J CARROLL/ E MASON			
	001-175-516	SUPPLIES/OPERATING			92.00
*****	03/08/2023	945 INTOXIMETERS, INC	Check	No	860.50
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124143	<i>Invoice #:</i> 726117		294.00
<i>Invoice Description:</i>		MOUTHPIECES			
	001-100-516	SUPPLIES/OPERATING			294.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124457	<i>Invoice #:</i> 727218		566.50
<i>Invoice Description:</i>		INTOXIMETER MOUTHPIECES			
	001-100-516	SUPPLIES/OPERATING			566.50
*****	03/08/2023	5427 J. REED CONSTRUCTORS, INC.	Check	No	137,335.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124377	<i>Invoice #:</i> 21-017-01		131,849.00
<i>Invoice Description:</i>		FIRE TRNG TWR REFURB			
	001-175-616	RPR/MAINT PLANT/BLDGS	Accrual		131,849.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124378	<i>Invoice #:</i> 21-017-02		3,381.00
<i>Invoice Description:</i>		FIRE TRNG TWR REFURB			
	001-175-616	RPR/MAINT PLANT/BLDGS	Accrual		3,381.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124379	<i>Invoice #:</i> 21-017-03		2,105.00
<i>Invoice Description:</i>		CEILING JOIST INSTALL			
	001-175-616	RPR/MAINT PLANT/BLDGS			2,105.00
*****	03/08/2023	1075 JUDGE OF PROBATE	Check	No	718,095.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124090	<i>Invoice #:</i> 230217		718,095.00
<i>Invoice Description:</i>		CV2021-900073 COB V G CONNER			
	001-601-731	ADMIN CAPITAL PROJECTS			718,095.00
*****	03/08/2023	4021 KENNON, TONY	Check	No	9.25
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124144	<i>Invoice #:</i> 230125		9.25
<i>Invoice Description:</i>		REIMB MEAL THMPNS HS TALK			
	001-001-516	SUPPLIES/OPERATING			9.25
*****	03/08/2023	1105 KENTWOOD SPRINGS WATER CO	Check	No	123.88
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124458	<i>Invoice #:</i> 19478530 022423		123.88
<i>Invoice Description:</i>		WATER COOLERS			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
	001-410-516	SUPPLIES/OPERATING			123.88
*****	03/08/2023	6916 KONE INC	Check	No	2,185.00
	Purchase Order #: 0	Voucher #: 124145	Invoice #: 921521411		785.00
	Invoice Description: ELEVATOR ANN'L PRSSR TEST				
	001-410-612	PROFESSIONAL FEES			785.00
	Purchase Order #: 0	Voucher #: 124146	Invoice #: 921521801		1,400.00
	Invoice Description: ELEVATOR REPAIR				
	001-410-616	RPR/MAINT PLANT/BLDGS			1,400.00
*****	03/08/2023	7736 K. PIERRE LLC	Check	No	276.25
	Purchase Order #: 0	Voucher #: 123824	Invoice #: 230210		276.25
	Invoice Description: SPRING FLING CLASS				
	430-682-612	PROFESSIONAL FEES			276.25
*****	03/08/2023	6445 LAMAR COMPANIES	Check	No	5,750.00
	Purchase Order #: 230007	Voucher #: 123825	Invoice #: 114455132		175.00
	Invoice Description: FSTVL PSTR FLEX PCOLA				
	430-682-649	FESTIVALS EXPENSES			175.00
	Purchase Order #: 0	Voucher #: 123826	Invoice #: 114462593		900.00
	Invoice Description: AUDOBON DGTL BLLTN				
	001-410-650	AUDUBON			900.00
	Purchase Order #: 230007	Voucher #: 124282	Invoice #: 114484328		2,450.00
	Invoice Description: FESTIVAL ADS FOLEY/ GS/ MOBILE				
	430-682-649	FESTIVALS EXPENSES			2,450.00
	Purchase Order #: 230007	Voucher #: 124283	Invoice #: 114484337		2,225.00
	Invoice Description: FESTIVAL ADS P'COLA				
	430-682-649	FESTIVALS EXPENSES			2,225.00
*****	03/08/2023	7493 LANGSTON ANIMAL HOSPITAL LLC	Check	No	994.31
	Purchase Order #: 0	Voucher #: 124459	Invoice #: 125753		169.67
	Invoice Description: CEFTAZIDIME INJECTABLE				
	001-410-612	PROFESSIONAL FEES			169.67
	Purchase Order #: 0	Voucher #: 124460	Invoice #: 127299		248.95
	Invoice Description: HAWK ANSTHSA/ LCRN REPR/ EXAM				
	001-410-612	PROFESSIONAL FEES			248.95
	Purchase Order #: 0	Voucher #: 124461	Invoice #: 129272		108.19
	Invoice Description: ANML OFC VST/ EYE STAIN/ MED				
	001-410-612	PROFESSIONAL FEES			108.19
	Purchase Order #: 0	Voucher #: 124462	Invoice #: 129273		169.00
	Invoice Description: BRN OWL OFC VST/ RADIOGRAPHS				
	001-410-612	PROFESSIONAL FEES			169.00
	Purchase Order #: 0	Voucher #: 124463	Invoice #: 141120		19.50
	Invoice Description: SKUNK FECAL FLOAT				
	001-410-612	PROFESSIONAL FEES			19.50
	Purchase Order #: 0	Voucher #: 124464	Invoice #: 142243		169.00
	Invoice Description: SKUNK RDOGRPHS/ EXAM				
	001-410-612	PROFESSIONAL FEES			169.00
	Purchase Order #: 0	Voucher #: 124465	Invoice #: 142437		110.00
	Invoice Description: SKUNK RADIOGRAPHS				
	001-410-612	PROFESSIONAL FEES			110.00
*****	03/08/2023	6510 LASER PRINTER CHECKS USA LLC	Check	No	359.43
	Purchase Order #: 0	Voucher #: 123827	Invoice #: 93393		359.43
	Invoice Description: 1 BOX CHECKS				

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
	001-020-516	SUPPLIES/OPERATING			359.43
*****	03/08/2023	5305 LAZZARI TRUCK REPAIR, INC.	Check	No	6,818.95
Purchase Order #:	0	Voucher #: 123828	Invoice #: W36163		1,601.70
Invoice Description:	#622 REPAIR				
	403-676-622	RPR/MAINT VEHICLES			1,601.70
Purchase Order #:	0	Voucher #: 123985	Invoice #: W35957		1,323.91
Invoice Description:	#721 DUMP TRUCK REPAIR				
	001-410-622	RPR/MAINT VEHICLES			1,323.91
Purchase Order #:	0	Voucher #: 124284	Invoice #: W36235		344.93
Invoice Description:	#800 REPAIR				
	404-677-622	RPR/MAINT VEHICLES			344.93
Purchase Order #:	0	Voucher #: 124466	Invoice #: W36194		865.56
Invoice Description:	#902 REPAIR				
	404-677-622	RPR/MAINT VEHICLES			865.56
Purchase Order #:	0	Voucher #: 124467	Invoice #: W36222		1,395.66
Invoice Description:	#800 REPAIR				
	404-677-622	RPR/MAINT VEHICLES			1,395.66
Purchase Order #:	0	Voucher #: 124468	Invoice #: W36225		293.55
Invoice Description:	#952 REPAIR				
	404-677-618	RPR/MAINT EQUIPMENT			293.55
Purchase Order #:	0	Voucher #: 124469	Invoice #: W36407		993.64
Invoice Description:	#703 REPAIR				
	001-200-622	RPR/MAINT VEHICLES			993.64
*****	03/08/2023	7951 LEGAL AND LIABILITY RISK MGMT INSTITUTE	Check	No	175.00
Purchase Order #:	0	Voucher #: 123829	Invoice #: 231694		175.00
Invoice Description:	DISPTCHR SMNR JWHITE				
	001-120-630	TRAINING/TRAVEL			175.00
*****	03/08/2023	1234 LIBERTY LINEN	Check	No	3,115.70
Purchase Order #:	0	Voucher #: 123830	Invoice #: 162291		50.02
Invoice Description:	T-TISSUE DISPNSR				
	001-410-516	SUPPLIES/OPERATING			50.02
Purchase Order #:	0	Voucher #: 124147	Invoice #: 162362		64.15
Invoice Description:	P-TOWELS/ BLEACH				
	001-410-513	SUPPLIES/JANITORIAL			64.15
Purchase Order #:	0	Voucher #: 124148	Invoice #: 162580		24.00
Invoice Description:	GLOVES				
	001-100-516	SUPPLIES/OPERATING			24.00
Purchase Order #:	0	Voucher #: 124285	Invoice #: 162447		1,149.60
Invoice Description:	CAN LNRS/ P-TWLS/ GLVOES/ SOAP				
	001-200-513	SUPPLIES/JANITORIAL			1,149.60
Purchase Order #:	0	Voucher #: 124286	Invoice #: 162610		196.45
Invoice Description:	CAN LINERS/ PPR TOWELS				
	430-682-513	SUPPLIES/JANITORIAL			196.45
Purchase Order #:	0	Voucher #: 124287	Invoice #: 162466		33.00
Invoice Description:	CAN LINERS				
	001-020-516	SUPPLIES/OPERATING			33.00
Purchase Order #:	0	Voucher #: 124380	Invoice #: 162617		25.00
Invoice Description:	CARWASH CLEANER				
	001-100-622	RPR/MAINT VEHICLES			25.00
Purchase Order #:	0	Voucher #: 124381	Invoice #: 162626		139.50
Invoice Description:	P-TOWELS/ SANI WIPES				

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		403-676-516 SUPPLIES/OPERATING			139.50
		Purchase Order #: 0 Voucher #: 124382 Invoice #: 162630			247.80
		Invoice Description: T-TISSUE/ P-TOWELS			
		430-682-513 SUPPLIES/JANITORIAL			247.80
		Purchase Order #: 0 Voucher #: 124383 Invoice #: 162631			160.09
		Invoice Description: MOP BUCKET/ P-TWLS/ WD-40/ CLNR			
		001-110-513 SUPPLIES/JANITORIAL			126.10
		001-110-516 SUPPLIES/OPERATING			33.99
		Purchase Order #: 0 Voucher #: 124384 Invoice #: 162656			206.79
		Invoice Description: SHOP TWLS/ 409 CLNR/ LYSL CLNR			
		001-175-516 SUPPLIES/OPERATING			206.79
		Purchase Order #: 0 Voucher #: 124470 Invoice #: 162592			144.00
		Invoice Description: CAN LINERS			
		001-410-652 STATE PARK EXPENSES			144.00
		Purchase Order #: 0 Voucher #: 124471 Invoice #: 162629			61.00
		Invoice Description: PPR TOWELS			
		001-410-513 SUPPLIES/JANITORIAL			61.00
		Purchase Order #: 0 Voucher #: 124472 Invoice #: 162690			244.15
		Invoice Description: GLOVES/ BLEACH			
		001-410-513 SUPPLIES/JANITORIAL			244.15
		Purchase Order #: 0 Voucher #: 124473 Invoice #: 162771			370.15
		Invoice Description: CAR WASH & WAS/ PPR TWLS			
		001-110-516 SUPPLIES/OPERATING			27.00
		001-100-622 RPR/MAINT VEHICLES			343.15
*****	03/08/2023	6712 LIFESAVING SYSTEMS CORP	Check	No	162.00
		Purchase Order #: 0 Voucher #: 124149 Invoice #: 37056			162.00
		Invoice Description: SWIMMER HARNESS W ROPE			
		001-100-507 EQUIPMENT/SMALL			162.00
*****	03/08/2023	1259 LOWE'S COMPANIES, INC	Check	No	3,288.30
		Purchase Order #: 0 Voucher #: 123831 Invoice #: 24423A			734.72
		Invoice Description: SHOVELS/ RAKES			
		001-200-516 SUPPLIES/OPERATING			734.72
		Purchase Order #: 0 Voucher #: 123832 Invoice #: 24425A			268.77
		Invoice Description: DEHUMIDIFER			
		001-100-507 EQUIPMENT/SMALL			268.77
		Purchase Order #: 0 Voucher #: 123833 Invoice #: 39325			73.98
		Invoice Description: STG TOTES			
		001-210-516 SUPPLIES/OPERATING			73.98
		Purchase Order #: 0 Voucher #: 123834 Invoice #: 65831			698.07
		Invoice Description: WASHER/ WARRANTY			
		001-410-507 EQUIPMENT/SMALL			698.07
		Purchase Order #: 0 Voucher #: 123986 Invoice #: 39434A			178.50
		Invoice Description: FLR MLDG/ TOOLBOX/ CONST ADHSV			
		001-175-516 SUPPLIES/OPERATING			178.50
		Purchase Order #: 0 Voucher #: 123987 Invoice #: 72606			255.72
		Invoice Description: ELEC SUPPLIES/ KEYS			
		001-175-516 SUPPLIES/OPERATING			255.72
		Purchase Order #: 0 Voucher #: 124150 Invoice #: 24557A			332.82
		Invoice Description: PLSTC SHEETNG/ HMR TKR/ STPLS			
		001-100-516 SUPPLIES/OPERATING			332.82
		Purchase Order #: 0 Voucher #: 124288 Invoice #: 39044B			298.03
		Invoice Description: EDGING/ DECK STG BOX/ SPLICING			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-210-516 SUPPLIES/OPERATING			298.03
		Purchase Order #: 0 Voucher #: 124474 Invoice #: 13113			198.93
		Invoice Description: PLANTS FOR WWLC			
		001-410-620 RPR/MAINT GROUNDS			198.93
		Purchase Order #: 0 Voucher #: 124475 Invoice #: 24664A			60.71
		Invoice Description: FIRE ANT KILLER/ INSECT KILLER			
		001-210-516 SUPPLIES/OPERATING			60.71
		Purchase Order #: 0 Voucher #: 124476 Invoice #: 40798			188.05
		Invoice Description: AIR INFLTR/ DRILL TAP SET/ PKT KNF			
		001-200-516 SUPPLIES/OPERATING			188.05
*****	03/08/2023	8007 MARK FOSTER COMPANY	Check	No	12,000.00
		Purchase Order #: 230058 Voucher #: 123835 Invoice #: 563			12,000.00
		Invoice Description: POLICE PROMOTIONAL TESTING			
		001-100-612 PROFESSIONAL FEES			12,000.00
*****	03/08/2023	7455 MARLOW WHITE UNIFORMS, INC	Check	No	1,385.25
		Purchase Order #: 0 Voucher #: 123836 Invoice #: INV1106694			1,385.25
		Invoice Description: CAP CVRBAG/ HLSTRS/ STRAPS			
		001-100-507 EQUIPMENT/SMALL			1,385.25
*****	03/08/2023	1320 MATHES OF ALABAMA	Check	No	1,130.22
		Purchase Order #: 0 Voucher #: 123837 Invoice #: 582155-02			113.09
		Invoice Description: DISC \$2.31 DSPNSR			
		001-200-516 SUPPLIES/OPERATING			113.09
		Purchase Order #: 0 Voucher #: 123838 Invoice #: 588067-00			87.65
		Invoice Description: DISC \$1.79 GLUE/ STEM MT			
		001-200-516 SUPPLIES/OPERATING			87.65
		Purchase Order #: 0 Voucher #: 123839 Invoice #: 588069-00			25.86
		Invoice Description: DISC \$0.53 ELEC SUPPLIES			
		001-110-616 RPR/MAINT PLANT/BLDGS			25.86
		Purchase Order #: 0 Voucher #: 123988 Invoice #: 588001-00			96.51
		Invoice Description: DISC \$1.97			
		001-001-616 RPR/MAINT PLANT/BLDGS			96.51
		Purchase Order #: 0 Voucher #: 124151 Invoice #: 588270-00			39.79
		Invoice Description: DISC \$0.81/ ELEC SUPPLIES			
		001-110-616 RPR/MAINT PLANT/BLDGS			39.79
		Purchase Order #: 0 Voucher #: 124152 Invoice #: 589021-00			495.02
		Invoice Description: DISC \$10.10/ ELEC SUPPLIES			
		001-300-616 RPR/MAINT PLANT/BLDGS			495.02
		Purchase Order #: 0 Voucher #: 124289 Invoice #: 588867-00			116.13
		Invoice Description: DISC \$2.37 FLOOD BULB/ STEM MT			
		001-200-516 SUPPLIES/OPERATING			116.13
		Purchase Order #: 0 Voucher #: 124290 Invoice #: 586819-00			156.17
		Invoice Description: DISC \$3.19/ FLOOD BULBS			
		001-200-516 SUPPLIES/OPERATING			156.17
*****	03/08/2023	8057 McCAGHREN, LAUREN	Check	No	90.00
		Purchase Order #: 0 Voucher #: 123670 Invoice #: 230210			30.00
		Invoice Description: CARDIO DANCE			
		001-325-612 PROFESSIONAL FEES			30.00
		Purchase Order #: 0 Voucher #: 123924 Invoice #: 230217			30.00
		Invoice Description: CARDIO DANCE			
		001-325-612 PROFESSIONAL FEES			30.00
		Purchase Order #: 0 Voucher #: 124230 Invoice #: 230224			30.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		CARDIO DANCE			
	001-325-612	PROFESSIONAL FEES			30.00
*****	03/08/2023	7613 MCCOY FIRE & SAFETY, INC	Check	No	65.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124291	<i>Invoice #:</i> 12464169		65.00
<i>Invoice Description:</i>		DC BKFL TEST/ INSP			
	001-325-616	RPR/MAINT PLANT/BLDGS			65.00
*****	03/08/2023	6179 MEDIACOM	Check	No	360.94
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124477	<i>Invoice #:</i> 230223		360.94
<i>Invoice Description:</i>		3/03-4/02/23 FIRE CBL			
	001-175-635	UTILITIES			360.94
*****	03/08/2023	7590 MICHIGAN SQUARE LAUNDROMAT	Check	No	78.25
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123840	<i>Invoice #:</i> 227		78.25
<i>Invoice Description:</i>		TBLCLTH CLEANING			
	430-682-650	EXHIBITIONS & PROMOTIONS			78.25
*****	03/08/2023	4008 MISSION COMMUNICATIONS LLC	Check	No	410.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123841	<i>Invoice #:</i> 1072891		410.00
<i>Invoice Description:</i>		CIRCUIT BOARD			
	403-676-516	SUPPLIES/OPERATING			410.00
*****	03/08/2023	3634 MOTOROLA SOLUTIONS, INC	Check	No	2,752.98
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123842	<i>Invoice #:</i> 1187091184		2,292.98
<i>Invoice Description:</i>		REDHAT RENEWAL			
	001-100-612	PROFESSIONAL FEES	Accrual		2,292.98
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124153	<i>Invoice #:</i> 8281576035		150.00
<i>Invoice Description:</i>		SWITCH			
	001-100-618	RPR/MAINT EQUIP			150.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124154	<i>Invoice #:</i> 8281577040		310.00
<i>Invoice Description:</i>		SWITCH/ CABLES			
	001-100-618	RPR/MAINT EQUIP			310.00
*****	03/08/2023	1395 MUNICIPAL WORKERS COMP FD	Check	No	400.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123693	<i>Invoice #:</i> 230213		400.00
<i>Invoice Description:</i>		SKIDCAR 11 EMPL			
	001-100-540	UNIFORMS			400.00
*****	03/08/2023	7132 MURPHY, MICHELLE	Check	No	480.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123671	<i>Invoice #:</i> 230210		160.00
<i>Invoice Description:</i>		ZUMBA			
	001-325-612	PROFESSIONAL FEES			160.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123925	<i>Invoice #:</i> 230217		160.00
<i>Invoice Description:</i>		ZUMBA			
	001-325-612	PROFESSIONAL FEES			160.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124231	<i>Invoice #:</i> 230224		160.00
<i>Invoice Description:</i>		ZUMBA			
	001-325-612	PROFESSIONAL FEES			160.00
*****	03/08/2023	1419 NAFECO, INC	Check	No	592.02
<i>Purchase Order #:</i>	230044	<i>Voucher #:</i> 124155	<i>Invoice #:</i> 1191615		443.00
<i>Invoice Description:</i>		PULLEY/ CLUTCH/ ROPE			
	001-175-507	EQUIPMENT/SMALL			443.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124156	<i>Invoice #:</i> 1191948		149.02
<i>Invoice Description:</i>		REDBACK BOOT			
	001-175-540	UNIFORMS			149.02

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	7860 NIX, LISA RILEY	Check	No	120.00
	Purchase Order #:	0	Voucher #: 123672	Invoice #: 230210	60.00
	Invoice Description:	STRENGTH & CARDIO HIIT			
		001-325-612 PROFESSIONAL FEES		60.00	
	Purchase Order #:	0	Voucher #: 123926	Invoice #: 230217	60.00
	Invoice Description:	STRENGTH & CARDIO HIIT			
		001-325-612 PROFESSIONAL FEES		60.00	
*****	03/08/2023	7603 NIXON POWER SERVICES, LLC	Check	No	12,696.22
	Purchase Order #:	0	Voucher #: 123843	Invoice #: MCB00093972	1,525.00
	Invoice Description:	MAJOR PREV MAINT			
		404-677-612 PROFESSIONAL FEES		1,525.00	
	Purchase Order #:	0	Voucher #: 124157	Invoice #: SLS000422761	535.36
	Invoice Description:	GNRTR LIFT PUMP REPL			
		001-175-618 RPR MAINT/EQUIPMENT		535.36	
	Purchase Order #:	0	Voucher #: 124158	Invoice #: SLS000422776	314.75
	Invoice Description:	GNRTR ELEC REPAIRS			
		001-175-618 RPR MAINT/EQUIPMENT		314.75	
	Purchase Order #:	230040	Voucher #: 124292	Invoice #: SLS000422777	10,321.11
	Invoice Description:	REC CTR GNRTR REPAIR			
		001-325-616 RPR/MAINT PLANT/BLDGS		10,321.11	
*****	03/08/2023	6437 O'BRIEN, DANIEL B.	Check	No	285.50
	Purchase Order #:	0	Voucher #: 124385	Invoice #: 022423-NORRIS	285.50
	Invoice Description:	18-00276-JCO-13			
		001-000-104 GARNISHMENT/SAVINGS		285.50	
*****	03/08/2023	6125 OCCUPATIONAL HEALTH SERVICES	Check	No	100.00
	Purchase Order #:	0	Voucher #: 123990	Invoice #: 2204CITORA	100.00
	Invoice Description:	TURK/ WILLIAMS PHYSICALS			
		001-175-630 TRAINING/TRAVEL	Accrual	100.00	
*****	03/08/2023	1515 ODP OFFICE SOLUTIONS, LLC	Check	No	589.99
	Purchase Order #:	0	Voucher #: 123844	Invoice #: 285349717001	-100.28
	Invoice Description:	CREDIT- TONER			
		001-010-515 SUPPLIES/OFFICE		-100.28	
	Purchase Order #:	0	Voucher #: 123845	Invoice #: 291812806001	-22.90
	Invoice Description:	CREDIT- BLK FOLDERS			
		001-100-516 SUPPLIES/OPERATING		-22.90	
	Purchase Order #:	0	Voucher #: 123991	Invoice #: 292181025001	129.00
	Invoice Description:	PLATES/ TRAYS/ TAPE/ DRWR ORGNZR			
		001-300-516 SUPPLIES/OPERATING		129.00	
	Purchase Order #:	0	Voucher #: 123992	Invoice #: 292219463001	12.29
	Invoice Description:	STAPLER			
		001-300-516 SUPPLIES/OPERATING		12.29	
	Purchase Order #:	0	Voucher #: 123993	Invoice #: 292219464001	12.93
	Invoice Description:	KLEENEX TISSUES			
		001-300-516 SUPPLIES/OPERATING		12.93	
	Purchase Order #:	0	Voucher #: 124159	Invoice #: 292883699001	83.12
	Invoice Description:	INK			
		001-100-516 SUPPLIES/OPERATING		83.12	
	Purchase Order #:	0	Voucher #: 124160	Invoice #: 292884181001	35.88
	Invoice Description:	INK			
		001-100-516 SUPPLIES/OPERATING		35.88	

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124161	Invoice #: 292884184001		21.38
Invoice Description:		REPORT COVERS			
001-100-516		SUPPLIES/OPERATING		21.38	
Purchase Order #:	0	Voucher #: 124293	Invoice #: 289268392001		364.70
Invoice Description:		INK/ PENS/ BINDER CLIPS/ MRKRS			
403-676-516		SUPPLIES/OPERATING		364.70	
Purchase Order #:	0	Voucher #: 124294	Invoice #: 289805957001		17.99
Invoice Description:		CORK BOARD			
403-676-516		SUPPLIES/OPERATING		17.99	
Purchase Order #:	0	Voucher #: 124386	Invoice #: 296051169001		35.88
Invoice Description:		PENS/ CLIPBOARDS			
001-100-516		SUPPLIES/OPERATING		35.88	
*****	03/08/2023	7608 ONE POINT PARTITION, LLC	Check	No	6,180.00
Purchase Order #:	230024	Voucher #: 124162	Invoice #: 262703.1		6,180.00
Invoice Description:		TOILET PARTITION			
001-300-616		RPR/MAINT PLANT/BLDGS		6,180.00	
*****	03/08/2023	1520 ORANGE BEACH AUTO & MARINE	Check	No	180.82
Purchase Order #:	0	Voucher #: 123846	Invoice #: 47476		56.58
Invoice Description:		FUSE BLOCK/ CONNECTORS			
001-001-622		RPR/MAINT VEHICLES		56.58	
Purchase Order #:	0	Voucher #: 123847	Invoice #: 47498		28.49
Invoice Description:		CORROSION X			
001-175-516		SUPPLIES/OPERATING		28.49	
Purchase Order #:	0	Voucher #: 123848	Invoice #: 47564		60.99
Invoice Description:		CABLES/ LIGHT			
001-614-731		GOMESA		60.99	
Purchase Order #:	0	Voucher #: 123994	Invoice #: 47736		30.67
Invoice Description:		PIPE/ COUPLER			
411-681-616		RPR/MAINT BUILDING		30.67	
Purchase Order #:	0	Voucher #: 124163	Invoice #: 47749		4.09
Invoice Description:		FUSED CIRCUIT			
001-410-622		RPR/MAINT VEHICLES		4.09	
*****	03/08/2023	1611 PARADISE MARINE CENTER	Check	No	1,085.40
Purchase Order #:	0	Voucher #: 123995	Invoice #: 4216194		742.83
Invoice Description:		M-6/ M-3 SVC SUPPLIES			
001-100-622		RPR/MAINT VEHICLES		742.83	
Purchase Order #:	0	Voucher #: 124164	Invoice #: 4216420		292.52
Invoice Description:		#350 SVC MATERIALS			
001-614-731		GOMESA		292.52	
Purchase Order #:	0	Voucher #: 124165	Invoice #: 4216465		50.05
Invoice Description:		#350 ANODE REPL			
001-614-731		GOMESA		50.05	
*****	03/08/2023	6382 PARIS ACE HARDWARE	Check	No	3,816.16
Purchase Order #:	0	Voucher #: 123849	Invoice #: 7092815		88.57
Invoice Description:		STAPLES/ SNIPS			
001-001-616		RPR/MAINT PLANT/BLDGS		88.57	
Purchase Order #:	0	Voucher #: 123850	Invoice #: 7099113		97.92
Invoice Description:		ANGLE STOP/ BSHNGS/ CRMP RINGS			
001-001-616		RPR/MAINT PLANT/BLDGS		97.92	
Purchase Order #:	0	Voucher #: 123851	Invoice #: 7100431		17.09
Invoice Description:		ANGLE PLUG GROUND			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-375-636 PRODUCTION COST			17.09
	Purchase Order #:	0 Voucher #: 123852	Invoice #: 7103213		53.56
	Invoice Description:	CASTER PLATES/ FNC BRKTS			
		001-375-636 PRODUCTION COST			53.56
	Purchase Order #:	0 Voucher #: 123853	Invoice #: 7103471		45.00
	Invoice Description:	PVC PIPE			
		001-410-516 SUPPLIES/OPERATING			45.00
	Purchase Order #:	0 Voucher #: 123854	Invoice #: 7103598		25.97
	Invoice Description:	CONDUIT/ LQD-TIGHT CONN			
		001-001-616 RPR/MAINT PLANT/BLDGS			25.97
	Purchase Order #:	0 Voucher #: 123855	Invoice #: 7103738		41.67
	Invoice Description:	REFLECTV SPRAY/ SPRYPNT/ PIPE INSLTN			
		001-375-636 PRODUCTION COST			41.67
	Purchase Order #:	0 Voucher #: 123856	Invoice #: 7104416		4.13
	Invoice Description:	MIRROR HANG CORD			
		001-001-616 RPR/MAINT PLANT/BLDGS			4.13
	Purchase Order #:	0 Voucher #: 123857	Invoice #: 7106306		44.19
	Invoice Description:	SHOVEL/ SCRAPERS			
		001-100-516 SUPPLIES/OPERATING			44.19
	Purchase Order #:	0 Voucher #: 123858	Invoice #: 7106539		17.99
	Invoice Description:	EXT POLE			
		001-100-516 SUPPLIES/OPERATING			17.99
	Purchase Order #:	0 Voucher #: 123859	Invoice #: 7106652		58.65
	Invoice Description:	FAUCET/ CONNECTORS			
		001-001-616 RPR/MAINT PLANT/BLDGS			58.65
	Purchase Order #:	0 Voucher #: 123860	Invoice #: 7106829		55.38
	Invoice Description:	VARNISH/ PADDLE/ CONCRETE			
		001-410-650 AUDUBON			55.38
	Purchase Order #:	0 Voucher #: 123861	Invoice #: 7107074		27.57
	Invoice Description:	BATTERIES/ MRKNG PAINT			
		403-676-516 SUPPLIES/OPERATING			27.57
	Purchase Order #:	0 Voucher #: 123862	Invoice #: 7107270		7.10
	Invoice Description:	REGISTER COVER			
		001-010-616 RPR/MAINT PLANT/BLDGS			7.10
	Purchase Order #:	0 Voucher #: 123863	Invoice #: 7107282		13.99
	Invoice Description:	MEK SUBSITUTE SOLVENT			
		001-200-516 SUPPLIES/OPERATING			13.99
	Purchase Order #:	0 Voucher #: 123864	Invoice #: 7107315		8.02
	Invoice Description:	NUTS/ BOLTS			
		001-200-622 RPR/MAINT VEHICLES			8.02
	Purchase Order #:	0 Voucher #: 123865	Invoice #: 7107352		129.88
	Invoice Description:	SCREWS/ LMBR/ FLG POLE			
		001-175-516 SUPPLIES/OPERATING			129.88
	Purchase Order #:	0 Voucher #: 123866	Invoice #: 7107444		22.14
	Invoice Description:	ROPE CLIPS/ THMBLS/ NUTS/ BOLTS			
		001-200-618 RPR/MAINT EQUIPMENT			22.14
	Purchase Order #:	0 Voucher #: 123867	Invoice #: 7107546		28.08
	Invoice Description:	DRILL BIT/ MOP PAD			
		001-410-516 SUPPLIES/OPERATING			28.08
	Purchase Order #:	0 Voucher #: 123868	Invoice #: 7107573		80.31
	Invoice Description:	RAKES/ SIGNS			
		404-677-516 SUPPLIES/OPERATING			80.31
	Purchase Order #:	0 Voucher #: 123869	Invoice #: 7107769		27.72

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		BLASTER PNTRNT LUBE			
001-175-516		SUPPLIES/OPERATING			27.72
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123870	<i>Invoice #:</i> 7107784		5.92
<i>Invoice Description:</i>		BATTERY/ ELEC TAPE			
001-100-516		SUPPLIES/OPERATING			5.92
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123871	<i>Invoice #:</i> 7108094		31.96
<i>Invoice Description:</i>		TRUFUEL			
001-175-516		SUPPLIES/OPERATING			31.96
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123996	<i>Invoice #:</i> 5279169		28.05
<i>Invoice Description:</i>		WOOD ROD/ WD40/ NUTS/ BOLTS			
001-375-636		PRODUCTION COST			28.05
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123997	<i>Invoice #:</i> 7104696		26.03
<i>Invoice Description:</i>		RUST STOP PAINT/ GRND WHLS			
001-175-516		SUPPLIES/OPERATING			26.03
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123998	<i>Invoice #:</i> 7106049		43.37
<i>Invoice Description:</i>		HOSE HANGER/ PLASTIC COVERS			
001-175-616		RPR/MAINT PLANT/BLDGS			43.37
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123999	<i>Invoice #:</i> 7106130		31.25
<i>Invoice Description:</i>		BRSHES/ RLLR CVRS/ CNTNRS/ LNRS			
001-300-620		RPR/MAINT GROUNDS			31.25
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124000	<i>Invoice #:</i> 7107075		42.37
<i>Invoice Description:</i>		DRYWALL SQUARE/ BLDS/ UTLTY KNF			
001-001-516		SUPPLIES/OPERATING			42.37
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124001	<i>Invoice #:</i> 7108835		11.69
<i>Invoice Description:</i>		SAND PAPER			
001-300-616		RPR/MAINT PLANT/BLDGS			11.69
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124002	<i>Invoice #:</i> 7108892		14.33
<i>Invoice Description:</i>		HOSE CLAMPS/ VINYL TUBING			
001-300-620		RPR/MAINT GROUNDS			14.33
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124003	<i>Invoice #:</i> 7108893		24.21
<i>Invoice Description:</i>		PIPE CUTTR/ WALL ANCHOR			
001-001-516		SUPPLIES/OPERATING			24.21
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124004	<i>Invoice #:</i> 7109247		37.46
<i>Invoice Description:</i>		SPRYPAINT/ RLLR CVRS/ CNTNRS/ TRAYS			
001-300-616		RPR/MAINT PLANT/BLDGS			37.46
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124005	<i>Invoice #:</i> 7109792		36.76
<i>Invoice Description:</i>		HEAT BULBS/ BKT LINERS/ CBL TIES			
001-300-516		SUPPLIES/OPERATING			36.76
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124006	<i>Invoice #:</i> 7109828		21.67
<i>Invoice Description:</i>		SAND SPONGE/ SPRAY PAINT			
001-300-616		RPR/MAINT PLANT/BLDGS			21.67
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124007	<i>Invoice #:</i> 7109963		6.83
<i>Invoice Description:</i>		SPACKLING			
001-300-616		RPR/MAINT PLANT/BLDGS			6.83
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124008	<i>Invoice #:</i> 7110031		16.99
<i>Invoice Description:</i>		PAINT			
430-682-516		SUPPLIES/OPERATING			16.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124166	<i>Invoice #:</i> 7106554		5.03
<i>Invoice Description:</i>		#109 WTHRSTRIPPING			
001-001-622		RPR/MAINT VEHICLES			5.03
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124167	<i>Invoice #:</i> 7109202		14.45
<i>Invoice Description:</i>		SCREWEYE/ DRILL BIT/ NUTS/ BOLTS			
001-410-616		RPR/MAINT PLANT/BLDGS			14.45

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124168	Invoice #: 7109408		23.19
Invoice Description:		TAP & DIE SET/ NUTS/ BOLTS			
	001-410-622	RPR/MAINT VEHICLES			23.19
Purchase Order #:	0	Voucher #: 124169	Invoice #: 7109729		224.94
Invoice Description:		PRESSURE WSHR/ SPRAY NZZL			
	001-614-731	GOMESA			224.94
Purchase Order #:	0	Voucher #: 124170	Invoice #: 7109962		2.33
Invoice Description:		WALL ANCHOR			
	001-001-616	RPR/MAINT PLANT/BLDGS			2.33
Purchase Order #:	0	Voucher #: 124171	Invoice #: 7110009		12.99
Invoice Description:		GOOF OFF RUST REMVR			
	001-100-516	SUPPLIES/OPERATING			12.99
Purchase Order #:	0	Voucher #: 124172	Invoice #: 7110114		22.80
Invoice Description:		DOORMAT/ BUCKET/ NUTS/ BOLTS			
	001-410-516	SUPPLIES/OPERATING			22.80
Purchase Order #:	0	Voucher #: 124173	Invoice #: 7110405		21.33
Invoice Description:		SPNGS/ PWR ERSR/ BOWL CLNR			
	001-410-513	SUPPLIES/JANITORIAL			21.33
Purchase Order #:	0	Voucher #: 124174	Invoice #: 7110730		10.78
Invoice Description:		SPRAY PAINT			
	001-100-516	SUPPLIES/OPERATING			10.78
Purchase Order #:	0	Voucher #: 124175	Invoice #: 7110933		51.07
Invoice Description:		BATTERIES			
	001-100-516	SUPPLIES/OPERATING			51.07
Purchase Order #:	0	Voucher #: 124176	Invoice #: 7110966		15.99
Invoice Description:		BATTERIES			
	001-100-516	SUPPLIES/OPERATING			15.99
Purchase Order #:	0	Voucher #: 124177	Invoice #: 7111006		5.92
Invoice Description:		NUTS/ BOLTS			
	001-300-616	RPR/MAINT PLANT/BLDGS			5.92
Purchase Order #:	0	Voucher #: 124178	Invoice #: 7111060		121.93
Invoice Description:		DBL END BOLT SNAPS/ TYVEK/ OIL			
	001-175-516	SUPPLIES/OPERATING			121.93
Purchase Order #:	0	Voucher #: 124179	Invoice #: 7111744		189.99
Invoice Description:		STOCK TANK			
	001-100-507	EQUIPMENT/SMALL			189.99
Purchase Order #:	0	Voucher #: 124180	Invoice #: 7111982		39.28
Invoice Description:		STA-BIL DIESEL/ FUEL TRTMT			
	001-100-622	RPR/MAINT VEHICLES			39.28
Purchase Order #:	0	Voucher #: 124181	Invoice #: 7112212		2.12
Invoice Description:		TUBE STRAPS			
	001-175-516	SUPPLIES/OPERATING			2.12
Purchase Order #:	0	Voucher #: 124182	Invoice #: 7112269		33.90
Invoice Description:		EXCHNG PROPANE TANKS			
	001-100-516	SUPPLIES/OPERATING			33.90
Purchase Order #:	0	Voucher #: 124183	Invoice #: 7112726		15.99
Invoice Description:		STG TOTE			
	001-300-516	SUPPLIES/OPERATING			15.99
Purchase Order #:	0	Voucher #: 124184	Invoice #: 7112750		23.39
Invoice Description:		DRILL BIT			
	001-175-516	SUPPLIES/OPERATING			23.39
Purchase Order #:	0	Voucher #: 124185	Invoice #: 7112885		92.83
Invoice Description:		LADDER			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-175-516 SUPPLIES/OPERATING		92.83	
	Purchase Order #:	0 Voucher #: 124295	Invoice #: 7109787		56.07
	Invoice Description:	STPL GUN/ STPLS/ SAND PPR			
		001-200-516 SUPPLIES/OPERATING		56.07	
	Purchase Order #:	0 Voucher #: 124296	Invoice #: 7109870		11.69
	Invoice Description:	HOLE SAW BLADE			
		001-200-516 SUPPLIES/OPERATING		11.69	
	Purchase Order #:	0 Voucher #: 124297	Invoice #: 7109889		131.90
	Invoice Description:	SPADES/ MARKING PAINT/ PRPL PRMR			
		001-210-516 SUPPLIES/OPERATING		131.90	
	Purchase Order #:	0 Voucher #: 124298	Invoice #: 7110389		24.84
	Invoice Description:	CLIP SPRING BAR/ SLIP HOOK/ CHAIN			
		001-325-516 SUPPLIES/OPERATING		24.84	
	Purchase Order #:	0 Voucher #: 124299	Invoice #: 7110536		19.78
	Invoice Description:	CAULK/ COUPLE FLEX			
		403-676-516 SUPPLIES/OPERATING		19.78	
	Purchase Order #:	0 Voucher #: 124300	Invoice #: 7110729		3.54
	Invoice Description:	NUTS/ BOLTS			
		001-325-516 SUPPLIES/OPERATING		3.54	
	Purchase Order #:	0 Voucher #: 124301	Invoice #: 7112738		38.86
	Invoice Description:	SPRAYER/ DOOR HOLD			
		001-325-516 SUPPLIES/OPERATING		38.86	
	Purchase Order #:	0 Voucher #: 124387	Invoice #: 7112650		116.95
	Invoice Description:	GFCI OUTLETS/ RECPTS/ SURG TAP			
		403-676-516 SUPPLIES/OPERATING		116.95	
	Purchase Order #:	0 Voucher #: 124388	Invoice #: 7113250		19.48
	Invoice Description:	SCREWS/ SPRAY PAINT			
		001-175-618 RPR MAINT/EQUIPMENT		19.48	
	Purchase Order #:	0 Voucher #: 124389	Invoice #: 7113842		33.75
	Invoice Description:	STN 3 PROPANE			
		001-175-510 GAS/OIL		33.75	
	Purchase Order #:	0 Voucher #: 124390	Invoice #: 7113965		96.93
	Invoice Description:	RACKS/ TAPE/ CAULK/ CONST ADHSV			
		001-175-516 SUPPLIES/OPERATING		96.93	
	Purchase Order #:	0 Voucher #: 124391	Invoice #: 7114081		8.98
	Invoice Description:	#273 BATTERIES			
		001-100-622 RPR/MAINT VEHICLES		8.98	
	Purchase Order #:	0 Voucher #: 124478	Invoice #: 29173240		29.68
	Invoice Description:	COFFEE MUG/ TUMBLER			
		001-410-516 SUPPLIES/OPERATING		29.68	
	Purchase Order #:	0 Voucher #: 124479	Invoice #: 7104643		26.43
	Invoice Description:	DRILL BIT/ NUTS/ BOLTS			
		001-410-618 RPR/MAINT EQUIPMENT		26.43	
	Purchase Order #:	0 Voucher #: 124480	Invoice #: 7107676		36.17
	Invoice Description:	WASH BRUSH/ WASH & WAX			
		001-410-513 SUPPLIES/JANITORIAL		36.17	
	Purchase Order #:	0 Voucher #: 124481	Invoice #: 7109098		5.84
	Invoice Description:	THREADLOCKER			
		001-410-516 SUPPLIES/OPERATING		5.84	
	Purchase Order #:	0 Voucher #: 124482	Invoice #: 7109552		5.03
	Invoice Description:	SWVL STPL HASP			
		001-410-516 SUPPLIES/OPERATING		5.03	
	Purchase Order #:	0 Voucher #: 124483	Invoice #: 7110475		8.97

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Invoice Description:		KEYS/ KEY TAGS			
001-410-516		SUPPLIES/OPERATING		8.97	
Purchase Order #:	0	Voucher #: 124484	Invoice #: 7110902		7.92
Invoice Description:		NUTS/ BOLTS			
001-410-622		RPR/MAINT VEHICLES		7.92	
Purchase Order #:	0	Voucher #: 124485	Invoice #: 7111735		116.94
Invoice Description:		PROPANE TORCH/ TRCH KIT/ FLICKERS			
001-200-516		SUPPLIES/OPERATING		116.94	
Purchase Order #:	0	Voucher #: 124486	Invoice #: 7111820		15.60
Invoice Description:		CLAMPS/ TUBE/ CPL INSRT			
001-410-616		RPR/MAINT PLANT/BLDGS		15.60	
Purchase Order #:	0	Voucher #: 124487	Invoice #: 7111832		58.92
Invoice Description:		NUTS/ BOLTS			
001-410-622		RPR/MAINT VEHICLES		58.92	
Purchase Order #:	0	Voucher #: 124488	Invoice #: 7111944		54.97
Invoice Description:		HOLE SAW KIT			
001-200-516		SUPPLIES/OPERATING		54.97	
Purchase Order #:	0	Voucher #: 124489	Invoice #: 7112089		52.22
Invoice Description:		#369 PAINT/ NUTS/ BOLTS			
001-410-622		RPR/MAINT VEHICLES		52.22	
Purchase Order #:	0	Voucher #: 124490	Invoice #: 7112093		5.93
Invoice Description:		BRUSH SET			
001-410-622		RPR/MAINT VEHICLES		5.93	
Purchase Order #:	0	Voucher #: 124491	Invoice #: 7112605		71.96
Invoice Description:		RAKES			
404-677-516		SUPPLIES/OPERATING		71.96	
Purchase Order #:	0	Voucher #: 124492	Invoice #: 7112676		124.48
Invoice Description:		BKPK SPRAYER/ BLEACH			
001-410-513		SUPPLIES/JANITORIAL		4.49	
001-410-507		EQUIPMENT/SMALL		119.99	
Purchase Order #:	0	Voucher #: 124493	Invoice #: 7112889		84.43
Invoice Description:		TP MSR/ NUTS/ BOLTS/ UBOLTS			
001-410-516		SUPPLIES/OPERATING		84.43	
Purchase Order #:	0	Voucher #: 124494	Invoice #: 7113010		66.08
Invoice Description:		HOSE/ NOZZLE			
001-410-616		RPR/MAINT PLANT/BLDGS		66.08	
Purchase Order #:	0	Voucher #: 124495	Invoice #: 7113361		9.76
Invoice Description:		SOCKET ADAPTER SET			
001-210-516		SUPPLIES/OPERATING		9.76	
Purchase Order #:	0	Voucher #: 124496	Invoice #: 7113539		26.18
Invoice Description:		NUTS/ BOLTS			
001-410-516		SUPPLIES/OPERATING		26.18	
Purchase Order #:	0	Voucher #: 124497	Invoice #: 7113477		41.52
Invoice Description:		MAT/ GLUE			
001-410-516		SUPPLIES/OPERATING		41.52	
Purchase Order #:	0	Voucher #: 124498	Invoice #: 7113549		70.12
Invoice Description:		PARACORD/ CBL TIES			
001-410-616		RPR/MAINT PLANT/BLDGS		70.12	
Purchase Order #:	0	Voucher #: 124499	Invoice #: 7113733		25.15
Invoice Description:		CBL TIES			
001-410-616		RPR/MAINT PLANT/BLDGS		25.15	
Purchase Order #:	0	Voucher #: 124500	Invoice #: 7113789		13.66
Invoice Description:		SPRAY VARNISH			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-410-516 SUPPLIES/OPERATING			13.66
		Purchase Order #: 0 Voucher #: 124501 Invoice #: 7113950			47.94
		Invoice Description: TOW STRAP/ GLOVES			
		001-410-516 SUPPLIES/OPERATING			47.94
		Purchase Order #: 0 Voucher #: 124502 Invoice #: 7114958			25.05
		Invoice Description: THRDDED ROD/ NUTS/ BOLTS			
		001-410-620 RPR/MAINT GROUNDS			25.05
		Purchase Order #: 0 Voucher #: 124503 Invoice #: 7115443			18.37
		Invoice Description: EXTN CORD			
		001-100-516 SUPPLIES/OPERATING			18.37
*****	03/08/2023	290 PARISH TRACTOR COMPANY, LLC	Check	No	163.40
		Purchase Order #: 0 Voucher #: 124186 Invoice #: P06140			163.40
		Invoice Description: #328 OIL			
		001-410-622 RPR/MAINT VEHICLES			163.40
*****	03/08/2023	7610 PATTERSON VETERINARY SUPPLY INC	Check	No	462.10
		Purchase Order #: 0 Voucher #: 124187 Invoice #: 3024247092			462.10
		Invoice Description: REBLNCE LQD/ INTRCPTR +/- OTIC SOLN			
		001-410-516 SUPPLIES/OPERATING			462.10
*****	03/08/2023	8202 PERRY GUY MUSIC, LLC	Check	No	1,000.00
		Purchase Order #: 0 Voucher #: 124188 Invoice #: COB02162023			1,000.00
		Invoice Description: POEMS FOR PLACARDS			
		001-410-650 AUDUBON			1,000.00
*****	03/08/2023	7966 PETHEALTH SERVICES (USA) INC	Check	No	400.00
		Purchase Order #: 0 Voucher #: 124189 Invoice #: SIUN14512923			400.00
		Invoice Description: CHIPS			
		001-100-612 PROFESSIONAL FEES			400.00
*****	03/08/2023	6404 PINNACLE NETWORKX, LLC	Check	No	6,593.95
		Purchase Order #: 220497 Voucher #: 124009 Invoice #: 16855			6,593.95
		Invoice Description: VIEWSONIC IFP8650-E1 BNDL			
		001-175-507 EQUIPMENT/SMALL			6,593.95
*****	03/08/2023	7469 PREMIER MAGNESIA, LLC	Check	No	13,407.30
		Purchase Order #: 230051 Voucher #: 124392 Invoice #: 623982			13,407.30
		Invoice Description: MAGNESIUM			
		403-676-516 SUPPLIES/OPERATING			13,407.30
*****	03/08/2023	6074 PRINTING PROS	Check	No	627.60
		Purchase Order #: 0 Voucher #: 124010 Invoice #: 6096			60.00
		Invoice Description: S'PLEX SIGNS			
		001-300-516 SUPPLIES/OPERATING			60.00
		Purchase Order #: 0 Voucher #: 124190 Invoice #: 4461			121.00
		Invoice Description: BUS CRDS C ARD/ J JENKINS			
		001-175-516 SUPPLIES/OPERATING			121.00
		Purchase Order #: 0 Voucher #: 124191 Invoice #: 6095			375.00
		Invoice Description: SNAKE BOOKLETS			
		001-410-516 SUPPLIES/OPERATING			375.00
		Purchase Order #: 0 Voucher #: 124192 Invoice #: 6141			71.60
		Invoice Description: S'PLEX SPONSOR SIGNAGE			
		001-300-516 SUPPLIES/OPERATING			71.60
*****	03/08/2023	5450 PRO CHEM INC.	Check	No	3,448.72
		Purchase Order #: 0 Voucher #: 124011 Invoice #: 138907			1,161.31

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> GLVS/ RD HOT/ HND SP/ GRM STPPR					
		403-676-516 SUPPLIES/OPERATING			1,161.31
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124302	<i>Invoice #:</i> 138909		435.51
<i>Invoice Description:</i> SLR SHIELD/ WSH-N-WAX/ SPRKL +					
		001-200-516 SUPPLIES/OPERATING			435.51
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124303	<i>Invoice #:</i> 138981		407.58
<i>Invoice Description:</i> SWIPES/ AIR TAG					
		001-210-516 SUPPLIES/OPERATING			407.58
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124304	<i>Invoice #:</i> 139064		334.81
<i>Invoice Description:</i> TIRE BRITE/ ASSAULT RTU					
		404-677-516 SUPPLIES/OPERATING			334.81
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124305	<i>Invoice #:</i> 139404		263.93
<i>Invoice Description:</i> LAUNDRY DET					
		403-676-516 SUPPLIES/OPERATING			263.93
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124504	<i>Invoice #:</i> 139154		339.57
<i>Invoice Description:</i> GLOVES					
		001-210-516 SUPPLIES/OPERATING			339.57
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124505	<i>Invoice #:</i> 139366		258.81
<i>Invoice Description:</i> GLOVES					
		001-210-516 SUPPLIES/OPERATING			258.81
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124506	<i>Invoice #:</i> 139548		247.20
<i>Invoice Description:</i> SOAP DISPNSR/ SOAP/ DRIP TRAY					
		001-200-516 SUPPLIES/OPERATING			247.20
*****	03/08/2023	6008 PUBLIX SUPER MARKETS, INC	Check	No	598.37
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123872	<i>Invoice #:</i> 0316333889		16.98
<i>Invoice Description:</i> INMATE WRKR LUNCH					
		001-200-612 PROFESSIONAL FEES			16.98
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123873	<i>Invoice #:</i> 0421542736		25.47
<i>Invoice Description:</i> INMATE WRKR LUNCH					
		001-200-612 PROFESSIONAL FEES			25.47
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123874	<i>Invoice #:</i> 0423059095		37.23
<i>Invoice Description:</i> MAYOR DRINKS					
		001-001-516 SUPPLIES/OPERATING			37.23
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123875	<i>Invoice #:</i> 0427847057		6.92
<i>Invoice Description:</i> INMATE RX					
		001-110-516 SUPPLIES/OPERATING			6.92
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124012	<i>Invoice #:</i> 0424960660		135.90
<i>Invoice Description:</i> PLATTERS/ FRUIT/ NUTS					
		001-300-516 SUPPLIES/OPERATING			135.90
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124193	<i>Invoice #:</i> 0425148293		173.48
<i>Invoice Description:</i> BRDG DEP LUNCH					
		001-001-516 SUPPLIES/OPERATING			173.48
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124194	<i>Invoice #:</i> 0433933882		153.45
<i>Invoice Description:</i> MARDI GRAS PARADE FOOD					
		001-300-650 EXHIBITIONS & PROMOTIONS			153.45
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124306	<i>Invoice #:</i> 0431004282		33.96
<i>Invoice Description:</i> INMATE WRKR LUNCH					
		001-200-612 PROFESSIONAL FEES			33.96
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124507	<i>Invoice #:</i> 0436443601		14.98
<i>Invoice Description:</i> INMATE WRKR LUNCH					
		001-200-612 PROFESSIONAL FEES			14.98
*****	03/08/2023	3759 QUALIFICATION TARGETS INC.	Check	No	182.22

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124508	Invoice #: 22300739		182.22
Invoice Description:		SILHOUETTES			
001-100-516		SUPPLIES/OPERATING			182.22
*****	03/08/2023	1810 RECREONICS, INC	Check	No	97.67
Purchase Order #:	0	Voucher #: 124013	Invoice #: 0906352-IN		97.67
Invoice Description:		DIVING BOARD KIT			
001-300-616		RPR/MAINT PLANT/BLDGS			97.67
*****	03/08/2023	7700 REDDY ICE LLC	Check	No	433.55
Purchase Order #:	0	Voucher #: 124014	Invoice #: 9968037782		433.55
Invoice Description:		S'PLEX ICE			
001-300-516		SUPPLIES/OPERATING			433.55
*****	03/08/2023	1344 RETIF OIL & FUEL	Check	No	1,445.18
Purchase Order #:	0	Voucher #: 124509	Invoice #: IN-0182803		1,445.18
Invoice Description:		495 GAL FUEL			
001-100-510		GAS/OIL			1,445.18
*****	03/08/2023	3229 ROBERTSDALE FEED STORE	Check	No	131.87
Purchase Order #:	0	Voucher #: 124510	Invoice #: 0001206		131.87
Invoice Description:		MEAL WORMS/ FAUCET CVRS/ SHAVINGS			
001-410-516		SUPPLIES/OPERATING			131.87
*****	03/08/2023	6588 SALTY DOG MARINE, LLC	Check	No	776.51
Purchase Order #:	0	Voucher #: 124511	Invoice #: 4663		776.51
Invoice Description:		LNG BCH SKIFF R/M			
001-614-731		GOMESA			776.51
*****	03/08/2023	1924 SAM'S CLUB DIRECT	Check	No	2,190.72
Purchase Order #:	0	Voucher #: 123876	Invoice #: 230215		1,836.00
Invoice Description:		BTTLD WATER PALLET			
001-200-516		SUPPLIES/OPERATING			612.00
001-210-516		SUPPLIES/OPERATING			612.00
404-677-516		SUPPLIES/OPERATING			612.00
Purchase Order #:	0	Voucher #: 124015	Invoice #: 8245		354.72
Invoice Description:		VENDING			
001-300-516		SUPPLIES/OPERATING			354.72
*****	03/08/2023	1370 SANDY SANSING CHEVROLET OF FOLEY	Check	No	959.58
Purchase Order #:	0	Voucher #: 123882	Invoice #: 732240		223.29
Invoice Description:		#229 STARTER			
001-100-622		RPR/MAINT VEHICLES			223.29
Purchase Order #:	0	Voucher #: 124393	Invoice #: 732397		595.35
Invoice Description:		#277 CMPRSSR KIT/ WR KIT/ SPK PLGS			
001-100-622		RPR/MAINT VEHICLES			595.35
Purchase Order #:	0	Voucher #: 124394	Invoice #: 732412		69.37
Invoice Description:		#270 HOSE			
001-100-622		RPR/MAINT VEHICLES			69.37
Purchase Order #:	0	Voucher #: 124395	Invoice #: 731398C		-18.97
Invoice Description:		CREDIT 731398			
001-100-622		RPR/MAINT VEHICLES	Accrual		-18.97
Purchase Order #:	0	Voucher #: 124512	Invoice #: 732431		90.54
Invoice Description:		#904 MOLDING			
404-677-622		RPR/MAINT VEHICLES			90.54
*****	03/08/2023	7944 SANSIO, INC.	Check	No	795.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124016	Invoice #: INV0000000694		300.00
Invoice Description:		EMS SUBSCRIPTION			
001-175-612		PROFESSIONAL FEES		300.00	
Purchase Order #:	0	Voucher #: 124195	Invoice #: INV0000004133		495.00
Invoice Description:		EMS SUBSCRIPTION			
001-175-612		PROFESSIONAL FEES		495.00	
*****	03/08/2023	3435 SANSOM EQUIPMENT CO.	Check	No	14,387.03
Purchase Order #:	220417	Voucher #: 124307	Invoice #: P04156		14,387.03
Invoice Description:		VAC TRUCK REPAIR			
403-676-616		RPR/MAINT PLANT/BLDGS		14,387.03	
*****	03/08/2023	1918 SAUNDERS YACHTWORKS LLC	Check	No	486.44
Purchase Order #:	0	Voucher #: 124196	Invoice #: 921-20134-24191		486.44
Invoice Description:		SUNFISH FLEET REPAIR			
001-410-622		RPR/MAINT VEHICLES		486.44	
*****	03/08/2023	7913 SAWYER, SKYLAR M.	Check	No	203.00
Purchase Order #:	0	Voucher #: 123877	Invoice #: TR2021-450		203.00
Invoice Description:		A C SMITH			
001-010-612		PROFESSIONAL FEES		203.00	
*****	03/08/2023	6914 SCARBROUGH, BRIAN	Check	No	352.50
Purchase Order #:	0	Voucher #: 123878	Invoice #: 230213		352.50
Invoice Description:		REMIB GFOAA MILEAGE			
001-020-630		TRAINING/TRAVEL		352.50	
*****	03/08/2023	7365 SEQUEL ELECTRICAL SUPPLY, LLC	Check	No	49.56
Purchase Order #:	0	Voucher #: 124513	Invoice #: S3571757.001		49.56
Invoice Description:		ELEC SUPPLIES			
001-200-516		SUPPLIES/OPERATING		49.56	
*****	03/08/2023	8234 SEWART SUPPLY, LLC	Check	No	7,514.52
Purchase Order #:	230060	Voucher #: 124049	Invoice #: 1038615		7,514.52
Invoice Description:		FIRE BOAT JET MNTNC			
001-175-622		RPR/MAINT VEHICLES		7,514.52	
*****	03/08/2023	6523 SHADOW GRAPHIC IMAGES	Check	No	408.50
Purchase Order #:	0	Voucher #: 124018	Invoice #: 4525		408.50
Invoice Description:		SURF RESCUE EMBROIDERY			
001-175-540		UNIFORMS		408.50	
*****	03/08/2023	6300 SHARP ELECTRONICS CORP	Check	No	154.60
Purchase Order #:	0	Voucher #: 123879	Invoice #: 13804625		154.60
Invoice Description:		12/01-12/31/22 COPIER			
001-030-516		SUPPLIES/OPERATING		154.60	
*****	03/08/2023	1930 SHERWIN-WILLIAMS	Check	No	1,053.83
Purchase Order #:	0	Voucher #: 123880	Invoice #: 1511-4		14.78
Invoice Description:		SPRIG BRUSH			
001-200-516		SUPPLIES/OPERATING		14.78	
Purchase Order #:	0	Voucher #: 124019	Invoice #: 1473-7		612.70
Invoice Description:		PAINT			
001-175-616		RPR/MAINT PLANT/BLDGS		612.70	
Purchase Order #:	0	Voucher #: 124020	Invoice #: 1761-5		353.61
Invoice Description:		PAINT/ XL-DALES			
001-300-616		RPR/MAINT PLANT/BLDGS		353.61	

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124021	Invoice #: 9098-1		72.74
Invoice Description:	PAINT				
001-300-616	RPR/MAINT PLANT/BLDGS				72.74
***** 03/08/2023	6543 SIMS, JANE KAY STODGHILL	Check	No		390.00
Purchase Order #:	0	Voucher #: 123673	Invoice #: 230210		150.00
Invoice Description:	PIYO/ P90X				
001-325-612	PROFESSIONAL FEES				150.00
Purchase Order #:	0	Voucher #: 123927	Invoice #: 230217		120.00
Invoice Description:	PIYO/ P90X				
001-325-612	PROFESSIONAL FEES				120.00
Purchase Order #:	0	Voucher #: 124232	Invoice #: 230224		120.00
Invoice Description:	PIYO/ P90X				
001-325-612	PROFESSIONAL FEES				120.00
***** 03/08/2023	7221 SLATS LUCAS AGGREGATES ALABAMA LLC	Check	No		787.28
Purchase Order #:	0	Voucher #: 123881	Invoice #: 10481		787.28
Invoice Description:	15.14 TON GABION STONE				
001-608-720	ROADWAYS/PAVING/RESURFACE				787.28
***** 03/08/2023	5774 SOUND ASSOCIATES, INC	Check	No		629.80
Purchase Order #:	0	Voucher #: 124514	Invoice #: 2023-7249		629.80
Invoice Description:	MICROPHONES				
411-681-507	EQUIPMENT/SMALL				629.80
***** 03/08/2023	7739 SOUTHEAST MANAGEMENT SERVICES LLC	Check	No		3,660.00
Purchase Order #:	0	Voucher #: 124022	Invoice #: 5870		2,030.00
Invoice Description:	ANN'L PUMP MAINT				
001-175-622	RPR/MAINT VEHICLES				2,030.00
Purchase Order #:	0	Voucher #: 124023	Invoice #: 5871		1,630.00
Invoice Description:	ANN'L PUMP TESTS				
001-175-622	RPR/MAINT VEHICLES				1,630.00
***** 03/08/2023	1396 SOUTHERN PIPE & SUPPLY CO	Check	No		195.81
Purchase Order #:	0	Voucher #: 124308	Invoice #: 7676203-00		34.49
Invoice Description:	AIR HANDLER TIME DELAY BRD				
001-325-616	RPR/MAINT PLANT/BLDGS				34.49
Purchase Order #:	0	Voucher #: 124515	Invoice #: 7692290-00		161.32
Invoice Description:	TEES/ BUSHINGS/ COUPLINGS				
001-210-516	SUPPLIES/OPERATING				161.32
***** 03/08/2023	6700 SOUTHERN RAPID CARE, LLC	Check	No		2,127.50
Purchase Order #:	0	Voucher #: 124197	Invoice #: 20695		737.50
Invoice Description:	RN JAIL VISITS				
001-110-612	PROFESSIONAL FEES				737.50
Purchase Order #:	0	Voucher #: 124516	Invoice #: 20693		1,390.00
Invoice Description:	PRE EMPL DRUG SCREENS				
001-000-909	CITY HEALTH EXPENSE				1,390.00
***** 03/08/2023	7383 SOUTHERN TIRE MART, LLC	Check	No		10,042.55
Purchase Order #:	0	Voucher #: 123883	Invoice #: 2030076262		120.67
Invoice Description:	#280 TIRE				
001-100-622	RPR/MAINT VEHICLES	Accrual			120.67
Purchase Order #:	0	Voucher #: 123884	Invoice #: 2030085271		1,070.92
Invoice Description:	#704 TIRES				
001-200-622	RPR/MAINT VEHICLES				1,070.92

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123885	Invoice #: 2030085300		617.88
Invoice Description:	#273 TIRES				
001-100-622	RPR/MAINT VEHICLES			617.88	
Purchase Order #:	0	Voucher #: 123886	Invoice #: 2030085381		362.01
Invoice Description:	#217 TIRES				
001-100-622	RPR/MAINT VEHICLES			362.01	
Purchase Order #:	0	Voucher #: 124198	Invoice #: 2030085452		1,034.32
Invoice Description:	#375 TIRES				
001-410-622	RPR/MAINT VEHICLES			1,034.32	
Purchase Order #:	0	Voucher #: 124309	Invoice #: 2030085490		353.49
Invoice Description:	#847 TIRES				
001-210-618	RPR/MAINT EQUIPMENT			353.49	
Purchase Order #:	230041	Voucher #: 124517	Invoice #: 2030084039		5,052.00
Invoice Description:	WHLS/ TIRES FOR 250s				
001-410-507	EQUIPMENT/SMALL			5,052.00	
Purchase Order #:	0	Voucher #: 124518	Invoice #: 2030086221		575.36
Invoice Description:	#794 TIRES				
001-200-622	RPR/MAINT VEHICLES			575.36	
Purchase Order #:	0	Voucher #: 124519	Invoice #: 2030086364		529.36
Invoice Description:	#276 TIRES				
001-100-622	RPR/MAINT VEHICLES			529.36	
Purchase Order #:	0	Voucher #: 124520	Invoice #: 2030086537		326.54
Invoice Description:	#636 TIRES				
403-676-622	RPR/MAINT VEHICLES			326.54	
*****	03/08/2023	1980 SPORTSMAN MARINA, L.P.	Check	No	582.95
Purchase Order #:	0	Voucher #: 124024	Invoice #: 910-20129-37660		582.95
Invoice Description:	112.127 GAL DIESEL				
001-175-510	GAS/OIL			582.95	
*****	03/08/2023	6756 STAPLES BUSINESS ADVANTAGE	Check	No	1,741.73
Purchase Order #:	0	Voucher #: 123887	Invoice #: 3530458513		589.47
Invoice Description:	FLDRS/ COPY PPR/ INK/ STAMP				
001-010-515	SUPPLIES/OFFICE			589.47	
Purchase Order #:	0	Voucher #: 124025	Invoice #: 3530458511		22.06
Invoice Description:	MOP HANDLES				
001-001-513	SUPPLIES/JANITORIAL			22.06	
Purchase Order #:	0	Voucher #: 124026	Invoice #: 3530458512		20.94
Invoice Description:	LABEL TAPE				
001-410-515	SUPPLIES/OFFICE			20.94	
Purchase Order #:	0	Voucher #: 124199	Invoice #: 3530965572		21.59
Invoice Description:	LAMINATOR POUCHES				
001-410-515	SUPPLIES/OFFICE			21.59	
Purchase Order #:	0	Voucher #: 124200	Invoice #: 3530965573		93.86
Invoice Description:	TLT BWL CLNR/ CHRGR/ ENVLPS				
001-030-513	SUPPLIES/JANITORIAL			57.28	
001-030-515	SUPPLIES/OFFICE			36.58	
Purchase Order #:	0	Voucher #: 124201	Invoice #: 3530965574		101.13
Invoice Description:	LTR PPR/ 3 TAB FSTNR/ BRIGHT PPR				
001-010-515	SUPPLIES/OFFICE			101.13	
Purchase Order #:	0	Voucher #: 124310	Invoice #: 3530965575		824.55
Invoice Description:	PRINTER/ INK				
001-350-515	SUPPLIES/OFFICE			824.55	
Purchase Order #:	0	Voucher #: 124538	Invoice #: 3525312303		14.32

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> SORTER					
	001-010-515	SUPPLIES/OFFICE			14.32
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124539	<i>Invoice #:</i> 3531623494		5.38
<i>Invoice Description:</i> LABEL SHEETS					
	001-010-515	SUPPLIES/OFFICE			5.38
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124540	<i>Invoice #:</i> 3531623495		48.43
<i>Invoice Description:</i> INK/ MRKRS					
	001-010-515	SUPPLIES/OFFICE			48.43
*****	03/08/2023	8022 STEINWAY PIANO GALLERY	Check	No	300.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124027	<i>Invoice #:</i> 395		300.00
<i>Invoice Description:</i> TWO PIANOS TUNED					
	430-682-618	RPR/MAINT EQUIPMENT			300.00
*****	03/08/2023	2008 SUNBELT FIRE, INC.	Check	No	8,216.13
<i>Purchase Order #:</i> 230064		<i>Voucher #:</i> 124028	<i>Invoice #:</i> 130744		4,336.00
<i>Invoice Description:</i> #426 PUMP REPAIR					
	001-175-622	RPR/MAINT VEHICLES			4,336.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124029	<i>Invoice #:</i> 131539		2,013.78
<i>Invoice Description:</i> #426 AUX COOLER REPAIR					
	001-175-622	RPR/MAINT VEHICLES			2,013.78
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124202	<i>Invoice #:</i> 339034		1,380.00
<i>Invoice Description:</i> PARTICULATE HOODS					
	001-175-507	EQUIPMENT/SMALL			1,380.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124396	<i>Invoice #:</i> 338661		486.35
<i>Invoice Description:</i> POLISHED HOUSING					
	001-175-622	RPR/MAINT VEHICLES			486.35
*****	03/08/2023	8225 SUNGIRL FITNESS, INC.	Check	No	240.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123674	<i>Invoice #:</i> 230210		90.00
<i>Invoice Description:</i> REV-X					
	001-325-612	PROFESSIONAL FEES			90.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123928	<i>Invoice #:</i> 230217		90.00
<i>Invoice Description:</i> REV-X					
	001-325-612	PROFESSIONAL FEES			90.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124233	<i>Invoice #:</i> 230224		60.00
<i>Invoice Description:</i> REV-X					
	001-325-612	PROFESSIONAL FEES			60.00
*****	03/08/2023	6107 SUNSOUTH, LLC	Check	No	347.76
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123888	<i>Invoice #:</i> 4493226		347.76
<i>Invoice Description:</i> #792 STEERING RACK					
	404-677-618	RPR/MAINT EQUIPMENT			347.76
*****	03/08/2023	7962 SWEAT TIRE OF FOLEY	Check	No	1,619.84
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 123889	<i>Invoice #:</i> 20472		100.00
<i>Invoice Description:</i> #273 TIRED MOUNTED/ BALANCED					
	001-100-622	RPR/MAINT VEHICLES			100.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124203	<i>Invoice #:</i> 20512		100.00
<i>Invoice Description:</i> #377 TIRES MOUNTED					
	001-410-622	RPR/MAINT VEHICLES			100.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124204	<i>Invoice #:</i> 20575		100.00
<i>Invoice Description:</i> #375 TIRES MOUNTED					
	001-410-622	RPR/MAINT VEHICLES			100.00
<i>Purchase Order #:</i> 0		<i>Voucher #:</i> 124205	<i>Invoice #:</i> 20589		1,319.84

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		#411 TIRES/ ALIGNMENT			
	001-175-622	RPR/MAINT VEHICLES			1,319.84
*****	03/08/2023	7006 SWEETWATER SOUND INC	Check	No	3,361.59
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124030	<i>Invoice #:</i> 35511897		327.59
<i>Invoice Description:</i>		DOLLY			
	001-375-507	EQUIPMENT/SMALL			327.59
<i>Purchase Order #:</i>	230004	<i>Voucher #:</i> 124311	<i>Invoice #:</i> 35147232		3,034.00
<i>Invoice Description:</i>		DRUM SET/ SNARE			
	001-350-507	EQUIPMENT/SMALL			3,034.00
*****	03/08/2023	2016 SWIFT SUPPLY, INC.	Check	No	617.24
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123890	<i>Invoice #:</i> 817317		24.88
<i>Invoice Description:</i>		LUMBER			
	001-410-620	RPR/MAINT GROUNDS			24.88
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123891	<i>Invoice #:</i> 818124		62.72
<i>Invoice Description:</i>		LUMBER/ SCREWS/ BOLTS/ NUTS/ WASHERS			
	001-100-620	RPR/MAINT GROUNDS			62.72
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124031	<i>Invoice #:</i> 819041		55.55
<i>Invoice Description:</i>		LUMBER			
	001-410-516	SUPPLIES/OPERATING			55.55
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124032	<i>Invoice #:</i> 819436		24.74
<i>Invoice Description:</i>		SHEATHING			
	001-300-616	RPR/MAINT PLANT/BLDGS			24.74
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124206	<i>Invoice #:</i> 819839		119.44
<i>Invoice Description:</i>		SCREWS/ LUMBER/ BITS			
	411-681-616	RPR/MAINT BUILDING			119.44
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124312	<i>Invoice #:</i> 819929		25.02
<i>Invoice Description:</i>		LUMBER			
	001-200-516	SUPPLIES/OPERATING			25.02
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124313	<i>Invoice #:</i> 819936		8.34
<i>Invoice Description:</i>		LUMBER			
	001-200-516	SUPPLIES/OPERATING			8.34
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124397	<i>Invoice #:</i> 819364		108.00
<i>Invoice Description:</i>		CRRG BOLTS/ NUTS/ WASHERS			
	001-175-618	RPR MAINT/EQUIPMENT			108.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124521	<i>Invoice #:</i> 819942		84.81
<i>Invoice Description:</i>		SNOW FENCE			
	001-410-620	RPR/MAINT GROUNDS			84.81
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124522	<i>Invoice #:</i> 821371		55.72
<i>Invoice Description:</i>		SILT FENCE			
	001-200-516	SUPPLIES/OPERATING			55.72
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124523	<i>Invoice #:</i> 821654		48.02
<i>Invoice Description:</i>		LUMBER			
	001-410-516	SUPPLIES/OPERATING			48.02
*****	03/08/2023	8203 TAMI CURTIS STUDIOS INC	Check	No	2,100.00
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124207	<i>Invoice #:</i> COB02152023		2,100.00
<i>Invoice Description:</i>		BIRD IMAGES FOR PLACARDS			
	001-410-650	AUDUBON			2,100.00
*****	03/08/2023	3880 TEAM ONE COMM., INC	Check	No	4,318.40
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 123892	<i>Invoice #:</i> 101016331-1		65.00
<i>Invoice Description:</i>		RADIO REPAIR			
	001-175-618	RPR MAINT/EQUIPMENT			65.00

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #: 0		Voucher #: 123893	Invoice #: 163001289-1		114.00
Invoice Description: CHARGER					
001-100-618 RPR/MAINT EQUIP				114.00	
Purchase Order #: 220490		Voucher #: 124208	Invoice #: 174000515-1		4,139.40
Invoice Description: TAHOE RADIO/ INSTALL					
001-175-507 EQUIPMENT/SMALL				4,139.40	
***** 03/08/2023	6592 THE UPS STORE #5864	Check	No	94.97	
Purchase Order #: 0	Voucher #: 124210	Invoice #: 230203		32.13	
Invoice Description: PD SHIPPING					
001-100-605 COMMUNICATIONS				32.13	
Purchase Order #: 0	Voucher #: 124398	Invoice #: A007972		62.84	
Invoice Description: HEADPHONES SHIPPED					
001-175-516 SUPPLIES/OPERATING				62.84	
***** 03/08/2023	3099 THOMPSON ENGINEERING	Check	No	8,101.00	
Purchase Order #: 0	Voucher #: 124033	Invoice #: 230102152		8,101.00	
Invoice Description: BASEBL DUGOUT REDESIGN					
001-609-721 SPORTSPLEX				8,101.00	
***** 03/08/2023	2035 THOMPSON TRACTOR CO.,INC.	Check	No	2,044.63	
Purchase Order #: 0	Voucher #: 124314	Invoice #: SPI01235131		925.27	
Invoice Description: #905 SERVICE					
404-677-618 RPR/MAINT EQUIPMENT				925.27	
Purchase Order #: 0	Voucher #: 124524	Invoice #: SPI01235640		454.30	
Invoice Description: #905 TIPS/ PINS/ RETAINERS					
404-677-618 RPR/MAINT EQUIPMENT				454.30	
Purchase Order #: 0	Voucher #: 124525	Invoice #: SPI01236389		665.06	
Invoice Description: #952 SERVICE					
404-677-618 RPR/MAINT EQUIPMENT				665.06	
***** 03/08/2023	7092 TRACKER SYSTEMS INC	Check	No	1,081.51	
Purchase Order #: 0	Voucher #: 123894	Invoice #: 267739		897.59	
Invoice Description: FEB 23 BOAT TRACKING SFTWR					
001-410-605 COMMUNICATIONS				897.59	
Purchase Order #: 0	Voucher #: 123895	Invoice #: 267740		183.92	
Invoice Description: FEB 23 BOAT TRACKING SFTWR					
001-410-605 COMMUNICATIONS				183.92	
***** 03/08/2023	6764 TRANS UNION LLC	Check	No	90.94	
Purchase Order #: 0	Voucher #: 124034	Invoice #: 01354096		90.94	
Invoice Description: JAN 2023					
001-100-612 PROFESSIONAL FEES				90.94	
***** 03/08/2023	7814 TRIDENT RESCUE	Check	No	373.25	
Purchase Order #: 0	Voucher #: 124209	Invoice #: INV-5804		373.25	
Invoice Description: VESTS					
001-100-507 EQUIPMENT/SMALL				373.25	
***** 03/08/2023	5068 ULINE SHIPPING SUPPLY	Check	No	3,229.26	
Purchase Order #: 0	Voucher #: 123896	Invoice #: 159167317		43.50	
Invoice Description: TRASH CAN LINERS					
001-410-513 SUPPLIES/JANITORIAL				43.50	
Purchase Order #: 0	Voucher #: 123897	Invoice #: 159337204		923.05	
Invoice Description: BBL WRAP/ DOLLY/ TISSUE PPR					
430-682-516 SUPPLIES/OPERATING				923.05	

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Purchase Order #: 0 Voucher #: 123898 Invoice #: 159435499			2,262.71
		Invoice Description: DESK/ SHELF/ CART/ RACK			
		001-175-516 SUPPLIES/OPERATING			2,262.71
*****	03/08/2023	2127 UNITED RENTALS INC	Check	No	3,913.00
		Purchase Order #: 230038 Voucher #: 124211 Invoice #: 215555151-001			3,913.00
		Invoice Description: 2/01-3/01/23 DOZER RENTAL			
		001-614-734 SHOOTING RANGE			3,913.00
*****	03/08/2023	2146 USA BLUE BOOK	Check	No	355.62
		Purchase Order #: 0 Voucher #: 123899 Invoice #: 247011			355.62
		Invoice Description: PAINT			
		403-676-516 SUPPLIES/OPERATING			355.62
*****	03/08/2023	6717 U.S. DEPT OF TREASURY	Check	No	170.00
		Purchase Order #: 0 Voucher #: 124399 Invoice #: 022423-BARLOW			170.00
		Invoice Description: WG160133332			
		001-000-104 GARNISHMENT/SAVINGS			170.00
*****	03/08/2023	6250 US FOODS INC	Check	No	1,171.35
		Purchase Order #: 0 Voucher #: 123900 Invoice #: 1786954			351.25
		Invoice Description: INMATE CONCESSIONS			
		001-110-516 SUPPLIES/OPERATING			351.25
		Purchase Order #: 0 Voucher #: 124212 Invoice #: 2018440			461.59
		Invoice Description: INMATE CONCESSIONS			
		001-110-516 SUPPLIES/OPERATING			461.59
		Purchase Order #: 0 Voucher #: 124213 Invoice #: 2966322			12.83
		Invoice Description: INMATE CONCESSIONS			
		001-110-516 SUPPLIES/OPERATING			12.83
		Purchase Order #: 0 Voucher #: 124400 Invoice #: 2245604			345.68
		Invoice Description: INMATE CONCESSIONS			
		001-110-516 SUPPLIES/OPERATING			345.68
*****	03/08/2023	1299 VCA ANIMAL HOSPITALS, INC	Check	No	18.12
		Purchase Order #: 0 Voucher #: 124214 Invoice #: 940594594			18.12
		Invoice Description: PERSEUS MED			
		001-100-612 PROFESSIONAL FEES			18.12
*****	03/08/2023	8120 VENDING CONCEPTS, LLC	Check	No	1,600.00
		Purchase Order #: 0 Voucher #: 124035 Invoice #: 1013			1,600.00
		Invoice Description: CONCESSIONS			
		001-300-516 SUPPLIES/OPERATING			1,600.00
*****	03/08/2023	2245 VINYL SOLUTIONS	Check	No	1,585.00
		Purchase Order #: 0 Voucher #: 124526 Invoice #: EMT-12697			1,585.00
		Invoice Description: VEHICLE WRAP			
		001-100-622 RPR/MAINT VEHICLES			1,585.00
*****	03/08/2023	2250 VISUAL EFFECTS	Check	No	32.00
		Purchase Order #: 0 Voucher #: 123901 Invoice #: 7536			32.00
		Invoice Description: BADGE/ EMBROIDERY			
		001-100-540 UNIFORMS			32.00
*****	03/08/2023	2288 VULCAN, INC.	Check	No	2,497.30
		Purchase Order #: 0 Voucher #: 123902 Invoice #: R28247			2,497.30
		Invoice Description: LV ONLY FTPRNTS SIGNS			
		001-410-516 SUPPLIES/OPERATING			2,497.30

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
*****	03/08/2023	2335 WALMART COMMUNITY	Check	No	1,953.33
Purchase Order #:	0	Voucher #: 123903	Invoice #: 00152		103.21
Invoice Description:	'MRMD' TBLCLTH/ COSTUMING				
001-375-636	PRODUCTION COST				103.21
Purchase Order #:	0	Voucher #: 123904	Invoice #: 02014		162.44
Invoice Description:	EE CULINARY SUPPLIES				
001-350-516	SUPPLIES/OPERATING				162.44
Purchase Order #:	0	Voucher #: 123905	Invoice #: 02397		88.11
Invoice Description:	'MRMD' BABY MNTR/ PLIERS/ FSTNRS				
001-375-636	PRODUCTION COST				88.11
Purchase Order #:	0	Voucher #: 123906	Invoice #: 02464		32.67
Invoice Description:	'MRMD' SPRYPNT/ FOAM/ GLUE STICKS				
001-375-636	PRODUCTION COST				32.67
Purchase Order #:	0	Voucher #: 123907	Invoice #: 02988		59.02
Invoice Description:	EE CULINARY SUPPLIES				
001-350-516	SUPPLIES/OPERATING				59.02
Purchase Order #:	0	Voucher #: 123908	Invoice #: 05373		27.58
Invoice Description:	ZIPLOC BAGS				
001-210-516	SUPPLIES/OPERATING				27.58
Purchase Order #:	0	Voucher #: 123909	Invoice #: 09839		141.08
Invoice Description:	'MRMD' PLATES/ WIPES/ CUTLERY				
001-375-636	PRODUCTION COST				141.08
Purchase Order #:	0	Voucher #: 124036	Invoice #: 02378A		65.81
Invoice Description:	REMOTE/ TIDE/ CONCESSIONS				
001-300-516	SUPPLIES/OPERATING				65.81
Purchase Order #:	0	Voucher #: 124037	Invoice #: 02964		185.28
Invoice Description:	MARDI GRAS PARADE PROPS				
001-300-650	EXHIBITIONS & PROMOTIONS				185.28
Purchase Order #:	0	Voucher #: 124038	Invoice #: 04051		9.32
Invoice Description:	VANILLA A C/ GRHM CRKRS				
430-682-516	SUPPLIES/OPERATING				9.32
Purchase Order #:	0	Voucher #: 124039	Invoice #: 05888		21.18
Invoice Description:	WWLC FOOD				
001-410-516	SUPPLIES/OPERATING				21.18
Purchase Order #:	0	Voucher #: 124215	Invoice #: 02473		29.04
Invoice Description:	SODAS- VENDING				
001-300-516	SUPPLIES/OPERATING				29.04
Purchase Order #:	0	Voucher #: 124216	Invoice #: 03574		85.13
Invoice Description:	INK/ BATTERIES/ FABRIC REFSHR/ LYSOL				
411-681-516	SUPPLIES/OPERATING				85.13
Purchase Order #:	0	Voucher #: 124217	Invoice #: 03959		9.46
Invoice Description:	WHISTLE/ RND ORN				
001-300-516	SUPPLIES/OPERATING				9.46
Purchase Order #:	0	Voucher #: 124218	Invoice #: 04153		92.74
Invoice Description:	MRDI GRAS SODAS/ CRACKERS				
411-681-516	SUPPLIES/OPERATING				92.74
Purchase Order #:	0	Voucher #: 124315	Invoice #: 02561		199.70
Invoice Description:	EE CULINARY CLASS SUPPLIES				
001-350-516	SUPPLIES/OPERATING				199.70
Purchase Order #:	0	Voucher #: 124316	Invoice #: 02991A		49.76
Invoice Description:	JENGA GAMES				
001-350-516	SUPPLIES/OPERATING				49.76

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 124317	Invoice #: 03608		36.40
Invoice Description:		CHILDCARE LUNCHABLES			
001-350-516		SUPPLIES/OPERATING		36.40	
Purchase Order #:	0	Voucher #: 124318	Invoice #: 04057		119.94
Invoice Description:		EE CULINARY CLASS SUPPLIES			
001-350-516		SUPPLIES/OPERATING		119.94	
Purchase Order #:	0	Voucher #: 124319	Invoice #: 05155		22.64
Invoice Description:		BLEACH/ VINEGAR			
001-325-516		SUPPLIES/OPERATING		22.64	
Purchase Order #:	0	Voucher #: 124320	Invoice #: 07290		115.52
Invoice Description:		EE CULINARY CLASS SUPPLIES			
001-350-516		SUPPLIES/OPERATING		115.52	
Purchase Order #:	0	Voucher #: 124321	Invoice #: 08274		54.76
Invoice Description:		EE CULINARY CLASS SUPPLIES			
001-350-516		SUPPLIES/OPERATING		54.76	
Purchase Order #:	0	Voucher #: 124401	Invoice #: 04718		153.46
Invoice Description:		PAINT/ TIE DYE/ SNACKS			
430-682-649		FESTIVALS EXPENSES		153.46	
Purchase Order #:	0	Voucher #: 124402	Invoice #: 05444		3.48
Invoice Description:		WATER			
001-350-516		SUPPLIES/OPERATING		3.48	
Purchase Order #:	0	Voucher #: 124527	Invoice #: 03520		62.53
Invoice Description:		WDLDF CTR SUPPLIES			
001-410-516		SUPPLIES/OPERATING		62.53	
Purchase Order #:	0	Voucher #: 124528	Invoice #: 05158		23.07
Invoice Description:		WILDLIFE FOOD			
001-410-516		SUPPLIES/OPERATING		23.07	
*****	03/08/2023	7226 WALTER CURTIS GRYSEN	Check	No	15.00
Purchase Order #:	0	Voucher #: 124403	Invoice #: 32146		15.00
Invoice Description:		REPL PANEL- KIRCHHARR			
001-100-516		SUPPLIES/OPERATING		15.00	
*****	03/08/2023	6004 WAREHOUSE PATIO, LLC	Check	No	2,448.00
Purchase Order #:	0	Voucher #: 124040	Invoice #: 2534		2,448.00
Invoice Description:		STRAP REPLACEMENT			
001-300-616		RPR/MAINT PLANT/BLDGS		2,448.00	
*****	03/08/2023	3104 WATERS NURSERY	Check	No	4,000.00
Purchase Order #:	230062	Voucher #: 124322	Invoice #: 26245		4,000.00
Invoice Description:		ARBOR DAY TREES			
001-030-516		SUPPLIES/OPERATING		4,000.00	
*****	03/08/2023	6673 WATKINS, CARMEN W	Check	No	420.00
Purchase Order #:	0	Voucher #: 123675	Invoice #: 230210		150.00
Invoice Description:		YOGA/ BLNC, CORE, FLEX			
001-325-612		PROFESSIONAL FEES		150.00	
Purchase Order #:	0	Voucher #: 123929	Invoice #: 230217		150.00
Invoice Description:		YOGA/ BALANCE, CORE, FLEX			
001-325-612		PROFESSIONAL FEES		150.00	
Purchase Order #:	0	Voucher #: 124234	Invoice #: 230224		120.00
Invoice Description:		YOGA/ BALANCE, CORE, FLEX			
001-325-612		PROFESSIONAL FEES		120.00	
*****	03/08/2023	6355 WATSON FURNITURE GROUP, INC	Check	No	178.91

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	0	Voucher #: 123910	Invoice #: 000094804		178.91
Invoice Description:		UG KIT WKSRFC/ CABLE			
001-120-618	RPR/MAINT EQUIPMENT		Accrual		178.91
*****	03/08/2023	6752 WEBB'S HARDWARE	Check	No	348.92
Purchase Order #:	0	Voucher #: 123911	Invoice #: 5339		59.95
Invoice Description:		ELBOWS			
001-210-620	RPR/MAINT GROUNDS				59.95
Purchase Order #:	0	Voucher #: 124041	Invoice #: 5306		288.97
Invoice Description:		BATTERIES/ HITCH/ LOCK			
001-175-516	SUPPLIES/OPERATING				288.97
*****	03/08/2023	7345 WESCO GAS & WELDING SUPPLY INC	Check	No	201.59
Purchase Order #:	0	Voucher #: 123912	Invoice #: 2001271856		65.20
Invoice Description:		CYLINDER RENTAL			
001-200-614	RENTALS				65.20
Purchase Order #:	0	Voucher #: 124323	Invoice #: 2001278715		136.39
Invoice Description:		O2 CYLINDER RENTAL			
430-682-516	SUPPLIES/OPERATING				136.39
*****	03/08/2023	3080 WEST MARINE PRODUCTS INC	Check	No	1,467.25
Purchase Order #:	0	Voucher #: 123913	Invoice #: 003139		22.98
Invoice Description:		WINCH REPL GALV			
001-200-618	RPR/MAINT EQUIPMENT				22.98
Purchase Order #:	0	Voucher #: 123914	Invoice #: 003161		88.74
Invoice Description:		ADHESIVE/ ACETONE			
001-614-731	GOMESA				88.74
Purchase Order #:	0	Voucher #: 124042	Invoice #: 003258		99.68
Invoice Description:		FLAGS/ FLUSHER/ STRAPS			
001-100-507	EQUIPMENT/SMALL				99.68
Purchase Order #:	0	Voucher #: 124043	Invoice #: 003385		51.90
Invoice Description:		BRUSHES/ BUCKETS/ FIBERGLASS			
001-410-622	RPR/MAINT VEHICLES				51.90
Purchase Order #:	0	Voucher #: 124219	Invoice #: 003268		399.74
Invoice Description:		POLY LUMBER			
001-410-516	SUPPLIES/OPERATING				399.74
Purchase Order #:	0	Voucher #: 124220	Invoice #: 003433		105.96
Invoice Description:		#369 WIRE/ CON-BUTT			
001-410-622	RPR/MAINT VEHICLES				105.96
Purchase Order #:	0	Voucher #: 124221	Invoice #: 003518A		439.37
Invoice Description:		M-6 CAULK/ XDCR			
001-100-622	RPR/MAINT VEHICLES				439.37
Purchase Order #:	0	Voucher #: 124222	Invoice #: 003639		148.94
Invoice Description:		PAINT/ ROLLERS/ TRAYS			
001-410-622	RPR/MAINT VEHICLES				148.94
Purchase Order #:	0	Voucher #: 124223	Invoice #: 003842		49.96
Invoice Description:		DUCK LINE ROPE			
001-614-731	GOMESA				49.96
Purchase Order #:	0	Voucher #: 124530	Invoice #: 003962		59.98
Invoice Description:		#368, #369 WIRE			
001-410-622	RPR/MAINT VEHICLES				59.98
*****	03/08/2023	2371 WEST PAYMENT CENTER	Check	No	1,597.49
Purchase Order #:	0	Voucher #: 123915	Invoice #: 847775714		1,578.54
Invoice Description:		FEB 23 SOFTWARE SUBSCRIPTION			

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		001-001-612 PROFESSIONAL FEES			1,578.54
		Purchase Order #: 0 Voucher #: 123916 Invoice #: 847860281			18.95
		Invoice Description: FEB 23 LIBRARY PLAN			
		001-001-612 PROFESSIONAL FEES			18.95
*****	03/08/2023	2388 WILSON SPORTING GOODS	Check	No	879.36
		Purchase Order #: 0 Voucher #: 124044 Invoice #: 4540904078			317.76
		Invoice Description: GRIPS- GOLF CTR RESALE			
		001-300-660 COST OF GOODS SOLD RETAIL			317.76
		Purchase Order #: 0 Voucher #: 124224 Invoice #: 4540964903			561.60
		Invoice Description: GOLF BALLS			
		001-300-660 COST OF GOODS SOLD RETAIL			561.60
*****	03/08/2023	7738 WIRELESS CCTV LLC	Check	No	2,700.00
		Purchase Order #: 230070 Voucher #: 124529 Invoice #: 88073			2,700.00
		Invoice Description: SURV CAMERA SVC - 2 YR SVC PLAN			
		001-100-612 PROFESSIONAL FEES			2,700.00
*****	03/08/2023	3763 WITMER ASSOCIATES INC.	Check	No	565.50
		Purchase Order #: 0 Voucher #: 124404 Invoice #: INV209688			565.50
		Invoice Description: HELMET FRONTS			
		001-175-507 EQUIPMENT/SMALL			565.50
*****	03/08/2023	3955 WITTICHEN SUPPLY COMPANY	Check	No	347.62
		Purchase Order #: 0 Voucher #: 124225 Invoice #: S103498994.001			235.68
		Invoice Description: CONTROL BOARD			
		001-300-616 RPR/MAINT PLANT/BLDGS			235.68
		Purchase Order #: 0 Voucher #: 124324 Invoice #: S103502982.001			85.86
		Invoice Description: DRAIN SLV/ COIL CLNR/ TRI-POWR			
		001-325-616 RPR/MAINT PLANT/BLDGS			85.86
		Purchase Order #: 0 Voucher #: 124531 Invoice #: S103512874.001			26.08
		Invoice Description: SAFE-T-SWITCH RECTORSEAL			
		403-676-516 SUPPLIES/OPERATING			26.08
*****	03/08/2023	659 XEROX BUSINESS SOLUTIONS SOUTHEAST	Check	No	751.51
		Purchase Order #: 0 Voucher #: 124045 Invoice #: IN2101912			213.88
		Invoice Description: 1/18-2/17/23 COPIER S'PLEX			
		001-300-618 RPR/MAINT EQUIPMENT			213.88
		Purchase Order #: 0 Voucher #: 124405 Invoice #: IN2113152			89.60
		Invoice Description: 1/22-3/21/23 COPIER			
		403-676-516 SUPPLIES/OPERATING			89.60
		Purchase Order #: 0 Voucher #: 124406 Invoice #: IN2115515			164.91
		Invoice Description: 11/01/22-01/31/23 COPIER			
		001-100-516 SUPPLIES/OPERATING			164.91
		Purchase Order #: 0 Voucher #: 124532 Invoice #: IN2120091			232.64
		Invoice Description: 1/28-2/27/23 COPIER			
		001-350-612 PROFESSIONAL FEES			232.64
		Purchase Order #: 0 Voucher #: 124533 Invoice #: IN2120092			28.63
		Invoice Description: 1/30-2/27/23 COPIER			
		001-100-516 SUPPLIES/OPERATING			28.63
		Purchase Order #: 0 Voucher #: 124534 Invoice #: IN2120196			21.85
		Invoice Description: 1/29-2/27/23 COPIER			
		001-030-516 SUPPLIES/OPERATING			21.85
*****	03/08/2023	6191 XEROX CORPORATION	Check	No	756.83
		Purchase Order #: 0 Voucher #: 123917 Invoice #: IN2087089			432.09

ACCOUNTS PAYABLE CHECK REGISTER

City Of Orange Beach

FY 2023

Check Register for 3/8/2023 to 3/8/2023 & Check Numbers 0 to 2147483647

Cash Account 001-000-011

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i>		1/01-2/28/23 COPIER			
001-001-516		SUPPLIES/OPERATING			432.09
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124046	<i>Invoice #:</i> 018217835		24.99
<i>Invoice Description:</i>		12/30/22-1/30/23 COPIER			
430-682-515		SUPPLIES/OFFICE			24.99
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124226	<i>Invoice #:</i> 018091944		253.95
<i>Invoice Description:</i>		12/28/22-1/25/23 COPIER			
001-001-516		SUPPLIES/OPERATING			253.95
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124227	<i>Invoice #:</i> 018217836		35.09
<i>Invoice Description:</i>		12/27/22-1/30/23 COPIER			
001-410-516		SUPPLIES/OPERATING			35.09
<i>Purchase Order #:</i>	0	<i>Voucher #:</i> 124228	<i>Invoice #:</i> 018217837		10.71
<i>Invoice Description:</i>		12/30/22-1/30/23 COPIER			
001-110-516		SUPPLIES/OPERATING			10.71

Check Run 5707 Check Total \$1,783,019.57

Check Run 5707 Update Only \$0.00

Check Run 5707 Total \$1,783,019.57

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	224	\$1,783,019.57
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	224	\$1,783,019.57

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:

(Date)

(Date)

(Date)

(Date)

THE CITY OF ORANGE BEACH, ALABAMA
FINANCIAL STATEMENTS
DECEMBER 31, 2021

THE CITY OF ORANGE BEACH, ALABAMA
TABLE OF CONTENTS
DECEMBER 31, 2021

	<u>Page</u>
INDEPENDENT AUDITOR’S REPORT	1-2
FINANCIAL SECTION	
Management’s Discussion and Analysis	3-9
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements:	
Governmental Fund Financial Statements:	
Balance Sheet	12
Reconciliation of the Balance Sheet to the Statement of Net Position	13
Statement of Revenues, Expenditures, and Changes in Fund Balance	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities	15
Proprietary Fund Financial Statements:	
Statement of Net Position	16
Statement of Revenues, Expenses, and Changes in Net Position	17
Statement of Cash Flows	18
Notes to the Financial Statements	19-45
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedule:	
General Fund	46
Sewer Fund	47
Schedule of Employer Contributions to the Retirement Systems of Alabama	48
Schedule of Employer Changes in the Net Pension Liability	49

THE CITY OF ORANGE BEACH, ALABAMA
TABLE OF CONTENTS
DECEMBER 31, 2021

	<u>Page</u>
OTHER SUPPLEMENTARY INFORMATION	
Combining Balance Sheet – Nonmajor Governmental Funds	50
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds	51
Combining Statement of Net Position – Nonmajor Enterprise Funds	52
Combining Statement of Revenues, Expenses, and Changes in Fund Net Position – Nonmajor Enterprise Funds	53
Combining Statement of Cash Flows – Nonmajor Enterprise Funds	54
COMPLIANCE AND INTERNAL CONTROL SECTION	
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>GOVERNMENT AUDITING STANDARDS</i>	55-56
Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance	57-58
Schedule of Expenditures of Federal Awards	59
Notes to Schedule of Expenditures of Federal Awards	60
Schedule of Findings and Questioned Costs	61



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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Orange Beach, Alabama

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Orange Beach, Alabama, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City of Orange Beach, Alabama's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Orange Beach, Alabama, as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Orange Beach, Alabama and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Orange Beach, Alabama's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Orange Beach, Alabama's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Orange Beach, Alabama's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of employer contributions, and schedule of changes in the net pension liability on 3 through 9 and 46 through 49 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Orange Beach, Alabama's basic financial statements. The accompanying combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 3, 2023, on our consideration of the City of Orange Beach, Alabama's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Orange Beach, Alabama's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Orange Beach, Alabama's internal control over financial reporting and compliance.



Jackson & Smith CPA Group, PC
Orange Beach, Alabama
March 3, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

Management's Discussion and Analysis

Overview of the Financial Statements

The City's basic financial statements are comprised of three components:

- 1) Government-wide Financial Statements
- 2) Fund Financial Statements
- 3) Notes to the Financial Statements

This Financial Report also contains other supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The Government-wide financial statements provide a broad overview of the City of Orange Beach's finances. The presentation is in a manner similar to a private sector business.

The Statement of Net Position provides information on all the City's assets and liabilities. The difference between the two is reported as net position. Over time, changes (increases or decreases) in net position may provide a useful indicator of the City's overall financial condition.

The Statement of Activities provides information on how the City's net position changed during the fiscal year.

Fund Financial Statements

A fund is a group of related accounts used to maintain control over resources that have been segregated for specific objectives or activities. The City of Orange Beach uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund Financial Statements report the City's operations in more detail than the Government-wide Financial Statements. All of the funds of the City are governmental or proprietary.

Governmental Funds

Governmental funds provide information which may be useful in evaluating and determining a government's near-term financing requirements. The financial statements focus on near-term inflows and outflows of spendable resources. Readers of the financial statements may better understand the long-term impact of the government's near-term financial decisions.

Proprietary Funds

The City of Orange Beach maintains five enterprise funds: Refuse Fund, Sewer Fund, Event Center Fund, Arts Center Fund, and the Baldwin County Bridge Company Fund. Enterprise funds report the same functions presented in business-type activities in the Government-wide financial statements.

Notes to the Basic Financial Statements

The notes provide additional information and are essential to the full understanding of the data in the Government-wide and Fund Financial Statements.

Government-wide Financial Analysis

As previously noted, over time net position may serve as a useful indicator of a government's financial condition. At the close of Fiscal Year 2021 on December 31, 2021, the City of Orange Beach's assets exceeded its liabilities by \$186,955,635 whereas at the close of Fiscal Year 2020 on December 31, 2020, the City of Orange Beach's assets exceeded its liabilities by \$162,408,949. The largest portion of the City's net position reflects its investment in capital assets (property, plant, and equipment), less debt outstanding that was used for acquisition. These assets are used to provide services to the citizens and are not available for future spending. Since the capital assets cannot be used to liquidate the outstanding debt, resources needed to repay the debt must be provided from other sources.

Overall Analysis

Table 1 below presents the City's Condensed Statement of Net Position as of December 31, 2021 and December 31, 2020 and is derived from the Government-wide Statement of Net Position. Table 2 below presents the City's Condensed Statement of Activities as of December 31, 2021 and December 31, 2020 and is derived from the Statement of Activities.

Table 1 - Condensed Statement of Net Position

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2020	2021	2020	2021	2020	2021
Current and other assets	\$ 61,205,778	\$ 114,359,593	\$ 8,023,151	\$ 6,669,516	\$ 69,228,929	\$ 121,029,109
Capital assets	97,998,845	115,021,119	25,620,145	24,800,444	123,618,990	139,821,563
Total assets	<u>159,204,623</u>	<u>229,380,712</u>	<u>33,643,296</u>	<u>31,469,960</u>	<u>192,847,919</u>	<u>260,850,672</u>
Deferred outflows of resources	<u>3,883,517</u>	<u>5,240,021</u>	<u>1,438,948</u>	<u>1,157,528</u>	<u>5,322,465</u>	<u>6,397,549</u>
Other liabilities	6,871,833	2,575,546	2,046,668	211,316	8,918,501	2,786,862
Long-term liabilities	<u>8,259,404</u>	<u>55,749,020</u>	<u>17,354,649</u>	<u>17,277,430</u>	<u>25,614,053</u>	<u>73,026,450</u>
Total liabilities	<u>15,131,237</u>	<u>58,324,566</u>	<u>19,401,317</u>	<u>17,488,746</u>	<u>34,532,554</u>	<u>75,813,312</u>
Deferred inflows of resources	<u>1,174,412</u>	<u>4,423,902</u>	<u>54,469</u>	<u>53,372</u>	<u>1,228,881</u>	<u>4,477,274</u>
Invested in capital assets						
Net of related debt	94,956,825	63,515,950	6,829,131	7,639,937	101,785,956	71,155,887
Restricted	15,530,581	37,935,506	7,099,739	6,090,771	22,630,320	44,026,277
Unrestricted	<u>36,295,085</u>	<u>70,420,809</u>	<u>1,697,588</u>	<u>1,352,662</u>	<u>37,992,673</u>	<u>71,773,471</u>
Total net position	<u>\$ 146,782,491</u>	<u>\$ 171,872,265</u>	<u>\$ 15,626,458</u>	<u>\$ 15,083,370</u>	<u>\$ 162,408,949</u>	<u>\$ 186,955,635</u>

Financial highlights for the City of Orange Beach as a whole as they relate to the Statement of Net Position for the fiscal year ended December 31, 2021 and December 31, 2020 include the following:

The assets of the City exceeded its liabilities (net assets) at the close of the fiscal year ended December 31, 2021 by \$171,872,265 and at the close of the fiscal year ended December 31, 2020 by \$146,782,491 for Governmental Activities and by \$15,083,370 and \$15,626,458 (respectively for each year end) for Business-Type Activities. Net capital assets increased by \$17,022,274 from 2020 to 2021 for Governmental Activities and decreased by \$819,701 from 2020 to 2021 for Business-Type Activities. Long-term liabilities increased from 2020 to 2021 for Governmental Activities by \$47,489,616 and decreased by \$77,219 for Business-Type Activities. Unrestricted net position increased from 2020 to 2021 by \$34,125,724 and decreased by \$344,926 for Governmental Activities and Business-Type Activities, respectively. Restricted net position increased by 22,404,925 and decreased by \$1,008,967 from 2020 to 2021 for Governmental Activities and Business-Type Activities, respectively.

Overall Analysis (continued)

Table 2 - Condensed Statement of Activities

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2020	2021	2020	2021	2020	2021
PRIMARY GOVERNMENT:						
Revenues						
Charges for services	\$ 8,639,351	\$ 9,830,085	\$ 11,794,200	\$ 12,454,644	\$ 20,433,551	\$ 22,284,729
Operating grants and contributions	11,406,630	6,423,109	-	-	11,406,630	6,423,109
Capital grants and contributions	54,813	57,584	-	7,100	54,813	64,684
General revenues					-	-
Taxes	41,241,236	58,490,606	-	-	41,241,236	58,490,606
Investment earnings	388,437	151,449	164,131	83,633	552,568	235,082
Reimbursed expenses	222,276	185,759	-	-	222,276	185,759
Miscellaneous	653,401	1,164,028	29,406	17,191	682,807	1,181,219
Gain on disposal of assets	2,448	279,813	-	-	2,448	279,813
Total revenues	<u>62,608,592</u>	<u>76,582,433</u>	<u>11,987,737</u>	<u>12,562,568</u>	<u>74,596,329</u>	<u>89,145,001</u>
Expenses						
General government	22,426,516	16,623,587	-	-	22,426,516	16,623,587
Municipal court	482,490	494,362	-	-	482,490	494,362
Finance	992,168	1,064,602	-	-	992,168	1,064,602
Police	6,971,818	6,733,146	-	-	6,971,818	6,733,146
Corrections	692,536	770,277	-	-	692,536	770,277
Communications	636,753	604,017	-	-	636,753	604,017
Fire	8,397,235	9,253,074	-	-	8,397,235	9,253,074
Public works	3,741,668	3,919,995	-	-	3,741,668	3,919,995
Landscape	1,805,717	1,829,510	-	-	1,805,717	1,829,510
Parks & recreation	3,006,335	2,321,437	-	-	3,006,335	2,321,437
Library	762,880	694,196	-	-	762,880	694,196
Community development	1,786,407	1,585,316	-	-	1,786,407	1,585,316
Coastal resources	2,257,430	3,019,963	-	-	2,257,430	3,019,963
Recreation center	16,907	954,885	-	-	16,907	954,885
Expect Excellence	1,196,072	2,037,144	-	-	1,196,072	2,037,144
Interest on long-term debt	78,519	1,925,469	-	-	78,519	1,925,469
Sewer fund	-	-	7,028,325	5,967,933	7,028,325	5,967,933
Refuse fund	-	-	3,044,339	3,270,197	3,044,339	3,270,197
Events Center fund	-	-	568,007	568,896	568,007	568,896
Baldwin County Bridge fund	-	-	-	-	-	-
Arts Center fund	-	-	835,411	960,309	835,411	960,309
Total expenses	<u>55,251,451</u>	<u>53,830,980</u>	<u>11,476,082</u>	<u>10,767,335</u>	<u>66,727,533</u>	<u>64,598,315</u>
Increase (decrease) in net position						
before transfers	7,357,141	22,751,453	511,655	1,795,233	7,868,796	24,546,686
Transfers	<u>1,080,000</u>	<u>2,338,321</u>	<u>(1,080,000)</u>	<u>(2,338,321)</u>	<u>-</u>	<u>-</u>
Change in net position	8,437,141	25,089,774	(568,345)	(543,088)	7,868,796	24,546,686
Net position - beginning	<u>138,345,350</u>	<u>146,782,491</u>	<u>16,194,803</u>	<u>15,626,458</u>	<u>154,540,153</u>	<u>162,408,949</u>
Net position - ending	<u>\$ 146,782,491</u>	<u>\$ 171,872,265</u>	<u>\$ 15,626,458</u>	<u>\$ 15,083,370</u>	<u>\$ 162,408,949</u>	<u>\$ 186,955,635</u>

Financial highlights for the City of Orange Beach as a whole as they relate to the Statement of Activities for the fiscal year ended December 31, 2021 and December 31, 2020 include the following:

The City's total net position increased during the current year by \$25,546,683 and during the previous year by \$7,868,796. Net position of Governmental Activities increased during the current year by \$25,089,771 and during the previous year by \$8,437,141. Net position of Business-Type Activities decreased during the current year by \$543,088 and decreased in the previous year by \$568,345.

Financial Analysis of the Government's Funds

The City of Orange Beach uses fund accounting to ensure and demonstrate compliance with finance related requirements. Funds that experienced significant changes in Fund Balance during the year are as follows:

Governmental Funds

At the close of the current year, the City's Governmental Funds showed a combined ending fund balance of \$112,280,597 as compared to \$55,579,807 at the end of the previous fiscal year with \$71,146,310 unassigned compared to \$38,562,209 reported as unassigned fund balance in the prior year. The remaining reserved amount of \$41,134,287 for fiscal year end 2021 is \$232,508 nonspendable, \$37,936,121 restricted, \$2,660,828 committed, and \$304,830 assigned as compared to the fiscal year ended 2020 reserved amount of \$17,017,598, \$991,947 nonspendable, \$13,086,603 restricted, \$2,653,456 committed, and \$285,592 assigned.

Proprietary Funds

As of the close of the current fiscal year the City's Proprietary Funds reported total net position of \$15,083,370 compared to \$15,626,458 at the end of fiscal year 2020.

Budget Variances in the General Fund

The City Council did not revise the original adopted General Fund budget. The actual expenditures of the General Fund were \$4,441,103 over the budgeted amounts. This mainly resulted from unforeseen expenses related to Hurricane Sally cleanup. Actual revenues were \$23,386,155 over the budgeted amounts. Local taxes exceeded budget by \$19,637,655 as the Council continued to budget conservatively, yet tourist numbers continued to exceed expectations. Refer to the budgetary comparison schedule for the General Fund in the other RSI section of the Financial Report.

Capital Asset Activity

At December 31, 2021, the City of Orange Beach reported net capital assets of \$115,021,119 and \$24,800,444 from Governmental Activities and Business-Type Activities, respectively. At December 31, 2020, the City of Orange Beach reported net capital assets of \$97,998,845 and \$25,620,145 from Governmental Activities and Business-Type Activities, respectively.

GASB No. 34 requires the City to report and depreciate new infrastructure assets effective with the beginning of the fiscal year ending September 30, 2003. Infrastructure assets include roads, bridges, underground pipes (other than utilities), traffic signals, etc. The City's capitalization threshold for infrastructure is \$500,000. The City of Orange Beach does not have infrastructure that exceeds the capitalization threshold.

Refer to **Note 10** to the financial statements for additional information on capital assets.

Long-Term Debt Activity

At December 31, 2021, the City of Orange Beach reported long-term debt of \$55,749,020 and \$17,277,430 from Governmental Activities and Business-Type Activities, respectively. At December 31, 2020, the City of Orange Beach reported long-term debt of \$8,259,404 and \$17,354,649 from Governmental Activities and Business-Type Activities, respectively.

Refer to **Note 5** to the financial statements for additional information on long-term debt activity.

Future Events Impacting the City's Financial Condition

The City of Orange Beach faces several factors that will impact the City's financial and fiscal condition next year and beyond:

- 1) The City has entered into a 30-year option to purchase the Foley Beach Express Bridge. The City made annual \$1.2 million payments to the bridge company from 2003-2013. The 2013 payment ended the 10-year outlay. In exchange, the City receives a per car royalty for 30 years. If the City does not exercise the option to purchase in year 30, the per car royalty payment extends for a second 30-year period.

In 2004, the City entered into a 15-year agreement with AIG Baker for the development of "The Wharf," a mixed-use commercial development on Canal Road. The City has committed one-half of the sales and lodging taxes collected from the project for public improvements associated with the project. The tax reimbursement portion of the agreement began in 2011; however, the City renegotiated a \$1 million escrow account to build up before any tax payments are shared. Along with this renegotiation the City acquired a one-acre tract of land on a prime corner lot. In 2012, The Wharf came into new ownership that is aggressively attracting new investment. A Springhill Suites by Marriott opened in 2016 with 132 rooms along with a restaurant adjacent to the city-owned Orange Beach Event Center.

- 2) In 2005, the City purchased 80 acres of land north of the Intracoastal Waterway on the Beach Express for the development of the Orange Beach Commerce Park. The City sold 20 acres to Baldwin Electric Membership Cooperative, 20.42 acres to Columbia Southern University, and an approximate 3 acres to VDL Holdings, LLC. Approximately 17 acres consists of undevelopable wetlands. The City has listed the remaining 19+ acres for sale or lease.
- 3) In May 2009, the Governor of Alabama signed legislation that allowed the construction of the Gulf State Park's Hotel and Conference Center in Gulf Shores. This addition to the Gulf State Park will generate revenue for the entire Alabama State Park System and will have a positive economic impact across the Alabama Gulf Coast including Orange Beach. Construction of the 350-room "The Lodge at Gulf State Park, a Hilton Hotel," began in spring of 2016 and opened in fall of 2018. Gulf State Park has made significant improvements over its 6,150 acres including the expansion of its trails system to more than 30 miles and the addition of two pedestrian overpasses crossing the busy beach highway; upgrades to its fishing pier, beach pavilion and campground; the opening of the new Interpretive Center, which was certified as a Living Building of which there are less than 20 in the world; the cottages on Lake Shelby are part of the National Geographic's Unique Lodges of the World program; and a new learning campus opened in the summer of 2020.
- 4) The City continues to explore the feasibility of the Wolf Bay Bridge Project. In 2011, the City paid off a loan for \$3.45 million and now holds title to several acres of property, which will serve as the southern landing for a future bridge at the intersection of State Highways 161 and 180. In 2018, the City Council authorized task orders to begin the design and permitting process for the new span over Wolf Bay, which continued in 2020. The future bridge will aid in evacuations during tropical events, the improvement of public safety and introduce positive economic development opportunities for long-term financial stability beyond the City's vulnerable coastline opening up thousands of undeveloped acres for new economic impact.
- 5) In 2017, the City Council approved a 2% lodging tax increase, effective May 1, 2018, with revenue specifically funding infrastructure projects, including construction of the proposed Wolf Bay Bridge.
- 6) The City maintains a permanent reserve fund for the general fund and the sewer utility fund. The City continues to add to the balance annually with a goal of maintaining close to one year general fund operations.
- 7) In June 2021, a groundbreaking ceremony was held for a South Baldwin Regional Medical Center freestanding emergency department in Gulf Shores, just north of Jack Edwards Airport on Hwy. 59. The \$15 million freestanding ER will be located on 11 acres owned by the City of Gulf Shores. The new emergency medical facility is expected to be open and ready for patient by May 2021. The City of Orange Beach worked in partnership with the City of Gulf Shores on this regional freestanding ER along with goals of regional healthcare improvements through the Gulf Coast Healthcare Authority, as well as locally through the Orange Beach Healthcare Authority.
- 8) The Council continues to be conservative in its budgeting, spending, and debt management. These conservative philosophies resulted in Moody's upgrading the bond rating for the City of Orange Beach to Aa1 in Spring of 2018. In September of 2021, S&P Global Ratings reaffirmed the City of Orange Beach's AA+ bond rating.

- 9) On April 20, 2010, the BP/Deepwater Horizon oil derrick explosion occurred in the Gulf of Mexico. The well continued to uncontrollably leak oil for approximately 90 days. National media coverage of the unprecedented man-made disaster and its potential to harm the Gulf Coast environment, negatively impacted tourism for the summer of 2010. A final settlement for lost revenues was reached with BP in 2016, resulting in a net payment to the City of \$10 million. In June of 2012, the U.S. Congress passed the RESTORE Act that directs fines and penalties directly attributed to the quantity of oil spilled into the Gulf of Mexico. The RESTORE Act specifically directs 80% of these fines to go to the five Gulf States. Alabama and its two coastal counties were estimated to receive, at minimum, \$1 billion to be reinvested in environmental and economic restoration projects such as infrastructure. In 2016, the Alabama Legislature under the guidance of then Governor Robert Bentley “reallocated” the majority of restoration funds to statewide general fund shortfalls instead of investing as planned in future infrastructure in Mobile and Baldwin Counties. Orange Beach is currently included in remaining funds allocated to Baldwin County highway projects that will increase capacity by adding an additional lane on Canal Road from Highway 161 to the western city limits at Gulf Shores. Other projects being funded by BP-related penalties include upgrading the City’s northern sewer main, widening and improving capacity on Canal Road East, filtration and water quality improvements to various canals and channels near Cotton Bayou, the construction of a Gulf Coast Engineering Research Station (in partnership with Auburn University), expansion of the Orange Beach Wildlife Rehabilitation Center and essential repairs to the Alabama Point seawall. The funding for the majority of the City’s RESTORE projects has been approved and will be allocated at the time of each grant initiation.
- 10) A 2005 warrant issue used for the last comprehensive beach renourishment project, and a 2007A issue used to establish the City’s permanent reserve fund were scheduled to be paid off in 2016; however, the council structured the new issues to pay off in 2021 and to pay interest only until 2015. During 2005, an additional 1 cent sales tax was instituted to essentially provide for the 2005 issue’s debt service payments. It was also to pay for needed drainage projects and to provide for reserve funds. The 1 cent tax was scheduled to end in 2015; however, the Council extended the 1 cent sales tax for 10 years until March 31, 2025.
- 11) Wharf built and opened a 28,000-square-foot conference center in 2008. In April 2011, the City purchased the Wharf Conference Center for \$1.6 million, gaining immediate equity in the asset. Renamed the Orange Beach Event Center at The Wharf, the City is aggressively recruiting trade shows, conferences, meetings, concerts and more to bring attendees to town to fill room nights in the City. The new 132-room Marriott Springhill Suites hotel on The Wharf site has increased usage at the Event Center, which is adjacent to the hotel. Rentals continue to be strong and growing annually in the facility.
- 12) In April 2012, the Baldwin County Commission purchased approximately 2,400 acres, known as the South Alabama Mega Site, close to Interstate 65 to market to potential industrial prospects. Baldwin County’s megasite is one of the last certified sites in the Southeast and continues to hold great potential for jobs and should generate great economic benefits to the area, including Orange Beach. Various large prospects continue to explore relocation to the site which would produce large employment demand and new job investments for Baldwin County.
- 13) The Alabama Gulf Coast Reef and Restoration Foundation successfully sank a 271-foot retired coastal freighter “The LuLu” 17 nautical miles off the coast of Orange Beach in May 2013 and additional underwater structures and near-shore reefs have been created for scuba-diving enthusiasts since that time. In June 2018, another 250 foot vessel named “The New Venture” was sunk about 20 nautical miles south of Orange Beach. These new underwater attractions are a boon for the Alabama Gulf Coast tourism industry and tap into the lucrative scuba-diving destination market. Understanding the potential, the City helped sponsor a community-driven project that added structures to a near-shore reef and continues to support the creation of new reefs in Alabama waters. The “Southern Heritage” a 50 foot shrimp boat was sunk in May 2021 as an Eagle Scout project led by Garrett Ard with the city funding \$10,000 of the total \$25,000 project costs continuing in reef development and investment.
- 14) The City has recently welcomed the opening of several new properties that added over 300 rooms along with several new retail and restaurant operations. Additionally, the City has two high-rise condominiums – one opened in 2020 and one to open in early 2021 - that will add 312 condo units to the market. Overall, commercial and residential construction permits continue to rise substantially. Assessed property value in the City of Orange Beach now exceeds \$1 billion based on Baldwin County data.

- 15) Diversification of the tourism market continues as more sporting events such as youth baseball/softball tournaments, marathons, soccer and volleyball come to the area. These athletic-oriented events documented over 117,000 room nights on the entire Gulf Coast in 2020 with an estimated economic impact of \$121.4 million. These events are building on off-season months in attracting visitors. The City Council approved hosting the Southeastern Conference Women's Soccer Championship through 2021 which airs nationally on the SEC Network, ESPN broadcasts, providing local exposure. The City continues to invest in its sports facilities to attract and retain events, such as upgraded baseball/softball fields for USSSA tournaments and new sand volleyball courts.
- 16) The City of Foley issued a \$25 million bond issue to construct 16 soccer fields along with a 90,000 square foot indoor competition facility, which opened in late 2017 and is anchored by a hotel and a major entertainment/amusement park complex located on the Beach Express known as OWA. This entire complex is attracting visitors year round and hosting new sporting events that cannot currently be held in south Baldwin County due to the lack of flat fields such as lacrosse, field hockey, and large soccer tournaments, etc. This activity is expected to continue to generate new room nights for visitors who will choose to stay in Orange Beach just 9 miles south.
- 17) The Poarch Band of Creek Indians has constructed the OWA development, an initial investment of \$260 million. OWA, stands for "Big Water" in the Creek Indians language. It is located along the Foley Beach Express at County Road 20, just 9 miles from Orange Beach. While the Alabama Gulf Coast already hosts 6.5 million visitors each year, OWA is expected to bring in an additional 1 million visitors annually once the project is built out. Phase 1 of OWA, includes a 150-room hotel, retail and dining spaces, amusement park and lake, which opened in late Summer 2017. In 2020, Phase II began as a \$100 million investment of an indoor waterpark, which is under construction, a 200 room hotel, a condominium complex and a resort level RV park. When complete, total investment in the development is projected to top \$500 million. The 520-acre OWA development is adjacent to the City of Foley's \$40 million sports tourism complex. When completed, the OWA development is expected to generate close to 3,500 jobs.
- 18) The Baldwin County Board of Education's \$26 million Orange Beach Middle/High School opened in August 2021. The City donated 40 acres of prime real estate for the school. The City has committed to fund a Performing Arts Center and an athletic training complex as part of the school's campus, estimated investment of around \$16 million in the two facilities. As anticipated, the opening of the City's first-ever middle/high school resulted in an influx of new families and a rise in property values. The Performing Arts Center will be a state-of-the-art facility with 710 seats and is scheduled to open in the summer of 2021. The facility will serve as a hallmark venue for performing arts on the Gulf Coast.
- 19) The City made a few key property acquisitions in 2020, totaling \$2.9 million, related to future expansion of city services and public safety improvements. Acquiring necessary parcels of land with buildable, dry acreage is key in securing such land for future public facilities and growth.
- 20) Recent Quality of Life investments:
 - a. Opening of the new Coastal Arts Center of Orange Beach - \$2.5 million includes a new 10,000-square-foot two story art gallery, children's studio, Hot Shop, Clay Studio and campus improvements that upgraded parking and driveways.
 - b. Orange Beach Seawall Park at Alabama Point – Over \$500,000 invested to reopen a popular fishing spot for residents and visitors located on state property adjacent to Perdido Pass Bridge.
 - c. Sidewalk investments – Over \$1 million invested in recent years to improve neighborhood connectivity, recreational opportunities, and connection through Gulf State Park to the City of Gulf Shores. Funds used in matching of trail and sidewalk grants where available.
- 21) Impactful economic event- Pandemic: On March 19, 2021 Alabama Governor Kay Ivey closed all public and private beaches in the State of Alabama due to the coronavirus pandemic concerns. This closure continued through the month of April essentially stopping tourism for the one and a half months. The local economy rebounded once beaches reopened with restrictions and mandates in place such as social distancing and Orange Beach saw a banner summer season.
- 22) Impactful economic event – Hurricane Sally: On September 16, 2021, Hurricane Sally made a direct impact on Orange Beach, Alabama at almost Category 3 strength. The storm grew in intensity in its final hours of approach which had caused no mandatory evacuation. Moving at only 1mph, Sally deposited 30" of rainfall along with sustained winds near 110mph for hours. The damage and devastation was broad with severe impacts on marine related structures such as docks and marinas, vessels and the charter fishing and tour boat industry based in Orange Beach. Flooding was severe throughout the city. The city set very aggressive goals of cleanup and restoration which by end of the calendar year 2021 was met and by spring break of the following tourist season around 90% operation was back in force.

BASIC FINANCIAL STATEMENTS

GOVERNMENT – WIDE FINANCIAL STATEMENTS

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF NET POSITION
DECEMBER 31, 2021

	Primary Government		
	Governmental Activities	Business-type Activities	Totals
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 61,716,216	\$ 6,663,172	\$ 68,379,388
Accounts receivable - net	15,089,809	101,089	15,190,898
Internal balances	6,189,205	(6,189,205)	-
Inventories	14,462	-	14,462
Prepays	218,046	3,689	221,735
Restricted assets:			
Cash and cash equivalents	31,131,855	6,090,771	37,222,626
Capital assets:			
Non-depreciable	78,882,706	1,505,769	80,388,475
Depreciable (net)	36,138,413	23,294,675	59,433,088
TOTAL ASSETS	<u>229,380,712</u>	<u>31,469,960</u>	<u>260,850,672</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred employer pension contributions	566,045	-	566,045
Deferred pension losses	4,186,169	-	4,186,169
Defeasance cost (net)	487,807	1,157,528	1,645,335
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>5,240,021</u>	<u>1,157,528</u>	<u>6,397,549</u>
LIABILITIES			
Current liabilities:			
Accounts payable	\$ 641,636	\$ 91,681	\$ 733,317
Accrued expenses	1,250,989	65,925	1,316,914
Accrued interest payable	682,921	53,710	736,631
Long-term liabilities:			
Due within one year:			
Compensated absences	471,974	78,288	550,262
Bonds payable	2,855,000	1,770,000	4,625,000
Due in more than one year:			
Net pension liability	3,533,356	-	3,533,356
Compensated absences	238,521	38,635	277,156
Bonds payable	48,650,169	15,390,507	64,040,676
TOTAL LIABILITIES	<u>58,324,566</u>	<u>17,488,746</u>	<u>75,813,312</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred pension gains	4,237,531	-	4,237,531
Unearned revenue	186,371	55,372	241,743
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>4,423,902</u>	<u>55,372</u>	<u>4,479,274</u>
NET POSITION			
Invested in capital assets, net of related debt	63,515,950	7,639,937	71,155,887
Restricted:			
Capital projects	35,274,678	-	35,274,678
Emergencies	2,660,828	6,090,771	8,751,599
Unrestricted	70,420,809	1,352,662	71,773,471
TOTAL NET POSITION	<u>\$ 171,872,265</u>	<u>\$ 15,083,370</u>	<u>\$ 186,955,635</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Functions/Programs	Program Revenues				Primary Government		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business type Activities	Total
PRIMARY GOVERNMENT							
Governmental activities:							
General government	\$ 16,623,587	\$ 406,132	\$ 3,614,449	\$ -	\$ (12,603,006)		\$ (12,603,006)
Court	494,362	81,225	-	-	(413,137)		(413,137)
Finance	1,064,602	2,969,381	-	-	1,904,779		1,904,779
Police	6,733,146	468,640	-	-	(6,264,506)		(6,264,506)
Corrections	770,277	-	-	-	(770,277)		(770,277)
Communications	604,017	-	-	-	(604,017)		(604,017)
Fire	9,253,074	2,755,666	-	-	(6,497,408)		(6,497,408)
Public works	3,919,995	-	-	57,584	(3,862,411)		(3,862,411)
Landscape	1,829,510	-	-	-	(1,829,510)		(1,829,510)
Parks and recreation	2,321,437	1,577,504	-	-	(743,933)		(743,933)
Library	694,196	36,050	7,028	-	(651,118)		(651,118)
Community development	1,585,316	1,535,487	34,500	-	(15,329)		(15,329)
Coastal resources	3,019,963	-	2,767,132	-	(252,831)		(252,831)
Recreation center	954,885	-	-	-	(954,885)		(954,885)
Expect Excellence	2,037,144	-	-	-	(2,037,144)		(2,037,144)
Interest on long-term debt	1,925,469	-	-	-	(1,925,469)		(1,925,469)
Total governmental activities (See Note 1)	53,830,980	9,830,085	6,423,109	57,584	(37,520,202)		(37,520,202)
Business-type activities:							
Sewer	5,967,933	7,386,965	-	-	-	1,419,032	1,419,032
Refuse	3,270,197	2,731,546	-	-	-	(538,651)	(538,651)
Events Center	568,896	106,196	-	-	-	(462,700)	(462,700)
Baldwin County Bridge Company (BCBC)	-	1,621,431	-	-	-	1,621,431	1,621,431
Arts Center	960,309	608,506	-	7,100	-	(344,703)	(344,703)
Total business-type activities	10,767,335	12,454,644	-	7,100	-	1,694,409	1,694,409
Total primary government	\$ 64,598,315	\$ 22,284,729	\$ 6,423,109	\$ 64,684	\$ (37,520,202)	\$ 1,694,409	\$ (35,825,793)
General revenues:							
Property taxes					4,593,413	-	4,593,413
Local taxes					30,540,408	-	30,540,408
Franchise taxes					1,505,032	-	1,505,032
State taxes					839,538	-	839,538
Sales taxes					21,012,215	-	21,012,215
Unrestricted investment earnings					151,449	83,633	235,082
Reimbursed expenses					185,759	-	185,759
Miscellaneous					1,164,028	17,191	1,181,219
Gain on disposal of assets					279,813	-	279,813
Transfers					2,338,321	(2,338,321)	-
Total general revenues, special items and transfers					62,609,976	(2,237,497)	60,372,479
Change in net position					25,089,774	(543,088)	24,546,686
Net position - beginning					146,782,491	15,626,458	162,408,949
Net position - ending					\$ 171,872,265	\$ 15,083,370	\$ 186,955,635

The accompanying notes are an integral part of the financial statements.

FUND FINANCIAL STATEMENTS

THE CITY OF ORANGE BEACH, ALABAMA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2021

	General	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 61,392,607	\$ 323,609	\$ 61,716,216
Restricted cash and cash equivalents	28,418,386	2,713,469	31,131,855
Accounts receivable - net	14,983,936	105,873	15,089,809
Due from other funds	6,350,463	-	6,350,463
Inventory	14,462	-	14,462
Prepaid expenses	218,046	-	218,046
TOTAL ASSETS	<u>\$ 111,377,900</u>	<u>\$ 3,142,951</u>	<u>\$ 114,520,851</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities:			
Accounts payable	641,636	-	641,636
Due to other funds	-	161,258	161,258
Accrued expenses	1,110,423	15,419	1,125,842
Appearance bonds	60,967	-	60,967
Performance bonds	33,545	-	33,545
Communications tower escrow funds	30,635	-	30,635
Total liabilities	<u>1,877,206</u>	<u>176,677</u>	<u>2,053,883</u>
Deferred inflows of resources:			
Unearned revenue	<u>186,371</u>	<u>-</u>	<u>186,371</u>
Fund balances:			
Nonspendable	232,508	-	232,508
Spendable:			
Restricted	35,274,677	2,661,444	37,936,121
Committed	2,660,828	-	2,660,828
Assigned	-	304,830	304,830
Unassigned	71,146,310	-	71,146,310
Total fund balances	<u>109,314,323</u>	<u>2,966,274</u>	<u>112,280,597</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 111,377,900</u>	<u>\$ 3,142,951</u>	<u>\$ 114,520,851</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2021

Fund balances - total governmental funds	\$ 112,280,597
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.

Governmental capital assets	144,975,776	
Less: accumulated depreciation	<u>(29,954,657)</u>	115,021,119

Certain deferred outflows of resources used in governmental activities are not financial resources and therefore are not reported in the governmental funds.

Deferred employer pension contributions	566,045	
Deferred pension losses	4,186,169	
Loss on advance refunding	880,250	
Less: accumulated amortization	<u>(392,443)</u>	5,240,021

Certain deferred inflows of resources used in governmental activities are not financial uses and therefore are not reported in the governmental funds.

Deferred pension gains	<u>(4,237,531)</u>	(4,237,531)
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Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in the governmental funds.

Governmental bonds payable	(42,845,000)	
Premium on bonds issued	(9,860,675)	
Discount on bonds issued	42,033	
Accumulated amortization of premium/discount	1,158,473	
Net pension liability	(3,533,356)	
Compensated absences	<u>(710,495)</u>	(55,749,020)

Accrued interest payable on debt in the governmental funds is susceptible to full accrual on the entity wide basis.

Accrued interest payable		<u>(682,921)</u>
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Net position of governmental activities	<u>\$ 171,872,265</u>
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The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	General	Other Governmental Funds	Total Governmental Funds
REVENUES			
Property taxes	\$ 4,593,413	\$ -	\$ 4,593,413
Intergovernmental:			
State tax	198,186	552,032	750,218
Local tax	53,057,655	-	53,057,655
Grants	6,416,081	7,028	6,423,109
Personnel service reimbursement	185,759	-	185,759
Other licenses, permits and fees	5,182,603	2,828	5,185,431
Fines and forfeitures	436,150	37,687	473,837
Charges for services	1,604,985	-	1,604,985
Rent	171,139	-	171,139
Investment earnings	137,917	13,532	151,449
Insurance proceeds	768,144	-	768,144
Contracts	2,298,679	-	2,298,679
Miscellaneous	499,559	197,591	697,150
TOTAL REVENUES	<u>75,550,270</u>	<u>810,698</u>	<u>76,360,968</u>
EXPENDITURES			
General government	10,293,841	-	10,293,841
Coastal resources	2,369,619	-	2,369,619
Court	494,225	-	494,225
Finance	1,062,053	-	1,062,053
Police	6,954,845	-	6,954,845
Corrections	769,979	-	769,979
Community development	1,523,572	-	1,523,572
Communications	603,636	-	603,636
Fire	8,043,878	-	8,043,878
Public works	3,160,982	-	3,160,982
Landscape	1,829,324	-	1,829,324
Parks and recreation	1,525,262	-	1,525,262
Recreation center	954,819	-	954,819
Expect Excellence	2,036,454	-	2,036,454
Library	-	660,329	660,329
Capital improvements	27,720,171	-	27,720,171
Securities lending:			
Fiscal agent fees	-	1,632	1,632
Debt service:			
Principal payments	-	2,195,271	2,195,271
Interest and other	-	41,425	41,425
TOTAL EXPENDITURES	<u>69,342,660</u>	<u>2,898,657</u>	<u>72,241,317</u>
Excess (deficiency) of revenues over expenditures	<u>6,207,610</u>	<u>(2,087,959)</u>	<u>4,119,651</u>
OTHER FINANCING SOURCES (USES)			
Proceeds from disposal of assets	242,818	-	242,818
Proceeds from debt issue	50,433,145	-	50,433,145
Cost of debt issue	(433,145)	-	(433,145)
Transfers in	2,944,097	4,172,992	7,117,089
Transfers out	(4,172,992)	(605,776)	(4,778,768)
TOTAL OTHER FINANCING SOURCES (USES)	<u>49,013,923</u>	<u>3,567,216</u>	<u>52,581,139</u>
NET CHANGE IN FUND BALANCES	<u>55,221,533</u>	<u>1,479,257</u>	<u>56,700,790</u>
FUND BALANCES - BEGINNING	<u>54,092,790</u>	<u>1,487,017</u>	<u>55,579,807</u>
FUND BALANCES - ENDING	<u>\$ 109,314,323</u>	<u>\$ 2,966,274</u>	<u>\$ 112,280,597</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL ACTIVITIES
TO THE CHANGES IN NET POSITION ON THE STATEMENT OF ACTIVITIES
DECEMBER 31, 2021

Net change in fund balances	\$ 56,700,790
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Governmental funds report capital improvements as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Expenditures for capital assets	19,943,803	
Less: current year depreciation	(2,900,175)	
Less: book value of disposed assets	<u>(21,353)</u>	17,022,275

Bond proceeds provide current financial resources to governmental funds, but issuing debt increase long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Proceeds of 2021 GO Debt issue	(50,433,145)	
Bond premium/discount amortization	549,996	
Principal payments	<u>1,420,000</u>	(48,463,149)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Amortization of loss on refunding	(44,012)	
Increase in interest accrued on long term debt	(673,996)	
Increase in compensated absences	(13,515)	
Decrease in deferred employer pension contributions	(1,373)	
Increase in deferred pension losses	1,401,889	
Increase in deferred pension gains	(3,729,785)	
Decrease in net pension liability	<u>2,890,650</u>	<u>(170,142)</u>

Change in net position of governmental activities	<u>\$ 25,089,774</u>
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The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2021

	Sewer	Other Proprietary Funds	Total Proprietary Funds
ASSETS			
Current assets			
Cash and cash equivalents	\$ 6,565,462	\$ 97,710	\$ 6,663,172
Restricted cash and cash equivalents	6,090,771	-	6,090,771
Accounts receivable - net	75,663	25,426	101,089
Due from other funds	-	1,287	1,287
Prepaid expenses	3,689	-	3,689
Total current assets	<u>\$ 12,735,585</u>	<u>\$ 124,423</u>	<u>\$ 12,860,008</u>
Noncurrent assets			
Capital assets:			
Land	343,588	158,648	502,236
Buildings	-	3,820,516	3,820,516
Sewer plant	29,767,289	-	29,767,289
Vehicles and equipment	3,157,051	1,629,120	4,786,171
Distribution and collection system	13,763,412	-	13,763,412
Less: Accumulated depreciation	<u>(25,824,803)</u>	<u>(2,014,377)</u>	<u>(27,839,180)</u>
Total noncurrent assets	<u>21,206,537</u>	<u>3,593,907</u>	<u>24,800,444</u>
TOTAL ASSETS	<u>33,942,122</u>	<u>3,718,330</u>	<u>37,660,452</u>
DEFERRED OUTFLOWS OF RESOURCES			
Unamortized loss on refunding - net	<u>1,157,528</u>	<u>-</u>	<u>1,157,528</u>
LIABILITIES			
Current liabilities			
Accounts payable	\$ 68,555	\$ 23,126	\$ 91,681
Due to other funds	1,247,414	4,943,078	6,190,492
Accrued expenses	39,391	26,534	65,925
Accrued compensated absences	46,830	31,458	78,288
Accrued interest payable	53,710	-	53,710
Current portion of bonds payable	<u>1,770,000</u>	<u>-</u>	<u>1,770,000</u>
Total current liabilities	<u>3,225,900</u>	<u>5,024,196</u>	<u>8,250,096</u>
Noncurrent liabilities			
Accrued compensated absences	30,803	7,832	38,635
Series 2020 G.O. Sewer Warrant - net	14,115,000	-	14,115,000
Series 2012 G.O. Sewer Warrant - net	<u>1,275,507</u>	<u>-</u>	<u>1,275,507</u>
Total noncurrent liabilities	<u>15,421,310</u>	<u>7,832</u>	<u>15,429,142</u>
TOTAL LIABILITIES	<u>18,647,210</u>	<u>5,032,028</u>	<u>23,679,238</u>
DEFERRED INFLOWS OF RESOURCES			
Unearned revenue	<u>55,372</u>	<u>-</u>	<u>55,372</u>
NET POSITION			
Invested in capital assets, net of related debt	4,046,029	3,593,907	7,639,936
Unrestricted	<u>12,351,039</u>	<u>(4,907,605)</u>	<u>7,443,434</u>
TOTAL NET POSITION	<u>\$ 16,397,068</u>	<u>\$ (1,313,698)</u>	<u>\$ 15,083,370</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Sewer	Other Proprietary Funds	Total Proprietary Funds
OPERATING REVENUES			
Charges for services	\$ 7,386,965	\$ 4,800,114	\$12,187,079
Miscellaneous income	2,580	31,006	33,586
Merchandise sales	-	284,525	284,525
TOTAL OPERATING REVENUES	<u>7,389,545</u>	<u>5,115,645</u>	<u>12,505,190</u>
COST OF GOODS SOLD	<u>-</u>	<u>166,476</u>	<u>166,476</u>
GROSS PROFIT	<u>7,389,545</u>	<u>4,949,169</u>	<u>12,338,714</u>
OPERATING EXPENSES			
Salaries, wages and employee benefits	2,094,597	1,393,463	3,488,060
Contractual services	224,809	2,429,463	2,654,272
Utilities	1,073,616	122,812	1,196,428
Repairs and maintenance	286,834	225,811	512,645
Other supplies and expenses	373,143	216,117	589,260
Bad debt expense	6,474	-	6,474
Bond premium amortization	125,913	-	125,913
Depreciation	1,631,927	271,515	1,903,442
TOTAL OPERATING EXPENSES	<u>5,817,313</u>	<u>4,659,181</u>	<u>10,476,494</u>
OPERATING INCOME (LOSS)	<u>1,572,232</u>	<u>289,988</u>	<u>1,862,220</u>
NON-OPERATING REVENUES (EXPENSES)			
Interest income	83,600	33	83,633
Interest expense	(150,620)	-	(150,620)
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>(67,020)</u>	<u>33</u>	<u>(66,987)</u>
INCOME (LOSS) BEFORE TRANSFERS	<u>1,505,212</u>	<u>290,021</u>	<u>1,795,233</u>
TRANSFERS IN (OUT)	<u>(820,000)</u>	<u>(1,518,321)</u>	<u>(2,338,321)</u>
CHANGE IN NET POSITION	<u>685,212</u>	<u>(1,228,300)</u>	<u>(543,088)</u>
NET POSITION - BEGINNING	<u>15,711,856</u>	<u>(85,398)</u>	<u>15,626,458</u>
NET POSITION - ENDING	<u>\$16,397,068</u>	<u>\$ (1,313,698)</u>	<u>\$15,083,370</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Sewer	Other Proprietary Funds	Total Proprietary Funds
CASH FLOWS FROM			
OPERATING ACTIVITIES			
Receipts from customers	\$ 7,386,212	\$ 5,116,932	\$12,503,144
Payments to employees for services	(2,158,019)	(1,434,365)	(3,592,384)
Payments to suppliers of goods & services	(2,039,479)	(3,178,639)	(5,218,118)
Payments from (to) other funds	<u>1,128,874</u>	<u>1,049,144</u>	<u>2,178,018</u>
NET CASH PROVIDED (USED)			
BY OPERATING ACTIVITIES	<u>4,317,588</u>	<u>1,553,072</u>	<u>5,870,660</u>
CASH FLOWS FROM NONCAPITAL			
FINANCING ACTIVITIES			
Transfers to other funds	<u>(820,000)</u>	<u>(1,518,321)</u>	<u>(2,338,321)</u>
CASH FLOWS FROM CAPITAL AND			
RELATED FINANCING ACTIVITIES			
Interest income	83,600	35	83,635
Increase in restricted cash	1,008,968	-	1,008,968
Principal repayments for capital purposes	(1,630,508)	-	(1,630,508)
Interest paid on capital debt	(73,816)	-	(73,816)
Acquisition of property and equipment	<u>(1,083,742)</u>	<u>-</u>	<u>(1,083,742)</u>
NET CASH (USED) BY CAPITAL AND			
RELATED FINANCING ACTIVITIES	<u>(1,695,498)</u>	<u>35</u>	<u>(1,695,463)</u>
NET INCREASE (DECREASE) IN CASH	1,802,090	34,786	1,836,876
CASH & EQUIVALENTS - BEG. OF YEAR	<u>4,763,372</u>	<u>62,924</u>	<u>4,826,296</u>
CASH & EQUIVALENTS - END OF YEAR	<u><u>\$ 6,565,462</u></u>	<u><u>\$ 97,710</u></u>	<u><u>\$ 6,663,172</u></u>
Operating income (loss)	<u>\$ 1,572,232</u>	<u>\$ 289,988</u>	<u>\$ 1,862,220</u>
Adjustments to reconcile operating income to			
net cash provided (used) by operating activities			
Depreciation	1,631,927	271,515	1,903,442
Amortization	125,913	-	125,913
(Increase) decrease in:			
Accounts receivable	2,238	1,289	3,527
Due to other funds	1,128,874	1,049,144	2,178,018
Increase (decrease) in:			
Accounts payable	(81,078)	(17,962)	(99,040)
Accrued payroll	(63,421)	(40,902)	(104,323)
Deferred revenue	<u>903</u>	<u>-</u>	<u>903</u>
Total adjustments	<u>2,745,356</u>	<u>1,263,084</u>	<u>4,008,440</u>
Net cash provided (used) by operating activities	<u><u>\$ 4,317,588</u></u>	<u><u>\$ 1,553,072</u></u>	<u><u>\$ 5,870,660</u></u>

Supplemental Disclosures

Noncash Investing and Financing Activities: NONE

The accompanying notes are an integral part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. GENERAL STATEMENT

The City of Orange Beach, Alabama, (the "City"), was incorporated on August 1, 1984, under the applicable laws of the State of Alabama. The City operates under a Mayor-Council form of government and provides the following services to its citizens: Police, Fire and Paramedic services, Street maintenance, Culture-Recreation, Public Improvements, Planning and Zoning, Building Inspection and other general administrative services.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to state and local governments. Generally Accepted Accounting Principles (GAAP) for local governments includes those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units and by the Financial Accounting Standards Board (when applicable). As allowed in Section P80 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, the City has elected not to apply Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee of Accounting Procedure issued after November 30, 1989. The more significant accounting policies of the City are described below.

B. FINANCIAL REPORTING ENTITY

The City's basic financial statements include the accounts of all City operations. The criteria for including organizations as component units within the City's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is fiscal dependency by the organization on the City

Based on these criteria, this report includes financial statements of the funds required to account for those financial activities for which the City has the ability to influence and control through its legislative processes.

Excluded from the financial statements of the City are the following boards or agencies for which a lack of influence, dependency and control exist: The Business and Industrial Development Board of the City of Orange Beach, Alabama, the Orange Beach Water, Sewer and Fire Protection Authority and the Orange Beach Volunteer Fire Department. These boards and agencies are governed by their own Boards of Directors, prepare and adopt an annual operating budget which is not influenced by the City, have the authority to issue debt which is not an obligation of the City and are not secured by City revenues, have responsibility for any operating deficits which they may incur and must fund any deficits through prior years' surplus or other financing sources.

C. BASIS OF PRESENTATION

The government-wide financial statements (the statement of net position and the statement of activities) report information on all of the activities of the City. The effect of interfund activity, within the governmental and business-type activities columns, has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. BASIS OF PRESENTATION (continued)

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

FUND FINANCIAL STATEMENTS:

The City segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Separate statements are presented for governmental and proprietary activities. These statements present each major fund as a separate column on the fund financial statements; all non-major funds are aggregated and presented in a single column.

Governmental funds are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The City has presented the following major governmental funds:

General Fund -

The General Fund is the main operating fund of the City. It is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

Proprietary Funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. The accounting objectives are determinations of net income, financial position and cash flow. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources are included on the Statement of Net Position. The City has presented the following major proprietary funds:

Sewer Utility System -

Sewer Utility System Fund is used to account for the provision of sewer services to the residents of the City. Activities of the fund include administration, operations and maintenance of the sewer system and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest for sewer debt. All costs are financed through charges to utility customers with rates reviewed regularly and adjusted if necessary to ensure integrity of the fund.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. BASIS OF PRESENTATION (continued)

FUND FINANCIAL STATEMENTS (continued)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

Operating expenses for the proprietary funds include the cost of personal and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Additionally, the City's non-major funds are:

Governmental Funds:

Special Revenue Funds -

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Library Fund -

The Library fund is used to record the daily operating functions of the library. The library fund is a component unit of the city presented with the other governmental funds since its revenue primarily consists of appropriations from the city's general fund.

Debt Service Fund -

The Debt Service Fund is used to account for the accumulation of financial resources for the payment of principal, interest and related costs on general long-term debt paid primarily from taxes levied by the City. The fund balance of the Debt Service Fund is reserved to signify the amounts that are restricted exclusively for debt service expenditures.

Proprietary Funds:

Events Center Fund -

Events Center Fund is used to account for the operations of the events center operation. All costs are financed through charges to customers.

Arts Center Fund -

Arts Center Fund is used to account for the operations of the coastal arts center. All costs are financed through charges to customers.

Refuse Collection -

Refuse Collection Fund is used to account for operations of solid waste collection and disposal services. All costs are financed through charges to refuse customers.

Baldwin County Bridge Company (BCBC) Fund -

BCBC Fund is used to account for the transactions between the City and American Roads as described in Note 12.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements and fund financial statements for proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets, liabilities (whether current or non-current), deferred inflows of resources, and deferred outflows of resources are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in net total position. Under the accrual basis of accounting, revenues are recognized when earned, including unbilled sewer services which are accrued. Expenses are recognized at the time the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year end. A one-year availability period is used for recognition of all other Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

The revenues susceptible to accrual are property taxes, franchise fees, charges for services, interest income and intergovernmental revenues. Taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. All other governmental fund revenues are recognized when received.

E. BUDGETARY CONTROL

As set forth in the City Charter, the City of Orange Beach, Alabama, adopts an annual budget for the General Fund, Special Revenue Fund, Refuse Fund (an Enterprise Fund), and the Sewer System Utility Fund (an Enterprise Fund). The annual budget for the funds is prepared on the cash and expenditure/encumbrances basis. Revenues and expenditures are budgeted in the year receipt and payment is expected. The Debt Service Fund budget is prepared to provide funding for general obligation debt service when liabilities are due for payment. The budget to actual comparison in the general purpose financial statements is presented on this basis. The City may transfer budgeted amounts between line items with the approval of the City Council. The City Council can amend the budget during the year as needed to reflect any changes in its programs or services arising during the budget period. The Enterprise funds do not require a budget comparison. All annual appropriations lapse at year-end except for on- going projects which are budgeted for the following fiscal year.

The City follows these procedures in establishing the budgetary data presented in the financial statements:

1. During the months of October and November, the Mayor and City Administrator meet with the Department heads to discuss a proposed budget for that department for the coming year commencing January 1st.
2. The Mayor then drafts a budget for all funds, which include proposed expenditures and the proposed means for financing them.
3. On or about December 1st, the Mayor presents to the Council the proposed budget. Prior to January 1st, the budget is legally enacted through passage of a resolution.
4. The City Council may amend the budget through resolutions as needed, provided adequate funds are available at the time of amendment. The City reviews its budget at mid-year and at other times as needs and circumstances dictate.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. BUDGETARY CONTROL (continued)

The Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund presents a comparison of budgetary data to actual results. The General Fund utilizes the same basis of accounting for both budgetary purposes and actual results.

F. CASH AND INVESTMENTS

For the purpose of the Statement of Net Position, "cash and cash equivalents" includes all demand deposits, savings accounts, and short-term investments with original or remaining maturities of three months or less when purchased. For purposes of the proprietary fund statement of cash flows, "cash and cash equivalents" include all demand and savings accounts, and short-term investments with an original maturity of three months or less.

The City has \$19,322,732 invested in the JP Morgan 100% U.S. Treasury Securities Money Market Fund #677 as of December 31, 2021. The fund invests solely in debt securities of the U.S. Treasury, including Treasury bills, bonds and notes. These investments carry different interest rates, maturities and issue dates.

G. RECEIVABLES

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivables balances for the governmental activities include property taxes, local taxes and franchise taxes. Major proprietary receivables include amounts due on the Baldwin County Bridge agreement and sewer fees.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as franchise tax, grants and other similar intergovernmental revenue that are usually both measurable and available. Nonexchange transactions collectible but not available are not deferred in the fund financial statements in accordance with modified accrual but are deferred in the government-wide statements in accordance with accrual basis. The interest earned is recorded when earned, only if paid within 60 days since they would be considered both measurable and available.

H. PREPAID ITEMS

Prepaid balances are for payments made by the City in the current year to provide services occurring in the subsequent fiscal year, and the reserve for prepaid items has been recorded to signify that a portion of fund balance is not available for other subsequent expenditures.

I. INVENTORY

Inventory is valued at the lower of cost (first-in, first-out) or market. Inventory consists of gasoline and diesel fuel and merchandise held in the general fund.

J. INTERFUND RECEIVABLES AND PAYABLES

Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

K. TRANSACTIONS BETWEEN FUNDS

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of both Governmental and Proprietary Funds.

L. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

M. CAPITAL ASSETS

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for proprietary funds. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized.

GASB No 34 requires the City to report and depreciate new infrastructure assets effective with the beginning of the fiscal year ending September 30, 2003. Infrastructure assets include roads, bridges, underground pipes (other than utilities), traffic signals, etc. The City's capitalization threshold for infrastructure is \$500,000. During 2007, the City assessed the condition of the roads, sidewalk, and other infrastructure. The City of Orange Beach, Alabama does not have infrastructure that exceeds the capitalization threshold.

Assets capitalized, not including infrastructure assets, have varying capitalization thresholds depending on the asset type. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives and capitalization thresholds are as follows:

	Useful Life	Capitalization Threshold Before 2/5/19	Capitalization Threshold After 2/5/19
Buildings	35-50 years	\$ 100,000	\$ 100,000
Building improvements	20-30 years	100,000	100,000
Machinery, vehicles and equipment	5-15 years	7,500	15,000
Furniture and fixtures	3-15 years	7,500	15,000
Land	n/a	7,500	10,000

Sewer Utility System Fund

During 2007, The City began constructing a new wastewater treatment plant. The new plant was completed and put on-line on April 8, 2011. The final cost of the project was \$28,071,590. The costs of the various items of land, buildings, plant, collection system and other equipment and vehicles were allocated based on actual costs of the various components of the system. Additions to the system during the year are recorded at cost or, if contributed property, at the estimated fair value at the time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. The sale or disposal of property and equipment is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to operations.

Refuse Collection Fund, Arts Center Fund, Events Center Fund

Additions to the fund during the year are recorded at cost or, if contributed property, at the estimated fair value at the time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. The sale or disposal of property and equipment is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to operations.

N. ACCUMULATED COMPENSATED ABSENCES

It is the City's policy to permit employees to accumulate earned but unused vacation which will be paid to City workers when they terminate employment or will be used in future years by the employees. In governmental funds and enterprise funds, the cost of this leave time is recognized based on the Administration's estimate of the total value which will be taken in the coming fiscal period and is recorded as a liability in the General Fund.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

O. PROPERTY TAXES

All ad valorem taxes levied by the State, County and the City are assessed and collected by the Tax Collector of Baldwin County, Alabama. The Baldwin County tax calendar requires the Tax Assessor to assess and attach taxes as enforceable liens on property as of September 30, and taxes are due October 1 through December 31 of each year. Property taxes not paid by January 1, are considered as delinquent. Tax collections received by the County Tax Collector are remitted to the City on a monthly basis. All amounts paid to the City within the bill paying period are included in revenues. The City currently assesses 4 mills on property within the City Limits. The Council has the authority to increase property taxes at its discretion, within certain statutory limits.

P. NATURE AND PURPOSE OF RESERVATIONS AND DESIGNATIONS OF FUND BALANCE

Government Wide Level Financial Statements

Equity is classified as net position and displayed in three components:

- Invested in capital assets, net of related debt consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position consists of all other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Fund Level Financial Statements

In accordance with Government Accounts Standards Board 54, Fund Balance Reporting and Governmental Fund Type Definitions, the Bureau classifies governmental fund balance as follows:

- a) Non-spendable - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- b) Restricted - includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- c) Committed - includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority and does not lapse at year-end.
- d) Assigned - includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The policy established by the City pursuant to which the authorization to assign fund balance to a specific purpose is given for the Finance Committee to approve, followed by Council action to accept and the Mayor's signature to authorize.
- e) Unassigned - includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The City commits fund balance through council action, the government highest level of decision-making authority. Formal Council action in a form of a resolution is required to establish, modify, or rescind a fund balance commitment is needed.

The City does not have an established policy regarding use of unrestricted fund balance when both restricted and unrestricted fund balance are available. However, the City does consider committed amount would be reduced first, followed by any assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the City's unrestricted fund balance classifications are used.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

P. NATURE AND PURPOSE OF RESERVATIONS AND DESIGNATIONS OF FUND BALANCE (continued)

A schedule of fund balances is as follows:

	General Fund	Debt Service Fund	Special Revenue Fund	Library Fund	Total Governmental Funds
Fund Balances:					
Nonspendable:					
Inventories	\$ 14,462	\$ -	\$ -	\$ -	\$ 14,462
Prepaid expenses	218,046	-	-	-	218,046
Restricted for:					
Grants	10,177,190	-	-	-	10,177,190
Municipal court	61,449	-	-	-	61,449
Debt service	25,036,038	2,109,504	-	-	27,145,542
Capital outlay	-	-	551,940	-	551,940
Committed to:					
Emergencies	2,660,828	-	-	-	2,660,828
Assigned to:					
Library	-	-	-	304,830	304,830
Unassigned:	71,146,310	-	-	-	71,146,310
Total Fund Balance:	<u>\$ 109,314,323</u>	<u>\$ 2,109,504</u>	<u>\$ 551,940</u>	<u>\$ 304,830</u>	<u>\$ 112,280,597</u>

Q. CAPITALIZED INTEREST

Interest costs on debt are capitalized when incurred by proprietary funds where the proceeds are used to finance the construction of assets.

R. ACCUMULATED DEFICIT

At December 31, 2021, the Events Center Fund and Refuse Fund had accumulated deficits of \$515,703 and \$1,620,658, respectively. It is anticipated that the Events Center Fund and Refuse Fund deficits will continue to be financed by the General Fund.

S. NET POSITION

Net position represents the difference between assets plus deferred outflow of resources and liabilities plus deferred inflow of resources. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – CASH AND RESTRICTED CASH

A detail of cash as of December 31, 2021 is as follows:

	Governmental-type Funds	Business-type Funds
Cash on hand	\$ 3,905	\$ 100
Cash in banks		
Operations	61,712,311	6,663,072
Reserved- Disaster	3,320,899	4,253,763
Reserved- Capital projects	25,097,487	-
Reserved- Special revenues	472,435	-
Reserved- Debt service	2,241,034	1,837,008
	<u>\$ 92,848,071</u>	<u>\$ 12,753,943</u>

NOTE 3 – CREDIT RISK

The City's deposits at year end were held by facial institutions that participate in the State of Alabama's Security of Alabama Funds Enhancement (SAFE) Program. The SAFE program was established by the Alabama legislature and is governed by the provisions contained in the Code of Alabama 1975, Sections 41-14A-1 through 41-14A-14. Under the SAFE Program all public funds are protected through the collateral pool administered by the Alabama State Treasurer's Office under this program, financial institutions holding deposits of public funds must pledge securities as collateral against those deposits. In the event of failure of a financial institution, securities pledged by that financial institution would be liquidated by the State Treasurer to replace the public deposits not covered by the Federal Depository Insurance Corporation (FDIC). If the securities pledged failed to produce adequate funds, every institution participating in the pool would share the liability for the remaining balance.

At December 31, 2021 the carrying amount of the City's deposits, including Certificates of Deposit, was \$105,598,114 and the bank balance was \$121,807,051. These deposits are held in accounts insured by the Federal Deposit Insurance Corporation, FDIC. Amounts in excess of FDIC coverage are further secured by a pledge of securities from various institutions to the Alabama State Treasurer Office in accordance with the Security for Alabama Funds Enhancement, SAFE, Act.

NOTE 4 – RETIREMENT PLAN

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Employees' Retirement System of Alabama (the Plan) financial statements are prepared using the economic resources measurement focus and accrual basis of accounting. Contributions are recognized as revenues when earned, pursuant to the plan requirements. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. Expenses are recognized when the corresponding liability is incurred, regardless of when the payment is made. Investments are reported at fair value. Financial statements are prepared in accordance with requirements of the Governmental Accounting Standards Board (GASB). Under these requirements, the Plan is considered a component unit of the State of Alabama and is included in the State's Comprehensive Annual Financial Report.

B. GENERAL INFORMATION ABOUT THE PENSION PLAN

Plan description. The Employees' Retirement System of Alabama, an agency multiple-employer plan, was established October 1, 1945 under the provisions of Act 515 of the Legislature of 1945 for the purpose of providing retirement allowances and other specified benefits for state employees, State Police, and on an elective basis, to all cities, counties, towns and quasi-public organizations. The responsibility for the general administration and operation of ERS is vested in its Board of Control. The ERS Board of Control consists of 13 trustees. The Plan is administered by the Retirement Systems of Alabama (RSA). Title 36- Chapter 27 of the Code of Alabama grants the authority to establish and amend the benefit terms to the ERS Board of Control. The Plan issues a publicly available financial report that can be obtained at www.rsa-al.gov.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

B. GENERAL INFORMATION ABOUT THE PENSION PLAN (continued)

The ERS Board of Control consists of 13 trustees as follows:

- 1) The Governor, ex officio.
- 2) The State Treasurer, ex officio.
- 3) The State Personnel Director, ex officio.
- 4) The State Director of Finance, ex officio.
- 5) Three vested members of ERS appointed by the Governor for a term of four years, no two of whom are from the same department of state government nor from any department of which an ex officio trustee is the head.
- 6) Six members of ERS who are elected by members from the same category of ERS for a term of four years as follows:
 - a. Two retired members with one from the ranks of retired state employees and one from the ranks of retired employees of a city, county, or a public agency each of whom is an active beneficiary of ERS.
 - b. Two vested active state employees.
 - c. Two vested active employees of an employer participating in ERS pursuant to § 36-27-6.

Benefits provided. State law establishes retirement benefits as well as death and disability benefits and any ad hoc increase in postretirement benefits for the ERS. Benefits for ERS members vest after 10 years of creditable service. State employees who retire after age 60 (52 for State Police) with 10 years or more of creditable service or with 25 years of service (regardless of age) are entitled to an annual retirement benefit, payable monthly for life. Local employees who retire after age 60 with 10 years or more of creditable service or with 25 or 30 years of service (regardless of age), depending on the particular entity's election, are entitled to an annual retirement benefit, payable monthly for life. Service and disability retirement benefits are based on a guaranteed minimum or a formula method, with the member receiving payment under the method that yields the highest monthly benefit. Under the formula method, members of the ERS (except State Police) are allowed 2.0125% of their average final compensation (highest 3 of the last 10 years) for each year of service. State Police are allowed 2.875% for each year of State Police service in computing the formula method. Act 377 of the Legislature of 2012 established a new tier of benefits (Tier 2) for members hired on or after January 1, 2013. Tier 2 ERS members are eligible for retirement after age 62 (56 for State Police) with 10 years or more of creditable service and are entitled to an annual retirement benefit, payable monthly for life.

Service and disability retirement benefits are based on a guaranteed minimum or a formula method, with the member receiving payment under the method that yields the highest monthly benefit. Under the formula method, Tier 2 members of the ERS (except State Police) are allowed 1.65% of their average final compensation (highest 5 of the last 10 years) for each year of service. State Police are allowed 2.375% for each year of state police service in computing the formula method.

Members are eligible for disability retirement if they have 10 years of credible service, are currently in-service, and determined by the RSA Medical Board to be permanently incapacitated from further performance of duty. Preretirement death benefits are calculated and paid to the beneficiary on the member's age, service credit, employment status and eligibility for retirement. The ERS serves approximately 846 local participating employers. These participating employers include 287 cities, 65 counties, and 494 other public entities. The ERS membership includes approximately 83,874 participants. As of September 30, 2020, the City's membership consisted of:

Retired members or their beneficiaries currently receiving benefits	66
Vested inactive members	13
Non-vested inactive members	73
Active members	414
Post-DROP retired members still in active service	-
Total	<u><u>566</u></u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

B. GENERAL INFORMATION ABOUT THE PENSION PLAN (continued)

Contributions: Covered members of the ERS contributed 5% of earnable compensation to the ERS as required by statute until September 30, 2011. From October 1, 2011, to September 30, 2012, covered members of the ERS were required by statute to contribute 7.25% of earnable compensation. Effective October 1, 2012, covered members of the ERS are required by statute to contribute 7.50% of earnable compensation. Certified law enforcement, correctional officers, and firefighters of the ERS contributed 6% of earnable compensation as required by statute until September 30, 2011. From October 1, 2011, to September 30, 2012, certified law enforcement, correctional officers, and firefighters of the ERS were required by statute to contribute 8.25% of earnable compensation. Effective October 1, 2012, certified law enforcement, correctional officers, and firefighters of the ERS are required by statute to contribute 8.50% of earnable compensation. State Police of the ERS contribute 10% of earnable compensation. ERS local participating employers are not required by statute to increase contribution rates for their members.

Tier 2 covered members of the ERS contribute 6% of earnable compensation to the ERS as required by statute. Tier 2 certified law enforcement, correctional officers, and firefighters of the ERS are required by statute to contribute 7% of earnable compensation. Tier 2 State Police members of the ERS contribute 10% of earnable compensation. These contributions rates are the same for Tier 2 covered members of ERS local participating employers.

The ERS establishes rates based upon an actuarially determined rate recommended by an independent actuary. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with additional amounts to finance any unfunded accrued liability, the pre-retirement death benefit and administrative expenses of the Plan. For the year ended December 31, 2021, the City's active employee contribution rate was 5.15% of covered employee payroll, and the City's average contribution rate to fund the normal and accrued liability costs was 4.85% of covered employee payroll.

The City's contractually required contribution rate for the year ended September 30, 2021 was 6.23% of pensionable pay for Tier 1 employees, and 3.27% of pensionable pay for Tier 2 employees. These required contribution rates are based upon the actuarial valuation dated September 30, 201, a percent of annual pensionable payroll, and actuarially determined as an amount that, when combined with member contributions, is expected to finance the costs of benefits earned by members during the year, with an additional amount to finance any unfunded accrued liability. Total employer contributions to the pension plan from the City were \$1,156,216 for the year ended December 31, 2021.

C. NET PENSION LIABILITY

The City's net pension liability was measured as of September 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of September 30, 2020 rolled forward to September 30, 2021 using standard roll-forward techniques as shown in the following table:

	Expected	Actual Before Act 2019-132	Actual After Act 2019-132	Actual After 2020 Experience Study
(a) TPL as of September 30, 2020	\$ 49,051,891	\$ 50,052,118	\$ 50,052,118	\$ 52,350,282
(b) Discount rate	7.70%	7.70%	7.70%	7.45%
(c) Entry age normal cost for the period October 1, 2020 - September 30, 2021	1,786,762	1,786,762	1,786,762	1,977,944
(d) Transfers among employees	-	239,995	239,995	239,995
(e) Actual benefit payments and refunds for the period October 1 2020 -September 30, 2021	(1,717,068)	(1,717,068)	(1,717,068)	(1,717,068)
(f) TPL as of September 30, 2021 = [(a) x (1 + (b)) + (c) + (d) + [(e) x (1 + 0.5 x (b))]	<u>\$ 52,832,473</u>	<u>\$ 54,149,713</u>	<u>\$ 54,149,713</u>	<u>\$ 56,687,288</u>
(g) Difference between expected and actual		\$ 1,317,239		
(h) Less liability transferred for immediate recognition		<u>239,995</u>		
(i) Difference between Expected and Actual - Experience (gain) / loss = (g) - (h)		<u>\$ 1,077,244</u>		
(j) Difference between Actual TPL Before and After Act 2019-132 benefit change (gain) / loss			\$ -	
(k) Difference between Actual TPL Before and After 2020 Experience Study - Assumption Change (gain) / loss				<u>\$ 2,537,575</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

C. NET PENSION LIABILITY (continued)

Actuarial assumptions: The total pension liability in the September 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases	3.25% - 5.0%
Investment rate of return*	7.70%

* Net of pension plan investment expense

Mortality rates were based on the sex distinct RP-2000 Blue Collar Mortality Table Projected with Scale BB to 2020 with an adjustment of 125% at all ages for males and 120% for females at ages on and after age 78. The rates of mortality for the period after disability retirement are according to the sex distinct RP-2000 Disabled Retiree Mortality Table Projected with Scale BB to 2020 with an adjustment of 130% at all ages for females.

The actuarial assumptions used in the September 30, 2020 valuation were based on the results of an investigation of the economic and demographic experience for the ERS based upon participant data as of September 30, 2019. The Board of Control accepted and approved these changes in September 2019, which became effective at the beginning of fiscal year 2019.

The long-term expected rate of return on pension plan investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimates of geometric real rates of return for each major asset class are as follows:

	Target Allocation	Long-Term Expected Rate of Return*
Fixed income	17.00%	4.40%
U.S. large stocks	32.00%	8.00%
U.S. mid stocks	9.00%	10.00%
U.S. small stocks	4.00%	11.00%
International developed market stock	12.00%	9.50%
International emerging market stocks	3.00%	11.00%
Alternative	10.00%	10.10%
Real estate	10.00%	7.50%
Cash equivalents	3.00%	1.50%
Total	<u>100.00%</u>	

* Includes assumed rate of inflation of 2.50%.

Discount rate: The discount rate used to measure the total pension liability was the long-term rate of return, 7.45%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that the employer contributions will be made in accordance with the funding policy adopted by the ERS Board of Control. Based on those assumptions, components of the pension plan's fiduciary net position were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

C. NET PENSION LIABILITY (continued)

Changes in Net Pension Liability

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at September 30, 2020	\$ 49,051,891	\$ 42,627,885	\$ 6,424,006
Changes for the year:			
Service cost	1,786,762	-	1,786,762
Interest	3,710,888	-	3,710,888
Changes of benefit terms	-	-	-
Changes of assumptions	2,537,576	-	2,537,576
Difference between expected and actual experience	1,077,245	-	1,077,245
Contributions - employer	-	1,089,725	(1,089,725)
Contributions - employee	-	1,341,292	(1,341,292)
Net investment income	-	9,572,104	(9,572,104)
Benefit payments, including refunds of employee contributions	(1,717,068)	(1,717,068)	-
Administrative expense	-	-	-
Transfers among employees	239,995	239,995	-
Net changes	7,635,398	10,526,048	(2,890,650)
Balance at September 30, 2021	\$ 56,687,289	\$ 53,153,933	\$ 3,533,356

Sensitivity of the net pension liability to changes in the discount rate: The following table presents the City's net pension liability calculated using the discount rate of 7.45%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.45%) or 1-percentage-point higher (8.45%) than the current rate:

	1% Decrease (6.45%)	Current Discount (7.45%)	1% Increase (8.45%)
Plan's Net Pension Liability	\$ 11,482,410	\$ 3,533,356	\$ (3,033,031)

Pension plan fiduciary net position: Detailed information about the pension plan's fiduciary net position is available in the separately issued RSA Comprehensive Annual Report for the fiscal year ended September 30, 2021. The supporting actuarial information is included in the GASB Statement No. 68 Report for the ERS prepared as of September 30, 2021. The auditor's report dated August 19, 2022 on the Schedule of Changes in Fiduciary Net Position by Employer and accompanying notes is also available. The additional financial and actuarial information is available at www.rsa-al.gov.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

D. PENSION EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS

For the year ended December 31, 2021, the City recognized pension expense of \$1,156,216. At December 31, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions of the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,419,119	\$ 406,658
Changes of assumptions	2,767,050	-
Net difference between projected and actual earnings on plan investments	-	-
Employer contributions subsequent to the measurement date	566,045	3,830,873
	<u>566,045</u>	<u>-</u>
Total	<u>\$ 4,752,214</u>	<u>\$ 4,237,531</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources to pensions will be recognized in pension expense as follows:

Year Ended December 31:	
2023	\$ (5,080)
2024	10,300
2025	(569,375)
2026	(712,770)
2027	446,921
Thereafter	778,642

Details of the deferred inflows and outflows of resources are displayed in the following three tables:

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

D. PENSION EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS (continued)

Collective Deferred Outflows and Inflows between Expected and Actual Experience											
Year				Beginning Balance				Amounts Recog. In Pension Expense / Deferred Outflow	Amounts Recog. In Pension Expense / Deferred Inflow	Ending Balance	
	Initial Balance of Losses / Deferred Outflow	Initial Balance of Gains / Deferred Inflow	Amort. Period	Deferred Outflows	Deferred Inflows	Losses / Deferred Outflows	Gains / Deferred Inflows			Deferred Outflows (a) + (c) - (e)	Deferred Inflows (b) + (d) - (f)
				(a)	(b)	(c)	(d)	(e)	(f)	(e)	(b) + (d) - (f)
2021	\$ 1,077,245	\$ -	7.7	\$ -	\$ -	\$1,077,245	\$ -	\$ 139,902	\$ -	\$ 937,343	\$ -
2020	-	291,520	7.5	-	252,651	-	-	-	38,869	-	213,782
2019	130,650	-	8.0	97,988	-	-	-	16,331	-	81,657	-
2018	518,534	-	8.0	324,083	-	-	-	64,817	-	259,266	-
2017	-	503,971	8.1	-	255,095	-	-	-	62,219	-	192,876
2016	23,081	-	8.2	9,006	-	-	-	2,815	-	6,191	-
2015	920,209	-	8.2	246,883	-	-	-	112,221	-	134,662	-
Total				<u>\$ 677,960</u>	<u>\$ 507,746</u>	<u>\$1,077,245</u>	<u>\$ -</u>			<u>\$ 1,419,119</u>	<u>\$ 406,658</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

D. PENSION EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS (continued)

Collective Deferred Outflows and Inflows for Differences from Assumption Changes											
Year				Beginning Balance				Amounts Recogn. In Pension Expense / Deferred Outflow	Amounts Recogn. In Pension Expense / Deferred Inflow	Ending Balance	
	Initial Balance of Losses / Deferred Outflow	Initial Balance of Gains / Deferred Inflow	Amort. Period	Deferred Outflows	Deferred Inflows	Losses / Deferred Outflows	Gains / Deferred Inflows			Deferred Outflows (a) + (c) - (e)	Deferred Inflows (b) + (d) - (f)
				(a)	(b)	(c)	(d)	(e)	(f)	(e)	(b) + (d) - (f)
2021	\$ 1,077,245	\$ -	7.7	\$ -	\$ -	\$1,077,245	\$ -	\$ 139,902	\$ -	\$ 937,343	\$ -
2020	-	291,520	7.5	-	252,651	-	-	-	38,869	-	213,782
2019	130,650	-	8.0	97,988	-	-	-	16,331	-	81,657	-
2018	518,534	-	8.0	324,083	-	-	-	64,817	-	259,266	-
2017	-	503,971	8.1	-	255,095	-	-	-	62,219	-	192,876
2016	23,081	-	8.2	9,006	-	-	-	2,815	-	6,191	-
2015	920,209	-	8.2	246,883	-	-	-	112,221	-	134,662	-
Total				<u>\$ 677,960</u>	<u>\$ 507,746</u>	<u>\$1,077,245</u>	<u>\$ -</u>			<u>\$ 1,419,119</u>	<u>\$ 406,658</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 4 – RETIREMENT PLAN (continued)

D. PENSION EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS (continued)

Collective Deferred Outflows and Inflows for Differences in Investment Experience											
Year	Beginning Balance							Amounts Recogn. In Pension Expense / Deferred Outflow	Amounts Recogn. In Pension Expense / Deferred Inflow	Ending Balance	
	Initial Balance of Losses / Deferred Outflow	Initial Balance of Gains / Deferred Inflow	Amort. Period	Deferred Outflows	Deferred Inflows	Losses / Deferred Outflows	Gains / Deferred Inflows			Deferred Outflows (a) + (c) - (e)	Deferred Inflows (b) + (d) - (f)
2021	\$ -	\$ 6,253,030	5.0	\$ -	\$ -	\$ -	\$ 6,253,030	\$ -	\$ 1,250,606	\$ -	\$ 5,002,424
2020	798,809	-	5.0	639,047	-	-	-	159,762	-	479,285	-
2019	1,993,569	-	5.0	1,196,141	-	-	-	398,714	-	797,427	-
2018	-	525,801	5.0	-	210,321	-	-	-	105,160	-	105,161
2017	-	1,526,162	5.0	-	305,234	-	-	-	305,234	-	-
Total				<u>\$ 1,835,188</u>	<u>\$ 515,555</u>	<u>\$ -</u>	<u>\$ 6,253,030</u>			<u>\$ 1,276,712</u>	<u>\$ 5,107,585</u>
Net difference between projected and actual earnings on investments (f) - (e)											\$ 3,830,873

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 5 – LONG TERM DEBT

General Fund

General Obligation Warrants

At December 31, 2021, governmental long-term debt consisted of the following individual issues:

On February 1, 2013, the City issued a General Obligation Warrant, in the amount of \$9,780,000 to Bank of New York for the refunding of General Obligation Issue 2007B. The Warrant is payable in annual installments varying from \$151,858 to \$1,465,950 principal plus interest from 0.55% - 3.00% beginning May 1, 2013 with a final payment on May 1, 2022.

On February 1, 2021, the City issued a General Obligation Warrant, in the amount of 41,395,000 to Bank of New York. The Warrant is payable in annual installments varying from \$117,000 to \$1,641,750 principal plus interest with an average coupon of 3.996% beginning February 1, 2022 with a final payment on August 1, 2041.

Sewer Fund

General Obligation Warrants

At December 31, 2021, the long-term debt for the proprietary fund consisted of the following individual issues:

On October 1, 2012, the City issued \$22,975,000 of its Series 2012 General Obligation Sewer Warrants for the refunding of the previous 2006 Sewer Revenue Issue. The warrant is payable in annual installments varying from \$75,000 to \$2,070,000 principal plus interest from 2.00% - 5.00% beginning February 1, 2013 with a final payment on February 1, 2030. The City issued warrants in 2020, partially refunding the Series 2012 General Obligation Sewer Warrants. The remaining warrants are payable in annual installments with a final payment on February 1, 2022.

On October 17, 2020, the City issued \$15,660,000 of its Series 2020 General Obligation Sewer Warrants for the partial refunding of the previous Series 2012 General Obligation Sewer Warrants. The warrant is payable in annual installments varying from \$100,000 to \$1,990,000 principal plus interest from .235% - 1.564% beginning February 1, 2021 with a final payment on February 1, 2030.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 5 – LONG TERM DEBT (continued)

General Obligation Warrants for governmental activities of the City were comprised of the following at December 31, 2021:

\$9,780,000 General Obligation Warrants Series 2013 dated February 1, 2013, principal and interest due in annual installments varying from \$151,858 to \$1,465,950 through May 1, 2022; variable interest rate from .55% - 3.00%	\$ 1,450,000
\$41,395,000 General Obligation Warrants Series 2021 dated February 1, 2021, principal and interest due in annual installments varying from \$117,000 to \$1,641,750 through August 1, 2041; variable interest rate with average coupon of 3.996%.	41,395,000
Unamortized bond premium/ discount (net)	<u>8,660,169</u>
TOTAL WARRANTS AND NOTES OUTSTANDING	51,505,169
Compensated absences	710,495
Net pension liability	<u>3,533,356</u>
TOTAL GENERAL LONG-TERM DEBT	<u>\$ 55,749,020</u>

General Obligation and Revenue Warrants for business-type activities of the City were comprised of the following at December 31, 2021:

\$22,975,000 General Obligations Sewer Warrants Series 2012 dated October 1, 2012, principal and interest due in annual installments varying from \$1,305,000 to \$1,445,000 through February 1, 2022; variable interest rate from 2.00% - 5.00%; partially refunded in 2020	\$ 1,445,000
\$15,660,000 General Obligations Sewer Warrants Series 2020 dated October 17, 2020, principal and interest due in annual installments varying from \$100,000 to \$1,990,000 through February 1, 2030; variable interest rate from .235% to 1.564%; issued in 2020 to partially refund the 2012 Warrants	15,560,000
Unamortized bond premium/ discount (net)	<u>155,507</u>
TOTAL WARRANTS AND NOTES OUTSTANDING	17,160,507
Compensated absences	<u>116,923</u>
TOTAL BUSINESS-TYPE ACTIVITY DEBT	<u>\$ 17,277,430</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 5 – LONG TERM DEBT (continued)

The annual aggregate maturities, including principal and interest, for the years subsequent to December 31, 2021, are as follows:

Year Ending December 31,	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2022	\$ 2,855,000	\$ 1,656,250	\$ 4,511,250	\$ 1,770,000	\$ 161,130	\$ 1,931,130
2023	1,445,000	1,599,600	3,044,600	1,850,000	160,204	2,010,204
2024	1,505,000	1,541,800	3,046,800	1,855,000	152,082	2,007,082
2025	1,565,000	1,481,600	3,046,600	1,865,000	140,117	2,005,117
2026	1,625,000	1,419,000	3,044,000	1,885,000	126,037	2,011,037
2027 and thereafter	33,850,000	11,816,000	45,666,000	7,780,000	284,992	8,064,992
Unamortized bond discount / premium	8,660,169	-	8,660,169	155,507	-	155,507
Total	<u>\$ 51,505,169</u>	<u>\$ 19,514,250</u>	<u>\$ 71,019,419</u>	<u>\$ 17,160,507</u>	<u>\$ 1,024,562</u>	<u>\$ 18,185,069</u>

Changes in General Long-Term Debt during the year were as follows:

Obligation	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Governmental activities:					
Bonds payable:					
February 1, 2013, G.O. Warrants, Series 2013	\$ 2,870,000	\$ -	\$ (1,420,000)	\$ 1,450,000	\$ 1,450,000
February 1, 2021, G.O. Warrants, Series 2021	-	41,395,000	-	41,395,000	1,405,000
Unamortized bond premium/ discount (net)	<u>172,020</u>	<u>9,038,145</u>	<u>(549,996)</u>	<u>8,660,169</u>	<u>-</u>
Total bonds payable	3,042,020	50,433,145	(1,969,996)	51,505,169	2,855,000
Other long-term liabilities:					
Compensated absences	696,981	-	13,514	710,495	471,974
Net pension liability	<u>6,424,006</u>	<u>-</u>	<u>(2,890,650)</u>	<u>3,533,356</u>	<u>-</u>
Total other long-term liabilities	<u>7,120,987</u>	<u>-</u>	<u>(2,877,136)</u>	<u>4,243,851</u>	<u>471,974</u>
Governmental activities long-term liabilities	<u>\$ 10,163,007</u>	<u>\$ 50,433,145</u>	<u>\$ (4,847,132)</u>	<u>\$ 55,749,020</u>	<u>\$ 3,326,974</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 5 – LONG TERM DEBT (continued)

Changes in Business-Type Long Term Debt during the year were as follows:

Obligation	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Business-type activities:					
Bonds payable:					
October 1, 2012 G.O. Sewer Warrants, Series 2012	\$ 2,820,000	\$ -	\$ (1,375,000)	\$ 1,445,000	\$ 1,445,000
October 17, 2020 G.O. Sewer Warrants, Series 2020	15,660,000	-	(100,000)	15,560,000	325,000
Unamortized bond premium/ discount (net)	<u>311,014</u>	<u>-</u>	<u>(155,507)</u>	<u>155,507</u>	<u>-</u>
Total bonds payable	18,791,014	-	(1,630,507)	17,160,507	1,770,000
Other long-term liabilities:					
Compensated absences	<u>123,439</u>	<u>-</u>	<u>(6,516)</u>	<u>116,923</u>	<u>78,288</u>
Total other long-term liabilities	<u>123,439</u>	<u>-</u>	<u>(6,516)</u>	<u>116,923</u>	<u>78,288</u>
Business-type activities long-term liabilities	<u>\$ 18,914,453</u>	<u>\$ -</u>	<u>\$ (1,637,023)</u>	<u>\$ 17,277,430</u>	<u>\$ 1,848,288</u>

NOTE 6 – DEFEASANCE OF DEBT

On February 1, 2013, \$9,780,000 million in general obligation bonds with an average interest rate of 2.11% were issued to advance refund \$9,105,000 of outstanding bonds with an average interest rate of 4.22%. The net proceeds of \$10,032,143 (after payment of \$142,030 in underwriting fees, insurance, and other issuance costs) were used to purchase U.S. government securities. Those securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the bonds and loans. As a result, the bonds are considered to be defeased and the liability for those bonds has been removed from the financial statements. This refunding decreases total debt service payments over the next 11 years by almost \$611,228 resulting in an economic gain (difference between the present values of the debt services payments on the old and new debt and cash exchanged) of \$500,454.

On October 27, 2020, \$15,660,000 million in Sewer Fund general obligation bonds with an average interest rate of 1.20% were issued to advance refund \$14,430,000 of outstanding bonds with an average interest rate of 3.87%. The net proceeds of \$15,451,767 (after payment of \$208,233 in underwriting fees, insurance, and other issuance costs) were used to purchase U.S. government securities. Those securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the bonds and loans. As a result, the bonds are considered to be defeased and the liability for those bonds has been removed from the financial statements. This refunding decreases total debt service payments over the next 10 years by \$1,049,838 resulting in an economic gain (difference between the present values of the debt services payments on the old and new debt and cash exchanged) of 996,504.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 7 – OPERATING LEASES

Post Office Lease

On August 26, 1994, the City entered into a 20-year operating lease with the United States Postal Service, USPS. USPS is leasing the building constructed by the City which was designed for use as a post office. The lease has no purchase options, no residual value and maintenance lies with the USPS. The following schedule details the lease revenues accruing to the City during the initial lease period and the renewal periods outlined in the lease document:

<u>Term</u>	<u>Monthly Rental</u>	<u>Yearly Rental</u>
4/20/15 - 4/19/20	\$ 1,667	\$ 20,000
4/20/20 - 4/19/25	1,667	20,000

Medical Arts Building

The City entered into an agreement with various doctors and medical facilities to rent space in the Medical Arts Building. The following schedule details the lease revenues accruing to the City outlined in the lease documents:

<u>Year</u>	<u>Yearly Rental Revenue</u>
2020	\$ 52,424
2021	47,424
Thereafter	-

NOTE 8 – BRETT ROBINSON AGREEMENT

On January 27, 2014, the City signed a release and settlement agreement with Brett Real Estate, Robinson Development Co., Inc., Phoenix West II LLC., and Brett/Robinson Gulf Corporation (collectively referred to as the BR Parties) regarding impact fees for the development of Phoenix West II Condominium Association, Inc. that were never paid. The BR Parties entered into a promissory note with the City for \$1,532,242 to be paid in 120 monthly installments of \$15,239 beginning in March of 2015 with interest thereon of 3% per annum in lieu of the impact fees.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 9 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

The following is detail of the interfund receivables and payables on the combined balance sheet of the City as of December 31, 2021:

Due From	Due To	
	General Fund	Refuse Fund
General Fund	\$ -	\$ -
Special Revenue Fund	26,368	-
Debt Service Fund	131,530	-
Refuse Fund	2,014,972	-
BCBC Fund	-	-
Sewer Fund	1,246,127	1,287
Event Center Fund	1,742,665	-
Library Fund	3,360	-
Art Center Fund	1,185,441	-
Total	<u>\$ 6,350,463</u>	<u>\$ 1,287</u>

The above balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Interfund transfers during the year ended December 31, 2021 were as follows:

Transfers Out	Transfers In						Total
	General Fund	Arts Center Fund	Events Center Fund	Library Fund	Debt Service Fund	Sewer Fund	
General Fund	\$ -	\$ -	\$ -	\$ 659,577	\$ 3,513,415	\$ -	\$ 4,172,992
BCBC Fund	1,518,321	-	-	-	-	-	1,518,321
Special Revenue Fund	605,776	-	-	-	-	-	605,776
Sewer Fund	820,000	-	-	-	-	-	820,000
Total	<u>\$ 2,944,097</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 659,577</u>	<u>\$ 3,513,415</u>	<u>\$ -</u>	<u>\$ 7,117,089</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the Debt Service Fund as debt service payments become due, and (3) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 10 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021 was as follows:

	Beginning Balance	Additions	Disposals & Reclassifications	Ending Balance
Governmental activities:				
Non depreciable assets:				
Land & improvements	\$ 58,561,867	\$ 10,189,782	\$ -	\$ 68,751,649
Construction in progress	16,519,994	5,873,504	(12,262,441)	10,131,057
Depreciable assets:				
Buildings & improvements	20,632,475	12,262,441	-	32,894,916
Infrastructure	12,178,169	-	-	12,178,169
Equipment & vehicles	17,927,443	3,880,515	(639,377)	21,168,581
Total historical cost of assets:	125,819,948	32,206,242	(12,901,818)	145,124,372
Less accumulated depreciation for:				
Buildings & improvements	12,432,920	843,523	-	13,276,443
Infrastructure	2,507,910	71,367	-	2,579,277
Equipment & vehicles	12,880,270	1,985,286	(618,023)	14,247,533
Total accumulated depreciation:	27,821,100	2,900,176	(618,023)	30,103,253
Governmental activities capital assets, net:	<u>\$ 97,998,848</u>	<u>\$ 29,306,066</u>	<u>\$ (12,283,795)</u>	<u>\$ 115,021,119</u>

Depreciation expense was charged
to governmental functions as follows:

Administration	\$ 155,384
Police	2,322
Communications	415,269
Fire	1,118,188
Public works	418,048
Parks & recreation	683,371
Library	33,867
Community development	73,727
Total depreciation expense:	<u>\$ 2,900,176</u>

	Beginning Balance	Additions	Disposals & Reclassifications	Ending Balance
Business-type activities:				
Non depreciable assets:				
Land & improvements	\$ 502,236	\$ -	\$ -	\$ 502,236
Construction in progress	532,474	471,059	-	1,003,533
Depreciable assets:				
Buildings & improvements	32,824,417	-	-	32,824,417
Equipment	1,909,800	548,320	(6,565)	2,451,555
Vehicles	2,030,108	64,364	-	2,094,472
Distribution & collection systems	13,763,412	-	-	13,763,412
Total historical cost of assets:	51,562,447	1,083,743	(6,565)	52,639,625
Less accumulated depreciation for:				
Buildings & improvements	11,476,913	102,787	-	11,579,700
Equipment	1,492,796	233,656	(6,565)	1,719,887
Vehicles	1,490,709	137,058	-	1,627,767
Distribution & collection systems	11,481,884	1,429,943	-	12,911,827
Total accumulated depreciation:	25,942,302	1,903,444	(6,565)	27,839,181
Business-type activities capital assets, net:	<u>\$ 25,620,145</u>	<u>\$ (819,701)</u>	<u>\$ -</u>	<u>\$ 24,800,444</u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 11 – THE BALDWIN COUNTY BRIDGE COMPANY PROJECT

On April 15, 2004, the City of Orange Beach (City) entered into the "Bridge Option, Easement and Annexation Agreement" with The Baldwin County Bridge Company, LLC (BCBC). BCBC owns and operates a toll bridge, toll facility and related roadways which span the Intracoastal Waterway within and near the current corporate limits of the City. BCBC has agreed to grant the City an option to purchase the Bridge, to grant the City an easement for the usage of the Bridge for certain limited purposes, to petition for annexation of the BCBC property into the City, to make a per vehicle payment to the City, to grant the City an option to purchase various parcels of real estate located adjacent to the Bridge, and to expand the Bridge under certain circumstances. The City has agreed to annex the BCBC property into the City, to execute certain access restrictions on the City Property, to become bound by an Access Management Plan, and to make ten annual installment advances to the BCBC in the amount of \$1,200,000 for a total of \$12,000,000. The first advance of \$1,200,000 was made on April 21, 2004 and the final advance was made in 2013.

The BCBC will repay the above amount monthly based on a Variable Traffic Fee formula as described in the following table:

Annual Car Count	Rate per Vehicle
0 - 2,000,000	\$ 0.10
2,000,001 - 3,000,000	0.21
3,000,001 - 4,000,000	0.36
4,000,000 +	0.46

Based on the above payments from the City and the above repayment schedule from BCBC, the BCBC shall never be obligated to pay Variable Traffic Fees in a cumulative amount to exceed \$12,000,000. If at any time during the term of the agreement, BCBC shall have paid Traffic Fees equal to the \$12,000,000, or if, prior to January 1, 2015, BCBC shall pay to the City an amount equal to the difference between the Traffic Fees paid to the City and \$12,000,000, then the payment obligations of the BCBC under the above mentioned agreement shall immediately terminate (the "Termination Event").

Upon the first to occur of (i) the Termination Event, or (ii) January 1, 2015 and continuing through December 31, 2033, the BCBC shall pay to the City Fixed Traffic Fees in the amount of \$0.30 per Vehicle Usage.

Real Estate Option:

The City shall be entitled to exercise an option to purchase land adjacent to the Bridge any time between January 1, 2015 and March 31, 2015 for \$1,000 provided, however, the Real Estate Option shall automatically terminate if the above mentioned Termination Event occurs prior to the commencement of the option period. This provision has been amended in the subsequent period by The Wharf Agreement.

On April 4, 2010, the City amended the Wharf Development Agreement. The new agreement stated that once the \$25,000,000 warrants have been issued to AIG Baker ("the Developer"), AIG Baker is required to set up an escrow in the amount of \$1,000,000. The escrow account will be funded by ½ of all tax revenues (defined as sales tax or lodging tax). In the event the City has not received Traffic fees of at least \$12,000,000 on or before December 31, 2013, the Escrow agent shall pay to the City from the Escrow Funds, an amount equal to the Bridge Security Amount. The Bridge Security amount means an amount equal to the lesser of the required escrow amount or the Traffic Fee Shortfall. If the Escrow Funds are sufficient to satisfy in full the Bridge Security Amount, any escrow remaining in the Escrow Account shall be disbursed to the Developer, and the escrow shall be terminated. If the escrow Funds are not sufficient to satisfy the Bridge Security amount in full, the Developer shall be liable for and shall pay any such deficiency amount upon the City's written demand, and the City shall additionally be entitled to withhold payments and setoff against future payments under the warrants such amounts necessary to eliminate such deficiency, such that the City is paid the entire Bridge Security Amount.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 11 – THE BALDWIN COUNTY BRIDGE COMPANY PROJECT (continued)

Bridge Option:

The City shall be entitled to exercise the option to purchase the Bridge at any time between January 1, 2033 and December 31, 2033 for the sum equal to ten (10) multiplied by the revenue produced by toll-charges paid for usage of the Bridge for the highest of the previous three (3) full calendar years preceding the date of the commencement of the option term. There are allowances for Force Majeure events. If the City declines the Bridge Option, the \$.30 fixed traffic fees will automatically be extended for an additional thirty years.

During 2007, The Baldwin County Bridge Company, LLC was sold to American Roads. For the year ended December 31, 2021, the City received payments from American Roads totaling \$1,621,431 for the twelve months the agreement was in effect, based on fixed fee of \$.30 per vehicle.

NOTE 12 – COMMITMENTS AND CONTINGENCIES

On July 12, 2004, the City of Orange Beach entered into a Development Agreement known as "The Wharf" with AIG Baker Development, LLC. The purpose of the agreement is to develop seven tracts of real property that Baker has under contract for long-term leasehold interests. The property will be developed conceptually in two distinct manners, the Commercial Development and the Public Land. During 2012, "The Wharf" was purchased by Wharf Retail Properties LLC.

The City will issue non-recourse limited-obligation warrant to AIG Baker in the amount of \$25,000,000 bearing an interest rate of 3.5%, or the rate at which AIG Baker is able to obtain for its construction financing, for the purchase of the Public Land. This amount will be amortized over 15 years and will be paid monthly. The funds to pay the warrant will be provided exclusively by ½ of all tax revenues (defined as sales tax or lodging tax) levied by the City on the businesses. AIG Baker will remit sales and lodging tax to the City. The developer will also make payments-in-lieu of taxes for the amounts that would have been assessed on the property. The commencement date of this transaction shall be the date upon which the Deed and the Assignment of Leasehold Interest are executed and delivered. The agreement was amended on April 10, 2010 requiring that AIG Baker to set up an escrow account to satisfy the Bridge Security Agreement. See note 12 for more information.

The City is exposed to various risks of losses related to torts; theft of, damage to and destruction of assets, errors and omissions; injuries to employees; and natural disasters. The City obtains coverage from municipal insurance companies and effectively manages risk through various employee education and prevention programs. The policy premiums are based on estimated annual payroll. The premiums are adjusted retrospectively based on actual annual payroll.

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements by the grantor agency for expenditures disallowed under the terms of the grant. The City is currently not under audit by any grantor agencies.

The City is party to various legal proceedings, which normally occur in the course of governmental operations. The financial statements do not include accrual or provisions for loss contingencies that may result from these proceedings.

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 12 – COMMITMENTS AND CONTINGENCIES (continued)

Construction, engineering, and design contracts for material commitments at December 31, 2021 are as follows:

Contractor/Engineer	Project	Resolution Number	Contract Amount Including Change Orders	Approximate Expenditures Incurred To Date	Approximate Balance of Contract
Burk-Kleinfelter, Inc.	Wolf Bay Bridge	18-095	\$ 3,120,433	\$ 3,099,794	\$ 20,639
Playworld Preferred, Inc.	Kids Park Playground	21-082	409,924	-	409,924
Sawgrass Consulting, LLC	Fire Station No. 3	21-130	71,500	24,000	47,500
McCollough Architecture, Inc.	Fire Station No. 3	21-038	84,000	42,000	42,000
Sawgrass Consulting, LLC	Rosemary Trail Cabins	21-154	45,000	3,750	41,250
Asphalt Services, Inc.	Coastal Resources Site Work	19-244	694,696	591,640	103,056
Baldwin County Board of Education	Performing Arts Center / Blackbox Theater	20-117	2,346,570	2,223,989	122,581

NOTE 13 – SUBSEQUENT EVENTS

Subsequent events were evaluated from January 1, 2022 through the financial statement issuance date, March 3, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

THE CITY OF ORANGE BEACH, ALABAMA

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2021

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Final	(Budgetary Basis)	Final Budget Over/(Under)
RESOURCES (INFLOWS)				
Property taxes	\$ 4,585,213	\$ 4,585,213	\$ 4,593,413	\$ 8,200
Intergovernmental:				
State tax	86,000	86,000	198,186	112,186
Local tax	33,420,000	33,420,000	53,057,655	19,637,655
Grants	6,604,002	6,604,002	6,416,081	(187,921)
Personnel service reimbursement	120,000	120,000	185,759	65,759
Other licenses, permits and fees	4,501,000	4,501,000	5,182,603	681,603
Fines and forfeitures	511,000	511,000	436,150	(74,850)
Charges for services	585,000	585,000	1,604,985	1,019,985
Rent	150,000	150,000	171,139	21,139
Investment earnings	450,000	450,000	137,917	(312,083)
Insurance proceeds	-	-	768,144	768,144
Contracts	859,000	859,000	2,298,679	1,439,679
Miscellaneous	292,900	292,900	499,559	206,659
AMOUNTS AVAILABLE FOR APPROPRIATION	<u>52,164,115</u>	<u>52,164,115</u>	<u>75,550,270</u>	<u>23,386,155</u>
CHARGES TO APPROPRIATIONS (OUTFLOWS)				
General government	9,105,141	9,105,141	10,293,841	1,188,700
Coastal resources	2,364,597	2,364,597	2,369,619	5,022
Court	594,160	594,160	494,225	(99,935)
Finance	1,009,530	1,009,530	1,062,053	52,523
Police	7,070,791	7,070,791	6,954,845	(115,946)
Corrections	888,351	888,351	769,979	(118,372)
Community development	1,614,045	1,614,045	1,523,572	(90,473)
Communications	732,267	732,267	603,636	(128,631)
Fire	7,513,790	7,513,790	8,043,878	530,088
Public works	3,289,350	3,289,350	3,160,982	(128,368)
Landscape	2,017,750	2,017,750	1,829,324	(188,426)
Parks and recreation	1,606,100	1,606,100	1,525,262	(80,838)
Recreation center	1,145,975	1,145,975	954,819	(191,156)
Expect Excellence	2,115,041	2,115,041	2,036,454	(78,587)
Capital improvements	23,834,669	23,834,669	27,720,171	3,885,502
TOTAL CHARGES TO APPROPRIATIONS	<u>64,901,557</u>	<u>64,901,557</u>	<u>69,342,660</u>	<u>4,441,103</u>
EXCESS OF AMOUNTS AVAILABLE FOR OVER CHARGES TO APPROPRIATIONS	<u>(12,737,442)</u>	<u>(12,737,442)</u>	<u>6,207,610</u>	<u>18,945,052</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from disposal of assets	50,000	50,000	242,818	192,818
Proceeds from debt issue	-	-	50,433,145	50,433,145
Cost of debt issue	-	-	(433,145)	(433,145)
Transfers in	1,362,000	1,362,000	2,944,097	1,582,097
Transfers out	(2,770,732)	(2,770,732)	(4,172,992)	(1,402,260)
TOTAL OTHER FINANCING (USES)	<u>(1,358,732)</u>	<u>(1,358,732)</u>	<u>49,013,923</u>	<u>50,372,655</u>
STATUTORY REVENUE REDUCTION	<u>(5,307,236)</u>	<u>(5,307,236)</u>	<u>-</u>	<u>5,307,236</u>
EXCESS (DEFICIENCY) OF RESOURCES OVER CHARGES TO APPROPRIATIONS	<u>(19,403,410)</u>	<u>(19,403,410)</u>	<u>55,221,533</u>	<u>74,624,943</u>
FUND BALANCES - BEGINNING	<u>54,092,790</u>	<u>54,092,790</u>	<u>54,092,790</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$34,689,380</u>	<u>\$34,689,380</u>	<u>\$ 109,314,323</u>	<u>\$ 74,624,943</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
SEWER FUND
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2021

	Original	Final	Actual Amounts (Budgetary Basis)	Variance With Final Budget Over/(Under)
OPERATING REVENUES				
Charges for services	\$ 6,900,000	\$ 6,900,000	\$ 7,386,965	\$ 486,965
Miscellaneous income	<u>5,000</u>	<u>5,000</u>	<u>2,580</u>	<u>(2,420)</u>
TOTAL OPERATING REVENUES	<u>6,905,000</u>	<u>6,905,000</u>	<u>7,389,545</u>	<u>484,545</u>
OPERATING EXPENSES				
Salaries, wages and employee benefits	1,872,500	1,872,500	2,094,597	222,097
Contractual services	300,000	300,000	224,809	(75,191)
Utilities	986,000	986,000	1,073,616	87,616
Repairs and maintenance	330,000	330,000	286,833	(43,167)
Other supplies and expenses	409,000	409,000	373,143	(35,857)
Bad debt expense	-	-	6,474	6,474
Bond premium amortization	-	-	125,913	125,913
Depreciation	<u>-</u>	<u>-</u>	<u>1,631,927</u>	<u>1,631,927</u>
TOTAL OPERATING EXPENSES	<u>3,897,500</u>	<u>3,897,500</u>	<u>5,817,312</u>	<u>1,919,812</u>
OPERATING INCOME (LOSS)	<u>3,007,500</u>	<u>3,007,500</u>	<u>1,572,233</u>	<u>(1,435,267)</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest income	100,000	100,000	83,600	(16,400)
Interest expense	<u>(710,213)</u>	<u>(710,213)</u>	<u>(150,620)</u>	<u>559,593</u>
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>(610,213)</u>	<u>(610,213)</u>	<u>(67,020)</u>	<u>543,193</u>
INCOME (LOSS) BEFORE TRANSFERS	<u>2,397,288</u>	<u>2,397,288</u>	<u>1,505,213</u>	<u>(892,075)</u>
TRANSFERS IN (OUT)	<u>(820,000)</u>	<u>(820,000)</u>	<u>(820,000)</u>	<u>-</u>
CHANGE IN NET POSITION	<u>1,577,288</u>	<u>1,577,288</u>	<u>685,213</u>	<u>(892,075)</u>
NET POSITION - BEGINNING	<u>15,711,855</u>	<u>15,711,855</u>	<u>15,711,855</u>	<u>-</u>
NET POSITION - ENDING	<u>\$17,289,143</u>	<u>\$17,289,143</u>	<u>\$ 16,397,068</u>	<u>\$ (892,075)</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
SCHEDULE OF EMPLOYER CONTRIBUTIONS TO THE RETIREMENT SYSTEMS OF ALABAMA
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contributions	\$ 1,084,916	\$ 1,007,589	\$ 912,787	\$ 860,452	\$ 746,774	\$ 850,584	\$ 800,331
Contributions in relation to the actuarially determined contribution	<u>1,084,916</u>	<u>1,007,589</u>	<u>912,787</u>	<u>860,452</u>	<u>746,774</u>	<u>850,584</u>	<u>800,331</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	20,401,716	19,671,177	17,379,983	15,958,994	14,999,922	14,393,677	13,508,477
Contributions as a percentage of covered payroll	5.32%	5.12%	5.25%	5.39%	4.98%	5.91%	5.92%

Notes to Schedule

Actuarially determined contribution rates are calculated as of September 30, three years prior to the end of the fiscal year in which contributions are reported. Contributions for fiscal year 2020 were based on the September 30, 2017 actuarial valuation.

Methods and assumptions used to determine contribution rates for the period January 1, 2021 to September 30, 2021:

Actuarial cost method	Entry age
Amortization method	Level percent closed
Remaining amortization period	15 years
Asset valuation method	Five year smoothed market
Inflation	2.75%
Salary increases	3.25% - 5.0% including inflation
Investment rate of return	7.70%, net of pension plan investment expense, including inflation

Methods and assumptions used to determine contribution rates for the period October 1, 2021 to December 31, 2021:

Actuarial cost method	Entry age
Amortization method	Level percent closed
Remaining amortization period	14 years
Asset valuation method	Five year smoothed market
Inflation	2.75%
Salary increases	3.25% - 5.0% including inflation
Investment rate of return	7.70%, net of pension plan investment expense, including inflation

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020	2019	2018	2017	2016	2015	2014
Total pension liability								
Service cost	\$ 1,786,762	\$ 1,469,240	\$ 1,425,842	\$ 1,317,681	\$ 1,245,314	\$ 1,213,069	\$ 1,168,947	\$ 1,090,244
Interest	3,710,888	3,418,855	3,155,678	2,877,895	2,676,913	2,401,553	2,113,138	1,915,434
Changes of benefit terms	-	1,243,089	-	-	-	-	-	-
Difference between expected and actual experience	1,077,245	(291,520)	130,650	518,534	(503,971)	23,081	920,209	-
Changes of assumptions	2,537,576	-	-	258,582	-	1,601,749	-	-
Benefit payments, including refunds of employee contributions	(1,717,068)	(1,343,369)	(1,337,845)	(1,160,003)	(853,462)	(641,884)	(552,344)	(516,402)
Transfers among employers	239,995	(516,798)	46,310	124,934	181,799	29,622	-	-
Net change in total pension liability	7,635,398	3,979,497	3,420,635	3,937,623	2,746,593	4,627,190	3,649,950	2,489,276
Total pension liability - beginning	49,051,891	45,072,394	41,651,759	37,714,136	34,967,543	30,340,353	26,690,403	24,201,127
Total pension liability - ending (a)	<u>\$56,687,289</u>	<u>\$49,051,891</u>	<u>\$45,072,394</u>	<u>\$41,651,759</u>	<u>\$37,714,136</u>	<u>\$34,967,543</u>	<u>\$30,340,353</u>	<u>\$26,690,403</u>
Plan fiduciary net position								
Contributions - employer	\$ 1,089,725	\$ 921,337	\$ 849,129	\$ 786,837	\$ 804,848	\$ 806,700	\$ 801,525	\$ 782,020
Contributions - member	1,341,292	1,141,547	1,011,541	1,013,613	862,030	773,424	728,225	703,936
Net investment income	9,572,104	2,298,731	997,451	3,233,903	3,866,396	2,700,298	297,551	2,552,678
Benefit payments, including refunds of employee contributions	(1,717,068)	(1,343,369)	(1,337,845)	(1,160,003)	(853,462)	(641,884)	(552,344)	(516,402)
Transfers among employers	239,995	(516,798)	46,310	124,934	181,799	29,622	327,982	231,356
Net change in plan fiduciary net position	10,526,048	2,501,448	1,566,586	3,999,284	4,861,611	3,668,160	1,602,939	3,753,588
Plan net position - beginning	42,627,885	40,126,437	38,559,851	34,560,567	29,698,956	26,030,796	24,427,857	20,674,269
Plan net position - ending (b)	<u>\$53,153,933</u>	<u>\$42,627,885</u>	<u>\$40,126,437</u>	<u>\$38,559,851</u>	<u>\$34,560,567</u>	<u>\$29,698,956</u>	<u>\$26,030,796</u>	<u>\$24,427,857</u>
Net pension liability - ending (a) - (b)	<u>\$ 3,533,356</u>	<u>\$ 6,424,006</u>	<u>\$ 4,945,957</u>	<u>\$ 3,091,908</u>	<u>\$ 3,153,569</u>	<u>\$ 5,268,587</u>	<u>\$ 4,309,557</u>	<u>\$ 2,262,546</u>
Plan fiduciary net position as a percentage of the total pension liability	93.77%	86.90%	89.03%	92.58%	91.64%	84.93%	85.80%	91.52%
Covered payroll	20,401,716	19,671,177	17,379,983	15,958,994	14,999,922	14,393,677	13,508,477	13,175,276
Net pension liability as a percentage of covered payroll	17.32%	32.66%	28.46%	19.37%	21.02%	36.60%	31.90%	17.17%

The accompanying notes are an integral part of the financial statements.

OTHER SUPPLEMENTARY INFORMATION

THE CITY OF ORANGE BEACH, ALABAMA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2021

	Special Revenues	Debt Service	Library	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	\$ -	\$ -	\$ 323,609	\$ 323,609
Restricted cash and cash equivalents	472,435	2,241,034	-	2,713,469
Accounts receivable - net	105,873	-	-	105,873
TOTAL ASSETS	<u>\$ 578,308</u>	<u>\$ 2,241,034</u>	<u>\$ 323,609</u>	<u>\$ 3,142,951</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities:				
Due to other funds	26,368	131,530	3,360	161,258
Accrued expenses	-	-	15,419	15,419
Total liabilities	<u>26,368</u>	<u>131,530</u>	<u>18,779</u>	<u>176,677</u>
Fund balances:				
Nonspendable	-	-	-	-
Spendable:				
Restricted	551,940	2,109,504	-	2,661,444
Committed	-	-	-	-
Assigned	-	-	304,830	304,830
Unassigned	-	-	-	-
Total fund balances	<u>551,940</u>	<u>2,109,504</u>	<u>304,830</u>	<u>2,966,274</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 578,308</u>	<u>\$ 2,241,034</u>	<u>\$ 323,609</u>	<u>\$ 3,142,951</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Special Revenues	Debt Service	Library	Total Governmental Funds
REVENUES				
Intergovernmental:				
State tax	\$ 552,032	-	\$ -	\$ 552,032
Grants	-	-	7,028	7,028
Other licenses, permits and fees	2,828	-	-	2,828
Fines and forfeitures	37,687	-	-	37,687
Investment earnings	282	10,264	2,986	13,532
Miscellaneous	187,614	-	9,977	197,591
TOTAL REVENUES	<u>780,443</u>	<u>10,264</u>	<u>19,991</u>	<u>810,698</u>
EXPENDITURES				
Library	-	-	660,329	660,329
Securities lending:				
Fiscal agent fees	-	1,632	-	1,632
Debt service:				
Principal payments	-	2,195,271	-	2,195,271
Interest and other	-	41,425	-	41,425
TOTAL EXPENDITURES	<u>-</u>	<u>2,238,328</u>	<u>660,329</u>	<u>2,898,657</u>
Excess (deficiency) of revenues over expenditures	<u>780,443</u>	<u>(2,228,064)</u>	<u>(640,338)</u>	<u>(2,087,959)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	-	3,513,415	659,577	4,172,992
Transfers out	(605,776)	-	-	(605,776)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(605,776)</u>	<u>3,513,415</u>	<u>659,577</u>	<u>3,567,216</u>
NET CHANGE IN FUND BALANCES	174,667	1,285,351	19,239	1,479,257
FUND BALANCES - BEGINNING	<u>377,273</u>	<u>824,153</u>	<u>285,591</u>	<u>1,487,017</u>
FUND BALANCES - ENDING	<u>\$ 551,940</u>	<u>\$ 2,109,504</u>	<u>\$ 304,830</u>	<u>\$ 2,966,274</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF NET POSITION
NONMAJOR PROPRIETARY FUNDS
DECEMBER 31, 2021

	Events Center	Refuse	BCBC	Arts Center	Total Nonmajor Proprietary Funds
ASSETS					
Current assets					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 97,710	\$ 97,710
Accounts receivable - net	-	25,426	-	-	25,426
Due from other funds	-	1,287	-	-	1,287
Total current assets	<u>\$ -</u>	<u>\$ 26,713</u>	<u>\$ -</u>	<u>\$ 97,710</u>	<u>\$ 124,423</u>
Noncurrent assets					
Capital assets:					
Land	158,648	-	-	-	158,648
Buildings	1,667,975	-	-	2,152,541	3,820,516
Vehicles and equipment	76,104	1,471,386	-	81,630	1,629,120
Less: Accumulated depreciation	<u>(656,341)</u>	<u>(1,067,669)</u>	<u>-</u>	<u>(290,367)</u>	<u>(2,014,377)</u>
Total noncurrent assets	<u>1,246,386</u>	<u>403,717</u>	<u>-</u>	<u>1,943,804</u>	<u>3,593,907</u>
TOTAL ASSETS	<u>1,246,386</u>	<u>430,430</u>	<u>-</u>	<u>2,041,514</u>	<u>3,718,330</u>
LIABILITIES					
Current liabilities					
Accounts payable	66	7,823	-	15,237	23,126
Due to other funds	1,742,665	2,014,972	-	1,185,441	4,943,078
Accrued expenses	6,197	10,087	-	10,250	26,534
Accrued compensated absences	<u>9,375</u>	<u>14,733</u>	<u>-</u>	<u>7,350</u>	<u>31,458</u>
Total current liabilities	<u>1,758,303</u>	<u>2,047,615</u>	<u>-</u>	<u>1,218,278</u>	<u>5,024,196</u>
Noncurrent liabilities					
Accrued compensated absences	<u>3,786</u>	<u>3,473</u>	<u>-</u>	<u>573</u>	<u>7,832</u>
TOTAL LIABILITIES	<u>1,762,089</u>	<u>2,051,088</u>	<u>-</u>	<u>1,218,851</u>	<u>5,032,028</u>
NET POSITION					
Invested in capital assets, net of related debt	1,246,386	403,717	-	1,943,804	3,593,907
Unrestricted	<u>(1,762,089)</u>	<u>(2,024,375)</u>	<u>-</u>	<u>(1,121,141)</u>	<u>(4,907,605)</u>
TOTAL NET POSITION	<u>\$ (515,703)</u>	<u>\$ (1,620,658)</u>	<u>\$ -</u>	<u>\$ 822,663</u>	<u>\$ (1,313,698)</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
NONMAJOR PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Events Center	Refuse	BCBC	Arts Center	Total Nonmajor Proprietary Funds
OPERATING REVENUES					
Charges for services	\$ 106,196	\$ 2,731,546	\$ 1,621,431	\$ 340,941	\$ 4,800,114
Miscellaneous income	-	14,611	-	16,395	31,006
Merchandise sales	-	-	-	284,525	284,525
TOTAL OPERATING REVENUES	<u>106,196</u>	<u>2,746,157</u>	<u>1,621,431</u>	<u>641,861</u>	<u>5,115,645</u>
COST OF GOODS SOLD	<u>-</u>	<u>-</u>	<u>-</u>	<u>166,476</u>	<u>166,476</u>
GROSS PROFIT	<u>106,196</u>	<u>2,746,157</u>	<u>1,621,431</u>	<u>475,385</u>	<u>4,949,169</u>
OPERATING EXPENSES					
Salaries, wages and employee benefits	336,503	537,272	-	519,688	1,393,463
Contractual services	1,540	2,377,571	-	50,352	2,429,463
Utilities	68,370	7,052	-	47,390	122,812
Repairs and maintenance	64,197	99,923	-	61,691	225,811
Other supplies and expenses	37,956	106,770	-	71,391	216,117
Depreciation	60,330	141,609	-	69,576	271,515
TOTAL OPERATING EXPENSES	<u>568,896</u>	<u>3,270,197</u>	<u>-</u>	<u>820,088</u>	<u>4,659,181</u>
OPERATING INCOME (LOSS)	<u>(462,700)</u>	<u>(524,040)</u>	<u>1,621,431</u>	<u>(344,703)</u>	<u>289,988</u>
NON-OPERATING REVENUES (EXPENSES)					
Interest income	<u>-</u>	<u>-</u>	<u>-</u>	<u>33</u>	<u>33</u>
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>33</u>	<u>33</u>
INCOME (LOSS) BEFORE TRANSFERS	<u>(462,700)</u>	<u>(524,040)</u>	<u>1,621,431</u>	<u>(344,670)</u>	<u>290,021</u>
TRANSFERS IN (OUT)	<u>-</u>	<u>-</u>	<u>(1,518,321)</u>	<u>-</u>	<u>(1,518,321)</u>
CHANGE IN NET POSITION	<u>(462,700)</u>	<u>(524,040)</u>	<u>103,110</u>	<u>(344,670)</u>	<u>(1,228,300)</u>
NET POSITION - BEGINNING	<u>(53,003)</u>	<u>(1,096,618)</u>	<u>(103,110)</u>	<u>1,167,333</u>	<u>(85,398)</u>
NET POSITION - ENDING	<u>\$ (515,703)</u>	<u>\$ (1,620,658)</u>	<u>\$ -</u>	<u>\$ 822,663</u>	<u>\$ (1,313,698)</u>

The accompanying notes are an integral part of the financial statements.

THE CITY OF ORANGE BEACH, ALABAMA
STATEMENT OF CASH FLOWS
NONMAJOR PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

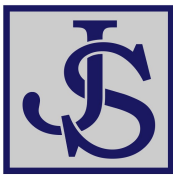
	Events Center	Refuse	BCBC	Arts Center	Total Nonmajor Proprietary Funds
CASH FLOWS FROM					
OPERATING ACTIVITIES					
Receipts from customers	\$ 106,196	\$ 2,747,444	\$ 1,621,431	\$ 641,861	\$ 5,116,932
Payments to employees for services	(347,813)	(552,108)	-	(534,444)	(1,434,365)
Payments to suppliers of goods & services	(174,790)	(2,600,893)	-	(402,956)	(3,178,639)
Payments from (to) other funds	416,407	405,557	(103,110)	330,290	1,049,144
NET CASH PROVIDED (USED)					
BY OPERATING ACTIVITIES	-	-	1,518,321	34,751	1,553,072
CASH FLOWS FROM CAPITAL AND					
RELATED FINANCING ACTIVITIES					
Interest income	-	-	-	35	35
Increase in restricted cash	-	-	-	-	-
Principal repayments for capital purposes	-	-	-	-	-
Interest paid on capital debt	-	-	-	-	-
Acquisition of property and equipment	-	-	-	-	-
NET CASH (USED) BY CAPITAL AND					
RELATED FINANCING ACTIVITIES	-	-	-	35	35
NET (DECREASE) IN CASH	-	-	-	34,786	34,786
CASH & EQUIVALENTS AT BEGINNING OF YEAR	-	-	-	62,924	62,924
CASH & EQUIVALENTS AT END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,710</u>	<u>\$ 97,710</u>
 Operating income (loss)	<u>\$ (462,700)</u>	<u>\$ (524,040)</u>	<u>\$ 1,621,431</u>	<u>\$ (344,703)</u>	<u>\$ 289,988</u>
Adjustments to reconcile operating income to net cash provided (used) by operating activities					
Depreciation	60,330	141,609	-	69,576	271,515
(Increase) decrease in:					
Accounts receivable	-	1,289	-	-	1,289
Due to other funds	416,407	405,557	(103,110)	330,290	1,049,144
Increase (decrease) in:					
Accounts payable	(2,727)	(9,579)	-	(5,656)	(17,962)
Accrued payroll	(11,310)	(14,836)	-	(14,756)	(40,902)
Total adjustments	462,700	524,040	(103,110)	379,454	1,263,084
Net cash provided (used) by operating activities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,518,321</u>	<u>\$ 34,751</u>	<u>\$ 1,553,072</u>

Supplemental Disclosures

Noncash Investing and Financing Activities: NONE

The accompanying notes are an integral part of the financial statements.

COMPLIANCE AND INTERNAL CONTROL SECTION



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Orange Beach, Alabama

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Orange Beach, Alabama, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City of Orange Beach, Alabama's basic financial statements and have issued our report thereon dated March 3, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Orange Beach, Alabama's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Orange Beach, Alabama's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Orange Beach, Alabama's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Orange Beach, Alabama's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Jackson & Smith". The signature is written in a cursive, flowing style.

Jackson & Smith CPA Group, PC
Orange Beach, Alabama
March 3, 2023



Jackson & Smith
CPA Group, PC

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Mayor and Members of the City Council
City of Orange Beach, Alabama

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Orange Beach, Alabama's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City of Orange Beach, Alabama's major federal programs for the year ended December 31, 2021. The City of Orange Beach, Alabama's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Orange Beach, Alabama complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of Orange Beach, Alabama and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City of Orange Beach, Alabama's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City of Orange Beach, Alabama's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of Orange Beach, Alabama's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of Orange Beach, Alabama's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of Orange Beach, Alabama's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City of Orange Beach, Alabama's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of Orange Beach, Alabama's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Jackson & Smith". The signature is stylized, with the first letters of each name being prominent.

Jackson & Smith CPA Group, PC
Orange Beach, Alabama
March 3, 2023

THE CITY OF ORANGE BEACH, ALABAMA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Expenditures
U.S. Department of Homeland Security		
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	\$ 6,113,111
Port Security Grant	97.056	<u>748,901</u>
Total U.S. Department of Homeland Security		6,862,012
U.S. Department of the Treasury		
State and Local Fiscal Recovery Fund	21.027	<u>740,351</u>
Total U.S. Department of the Treasury		740,351
U.S. Department of the Interior		
GoMESA	15.435	<u>306,980</u>
Total U.S. Department of the Interior		306,980
U.S. Department of Commerce		
Habitat Conservation	11.463	<u>262,390</u>
Total U.S. Department of Commerce		262,390
Gulf Coast Ecosystem Restoration Council (RESTORE Council)		
Gulf Coast Ecosystem Restoration Council Comprehensive Plan Component Program	87.051	<u>175,264</u>
Total Gulf Coast Ecosystem Restoration Council (RESTORE Council)		<u>175,264</u>
Total Federal Awards		<u><u>\$ 8,346,997</u></u>

THE CITY OF ORANGE BEACH, ALABAMA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
DECEMBER 31, 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying schedule of Federal Awards is presented based on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related liability is incurred. In applying the susceptible-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of such revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and substantially irrevocable; i.e., revocable only for failure to comply with prescribed compliance requirements, such as with equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the availability criteria.

For purposes of the SEFA, federal awards include all grants, contracts, and similar agreements entered into directly with the federal government and other pass-through entities. The City has obtained Catalog of Federal Domestic Assistance (CFDA) numbers to ensure that all programs have been identified in the SEFA. CFDA numbers have been appropriately listed by applicable programs.

NOTE 2 – EXPENDITURES INCLUDED ON SEFA INCURRED IN PRIOR PERIOD

In accordance with the guidance included in the 2021 Compliance Supplement for CFDA 97.036 Disaster Grants – Public Assistance (Presidentially Declared Disasters), grant expenditures are recorded on the SEFA when 1) FEMA has approved the entity's Project Worksheet and 2) the eligible expenditures have been incurred. See reconciliation below of grant expenditures recorded on financial statements to the amount recorded on the SEFA.

Expended in 2020	\$ 5,155,084
Expended in 2021	<u>958,027</u>
Total Reported on SEFA	<u>\$ 6,113,111</u>

THE CITY OF ORANGE BEACH, ALABAMA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2021

SECTION I – SUMMARY OF AUDITORS' RESULTS:

Financial Statements

Type of auditors' report issued:	Unmodified Opinion		
Internal control over financial reporting:			
Material weakness(es) identified?	_____ Yes	<u>X</u> No	
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	_____ Yes	<u>X</u> No	
Noncompliance material to financial statements noted?	_____ Yes	<u>X</u> No	

Federal Awards

Internal control over major program:			
Material weakness(es) identified?	_____ Yes	<u>X</u> No	
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	_____ Yes	<u>X</u> No	
Type of auditors' report issued on compliance for major program:	Unmodified Opinion		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Part 200.516(a)?	_____ Yes	<u>X</u> No	

Identification of Major Programs

Federal CFDA Number	Federal Program or Cluster
97.036	Disaster Grants - Public Assistance

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	_____ Yes <u>X</u> No

SECTION II – FINANCIAL STATEMENT FINDINGS:

No matters were reportable.

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS:

No matters were reportable.



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20230301112645474



Type License: 140 - SPECIAL EVENTS RETAIL

State: \$150.00 County: \$233.00

Type License:

State: County:

Trade Name: **BLACK AND WHITE NIGHT**

Filing Fee: \$50.00

Applicant: **WHARF RESTAURANT GROUP LLC**

Transfer Fee:

Location Address: 4671 WHARF PARKWAY WEST ORANGE BEACH, AL 36561

Mailing Address: 4671 WHARF PARKWAY WEST ORANGE BEACH, AL 36561

County: BALDWIN Tobacco sales: NO

Tobacco Vending Machines:

Product Type:

Type Ownership: LLC

Book, Page, or Document info: 533-079 DLL

Do you sell Draft Beer?:

Date Incorporated: 10/25/2018 State incorporated: AL

County Incorporated:

Date of Authority:

Federal Tax ID: 83-2296547

Alabama State Sales Tax ID: R010197519

Name:	Title:	Date and Place of Birth:	Residence Address:
VIRGINIA GILBERT 6862920 - AL	MEMBER	7/26/1974 CONNECTICUT	18306 MILLWOOD DR GULF SHORES, AL 36561
LANE GILBERT 6831163 - AL	MEMBER	5/30/1969 VIRGINIA	18306 MILLWOOD DR GULF SHORES, AL 36542

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: IVEY MCLEAN

Home Phone: 251-224-6510

Business Phone: 251-224-6510

Cell Phone:

Fax:

E-mail: IVEY.MCLEAN33@GMAIL.COM

PREVIOUS LICENSE INFORMATION:

Previous License Number(s)

Trade Name:

License 1:

Applicant:

License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD

ALCOHOL LICENSE APPLICATION

Confirmation Number: 20230301112645474



If applicant is leasing the property, is a copy of the lease agreement attached? YES

Name of Property owner/lessor and phone number: CITY OF ORANGE BEACH 251-981-6806

What is lessors primary business? STATE GOVERNMENT

Is lessor involved in any way with the alcoholic beverage business? NO

Is there any further interest, or connection with, the licensee's business by the lessor? NO

Does the premise have a fully equipped kitchen? NO

Is the business used to habitually and principally provide food to the public? NO

Does the establishment have restroom facilities? NO

Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? NO

Will the business be operated primarily as a package store? NO

Building Dimensions Square Footage: 18500 Display Square Footage:

Building seating capacity: 250 Does Licensed premises include a patio area? NO

License Structure: SINGLE STRUCTURE License covers: ENTIRE STRUCTURE

Number of licenses in the vicinity: Nearest:

Nearest school: Nearest church: Nearest residence: 1 blocks

Location is within: CITY LIMITS Police protection: CITY

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name: Violation & Date: Arresting Agency: Disposition:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20230301112645474



Initial each

☐ IM
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☐ IM

Signature page

In reference to law violations, I attest to the truthfulness of the responses given within the application.

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

In reference to Special Retail or Special Events retail license, Wine Festival and Wine Festival Participant Licenses, and Food or Beverage Truck Licenses, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print):

Ivey McLean

Signature of Applicant:

[Handwritten Signature]

Notary Name (print):

Rosemarie Moore

Notary Signature:

[Handwritten Signature]

Commission expires:

11/09/2025

Application Taken:

App. Inv. Completed:

Forwarded to District Office:

Submitted to Local Government:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD

ALCOHOL LICENSE APPLICATION

Confirmation Number: 20230301112645474



Private Clubs / Special Retail / Special Events / Wine Festival or Wine Festival

Participants licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: 3/24/2023 Ending Date: 3/24/2023

Special terms and conditions for special event/special retail:

LICENSE IS VALID FOR 7 DAYS OR LESS. EVENT WILL BE HELD ONE DAY ONLY ON MARCH 24, 2023. BEER, WINE, AND LIQUOR WILL BE SOLD. NO ALCOHOL IS ALLOWED TO LEAVE THE LICENSED PREMISE. NO TO-GO SALES OF ALCOHOL PERMITTED. THIS IS A NON-RENEWABLE LICENSE.

Wine Festival / Wine Festival Participant licenses (5 Days or Less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

Receipt Confirmation Page

Receipt Confirmation Number: **20230301112645474**
 Application Payment Confirmation Number: 90282144

Payment Summary	
Payment Item	Fee
Application Fee for License 140	\$50.00
Total Amount to be Charged	\$50.00

License Payment Confirmation Number:

Payment Summary			
Payment Item	County Fee	State Fee	Total Fee
140 - SPECIAL EVENTS RETAIL	\$233.00	\$150.00	\$383.00
			\$0.00
Total Amount to be Charged	\$233.00	\$150.00	\$383.00

Application Type

Application Type: APPLICATION

Applicant Information

License Type 1: 140 - SPECIAL EVENTS RETAIL

License Type 2:

License County: BALDWIN

Business Type: LLC

Trade Name: **BLACK AND WHITE NIGHT**

Applicant Name: **WHARF RESTAURANT GROUP LLC**

Location Address: 4671 WHARF PARKWAY WEST
 ORANGE BEACH, AL 36561

Mailing Address: 4671 WHARF PARKWAY WEST
 ORANGE BEACH, AL 36561

Contact Person: IVEY MCLEAN

Contact Home Phone: 251-224-6510

Contact Business Phone: 251-224-6510

Contact Fax:

Contact Cell Phone:

Contact Email Address:

Contact Web Address:

Contact Relationship to Applicant: POWER OF ATTORNEY

Application Payment Receipt Confirmation Page**Receipt Confirmation Number: 20230301112645474****Application Payment Confirmation Number: 90282144**

Payment Summary	
Payment Item	Fee
Application Fee for License 140	\$50.00
Total Amount to be Charged	\$50.00

Application Information

Application Type: APPLICATION

License Type 1: 140 - SPECIAL EVENTS RETAIL

ContinueTechnical Support: 866-353-3468 or support@alabamainteractive.org

Version 2.9.0



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20230227101648228



Type License: 010 - LOUNGE RETAIL LIQUOR - CLASS I State: County:
Type License: State: County:
Trade Name: POUR SMART BAR Filing Fee:
Applicant: ATA SANDERS LLC Transfer Fee: \$50.00
Location Address: 4851 WHARF PKWY D124 ORANGE BEACH, AL 36561
Mailing Address: 915 W AZALEA AVE FOLEY, AL 36535
County: BALDWIN Tobacco sales: NO Tobacco Vending Machines:
Product Type: Type Ownership: LLC
Book, Page, or Document Info: 001-054-986 DLL
Do you sell Draft Beer?:
Date Incorporated: 12/28/2022 State Incorporated: AL County Incorporated:
Date of Authority:
Federal Tax ID: 92-1517371 Alabama State Sales Tax ID: R011660603

Name:	Title:	Date and Place of Birth:	Residence Address:
TAELOE SANDERS 10271778 - AL	MEMBER	4/15/1951 MICHIGAN	915 W AZALEA FOLEY, AL 36535
ALBERT SANDERS 5536041585006 - MI	MEMBER	3/5/1942 MICHIGAN	1143 RIVER OAKS DR DEWITT, MI 48820

Has applicant complied with financial responsibility ABC RR 20-X-5-14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: ALBERT SANDERS
Business Phone: 517-719-5597
Fax:

Home Phone: 517-719-5597
Cell Phone:
E-mail: AMSANDERS62@GMAIL.COM

PREVIOUS LICENSE INFORMATION:
Trade Name: POUR SMART BAR
Applicant: SHPICKENS LLC

Previous License Number(s)
License 1: 011727402
License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20230227101648228



If applicant is leasing the property, is a copy of the lease agreement attached? **YES**

Name of Property owner/lessor and phone number: **WHARF RETAIL PROPERTIES LLC 251-224-1000**

What is lessors primary business? **PROPERTY MANAGEMENT**

Is lessor involved in any way with the alcoholic beverage business? **NO**

Is there any further interest, or connection with, the licensee's business by the lessor? **NO**

Does the premise have a fully equipped kitchen? **NO**

Is the business used to habitually and principally provide food to the public? **NO**

Does the establishment have restroom facilities? **YES**

Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? **YES**

Will the business be operated primarily as a package store? **NO**

Building Dimensions Square Footage: **1518** Display Square Footage:

Building seating capacity: **40** Does Licensed premises include a patio area? **YES**

License Structure: **SHOPPING CENTER** License covers: **PORTION OF**

Number of licenses in the vicinity: Nearest:

Nearest school: Nearest church: Nearest residence: **1 blocks**

Location is within: **CITY LIMITS** Police protection: **CITY**

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name: Violation & Date: Arresting Agency: Disposition:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20230227101648228



Initial each

Signature page

☒ *AS*

In reference to law violations, I attest to the truthfulness of the responses given within the application.

☒ *AS*

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

☒ *AS*

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

☒ *X*

In reference to Special Retail or Special Events retail license, Wine Festival and Wine Festival Participant Licenses, and Food or Beverage Truck Licenses, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

☒ *X*

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

☒ *AS*

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

☒ *AS*

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

☒ *AS*

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 25, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

☒ *AS*

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): *Albert M Sanders*

Signature of Applicant:

AS

Notary Name (print):

Reemarie Moore

Notary Signature:

Reemarie Moore

Commission expires:

11/9/2025

Application Taken:

App. Inv. Completed:

Forwarded to District Office:

Submitted to Local Government:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
Confirmation Number: 20230227101648228



NOTICE OF TRANSFER OF ABC LICENSED BUSINESS

NOTE: A Copy of Operating Agreement Must be Attached To Application

CURRENT LICENSEE:
SHPICKENS LLC
Address: 4851 WHARF PKWY D124
ORANGE BEACH, AL 36561
Telephone: 630-253-3428

NEW APPLICANT:
ATA SANDERS LLC
Address: 915 W AZALEA AVE
FOLEY, AL 36535
Telephone: 517-719-5597

Current License No: 011727402

LICENSED PREMISES ADDRESS: 4851 WHARF PKWY D124 ORANGE BEACH, AL 36561

THE AFORENAMED HEREBY SERVE NOTICE TO THE ABC BOARD OF THE ATTACHED CONTRACTUAL AGREEMENT GOVERNING THE CONTINUATION OF SALES OF ALCOHOLIC BEVERAGES ON THE LICENSED PREMISES.

The Parties to this agreement hereby acknowledge and affirm that the New (Applicant) Licensee will, at all times, act as the AGENT for the Current (Named) Licensee, and the Current Licensee shall act as PRINCIPAL for the purposes of the attached Agreement. The Principal shall be bound by all acts and/or omissions of the Agent in the operation of the licensed premises.

The Current Licensee is now and shall remain liable for any violations of ABC Rules and Regulations or other Alabama Law for the duration of the attached Agreement; and, further, that the Current Licensee has the right and authority, under Alabama Law, to surrender the ABC License to the ABC Board at any time.

The parties acknowledge that the operation of the licensed premises shall remain subject to inspection by ABC Enforcement, and must comply with all State and Local regulations and Laws, and that the local ABC Enforcement District Office must be immediately notified of any change in the attached Agreement.

THE CURRENT LICENSE WILL NOT BE RENEWED.

WITNESS our hands and seals on this the 27 day of February, 2022.

CURRENT LICENSEE (NAMED ON LICENSE)

NEW LICENSEE (APPLICANT)

sign-

Print Name:
Title: Shpickens LLC, mbr

sign-


Print Name: Albert M Sanders
Title: ATA Sanders LLC, mbr

WITNESS: (By ABC Enforcement)
Revised 9/08

Rosemarie Moore
Rosemarie Moore
my commission expires 11/9/2025

Receipt Confirmation Page

Receipt Confirmation Number: 20230227101648228

Application Payment Confirmation Number: 90232240

Payment Summary	
Payment Item	Fee
Transfer Fee for License 010	\$50.00
Total Amount to be Charged	\$50.00

Application Type

Application Type: TRANSFER

Applicant Information

License Type 1: 010 - LOUNGE RETAIL LIQUOR - CLASS I

License Type 2:

License County: BALDWIN

Business Type: LLC

Trade Name: POUR SMART BAR

Applicant Name: ATA SANDERS LLC

Location Address: 4851 WHARF PKWY D124
ORANGE BEACH, AL 36561

Mailing Address: 915 W AZALEA AVE
FOLEY, AL 36535

Contact Person: ALBERT SANDERS

Contact Home Phone: 517-719-5597

Contact Business Phone: 517-719-5597

Contact Fax:

Contact Cell Phone:

Contact Email Address:

Contact Web Address:

RESOLUTION NO. 23-xxx

**A RESOLUTION APPROPRIATING FUNDS
TO SUPPORT THE SAFE HARBOR ANIMAL COALITION
IN THE AMOUNT OF \$10,000 FOR FY2023**

FINDINGS:

1. Safe Harbor Animal Coalition, Inc., was established in 2019 as a non-profit organization dedicated to improving the lives of animals and people in South Baldwin County.
2. The Safe Harbor Animal Coalition is an organization that is a consolidation of three organizations: The Orange Beach Animal Care and Control Program, the Gulf Shores Animal Care and Control Program, and the Foley Animal Care and Control Program.
3. The Safe Harbor Animal Coalition operates a state-of-the-art surgical center and clinic to provide the highest possible care for the unowned, abandoned animals of Baldwin County and our cities.
4. The Safe Harbor Animal Coalition has successfully completed hundreds of surgeries, transports to Northeastern “no-kill” rescues, and adoptions of cats and kittens.
5. Safe Harbor Animal Coalition seeks financial support to fund the cost of operating the surgical suite and shelter services from the local governmental entities whose citizens and businesses benefit from their volunteer efforts.
6. The City Council desires to support the goals and initiatives of the Safe Harbor Animal Coalition including the Trap, Neuter, Vaccinate and Return (TNVR) Community Cat Program.
7. City Council has determined that support of the Safe Harbor Animal Coalition furthers the public’s interest in animal care and control.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That City Council appropriates the sum of Ten Thousand Dollars (\$10,000.00) for FY2023 to support the goals and initiatives of the Safe Harbor Animal Coalition; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING EXECUTION OF A
TASK ORDER WITH GEOCON ENGINEERING & MATERIALS TESTING, INC.
TO PROVIDE A PRELIMINARY SOIL STUDY FOR A
SOFTBALL FIELD HOUSE AND BATTING CAGES AT THE SPORTSPLEX
IN AN AMOUNT NOT TO EXCEED \$4,705**

FINDINGS:

1. The Orange Beach City Council, by Resolution No. 22-255 adopted December 13, 2022, approved a contract with GeoCon Engineering & Materials Testing, Inc., to perform certain geotechnical analysis and construction materials testing services (“the Contract”).
2. The Contract authorized work to be assigned by one or more task orders approved from time to time by the City Council.
3. The Construction and Facilities Manager has submitted a task order (attached Exhibit A) for Council approval.
4. The proposed Task Order requires GeoCon Engineering & Materials Testing, Inc., to provide a preliminary soil study for the proposed site of a new Softball Field House and Batting Cages at the Sportsplex.
5. The scope of work described in the Task Order is authorized by the Contract and furthers public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Task Order as presented to Council between the City of Orange Beach and GeoCon Engineering & Materials Testing, Inc., on behalf of the City of Orange Beach subject to final approval by the City Attorney;
2. That the City Council authorizes payment in an amount not to exceed \$4,705.00 to GeoCon Engineering & Materials Testing, Inc., to complete the Task Order as presented; and
3. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk



February 17, 2023

Mr. Glenn Smith
4099 Orange Beach Boulevard
Orange Beach, Alabama 36561

Re: **Proposal for Preliminary Soil Study**
Proposed New Batting Cages & Clubhouse Facility
Orange Beach Sports Plex
Orange Beach, Alabama

Dear Mr. Smith:

GeoCon Engineering & Materials Testing, Inc. is pleased to have the opportunity to provide a proposal for geotechnical testing and engineering services for your proposed New Batting Cages & Clubhouse. The purpose of the investigation will be to determine the subsurface soil and ground water conditions in the footprint of the proposed addition.

Proposed Scope of Services

The proposed geotechnical exploration includes Eight (8) Cone Penetration Test (CPT) soundings to depths of about 15 to 20 feet located in the footprint of the proposed club house and batting cages area. A geotechnical technician will be on-site during portions of the field exploration to locate the boring points and observe the soil conditions encountered in the borings.

The purpose of our investigation will be to determine the subgrade soil conditions in the proposed construction areas and make recommendations regarding site grading, subgrade preparation and foundation design.

Geotechnical Report

The collected CPT sounding data will be evaluated by our engineering staff. The geotechnical investigation will be used to make recommendations regarding site grading and subgrade preparation along with recommendations for foundation design and construction. The geotechnical report would be prepared and signed by a registered Professional Geotechnical Engineer licensed in the State of Alabama.

Fee Estimate

Based on the proposed testing and engineering work scope, we can provide geotechnical testing and engineering services for a cost of \$4,705.00.

Scheduling

We could proceed with the drilling and sampling within 2 weeks following your notice to proceed. We estimate that drilling and sampling would be completed in 1 day, weather permitting. A completed geotechnical soils report could be available within about 2 weeks following completion of the boring.

Testing Standards

Our work on this project will be completed in general accordance with applicable ASTM standards and with generally accepted current standards of geotechnical engineering practices. We maintain general and professional liability insurances in amounts typically acceptable for similar projects. A copy of our insurance certificates can be obtained at your request.

Authorization

To authorize us to proceed with the above-described geotechnical services, please complete the authorization form and return to this office for our file. GeoCon's Terms and Conditions, which are attached hereto, are hereby incorporated by reference as if fully set forth herein. By signing this Proposal, Client acknowledges and agrees that he/she has read the Terms and Conditions and agrees to be bound by the terms and conditions set forth therein.

We appreciate the opportunity to provide a proposal for this project. Please feel free to contact our office if you have any questions or if you need any additional information.

Sincerely,

GeoCon, Inc.



Christopher Rea
Geotechnical Field Manager

Proposal Authorization Form

Please Print

Accepted By:

Signature: _____

Entity: _____

Mailing Address: _____

Report will be addressed to: _____

Provide email address of all entities that should receive a copy of the report:

(Architect, Structural or Civil Engineer, Builder, Owner, Etc.)

Customer Email Address: _____

Invoice sent to: Mailing Address or Email Address

Contact Number: _____

Property cleared and accessible? Y or N Gate Code: _____

Type of construction (Wood, metal frame, masonry, etc.) _____

Project Address or PIN/Parcel number: _____

Proposed Amount: \$4,705.00.00

Date: _____

Comments: _____

GeoCon is not responsible for any damage to anything underground that is not marked.
Proposal amount is only valid for 60 days unless executed.
Failure to complete this form could delay the completion of the final report.
Addendums can be subject to an additional fee.

TERMS AND CONDITIONS

SERVICES TO BE PROVIDED. GeoCon Engineering & Material Testing, Inc. (hereinafter GeoCon) is an independent consultant and agrees to provide Client, for its sole benefit and exclusive use, consulting services set forth in our proposal.

PAYMENT TERMS. Client agrees to pay our invoice upon receipt. If payment is not received within 30 days from the invoice date, Client agrees to pay a service charge on the past due amount at a rate of 1.5% per month, and GeoCon reserves the right to suspend all work until payment is received. No deduction shall be made from our invoice on account of liquidated damages or other sums withheld from payments to contractors or others.

TERMINATION. Either party may terminate this Agreement without cause upon 20 days advance notice in writing. In the event Client requests termination prior to completion of the proposed services, Client agrees to pay GeoCon for all costs incurred plus reasonable charges associated with termination of the work.

PROFESSIONAL LIABILITY. Notwithstanding any other provision of this Agreement, the Engineer's and GeoCon's total liability to the Owner for any loss or damages from claims arising out of or in connection with this Agreement from any cause including the Engineer's strict liability, breach of contract, or professional negligence, errors and omissions (whether claimed in tort, contract, strict liability, nuisance, by statute or otherwise) shall not exceed the lesser of the total contract price of this Agreement or the proceeds paid under Engineer's liability insurance in effect at the time such claims are made. The Owner hereby releases the Engineer from any liability exceeding such amount. In no event shall either party to this Agreement be liable to the other for special, indirect, incidental or consequential damages, whether or not such damages were foreseeable at the time of the commencement of the work under this Agreement.

SITE OPERATIONS. Client will arrange for right-of-entry to all applicable properties for the purpose of performing studies, tests and evaluations pursuant to the agreed services. Client represents that it possesses necessary permits and licenses required for its activities at the site.

OWNERSHIP AND USE OF PROJECT DOCUMENTS. All documents are instruments of service in respect to the Services, and Engineer shall retain an ownership and proprietary property interest therein (including the right of reuse at the discretion of the Engineer) whether or not the Services are completed. Client may make and retain copies of documents for information and reference in connection with the services by Client. Such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the services or on any other project. Any such reuse or modification without written verification or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Engineer or to Engineer's consultants. Client shall indemnify and hold harmless Engineer and Engineer's consultants from all claims, damages, and expenses including attorneys' fees arising out of or resulting therefrom.

ADDITIONAL SERVICES OF CONSULTANT. If authorized in writing by the Client, GeoCon shall furnish additional services that are not considered as an integral part of the Scope of Services outlined in the Proposal Acceptance Sheet. Under this Agreement, all costs for additional services will be negotiated as to activities and compensation. In addition, it is possible that unforeseen conditions may be encountered that could substantially alter the original scope of services. If this occurs, GeoCon will promptly notify and consult with Client and any additional services will be negotiated.

ASSIGNABILITY. GeoCon shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Client; provided, however, that claims for money by GeoCon against Client under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be promptly furnished to the Client.

SERVICES TO BE CONFIDENTIAL. All services, including opinions, designs, drawings, plans, specifications, reports and other services and information, to be furnished by GeoCon under this Agreement are confidential and shall not be divulged, in whole or in part, to any person, other than to duly authorized representatives of the Client, without prior written approval of the Client, except by testimony under oath in a judicial proceeding or as otherwise required by law. GeoCon shall take all necessary steps to ensure that no member of its organization divulges any such information except as may be required by law.

CLAIMS. The parties agree to attempt to resolve any dispute without resort to litigation. However, in the event a claim is made that results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred in defending the claim, including reasonable attorney's fees. The claim will be considered proven if the judgment obtained and retained through any applicable appeal is at least ten percent greater than the sum offered to resolve the matter prior to the commencement of trial.

SEVERABILITY. It is understood and agreed by the parties hereto, that if any part, term or provisions of this Agreement is held by any court of competent jurisdiction to be illegal or in conflict with any applicable law, the validity of the remaining portion or portions of this Agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

SURVIVAL. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and GEOCON shall survive the completion of the services and the termination of this Agreement.

INTEGRATION. This Agreement, the attached documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both parties.

GOVERNING LAW. This Agreement shall be governed in all respects by the laws of the State of Alabama and venue shall be in Baldwin County, Alabama

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING EXECUTION OF A
TASK ORDER WITH SAWGRASS CONSULTING, LLC
TO PROVIDE SURVEYING AND CIVIL DESIGN SERVICES FOR A
SOFTBALL FIELD HOUSE AND BATTING CAGES AT THE SPORTSPLEX
IN AN AMOUNT NOT TO EXCEED \$36,200**

FINDINGS:

1. The Orange Beach City Council, by Resolution No. 22-254, adopted December 13, 2022, approved a contract with Sawgrass Consulting, LLC, to perform certain professional engineering and construction management services ("the Contract").
2. The Contract authorized work to be assigned by one or more task orders approved from time to time by the City Council.
3. The Construction and Facilities Manager has submitted the Task Order attached as Exhibit A for Council approval.
4. The proposed Task Order requires Sawgrass Consulting, LLC, to provide surveying, civil design, bidding assistance, and construction engineering and inspection services to construct a Softball Field House and Batting Cages at the Sportsplex.
5. The scope of work described in the Task Order is authorized by the Contract and furthers public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Task Order as presented to Council between the City of Orange Beach and Sawgrass Consulting, LLC., on behalf of the City of Orange Beach subject to final approval by the City Attorney;
2. That the City Council authorizes payment in an amount not to exceed \$36,200.00 to Sawgrass Consulting, LLC to complete the Task Order as presented; and
3. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk



30673 Sgt. E. I. "Boots" Thomas Drive, Spanish Fort, AL 36527
202 Government Street, Suite 225, Mobile, AL 36602
P: 251-544-7900
sawgrassllc.com

February 10, 2023

Glen Smith
Construction and Facilities Manager
City of Orange Beach
P. O. Box 458
Orange Beach, AL 36561

RE: Orange Beach Softball Field House and Batting Cages, Orange Beach, Alabama - Professional Services

Dear Glen:

Sawgrass Consulting, LLC (Sawgrass) is honored to provide you with our proposal for Professional Civil Engineering and Land Surveying Services for the Design of the Orange Beach Softball Field House and Batting Cages. It is our understanding that the city will handle geotechnical services (both preliminary testing/recommendations and materials testing) directly.

Our Scope of Services and Fees are as follows:

Orange Beach Multi-Purpose Sports Fields on Treatment Plant Road

- | | |
|---|---|
| • Topographic Survey – Field House and Batting Cage Area | LUMP SUM \$2,200.00 |
| • Civil Design
Site Plan, Grading Plan, Utility Plan, ECP, and Details | LUMP SUM \$12,000.00 |
| • Bidding Assistance/Construction Engineering and Inspection
(Estimated 3 Months Construction) | HOURLY ESTIMATED NOT TO
EXCEED \$22,000.00 |
| • Meetings, Comments and Revisions | HOURLY |

All fees were derived from the rates defined in the existing City of Orange Beach/Sawgrass Consulting, LLC General Services Agreement. If you have any questions, please do not hesitate to contact me at 251.802.2321. Thanks again for the opportunity.

Sincerely,

Tim Lawley, PE
Project Manager

Tony Kennon
Mayor, City of Orange Beach

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE PURCHASE OF
FURNITURE FOR FIRE STATION NO. 3
THROUGH THE TIPS PURCHASING COOPERATIVE
IN THE AMOUNT OF \$15,233.21**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the City Council for the City of Orange Beach, Alabama, hereby authorizes the purchase of furniture for Fire Station No. 3 through the TIPS purchasing cooperative, approved by the State of Alabama and the Public Examiners Office, in the amount of \$15,233.21;
2. That the Mayor is hereby authorized to approve payment to DreamSeats, LLC, in the amount of \$15,233.21 for furniture for Fire Station No. 3 as quoted;
3. That the equipment as described in this Resolution is to be used only for official business of the City of Orange Beach; and
4. That this Resolution shall become effective upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

RESOLUTION NO. 23-xxx

**A RESOLUTION DECLARING FIRE RESCUE EXTRICATION EQUIPMENT
OWNED BY THE CITY OF ORANGE BEACH AS SURPLUS AND UNNEEDED
AND AUTHORIZING THE DONATION OF SAID PROPERTY
TO THE CITY OF CREOLA, ALABAMA**

FINDINGS:

1. That the following personal property owned by the City of Orange Beach, Alabama, is no longer needed for public or municipal purposes:

DEPARTMENT	ITEM DESCRIPTION	QTY	NOTES
FIRE	HURST JAWS OF LIFE EXTRICATION EQUIPMENT	1	SERIAL #275772-01
FIRE	MISCELLANEOUS EXTRICATION EQUIPMENT	LOT	HURST PUMPS, SPREADERS, HOSES

2. Section 11-43-56 of the Code of Alabama of 1975 authorizes the municipal governing body to dispose of unneeded personal property.
3. The City of Orange Beach has received a request from the City of Creola, Alabama, for assistance.
4. Orange Beach City Council has determined that donating surplus vehicles and/or equipment to neighboring municipalities in need serves a public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the aforementioned personal property owned by the City of Orange Beach, Alabama, is not needed for public or municipal purposes;
2. That the Mayor and City Clerk are hereby authorized and directed to execute the documents necessary to donate and convey surplus items, as described above, to the City of Creola, Alabama, on behalf of the City of Orange Beach; and
3. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
TASK ORDER WITH THOMPSON ENGINEERING, INC.,
FOR STRUCTURAL ANALYSIS AND DESIGN OF A NEW FIRE TRAINING FACILITY
IN AN AMOUNT NOT TO EXCEED \$9,500**

FINDINGS:

1. On March 2, 2021, the City Council adopted Resolution No. 21-035 approving a professional services agreement with Thompson Engineering, Inc., for engineering services.
2. The Agreement authorized work to be assigned by one or more task orders approved from time to time by the City Council.
3. The Fire Chief has submitted a Task Order (attached Exhibit A) for Council approval.
4. The proposed Task Order requires Thompson Engineering Inc. to perform structural analysis and design services for a new Fire Training Facility.
5. The scope of work described in the Task Order is authorized by the Agreement and furthers public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Task Order as presented to Council between the City of Orange Beach and Thompson Engineering, Inc., on behalf of the City of Orange Beach subject to final approval by the City Attorney;
2. That the City Council authorizes payment in an amount not to exceed Nine Thousand Five Hundred Dollars (\$9,500.00) to Thompson Engineering, Inc., to complete the Task Order as presented; and
3. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk



February 6, 2023

City of Orange Beach
ATTN: James McMurray
25855 John Snook Drive
Orange Beach, AL 36561

RE: Task Order No. 2023-01 Request (TE#23-2112-0002) – R1
Fire Department Training Facility Foundation

Jim,

The City desires to construct a foundation for the expansion of the Fire Department Conex box training facility located at 4099 Orange Beach Blvd. The Fire Department has requested a proposal from Thompson Engineering to complete the final design of the project.

This proposal contains our understanding of the project, our proposed scope of work, and a Task Order request to provide professional services for this work.

BACKGROUND AND UNDERSTANDING

Our understanding of the project is that the Orange Beach Fire Department is looking to expand their Conex box fire training facility. The facility is planned to include six, 40 ft Conex boxes arranged in a stepped configuration that includes one Conex box on one end, followed adjacently by two Conex boxes stacked vertically, with three Conex boxes stacked vertically on the other end.

It is suspected that the structural design of the foundation will be controlled by wind uplift on the stacked Conex boxes. Thompson will perform a structural analysis of the loading the Conex boxes will be subjected to determine the reactions that the Conex boxes will transfer to the foundation. Thompson will design a foundation for the Conex box structure as well as the connection details between the boxes and the foundation. Additionally, Thompson will provide connection details to safely tie the Conex boxes to one another.

The deliverable will be issue for construction (IFC) structural drawings. The site control will be the location of the existing and adjacent slab corners. It is the responsibility of the City to assure there are no underground utilities at the location of the new foundation prior to construction. It is noted that site survey and Construction Administration (CA) services for assistance with the bidding and construction oversight of the project is not included in this proposal. Construction materials testing (CMT) is also not included in this proposal. All of these services can be provided upon request for additional fees.

4830 Main Street, Ste. G-212
Orange Beach, AL 36561
251.378.6190 ph. / 251.666.6422 fax
www.thompsonengineering.com

A THOMPSON HOLDINGS, INC. COMPANY

PROPOSED SCOPE OF WORK AND COMPENSATION

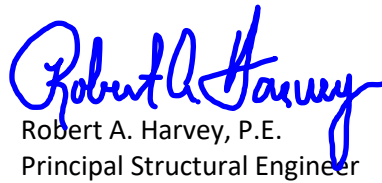
See attached Task Order.

Thank you for the opportunity to submit this proposal and we look forward to working with you soon.
Please contact us if you have any questions or required additional information.

Sincerely,
THOMPSON ENGINEERING, INC.



Charles Weber, P.E.
Senior Engineer



Robert A. Harvey, P.E.
Principal Structural Engineer

Enclosures

TASK ORDER AUTHORIZATION
TASK ORDER NO. 2023-01(R1)
CITY OF ORANGE BEACH ALABAMA
PERFORMANCE CONTRACT
ENGINEERING SERVICES

This Task Order shall be for the structural analysis and design of the Orange Beach Fire Department Conex box training facility foundation. The proposed project includes the foundation design to support the Conex box structure, Conex box to foundation connection details, and Conex box to Conex box connection details.

The cost for completing this work shall be a lump sum amount of **Nine Thousand, Five Hundred Dollars and No Cents (\$9,500.00)**. Additional services outside of original scope of work will be performed as directed by the City of Orange Beach at billing rates and fees provided in Thompson Engineering, Inc.'s (TEI) currently approved Professional Services Agreement with the City.

The following exhibits are made part of this Task Order and are attached hereto:

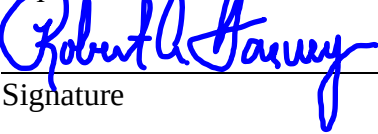
Exhibit A – Scope of Work

Exhibit B – Fee Estimate

OFFERED BY CONSULTANT

Robert A. Harvey, P.E. _____

Representative's Printed Name


Signature

Principal Engineer _____

Title

THOMPSON ENGINEERING, INC. _____

Firm Name

Date 02/16/23

RECOMMENDED FOR APPROVAL

Signature

Date _____

Title

APPROVED BY CITY OF ORANGE BEACH

Signature

Date _____

Title

CITY OF ORANGE BEACH ALABAMA

TASK ORDER NO. 2023-01

SCOPE OF WORK:

This Task Order shall be for the structural analysis and design of the Orange Beach Fire Department Conex box training facility foundation. The proposed project includes designing a foundation and connection details for the Fire Department to expand their current Conex box training facility.

Specific tasks to be completed include (Scope of Work):

- Meet with City and/or Fire Department staff to determine the needs of the project.
- Prepare the necessary drawings, plans, and specifications to enable the City to bid the construction of the new training facility foundation. This includes structural engineering services for the project.
- Assist the City with reviewing contractor submittals and RFI's.

Services specifically excluded from this task order include site surveying, geotechnical investigation and testing, construction materials testing, site civil engineering services, special inspections, and regulatory/jurisdictional permitting.

PRELIMINARY SCHEDULE:

- Services for the Task shall commence immediately upon receipt of Notice to Proceed (NTP) from the City. It is anticipated that contract documents can be completed within 30 days of given a NTP.
- Timeframe for construction related services shall be determined at a later date.

End of Exhibit A

EXHIBIT B

CITY OF ORANGE BEACH ALABAMA

TASK ORDER NO. 2023-01

FEE ESTIMATE

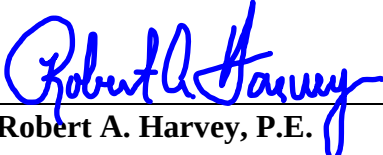
Design Engineering Services
Structural Engineering

\$ 9,500.00

TOTAL "LUMP SUM" FEE

\$ 9,500.00

Scope and Fee Prepared by:



Robert A. Harvey, P.E.

Scope and Fee Reviewed by:



Charles Weber, P.E.

End of Exhibit B

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
PROFESSIONAL SERVICES AGREEMENT WITH
THOMPSON ENGINEERING, INC.
FOR TRANSPORTATION, TRAFFIC, AND OTHER ENGINEERING SERVICES**

FINDINGS:

1. The professional services agreement with Thompson Engineering, Inc., adopted by Orange Beach City Council through Resolution No. 21-035 dated March 2, 2021, is about to expire.
2. The City of Orange Beach and Thompson Engineering, Inc., have reached an agreement (attached Exhibit A) whereby Thompson Engineering, Inc., will provide transportation, traffic, and other engineering services for the City of Orange Beach.
3. The Agreement authorizes work to be assigned by one or more task orders approved from time to time by the City Council.
4. After having reviewed the agreement, the City Council has determined that the provisions are in the best interest of the City of Orange Beach, Alabama.
5. The term of this agreement shall be for twenty-four (24) months from the date of adoption by the Orange Beach City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the agreement in substantially the form and of substantially the content now before the Council between the City of Orange Beach and Thompson Engineering, Inc., as an act for and on behalf of the City of Orange Beach subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT (hereinafter "Agreement") is made and entered into by and between the City of Orange Beach, an Alabama Municipal Corporation (hereinafter "City"), and Thompson Engineering, Inc. (hereinafter "Contractor"), as follows:

WHEREAS, Contractor is engaged in the business of providing Surveying, Testing, Engineering Design, Program Management, and Construction Administration/Inspection services;

WHEREAS, City desires to engage Contractor to provide said services upon the following terms and conditions;

NOW THEREFORE,

WITNESSETH:

City and Contractor, for and in consideration of the mutual covenants and agreements hereinafter set forth to be kept and performed by the other, and other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged, do hereby covenant and agree as follows:

I. SERVICES TO BE PERFORMED

Contractor agrees to perform Surveying, Testing, Engineering Design, Program Management and Construction Administration/Inspection services, and to represent the City as requested as their Consultant on a variety of assigned projects. Each project will be assigned to Contractor in the form of a written Task Order describing the scope of work. A copy of this Agreement shall be attached to each Task Order.

II. COMPENSATION

Fees for work completed and reimbursable expenses will be invoiced to the City on a monthly basis, based on an hourly rate schedule (see Attachment A). It is anticipated that hourly fees will apply to conceptual and programming work in order to establish definitive scope of work for a specific project (Task Order). Once a project scope is identified, it is anticipated that a lump-sum fee will be established based on a percentage of the estimated cost of construction.

See Attachment A for Standard Schedule of Fees

III. TERM OF AGREEMENT

Unless terminated earlier in accordance with the termination provisions of this Agreement, the term of this Agreement shall commence upon its adoption by the Orange Beach City Council and shall continue thereafter for twenty-four (24) months.

IV. GENERAL PROVISIONS

- A. Contractor agrees to permit at all reasonable times and places an audit of its books and records by City's duly authorized representatives.
- B. Notwithstanding any of the provisions of this Agreement, it is agreed that City has no financial interest in the business of Contractor and shall not be liable for any debts or obligations incurred by Contractor, nor shall City be deemed or construed to be a partner, joint venture or otherwise interested in the assets of Contractor, or in the sums earned or derived by Contractor, nor shall Contractor at any time or times use the name or credit of City in purchasing or attempting to purchase any car, equipment, supplies or other thing or things whatsoever.

- C. Contractor shall act as a representative of the City, under the direct supervision of the City. Contractor shall have no authority to obligate the City in any way whatsoever. In the performance of his duties, the Contractor shall be deemed an independent contractor.
- D. Contractor acknowledges that its identity and peculiar capacity to provide the services described hereinabove constitute a material consideration for City's having entered into this Agreement. Therefore, Contractor shall not transfer or assign this Agreement or any of the rights or privileges granted herein without the prior written consent of City; which such consent shall be granted or denied solely at City's discretion.
- E. Contractor hereby agrees to comply strictly with all ordinances of the City of Orange Beach, Alabama, and the laws of the State of Alabama and of the United States while performing its obligations under the terms of this Agreement.
- F. Contractor agrees that upon the violation of any of the covenants and agreements herein contained, on account of any act or omission or commission of Contractor, City may, at its option, terminate and cancel this Agreement.
- G. Contractor agrees that it will comply with Title 6 of the Civil Rights Act of 1964 which provides that no person will be excluded from participation in, or be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, sex, color, national origin, or disability, in connection with federally funded programs.
- H. City may terminate this Agreement with or without cause at any time by giving written notice to Contractor of such termination (herein called a "Notice of Termination"), specifying the effective date thereof not less than thirty (30) calendar days before the effective date of the termination. Contractor shall have the right to terminate this Agreement by giving City written notice and remaining in service for a sufficient time to allow City to seek a suitable replacement. Should Contractor be terminated pursuant to the terms of this subpart, then this Agreement shall terminate on the last day of Contractor's current month of employment and City shall not be liable for any compensation beyond that date.
- I. Contractor agrees to indemnify and hold the City, its elected officials, officers, agents, and employees whole and harmless from all costs, liabilities and claims for damages of any kind arising in any way out of the negligent acts, errors or omissions of the contractor in performance of this Agreement and/or the activities of the Contractor, its principals, directors, agents, servants and employees in the performance of this Agreement, for which the City is alleged to be liable. In the event the City, through no fault of its own, is made a party to any lawsuit or legal proceeding arising from Contractor's activities under this Agreement, Contractor agrees to indemnify and hold the City harmless from all costs, including attorneys' fees and expenses, associated with same. This indemnification extends only to third party claims and actions filed against the City as a result of any negligent actions by the Contractor under this Agreement. This duty shall survive the termination of this contract.
- J. All notices of cancellation, requests, demands, or other communications shall be in writing and duly delivered to the following address for City at:

Renee Eberly, City Clerk
P.O. Box 458
Orange Beach, Alabama 36561
Copy to: City Attorney

And to Contractor at:

Mike Manning
Thompson Engineering, Inc.
2970 Cottage Hill Road, Suite 190
Mobile, AL 36606

- K. This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.
- L. Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representatives of the party against whom enforcement is sought.
- M. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire agreement with respect to any party.
- N. This Agreement shall be governed by the laws of the State of Alabama, and the appropriate venue for any actions arising out of this Agreement shall be Baldwin County, Alabama.
- O. Contractor shall obtain, at its own expense, all necessary licenses, permits, insurance, authorization and assurances necessary in order to abide by the terms of this Agreement.

V. INSURANCE

For the term of this Agreement, the Contractor shall acquire and maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Orange Beach as an additional insured, and shall attach to this contract, as proof thereof, a certificate of insurance issued by an agent licensed and qualified to do business in the State of Alabama:

Worker's Compensation – as required by State of Alabama law

General Liability Insurance – public liability including premises, products, complete operations and automobile comprehensive and liability, including owned, non-owned, and hired vehicles.

Either:

- (1) Bodily injury liability
 - \$250,000 each person
 - \$500,000 each occurrence
- Property damage liability
 - \$100,000 each occurrence

Or,

- (2) Bodily injury and property damage combined
 - \$500,000 per occurrence

Professional Errors and Omissions – coverage limits of \$3,000,000 each claim and policy aggregate, an extended discovery period to apply for at least two (2) years after work is accepted by the City of Orange Beach, and a deductible not to exceed \$250,000 for which the Contractor will remain solely responsible.

If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Contractor's covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement.

Said certificate shall require that said insurance will not be altered or terminated unless City shall be given written notice of such alteration or termination delivered to City not less than thirty (30) days before the effective date of such alteration or termination.

VI. CONFIDENTIALITY

Contractor (including its employees, agents, subcontractors) acknowledges that all confidential business and personal information ("Protected Information") that it may obtain while performing services for the City, is deemed confidential and proprietary to the City. During Contractor's tenure with the City, Contractor agrees to use Protected Information only and strictly as required to perform its services on behalf of the City. Contractor will not disclose Protected Information to any person or entity without the prior written consent of the City and the written agreement of any third party. Contractor agrees to refer any request for public information or records to the City Clerk, who is the custodian of records for the City and is responsible for the disclosure of public records in accordance with the public records laws of the state. Contractor agrees that it will not duplicate or incorporate Protected Information into its own records or databases and that after the conclusion of its services to the City all Protected Information in the Contractor's possession will be turned over to the City. Contractor agrees not to disclose, use, transfer, or transmit the information to any person or entity for any purpose whatsoever. This includes records, passwords, access codes, manuals, statistics, software, audio/video recordings, or storage disks of any kind containing Protected Information.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this the _____ day of _____, 2021.

CITY OF ORANGE BEACH, A Municipal Corporation

By: _____
Mayor Tony Kennon

ATTEST:

City Clerk

CONTRACTOR:

Thompson Engineering, Inc.

By: _____
Mike Manning

Its: Senior Vice President

STATE OF ALABAMA
COUNTY OF BALDWIN

I, the undersigned Notary Public in and for said County in said State, hereby certify that Tony Kennon and Renee Eberly, whose names as Mayor and City Clerk, respectively, of the City of Orange Beach, a Municipal Corporation, are signed to the foregoing agreement, and who are known to me, acknowledged before me on this day, that, being informed of the contents of the above and foregoing, they, as such officers and with full authority, executed the same voluntarily for and as the act of said municipal corporation on the day the same bears date.

Given under my hand and seal this the _____ day of _____, 2023.

(SEAL)

Notary Public
State of Alabama At-Large
My Commission Expires: _____

STATE OF ALABAMA
COUNTY OF _____

I, the undersigned Notary Public, in and for said county in said state, hereby certify that Mike Manning, whose name as Senior Vice President of Thompson Engineering, Inc., an Alabama corporation, is signed to the foregoing agreement, and who is known to me, acknowledged before me on this day that, being informed of the contents of the above and foregoing agreement, he as such officer and with full authority, executed the same voluntarily for and as the act of said corporation on the day the same bears date.

Given under my hand and seal this the _____ day of _____, 2023.

(SEAL)

Notary Public
State of Alabama At-Large
My Commission Expires: _____

Attachment A

Standard Schedule of Fees

RESOLUTION NO. 23-xxx

**A RESOLUTION ACCEPTING THE STATEMENT OF WORK FROM
CIVIC PLUS FOR CIVIC CLERK FOR WEBSITE AGENDA MANAGEMENT**

FINDINGS:

1. The City Clerk has evaluated web solutions and has recommended upgrading from the basic CivicPlus agenda management option to their CivicClerk option.
2. CivicPlus has submitted a Statement of Work (attached Exhibit A) for CivicClerk, a website agenda management solution.
3. After having reviewed said proposal, the City Council has determined that the provisions are in the best interest of the City of Orange Beach, Alabama.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Statement of Work in substantially the form and of substantially the content now before the Council between the City of Orange Beach and CivicPlus, as an act for and on behalf of the City of Orange Beach subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-37131-1

Date:

2/2/2023 9:31 AM

Expires On:

6/30/2023

Client:

ORANGE BEACH, ALABAMA

Bill To:

ORANGE BEACH, ALABAMA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Darren Cornejo	x	darren.cornejo@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable
1.00	CivicClerk Premium Implementation Package	Premium Implementation Package – Up to 5 # of Boards	
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
Total Investment - Year 1		USD 7,690.00	
Annual Recurring Services - Year 2		USD 4,042.50	

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.

4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.
5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.
7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.
8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN
INDEMNIFICATION AGREEMENT WITH THE
ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES FOR
THE BEACH RENOURISHMENT PROJECT**

FINDINGS:

1. The City of Orange Beach and the Alabama Department of Conservation and Natural Resources (ADCNR) have reached an agreement (attached Exhibit A) whereby the City of Orange Beach agrees to indemnify ADCNR against claims for interruption of littoral flow of sand related to the upcoming beach renourishment project.
2. After having reviewed the agreement, the City Council has determined that the provisions are in the best interest of the City of Orange Beach, Alabama.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the agreement in substantially the form and of substantially the content now before the Council between the City of Orange Beach and the Alabama Department of Conservation and Natural Resources as an act for and on behalf of the City of Orange Beach subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

AGREEMENT REGARDING INDEMNIFICATION
AGAINST CLAIMS FOR
INTERRUPTION OF LITTORAL FLOW OF SAND

This Agreement Regarding Indemnification Against Claims for Interruption of Littoral Flow of Sand is entered into this _____ day of _____, 2023, by and between the Commissioner of the Alabama Department of Conservation and Natural Resources, State of Alabama, ('Commissioner') and The City of Orange Beach, Alabama ('City').

RECITALS

A. The City of Orange Beach has applied to the Commissioner of the Alabama Department of Conservation and Natural Resources for a permit for the construction and maintenance of a beach project under the Authority of Article 11 of Chapter 47 of Title 11 of the Code of Alabama 1975.

B. Pursuant to Ala. Code Section 9-15-54 and Section 9-15-61, the Commissioner after examination of the application of the City and all supporting information and technical analysis requested by the Commissioner in connection with this application, has, based upon this information, made no finding that the beach project as proposed cannot be established and maintained without a materially adverse impact on adjacent or abutting riparian or littoral landowners, on the public water bottoms, or on the fish, shellfish, and wildlife resources of the state. The beach project as proposed has been issued a Dredging Permit by the U. S. Army Corps of Engineers for the removal of sand from the designated offshore sites. The parties recognize, nonetheless, that the removal of sand from the public water bottoms at the designated sites or placement of sand at the designated depositional sites could at some point result in the assertion of claims that the alongshore or littoral flow of sand below the mean high water mark, either in the Gulf of Mexico or Little Lagoon, has been interrupted or altered in some manner to the injury of riparian or littoral landowners.

C. Pursuant to Ala. Code Section 9-15-61(d), the Commissioner has the authority to impose additional requirements, conditions, or limitations on the issuance of a permit for a proposed beach project. As a requirement and condition to the issuance of the beach project permit required by the City, the Commissioner has determined to require pursuant to Section 9-15-61 (d) the agreement of the City to indemnify and hold harmless the State of Alabama, the Commissioner, and the Alabama Department of Conservation and Natural Resources and its employees from any and all claims or other demands for relief relating to the actual or alleged interruption or alteration of sand migration or littoral flow below the mean high water mark as a result of the removal of sand from the designated offshore site or placement of sand at the depositional sites for utilization in the City's beach project.

D. In order to secure the required issuance of a permit for its beach project by the Commissioner, the City is willing to enter into this Agreement regarding Indemnification.

The premises considered, it is hereby agreed by and between the parties to this Agreement as follows:

1. To the extent permitted under the Constitution and laws of the State of Alabama, the City of Orange Beach, Alabama agrees to indemnify and hold harmless the State of Alabama the present and any future Commissioner of the Alabama Department of Conservation and Natural Resources, and all present and future employees of the Alabama Department of Conservation and Natural Resource (hereinafter, collectively, the 'Indemnitees') from any and all claims or other demands for relief relating to the actual or alleged interruptions or alteration of sand migration or littoral flow below the mean high water mark as a result of the removal or placement of sand from the designated sites for utilization in the City's beach project.

2. The position of the parties to this Agreement is that the Indemnities are legally immune from any liability for any claim or demand for relief within the scope of the indemnity created in this Agreement under the doctrines of sovereign immunity, discretionary function immunity, and other legal doctrines. Nothing in this Agreement is to be construed as an implied admission that the Indemnitees are not legally immune from liability or as an implied waiver of such immunities.

In Witness Whereof, the parties have executed this Agreement as of the date above written.

The City of Orange Beach, Alabama

ATTEST:

By _____
Tony Kennon, Mayor

Renee Eberly, City Clerk

Alabama Department of Conservation
and Natural Resources

By _____
Chris Blankenship, Commissioner

RESOLUTION NO. 23-xxx

**A RESOLUTION ACCEPTING THE DONATION OF
RADIOS FOR THE FIRE DEPARTMENT
FROM THE ELBERTA VOLUNTEER FIRE DEPARTMENT**

FINDINGS:

1. The Elberta Volunteer Fire Department has offered to donate twenty (20) portable radios as described below to the Orange Beach Fire Department:

MAKE	MODEL	SERIAL NUMBER
MOTOROLA	APX4000	426CTTA310
MOTOROLA	APX4000	426CTTA312
MOTOROLA	APX7000	655CNK0117
MOTOROLA	APX6000LI	755CQD0335
MOTOROLA	APX6000LI	755CQD0343
MOTOROLA	APX6000LI	755CQD0333
MOTOROLA	APX6000LI	755CQD0345
MOTOROLA	APX6000LI	755CQD0347
MOTOROLA	APX6000LI	755CQD0330
MOTOROLA	APX6000LI	755CQD0340
MOTOROLA	APX6000LI	755CQD0342
MOTOROLA	APX6000LI	755CQD0337
MOTOROLA	APX6000LI	755CQD0339
MOTOROLA	APX6000LI	755CQD0349
MOTOROLA	APX6000LI	755CQD0331
MOTOROLA	APX6000LI	755CPD0177
MOTOROLA	APX6000LI	755CQD0348
MOTOROLA	APX6000LI	755CQD0338
MOTOROLA	APX6000LI	755CQD0336
MOTOROLA	APX6000LI	755CQD0346

2. The Fire Chief has recommended acceptance of the donation, which will help the Fire Department reach its goal of assigning radios to all full-time personnel.
3. The City Council has determined that acceptance of the donation is in the best interest of the City of Orange Beach, Alabama.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to accept the donated items on behalf of the City of Orange Beach and to execute the necessary documents between the City of Orange Beach and the Elberta Volunteer Fire Department subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

RESOLUTION NO. 23-xxx

**A RESOLUTION ACCEPTING THE TRANSFER OF
A HUMVEE VEHICLE FOR THE POLICE DEPARTMENT
THROUGH THE LESO PROGRAM**

FINDINGS:

1. The Loxley Police Department is surplusing a Humvee vehicle acquired through the ADECA (Alabama Department of Economic and Community Affairs) LESO (Law Enforcement Support Office) Program.
2. The Police Chief has recommended acquisition of the vehicle described as follows:

ITEM DESCRIPTION	SERIAL NUMBER
1990 AM GENERAL M-1025 HMMWV MILITARY VEHICLE	107724

3. The City Council has determined that acceptance of the transfer is in the best interest of the City of Orange Beach, Alabama.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to accept the transfer of the vehicle through the LESO Program on behalf of the City of Orange Beach and to execute the necessary documents between the City of Orange Beach and ADECA subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
TASK ORDER WITH OLSEN ASSOCIATES, INC., TO PERFORM
PRE-CONSTRUCTION BEACH/BORROW AREA SURVEY/ANALYSES FOR THE
ENGINEERED BEACH RESTORATION PROJECT
IN AN AMOUNT NOT TO EXCEED \$50,700**

FINDINGS:

1. The Orange Beach City Council, by Resolution No. 21-245, adopted December 7, 2021, approved a contract with Olsen Associates, Inc., to perform coastal engineering services (“the Contract”).
2. The Contract authorized work to be assigned by one or more task orders approved from time to time by the City Council.
3. The City’s Coastal Resources Manager has submitted the Task Order attached as Exhibit A for Council approval.
4. The proposed Task Order requires Olsen Associates, Inc., to conduct pre-construction design survey for the engineered beach restoration project.
5. The scope of work described in the Task Order is authorized by the Contract and furthers public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Task Order as presented to Council between the City of Orange Beach and Olsen Associates, Inc., on behalf of the City of Orange Beach subject to final approval by the City Attorney;
2. That the City Council authorizes payment to Olsen Associates, Inc., in an amount not to exceed \$50,700.00 to complete the Task Order as presented; and
3. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

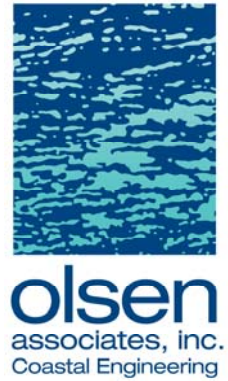
Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

MEMORANDUM



Date: 14 February 23

To: Phillip West – City of Orange Beach, AL

From: Albert E. Browder, Ph.D., P.E. *AEB*
Principal Engineer, Project Manager

Re: Re: Contract: RFQ 2021-1020 Engineered Beaches Restoration

Task Order 2023-01: Pre-Construction Beach/Borrow Area Survey/Analyses

Please see the attached Task Order for the pre-construction beach profile and borrow area survey and analysis along the Romar Beach and Perdido Key segments of the Orange Beach/Gulf State Park/Gulf Shores Beach Restoration Project, to be utilized for the 2023 Engineered Beach Renourishment Project. That survey is currently scheduled to occur in Spring 2023 (approx.).

The subtasks and cost listed in the Task Order represent the Orange Beach share of the design/analyses work proposed for the entire three-party project. The survey profiles and digital aerial orthophotography has been divided amongst the three parties based upon shoreline length, while the borrow area surveys and analysis for the unified project report are split evenly into thirds. The Task Order is thus written for the Orange Beach portion of the pre-con survey work.

Please do not hesitate to contact us with any questions. Thank you.

CITY OF ORANGE BEACH, AL
Task Order Memorandum

To: Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204

Date: 14 February 2023
Contract: Coastal Engineering
Request Made By: Phillip West
Request Received By: Albert E. Browder, Ph.D., P.E.
Task Order No: 2023-02

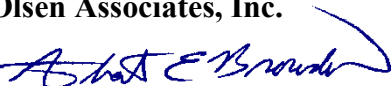
Task Order: Pre-Construction Beach/Borrow Area Survey/Analyses
2023 Engineered Beach Project Renourishment – Orange Beach Segments
Orange Beach/Gulf State Park/Gulf Shores Beach Restoration Project

Consultant shall complete the pre-construction design survey and analyses for the Orange Beach segments of the three-party project referenced above, as described in the attached Scope-of-Work (Exhibit A). Deliverables for this task are likewise described in Exhibit A and shall be provided in electronic format unless otherwise stated. All work shall be performed on a Lump Sum basis.

Fee: \$ 50,700.00 (Lump Sum)

Requested Completion Date: Three (3) months from receipt of survey.

Olsen Associates, Inc.



Albert E. Browder, Ph.D., P.E., V.P.

Date:

14 February 2023

City of Orange Beach, AL

Mr. Tony Kennon, Mayor

Date:

**2023 Engineered Beach Renourishment
Pre-Construction Design Survey and Analysis
Orange Beach/Gulf State Park/Gulf Shores Beach Restoration Project
ADEM Permit No. COE-2011-274-COE
USACE Permit No. SAM-2011-0687-DEM**

Survey/Analysis Scope of Work

Scope Prepared by:
Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204
(904) 387-6114

Overview & Purpose

The purpose of the task is to conduct the pre-construction design survey for the renourishment of the engineered three-party Orange Beach/Gulf State Park/Gulf Shores Beach Restoration Project, as directed by the Alabama Department of Environmental Management Permit #COE-2011-274 and its associated physical monitoring and maintenance plan. This survey will be used to update beach fill design templates and the overall sand volume needs in each project segment. The design survey area extends over eighteen miles, from just east of the AL/FL State Line, to just beyond the Laguna Key subdivision in Gulf Shores, including established survey monuments B-04 eastward to monument A-97 (98 transects, see **Figure 1**). The survey likewise includes the offshore sand borrow areas to be used in the 2023 project. The project was last nourished in 2012-2013.

Subtask 1.0 – Beach Profile Surveys

Consistent with the design plans, the physical monitoring plan, and previous surveys of the project shoreline, a certified hydrographic surveyor (subcontractor) will conduct the beach and offshore project surveys for pre-construction. These data shall be collected in accordance with Standards of Practice for Surveying in the State of Alabama and in general conformance with the Florida Department of Environmental Protection standards for data collection for monitoring projects

<https://floridadep.gov/sites/default/files/PhysicalMonitoringStandards.pdf>

98 beach and offshore profile lines, B-04 to A-97, shall be surveyed and the data provided to the Engineer (Orange Beach – 39 lines, GSP – 12 lines, Gulf Shores – 47 lines, See **Figure 2**). Engineer shall provide ongoing liaison tasks with Client, survey subcontractor, and with neighboring Bon Secour National Wildlife Refuge personnel (B-04 to A-01).

Continued...

BEACH RENOURISHMENT:
Orange Beach / Gulf State Park / Gulf Shores
Beach Restoration Project
Baldwin County, AL

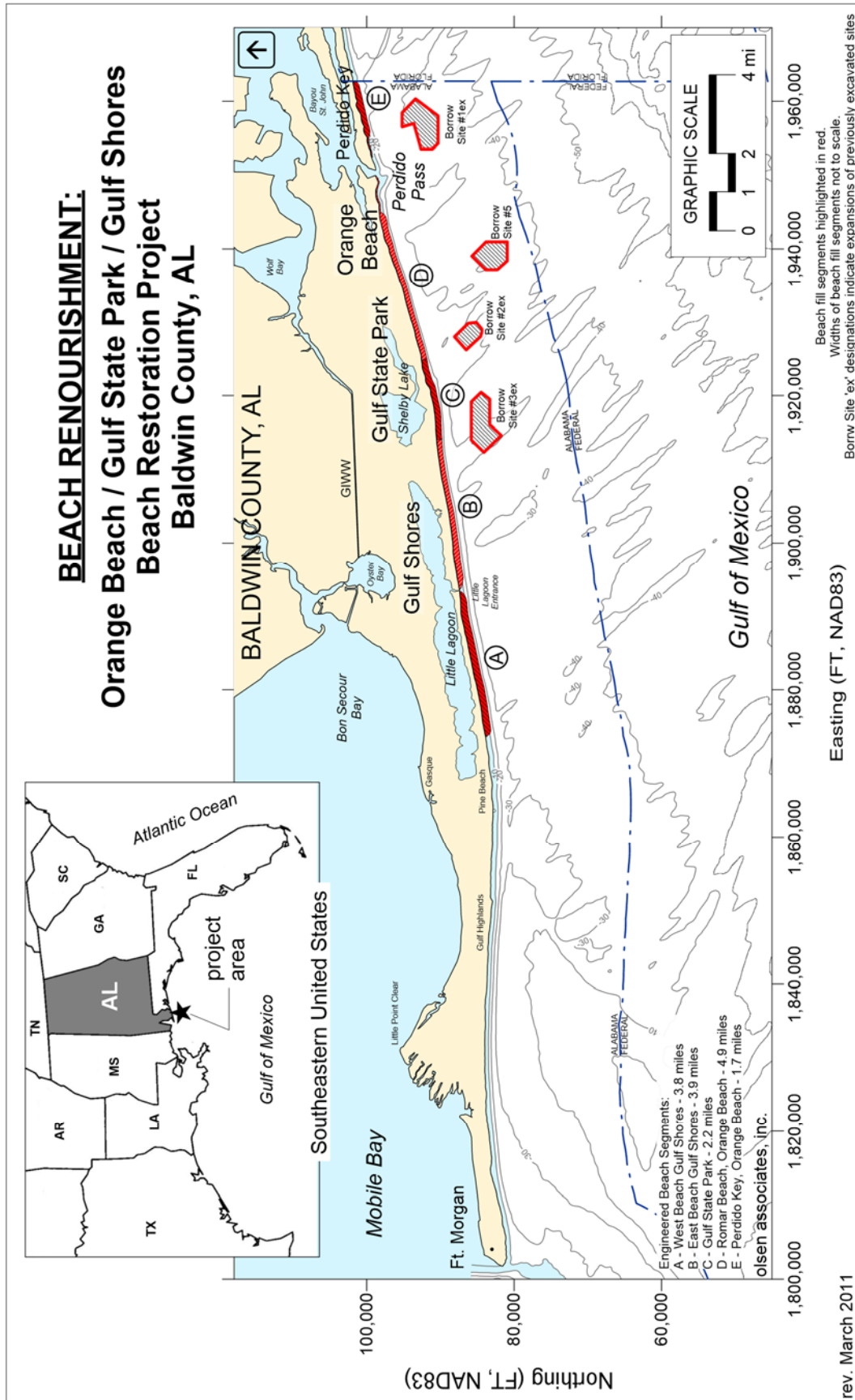


Figure 1 Location map – Orange Beach/Gulf State Park/Gulf Shores Beach Restoration Project – Baldwin County, AL.

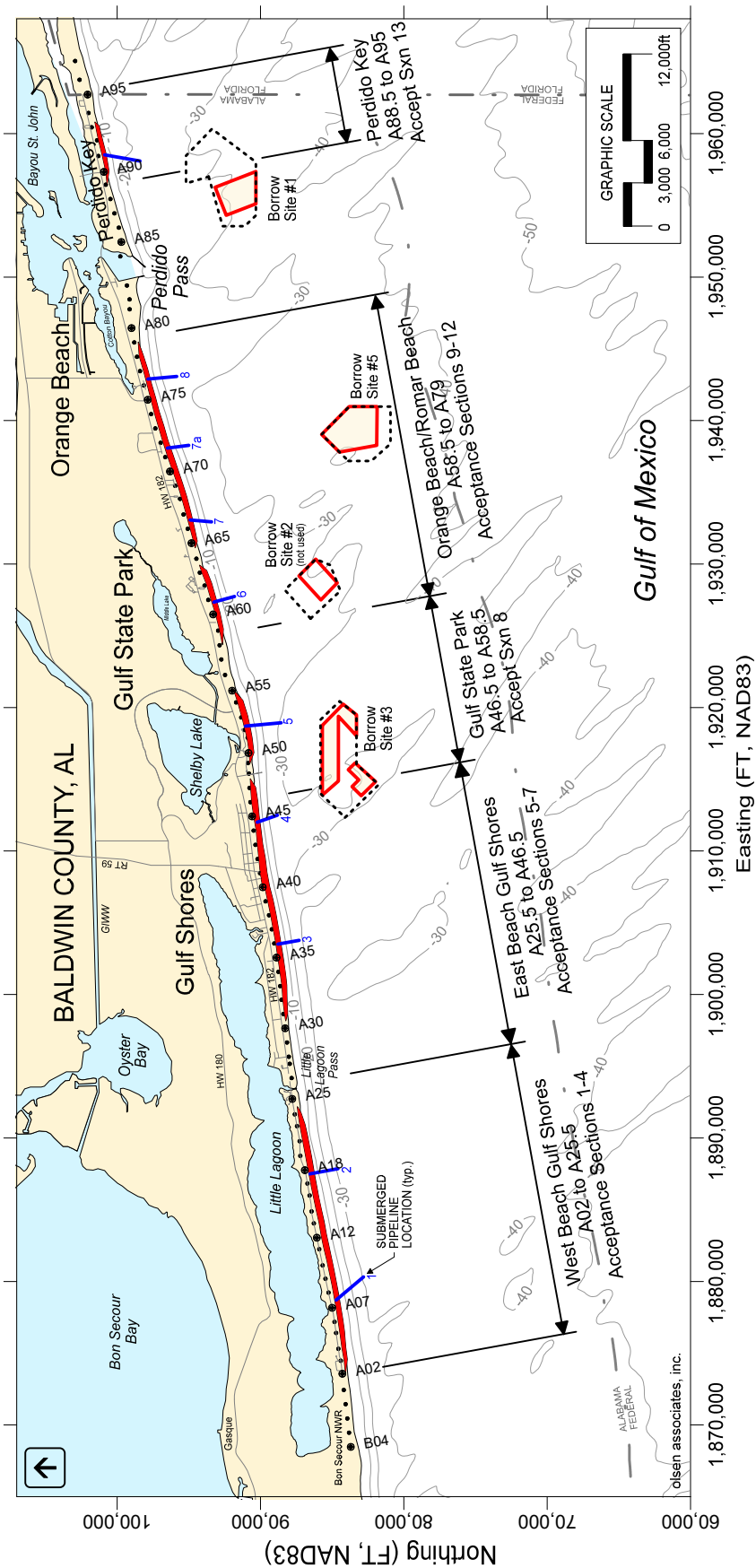


Figure 2 Project Limits and Monument Locations for the 2012/2013 renourishment of the Orange Beach / Gulf State Park / Gulf Shores Beach Restoration Project. 2023 segments shall follow a similar footprint.

Subtask 1.0 – Deliverables Surveyor shall provide electronic copies of the survey data in the prescribed datums to the Engineer. Surveyor shall likewise provide to Engineer (and Owner) an electronically-signed PDF-format set of the survey drawings. Plots of historical beach profiles shall be prepared by the Engineer and provided as part of the analyses (Subtask 3.0).

Subtask 2.0

Digital Aerial Orthophotography [not collected in 2023 (pre-construction)]

Utilizing a qualified subcontractor experienced with the area, controlled digital color aerial orthophotography at approximately low tide shall be flown at the same approximate time of the annual beach survey. Efforts will be taken to maximize water clarity and light penetration in the shallow nearshore areas (with consideration to the tide stage). These data shall be collected in accordance with the Florida Department of Environmental Protection, Bureau of Beaches and Coastal Systems (FDEP BBCS) monitoring standards for beach erosion control projects

<https://floridadep.gov/sites/default/files/PhysicalMonitoringStandards.pdf>

The limits of photography shall begin at a point approximately one mile west of Laguna Key in Gulf Shores, AL, and shall extend westward along the Gulf of Mexico shoreline to a point approximately one mile east of the AL/FL State Line. Digital orthophotos (image tiles, with associated world files) will be produced, corrected to the State Plane Coordinate System (NAD83, Alabama West Zone Zone). Aerials shall be flown at an altitude sufficient to produce an image resolution of 0.4-ft/pixel.

Subtask 2.0 – Deliverables Aerial photography subcontractor shall provide electronic copies of the spatially-referenced imagery (in MrSid and *.TIFF file format, with world files) on USB thumb drive.

Subtask 3.0

QA/QC, analyses, management, engineering and reporting, regulatory documentation.

The Consultant shall prepare a detailed pre-construction design report, which will update the project's performance to pre-con conditions, and will rebalance the beach fill template lines and grades as well as overall sand volume needs. These data shall likewise update the annual as well as cumulative data base and assess project performance prior to project construction. The report includes graphic presentations of temporal and cumulative changes of selected beach contours over time. Volumetric changes at each survey profile and throughout the limits of fill shall be computed and presented in tabular and graphic forms. Aerial photography will be utilized to further analyze shoreline changes that may occur between survey lines (beach cusps, rhythmic bar features, etc.). Changes over time within and adjacent to the constructed borrow sites, if surveyed, shall be quantified and discussed. Analyses shall discuss shoreline change trends, potential cause and effect relationships, building proximity (and vulnerability) to the MHWL, storm impacts, other littoral impacts, and a local sediment budget for the area of interest. Net changes to the adjacent shorelines shall be assessed.

Data from the survey shall be utilized to update the construction plans for the 2023 engineered beach renourishment project.

Major report(s) of findings will be submitted approximately 90 days subsequent to the survey.

Sub-task includes:

- Contract and Subcontractor management,
- Data quality control and quality assurance,
- Data assimilation/formatting per contract specifications,
- Permit maintenance and reporting to regulatory agencies (ADEM, COE, DCNR),
- Update of pre-renourishment and post-2013 construction history:
 - o Overall project history
 - o Storms
 - o Wave climate for prior year
 - o Other beach impacts, such as oil-spill cleanup activities
 - o Beach maintenance activities,
- Update of sea turtle nesting activities upon project shoreline,
- Analysis of shoreline position changes (graphical and tabular data created):
 - o Most recent annual intersurvey-period
 - o Since renourishment (2012-2013)
 - o Since restoration (pre-restoration dates vary)
 - o Interpretation of aerial photography and effects of alongshore variations
- Analysis of beach volume changes (graphical and tabular data created):
 - o **UPDATE OF 2023 CONSTRUCTION PLANS**
 - o Most recent annual intersurvey-period
 - o Since renourishment (2012-2013)
 - o Since restoration (pre-restoration dates vary)
 - o Analysis of percentage of placed sand remaining prior to renourishment
 - o Interpretation of aerial photography and effects of alongshore variations
- Analysis of borrow area changes and sand volume status
 - o **UPDATE OF 2023 CONSTRUCTION PLANS (if needed)**
- Interpretation and summary of overall project performance
 - o **ADJUSTMENT OF 2023 PROJECT VOLUME NEEDS (if applicable)**
 - o Relative to design intent and local sediment budget
 - o Relative to particular beach impacts experienced
- Preparation of historical beach profile plots, including most recent survey,
- Preparation of shoreline aerial maps [**not collected pre-con 2023**],
- Assembly of submittals
 - o Electronic copy of report (PDF format)
 - o Aerial photography (thumb drive) [**not collected pre-con 2023**],
- Document preparation, printing, and distribution

Subtask 3.0 – Deliverables As deliverables for subtask 3.0, the three-party Owner group shall each receive one hardcopy of the analyses report (prepared jointly as one report encompassing the entire 18+ miles of monitored shoreline), and an electronic copy of the report in *.PDF format on thumb drive.

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
LETTER OF AGREEMENT FOR THE
BALDWIN COUNTY EMERGENCY OPERATIONS PLAN**

FINDINGS:

1. The Baldwin County Emergency Management Agency has revised the Baldwin County Emergency Operations Plan and is seeking agreement from local jurisdictions.
2. City Council has reviewed the revised plan and finds that the plan furthers public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor is hereby authorized to execute the Letter of Agreement for the Baldwin County Emergency Operations Plan as presented to Council on behalf of the City of Orange Beach subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk



Baldwin County Emergency Operations Plan

Revised 2023

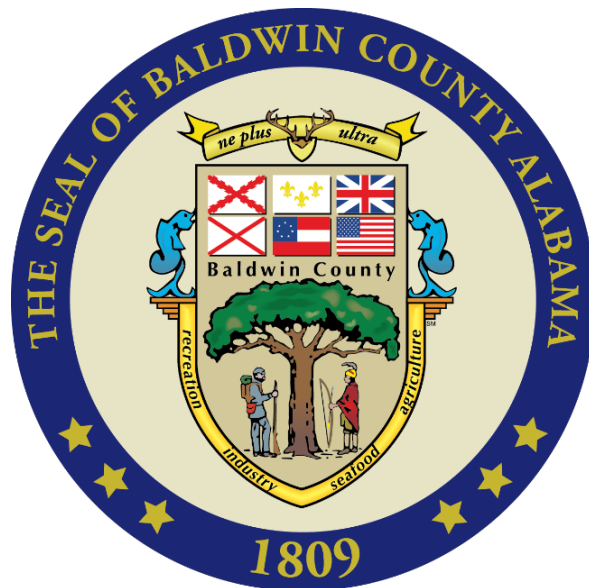


TABLE OF CONTENTS

I. BASIC PLAN

<i>Introductory Material</i> -----	1
• Letter of Agreement	3
• Promulgation	4
• Signatories	5
• EOP Change Request	7
• Record of Changes	8
<i>Purpose, Scope, Situation, and Assumptions</i> -----	9
• Purpose	9
• Scope	10
• Situation Overview	11
• Planning Assumptions	13
<i>Concept of Operations</i> -----	14
<i>Organization and Assignment of Responsibilities</i> -----	17
• Local Jurisdictions	17
• State	22
• Federal	24
• Voluntary Organizations	28
• Non-Governmental Organizations and Private Sector Businesses	29
• Organizational Preparedness	29
<i>Direction, Control, and Coordination</i> -----	30
• Scope of Baldwin County Emergency Operations Plan	30
• Key Concepts	31
• Incident Management	32
• Communications	40
• Administration, Finance, and Logistics	40
<i>Plan Development and Maintenance</i> -----	43
• Continuity of Operations	43
<i>Acronyms</i> -----	48
<i>Glossary</i> -----	51
<i>Authorities</i> -----	61
<i>Appendices</i> -----	64
• Tiered Response	65
• National Information Management System	66
○ ICS Forms	67

○ National Qualification System	71
• Standard Operating Guideline	105
• Formal Internal and External Communication	115
○ Virtual Emergency Operation Center (i.e., Veoci)	116
• Threats and Hazard Identification Risk Assessment	120
• Agency Contact Information	126

II. EMERGENCY SUPPORT FUNCTION ANNEX

ESF-1 Transportation -----	128
ESF-2 Communications -----	142
ESF-3 Public Works -----	163
ESF-4 Firefighting -----	179
<i>Disaster Assistance Contracts/Agreements for Volunteer Service</i> -----	193
<i>Volunteer Fire Department</i> -----	193
<i>Volunteer Rescue Squad</i> -----	202
ESF-5 Information & Planning-----	210
ESF-6 Mass Care, Emergency Assistance, Temporary Housing, and Human Services----	220
ESF-7 Logistics -----	234
ESF-8 Public Health & Medical Services -----	243
ESF-9 Search & Rescue -----	254
ESF-10 Oil & Hazardous Materials -----	261
ESF-11 Agriculture & Natural Resources -----	280
ESF-12 Energy -----	296
ESF-13 Public Safety & Security -----	315
ESF-14 Cross-Sector Business & Infrastructure -----	326
ESF-15 External Affairs -----	339

III. INCIDENT/EVENT ANNEX

Hurricane -----	351
Strategic National Stockpile -----	369
Active Aggressor -----	373
Large Event -----	379

IV. SITE/FACILITY/SUPPORT ANNEX

EOC -----	384
Staging & Points of Distribution -----	387
Shelters of Last Resort -----	396

The image features a blurred circular seal of the United States Department of Defense in the background. The seal contains an eagle with wings spread, perched on a shield, surrounded by a blue ring with white stars and a gold outer border. Overlaid on this seal is the text "Basic Plan" in a large, bold, white sans-serif font.

Basic Plan

Introductory Material

This is the Baldwin County Emergency Operations Plan (EOP). This document has been created with the input of various local governments, organizations, and agencies within Baldwin County that operate as Emergency Support Functions using the “Whole Community” approach.

This Emergency Operations Plan covers emergency operations for Baldwin County in the event of a natural, technological, or human caused disaster or incident.

The EOP has been constructed and revised to be agreeable with the National Response Framework, the National Disaster Recovery Framework, the National Qualifying System, and **Presidential Policy Directive-8 (PPD-8)**. PPD-8 requires the involvement of the entire community in preventing, preparing for, supporting response to, recovering from, and mitigating natural, technological, and adversarial or human caused disasters. This “whole community” approach is one that will serve to promote the creation and implementation of cohesive plans with realistic expected outcomes and produce more resilient communities.

Emergency Support Functions (ESFs) to the EOP are functional and expand upon the concept of operations contained in the Basic Plan, which is the core document. ESFs provide specific responses for agencies of government and define their responsibilities.

The Standard Operating Guides (SOGs) required for the implementation of the County EOP are not included because of the voluminous nature of the SOGs. SOGs are the detailed operating guidelines of departments and agencies and are maintained by those departments and agencies.

Contact information will also be maintained independently of the EOP. This is because of the voluminous nature of the data and frequency of changes to this type of information by those agencies and departments involved in emergency operations.

An annual review of the EOP will be undertaken by the Baldwin County Emergency Management Agency (EMA) Director, staff, and the agencies, departments, and municipal governments having emergency assignments within the county. An annual exercise of the EOP will also be conducted and any subsequent and consequential changes deemed necessary will be made. The EMA Director will ensure that a list of all plan holders is maintained at the EMA Office. The plan will be available on the Baldwin County EMA webpage.

This plan accounts for the whole community and requires fair and equal treatment to all regardless of national origin, race, color, religion, sex, age, or handicap.

The primary priority is always to save lives, secondary is protection of the environment, and third is mitigation of damage to property.

The **National Incident Management System (NIMS)** is the cornerstone of the county's emergency and disaster prevention, preparedness, response, recovery, and mitigation program. This includes both governmental and non-governmental organizations that have a role in saving lives, caring for the injured, recovering human remains, mitigating property loss, and restoring services and facilities. The county will conduct all response and recovery operations using the **Incident Command System (ICS)**.

This plan, including updates, remains in effect from the time it was adopted until subsequent modification by executive order.

Letter of Agreement

The Baldwin County **Emergency Operations Plan (EOP)** is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of County support to local and state incident managers and for exercising direct county authorities and responsibilities. The EOP assists in the important missions of preventing terrorist attacks, reducing the vulnerability to all natural and manmade hazards, minimizing the damage and suffering caused by any disaster, and assisting in the recovery from any type of incident that occurs.

By signing this letter of agreement, County Commissioners and Municipal jurisdictions and other organizations commit to:

- Supporting EOP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency, coordinating structures, as required;
- Providing cooperation resources, and support in the implementation of the EOP, as appropriate and consistent with their own authorities and responsibilities;
- Cooperating with appropriate incident management leadership including the State Coordinating Officer (SCO), Governor's Authorized Representative (GAR) and other resource coordinators, as appropriate and consistent with their own authorities and responsibilities, in order to enable effective and efficient incident management;
- Modifying existing interagency and agency incident management and emergency response plans to facilitate compliance with the EOP;
- Forming and maintaining incident management partnerships with State, local, tribal, regional entities, the private sector, and nongovernmental organizations.
- Utilizing department- and agency- specific authorities, resources, and programs to facilitate incident management activities in accordance with the EOP; and
- Developing, exercising, and refining State and regional capabilities to ensure sustained operational readiness in support of the EOP.

Promulgation**BALDWIN COUNTY EMERGENCY OPERATIONS PLAN**

Effective Date:

To all Recipients:

Transmitted herewith is the Emergency Operations Plan for Baldwin County and the cities/towns therein. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Baldwin County.

This plan attempts to be all inclusive in combining the five phases of Emergency Management, which are (1) Prevention: Activities to prevent or avoid a threat; (2) Protection: Activities to protect against threats and hazards; (3) Mitigation: Those activities which eliminate or reduce the impact of a disaster; (4) Response: To prevent loss of lives and property and provide emergency assistance; and (5) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing federal, state, and local statutes. It has been agreed upon by the Baldwin County Commission and the Alabama Emergency Management Agency. It will be revised and updated as required. All recipients are requested to advise the Director of the Baldwin County Emergency Management Agency of any changes which might result in its improvement or increase its usefulness.

Signatories

Baldwin County Commission Chairman

Baldwin County Emergency Management Agency, Director

Baldwin County Sheriff

Baldwin County Coroner

Baldwin County Board of Education, Superintendent

City of Bay Minette, Mayor

City of Daphne, Mayor

Town of Elberta, Mayor

City of Fairhope, Mayor

City of Foley, Mayor

City of Gulf Shores, Mayor

City of Loxley, Mayor

Town of Magnolia Springs, Mayor

City of Orange Beach, Mayor

Town of Perdido Beach, Mayor

City of Robertsdale, Mayor

Town of Silverhill, Mayor

City of Spanish Fort, Mayor

Town of Summerdale, Mayor

Baldwin County Emergency Communications District/E-911, Director

Local Emergency Planning Committee (LEPC), Chairman

Baldwin County Fire Chief's Association (BCFA), President

EOP Change Request

EOP CHANGE REQUEST

To: Mr./Mrs./Ms.

_____, Director

Baldwin County Emergency Management Agency
23100 McAuliffe Dr.
Robertsdale, AL 36567

Recommended Changes, Corrections, Additions, and/or Deletions to the Emergency Operations Plan:

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Baldwin County Emergency Management Agency Director, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph, and page number.

CHANGE:

SHOULD READ:

Submitted by: _____

Date: _____

Phone Number: _____

E-MAIL: _____

Please add any additional change request information here:

Record of Changes

[illegible]

Purpose, Scope, Situation, and Assumptions

Purpose

An effective response requires layered, mutually supporting capabilities. The EOP seeks to incorporate public sector agencies and departments at all levels, private sector businesses nongovernmental organizations (NGOs), and non-profit organizations.

Local jurisdictions, states, the federal government, and the private sector must each understand their respective roles and responsibilities and complement each other in achieving shared goals. It is important that each level of government adopt and apply the general roles outlined in the EOP.

Even when a local jurisdiction is overwhelmed by an incident, there is a core, sovereign responsibility to be exercised at this local level, with unique incident response obligations to coordinate with state, federal and private sector support teams. Each organization or level of government therefore has an obligation to fund and execute its own core emergency management responsibilities.

This plan applies to national security emergencies, human-caused disasters and emergencies, natural hazards disasters, and technological disasters. Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. Public resources will be deployed according to the following priorities:

1. Protection of Life
 - a. Responders
 - b. At risk populations
 - c. Public at large
2. Incident Stabilization
 - a. Protection of response resources
 - b. Isolation of impacted area
 - c. Containment of the incident (if possible)
3. Property conservation of public facilities and infrastructure essential to life safety or emergency operations
4. Protection of the environment where degradation will adversely impact public safety
5. Protection of public owned resources and property
6. Protection of private property

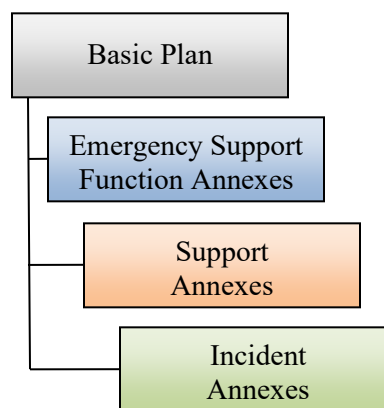
Scope

A basic premise of the National Response Framework is that incidents are generally handled at the lowest jurisdictional level possible.

The Baldwin County Emergency Operations Plan is capabilities based. The county has developed functional capabilities and identified resources that may be required based on potential events. The EOP describes what the county does and the procedures they follow regarding incident response. The Baldwin County EOP explains how the county effectively manages the response phase of the all-hazards strategy.

This Emergency Operations Plan (EOP) has been approved by the Baldwin County Commission, the EMA Director of Baldwin County, municipal partners, and other stakeholders at the local and state levels of government. This approval is conveyed by the signature page which is included in the EOP.

The EOP includes the Basic Plan, which describes the principles that guide our response, roles and responsibilities, as well as supplemental documents that provide more detailed information to assist practitioners in implementing the EOP:



- **Emergency Support Function (ESF) Annexes** group local resources and capabilities into fifteen functional areas that are most frequently needed in a local response (e.g., Transportation, Firefighting, and Mass Care). Each functional area, or ESF, is coordinated by a department or agency. The ESF Annexes reflect the core expertise of the various county departments and agencies. ESF Annexes describe county resource management functions before, during and after an incident.
- **Support Annexes** describe essential supporting resources utilized for an effective response which are common to most incidents (e.g., Staging and Distribution, Shelters of Last Resort, and Emergency Operation Center). These annexes provide additional detail for the EOP and will need to change to reflect the continuing development of the Baldwin County EOP.
- **Hazard, Threat, or Incident Specific Annexes** address the unique aspects of how we respond to several categories or types of incidents (e.g., Hurricane, Active Aggressor, and Earthquake). Specifically, the Incident Annexes describe incident-specific policies and procedures for biological, cyber, food and agriculture and nuclear/radiological incidents, for

incidents involving mass evacuation, and for terrorism incident law enforcement and investigation, and for catastrophic incidents.

The EOP uses the 15 Emergency Support Functions (ESF) format. This aligns the county's format with the State of Alabama EOP and the National Response Framework. The ESF Format allows for easier and more thorough review and revision.

The ESFs provide the structure for coordinating county interagency support for a county's response to an incident. ESFs are mechanisms for grouping functions most frequently used to provide county support to local jurisdictions. Each function, support, and incident annex has a coordinating agency assigned based on that agency's level of expertise on the subject matter in the annex. The ESF formatted EOP clearly indicates the agencies that have accepted responsibility for the different aspects of the county's response.

Situation Overview

Hazard Analysis Summary

Baldwin County is exposed to many hazards which have the potential for disrupting the community, causing damage and creating casualties. Possible natural hazards include tornadoes, winter storms, drought, wildfires, etc. There is also the threat of a terrorism-related disaster.

Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism, civil disorder, or an energy crisis. Information from the Baldwin County **Threat Index & Risk Assessment (THIRA)** provides additional details on local hazards and will be included in the Appendices section of the Basic Plan component of the EOP. The THIRA is a tool used to determine a jurisdiction's capability to respond to the greatest threats and hazards facing its community.

The following table presents a broad list of hazards which could potentially impact Baldwin County.

Natural Hazards	Human-Caused	Technological
Hurricane	Epidemic	Aircraft Accident
Flooding & Flash Floods	Active Aggressor	Severe Prolonged Communications and Utilities Loss
Tornado	Hazardous Materials Release	Mass Casualty Incident
Severe Thunderstorms	Large Event	
Extreme Heat	Wildfire	
Winter Storm	Facility Fire	
Drought	School Violence	
Earthquake	Civil, Gang, Jail Disturbance	
Tsunami	Hostage Situation	
	Terrorist Attack	

Capability Assessment

This section is used by the county to determine its capabilities and limits in order to prepare for and respond to the defined hazards. Unique readiness issues and limitations are covered in the hazard-specific sections. This section will provide an overview of the jurisdiction's abilities and refer the reader to the corresponding hazard specific sections for more detailed information.

The purpose of this section is to:

- Summarize the county's ability to respond and recover from a disaster caused by the defined hazards.
- Describe the county's limitations to responding and recovering from a disaster based on training, equipment, or personnel.
- Describe the methods used and agencies involved in a formal capability assessment, including a description of how often this assessment is conducted.
- Describe methods used and Non-Governmental Organizations (business, non-profit, community, and faith based) involved in formal community capability assessment, including a description of how often this assessment is conducted.

When an incident or potential incident occurs, responders assess the situation, identify and prioritize requirements, and activate available resources and capabilities to save lives, protect property and meet basic human needs.

When planning for heightened threats or in anticipation of large-scale incidents, key activities include pre-identifying needs and pre-positioning resources. Based on asset availability, resources should be pre-positioned, and response teams and other support resources may be placed on alert or deployed to a staging area. Federal resources arriving at a federal mobilization center or staging area remain there until requested by state/local incident command authorities, when they are integrated into the incident response effort.

In the event of, or in anticipation of, an incident requiring a coordinated response, the county will:

- Identify staff for deployment to the Baldwin County **Emergency Operations Center (EOC)**. The county EOC has standard procedures and call-down lists and will notify department and agency points of contact.
- Work with emergency managers to take the necessary steps to provide for continuity of operations.
- Activate Specialized Response Teams such as search and rescue teams, crime scene investigators, public works teams, hazardous materials response teams, public health specialists or veterinarians.

Mitigation Overview

Hazard mitigation involves the reduction or elimination of long-term risk to people and property from hazards and their side effects. These actions could include, but not be limited to flood plain mapping, initiation of improved building codes and enforcement of National Flood Insurance Program requirements, improving flood control physical measures, community outreach and education, and installing systems to assist in warning the public of possible or impending incidents.

Planning Assumptions

The Emergency Operations Plan makes certain assumptions about emergencies in general and about preparedness. It is assumed that:

- Emergencies occur that will exhaust local jurisdiction resources and require multiple agency response.
- Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
- The experience and expertise of coordinators called to the Emergency Operations Center during an emergency will compensate for unforeseen gaps in emergency planning.
- Individuals who are responsible for emergency response and coordination will be familiar with this Emergency Operations Plan (EOP).
- County officials and response agencies will have been trained in the National Incident Management System (NIMS) and in Emergency Operations Center (EOC) protocols.
- The Emergency Operations Center (EOC) is sufficiently organized and equipped to coordinate emergency resources—telecommunications equipment and computer-based management information systems.
- Necessary reference material and documents (i.e., maps, contact information, etc.) will be maintained by Baldwin County Emergency Management Agency (BCEMA) and kept on file in the EOC.

Concept of Operations

The Concept of Operations parallels the National Response Plan and the Alabama Emergency Operations Plan. The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will take higher priority.

Priorities		
Save Lives	1	Save human lives
	2	Treat the injured
	3	Warn the public to avoid further casualties
	4	Evacuate people from the effects of the emergency
	5	Shelter and care for those evacuated
	6	Save animals
Protect Property	7	Save property from destruction
	8	Take action to prevent further loss
	9	Provide security for property, especially in evacuated areas
Restore the Community to Normal	10	Restore essential utilities
	11	Restore community infrastructures such as roads
	12	Assist in facilitating the restoration of local economic basis

The following table summarizes how Baldwin County will deal with emergencies. The key to a successful emergency response is training in both the National Incident Management System (NIMS) and support coordination at the EOC. NIMS is a nationally standardized organizational structure used to command, control, and coordinate resources/personnel that must respond to the scene of an emergency.

Emergency Requirement	Definition	Strategy	Ongoing Tasks
Before Emergency	Prevention: Prevent, avoid or stop a threat or an actual act of terrorism	• Intelligence and information sharing • Support law enforcement in interdiction and disruption of terrorism • Strengthen education and outreach program	• Work with local, state, and federal partners to collect, share, and analyze information • Maintain education and outreach program
	Protection: Protect against threats and hazards	• Publish all-hazard Emergency Operations Plan (EOP) • Provide all municipal Emergency Management Coordinators with plan copies	• Maintain and update the EOP • Educate Emergency Management (EM) Coordinators
	Mitigation: Reduce the potential for hazard events.	• Complete and keep the County Mitigation Plan updated.	• Hazard Identification and Analysis • Vulnerability Analysis • Project Identification
During Emergency	Response: Take time-sensitive actions to protect lives/property and help jurisdiction regroup.	• Use National Incident Management System (NIMS) at emergency site • Use Emergency Operations Center (EOC) to centralize support coordination when needed	• Critical Incident Management
After Emergency	Recovery: Short term recovery operations seek to restore vital services to the community and provide for the basic needs of the victims. Long term recovery operations focus on restoring the community to a normal or improved state.	• Institute new mitigation measures, particularly those related to the recent emergency.	• Work with state and federal emergency support agencies to provide framework for and coordination of temporary housing, essential assets like food and water (Distribution of Commodities) the restoration of government services and damage assessment. • Revise EOP

The chart below shows the typical sequence of emergency activities that characterize the three major phases of emergency response management: Mobilization, Emergency Actions or Response and Recovery; additionally, it distinguishes between response activities at the scene such as fire & rescue and coordination activities at the Baldwin County EOC.

	Responding Agencies	Emergency Operations Center (EOC)
Mobilization Phase	- Initial responders at the emergency scene, reinforcements arriving. - Incident Commander on way to scene.	- Direction & Control function Activate the Emergency Operations Center - Establish communications (ESF-2), issuing/send out warnings. - ESF Coordinators arrive at the Emergency Operations Center and taking immediate action. - Begin initial damage assessment
Emergency Actions Phase	- Incident Commander in-charge at the scene. - Response agencies reduce the emergency. - All ESF-3 (Public Works) response agencies start recovery process.	- Coordinators fulfill resource requests from the Incident Commander. - Coordinators anticipate problems: plan and direct plan implementation. - Implement Recovery Plan.
Recovery Phase	- Response agencies begin demobilization. - All response agencies demobilize and restock resources and supplies.	- Coordinators complete recovery and implement Demobilization Plans. - Coordinators complete damage assessments and reports. - Initiate cost recovery procedures.

Response Levels

The following are tiered response levels which are generally applicable at all levels of government for the purposes of response to a major event or disaster.

Level Four

NIMS is necessary to direct and control the emergency response forces at an incident site. Incident Command Post and staging areas established. Incident Commander should be able to control emergency without additional assistance or activating the Emergency Operations Center (EOC). Incidents involving spills, fires or leaks of small amounts of fuel, oil or other materials can be managed using equipment available to the first responder trained at an operations level (equipment such as Self-Contained Breathing Apparatus, SCBA, and/or Standard Fire Fighting Protective Clothing, SFPC). During an inclement weather event at Level One, EOC Staff will monitor inclement weather. The Duty officer will be tasked if necessary to respond to inclement weather reports. Inclement weather watches and warnings to include tornado, rain/flood, thunderstorms, hurricanes, fire, snow/ice etc. will be evaluated upon consultation with the

National Weather Service (NWS) and an appropriate level of the emergency operations plan will be assigned by the EOC Director.

Level Three

Resources that are immediately available to Incident Commander are exhausted. Local Emergency Operations Center (EOC) is activated to manage and coordinate related, multiple, low-level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous materials require the use of any kind of specialized protective equipment beyond use of Self-Contained Breathing Apparatus (SCBA) and/or Structural Firefighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders. For weather related emergencies, EMA staff will assist in acquiring all necessary resources and coordinate with state and federal agencies to assist in response and recovery. State of Local Emergency may be initiated.

Level Two

State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Incidents involving hazardous materials are the same as Level Three. EMA is fully operational, and briefings are established with local governing officials.

Level One

This is the worst-case scenario for a disaster. All local, regional, state and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. Emergency Operations Centers at all government levels are coordinating resources. Incidents involving hazardous materials are the same as Level Three. The EOC is activated, and briefings are established.

Organization and Assignment of Responsibilities

The following organization reflects the Baldwin County strategy for responding to emergencies:

- Use the **National Incident Management System (NIMS)** at the emergency site.
- Use the Emergency Operations Center (EOC) to **centralize support coordination** when needed.
- Follow the guidelines set forth by the Tiered Response Framework.

Organizational Responsibilities

Local Jurisdictions: The responsibility for responding to emergencies and disasters, both natural and manmade, begins at the local level – with citizens and public officials in the county or municipality affected by the event. Local government should, to the extent possible, assume the responsibility for providing mass care and for coordinating the various agencies and organizations that normally provide assistance to victims and emergency response personnel. Local leaders and emergency managers prepare their jurisdictions to manage incidents locally. For local jurisdictions, the policy of unified command plays a key role in helping local leaders to coordinate resources within jurisdictions, among adjacent jurisdictions and with the private sector and Non-Government Organizations (NGO), such as the American Red Cross. This section describes the roles and responsibilities of key leadership elements within local jurisdictions.

Local Jurisdiction - Municipal

Municipal Emergency Management Coordinator: Those assigned emergency/disaster responsibilities in accordance with this EOP are responsible for planning and preparing in the pre-emergency period. Section 31-9-10 (Code of Alabama) the Alabama Emergency Act of 1955 directs each local municipality in Baldwin County to appoint a representative who is the Emergency Management Coordinator (EM Coordinator). The EM Coordinator should document his/her municipality's policies and procedures related to disaster response including how the EM Coordinator intends to operate with the Baldwin County EOC and Continuity of Operations/Continuity of Government protocols. The EM Coordinator should be empowered to commit agency resources to emergency response efforts as required. The EM Coordinator is also responsible for coordinating his/her municipality's capability to operate and maintain continuity of resources twenty-four hours a day for an extended period. As needed, EM Coordinator can operate from the Baldwin County Emergency Operations Center (EOC) or from their respective municipal EOC via the county's virtual emergency management system (i.e., Veoci).

Local Jurisdiction - Baldwin County

Baldwin County Emergency Management Agency (BCEMA): The director and staff ensure that the county is prepared to deal with large-scale emergencies. BCEMA is responsible for coordinating the local and volunteer response in any major emergency or disaster. This includes supporting local governments to ensure an effective response to the situation. BCEMA will:

- Be the lead county agency for disaster/emergency response planning and response coordination. BCEMA is responsible for advising the county commission, government officials and local governments of the nature, magnitude, and possible effects of a natural, technological or other type of emergency.
- Implement roles as it relates to National Incident Management Systems (NIMS) criteria for incident command.

- When an emergency/disaster occurs or is imminent, a representative will be dispatched to the scene to evaluate the situation, coordinate county activities with local levels of government and keep the Alabama Emergency Operations Center advised of the situation.
- Render advice and assistance to local government agencies in developing and revising emergency operations plans, public information, training programs, funding, exercises, and proper administration of local programs.
- Coordinate the response functions of county government. Such coordination will also include liaison with state and private agencies.
- Maintain all equipment, resource data and rosters necessary to conduct County EOC operations.
- Coordinate, as necessary, planning and response operations with adjoining counties.
- Be responsible for maintaining and revising the Baldwin County Emergency Operations Plan. Designated organizations with disaster responsibilities will contribute to the EOP and it will be continually reviewed for currency.
- Periodically train BCEMA personnel and Emergency Management Coordinators within Baldwin County to test and evaluate operating procedures.
- During a disaster, maintain the Baldwin County Emergency Operations Center (EOC) in an operational status twenty-four hours a day by utilizing on-call staff and volunteers.
- Be the primary coordinating agency responsible for public information during most disasters and emergencies utilizing the Joint Information System. Public information keeps the population informed of the developing situation, gives instruction for protection, controls rumors and speculation, and releases information needed for the safety and welfare of the county.
- Coordinate and operate the emergency operations reporting system during any disaster/emergency situation. This system is designed to provide for the maximum sharing of essential information by all emergency services at all levels and between jurisdictions. The system will provide information during all operational periods.
- Be responsible for the coordination and direction of the damage assessment and recovery programs. BCEMA will compile preliminary damage estimates and record all important data for the BCEMA to pass along to the State of Alabama EMA. Data will then be used to compile a complete damage assessment report. BCEMA will assist the local government in requesting an emergency declaration if the situation warrants the action.

- Assist the federal government in the delivery of all available assistance programs if a Presidential disaster is declared. If it is a state declared disaster, BCEMA is responsible for assisting with the establishing and operating Disaster Application Centers as needed.
- Coordinate and promote emergency management training throughout the county. BCEMA also advises local governments in the development of exercise and training programs. If the local jurisdiction's resources are not adequate, local authorities can seek additional assistance through BCEMA.
- BCEMA will submit or address resource requests through mutual aid agreements or through the State of Alabama's emergency resource management software WEBEOC.

Administration and Logistics: The BCEMA Director will facilitate logistical support for countywide emergency operations. Actions will be taken to establish orderly files or directives and forms so that during a disaster this information will be readily available. All county property and supplies will be adequately accounted for and protected.

Current Memoranda of Understanding (MOU) and similar agreements with county and volunteer agencies and other organizations will be filed and readily available.

Local governments should ensure that all persons who are accredited emergency services volunteer workers are properly identified and certified for Worker's Compensation benefits.

County authorities will keep a record of labor and equipment used to cope with a disaster. BCEMA will use this record and the records of local jurisdictions to determine local contributions in requesting an emergency declaration and in the state's requesting a presidential disaster declaration.

Chief Elected Official (Chairman of Baldwin County Commission): In Baldwin County, Alabama, the Chief Elected Official of the county government remains the Chairman of the Baldwin County Commission whom, in conjunction with the elected Baldwin County Commissioners, are responsible for ensuring the public safety and welfare of the people of the jurisdiction. Specifically, the Chief Elected Official provides strategic guidance during emergency preparedness, response and recovery efforts as advised by the appointed Emergency Management Director. Emergency management is a core obligation of the Baldwin County Commission. The Chief Elected Official, only after being duly authorized by the Baldwin County Commission in regular, special or special emergency session assembled, can execute a written instrument declaring that a state of emergency exists within the jurisdiction so that state disaster relief can be utilized. The Baldwin County Commission is the public entity who will make a decision to issue any voluntary evacuation(s) of the jurisdiction should the situation require. Furthermore, consistent with Alabama law, the Governor of the State of Alabama is the only person with the authority to compel any mandatory evacuation of the jurisdiction should the situation require.

Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and incident response. They should also complete the required NIMS courses associated with their position.

Any incident can have a mix of political, economic, social, environmental, public health and financial implications with potentially serious long-term effects.

Elected and appointed officials help their local jurisdictions prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- Establish strong working relationships locally with other jurisdictional leaders and with core private sector business and Non-Governmental Organizations (NGO) leaders. The objective is to get to build working relationships with your colleagues in advance of an incident.
- Lead and encourage local leaders to focus on emergency management preparedness and mutual support.
- Keep a record of labor and equipment used to cope with a disaster. This information may be requested by the Alabama EMA to help determine state and local contributions in requesting a presidential disaster declaration.
- Support participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understand and implement laws and regulations that support emergency management and incident response.
- Ensure that local emergency preparedness plans are maintained and take into account the needs of individuals with functional needs or those with companion or service animals prior to, during and after an incident. Special facilities such as: schools, nursing homes, jails, hospitals, day cares, etc. should be referenced by local governments in their EOPs.

Building codes and/or land use matters are regulated by local governments. Disaster plans or actions dealing with these subjects should be coordinated with municipal and county government.

The local EOP will describe how resources may be most effectively used to ensure that the citizens are prepared for all events and are able to react promptly when a disaster occurs. The local plan will provide guidance for coping with natural disasters, man-caused disasters and enemy attack. If the situation warrants, local officials will activate the local EOC, coordinate multiple service operations, request outside assistance, and initiate local emergency broadcasts as necessary.

STATE

Disaster assistance provided by the state is a supplement to, and not a substitute for, relief that can be provided by local governments.

Governor: As the state's chief executive and commander-in-chief of the Alabama National Guard, the Governor has the authority, with some exceptions, to fill local and state government vacancies. The Governor is responsible for the public safety and welfare of the people of the state. The Governor's general powers and duties with respect to emergency management are specified in the State Code 31-9-6 and emergency powers are specified in State Code 31-9-8.

The Governor:

- Is responsible for coordinating state resources needed to prevent, prepare for, respond to, and recover from emergency incidents of all types.
- May declare a state disaster/emergency, which provides the authority to make, amend or suspend certain orders or regulations in support of the incident response. When such a disaster/emergency is declared, state agencies will utilize those services available to cope with the situation.
- Communicates to the public and helps people, businesses and organizations cope with the consequences of any type of emergency including the order and direction of evacuation(s).
- Prepares [comprehensive emergency operations plan for the state](#), which is compatible with the plans of the federal government and surrounding states.
- Arranges help from other states through the Emergency Management Assistance Compact (EMAC).
- Requests federal assistance when it becomes clear that state or interstate mutual aid capabilities are insufficient.
- Establishes necessary state agencies and offices, appoints required personnel to include state staff and delegates authority under which such agencies and officials will operate.
- Enters into agreements with private entities to support response.
- Delegates any authority vested under State Code 31-9-4; directs the creation of a State Emergency Management Agency, with a director who is responsible for administering the programs for emergency management of the state and provides for sub-delegation of such authority.

In the event of a disaster or catastrophic event, the Governor will declare that a state of emergency exists. Under a state of emergency, the Governor has the following additional authority (Refer to Alabama Code Annotated 12-75-101 et seq.):

- To enforce all laws, rules and regulations relating to emergency operations and to assume direct operational control of all response organizations.
 - This includes the power to issue mandatory evacuation orders
- To seize, take, or condemn property for the protection of the public. This includes:
 - All means of transportation
 - All fuel supplies of whatever type
 - Food, clothing, equipment, materials, medicines, and all necessary supplies
 - Facilities, including buildings and plants
- To sell, lend, give, or distribute all or any such property to the citizens of the state and to account to the state treasury for any such funds received for the property
- To make compensation for the property seized, taken or condemned
- To perform and exercise such other functions, powers and duties as may be necessary to protect and secure the safety of the civilian population

The Governor also ensures that command and control procedures are in place; conducts command and control readiness actions; alerts government personnel and population; and provides for a State EOC staff. The Governor is authorized to take steps toward economic stabilization. Economic stabilization provides, in concurrence with federal and state policy, interim economic stability controls and emergency measures for the rationing of food, petroleum products and other essential items to consumers and the stabilization of prices, wages, salaries and rents.

The Governor is commander-in-chief of the state's military forces. In cases of national emergencies, the National Guard may be ordered to active duty in Title 32 status. The request for activation will be forwarded to the State EOC in Clanton, Alabama. The Governor may order use of such resources when requested by the county commission, sheriff, mayor, or as recommended by the Adjutant General, Director of the AEMA or other department/agency directors with state government.

The Governor, via the Alabama Emergency Management Agency and other state agencies (to be determined by the needs of the emergency or disaster) will coordinate state response efforts

through Division Offices. Baldwin County is in Division A which will operate out of Mobile for this area/division.

Federal

When an incident occurs that exceeds local and state resources, or when an incident is managed by federal departments or agencies acting under their own authorities, the federal government uses the National Response Framework to involve all necessary department and agency capabilities, organize the response and ensure coordination with response partners.

The policy of unified command is applied at the headquarters, regional and field levels to enable diverse agencies to work together effectively. The federal government also works to establish engaged partnership with states, as well as the private sector.

The federal entities listed below have capabilities as indicated to assist the state following a presidential declaration of a major disaster. Federal Emergency Management Agency (FEMA). FEMA is the federal counterpart of the Alabama Emergency Management Agency (AEMA). FEMA may assist with:

- Debris removal by granting funds or use federal agencies to remove debris in accordance with 44 CFR 206.224
- Repair or restoration of public facilities by providing funds for repair, restoration, reconstruction or replacement of public facilities and contents that have been damaged or destroyed by a major disaster
- Repair or restoration of private nonprofit facilities by providing grants to critical private nonprofits
- Minimum standards for repair of disaster damage by providing technical assistance to ensure that repair or reconstruction under PL 93-288, as amended by PL 100-707, will meet applicable standards of safety, decency, and sanitation
- Fire suppression assistance by providing grants or other assistance to a state for suppression of any fire on public or privately owned forest or grassland, which poses a threat of becoming a major disaster
- Temporary communication assistance
- Individual or family needs that cannot be met through other programs by providing grants from federal/state matching funds through the Department of Health and Human Services

- Food, water, clothing, and shelter for disaster victims by coordinating with other federal agencies to assist local governments
- Health, medical and sanitation services in the disaster area by coordinating the furnishing of health, medical and sanitation services to state or local agencies by other federal agencies
- Legal assistance to low-income disaster victims by negotiating agreements
- Crisis counseling assistance by coordinating professional mental health counseling service to victims
- Community disaster loans for eligible local governments suffering substantial loss of tax or other revenue because of a major disaster
- Emergency transportation and other emergency needs
- Federally subsidized flood insurance which is made available to all persons residing in communities participating in the National Flood Insurance Program
- Warning through any and all necessary communications avenues, i.e., telephone, electronic mail, and/or utilization of the 800-megahertz radio network
- Emergency equipment by providing matching funds for approved procurement of emergency communications and warning equipment and other items for use by state or local governments
- Providing and training emergency service employees by providing 50 percent matching funds to states to help pay salaries and administrative costs of state and local emergency preparedness programs
- Coordinating civil emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents, national security related emergencies, or in the event of a terrorist threat involving weapons of mass destruction

Army Corps of Engineers (Mobile District) - The Mobile District is the lead coordinator for Corps assistance in Baldwin County. Assistance from the Corps of Engineers is supplemental to state and local efforts in accordance with federal regulations. The Army Corps of Engineers may assist with:

- Flood containment and control through prior planning, training, stockpiling flood containment materials and maintaining an organization capable of responding quickly to floods
 - The Corps of Engineers supplements response by state and local levee boards and municipalities by coordinating or directing flood containment efforts.
 - The Corps of Engineers may furnish assistance (if requested by the Governor) to preserve life or protect property for up to ten (10) days after a major flood event.
- Rehabilitation by repairing federally constructed flood control works that were damaged by a flood
 - All requests are subject to economic analysis and must have been properly maintained.
- Safe drinking water and drought assistance in coordination with the Baldwin County Health Department, by providing emergency supplies of clean drinking water to any locality with a contaminated water source, which causes or may cause a substantial threat to the public health and welfare of the inhabitants
 - The Corps of Engineers may construct wells or transport water for human consumption to farmers, ranchers and political subdivisions within areas determined to be drought distressed.
- Hazardous materials by containing and cleaning up any incident caused by the Corps. Other response is limited to imminently serious conditions which threaten Corps property. If the Corps responds, the liable party will refund the costs of the response.
- FEMA missions through its significant engineering and contracting capabilities that can be applied during a presidentially declared emergency or disaster when requested by FEMA
 - Damage surveys, debris removal, temporary roofing, temporary housing, potable water and ice, and emergency power are all post disaster operations capabilities of the Corps.

United State Coast Guard may assist with:

- Marine search and rescue by responding to requests for assistance in evacuating flood victims, large accidents on rivers, etc., when requirements to cope with the disaster exceed local capabilities.
 - Coast Guard assistance may be requested through the State EOC.
 - The Coast Guard also has the authority and capability to shut down traffic on navigable waterways if circumstances require such action.

National Weather Service (NWS) may assist with:

- Weather warnings by issuing Watches/Warnings of hazardous weather conditions and River Flooding/Flash Flooding for the protection of life and property
- Weather dissemination by distributing Watches/Warnings over NOAA Weather Wire Service (NWWS), the NOAA Weather Radio (NWR) and the Alabama Criminal Justice Information Center (ACJIC).
 - Information may be used directly by state, local and federal agencies, the news media, and the public.
 - Auxiliary dissemination of Watches/Warnings is provided by Amateur Radio Operators, operating as volunteers at the NWS office and in field locations.
- Situation reporting by collecting and relaying severe weather reports from volunteer spotters and observers, state and local officials, and participating federal agencies
 - While most reports are channeled, both directions by a NWS-AEMA-Local path, on occasion, the NWS will contact directly affected local agencies and news media to expedite the warning process.
- Additional support by providing, upon request, meteorological and hydrological information to assist in decision-making in the event of spills of biological agents and hazardous chemicals, radiation hazards, nuclear explosions, earthquakes, and other disasters in which meteorological information is deemed pertinent
- Dissemination via NWWS/NWR any pre-designated warning message for the protection of life and property upon the request of the AEMA.

Federal Highway Administration may assist with:

- Federal aid highway repair by providing grants to the state to repair or reconstruct federal aid highways, roads, or trails.

- Damage assessment by providing engineers to help assess damage to federal aid highways when requested.

Federal Bureau of Investigation (FBI)

- The FBI is the lead federal investigating agency responding to a terrorist event.
- The FBI may assist local law enforcement agencies in identifying victims of disasters primarily through identification of fingerprints.

Each federal agency that has emergency responsibilities is encouraged to appoint an Emergency Management Liaison Officer who will coordinate its emergency response activities with the State EOC.

Locally Sponsored Volunteer Organizations

Some private sector organizations and NGOs are officially designated as support elements to county response capabilities.

The Baldwin County Voluntary Organizations Active in Disaster (BCVOAD):

The BCVOAD is a group of recognized organizations active in disaster relief. The organizations support response efforts at all levels. The BCVOAD will also coordinate volunteers and donations which are force multipliers in response and recovery efforts.

Non-Governmental Organizations (NGOs) and Private Sector Businesses

Each private agency that has emergency responsibilities is encouraged to appoint a Liaison Officer (LNO) who will coordinate its emergency response activities with the County Emergency Operations Center (EOC).

Non-Governmental Organizations: In the world of emergency management, NGOs play enormously important roles before, during and after an emergency. For example, NGOs provide mass sheltering, emergency food supplies, counseling services and other vital support services to promote the recovery of disaster victims. Oftentimes these groups provide specialized services that help individuals with disabilities.

- An essential element of almost any disaster relief effort is the assistance provided by private relief organizations in the distribution of food, medicine, and supplies, in the provision of emergency shelter, and in the restoration of community services. The American Red Cross, which operates under a Federal Charter (Public Law 58-4, January 5, 1905, 33 Stat. 599), provides grants and other types of assistance to individuals and families in disaster

emergencies, and is a supporting agency to the mass care functions of Emergency Support Function #6. The Salvation Army, Mennonite Disaster Service, the Christian Mission, food banks, other charitable organizations, and church groups also provide valuable assistance.

A key feature of NGOs is their natural independence and commitment to specific sets of interests and values. These interests and values shape the resources they provide. Such NGOs bolster and support government efforts at all levels for response operations and planning. When planning the allocation of the local emergency management resources and structures, some local, state, and federal organizations have provided direct assistance to NGOs. These groups collaborate with first responders, governments at all levels, and other agencies and organizations. Examples of NGO and voluntary organization contributions include:

- Train and manage volunteer resources.
- Identify shelter locations and needed supplies.
- Provide critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter or assistance with post-emergency cleanup.
- Identify those whose needs have not been met and help coordinate the provision of assistance.

Businesses: Businesses have an invaluable role to play during emergencies. First, they must provide for and protect their employees in the workplace. In addition, emergency managers must work with businesses that provide water, power, communication networks, transportation, for-profit medical care, security and numerous other services upon which both emergency response and recovery are particularly dependent.

Many private sector organizations are responsible for operating and maintaining portions of the nation's critical infrastructure. Critical infrastructures include those assets, systems, networks and functions – physical or virtual – so vital to the United States that their incapacitation or destruction would have a debilitating impact on security, national economic security, public health or safety or any combination of those matters. Key resources are publicly or privately controlled resources essential to minimal operation of the economy and the government.

During an incident, key private sector business partners should be integrated in the local crisis decision-making process or at least have a direct link to key local emergency managers.

Organizational Preparedness

BCEMA will maintain current notification rosters for all internal staff, Emergency Support Function (ESF) staff, and emergency services including fire, law enforcement, and EMS, as well as EM Coordinators.

Contact information for municipal representatives, county representatives and employees, and non-governmental entities and points of contact will also be kept on file with BCEMA in the EOC.

Maps, historical data, and other reference materials will also be managed, maintained, and kept on file by BCEMA and other Baldwin County Departments. Many of these reference materials will be kept on file at the EOC. Any information not kept at the EOC will be available in digital or hard copy form and sent to the EOC, or other destination as appropriate to the situation, at the time it is needed.

Direction, Control and Coordination

This section explains how the county is organized to achieve its incident response objectives.

Introduction

In March 2004, Department Homeland Security released the NIMS, which provides a consistent nationwide template to enable all levels of government, the private sector and nongovernmental organizations (NGOs) to work together during an incident. Incident management includes those activities conducted to 1) prevent and disrupt terrorist attacks; 2) protect our people, our critical infrastructure, and key resources; and 3) respond to and recover from incidents that do occur. Integrating these NIMS principles into all phases of an incident and throughout all levels of government ensures that all stakeholders have a common set of principles from which to operate during an incident.

Scope of the Baldwin County Emergency Operations Plan: Baldwin County EOP provides structures, based upon NIMS, for implementing county-level policy and operational coordination for domestic incident response. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed and a level of coordination appropriate to each event.

Key Concepts

NIMS provides a core set of common concepts, principles, terminology, and technologies in the following areas:

Incident Command System (ICS) - Much of NIMS is built upon ICS, which was developed by the federal, state, and local wild-land fire agencies during the 1970's. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration. In some circumstances, intelligence and investigations may be added as a sixth functional area.

Unified Command - Unified command is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, unified command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a

common set of incident objectives and strategies and a single Incident Action Plan (IAP). Each participating agency maintains its authority, responsibility, and accountability.

Training - Leaders and staff require initial training on response principles, as well as ongoing training to provide updates on current concepts and procedures.

Identification and Management of Resources - Classifying types of resources is essential to ensure that multiple agencies can effectively communicate and provide resources during a crisis, including implementing a plan to inventory, mobilize, and track resources prior to, during, and after an incident.

Mutual Aid and Assistance - Executing mutual aid and other agreements established prior to an incident with appropriate entities at the local, tribal, state, and federal levels is an important element of preparedness, along with the readiness to develop/implement new agreements during the life cycle of an incident.

Situational Awareness - Situational awareness is the ability to identify, process, and comprehend the critical information about an incident. More simply, it is the knowing what is going on around you. Situational awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards.

Qualifications and Certification - Competent staff is a requirement for any leader managing an incident. During a crisis, there will not be time to determine staff qualifications, if such information has not yet been compiled and available for review by leaders. To identify the appropriate staff to support a leader during a crisis, qualifications based on training and expertise of staff should be identified and evidenced by certification, if appropriate.

Collection, Tracking, and Reporting of Incident Information - Information today is transmitted instantly via the Internet and the 24/7 news channels. While timely information is valuable, it also can be overwhelming. For an effective response, expertise and experience must be considered a powerful tool to support decision making and to summarize and prioritize information rapidly. Information must be gathered accurately at the scene and effectively communicated to those who need it. To be successful, clear lines of information flow and a common operating picture are essential.

Crisis Action Planning - Deliberative planning during non-incident periods should quickly transition to crisis action planning when an incident occurs. Crisis action planning is the process for rapidly adapting existing deliberative plans and procedures during an incident based on the actual circumstances of an event. Crisis action planning should also include the provision of decision tools for senior leaders to guide their decision making.

Exercises - Consistent with the state and federal exercise program, all stakeholders should regularly exercise their incident management and response capabilities and procedures to ensure that they are fully capable of executing their response tasks.

Incident Management

Local Response: Structures and Staffing

Field Level: Incident Command. Local responders use ICS to manage response operations. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic strength of ICS is that it is already widely adopted. It is used to organize both near-term and long-term field-level operations for a broad spectrum of incidents.

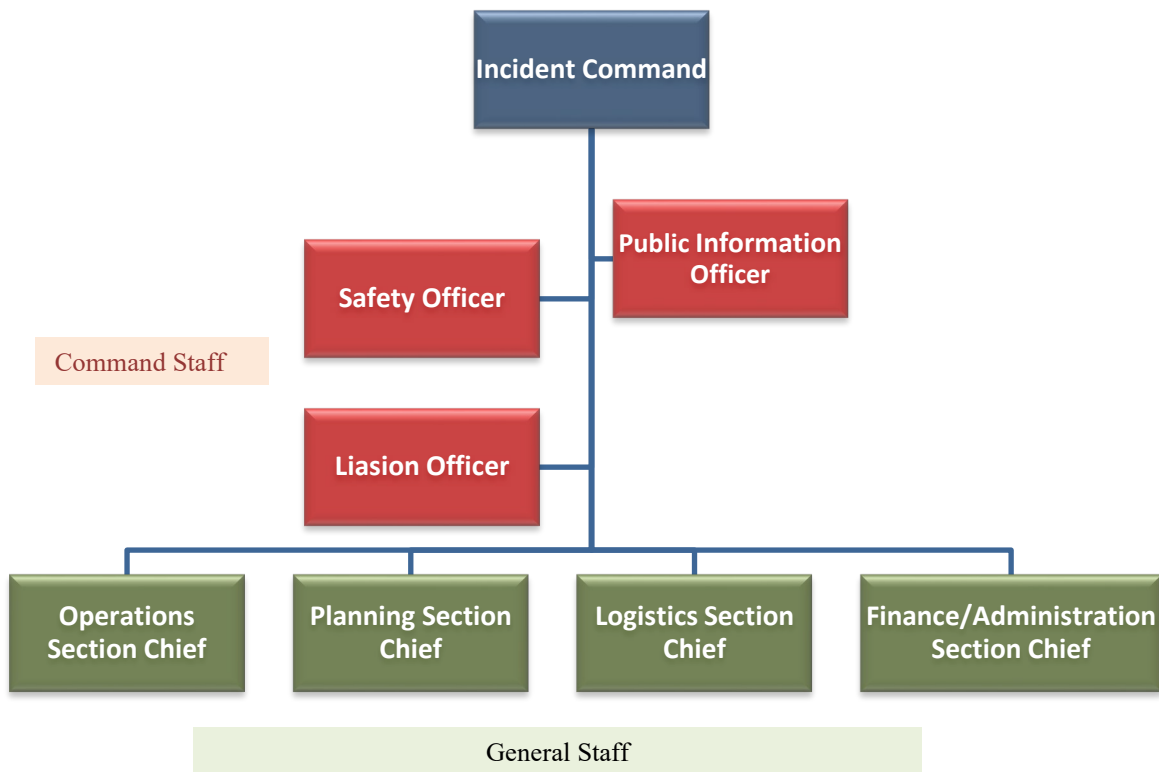
ICS is used by all levels of government – federal, state, tribal, and local – as well as by many private-sector and nongovernmental organizations. Typically, the incident command is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration

On-Scene Management

ICS defines certain key roles for managing an ICS incident, as follows:

- The **Incident Commander** is the individual responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations.
- The **Command Staff** consists of a Public Information Officer, Safety Officer, Liaison Officer, and other positions. The Command Staff reports directly to the Incident Commander.
- The **General Staff** normally consists of an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/ Investigations Section may be established, if required, to meet response needs.

At the tactical level, on-scene incident command and management organization are located at an **Incident Command Post (ICP)**, which is typically comprised of local and mutual aid responders.

Figure 4. Incident Command Structure

Local Emergency Operations Center (EOC). If the Incident Commander determines that additional resources or capabilities are needed, he or she will contact the local EOC and relay requirements to the local emergency manager. Local EOCs are the physical locations where multiagency coordination occurs. EOCs help form a common operating picture of the incident, relieve on-scene command of the burden of external coordination, and secure additional resources. The core functions of an EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

EOCs may be permanent organizations and facilities that are staffed 24 hours a day, 7 days a week, or they may be established to meet short-term needs. Standing EOCs (or those activated to support larger, more complex incidents) are typically established in a central or permanently established facility. Such permanent facilities in larger communities are typically directed by a full-time emergency manager. EOCs may be organized by major discipline (fire, law enforcement, medical services, etc.), by jurisdiction (municipality, county, region, etc.), by Emergency Support Function (communications, public works, engineering, transportation, resource support, etc.) or, more likely, by some combination thereof.

During an incident, the local emergency manager ensures the EOC is staffed to support the incident command and arranges needed resources. The chief elected or appointed official provides policy direction and supports the Incident Commander and emergency manager, as needed.

EOCs at all levels of government often encourage and accommodate private-sector participation. The private sector, in turn, can maintain parallel structures to respond to the needs of the EOC. This representation should complement, not replace, presence in the EOC granted currently to public utilities.

Major and or Complex Incidents

Emergency Support Functions (ESFs)

ESFs provide the structure for coordinating the local, state, and federal response to an incident. The organization and categorization of ESFs also provide a standard and recognizable structure for response activity typing and planning. The ESFs serve as the primary operational-level mechanism to aid in functional areas such as transportation, communications, public works and engineering, firefighting, mass care, housing, human services, public health and medical services, search and rescue, agriculture and natural resources, and energy.

BCEMA coordinates response support from across Baldwin County and certain NGOs by calling up, as needed, one or more of the 15 ESFs. The ESFs are coordinated by BCEMA through its EOC. During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by county departments and agencies, along with certain private-sector and nongovernmental organizations. They represent an effective way to bundle and funnel resources and capabilities to local jurisdictions and organizations.

These functions are coordinated by a single agency but may rely on several agencies that provide resources for each functional area. The mission of the ESFs is to provide the greatest possible access to capabilities of Baldwin County regardless of which agency has those capabilities. Each ESF is comprised of a coordinator and primary and support agencies. The Framework identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs are consistent with resource-typing categories identified in the NIMS.

The ESFs support decision making and coordination of field operations within the Baldwin County EOC. The ESFs deliver a broad range of technical support and other services at the county level in the EOC, and Incident Command Posts, as required by the incident. The Baldwin County EMA issues mission assignments to obtain resources and capabilities from across the ESFs in support of the county.

The ESFs plan and support response activities - At the headquarters, regional, and field levels, ESFs provide staff to support the incident command sections for operations, planning, logistics, and finance/administration, as requested. The incident command structure enables the ESFs to work collaboratively. For example, if a county requests assistance with a mass evacuation, the EOC would request personnel from ESF #1 (Transportation), ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services), and ESF #8 (Public Health and Medical Services). These ESFs would then be integrated into a single branch or group within the Operations Section to ensure effective coordination of evacuation services. The same structures are used to organize ESF response at the headquarters, regional, and field levels.

To support an effective response, all ESFs are required to have both strategic and more-detailed operational plans that include all participating organizations and engage the private sector and NGOs as appropriate. The ongoing support, coordination, and integration of ESFs and their work are core responsibilities of BCEMA in its response leadership role for emergency management activities.

Support and Incident Annexes - Other mechanisms by which support is harnessed among county, private-sector, and NGO partners are the Support and Incident Annexes. By serving as coordinating or cooperating agencies for various Support or Incident Annexes, county departments and agencies conduct a variety of activities to include managing specific functions and missions or providing overarching federal support within their functional areas. Specifics on these positions are provided in the “Hazard, Threat, and Incident Specific Annexes” Section of the Emergency Operations Plan.

National Disaster Recovery Framework (NDRF)

The National Disaster Recovery Framework (NDRF) provides context for how the whole community works together to restore, redevelop, and revitalize health, social, economic, natural, and environmental fabric of the community following a disaster or emergency. The NDRF describes the Recovery Core Capabilities and critical tasks lists required to achieve the National Preparedness Goal.

Recovery Support Functions

According to FEMA, the Recovery Support Functions created within the National Disaster Recovery Framework (which is a product of PPD-8) fuses together the core recovery capabilities of Federal departments and agencies and other supporting organizations to focus on community recovery needs. This structure is the product of lessons learned from ESF-14. The Recovery Support Functions (RSFs) help facilitate local stakeholder participation and promote intergovernmental and public-private partnerships. There are six RSFs:

- Community Planning and Capacity Building RSF
- Economic RSF
- Health and Social Services RSF
- Housing and Recovery RSF
- Infrastructure Systems RSF
- Natural and Cultural Resources RSF

The overall objective of the RSFs is to facilitate identification, coordination, and delivery of Federal assistance needed in the local community impacted by the disaster or emergency. The RSFs are designed to accelerate the process of recovery and revitalization. The mission/objective for each of the RSFs are listed below:

- Community Planning and Capacity Building (CPCB) Mission: *to enable local governments to effectively and efficiently carry out community-based recovery planning and management in a post disaster environment. CPCB RSF also supports in developing programs of support for local recovery planning.*
- Economic RSF Objectives: *1.) Serve as a vehicle for enhancing Federal interagency coordination, information sharing, communication, and collaboration in both the pre- and post-disaster timeframes. 2.) Support the capacity of local, state, tribal, and territorial governments, nonprofits, and the private sector to produce a multi-dimensional strategy capable of supporting economic recovery and enhancing community resilience.*
- Health & Social Services RSF Objectives: *1.) Complete assessment of community health and social service needs, prioritize those needs, including accessibility requirements, based on the whole community's participation in the recovery planning process, and develop a comprehensive recovery timeline. 2.) Restore health care public health, and social services functions. 3.) Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline.*
- Housing & Recovery RSF Objectives: *1.) Identify Strategies to Strengthen the Housing Market 2.) Meet the Need for Quality Affordable Rental Homes 3.) Utilize Housing as a Platform for Improving Quality of Life 4.) Build Inclusive and Sustainable Communities 5.) Integrate Disaster Mitigation Measures into Community Design and Development to Improve Disaster Resilience*
- Infrastructure Systems RSF Objectives: *1.) Include private sector infrastructure owners and operators and related service providers in planning at all levels. 2.) Provide technical assistance to all levels of governments for identifying/prioritizing critical infrastructure systems and assets. 3.) Create an inter-agency, inter-jurisdictional recovery planning process. 4.) Provide adequate Federal support and resources to assist affected local, state, tribal, territorial, and insular area governments with effective community planning and redevelopment efforts. 5.) Identify legal, policy, and programmatic requirements that may potentially limit efficient recovery and mitigate to the extent possible. 6.) Encourage the concepts of regional infrastructure resiliency. 7.) Provide mitigation opportunities that leverage innovative and green technologies. 8.) Create processes, policies, and timelines that support renewed economic activity.*

At this time, these functions still fall under the umbrella of ESF 14 on the local level and within this EOP. These RSFs are not labeled as such in ESF-14 of this document, but the principles therein still apply and are still relative to the current content of ESF-14.

*Managing Multiple Incident Sites***Local Response: Structures and Staffing**

State Emergency Operations Center (EOC). The State EOC in Clanton, AL is the physical location where state coordination occurs.

The State EOC is activated as necessary to support local county EOCs. Therefore, the State EOC is the central location from which off-scene activities supported by the state are coordinated. State-level chief elected and appointed officials are located at the State EOC, as well as personnel supporting core functions. The key function of State EOC personnel is to ensure that those who are located at the scene have the resources (i.e., personnel, tools and equipment) they need to cope with the emergency or disaster.

During a disaster or emergency the State EOC communicates with the Governor and acts as liaison between local and federal personnel. When the event requires state assistance, state officials typically take the lead to provide public information about the incident. As soon as possible during an incident, the state ensures that communication lines with the press are open, questions receive prompt responses and false rumors are refuted before they spread. Information about where to receive help is communicated directly to victims and victims' families.

In order to coordinate the release of emergency information and other public affairs functions, the state may establish a Joint Information Center (JIC), a physical location from which external affairs professionals from all the organizations involved in an incident work together.

Requesting and Managing Federal Assistance:

When the state requests federal assistance, FEMA will initially send a liaison to the State EOC. The second level of FEMA's response may be deployment of an Incident Management Assistance Team (IMAT). IMATs are rapidly deployable, interagency, nationally, and regionally based incident response teams. They provide a forward federal presence to improve response to serious incidents requiring federal assistance.

Federal incident support to the state is generally coordinated through a Joint Field Office (JFO). The JFO provides the means to integrate diverse federal resources and engage directly with the state.

State Coordinating Officer (SCO) - The SCO plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor appoints the SCO, and lines of authority flow from the Governor to the SCO, following the state's policies and laws. For certain anticipated events in which a Stafford Act declaration is expected, such as an approaching hurricane, the Secretary of Homeland Security or the FEMA Administrator may pre-designate one or more federal officials to coordinate with the SCO to determine resources

and actions that will likely be required, and begin pre-deployment of assets. The specific roles and responsibilities of the SCO include:

- Serve as the primary representative of the Governor with the Regional Response Coordination Center (RRCC) or within the JFO once it is established.
- Work with the Federal Coordinating Officer (FCO) to formulate state requirements, including those that are beyond state capability, and set priorities for employment of federal resources provided to the state.
- Ensure coordination of resources provided to the state via mutual aid and assistance compacts.
- Provide a linkage to local government.
- Serve in the Unified Coordination Group in the JFO.

Governor's Authorized Representative - As the complexity of the response dictates, the Governor may empower a Governor's Authorized Representative to:

- Execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance.
- Represent the Governor of the impacted state in the Unified Coordination Group, when required.
- Coordinate and supervise the state disaster assistance program to include serving as its grant administrator.
- Identify, in coordination with the SCO, the state's critical information needs for incorporation into a list of Essential Elements of Information (critical items of specific information required to plan and execute an operation and to support timely, logical decisions).

Emergency Support Function (ESF) Teams - The State EOC coordinates incident response support from across State Government by calling up, as needed, one or more of the 15 ESF teams. During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by state departments and agencies, along with certain private sector and nonprofit organizations. They represent an effective way to bundle and funnel resources and capabilities to responders. These functions are coordinated by a single agency but may rely on several agencies that provide resources for each functional area. The mission of the ESF is to provide the greatest possible access to capabilities of State Government regardless of which agency has those capabilities.

The ESFs serve as the primary operational-level mechanism to provide assistance in functional areas such as transportation, communications, public works and engineering, firefighting, mass care, housing, human services, public health and medical services, search and rescue, agriculture and energy.

Each ESF is composed of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area.

Joint Field Office (JFO) - The JFO is the primary federal incident management field structure. The JFO is a temporary federal facility that provides a central location for the coordination of federal, state, and local governments and private sector businesses and NGOs with primary responsibility for response and short-term recovery. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles and is led by the Unified Coordination Group.

Personnel from federal and state departments and agencies, other jurisdictional entities and private sector businesses and NGOs may be requested to staff various levels of the JFO, depending on the requirements of the incident. The physical location of such a coordination entity depends on the situation.

Information Collection, Analysis, and Dissemination

The Joint Information Center or Emergency Operations Center (depending on the size, scope, and needs of the incident or event) will serve as the hub for information collection, analysis, and dissemination of information relating to the incident or event. Information gathered by responders on scene, by communications centers and dispatch centers, the media, and the public in general will be analyzed by stakeholders, departments, agencies, and organizations and verified.

Further actions which may be needed will be determined and information needing to be disseminated to responders will be disseminated via the on-scene incident command staff. Information needing to be disseminated to the public will be disseminated via the Public Information Officer. Available media outlets will be utilized by the **Public Information Officer (PIO)** to get necessary information to the public as soon as possible.

Periodical EOC briefings will be held to update agencies, departments, organizations, and entities of the current status of the incident, event, or disaster. The briefings will take place at least daily, with the understanding that the schedule may be and will be adjusted to suit the needs of the situation.

Information needing to be shared with other levels of government, other agencies and departments outside the county, and the private sector will be shared as necessary to ensure public safety, economic integrity, and adequate resources for response and recovery.

Communications

Communication will be coordinated between the EOC, 911, and responders through various forms of communications devices, channels, and methods. Forms of communications will include traditional telephone, cellular, radio, data, emergency alert systems (i.e., Everbridge), social media, and virtual EOC software (i.e., Veoci).

- EOC software will be utilized by EMA staff and partners to maintain situational awareness of daily operations and provide coordination to partner agencies during times of activation.
- The EOC will use emergency alert software (i.e., Everbridge) to alert the community of imminent danger.
- Alert and warning systems will be monitored by the EOC and/or its on-call duty officer.
- Amateur or “ham” radio plays an important role during disaster since traditional telephone, cellular, radio and internet systems may become overloaded or damaged.
- The EOC will serve as the county’s **Joint Information Center (JIC)**, utilizing communication through 911 and Baldwin County Call Center.
- The Public Information Officer will lead the JIC coordination.

Administration, Finance, and Logistics

This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources.

Administration

The Baldwin County Emergency Management Agency is governed by the Baldwin County Commission. The director for Emergency Management is an appointed individual chosen by the Commission.

Funding for the Baldwin County Emergency Management Agency comes from various sources. The Baldwin County Commission, Emergency Management Performance Grant (EMPG), and various other grants financially support the operations of the department. Funds may be made available from federal, state, or local entities. Funding may also come available from the Federal government through the State of Alabama following major disasters or resulting from declared emergency situations.

Administration is responsible for keeping accurate records. Meticulous records must be kept in order to properly report needs, request additional resources, justify expenditures and track costs associated with resources used. Proper record-keeping is essential in supporting the response to and recovery from an incident or disaster.

Finance

- If the situation permits, Finance Department personnel from the Baldwin County Commission may be assigned to assist in the EOC following a disaster.

- The finance/administration section shall be responsible for all administrative and financial considerations surrounding an incident.
- The BCC Finance Department may assist in contract support, facility procurement, and transportation and/or equipment procurement.
- Finance personnel may provide advice on financial and purchase policies in place for Baldwin County Commission.
- Finance personnel may assist in facilitating expeditious processing of documentation and reports related to the activation of the EOC.
- The BCC Finance Department may also assist in the processing and review of financial transactions.

Logistics

Logistical resource support and coordination is critical following a disastrous event. Primary responsibilities are coordinating provisions of direct active support of emergency response and recovery efforts. Support includes locating, procuring, and issuing resources such as supplies, personnel, workspace, fuel, and contractual services to aid in a response effort.

Logistics encompasses resource support, planning, management, and sustainment capabilities related to a response. This also includes gathering information on personnel, vendors, equipment that may potentially aid in a response.

The Administrative and Logistics Section will receive and track the expenditures related to activation/operation after termination of a response.

Logistics Management and Resource Support will have the responsibility of bulk distribution of disaster relief supplies.

Types of assistance, tools and available resources include:

- South Alabama Mutual Aid – Mutual aid from the southern part of the state that has been predetermined, authorized, and organized in advance of an incident or disaster.
- WEBEOC – Alabama EMA’s resource tracking system allows counties to submit requests for resources, track incidents, and collaborate with state and other counties to remain current on incidents status.

- State assistance – state assistance will be requested when local resources are overwhelmed.
- Records – detailed and complete will be maintained for reimbursement purposes.
- Logistics – the staging of commodities and resources will ensure affected areas will have necessary emergency supplies in place. Logistics will play a supporting role for other Incident Command Sections and Primary Emergency Service Functions.
- PODS – **Point of Distribution (POD)** Sites allow those who need commodities and/or supplies to pick those supplies up in a pre-determined and organized location. The staging of commodities and resources will ensure affected areas will have necessary emergency supplies in place. Local resources may not be adequate. If needed, more supplies will be requested from AEMA and FEMA.
- PODS – **Points of Dispensing (POD)** Sites will be utilized in the event of a Strategic National Stockpile (SNS) deployment. These sites will allow public health to administer life-saving medications following a biological exposure or terrorist event where prophylactic treatment will be required. BCEMA is responsible for the logistical support in such an event. Locations have been predetermined and individual site assessments have been conducted. Refer to the Baldwin County **Regional Distribution Site (RDS)** Plan and the Baldwin County **Strategic National Stockpile (SNS)** Plan specific for this Public Health Area and Emergency Management Division. Baldwin County will serve as the RDS for the surrounding counties of Baldwin, Choctaw, Clarke, Conecuh, Dallas, Escambia, Marengo, Monroe, Washington, and Wilcox. Baldwin County will receive SNS materials for the region and will be responsible for disseminating the appropriate supplies to the respective counties.
- Liaisons – Liaisons will work to ensure there is open dialogue between agencies and organizations who work together in the event of a disaster or incident. Non-Governmental Organizations, VOADs, and the Private Sector all provide essential information and supplies during a disaster. Liaisons are particularly important in establishing clear lines of communication to facilitate the continued understanding and partnership between local government and the aforementioned groups and organizations.

Responsibilities:

The director for BCEMA is responsible for implementation and administration of procurement activities necessary to support emergency operations of the response efforts once the initial resources are utilized and exhausted.

Plan Development and Maintenance

BCEMA relies on all agencies with a role in incident management to provide a public forum for coordination of planning, training, equipping and other preparedness requirements.

The Baldwin County EOP is an ESF Format EOP. The ESF format is based on information and guidance for emergency operations planning in Comprehensive Preparedness Guide (CPG) 101 Version 3 (CPG 101 v. 3), which is the most current CPG available from FEMA. The format includes four components:

➤ A Basic Plan Section

- Is applicable to all hazards which could potentially effect Baldwin County
- Includes foundational information, authorities, and references

➤ ESF Annex

- Is applicable to all hazards which could potentially effect Baldwin County
- Includes an overview of the ESF organizational structure as it applies to the primary and support agencies and their collective response to an incident

➤ Incident/Event Annex

- Includes information about incidents identified as needing further information beyond the all-hazards information contained in the Basic Plan and ESF Annexes.
- The determination of which Incidents/Events to include in this annex is based on the 2023 Baldwin County Threat and Hazard Identification and Risk Assessment (THIRA)

➤ Site/Facility/Support Annex

- Includes additional information for staging, points of distribution, shelters, and logistics which are necessary to the response and recovery efforts involving major emergencies and disasters

Planning for the EOP will be coordinated with the BCEMA, ESF's and local agencies for proposed changes after major incidents or changes in operational resources, elected officials or hazard/threat profiles.

Any necessary changes to the Basic Plan, the ESFs, Support and/or Incident/Event Annexes, the Standard Operating Guidelines (SOGs) contained therein, or any other component of the EOP should be addressed and discussed during the implementation review process. Those agencies, departments, and organizations involved in emergency preparedness, response, and recovery in Baldwin County should maintain and follow their own SOGs.

The EOP should be reviewed for needed updates following major incidents monthly. In no case should any part of the plan go for more than two years without being reviewed and revised.

The EOP will be distributed to BCEMA staff, ESF partners, and agencies for review and maintenance. The EOP will be made available for input at public meetings including, but not limited to, Baldwin County Fire Chiefs' Association meetings, Baldwin County Local Emergency Planning Committee (BCLEPC), and EMA Town Hall meetings.

The EOP will be available for public access via the Baldwin County Commission website. A copy will be available at the EOC as well.

Once the review process has been completed and validated, the updated plan will be presented to the Baldwin County Commission for final approval.

The EOP becomes effective upon approval by the Baldwin County Commission and Municipal jurisdictions.

Continuity of Government/Continuity of Operations

Continuity of Government

Continuity of Government (COG) is an essential function of emergency management. State and local COG is defined as preservation, maintenance, or reconstitution of the civil government's ability to carry out the executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services. Continuity of Government is directly concerned with the provisions of essential support services to the civilian population while assuring the survivability of the American constitutional and democratic form of government.

During a national emergency, the continuation of Federal government operations is not practical or possible unless resources and information from State and local governments directly support such operations. Accordingly, national viability is dependent on the stability and survivability of State and local government institutions, which, with the Federal institutions, share the constitutional responsibility to preserve the lives and property of the people. Although most emergencies do not threaten the institutional integrity of State or local governments, the consequence of some major emergencies such as nuclear attack, catastrophic earthquake, hurricane, or terrorist attack could disrupt State and local governments' ability to function. Consequently, if a government is not prepared, most of its critical executive, legislative, and judicial functions could be severely degraded. This situation could create a climate that could make the jurisdiction vulnerable to anarchy, lawlessness, and chaos.

Baldwin County

Alabama law, applicable to Baldwin County and whether a general law or a local law, at this time only recognizes two options for the continuity of the Baldwin County Commission (county government, as the county's legislative body) in the instance of a member vacating a seat, either upon resignation, death, or other. These two options are as follows:

1. In the case of the vacancy of office of a Baldwin County Commissioner, upon resignation, death or other, the general law (as applicable to Baldwin County) only provides for the Governor of Alabama to appoint a successor who shall hold office only for the unexpired term of office of the prior member.
2. In the case of the Chairman of the Baldwin County Commission being out of the county or temporarily unable or unable (but still a Commissioner) to act as Chairman (to provide certain direction and/or execute certain documents), the Baldwin County Commission has invoked, per general law authority, the designation of the position of "Vice Chairman of the Baldwin County Commission" who has been duly designated by the Baldwin County Commission to act as the temporary Chairman. The Chairman rotates November to November in the sequence on District 1 to 2 to 3 to 4; correspondingly, the Vice Chairman rotation follows the sequence of District 2 to 3 to 4 to 1. In short, the current Vice Chairman will be the incoming Chairman at the next November time frame.

Continuity of Operations

The Baldwin County EMA Continuity of Operations Guide provides a general outline of equipment, resources, and information necessary to facilitate continuity of operations within the agency. This guide intends to compliment and coordinate with existing plans and documents, such as the Emergency Operations Plan and Staff Responsibility Matrices which shall supersede Baldwin County Commission Policy.  A staff have created and are maintaining Continuity Manuals to facilitate the continuance of operations and functions of the positions within the agency in the absence of the staff member currently performing the job duties assigned to the position.

Alternative Actions and Measures

Alternative actions will be considered, and alternative measures and practices may become necessary should the Emergency Operations Center (EOC) become compromised or inaccessible due to travel restrictions, structural damages, or for any other reason.

In the event the EOC / EMA Building becomes inaccessible or inhabitable, alternative work sites will need to be utilized. Depending on the individual situation and event, and at the EMA Director's discretion, working remotely can include: working together at an alternate site, working from home, or a combination of the aforementioned possibilities.

Equipment, Vehicles, and Resources

The Director and On-Call Staff Member should have access to a county vehicle, barring any unforeseen extraordinary circumstance. The department maintains three vehicles for operations and staff travel purposes.

Other Equipment

Working remotely will require the following equipment, which has been issued to each EMA staff member:

- Laptop computer with charger
- Cellphone with charger
- 700 MHz radio with at least 1 spare battery, and antenna
- Southern Linc 800 MHz device with charger
- Verizon MiFi device with charger

**The equipment, supplies, and resources required for On-Call status may be considered as the “rule of thumb” for what items EMA staff would need to have on hand for working remotely.*

The following resources will be needed and may be accessed by VPN remote access capabilities for central files located on county networks and servers, local copies contained in Z-Drive and hard copies:

- EMA Staff Contact Information
- Baldwin County Commission Staff Directory
- Call Duty Books
- Contact lists for essential Baldwin County Commission Departments and Staff (Administration, PIO, Personnel, Finance, Highway Department, etc.) EM Coordinators, Municipal Contacts, Hospitals, Vendors, Law Enforcement Agencies, Fire and Rescue Departments, State Agencies, etc.
- The appropriate Staff Responsibility Matrix (access capability for all matrices should be maintained)

Alternative Work Sites for EMA Staff and EOC Operations

Alternative work sites will be determined by the Director. EMA staff will be notified of the specific location(s) for the incident in question by the Deputy Director unless unforeseen circumstances dictate otherwise.

COUNTY FACILITIES

Robertsdale Central Annex
22251 Palmer St. D

Baldwin County Level II Community Shelter
207 North White Avenue

Robertsdale, AL 36567

Bay Minette, AL 36507

Foley Satellite Courthouse
201 East Section Street
Foley, AL 36535

Fairhope Satellite Courthouse
1100 Fairhope Avenue
Fairhope, AL 36532

Working From Any/All Alternate Sites

In extreme cases, it may be necessary to work from other public facilities or locations. The designation of these types of locations will be made in the event all other options become impossible and will be based on the characteristics of individual applicable incidents. The Director will determine the location and supervise any arrangements made to accommodate EMA staff should this alternative action become necessary. Working from home may be considered on an individual basis only when travel is not permitted due to extreme circumstances.

Redundancy for Digital Files and Records

Digital versions of most EMA files currently exist, with more being created for all new and future files. The Baldwin County Communications and Information Systems (CIS) Department provides county-wide communications and information services to all County Departments and Offices. CIS maintains all databases, networks, and communications systems for the Baldwin County Commission, including its Emergency Management Agency.

Full Continuity of Government (COG) and Continuity of Operations (COOP) plans will be maintained independently of the EOP.

Acronyms and Glossary of Terms**Acronyms & Glossary of Terms**

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

ACRONYMS

<i>Acronym or Abbreviation</i>	<i>Meaning or Definition</i>
AAR	After Action Report
ACP	Access Control Point
AEMA	Alabama Emergency Management Agency
ALDOT	Alabama Department of Transportation
ALEA	Alabama Law Enforcement Agencies
ALERT	Automated Local Evaluation in Real Time
ANAD	Anniston Army Depot
ANS	Alert & Notification System
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
B-NICE	The five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical, and Explosives
BCEMA	Baldwin County Emergency Management Agency
CB	Citizens Band
CBRNE	Chemical, Biological, Radioactive, Nuclear, Explosive
CDC	Centers for Disease Control
CEO	Chief Executive Official
CFR	Code of Federal Regulations
CI/KR	Critical Infrastructure/Key Resources
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide (CPG 101 v. 2 is the most current version)
CSEPP	Chemical Stockpile Emergency Preparedness Program
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Information
EAS	Emergency Alert System
ECL	Emergency Classification Level
EM(A)	Emergency Management (Agency)
EMI	Emergency Management Institute
EMS	Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
FAST	Field Assessment Team
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary map
FIA	Federal Insurance Administration
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FOG	Field Operations Guide
FPEIS	Final Programmatic Environmental Impact Statement
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IRZ	Immediate Response Zone
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JNACC	Joint Nuclear Accident Coordinating Center
JOC	Joint Operations Center
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheets
NBC	Nuclear, Biological, & Chemical
NDMS	National Disaster Medical System
NDRF	National Disaster Response Framework
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NORAD	North American Aerospace Defense Command

NRC	Nuclear Regulatory Commission / National Response Center
NRF	National Response Framework
NRT	National Response Team
NUREG	Nuclear Regulations
NWS	National Weather Service
OIC	Officer in Charge
OSHA	Occupational Safety and Health Administration
PA	Public Address
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RSF	Recovery Support Functions
SCBA	Self- Contained Breathing Apparatus
SCO	State Coordinating Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
US&R	Urban Search & Rescue
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USGS	US Geological Survey
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapon(s) of Mass Destruction

GLOSSARY

Acute Exposure - An exposure, often intense, over a relatively short period of time

Alpha Radiation - The least penetrating type of nuclear radiation; not considered dangerous unless alpha-contaminated particles enter the body

American Red Cross - The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Asphyxiation - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Asphyxiates interfere with oxygen flow during normal breathing. There are two types of asphyxiates: simple and chemical.

Attack - A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population or damage or destruction to public and private property.

Bacteria - Single-celled organisms that multiply by cell division and can cause disease in humans, plants, or animals. Examples include anthrax, cholera, plague, tularemia, and Q fever.

Beta Radiation - A type of nuclear radiation that is more penetrating than alpha radiation and can consequently do damage to the skin tissue and cause harm to the internal organs.

Biological Incident - An event in which a biological agent is used as a terrorist weapon.

Biological Agent - (A) Living organisms, or the materials derived from them that cause disease in, or harm humans, animals, or plants, or cause deterioration of material. A biological agent such as anthrax can be adapted and used as a terrorist weapon. There are three different types of biological agents: bacteria, viruses, and toxins. (B) Microorganisms or toxins from living organisms that have infectious or non-infectious properties which produce lethal or serious effects in plants and animals

Blister Agent - A chemical agent, also called a vesicant, which causes severe blistering and burns to eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact also referred to as mustard agents. Examples include mustard and lewisite.

Blood Agent A chemical agent that interferes with the ability of blood to transport oxygen and causes asphyxiation. These substances injure a person by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues). Common examples are hydrogen cyanide and cyanogen chloride

Checklist - Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction

Chemical Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. There are two broad types of chemical agents that can cause harm: toxic and corrosive materials

Chemical Agent - Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals. There are five classes of chemical agents, all of which produce incapacitation, serious injury, or death: (1) nerve agents, (2) blister agents, (3) blood agents, (4) choking agents, and (5) irritating agents A chemical substance used in military operations is intended to kill, seriously injure, or incapacitate people through its physiological effects

Chemical Incident - An event in which a chemical agent is used as a terrorist weapon

Chemical Asphyxiate - Referred to as blood poisons, these are compounds that interrupt the flow of oxygen in the blood or the tissues in three ways: (1) they react more readily than oxygen with the blood Carbon monoxide is the best-known example (2) They liberate the hemoglobin from red blood cells, resulting in a lack of transport for oxygen Hydrazine is one such Asphyxiant (3) They cause a malfunction in the oxygen carrying ability of the red blood cells Benzene and toluene are two of these

CHEMTREC - Chemical Manufacturers' Association Chemical Transportation Emergency Center

Chief Executive Official - The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community.

Choking Agent - A chemical agent that causes physical injury to the lungs In extreme cases, membranes swell and lungs become filled with liquid, which can result in asphyxiation resembling drowning Death results from lack of oxygen; hence, the victim is "choked" Common examples are chlorine and phosgene

Chronic - An exposure, often mild, over a long period of time

Community - A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county; however, each State defines its own political subdivisions and forms of government

Consequence Management - As described in PDD-39 and PDD-62, consequence management is the response to the disaster, and focuses on alleviating damage, loss, hardship, or suffering The Federal Emergency Management Agency (FEMA) has the lead in consequence management

Contamination - The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people

Corrosive Materials - One type of chemical agent that can cause chemical harm at an incident scene They are liquids or solids causing visible destruction or irreversible alterations in human skin tissue at the site of contact

Crisis Management - As described in PDD-39, crisis management is the law enforcement response, and focuses on the criminal aspects of the incident The Federal Bureau of Investigation (FBI) has the lead in crisis management

Dam A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water

Damage Assessment - The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and

other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster

Decontamination - The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person

Disaster Field Office - The office established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery operations The DFO houses the FCO and ERT, and where possible, the SCO and support staff

Disaster Recovery Center - Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC)

Disaster - An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries As used in this Guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement As used in the Stafford Act, a "major disaster" is "any natural catastrophe or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby"

Dose Rate - The amount of ionizing radiation which an individual would absorb per unit of time

Dose (Radiation) - A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal

Dosimeter - An instrument for measuring and registering total accumulated exposure to ionizing radiation

Earthquake - The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface

Electromagnetic Pulse - A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment

Emergency Any occasion or instance--such as a hurricane, tornado, storm-n, flood, tidal wave, tsunami, earthquake, volcanic eruption landslide, mud slide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety

Emergency Alert System (EAS) - A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters

Emergency Environmental Health Services - Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities

Emergency Medical Services - Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services

Emergency Mortuary Services - Services required to assure adequate death investigation, identification, and disposition of bodies, removal, temporary storage, and transportation of bodies to temporary morgue Facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies

Emergency Operations Center - The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency

Emergency Operations Plan - A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated. An EOP is a document that (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities

Emergency Planning Zones (EPZ) - Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs The REP Program and CSEPP use the EPZ concept

Emergency Response Team - An interagency team consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed The ERT usually consists of regional-level staff

Emergency Response Team Advance Element - For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT

Emergency Response Team National - An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed Three ERT-Ns have been established

Emergency Support Function (ESF) - In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety ESFs represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required ESF missions are designed to supplement State and local response efforts

Emergency Support Team - An interagency group operating from FEMA headquarters The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field

Etiological Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident involves exposure to a living microorganism, or its toxins, which causes, or may cause, human disease. Biological agents are the most obvious examples of etiological agents.

Evacuation - Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas (See also **Spontaneous Evacuation, Voluntary Evacuation, Mandatory or Directed Evacuation**)

Evacuees - All persons removed or moving from areas threatened or struck by a disaster

Explosive - As defined by the US Department of Transportation, "a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion

Explosive Incident - An event in which an explosives device is used as a terrorist weapon

Exposure Rate (Radiological) - The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time

Exposure (Radiological) - A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air

FBI OSC - FBI On-Scene Commander (from FRP, Terrorism Annex)

Federal Coordinating Officer - The person appointed by the President to coordinate Federal assistance in a presidentially declared emergency or major disaster

Federal Response Plan (FRP) - Developed to help expedite Federal support to disasters. Generally, the FRP is activated when the State's resources are not sufficient to cope with a disaster, and the governor has requested Federal assistance

Field Assessment Team - A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster The experts are drawn from FEMA, other agencies and organizations--such as the US Public Health Service, US Army Corps of Engineers, US Environmental Protection Agency, and the American Red Cross--and the affected State(s) All FAST operations are joint Federal/State efforts

Flash Flood - Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition

Flood - A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water

Functional and Access Needs – Functional and Access Needs populations are defined as those whose members may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

Governor's Authorized Representative - The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance

Hazardous Material - Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials

Hazard Mitigation - Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event

High-Hazard Areas - Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life

Hurricane - A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere

Incendiary Incident - An event in which an incendiary device is used as a terrorist weapon

Incident Command System - A standardized organizational structure used to command and control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management

Joint Information Center - A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the JIC

Joint Information System - Under the FRP, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax and telephone when a single Federal-State-local JIC is not a viable option

Mandatory or Directed Evacuation - This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials

Mass Care - The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster

Mechanical Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident causes trauma from contact with mechanical or physical hazards. One form of mechanical injury can result from an explosive device. Other types include routine slip, trip, and fall hazards.

Nerve Agent - A substance that interferes with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, an extreme headache, and severe tightness in the chest. Examples of nerve agents are sarin (GB), soman (GD), tabun (GA), and VX.

Nuclear Detonation - An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon

Nuclear Incident - An event in which a nuclear agent is used as a terrorist weapon. There are two fundamentally different threats in nuclear terrorism: (1) the use, or threatened use, of a nuclear bomb; and (2) the detonation of a conventional explosive incorporating nuclear materials

Plan of Action - A written document that consolidates all the operational actions to be taken by various personnel in order to stabilize the incident

Preliminary Damage Assessment - A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed

Public Information Officer - A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information

Radiation - In this self-study program, refers to nuclear radiation, not radiation as a type of heat transfer. There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma. Radiation is the cause of one of the six types of harm (see TRACEM) that can be encountered at a terrorist incident

Radiation Sickness - The symptoms characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation

Radiological Monitoring - The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation

Radiological Dispersal Devices (RDD) - A conventional explosive incorporating nuclear materials

Recovery - The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable

Resource Management - Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used

Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 - Authorizes the Federal government to respond to disasters and emergencies in order to help State and local governments save lives, and to protect public health, safety, and property

Secondary Hazard - A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes

Significant Threat - The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss (FBI)

Simple Asphyxiant - Generally, an inert gas that displaces the oxygen necessary for breathing and dilutes the oxygen concentration below the level that is useful for the human body.

Size-up - The rapid mental evaluation of the factors that influence an incident Size-up is the first step in determining a course of action

Special Needs – A person who during periods of evacuation or emergency, requires sheltering assistance due to a physical impairment, cognitive impairment, and/or a sensory disability.

Spontaneous Evacuation - Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised

Standard Operating Procedure - A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out

State Liaison - A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency

State Coordinating Officer - The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the FCO

Storm Surge - A dome of sea water created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land

Strategic Goals - Strategic goals are broad, general statements of intent

Technical Operations - Include operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to explosive ordnance or NBC/WMD material

Terrorism - As defined by the FBI, "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives" This definition includes three elements: (1) Terrorist activities are illegal and involve the use of force (2) The actions are intended to intimidate or coerce (3) The actions are committed in support of political or social objectives Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism")

Terrorist Incident - A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (FBI)

Time, Distance, and Shielding (TDS) - Three types of protective measures commonly associated with hazardous materials training

Tornado - A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clock-wise direction The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel Winds may reach 3 00 miles per hour or higher

Toxic Materials - A type of chemical that can cause chemical harm at an incident scene. They produce harmful effects depending on the concentration of the materials and the length of exposure to them An individual can have chronic or acute exposures to toxic materials

Toxins - Toxic substances of natural origin produced by an animal, plant, or microbe. They differ from chemical substances in that they are not manmade Toxins may include botulism, ricin, and mycotoxins

TRACEM - The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical

Tsunami - Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal area

Vesicants - Chemical agents also called blister agents, which cause severe burns to eyes, skin, and tissues of the respiratory tract. Also referred to as mustard agents, examples include mustard and lewisite

Virus - The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host Types of viruses are smallpox, Ebola, Marburg, and Lassa fever

Voluntary Evacuation - This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future Individuals issued this type of warning order are NOT required to evacuate, however it would be to their advantage to do so

Warning - The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause A warning issued by the NWS (e.g., severe

storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area

Watch - Indication by the NWS that, in a defined area, conditions is favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch)

Weapon of Mass Destruction (WMD) - (A) Any destructive device as defined in section 921 of this title, (which reads) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life (18 USC, Section 2332a)

AUTHORITIES

This section contains a list of the applicable laws, titles, regulations, and guidance relevant to and used in the formation of the Baldwin County Emergency Operations Plan.

AEOP	The State of Alabama Emergency Operations Plan
44 CFR 206.224	This section of the Federal Code of Regulations pertains to debris removal and its role in disaster assistance.
CPG 101 v.2	The Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. This Guide helps planners at all levels of government in their efforts to develop and maintain viable, all-hazards, all-threats emergency plans. CPG 101 v. 2 is the latest version.
EPCRA (SARA Title III)	The objective of the Emergency Planning and Community Right-To-Know Act (EPCRA) is to: (1) allow state and local planning for chemical emergencies, (2) provide for notification of emergency releases of chemicals, and (3) address communities' right-to-know about toxic and hazardous chemicals.
FRP	Federal Response Plan
HAZUS-MH	HAZUS is a geographic information system -based natural hazard loss estimation software package developed and freely distributed by the Federal Emergency Management Agency (FEMA). HAZUS-MH V2.0 is the latest version.
H. B. 107	To amend Sections 31-9-3, 31-9-4, 31-9-8, and 31-9-10, Code of Alabama 1975, relating to state emergencies and the Emergency Management Agency; to provide for the Governor's authority to proclaim an emergency; to expand the authority of state and local responders regarding emergency preparedness and response, to establish degrees of emergency classifications; and to further provide for the powers of political subdivisions with respect to emergency management.
NFPA 1600	National Fire Protection Association Standard on Disaster/Emergency Management and Business Continuity Programs
NIMS	The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.
NDRF	The National Disaster Recovery Framework (NDRF), Second Edition released June 2016, provides context on how the community works together to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community

NPG	The National Preparedness Goal, released in September, 2011, defines what it means for the “whole community” to be prepared for all types of disasters and emergencies.
NRF	The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The <i>Framework</i> establishes a comprehensive, national, all-hazards approach to domestic incident response. Authorities and References for the NRF can be found at http://www.fema.gov/pdf/emergency/nrf/nrf-authorities.pdf
PPD-8	Presidential Policy Directive 8 (PPD-8) establishes policy directing a “whole community” approach to emergency management.
Public Law 31-9	The Alabama Emergency Management Act of 1955 (Public Law 31-9), Act 47, June 1955
Public Law 81-920	Federal Defense Act of 1950, as amended
Public Law 58-4	A Federal Agreement recognizing the American Red Cross as a disaster response and relief organization.
Public Law 84-99	Flood Control and Coastal Emergencies Act
Public Law 93-288	As amended by Public Law 100-107, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 99-499	Title III, Emergency Planning & Community Right-to-Know, Oct. 17, 1986
Public Law 101-615	Hazardous Materials Transportation Uniform Safety Act of 1990
Public Law 107-296	The Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. §§ 101-557), ¹ as amended with respect to the organization and mission of the Federal Emergency Management Agency in the Department of Homeland Security Appropriations Act of 2007, Pub. L. 109-295, 120 Stat. 1355 (2006), established a Department of Homeland Security (DHS) as an executive department of the United States. The Homeland Security Act consolidated component agencies, including the Federal Emergency Management Agency (FEMA), into the Department. The Secretary of Homeland Security is the head of the Department and has direction, authority, and control over it. All functions of all officers, employees, and organizational units of the Department are vested in the Secretary.
Public Law 109-295	(PKEMRA), which is Title VI of the Department of Homeland Security Appropriations Act, 2007, Pub. L. 109-295, 120 Stat. 1355 (2006), clarified and modified the Homeland Security Act with respect to the organizational structure, authorities, and responsibilities of FEMA and the FEMA Administrator.
RSF	Recovery Support Functions provide the coordinating structure of key functional areas of assistance in the National Disaster Recovery Framework (NDRF). The purpose is to support local government

	by facilitating problem solving, improving access to resources and fostering coordination among State and Federal agencies, nongovernmental partners and stakeholders.
The Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) constitutes the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and FEMA programs.
Title 47 USC 151	Title 47 USC 151, 154(i) and (o), and 303(r); Chapter 1, Part 73, Subpart G, Federal Communications Commission Rules and Regulations, Radio Broadcast Services, Emergency Alert System (EAS), pertaining to day-to-day emergency operations
State Code 31-9-4	Directs the creation of a State Emergency management Agency with a director.
State Code 31-9-6	Known as the “Alabama Emergency Management Act of 1955”. Dictates that the Governor shall direct and control all state activities in response to the effects of disasters
State Code 31-9-10	Directs the establishment of local organizations for emergency management in accordance with the state emergency management plan and programs
U.S. Department of Homeland Security	Active Aggressor – How to Respond

Appendices

This section contains additional material relevant to emergency operations.

- I. TIERED RESPONSE
- II. NATIONAL INCIDENT MANAGEMENT SYSTEMS
 - a. ICS FORMS
 - b. NQS
- III. INTERNAL COMMUNICATION
 - a. VIRTUAL EMERGENCY OPERATION CENTER (i.e. Veoci)
- IV. THREAT and HAZARD IDENTIFICATION RISK ASSESSMENT
- V. AGENCY CONTACT INFORMATION

APPENDIX I:

Baldwin County EMA

Emergency Tiered Response Framework

TIER	INCIDENT	RESPONSE
1	Incident requiring full activation of EOC, ESF's, and other resources - written IAP required EXAMPLES: Large scale accident, hurricane, other significant event	All BCEMA Personnel Involves a declared disaster, which requires an extensive county response, where the county and local governments are clearly overwhelmed. The EOC is fully staffed for 24-hour operations by the Command Staff, Operations Section, Planning Section, Logistics Section, and the Finance/Administration Section. The BCEMA requests assistance from the State through implementation of the NRF.
2	Incident requiring partial EOC activation – written IAP required Examples: Severe storm, flooding	All BCEMA Personnel Involves an event that has become, or is becoming, an emergency or disaster and requires significant county response and possible state response and recovery assistance (local government capabilities are clearly exceeded). The Command Staff, Operations Section, Planning Section, Logistics Section, and Finance/Administration Section are at least partially staffed on a 24-hour basis in the EOC. Support agencies are alerted and most BCEMA personnel are assigned to emergency/disaster functions. The Governor may declare a State of Emergency. The Baldwin County EOP is implemented.
3	Incident involving HazMat requiring limited EOC activation – May extend more than one operational period, written IAP required EXAMPLES: Train derailment, cargo tanker accident	BCEMA Personnel, other pertinent personnel (As Necessary) Involves any event that has the potential to develop into an emergency or disaster and will likely require the assistance of at least two or three county agencies and/or limited need for State assistance (Regional Coordinator). A limited staff will be in place in the EOC staffed with EMA personnel and those agencies essential to the response. Twenty-four hour staffing may be required. Daily activities are altered to accommodate the situation. All applicable State agencies are alerted.
4	Incident requiring minimal (as necessary) EOC activation – Limited to one operational period EXAMPLE: Large accident	On-Call EMA personnel, Director and/or Deputy Director Involves an event likely to be within the capabilities of the local government. Typical daily activities continue while the event is monitored. Notification is limited to those agencies that have normal day-to-day emergency responsibilities or regulatory requirements. If the event occurs during non-duty hours, the operations officer may be required to report to the EOC to monitor the situation and respond to requests for assistance.

APPENDIX II:

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents.

The National Incident Management System (NIMS) guides all levels of government in the The National Qualification System (NQS) supplements the Resource Management component of the National Incident Management System (NIMS) by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel. This Guideline is for use by any authority having jurisdiction (AHJ), including all levels of government and organizations, private sector entities, and nongovernmental organizations (NGO) with incident management or support responsibilities. It describes the basic principles of standard qualification, certification, and credentialing processes and introduces primary tools to help AHJs establish their own processes. Many organizations and jurisdictions have already established processes for qualifying, certifying, and credentialing incident management and support personnel. This Guideline does not replace these procedures. Rather, it helps AHJs build or refine qualification, certification, and credentialing processes to be effective and consistent nationwide. The qualification, certification, and credentialing processes described in the Guideline are voluntary for all non-Federal entities. This document supersedes the 2011 version of the NIMS Guideline for the Credentialing of Personnel. The NQS national doctrine promotes interoperability by establishing a common language for defining job titles and by enabling jurisdictions and organizations to plan for, request, and have confidence in the capabilities of personnel deployed for disasters and emergencies from other entities through mutual aid agreements and compacts. Following the concepts and processes in this Guideline will enhance national preparedness by expanding the network of qualified incident management

APPENDIX II. A: **INCIDENT COMMAND SYSTEM**

ICS FORMS LIST

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

<i>ICS Form # and Title</i>	<i>Typically Prepared By:</i>	<i>ICS Forms Description</i>
ICS 201 Incident Briefing	Initial Incident Commander	Provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS Form 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.
*ICS 202 Incident Objectives	Planning Section Chief	Describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.
*ICS 203 Organization Assignment List	Resources Unit Leader	Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS Form 207) which is posted on the Incident Command Post display. An actual organization will be incident or event specific. Not all positions need to be filled. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.
*ICS 204 Assignment List	Resources Unit Leader & Operations Section Chief	Informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.
*ICS 205 Incident Radio Communications Plan	Communications Unit Leader	Provides information on all radio frequency or trunked radio system talk group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by the Communications Unit Leader for use by incident

		responders. Information from the Incident Radio Communications Plan on frequency or talk group assignments is normally placed on the Assignment List (ICS Form 204).
**ICS 205A Communications List	Communications Unit Leader	Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS Form 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS Form 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.
*ICS 206 Medical Plan	Medical Unit Leader (reviewed by safety officer)	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
ICS 207 Incident Organization Chart (<i>wall-mount size, optional 8 1/2" x 14"</i>)	Resources Unit Leader	Provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS Form 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.
**ICS 208 Safety Message/Plan	Safety Officer	Outlines safety message(s), priorities, and key command emphasis/decisions/directions, safety hazards and specific precautions to be observed during this Operational Period.
ICS 209 Incident Status Summary	Situation Unit Leader	Summarizes incident information for staff members and external parties and provides information to the Public Information Officer for preparation of media releases. The ICS Form 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared.
ICS 210 Resource Status Change	Communications Unit Leader	Resource Status Change ICS Form 210: Used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS Form 213). The form could also be used by Operations as a worksheet to track entry, etc.
ICS 211 Incident Check- In List (<i>Optional 8 1/2" x 14" and 11"x17"</i>)	Resources Unit / Check-In Recorder	Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS Form 211). The ICS Form 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.
ICS 213 General	Any Message	Used by the incident dispatchers to record incoming messages

Message (3-part form)	Originator	that cannot be orally transmitted to the intended recipients. The ICS Form 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.
ICS 214 Activity Log (Optional 2-sided form)	All Sections and Units	Records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any After Action Report.
ICS 215 Operational Planning Worksheet (Optional 8 1/2" x 14" and 11"x17")	Operations Planning Chief	Communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS Form 215 is used by the Resources Unit to complete the Assignment Lists (ICS Form 204) and by the Logistics Section Chief for ordering resources for the incident.
ICS 215A Incident Action Plan Safety Analysis	Safety Officer	Aids the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations and is best utilized in the planning phase and for Operations Section briefings.
ICS 218 Support Vehicle / Equipment Inventory (Optional 8 1/2" x 14" and 11"x17")	Ground Support Unit	Provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.
ICS 219 (cards)	Resource Status Card (T-Card) (May be printed on cardstock)	These cards are used for resource management and accountability.
ICS 220 Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director	Provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.
ICS 221 Demobilization Check-Out	Demobilization Unit Leader	Ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident. Demobilization is a planned process, and this form assists with that planning.
ICS 225	Incident Personnel Performance Rating	Provides the opportunity for supervisors to evaluate subordinates on incident assignments.

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed. Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization’s particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain; and as such the spirit and intent of particular fields or “information elements” on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

Copies of ICS forms may be found at <http://www.fema.gov/forms/job-aids-tools-templates> and are also kept on file by BCEMA at the EOC.

APPENDIX II. B
NATIONAL QUALIFICATIONS SYSTEM

Operations Section		
	Successful completion of the National Qualification System (NQS) Position Task Books (PTB) for the National Incident Management System (NIMS) Planning Section Positions, or equivalent Authority Having Jurisdiction (AHJ) documentation is desired. Complete *IS-2200	
	Operations Section Chief	
<i>Scott Wallace</i>	<i>Tasks/Responsibilities</i>	1. Manages all aspects of the Operations Section in the EOC. Coordinates with Incident Command to support the needs of the Operations “in the field”. 2. Provides the tactical assignments documented in the Incident Action Plan (IAP) and directs its execution 3. Makes expedient changes to current operations based on the complexity or magnitude of the incident and reports those changes to the Incident Commander (IC) 4. Manages all operations and progress related to the incident 5. Ensures the safety and welfare of Operations Section personnel 6. Coordinates operations at the local level 7. Establishes or transitions into the Operations Section 8. Supervises and configures section with branches, divisions, groups, and units to support operations
	<i>Suggested Training Requirements & Experience</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction

		7. IS-800: National Response Framework, An Introduction 8. IS-2900: National Disaster Recovery Framework (NDRF) Overview 9. E/L 0958: NIMS ICS All-Hazards Operations Section Chief Course 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
	Deputy Operations Section Chief (D-OSC)	
	<i>Tasks/Responsibilities</i>	1. Manages all aspects of the Operations Section in the EOC. Coordinates with Incident Command to support the needs of the Operations “in the field”. 2. Provides the tactical assignments documented in the Incident Action Plan (IAP) and directs its execution 3. Makes expedient changes to current operations based on the complexity or magnitude of the incident and reports those changes to the Incident Commander (IC) 4. Manages all operations and progress related to the incident 5. Ensures the safety and welfare of Operations Section personnel 6. Coordinates operations at the local level 7. Establishes or transitions into the Operations Section 8. Supervises and configures section with branches, divisions, groups, and units to support operations
	<i>Suggested Training Requirements & Experience</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 7. IS-800: National Response Framework, An Introduction

		8. IS-2900: National Disaster Recovery Framework (NDRF) Overview 9. E/L 0958: NIMS ICS All-Hazards Operations Section Chief Course 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
		Safety Officer
<i>Ken Strong</i>	<i>Tasks/Responsibilities</i>	1. Monitors and assesses safety hazards 2. Develops measures for ensuring personnel safety 3. Inspects facilities for safety hazards 4. Participates in developing the Incident Action Plan (IAP) regarding safety implications 5. Provides safety briefings and distributes safety messages 6. Monitors incident operations and advises the Incident Commander or center director on all matters relating to the health and safety of emergency response personnel 7. Stops and prevents unsafe actions during incident operations
	<i>Suggested Training Requirements & Experiences</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-800: National Response Framework, An Introduction 7. E/L 0954: National Incident Management System Incident Command System All-Hazards Safety Officer Course 8. United States Fire Administration (USFA) 0305: Type III All-Hazards Incident Management Team Course Experience Needed: 1. Successful completion of the NQS PTB for the NIMS Type 3 Safety Officer, or equivalent AHJ

		documentation 2. Experience in incident management in a subordinate position
	Shelter Manager	
<i>Amanda Thweatt</i>	<i>Tasks/Responsibilities</i>	1. Is responsible for providing supervision and operational support for shelter operations of short duration, such as an Emergency Evacuation Site or Temporary Evacuation Point Shelters 2. Supervises a work team and service providers 3. Ensures the needs of shelter occupants are being met 4. Assumes accountability for the assigned workers within the activity
	<i>Suggested Training Requirements & Experience</i>	Completion of the following: 1. IS-10: Animals in Disasters, Awareness and Preparedness (Module A) 2. IS-100: Introduction to Incident Command System, ICS-100 3. IS-200: Basic Incident Command System for Initial Response, ICS-200 4. IS-366: Planning for the Needs of Children in Disasters 5. American Red Cross Shelter Fundamentals training or equivalent Knowledge, Skills, and Abilities: 1. Ability to manage multiple priorities, tasks, and work teams simultaneously; organize work and activities; and assign tasks, communicate instructions, and delegate work to subordinates or work teams 2. Knowledge of shelter agreements and facility inspection 3. Knowledge of support and operational functions used in the type of shelter operated, to include, as a minimum: a. Administration and record keeping b. Shelter reporting systems c. Registration and records d. Feeding e. Dormitory operations f. Security and crowd management; and g. Public health, medical health, and mental health services

		4. Knowledge of the full range of needs and services for special populations (such as children and persons with access and functional needs) sheltered as defined in the NRF and the Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Shelter Manager, or equivalent AHJ documentation 2. Operational incident or equivalent exercise experience as a shelter worker 3. Experience organizing and supervising workers 4. Experience supervising diverse personnel, including volunteers and employees
	Donations Specialist	
VOAD Dana Jepsen Lana Mummah	<i>Tasks/Responsibilities</i>	The Donations Specialist reports to the Donations Coordination Task Force Leader, Donated Goods Warehouse Management Team Leader, Donations Call Center Supervisor, or other designated supervisor, and performs the following functions: 1. Helps create and implement the volunteer and donations portion of the operations plan 2. Helps manage the flow of donated goods, funds, and services during the response and recovery phases 3. Maintains open communication, such as conference calls and e-mail, with the appropriate stakeholders, including representatives of local, state, tribal, territorial, and Federal governments, Voluntary Organizations Active in Disaster (VOAD), community-based organizations, and the private sector 4. Assists the Donations Call Center Supervisor, if activated, and supports call center operations 5. Offers logistical support, such as transportation to and from the local warehouse, and secures facility space, equipment, and supplies 6. Supports donations coordination functions as the Donations Coordination Task Force Leader requests
	<i>Suggested Training</i>	Completion of the following:

	<i>Requirements & Experience</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-244: Developing and Managing Volunteers 3. IS-288: The Role of Voluntary Agencies in Emergency Management 4. IS-700: National Incident Management System, An Introduction Knowledge, Skills, and Abilities: 1. Familiarity with private, public, and nongovernmental organization (NGO) donations management processes at local, state, tribal, territorial, and Federal levels 2. Ability to support the Donations Coordination Task Force Leader in executing donations management agreements 3. Familiarity with the function of long-term recovery committees Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Donations Specialist, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience supporting donation coordination in disasters or planned events 3. Experience working with VOAD on donations management
ESF 1 - Transportation		
Ann Simpson Ron Stewart Kathy Weeks Anthony Sampson	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident command system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
ESF 3 - Public Works and Engineering		
Zachary Bodle	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident command

		system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 4 - Firefighting	
<i>Chad Brewer</i>	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Services	
<i>Brian Phelan Sherri Jones Dana Jepsen</i>	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 8 – Public Health and Medical Services	
<i>Loren Powers CW Pierce</i>	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 9 – Search and Rescue	
<i>Brandon Thompson Danny Mitchell Ray Hogan</i>	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 10 – Oil and Hazardous Materials Response	
	<i>Tasks/Responsibilities</i>	General requirements and credentials of the

		profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 11 – Agriculture and Natural Resources Annex	
	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 12 - Energy	
Sam Williams Kim Frank Jeff Schmit	<i>Tasks/Responsibilities</i>	
	<i>Suggested Training Requirements & Experience</i>	
	ESF 13 – Public Safety and Security	
Michael Gaull Nathan Lusk Tony Nolf Mike Hoguet	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	
	ESF 14 – Cross-Sector Business and Infrastructure	
	<i>Tasks/Responsibilities</i>	General requirements and credentials of the profession, knowledge of the incident comment system, familiarity with the emergency operations center, and awareness of how IC and EOC interface and contrast.
	<i>Suggested Training Requirements & Experience</i>	

EOC Planning Section Job Descriptions and Training Information		
	Successful completion of the National Qualification System (NQS) Position Task Books (PTB) for the National Incident Management System (NIMS) Planning Section Positions, or equivalent Authority Having Jurisdiction (AHJ) documentation is desired.	
	Planning Section Chief (PSC)	
	<i>Tasks/Responsibilities</i>	The Planning Section Chief manages all aspects of the Planning Section, which includes the Deputy Planning Section Chief, Documentation Unit Leader, Situation Unit Leader, Resource Unit Leader, and Demobilization Unit Leader positions and functions. The PSC: 1. Manages all aspects of the Planning Section 2. Manages the preparation of strategies and plans for the incident and submits incident status reports 3. Prepares, collects, evaluates, disseminates, and uses incident information to develop the Incident Action Plan (IAP) 4. Facilitates incident information to maintain situational awareness (current and future) 5. Provides periodic predictions on incident potential and incident course of actions 6. Coordinates planning efforts at the local level 7. Establishes or transitions into the Planning Section 8. Supervises and configures section with units and single resources as necessary
	<i>Suggested Training Requirements & Experience</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-706: National Incident Management System

		Intrastate Mutual Aid – An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E/L 0962: National Incident Management System Incident Command System All-Hazards Planning Section Chief Course, or equivalent 11. E/G/L 0191: Emergency Operations Center/Incident Command System Interface NQS PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_planningsectionchief.pdf <i>*Experience in a subordinate position in the Planning Section, or other areas of the EOC is preferred.</i>
	Deputy Planning Section Chief (D-PSC)	
	<i>Tasks/Responsibilities</i>	The Deputy Planning Section Chief provides support to the PSC and manages all aspects of the Planning Section, assuming the roles and responsibilities of the PSC in the absence of the primary PSC, and: 1. Assists in the management of all aspects of the Planning Section under the direction of the PSC. 2. Manages the preparation of strategies and plans for the incident and submits incident status reports 3. Prepares, collects, evaluates, disseminates, and uses incident information to develop the Incident Action Plan (IAP) 4. Facilitates incident information to maintain situational awareness (current and future) 5. Provides periodic predictions on incident potential and incident course of actions 6. Coordinates planning efforts at the local level 7. Establishes or transitions into the Planning Section 8. Supervises and configures section with units and single resources as necessary
	<i>Suggested Training Requirements & Experience</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for

		Initial Response, ICS-200 - ICS-300: Intermediate Incident Command System for Expanding Incidents - ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents - IS-700: National Incident Management System, An Introduction - IS-703: National Incident Management System Resource Management - IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction - IS-800: National Response Framework, An Introduction - IS-2900: National Disaster Recovery Framework (NDRF) Overview - E/L 0962: National Incident Management System Incident Command System All-Hazards Planning Section Chief Course, or equivalent - E/G/L 0191: Emergency Operations Center/Incident Command System Interface NQS PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_planningsectionchief.pdf <i>*Experience in a subordinate position in the Planning Section, or other areas of the EOC is preferred.</i>
	Documentation Unit Leader (DoUL)	
	<i>Tasks/Responsibilities</i>	The Documentation Unit Leader maintains accurate, complete, and up-to-date incident files, including the following actions: - Maintains accurate, complete, up-to-date incident files. - Ensures each section maintains and provides appropriate documents for post-incident documentation purposes. - Provides duplication services to support incident operations. - Compiles, reproduces, and distributes the Incident Action Plan (IAP) - Establishes or transitions into a unit under the Planning Section.

		6. Configures unit with personnel to support operations
	<i>Suggested Training Requirements & Experiences</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 7. Resource Typing Definition for Response Operational Coordination 8. Experience gathering, updating, and applying situational information to make informed strategic decisions and to exchange relevant information. DoUL PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_documentationunitldr_0.pdf
	Situation Unit Leader	
	<i>Tasks/Responsibilities</i>	The Situation Unit Leader collects, processes, and organizes information related to the ongoing situation, and: 1. Prepares Situation Reports/Summaries 2. Prepares graphical and numerical projections and displays incident information related to movement, growth, mitigation, or intelligence activities 3. Projects and forecasts changes to provide and maintain a common operating picture 4. Prepares maps, with the aid of the GIS Specialist 5. Gathers and disseminates information and intelligence for the Incident Action Plan (IAP) 6. Prepares for and participates in planning meetings providing up-t-date situational

		awareness and incident status
	<i>Suggested Training Requirements & Experiences</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0964: National Incident Management System Incident Command System All-Hazards Situation Unit Leader Course, or equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface SUL PTB: https://www.fema.gov/sites/default/files/2020-09/fema_nqs_ptb_situationunitldr_0.pdf
	Resources Unit Leader (RUL)	
	<i>Tasks/Responsibilities</i>	The Resources Unit Leader orders and tracks the delivery of incident-related resources and supplies, including the following activities and tasks, and: 1. Orders and tracks the delivery of incident-related resources and supplies. 2. Coordinates with other units to care for and maintain arriving, staged, and employed mutual aid resources 3. Coordinates with the Demobilization Unit to track demobilizing mutual aid resources 4. Establishes or transitions into a unit under the Planning Section 5. Configures unit with personnel to support operations
	<i>Suggested Training Requirements & Experience</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command

		System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 7. IS-800: National Response Framework, An Introduction 8. IS-2900: National Disaster Recovery Framework (NDRF) Overview 9. E/L 0965: National Incident Management System Incident Command System All-Hazards Resources Unit Leader Course, or equivalent 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface RUL PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_resourcesunitldr.pdf
	Demobilization Unit Leader (DeUL)	
	<i>Tasks/Responsibilities</i>	The Demobilization Unit Leader leads the development of and coordinates the implementation of a demobilization plan. The DeUL: 1. Collects, evaluates, and disseminates information regarding all incident resources 2. Develops and disseminates the demobilization plan 3. Monitors demobilization process and progress 4. Coordinates implementation of the demobilization plan 5. Establishes or transitions into a unit under the Planning Section 6. Configures unit with personnel to support operations
	<i>Suggested Training Requirements & Experience</i>	1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System,

		An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 7. IS-800: National Response Framework, An Introduction 8. IS-2900: National Disaster Recovery Framework (NDRF) Overview 9. E/L 0965: National Incident Management System Incident Command System All-Hazards Resources Unit Leader Course, or equivalent 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface DoUL PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_documentationunitldr_0.pdf
	GIS Point of Contact (Baldwin County CIS Dept.)	
	<i>Tasks/Responsibilities</i>	The GIS Specialist: 1. Participates in functional area briefings and after action reports 2. Defines, implements, and maintains a daily archival process 3. Provides written documentation, digital data, and products developed during the incident to the Documentation Unit and others 4. Assists in producing incident products by completing digital analysis 5. Develops, updates, and maintains metadata 6. Coordinates with Situation Unit Leader to prepare incident maps and displays by collecting and interpreting information 7. Produces and updates digital maps within established guidelines and time frames.
	<i>Suggested Training Requirements & Experience</i>	Training prescribed by the necessities of the job functions and the CIS Department Director. GIS Specialist PTB: https://www.fema.gov/sites/default/files/2020-05/fema_nqs_ptb_gisspecialist_20170731_0.pdf
References		

	1. NIMS Emergency Management Positions: https://www.fema.gov/emergency-managers/nims/components/positions 2. FEMA Independent Study Courses: https://training.fema.gov/is/ 3. FEMA NIMS Emergency Management Position Task Books (Baldwin County EOC uses Single-Type): https://www.fema.gov/emergency-managers/nims/components/position-task-books
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Logistics Section	
Successful completion of the National Qualification System (NQS) Position Task Books (PTB) for the National Incident Management System (NIMS) Planning Section Positions, or equivalent Authority Having Jurisdiction (AHJ) documentation is desired.	
Logistics Section Chief (LSC)	
<i>Tasks/Responsibilities</i>	1. Manages logistical needs 2. Provides facilities, services, people, and materials in support of the incident 3. Advises the Incident Commander on all matters relating to logistics planning, facilities, communications, ordering, receipt, storage, transport, and onward movement of goods, services, and personnel 4. Coordinates logistics at the local level 5. Establishes or transitions into the Logistics Section 6. Supervises and configures section to support operations with branches, divisions, groups, and units as necessary 7. Supports or participates in the Incident Action Plan (IAP) process as necessary
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: Incident Management System, An Introduction 6. IS-703 National: National Incident Management

	System Resource Management 7. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 8. IS-800: National Response Framework, An Introduction 9. E/L 0967: Logistics Section Chief, or equivalent 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface IS-2200 Basic Emergency operations Center Functions 11. IS-2901: An Introduction to Community Lifelines Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Logistics Section Chief, or equivalent AHJ documentation 2. Experience in incident management in a subordinate position
Deputy Logistics Section Chief (D-LSC)	
<i>Tasks/Responsibilities</i>	1. Manages logistical needs 2. Provides facilities, services, people, and materials in support of the incident 3. Advises the Incident Commander on all matters relating to logistics planning, facilities, communications, ordering, receipt, storage, transport, and onward movement of goods, services, and personnel 4. Coordinates logistics at the local level 5. Establishes or transitions into the Logistics Section 6. Supervises and configures section to support operations with branches, divisions, groups, and units as necessary 7. Supports or participates in the Incident Action Plan (IAP) process as necessary
<i>Suggested Training Requirements & Experience</i>	Training - Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents

	4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: Incident Management System, An Introduction 6. IS-703 National: National Incident Management System Resource Management 7. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 8. IS-800: National Response Framework, An Introduction 9. E/L 0967: Logistics Section Chief, or equivalent 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Logistics Section Chief, or equivalent AHJ documentation 2. Experience in incident management in a subordinate position
Support Branch Director (SupBD)	
<i>Tasks/Responsibilities</i>	The Support Branch Director: 1. Coordinates the implementation of mutual aid agreements 2. Oversees the ordering and tracking of incident-related resources and supplies 3. Oversees the setup, maintenance, and demobilization of all incident facilities and the management of base and camp operations 4. Manages the support of out-of-service resources; the transportation of personnel, supplies, food, and equipment; and the fueling, service, maintenance, and repair of vehicles and other ground support equipment 5. Establishes or transitions into a branch under the Logistics Section 6. Supervises and configures the branch to support operations with units, as necessary
<i>Suggested Training Requirements & Experiences</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command

	System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-800: National Response Framework, An Introduction 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Knowledge, Skills, and Abilities: Understands the process for implementing the Emergency Management Assistance Compact (EMAC) and other mutual aid agreements. Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Support Branch Director, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Leadership experience in incident management in a subordinate position
Service Branch Director (SerBD)	
<i>Tasks/Responsibilities</i>	The Service Branch Director: 1. Oversees the installation, distribution, maintenance, and repair of Information Technology (IT) and communications equipment 2. Oversees the feeding of response personnel through the use of field kitchens, contracted catering, and other available resources 3. Provides first responder, first receiver, preventative public health, and medical support to the incident staff and teams in the field

	4. Oversees the management of Medical Unit aid stations 5. Contributes to the development of the communications plan within the Incident Action Plan (IAP) 6. Establishes or transitions into a branch under the Logistics Section 7. Supervises and configures branch to support operations with units as necessary
<i>Suggested Training Requirements & Experience</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-800: National Response Framework, An Introduction 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Knowledge, Skills, and Abilities: Understands the implementation process of the Emergency Management Assistance Compact (EMAC) and other mutual aid agreements. Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Service Branch Director, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Leadership experience in incident management in a subordinate position

Communications Unit Leader (CUL)	
<i>Tasks/Responsibilities</i>	The Communications Unit Leader: 1. Develops plans for the effective use of incident communications equipment and facilities, including the Incident Radio Communications Plan 2. Oversees installation and testing of communications equipment 3. Supervises the Incident Communications Center Manager and Communications Technicians (COMT) 4. Distributes communications equipment to incident personnel 5. Maintains and repairs communications equipment, including data management infrastructure 6. Plans, organizes staff, manages, and demobilizes the Communications Unit in a safe and effective manner to meet incident needs 7. Coordinates with the incident sections, appropriate communications personnel, and other agencies to assist in accomplishing the overall incident objectives 8. Designs, orders, and ensures the installation and maintenance of all communications systems 9. Maintains accountability of assigned communications equipment 10. Establishes or transitions into a unit under the Logistics Section 11. Configures unit with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-700: National Incident Management System, An Introduction 3. IS-800: National Response Framework, An Introduction 4. IS-200: Incident Command System for Single Resources and Initial Action Incidents 5. G0191: ICS/EOC Interface 6. ICS-300: Intermediate Incident Command System for Expanding Incidents 7. E/L 0969: Communications Unit Leader, or

	equivalent Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Communications Unit Leader, or equivalent AHJ documentation 2. Satisfactory performance as a COMT 3. Satisfactory performance as an Incident Communications Center Manager
Supply Unit Leader (SUL)	
<i>Tasks/Responsibilities</i>	The Supply Unit Leader: 1. Orders and manages resources, including personnel, equipment, and supplies for incident support 2. Tracks the delivery of incident-related resources and supplies 3. Maintains inventory of available supplies 4. Helps forecast resource and supply needs 5. Distributes all incident-related resources and supplies 6. Establishes or transitions into a unit under the Logistics Section 7. Configures unit with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 7. IS-800: National Response Framework, An Introduction 8. E/L 0970: Supply Unit Leader, or equivalent

	9. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Supply Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Leadership experience in incident management in a subordinate position, with experience in resource ordering, receiving, and inventorying and managing incident logistics
Facilities Unit Leader (FUL)	
<i>Tasks/Responsibilities</i>	The Facilities Unit Leader: 1. Coordinates the setup, maintenance, and demobilization of all incident facilities 2. Provides maintenance and security services for all incident facilities 3. Manages base and camp operations 4. Coordinates with the Communications Unit Leader to provide communications support 5. Establishes or transitions into a unit under the Logistics Section 6. Configures unit operations with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0971: Facilities Unit Leader, or equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface

	Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Facilities Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Leadership experience in incident management in a subordinate position, with an emphasis in facilities management
Medical Unit Leader (MUL)	
<i>Tasks/Responsibilities</i>	The Medical Unit Leader: 1. Is a registered nurse (RN) or an Advanced Life Support (ALS) paramedic with community health/paramedic certification and experience, along with a background in public health 2. Provides first responder/first receiver and preventative public health and medical support to the Incident Management Team (IMT) and teams in the field 3. Manages a Medical Unit aid station, which provides treatment, care, and stabilization for ground or aeromedical transportation 4. Prepares medical emergency plans for handling injured or ill responders 5. Assists in public health-related issues at facilities supporting personnel 6. Coordinates medical monitoring of responders, including individual screening and rehabilitation throughout incident operations and demobilization 7. Establishes or transitions into a unit under the Logistics Section 8. Configures unit with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management

	6. IS-800: National Response Framework, An Introduction 7. G0191: ICS/EOC Interface 8. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness 9. Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection Experience: 1. Successful completion of the NQS PTB for the NIMS Type 2 Medical Unit Leader, or equivalent AHJ documentation 2. Experience as a paramedic in an Emergency Medical Services (EMS) transport service or as an RN in an emergency room or primary care setting 3. Experience in one of the following: a. Federal/state Disaster Medical Assistance Team b. Regional/local Metropolitan Medical Response Team c. Military corpsman or pararescue jumper or field medic d. Independent Duty Medical Technician, member of a military field treatment team, or member of an IMT Medical Unit 4. Experience in public health interface or community paramedicine 5. Supervisory experience over other medical personnel
Ground Support Unit Leader (GSUL)	
<i>Tasks/Responsibilities</i>	The Ground Support Unit Leader: 1. Plans, staffs, and manages the Ground Support Unit to meet incident needs safely 2. Coordinates with the Logistics Section and other sections to help meet overall incident objectives 3. Manages support for out-of-service resources; transportation for personnel, supplies, food, and equipment; fueling, service, maintenance, and repair for vehicles and other ground support equipment; and development and implementation of the incident transportation plan 4. Establishes or transitions into a unit under the Logistics Section 5. Configures unit with personnel to support operations

<i>Suggested Training Requirements & Experience</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-800: National Response Framework, An Introduction 7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Ground Support Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience in incident management in a subordinate position
Food Unit Leader (FUL)	
<i>Tasks/Responsibilities</i>	The Food Unit Leader: 1. Manages the Food Unit for emergency response and disaster response and relief personnel 2. Coordinates feeding of response personnel through the use of field kitchens, contracted catering, and other available resources 3. Determines feeding needs at all incident facilities, including menu plans, facilities for food preparation and serving, potable water, and maintenance of the food service areas 4. Ensures staff take appropriate health and safety measures during food preparation and service 5. Keeps inventory of food and monitors food orders 6. Establishes or transitions into a unit under the Logistics Section 7. Configures unit with personnel to support operations
<i>Suggested Training Requirements &</i>	Training:

<i>Experience</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Food Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience feeding, or organizing feeding, for large groups (three meals per day for 50 to 250 persons) for multiple days 3. Experience developing, coordinating, and evaluating integrated and comprehensive plans for food preparation and coordination of feeding for large groups of persons 4. Experience in incident management in a subordinate position
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References

1. NIMS Emergency Management Positions: <https://www.fema.gov/emergency-managers/nims/components/positions>
2. FEMA Independent Study Courses: <https://training.fema.gov/is/>
3. FEMA NIMS Emergency Management Position Task Books: <https://www.fema.gov/emergency-managers/nims/components/position-task-books>

Finance/Admin Section

Successful completion of the National Qualification System (NQS) Position Task Books (PTB) for the National Incident Management System (NIMS) Planning Section Positions, or equivalent Authority Having Jurisdiction (AHJ) documentation is desired.

Finance/Admin Section Chief (FASC) – County Clerk/Treasurer or designee

<i>Tasks/Responsibilities</i>	The Finance/Administration Section Chief: 1. Is responsible for all financial, administrative, and cost analysis aspects of an incident
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	2. Maintains daily contact with agency administrative headquarters on finance and administration matters 3. Meets with assisting and cooperating agency representatives 4. Advises the Incident Commander on financial and administrative matters 5. Develops the operating plan for the Finance/Administration Section 6. Coordinates finances at the local level 7. Establishes or transitions into an existing Finance/Administration Section 8. Supervises and configures section with units to support as necessary
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E/L 0973: Finance/Administration Section Chief, or equivalent 11. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 12. United States Fire Administration (USFA) 0305: Type III All-Hazards Incident Management Team Course, or equivalent Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Finance/Administration Section Chief, or equivalent AHJ documentation

	2. Experience in incident management in a subordinate position
Deputy Finance/Admin Section Chief (D-FASC) – Budget Director or designee	
<i>Tasks/Responsibilities</i>	The Finance/Administration Section Chief: 1. Is responsible for all financial, administrative, and cost analysis aspects of an incident 2. Maintains daily contact with agency administrative headquarters on finance and administration matters 3. Meets with assisting and cooperating agency representatives 4. Advises the Incident Commander on financial and administrative matters 5. Develops the operating plan for the Finance/Administration Section 6. Coordinates finances at the local level 7. Establishes or transitions into an existing Finance/Administration Section 8. Supervises and configures section with units to support as necessary
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E/L 0973: Finance/Administration Section Chief, or equivalent 11. E/G/L 0191: Emergency Operations Center/Incident

	Command System Interface 12. United States Fire Administration (USFA) 0305: Type III All-Hazards Incident Management Team Course, or equivalent Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Finance/Administration Section Chief, or equivalent AHJ documentation 2. Experience in incident management in a subordinate position
Time Unit Leader (TUL) - Personnel Director or designee	
<i>Tasks/Responsibilities</i>	The Time Unit Leader: 1. Collects, records, and maintains all time data and cumulative time records 2. Determines personnel and equipment for which staff will keep time 3. Provides time and staffing estimates (current and future) 4. Establishes or transitions into a unit under the Finance/Administration Section 5. Configures unit with personnel to support activities
<i>Suggested Training Requirements & Experiences</i>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0975: Finance/Administration Unit Leader, or equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Knowledge, Skills, and Abilities: Financial management concepts and principles Experience: 1. Successful completion of the National Qualification

	System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Time Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience in incident management in a finance-related position
Procurement Unit Leader (PUL) – Purchasing Director or Designee	
<i>Tasks/Responsibilities</i>	The Procurement Unit Leader: 1. Administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements 2. Administers documentation associated with equipment rental and supply contracts 3. Prepares and authorizes contracts and land-use agreements 4. Ensures effective and timely contract close-out 5. Establishes or transitions into a unit under the Finance/Administration Section 6. Configures unit with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-800: National Response Framework, An Introduction 7. IS-2900: National Disaster Recovery Framework (NDRF) Overview 8. E/L 0975: Finance/Administration Unit Leader, or equivalent 9. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Experience: Knowledge, Skills, and Abilities:

	1. Knowledge of financial management concepts and principles 2. Understanding of private, local, state, tribal, territorial, and Federal acquisition and procurement processes, policies, procedures, and applicable laws and regulations Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Procurement Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience in incident management in a finance-related position
Comp./Claims Unit Leader (CCUL)	
<i>Tasks/Responsibilities</i>	The Compensation/Claims Unit Leader: 1. Reviews and coordinates procedures for handling compensation and claims 2. Maintains cumulative incident compensation and claims data 3. Determines status of accident- and injury-related investigations 4. Advises on the nature and status of all existing and potential claims 5. Coordinates closely with Medical Unit and Cost Unit 6. Establishes or transitions into a unit under the Finance/Administration Section 7. Configures unit with personnel to support operations
<i>Suggested Training Requirements & Experience</i>	Training: Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0975: Finance/Administration Unit Leader, or equivalent

	8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface Knowledge, Skills, and Abilities: Financial management concepts and principles Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Compensation/Claims Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience in emergency management in a finance-related position
Cost Unit Leader (CUL) – Finance and Accounting Staff	
<i>Tasks/Responsibilities</i>	The Cost Unit Leader collects, records, and develops recommendations related to the incident costs and: 1. Collects and records all cost data 2. Maintains cumulative incident cost records 3. Performs cost-effectiveness analyses 4. Provides cost estimates and cost-saving recommendations for the incident 5. Establishes or transitions into a unit under the Finance/Admin. section
<i>Suggested Training Requirements & Experience</i>	Knowledge, skills, and abilities: financial management concepts and principles. Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0975: Finance/Administration Unit Leader, or

	equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
	References 4. NIMS Emergency Management Positions: https://www.fema.gov/emergency-managers/nims/components/positions 5. FEMA Independent Study Courses: https://training.fema.gov/is/ 6. FEMA NIMS Emergency Management Position Task Books: https://www.fema.gov/emergency-managers/nims/components/position-task-books

APPENDIX III
Baldwin County Emergency Management Agency
Standard Operating Guide



VISION:

The vision of the Baldwin County Emergency Management Agency is to successfully integrate a comprehensive, innovative program which seeks to prepare and mitigate disasters using social, technical, and strategic methods which will protect life, minimize property damage, coordinate assistance, and expedite recovery processes to preserve and advance our community.

MISSION:

Our mission is to provide a comprehensive and integrated emergency management system that coordinates resources to protect lives, property, and the environment through mitigation, preparedness, response, and recovery from all threats and hazards that affect Baldwin County.

Release of Information

Information received and/or disseminated by the BCEMA impacts the operations of other government and non-government entities, as well as the lives of the citizens of Baldwin County. This information, although not confidential in nature, may be time sensitive and require specific guidelines in its use. It is extremely important that the Director make the determination of dissemination prior to the release of information, either formally or informally.

In addition to the requirements set forth by Commission Policy #2.21 and other related policies, the intentional release or misuse of information regarding any facet of the BCEMA without the consent of the Agency Director will result in immediate disciplinary action.

Call Duty Officer

1. EMA employees with call duty as part of their job description is to assume one week (seven days) of available for call duty per cycle. The EMA staff will coordinate with one another to ensure that notifications, call outs and request for call outs are sufficiently covered.
2. When assuming call duty, the duty officer will forward the on call "rolling number" to their cell phone. Directions for doing this is as follows.

Duty Officer Phone Number 251-239-4322 "Rolling" Instructions

When Call Duty is transferred during a day (Monday) that is a County Holiday, the Duty Officer should coordinate with the next oncoming Duty Officer to transfer.

The cell phone transfer instructions for Verizon and link to the Southern Linc XP8 User Manual are below.

How to Forward the EMA Duty Officer Number to the EMA Staff Member on Call

1. Go to your desk phone and select the button beside the "On Call #" label on the right-side menu to get the dial tone.
2. Press #91 and enter 9 and the cell number, with the area code, for the duty officer and press ok or just hang up. NO NOT enter a "1" before the area code.

How to use Call Forwarding from your Verizon County Cell Phone:

To Turn Call Forwarding On

1. Open the **Phone** app on your smartphone (or use the dial pad on your basic **phone**).
2. Enter *72 and then enter the 10-digit **phone** number where you want your calls to be forwarded. (e.g., *72-908-123-4567). ...
3. Tap the Call icon and wait to hear a confirmation tone or message.

Turn Call Forwarding Off from Device

1. From the device you wish to **disable Call Forwarding**, dial *73. If you don't have your device or *73 doesn't work, **Call Forwarding** can be turned off via My **Verizon**.
2. Listen for a series of beeps then wait for **call** to automatically **end**.

How to use Call Forwarding from your Southern Link PTT/Android County Cell Phone:

See the XP8 User Manual at <https://www.southernlinc.com/ite/pdfs/XP8-Southern-Linc-UG-Final.pdf>.

3. A vehicle is available for use for any staff member that assumes call duty or one that needs to respond to an incident. **The vehicles are not to be driven in emergency mode. All current County Commission policies regarding the use of county vehicles will be adhered to.**
4. Call duty personnel will keep their EMA cell phones and Southern Link devices in proximity and shall respond in a timely manner to requests for assistance. If on-scene response is necessary, there should be a timely response unless unforeseen circumstances dictate.
5. The Director, Deputy Director, or Emergency Management Officer will be notified if the call duty staff member responds to an on-scene incident.
6. Press releases will be coordinated by the Director, PIO, or their designee.
7. The Director, or Deputy Director, will make the determination to notify the Baldwin County Commission of any incidents.
8. The Duty Officer will monitor the radio traffic of the Southern Link radio and respond to information that is distributed to Baldwin County. When answering the National Weather Service (NWS), you shall reply by stating "Baldwin Copy".
9. The Duty Officer will communicate with the Baldwin County E-911 Center, which will be the EMA's central point of contact while on call. **SEE RADIO COMMUNICATIONS SECTION FOR COMMUNICATION PROCEDURES GUIDANCE.**
10. If the situation involves extreme weather or disaster, the event should be reported immediately to the Director or Deputy Director, and the National Weather Service.
11. It is each staff member's responsibility to ensure that call duty is covered prior to any scheduled travel/leave request etc. All staff members will work together so that calls are shared equally.
12. Duty Officers will create both a Veoci and a WebEOC entry, at the county level, on all incidents where action is taken. Duty Officers will write a narrative, in Veoci/WebEOC, about the incident in a timely manner. If the incident is dynamic or ongoing, you may need to enter periodic updates under "task action update". Dual entries will continue unless/until Veoci and Web EOC are linked.
 - Create an incident / event folder for the incident /event on the Z Drive under the "Incident/ Events" parent folder in the appropriate category and year of origination.
 - Save any/all relevant emails, documentation, Initial Web EOC Entries, photographs, and graphics in this folder.
13. When the Duty Officer makes an entry into Web EOC, take the following actions:
 - Save as / print to PDF the initial entry.
 - Name the file with the incident name and Web EOC Incident Number
 - Save in the Incident file.

Note: This will improve documentation of the event and our ability to research and reference incidents and events in the future.

- b. Reportable incidents: make it “statewide”. If you do not have access to a computer, contact the Operations Officer at AEMA (205-280-2200) to create a WEBEOC entry for incidents occurring during their duty time. You can then enter task action updates as needed. ***If AEMA creates the entry, be sure they put it under Baldwin County.***

1. Weather:

- A. Impending weather events will be predicated by public notifications through the various EMA social media outlets, mass notification, as well as the BCEMA phone app.
- B. When notified by the National Weather Service, respond via Southern Link to NWS.
- C. Monitor the BCEMA app to ensure proper notifications are being disseminated, then utilize social media outlets to forward emergency notifications from the NWS.
- D. If single family assistance is needed, have them contact Red Cross. 1- 800 RedCross
- E. When NWS-Mobile DSS (Decision Support Service) requests are needed, call the NWS Ops Desk at 251-633-2471 to make your request. Follow up with an email to sr-mob.weatherops@noaa.gov. When making a DSS request for a large pre-planned public event in a targeted location, be sure to have the location address and cross streets, jurisdiction, and timeframe for activities. Also include information on whether the event is outdoors. Consider the setup time and demobilization time as well as the types of activities (theme park or fair rides, stages, bouncy houses, or other vulnerable temporary structures and accessories). Include notable vulnerability potentials – think wind speed and temperature vulnerabilities – and the parameters, e.g., winds over 10 mph sustained or gusts over 15mph.
- I. I. Per NWS MIC, Jason Beaman: The sr-mob.weatherops@noaa.gov “weatherops” email is an internal group email that only contains our operational forecaster team. sr-mob.weatherops@noaa.gov is the best email address to communicate with for DSS requests and any other information you feel is important to pass on (such as photos and videos during a weather event). At some point down the road, NWS-Mobile will likely develop a DSS request form that EMAs can use to submit a DSS request. For short fuse, limited notice and response timeframe requests also call the NWS-Mobile ops desk at 251-633-2471 to confirm NWS-Mobile received the request. NWS strives to check the email routinely, but there can be delays when things get busy. If a DSS Request is made by the duty officer, CC Danon Smith, Tom Tyler, and the point of contact for the jurisdiction making the request (OWS, City of Daphne, etc.) on the email. Always obtain an email address and phone number for the requestor. CC them on the request to NWS and ensure they receive the response from NWS. Update Veoci with the information as soon as the request is made, even though email is still needed for the facilitation of the request and the provision of NWS detailed forecast information. Remember, <https://www.weather.gov/forecastpoints> is also a great tool and resource for the detailed and targeted forecast information from NWS. Forecast points and hourly forecast graphs from NWS can be found at: https://forecast.weather.gov/MapClick.php?x=231&y=44&site=mob&zmx=&zmy=&map_x=231&map_y=44#.Y21IGXbMKiM. Be sure your location and timeframe are correct before clicking

the link to display the information. If you are not sure how to use these tools, ask your supervisor.

2. Road closure:

- A. Notify Baldwin County Highway Department, unless BCHD notifies BCEMA.
- B. Notify E-911.
- C. Notify ALDOT Transportation Coordinator if state highways are involved.
- D. Notify the Baldwin County Board of Education if affecting school hours.

3. HAZMAT or incidents involving Gasoline or other Product (notify Director of "other products" immediately, then contact EM Officer):

- A. Quantities less than 25 gallons, or 5 cubic yards, and **not** flowing into a water source are not reportable!
 - B. If a reportable quantity or involving water, notify the State Duty Officer by contacting AEMA Comms Room at 205-280-2200, option "0".
 - C. Subject to these conditions identified, contaminated material may be left in place provided that:
 - I. There is no threat to human health or the environment because of the presence of these materials.
 - II. The spill is not in a residential area or near an educational institution, day care center, hospital, or similar facility.
 - III. There is no regulatory requirement mandating the recovery of the spilled petroleum product(s) (contact ADEM for regulatory requirement list).
 - IV. If you have an incident involving a substance with quantities larger than 25 gal., or it does not meet the above listed criteria, contact the IC on scene to find out the name and quantity of the reportable substance. (Utilize the Emergency Responder Guide) Get the contact number for the IC on scene so that you can put him directly in-touch with the ADEM Duty Officer
 - V. If the County HazMat trailer is needed, contact: BCEMA.
 - VI. If the situation is larger than county resources can handle, contact Alabama EMA, and request mutual aid from Mobile County or Saraland.
- If the situations require evacuation of the immediate area, contact the Director or Deputy Director to send out an evacuation notice through our mass notification system.

Everbridge notifications in "Baldwin County Internal": ****From this point forward, selecting the "ANNOUNCEMENTS-PARTNER AGENCY/ORG" in the Critical Events Management Software (i.e., Everbridge [Baldwin Internal]) will be the only group you need to select to target 47 groups needed for pertinent information and weather notifications.****

All groups are still there, they have just been rearranged for ease of use.

4. Plane Crash: Consult with E-911

- A. E-911 protocols are to contact the various radar towers and airports and the FAA.
- B. Notify State EMA and the BCEMA Director.

5. Missing Persons:

- A. Contact E-911 and BCSO, unless they contact you.
- B. Notify Red Cross if feeding stations for volunteers and rescue workers are needed to support personnel.

6. Radiological Emergency Assistance:

- A. 24-Hour State EOC (1-800-843-0699) or Alabama Radiation Control (334)324-0076.

7. Fires:

- A. Contact E-911. If involving a woods or vegetation fire, contact the State Forestry Commission.
- B. Contact the State EMA.
- C. If needed, contact the Red Cross for feeding stations and/or shelters.

8. Floods:

- A. The duty officer should monitor the stream and rain gage data listed on the NWS website: www.SRH.NOAA.GOV/MOB (need correct link)
- B. Stay in contact with E-911, the Baldwin County Highway Department, and the Baldwin County Sheriff's Office to monitor conditions.
- C. If shelters are necessary, contact the Red Cross 1-800-Red Cross.
- D. The duty officer should document any reports of flooding from the field.

Information to be documented should include time and location of the flooding event, expanse of the area of flooding, and depth of the water. The duty officer should also attempt to secure a photograph of the flooding location as it occurs and another photograph of the location post- event. This information will be added to the original WEBEOC entry as an attachment.

9. Tornado:

- A. The Duty Officer is to consult with the Director as to whether they should activate the EOC during a Tornado Watch/Warning. The Duty Officer will monitor the storm until the Watch/Warning is canceled.
- B. If a tornado is reported to have touched down in the county, coordinate with E-911 and BCSO to get location and damage information.
- C. A physical damage assessment should be conducted and reported to Alabama EMA and the NWS. Notify the Director, Red Cross and other staff members if needed to do a thorough assessment of damages.
- D. Fill out the damage assessment forms for each structure/home if applicable. Have Shelter Coordinator coordinate re-location of individuals with RedCross.
- E. Report all damage to the State EMA via Orion and track via WEBEOC.

10. BOMBS/Meth Labs:

- A. Contact the Baldwin County Sheriff's Office and AEMA to initiate a WEBEOC entry for this type of event.

11. Water Related Issues:

- A. Contact US Coast Guard and/or Alabama Marine Police.
- B. The responsible party or person on scene should contact the National Response Center (NRC) if the US Coast Guard needs to be mobilized due to hazardous material in a navigable waterway. **NRC number 1-800-424-8802**

USE OF COUNTY VEHICLE

1. Available for Call Duty Use

- A. Staff members will have the option of utilizing an EMA vehicle during times when they are assuming call duty. **Personnel will strictly adhere to all County Commission policies and regulations regarding county owned vehicles.**
- B. EMA personnel who elect to take a vehicle home during their call duty time will complete the EMA Vehicle Usage Report and turn it in to the Deputy Director quarterly.
- C. At the end of their respective duty cycle, the call duty officer will ensure that the vehicle is cleaned both internally and externally before it is turned in. The Logistics Division Manager will inspect the vehicle to ensure compliance with this policy and will report any discrepancies to the Director or Deputy Director.

2. Request For Use

- A. Staff members may use county vehicles for travel outside the county which may include overnight stays such as training or conferences. Staff members requiring the use of a county owned vehicle for other than daily business use must request approval from their supervisor.

3. Fuel

- A. Fuel levels in all EMA vehicles will not be allowed to drop below ½ tank at any time.

ATTIRE

The normal daily attire for BCEMA staff members will be business casual or any EMA uniform shirt in combination with dress pants or jeans. The Director may have discretion for casual dress on designated workdays.

- A. “Flip-flops” or open-toed shoes WILL NOT be worn by BCEMA personnel while responding to on-scene incidents. ***Refer to the shoe compliance as per County policy.***
- B. If responding to an on-scene incident after normal business hours, BCEMA staff members will wear an identifiable EMA shirt or attire.

EOC ACTIVATION

- 1. During normal day-to-day operations of the EMA, the EOC will not be in an “activated” mode. The EOC may be used for training, meetings, or other such purposes as the Director or Deputy Director deem appropriate.
- 2. Should the EOC be activated, the BCEMA Tiered Response Framework (attached) will be utilized to determine the level of activation and EOC personnel notification. Only the Director or Deputy Director will make this determination.

MUTUAL AID PROVISION TO OTHER EMASs/JURISDICTIONS

The Baldwin County EMA will provide mutual aid to other counties in Alabama when the following conditions are met:

1. There is a request from another county following a Disaster router through and documented in the State Emergency/Disaster Management System, Web EOC for mutual aid.
2. Estimated cost for Personnel and Equipment is assessed for the Mutual Aid Assistance using the following methods when applicable:
 - a. Hourly Baldwin County Commission pay rates for personnel
 - b. Current FEMA equipment schedule rates
(<https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>) and/or
 - c. Actual cost for supplies
3. The Baldwin County EMA Director obtains approval from the Baldwin County Commission Chairman.

Once the Director completes approval, EMA Staff will ensure the following deployment requirements are met:

1. There is an IAP and resource request information in the internal communication platform.
2. Staff travel in a BCEMA vehicle and ensure adequate safety equipment, supplies, and electronic equipment etc., are stocked/packed for use during mutual aid assignment/deployment to another jurisdiction or County.
 - a. These items may include, but are not limited to:
 - i. Safety vests, boots/shoes, and BCEMA-logo-bearing apparel
 - ii. Laptops, radios, cell phones, MiFi devices, Bluetooth headphones
 - iii. Clipboards, writing utensils, paper copies of 214 Activity Logs, maps, any other relevant information, or instructions

Staff will track information such as times of departure and arrival, hours worked, activities completed, and equipment usage (hours, mileage, kind, type) in the internal communication platform (i.e., Veoci).

The Baldwin County EMA Logistics Division will prepare the invoice and send it on EMA letterhead to the requestor. Once this is completed, notify accounting (accounts receivable) so they may record the potential receivable item (payment to be received from the requestor back to Baldwin County Commission (EMA) as the provider of the resource(s).

Records will be kept in the internal coordination platform (i.e., Veoci) and saved in the Z Drive under the incident/event file.

RADIO COMMUNICATIONS

1. The Baldwin County E-911 Center will be the point of contact for the EMA Call Duty Officer. In most cases, initial contact for notifications or requests for response from the E-911 dispatcher will be via telephone.
2. County EMA personnel will be assigned the following radio call signs to be used with the EMA portable radios:
 - EMA 1 – Director
 - EMA 2 – Deputy Director
 - EMA 3 – Emergency Management Officer
 - EMA 4 – Logistics Division Manager
 - EMA 5 – Planning & Grants Division Manager
 - EMA 6-9 – Emergency Management Specialist
 - EMA 10 – Public Information Officer
 - EMA 11 – Emergency Management Specialist
3. Upon receiving phone notification of an event requiring response, either stationary or on-scene, the Duty Officer will:
 - Notify all staff members via group text that they are assuming the lead.
 - Refer to emergency dispatch application (i.e., PSAware) to gain situational awareness before calling E-911.
 - Then notify Baldwin Central via phone or radio of his/her status and best means of contact.
 - Keep other staff members informed of incident via group text.
 - In addition, the Duty Officer will notify E-911 at the close of the event.
4. Professional etiquette will be used while communicating using the radio.

PROPERTY MANAGEMENT & ACCOUNTABILITY

This policy implements procedures created by the Baldwin County Emergency Management Agency (BCEMA) to establish standards of property management for obtaining, controlling, protecting, maintaining, and disposing of all forms of property owned and managed by the BCEMA. Guidance for proper utilization and protection of the property is included in this document. BCEMA is committed to maintaining proper accountability and control over equipment and property assigned to the department.

1. GENERAL:

Property obtained by BCEMA may be received from a variety of sources including public (governmental) and private sources. Property may have legal restrictions for its care and use therefore careful consideration of these matters must be taken when determining use and final disposition of property and equipment. BCEMA staff must be familiar with control parameters and management of property entrusted to their care. All those responsible for management of

BCEMA property will correctly obtain, control, maintain and dispose of property to ensure accountability and availability and readiness for response and training purposes using proper documentation.

2. DUTIES & RESPONSIBILITIES:

The Logistics Division Manager has the primary responsibility to maintain property inventory and management and records. Equipment will be assigned and accounted for using proper documentation and tracking methods to ensure responsibility. Staff records will be made available for audits and inspections. All transfers of equipment and receipts of equipment will be authorized by the Logistics Division Manager. Each staff member is to ensure proper use and security of all assigned property. Verifying correctness of records by conducting physical inventories at intervals no less than once annually, to ensure items exist and are usable, viable, and necessary to operations. The Logistics Division Manager responsibilities shall include:

- A. Enforce compliance with department policies and procedures included in this document.
- B. Ensure property is properly tagged and/or identified.
- C. Record the movement and disposal of equipment using proper documentation.
- D. Conduct annual inventory of assets and property.

3. PROPERTY SUBJECT TO INVENTORY CONTROL: Generally, property subject to inventory control (i.e., equipment) should satisfy the following requirements to be included:

- A. Have a life expectancy of one (1) year or more.
- B. Inventory will include all property classified as real property, equipment, supplies, materials with an acquisition cost of \$300 or more.
- C. Special property items that are non-consumable, have an acquisition value of more than \$5,000 and have a useful life of one (1) year or more should be tagged and/or inventoried.

4. PROPERTY INVENTORY MANAGEMENT:

Proper use and care of all property is the responsibility of all BCEMA staff. The BCEMA Logistics Division Manager is responsible for proper assignment, issuance, control, care, use, and protection of all property assigned to the department. Authority to manage property and responsibility for accurate recordkeeping may be delegated to the specific branch coordinator within the BCEMA department.

5. FORMS:

- A. Receipt of Equipment/Transfer of Equipment
- B. Damaged Property Form
- C. Inspection Form

6. EXPENDABLE AND NON-EXPENDABLE PROPERTY:

- A. BCEMA uses two classifications of property, expendable and non-expendable. Expendable property shall be considered as relatively low value items with a limited life span. These items may be used, inventoried, and disposed of without

documentation. Non-expendable items are defined as items valued as \$5000.00 or more for Baldwin County purposes. To ensure transparency and availability of non-expendable property, regardless of source, shall be properly documented and inventoried. Property tags will be attached to all non-expendable items. *(per BCC Chief Compliance Officer)*

- B. For the Emergency Management Department, the definition of “non-expendable” and “expendable” is as follows:
 - i. NON-EXPENDABLE- Items of value greater than \$300
 - ii. EXPENDABLE – Items with a value of less than \$300 and have a limited lifespan.

7. ACQUIRING PROPERTY:

BCEMA receives property from numerous sources. The use, accountability and security are governed by laws and regulations. The department must carefully consider the burden before acquiring any item of property. Considerations to sustainment and maintenance of the equipment/property must also be considered.

8. PURCHASING PROPERTY:

BCEMA administers grants in which property is often purchased. Property obtained by grant funds must be properly identified and documented. Log all non-expendable and expendable items for grant documentation purposes.

9. DISPOSAL OF EQUIPMENT:

- A. **Lost, Missing or Stolen** -When equipment has been lost, missing, or stolen, the property manager should immediately notify the Logistics Coordinator to determine if an investigation is necessary. Should a police investigation and/or police report be filed, the documentation shall be forwarded to the inventory manager/logistics coordinator. When proper paperwork has been prepared and sent to Property and Inventory Management, then they will complete the requirements to remove the item(s) from inventory. Property manager(s) must keep a copy or copies of all paperwork for their department records.
- B. **Obsolete or Useless**
 - A. Equipment that is obsolete or has been rendered useless should be transferred to Surplus Property for disposal by Property and Inventory Management regardless of the dollar value.
 - B. Transfers of equipment that are obsolete or useless are handled by the property manager and are essentially the same as any other transfer to Surplus Property.
 - C. The County Fixed Asset Policy relating to disposals should be followed.
 - D. The Grants Coordinator for the County should always be notified when grant assets are to be disposed or transferred.

APPENDIX IV:

Formal Internal and External Communication

Communication with all partners, stakeholders, and the whole community is critical in times of distress. The Baldwin County Emergency Management Agency uses two distinct platforms for our internal and external communications. Our internal platform serves as a Virtual Emergency Operations Center for all community response partners and internal stakeholders to coordinate response to emergency incidents and disasters.

BCEMA also uses software for mass notification and messaging. This Critical Event Management Platform allows BCEMA to get essential messages to the right people in an efficient, timely manner. It also provides “alerts” for the general public to aid in the public safety of the community.

APPENDIX IV. A:
Virtual EOC Software (i.e., Veoci)



BALDWIN COUNTY EMA
VEOCI SOG

Baldwin County Emergency Management Agency utilizes virtual EOC software (i.e., Veoci) for a variety of communication needs.

Non-activated, daily operations usage:

- BCEMA provides general weather updates to partners and stakeholders
- BCEMA reports a variety of incidents, including hazmat and weather-related incidents
- Virtual EOC software enables timely communication for general purposes between BCEMA and partner agencies

Activation and operational EOC usage:

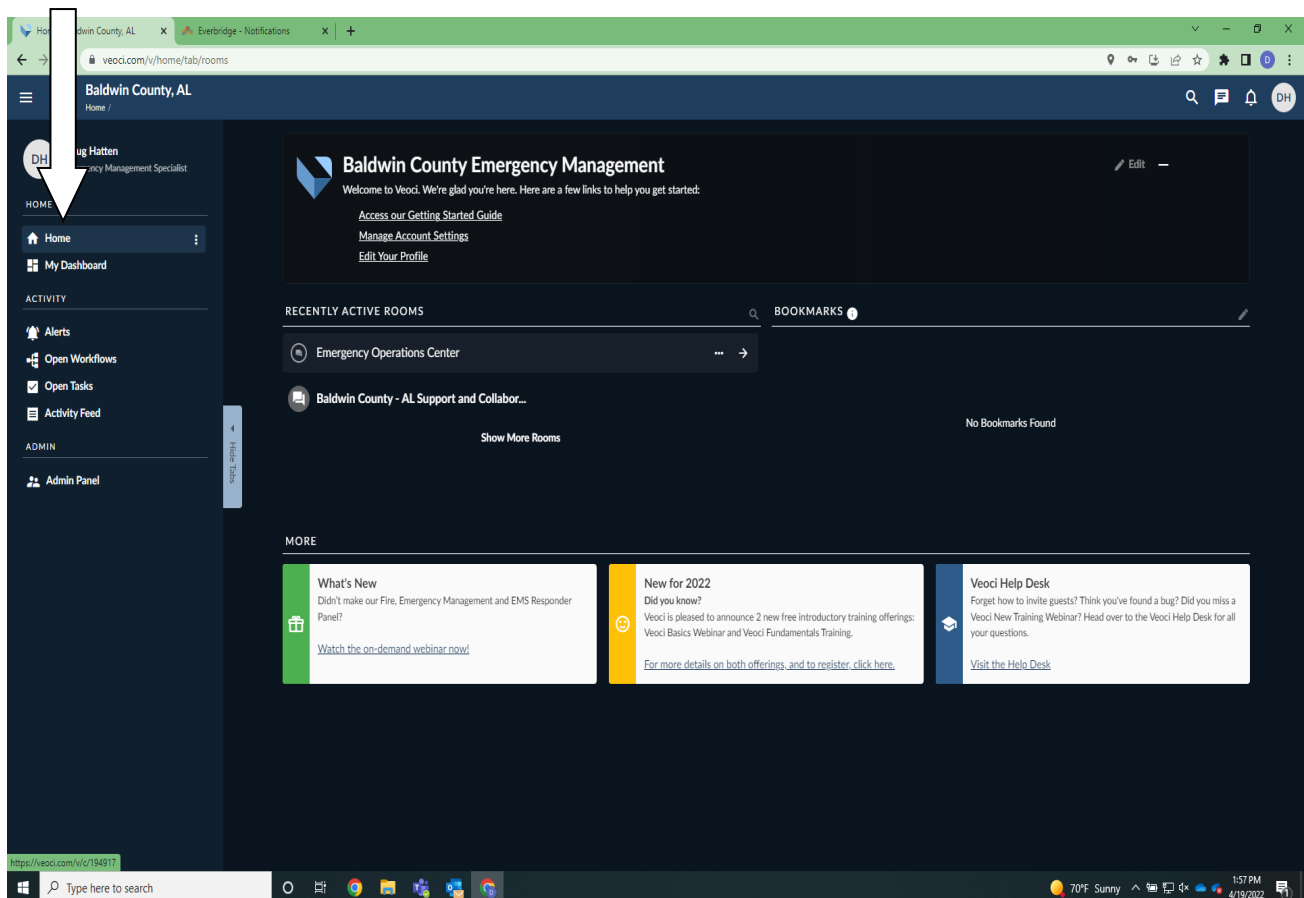
- Providing pertinent information to partners inside and outside of the EOC
- Tracking resource requests and incident specific needs
- Providing operational coordination to partner agencies
- Enables timely information sharing capabilities between EOC staff and partner agencies
- Enables faster and more reliable submission and tracking for ICS213-RR Resource Requests

Virtual EOC software will be utilized to maintain situational awareness between BCEMA and partner agencies. During times of activation, county partners and agencies with appropriate access will be expected to maintain awareness and communications

through virtual EOC software applications. This software provides partners with county wide visibility of activity without the need to physically be in the EOC. The ability to monitor updates from BCEMA and activities are available with options to be received by app, email, text, and phone. Partners will be able to communicate with both BCEMA staff and other ESF entities at any given time both publicly and privately. During routine operations and in the event of an emergency, partners will also be able to input their own resource request into the county from the online software regardless of internet connection. Partners will then be able to maintain visibility of the status of the request throughout the request process. **THIS IS THE PRIMARY METHOD OF COORDINATION DURING AN EMERGENCY INCIDENT. EACH PLATFORM USER SHOULD KNOW THEIR LOGIN INFORMATION.**

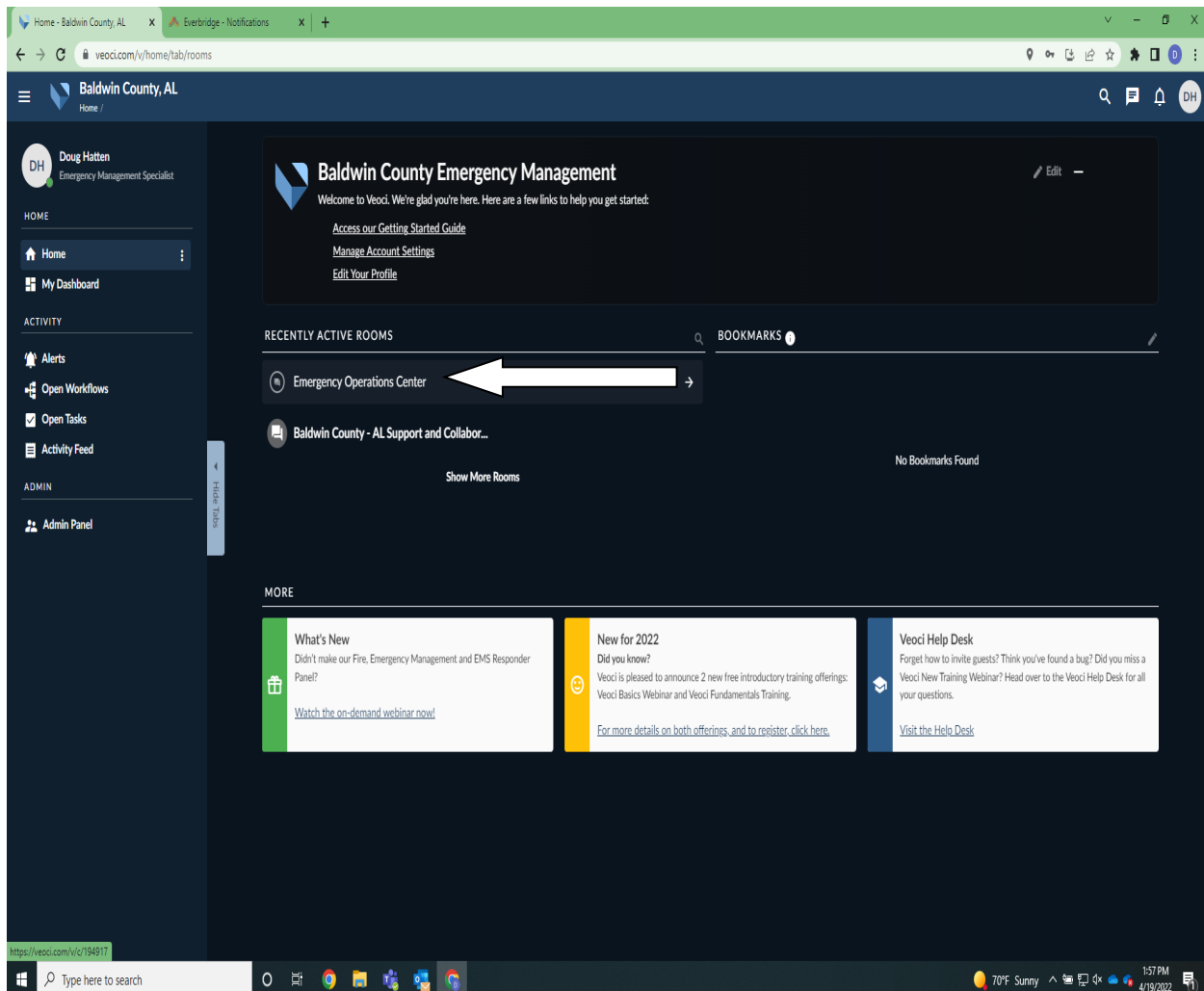
1.

- Log in to Veoci
- If not set as default, navigate to the Homescreen



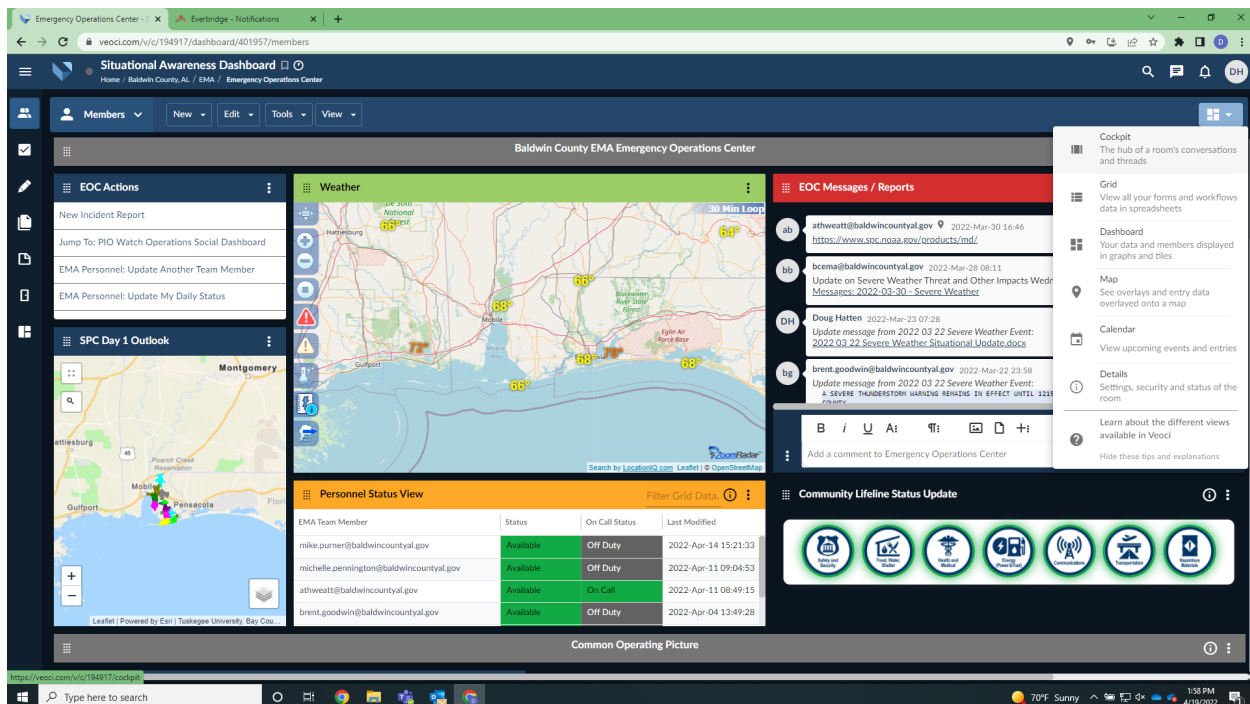
2.

- From the Home Screen, a list of active rooms will be displayed
- Left-Click to enter Emergency Operations Center Room



3.

- This platform is user friendly. You must use it to become efficient with it.
- The Emergency Operation Center room is utilized to display, non-incident specific awareness for Baldwin County
 - During a large incident, a separate “room” may be created.
- To change the room view, or access the full EOC Message/Report Log, click on the view changer icon in the upper right corner of the screen and select “Cockpit View”.



APPENDIX V:

Threat and Hazard Index and Risk Assessment Summary

Legend

Each column has been ranked with a number, 1-5. 1 represents a high-end value, while 5 represents a low-end value. Priority has been assigned by adding values from all columns to produce a “total” value.

Priority Levels:

3-5 = High

6-8 = Moderate

9+ = Low

Baldwin County Threat and Hazard Identification and Risk Assessment Summary

Hazard	Likelihood	Risk	Impact	Priority
Hurricane	1 Almost Certain	1 Multi-threat incident, including high winds, storm surge, flooding, and tornadic activity. Property and infrastructure damages expected.	1 Impacts to local government response and recovery efforts as well as economic impacts to local businesses and industry.	3 High
Flooding	1 Almost Certain	2 Soil erosion, property damages, and infrastructure failure.	2 Disruptions in utility services, delayed response times for emergency services, and economic / industrial impacts.	5 High
Tornado & Severe Weather	1 Almost Certain	2 Multi-threat incident, including high winds and heavy rainfall. Damages to property and infrastructure expected.	1 Regionalized utility disruptions and damages to property and infrastructure. Likely delays in emergency services response.	4 High
Extreme Heat	2 Likely	3 Prolonged, high temperatures can cause illness and death in people and livestock.	5 Potential loss of life and livestock. Impacts to agriculture industry and severe strain on utilities.	10 Low

Baldwin County Threat and Hazard Identification and Risk Assessment Summary

Hazard	Likelihood	Risk	Impact	Priority
Winter Storm	4 Unlikely	3 Emergency services response will be hindered. Power outages could occur from overloaded grids.	4 Icy roads/hazardous weather could severely impact responders and other public services and industries.	11 Low
Drought	2 Likely	3 Droughts can hinder water system sources and severely impact livestock and agriculture industries.	3 Water sources will be strained. Livestock and agriculture industries will be severely impacted. Firefighting efforts could be impacted.	8 Moderate
Earthquake	4 Unlikely	5 Loss of life, property, and damages to the environment. Critical infrastructure threatened.	2 Moderate to severe impact on economy and public service sectors. Power/Utility systems likely heavily impacted.	11 Low
Tsunami	5 Rare	2 Immense waves coming from the Gulf of Mexico could reach heights of 80 ft. above sea level and devastate coastal areas.	2 Moderate to severe impacts on communities along the coastline. Negative impacts to utilities and emergency services in affected area.	9 Low

Baldwin County Threat and Hazard Identification and Risk Assessment Summary

Hazard	Likelihood	Risk	Impact	Priority
Epidemic	3 Moderate	2 Widespread occurrences of serious illness and/or death. Social fears and tensions elevated.	2 Moderate to severe impacts on economy and industry. Severe strain placed on healthcare systems and responders.	7 Moderate
Active Shooter	3 Moderate	2 Serious injury and/or death.	3 Localized strain on healthcare systems and responders. Local communities most affected.	8 Moderate
Hazardous Materials Incident	2 Likely	2 Risk of serious physical illness and/or death. Social fears prevalent and environment negatively impacted.	2 Economy and other industries negatively affected. Possible transportation system disruption.	6 High
Large Event	1 Almost Certain	3 These events bring the chance of mass casualty or other complex challenges for preparation, response, and recovery efforts.	4 Responders are likely to be overextended. Transportation and other critical systems are strained. Targets for potential attacks.	8 Moderate

Baldwin County Threat and Hazard Identification and Risk Assessment Summary

Hazard	Likelihood	Risk	Impact	Priority
Wildfire	2 Likely	3 Droughts, lighting strikes, electrical malfunctions, motor vehicle incidents, and others can lead to wildfires.	3 Responders are likely to be overextended. Transportation systems strained. Damage to the environment and infrastructure.	8 Moderate
School Violence	5 Rare	3 Serious injury and/or death. Societal fears and tensions will be extremely elevated.	3 Tremendous challenges will be presented for evacuations, shelters, and reunification operations.	11 Low
Civil Disturbance / Rioting	4 Unlikely	4 Gang violence or civil unrest could occur for many reasons. Tourism industries bring in people from all over the country.	3 Transportation systems could be hindered by road closures. Local industries likely affected.	13 Low
Hostage Situation	5 Rare	3 Serious injury and/or death could occur. Public fears could be elevated.	5 Impacts would likely be highly localized and contained.	13 Low

Baldwin County Threat and Hazard Identification and Risk Assessment Summary

Hazard	Likelihood	Risk	Impact	Priority
Terrorist Attack	5 Rare	3 Serious injury and/or death. Public fears and tensions elevated.	2 First responder and healthcare systems strained. Damage to critical infrastructure or industry could occur.	10 Low
Aircraft Incident	2 Likely	2 High concentration of air traffic in the area could lead to increased aircraft incidents.	2 Localized impacts to affected communities. Loss of life and environmental impacts could be substantial.	6 Moderate
Communications Failure	2 Likely	2 Loss of communications or utility services could cause disruptions in emergency response and health care systems.	3 Limited emergency response efforts. Health care systems heavily strained. Transportation systems overloaded.	7 Moderate
Mass Casualty Incident	5 Rare	3 High tourist population present increased risk for catastrophic accidents or terrorist attack.	3 First responder and healthcare systems severely strained. Fatality management / mortuary affairs would be quickly overwhelmed.	11 Low

APPENDIX VI:**AGENCY CONTACT INFORMATION**

AGENCY	ADDRESS	PHONE
Alabama Emergency Management Agency (AEMA)	PO BOX 2160 Clanton, AL	205.280.2312 1*77*97
Alabama Dept of Transportation (ALDOT)	1701 N. Beltline Hwy Mobile, AL 36618	251.470.8230
Alabama Dept of Environmental Management (ADEM)	2204 Perimeter Rd Mobile, AL 36615	251.540.3400 1*625*2465
Alabama Law Enforcement Agency (ALEA) BOMB SQUAD	Mobile	251.660.2300 251.518.9573 334.353.9136 1*207*247
Alabama Forestry Commission	41261 State Hwy 225 Bay Minette, AL	251.937.7771 1.800.392.5679
Conservation & Natural Resources (DCNR) Wildlife & Fisheries	30571 Five Rivers Blvd, Spanish Fort, AL 36227	251.626.5153
United States Coast Guard (USCG)	Sector Mobile	251.441.5018 -Bus 251.441.6215 -24/7 251-583-2722 and 251.861.6802 – Duty
Federal Bureau of Investigations (FBI)	WMD	251.415.3228 251.219.3555
Alabama Dept of Public Health	312 Courthouse Square Bay Minette, AL 36507	251.937.5459 251.654.3042
American Red Cross	ON CALL DUTY PERSONNEL	251.544.6110 251.243.8267
Salvation Army	Area Command	251.438.1625 251.289.6707
United Way Baldwin County	700 N. McKenzie Street Foley, AL 36535	251.943.2110 251.656.4477
Baldwin County Volunteer Organizations Active in Disasters (VOAD)		251.945.5112
Oil Recovery Company		251.591.6910

The background of the page features a large, circular, blurred seal of the United States Department of Homeland Security. The seal is centered and has a soft, glowing effect. It contains an eagle with spread wings, a shield on its chest, and a banner in its beak. The eagle is set against a blue and white background, all enclosed within a gold-colored border.

Emergency Support Function Annex

Emergency Support Functions 1-15

ESF-1***Baldwin County Emergency Operations Plan*****Emergency Support Function-1****Transportation Annex****Primary Agencies**

- Baldwin County Highway Department
- Baldwin County Regional Area Transit System (BRATS)

Support Agencies

- Baldwin County Board of Education
- Baldwin County Sheriff's Office
- Alabama Emergency Management Agency
- Alabama National Guard
- Alabama Department of Transportation
- Civil Air Patrol
- MedStar EMS
- LifeGuard Ambulance Services EMS

Primary Points of Coordination and Associated Actions

- **ESF-3 (Public Works & Engineering):** coordinate personnel and equipment to clear roadways and transportation access routed to the disaster area
- **ESF-5 (Emergency Management):** send situation reports (SITREPS), coordinate electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-11 (Food & Water):** transport potable water to areas that do not have operating water supply systems
- **ESF-13 (Law Enforcement):** provide personnel to support the escort of critical lifesaving supplies

Introduction

Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate transportation resources to support the needs of local governments, voluntary organizations, and other emergency support groups requiring transportation to perform their emergency response, recovery, and assistance missions. The designation and maintenance of traffic routes that may be essential in the event of a natural disaster or human-caused event will also be part of this ESF.

In addition, this annex addresses support to implant protective action strategies of evacuation and shelter in-place. Emergency evacuation will usually be an on-scene activity, limited to a specific area, and coordinated by the Baldwin County Sheriff's Office (BCSO) and supported by the Fire Officers on scene. In major evacuations, overall activities will be directed from the EOC and will also include coordination with the Office of the Governor, Alabama Emergency Management Agency (AEMA), and both public and private transportation service providers.

Contra-flow is a method of traffic control which may be utilized to move large numbers of people and vehicles north and away from the Gulf Coast. It involves altering the flow of traffic so that all lanes of travel are flowing in the same direction, which for Baldwin County would typically be north. Contra-flow would also be primarily used on access-controlled roadways, e.g., interstate highways, such as I-65.

In some situations, evacuation may not be possible and shelter in-place protective action may be implemented. In the event of a Weapons of Mass Destruction or Chemical Incident a specific area may be contaminated with chemical or biological agents. The shelter-in-place strategy may require the public to be evacuated from the contaminated area after the initial phase of the incident. It is also possible that the public may need to be decontaminated prior to transporting them out of the contaminated area. This operation will require significant coordination between police, fire, emergency medical, and other emergency service personnel, and departments.

Shelter in-place will also require certain designated and determined roadways and areas be sealed to block unauthorized access to the impacted area(s). Manning access control points will require extensive law enforcement resources and may require assistance from the Alabama National Guard.

Scope

This ESF addresses critical transportation considerations resulting from a national security issue or a minor or major disaster/incident potentially involving mass casualties, mass evacuation, food and fuel distribution, and other resource movements/relocation greatly straining transportation resources. This ESF covers coordination, control, and allocation of air and land transportation systems supporting emergency response and assistance/restoration activities before, during, and after a disaster/incident to protect life, minimize damage, and provide essential supplies.

Local transportation support includes the following elements:

- Perform necessary actions to assist with transporting supplies and equipment to support emergency operations and implementation of protective action decisions such as evacuation, search and rescue, emergency medical care, and re-entry of damaged/threatened areas.
- Process all transportation assistance requests from local emergency support organizations and county ESFs received at the Emergency Operations Center (EOC).
- Allocate and/or prioritize public and private transportation resources for evacuating people from the impacted area before or immediately after the disaster/incident. Evacuation of special facilities (hospitals, nursing homes, schools, jails, and colleges) may require extensive coordination of transportation resources.
- Allocate and/or prioritize public and private transportation resources for the transportation of personnel, materials, goods, and services to impacted areas. This includes transportation by highway, rail, and air.
- Establish emergency regulations to restrict roadway, rail, and air access as appropriate.
- Perform necessary actions to assist with response/recovery operations, such as emergency debris removal, and search and rescue.

Situation and Assumptions

Situation

Baldwin County has interstate highways, state highways, U.S. Highways, and local roadways within its boundaries. There are a number of these roadways which are main arteries for local, tourist, holiday, and special event situations. Hurricane Evacuations routes are marked on maps (which can be found at the EOC) and on the actual roadways by way of signage. During an emergency or disaster, it will be this ESFs responsibility to determine how any damage, blockage, or hindrance will be handled; and how traffic-flow, both ingress and egress, will be routed. Temporary diversions and detours could also cause a significant impact on emergency response. This is particularly true for Interstates 10 and 65, Highways 90, 98, 59, 31, 225, 287, 181, 182, Gulf Shores Parkway, the Foley Beach Express, and the Baldwin Beach Express. These roadways are the main arteries of the county. Transportation of emergency responders, transportation of patients/victims, and emergency evacuation needs will be given the highest priority.

Assumptions

- ESF-1 will be implemented as required following the occurrence of a significant natural disaster or human caused event requiring implementation of the Baldwin County Emergency Operations Plan.

- The ESF-1 Coordinator, or his designee, is responsible for coordinating evacuation and transportation of victims from areas at risk when the environment does not require breathing apparatus or other personal protection or special equipment.
- Evacuation of victims from immediately threatened areas that require special skills or equipment are considered Rescue activities and are addressed in ESF-9 (Rescue Annex).
- The local fire official shall affect and coordinate evacuation of victims from areas requiring the use of breathing apparatus or other fire personal protection equipment.
- County officials have no authority over air or rail operations. These systems are managed by State and Federal agencies.
- Emergencies resulting from aviation or train wrecks are not covered under this Annex once the emergency needs of the victims have been met and the hazard is stabilized. In those cases, the carrier will assume responsibility for meeting incident transportation needs.
- Emergencies resulting from aviation or train wrecks will be closely monitored and coordinated by ESF-1 and any private party sharing ownership or responsibility for the operations and maintenance of aircraft, trains, and railways.
- Evacuation of medical facilities such as nursing homes and hospitals will be coordinated by ESF-1 and ESF-8 (Health and Medical Services Annex)
 - These facilities should create, maintain, and exercise their own evacuation plans
- Transportation agencies will work within their existing city, county, and regional plans and partnership agreements to meet the Transportation needs of disasters. Some of these activities may include:
 - Evacuating persons from immediate threat to life.
 - Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Baldwin County EOC and its member agencies.
 - Transporting relief supplies necessary for recovery from the emergency.
 - Coordinating activities with assistance from support agencies and prioritize the allocation of available resources.
- A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities may be hampered by lack of surface transportation infrastructure.

- Evacuation of special facilities such as schools, and day care centers are a responsibility of ESF-1 Transportation

Organization

The ESF Coordinator for emergency transportation is the BCEMA. The BCEMA Director will designate a Transportation Disaster Coordinator to direct emergency transportation services. The local EMA will notify all agencies in the event of a potential threat.

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

The Baldwin County Commission may declare a state of local emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Succession of Authority will be established by the Unified Command.

Concept of Operations

This section details facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to a disaster/incident.

Goals

The following goals have related objectives, tasks, and procedures specified in this ESF:

- To create a local transportation response that provides for the command, control, and coordination of planning, operations, and mutual aid for transportation resources
- To coordinate the dispatch and use of local transportation resources in support of local government and other ESFs
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among transportation providers
- To prescribe a procedure for the inventory of transportation, facilities, and equipment in the county
- To collect and disseminate information and intelligence relating to transportation missions for disasters/incidents, either existing or pending
- To pre-plan distribution and allocation of local resources in support of the overall transportation mission

Requirements

Emergency Transportation Operations will require the following:

- Identification of areas, facilities, and people at risk
- Pre-planned access (both ingress and egress) routes
- Catalog of available transportation resources, including available public, private, and contracted resources
- Review of existing debris removal and transportation plans to ensure critical routes are maintained
- Coordination with neighboring jurisdictions to ensure that transportation priorities and routes are consistent
- Acquisition, assignment, and demobilization of available public, private, and contracted resources to meet transportation needs
- Designation of transportation bases, staging areas, and refueling and repair facilities
-
- **General**

ESF-1 will respond to requests for local transportation assistance. All transportation missions will be coordinated by ESF-1.

The following lists detailed actions to be performed by ESF-1 at the EOC:

- Prepare a general description of the situation as it pertains to ESF-1 and an analysis of the ESF-1 operational support requirements. Based upon the situation analysis, prepare a list of Critical Action Tasks (CATs) to perform lifesaving and short-term recovery operations.
- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support. The action list should be revised and reprioritized as the situation changes.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-1 response operations.
- Keep track of all expenditures concerning operations and submit these to the Finance Section &/or the BCEMA Director after terminating operations.
- Prepare ESF-1 After-Action Report to identify lessons learned and improvement plans.

In localized emergencies, transportation operations may be effectively accomplished within the established Incident Command System established on scene, with minimal support required from the EOC.

In area-wide emergencies, transportation operations will be coordinated from the EOC, or other site established specifically for that purpose based on the needs at various incident locations, the criticality of the tasks to be accomplished, the availability of resources, and other potential factors.

Execution of Operations

Incident Command

Upon becoming aware that an emergency requiring additional transportation resources exists, the local incident commanders(s) shall contact the EOC, identifying emergency transportation requirements. Tasks to be done and recommendations for the types of resources required should also be included with the IC's identification of transportation requirements.

Emergency Operations Center

The EOC will evaluate transportation needs and will ensure that requests for resources needed for evacuation are given the highest priority. EOC staff will work with other agencies, volunteer groups, &/or transportation contractors to obtain needed vehicles to support the evacuation.

Direction and Control

Coordination

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

Executive Actions

The Baldwin County Commission may declare a state of local emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Lines of Succession

Succession of Authority will be established by the Unified Command.

Task Assignments

- Maintain a list of all available transportation resources in the County, including resources of the Baldwin County Regional Transit System (BRATS)
- Prepare a general description of the situation, as it pertains to ESF-1, and an analysis of

the ESF's operational support requirements

- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support
- Initiate notification of the required personnel and support organizations to achieve the required level of response
- Determine transportation requirements to support the protective action decisions made by the incident commander and/or the Unified Command
- Identify any shortfalls in transportation resources
- Coordinate with the Alabama EMA and/or the Baldwin County Board of Education to acquire transportation resources to make up unmet transportation needs
- Prioritize the allocation of transportation considering life safety as the number one priority
- Develop and assign missions to specific transportation providers
- Track accomplishment of missions
- Prepare reports concerning current status of transportation resources and missions
- Manage the mobilization of transportation resources
- Deploy transportation resources
- Reassign transportation resources on an as needed bases
- Coordinate with other ESFs, including the Mass Care Coordinator, to provide transportation and refrigerated trailers for delivery of consumables to reception areas/shelters
- Coordinate with all Emergency Support Functions to augment transportation for medicine, equipment, construction materials, workers, etc
- Develop provisions to provide transportation resources for the return of the evacuated population
- Develop demobilization plan to return transportation resources to normal service
- Maintain records of transportation operations

Actions

- Verify inventories of available vehicular resources and provide them to ESF-5 (Emergency Management), when requested.

- ESF-1 primary and support agencies will establish communications with their appropriate field personnel and ensure readiness for timely response.
- Coordinate with primary and support agencies to prioritize and develop strategies for the initial response.
- Pre-position resources when it becomes apparent that local transportation resources will be required.
- Relocate any transportation resources needed in a recovery from the potential disaster/incident area to the nearest staging area.
- Commit equipment accessible to ESF-1 primary and support agencies to the county when evacuation or re-entry of a designated area is authorized.
- Coordinate transportation resources with requests for transport of personnel, goods, and services.
- Continue reassessment of priorities to address the most critical transportation needs and develop strategies.
- Track the status of transportation systems.
- Track resources committed to specific missions for redeployment if necessary. ESF-1 will provide updated information to ESF-5 (Emergency Management).
- Re-stage resources as appropriate.
- ESF-1 will be notified by ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services) of activated shelters and the capabilities/capacity of those shelters.
- ESF-1 will be notified by ESF-10 (Oil and Hazardous Materials Response) of known hazardous materials transports that could be near the disaster/incident area and identification of those materials shall also be provided.
- WebEOC report – This report should identify the areas that are involved and provide brief information concerning the type of facilities, equipment, and infrastructure damage.

Recovery Actions

- This section lists recovery actions to be performed by ESF-1 after a disaster/incident:

- Provide transportation resources to assist recovery activities for personnel and equipment upon request.
- Develop recovery actions and strategies.

Continuing Actions

ESF-1 will continue to provide transportation for disaster recovery related activities.

Responsibilities

ESF-1 shall coordinate with the primary agency and all support agencies in directing transportation resources and prioritizing transportation service needs. There are several public, private, and volunteer organizations that may assist in the delivery of transportation services. Coordination with rural transportation, cab / taxi service providers, volunteer programs, and other contract resources may be required.

- If evacuation is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-1 Coordinator will plan and deploy transportation resources required for evacuation of special facilities. This task is time-sensitive and is dependent upon the arrival time of the hazard. A high priority will be given to this task and coordination with local government is essential to identify resource requirements.
- Initially, ESF-1 resources, in coordination with equipment and manpower in ESF-3 (Public Works and Engineering), may be more effectively used performing tasks to clear roads rather than transporting other resources.
- ESF-7 (Logistics) and ESF-14 (Cross-Sector Business Infrastructure) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.
- ESF-1 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).
- ESF-1 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF-1 mission. When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e., state agencies, contractual agreements, and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF-1 will remain under the direction and control of BCEMA, unless otherwise notified.

Support Agencies and Functions

Agency	Functions
Alabama Law Enforcement Agency (ALEA)	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Department of Transportation	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin Co Highway Dept	Provide resources/assistance as requested/available
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Administration

ESF-1 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-1 (Transportation)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Highway Department
Baldwin Regional Area Transit System (BRATS)

Actions

ESF-1 will verify routes and infrastructure and utilize ESF-1 agency resources to support evacuation and county-wide egress. When agency assets are unavailable or not the correct mode then ESF-1 will coordinate with ESF-7 for appropriate transportation resources.

The following list details actions to be performed by ESF-1 support agencies at the EOC:

- Assist BCEMA in preparing a general description of the situation as it pertains to ESF-1 and in analyzing the ESF's operational support requirements.
- Assist BCEMA in preparing a prioritized list of significant actions that ESF-1 will initiate to provide operational support.
- Assist BCEMA in determining the level of response required by ESF-1 agencies responding to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the situation analysis, assist BCEMA in preparing a list of objective-based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Identify required resources for the mission and request from ESF-7 if beyond ESF-1 capabilities.
- Assist BCEMA in preparing electronic briefings on status of ESF 1 response operations.
- Each agency will keep track of all expenditures concerning operations and submit these to the Administration and Logistics Section during and/or after terminating operations.
- Assist BCEMA in preparing ESF-1 After-Action Report to identify lessons learned and improvements.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-1 Representative; develop a plan detailing strategy for carrying out objectives as outlined by the Operations Chief or designated Branch Director.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for evacuation, roadway clearance, etc.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g., land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)

- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
 - Evacuation
 - Repair to facilities, roads, bridges
 - Debris Clearance
 - Road clearance
 - Coordination with Utilities
 - Flood control/Water over Road
 - Traffic control
- ☐ Determine the status of all equipment and forces.
- ☐ Provide engineering services/public works/transportation support.
- ☐ Coordinate and advise on the removal of debris and wreckage to permit vehicular access or movement and on cleanup.
- ☐ Supports traffic control points.
- ☐ Monitor safety issues with utilities.
- ☐ Provide public works assets including equipment, barricades, etc.
- ☐ Provide evacuation support.
- ☐ Monitor the situation for engineering services/public works/evacuation support.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.

- Give the Logs and records to your replacement.
- ☐ Conduct shifts change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-1 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-1 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports, and other documentation. All forms and position logs are to be submitted to the Operations Chief or Branch Director prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-2***Baldwin County Emergency Operations Plan*****Emergency Support Function-2****Communications Annex****Primary Agencies**

- Baldwin County Communication Information Systems (CIS)
- Baldwin County Call Center

Support Agencies & Organizations

- Baldwin County E-911
- Baldwin County Call Center
- Baldwin County Sheriff's Office
- Southern Linc
- Municipal Emergency Communications (Police & Fire)
- HAM Radio Operators
- Public Information Officers/Coordinators

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** transport communications personnel and equipment to area designated by ESF-14 (Volunteers and Donations) to provide communication support to Point of Distribution (POD) sites
- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), provide electronic briefings, request mission assignments, and receive consolidated SITREPS
- **Amateur Radio Support Personnel:** this group will provide personnel, equipment, and support to the overall communications structure and mission

Introduction

Purpose

The purpose of this ESF is to assure provisions for communications to support county and local response efforts before, during, and immediately following any disaster/incident. The purpose of the Communications Annex is to outline the emergency communications systems and capability of emergency services within the county. Methods of communicating with different levels of government within and outside of the county, with different levels of government and various agencies within the state, and with the public are important components of ESF-2.

System components and task assignments relevant to this ESF will be addressed in this annex and will assure adequate and effective communications during emergencies affecting Baldwin County. This annex provides for a notification system capable of disseminating adequate, accurate, and appropriate information as well as timely alerts to government official and the public in the event of an emergency and/or impending disaster situation.

Scope

ESF-2 plans, coordinates, and assists in communications support to county and local disaster/incident response elements. This ESF will coordinate communications assets (both equipment and services) available from county agencies and volunteer groups. ESF-2 will be the focal point of all communications activity at the local level before, during, and after activation of the EOC.

History and experience have shown the potential for problems and issues in coordinating, establishing, and maintaining an ideal communications structure during a disaster. The uncertainty of situations stemming from disaster can cause the evolving dynamics of developing situations to be difficult to properly assess and address. The very nature of an emergency can cause serious damage to normal communications systems through the loss of antennas, repeaters, facilities, and networks. Protection and restoration of these vital components and services will be imperative in the continuation of vital communication tasks and functions.

It is critical that consideration be given not only to local communications, but also to the capability to communicate with neighboring jurisdictions, support agencies, higher authority and the public. ESF-2 involves meeting communication needs critical to effective emergency response, including public warning and providing emergency information.

Situation and Assumptions

Situation

Baldwin County utilizes various communications systems, equipment, and services to achieve effective and efficient daily communication between different agencies, departments, and partners both internally and externally. Telephone, radio, and computer systems and networks work both independently and in concurrence with one another during normal operations and during times of emergency and disaster. During a disaster communication is critical to the preservation of life, continuity of operations, and response and recovery efforts. Steps must be taken to ensure the minimum standards of operation for all communications systems remain operational and consistent.

Assumptions

- All available communications systems used for normal operations will be utilized, if available, during emergency operations.
- Technical support personnel will be activated to quickly identify critical communications needs and that and develop alternative communications capabilities.
- Telephones, if available, will be considered the primary method of communication for administrative support.
 - This may include use of Mass Notification Systems (i.e., Everbridge), Virtual Emergency Operations Software (i.e., VEOCI), E-mail systems, voice mail messages, and FAX.
- Two-way radio systems, including Amateur Radio, will be used in the direction and control of emergency operations when the use of telephones is not possible or convenient.

Organization

BCEMA, as ESF Coordinator for ESF-2, will notify each local agency and/or volunteer agency (as required) about incident status changes and/or and discovered potential concerns and issues. BCEMA will also encourage coordination between and among agencies to ensure the integrity of the overall communications operational structure. To the extent possible, the Baldwin County Commission will make available the necessary equipment to facilitate communication with all public emergency services within the county.

Emergency communications with neighboring jurisdictions, higher authority, public officials, private and volunteer resource providers, the media, and the public will be coordinated from the County EOC. The county will maintain telecommunications support capability at the EOC to

gather damage information, take requests for assistance from the public, provide rumor control, and manage emergency operations.

Amateur Radio Emergency Services will assist in the provision of communications by providing volunteer personnel and resources to establish radio links between the EOC and other agencies. They will also establish a data link with the Alabama Emergency Management Agency. If a Red Cross representative is not present in the EOC, a communication link will be established with the Red Cross. This link will be telephone, if available, or amateur radio.

The County EOC will maintain capability to communicate with the Alabama Emergency Management Agency (AEMA). AEMA will maintain the capability to communicate with other local, state, and federal agencies. AEMA has a mobile command / communications vehicle which may be available to augment emergency communications. County operations forces will utilize state communications systems, where available, to communicate with state agencies with whom they normally work (i.e., State Fire, ALDOT, Alabama State Police).

In the event of a Weapons of Mass Destruction (WMD) Incident, Baldwin County officials will communicate directly with federal agencies and officials. In a major emergency, federal resources may be utilized to set up communications. These may include equipment from the Federal Emergency Management Agency (Region 4) in Atlanta, GA. Access to such equipment requires a request to AEMA through Baldwin County Emergency Management Agency.

Concept of Operations

General

Under the leadership of the Baldwin County Emergency Management Agency (BCEMA), representatives from each of the support agencies will staff the EOC. The role of the BCEMA is to identify communication requirements, prioritize these requirements, and develop a plan to acquire and deploy communications equipment/resources to meet the needs of the affected area(s). BCEMA will coordinate the supply and use of facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to an incident.

Goals

The following goals have related objectives, tasks, and procedures:

- To create a local communication support response that provides for the command, control, and coordination of communications planning, operations, and mutual aid.
- To coordinate the dispatch and use of communications resources and provide the means of coordination with local government.

- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among organizations providing communications resources.
- To prescribe a procedure for the inventory of communications personnel, facilities, and equipment.
- To collect and disseminate information and intelligence relating to communications for disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of local resources in support of the overall communications mission.

Priorities

- **Emergency Warnings (i.e., weather)** will be given the highest priority of all communications.
 - Warnings will be prepared in accordance with all existing policies and procedures to insure uniformity and completeness.
 - Whenever one of the following conditions threatens the integrity of the Baldwin County E-911 Center and back-up system, the EOC and the Call Center may be made available to assist in call-taking and coordination of information and efforts as it is deemed possible and necessary during the following types of situations and conditions:
 - Call volume increases beyond normal and/or foreseeable levels as a result of an unusual occurrence or event
 - Calls being received are requesting services not normally provided by police, fire, or medical responders (requests for general information, requests for non-emergency transportation assistance, etc.)
 - When an emergency involves several agencies who may or may not have common communication frequencies
 - When any condition exists which may indicate the equipment and staffing at the 911 Center may not be sufficient to handle emergency needs
 - It is important to note, however, that calls for emergency services may ONLY be handled by personnel who have been properly trained and/or certified in emergency call-taking and dispatching procedures.
 - Emergency calls should NEVER be transferred to the call center and EOC staff and those mistakenly received (whether by accidental transfer of direct dialing by the caller) should be promptly transferred back to the 911 Center (or other appropriate emergency dispatch office, such as the appropriate law enforcement or fire service communications/dispatch office).

- Communications systems and services relating to emergency warnings and/or directly concerning transmissions and messages impacting or relaying information about life safety of responders and people (citizens and visitors) located within Baldwin County will also be considered high priority.
- The needs of these systems and services, whether it is an issue of equipment or personnel needs, will be addressed immediately and resolved as efficiently and quickly as possible.
- All identified problems and issues should be discussed and addressed after the incident and plans should and will be adjusted and revised to ensure continuity of communications is strengthened in the future.
- Other issues regarding communications will be prioritized and processed after the above-mentioned issues and situations have been addressed.

Communications Points

Communication Points are those contacts usually employed by the public to gain information about an emergency or to request assistance. Communication Points may include the 911 Center, Police and Fire Dispatch Centers, the Call Center, and BCEMA. In the event of an emergency, it is important that timely, accurate, and uniform information be provided to all Communication Points. The Public Information Officer (PIO) will provide all Communication Points with a consistent statement about the incident and any instructions the public may need to know in order assist in streamlining response efforts. Updates should also be provided as the incident evolves. These updates should be given regularly, with additional information being disseminated as needed.

All information pertaining to on-scene operations must be approved by the on-scene Incident Commander before being released. Unified Command, Joint Information Centers, and governing bodies and officials within the county may also need to approve messages before they are released. This will depend on specific circumstances, type of information, and parties involved. The PIO located in the EOC will release general information about the scope of the emergency and the actions being taken.

The following must purposely be considered in regard to providing emergency information:

Telephones, fax machines, e-mail, radio, cellular devices, social media, the traditional media, and any other means of communication may be used. However, the type, urgency, and audience must be considered when choosing the appropriate means of communication.

Execution of Operations

This section lists actions to be performed by ESF-2 in response to a disaster. These actions occur in the order listed.

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following:
 - A general description of the situation as it pertains to ESF-2 and an analysis of the ESF's operational support requirements.
 - A prioritized listing of significant actions that ESF-2 will initiate to provide operational support.
- Determine the level of response required by ESF-2 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response. Request the Region 2 Incident Support Unit (communications support vehicle from Houston County EMA) if needed.
- The type and extent of damage done to any communications system or component should be tracked, recorded, and disseminated to the appropriate authorities and organizations for information and for resolution.

Direction and Control

Overall coordination of emergency communication will be coordinated from the EOC. In the event of an emergency or event affecting a single jurisdiction, the communications aspect may be managed by the on-scene incident commander with the EOC serving as support. In order to ensure the coordination of emergency communications at the EOC, BCEMA should be notified when any of the following events or situations occurs:

- Emergencies effect several jurisdictions
- Any third or greater alarm fire
- An incident occurs which requires the notification of AEMA
- Whenever requested by an on-scene Incident Commander or other public safety official

The Baldwin County Commission may be required to declare an emergency to access state or federal communication resources. The executives of each emergency services agency shall assure that communications capability exists between its emergency response organization and the County EOC.

The Warning Process

The public warning system will be activated in order to distribute timely warnings to public officials and to the public concerning actual or potential emergency or disaster conditions. Mass Notification Systems (MNS) (i.e., Everbridge/Alert Baldwin) Telephone, e-mail, designated radio frequencies, the Integrated Public Alert and Warning System (IPAWS), Commercial Mobile Alert System (CMAS), NOAA Weather Radio System, and Emergency Alert System (EAS) are all avenues and means by which the warning process may be initialized and continued.

Current weather information and alerts are received over the NWS teletype circuit, Southern Linc radio network, and e-mail. Radio broadcasts are received over the NOAA weather radio system.

The National Warning System (NAWAS) is a nationwide dedicated telephone warning system which operates on the Local, State, and Federal levels of government. The focus of NAWAS is on technological and natural disasters: but NAWAS still supports its original mission of serving as the primary nationwide warning system for enemy attack or accidental large scale military weapon discharge in/on the United States. When enemy attack is confirmed by the North American Aerospace Defense (NORAD) or a technological or natural disaster is imminent, a warning is simultaneously disseminated to 2000 warning points across the United States. The primary warning point for Baldwin County is the EOC. Back-up points are located at the National Weather Service (Mobile), and the Alabama State Trooper's Post in Mobile.

The television, internet, and radio news media can also aid in distributing essential information to the public. When time permits, print media may also be used. Social Media Outlets, such as Facebook & Twitter may also be used when time allows, and manpower is sufficient. Pertinent emergency information, warnings, and any other relevant or necessary information will be provided via the avenues described above.

When using social media outlets to disseminate information, the following should be considered:

- Brevity is essential in this endeavor, as the use of smart phones, tablets, etc., makes it necessary to include crucial information without overwhelming the reader/recipient.
- It is also important to note that while efficiency is critical when using social media outlets, sacrificing relevant content is not acceptable.
 - If there are any responses to distributed information, replies should be made, if at all possible, in a timely manner.
 - Social media profile pages, whether permanently maintained or set up for a specific incident, should include essential basic information and may be used to communicate routine announcements to the public, as well as emergency or incident related messages and statements.

Upon receipt of emergency information from the Baldwin County EOC, National Warning Center, State Warning Point, State Troopers, National Weather Service, or any other official and reputable source, the individual receiving the information will proceed with the following activities:

- Initialization of Warning:
 - Notify the EM Director or designated duty officer

- Disseminate messages and warnings as directed by the Standard Operating Procedures (SOPs), EM Director, or the designated duty officer
- Termination of Warning
 - All warning points will transmit the warning termination phase in the same manner as received

Task Assignments

General

- Determine communications unit personnel needs
- Advise on communications capabilities/limitation during preparation of the Incident Action Plan.
- Prepare and implement the incident's radio communications plan
- Ensure the incident communications center and message center are established
- Ensure the communications systems are installed and tested
- Ensure an equipment accountability system is established
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communication systems
 - Equipment capabilities
 - Amount and types of available equipment
 - Anticipated problems in the use of communications equipment
 - Alternatives and potential solutions to these problems
- Supervise communications unit activities
- Maintain records on all communications equipment, as appropriate
- Maintain Unit Log
- Notify appropriate officials when coordination of communications from the EOC appears necessary
- Coordinate with EOC staff and other dispatch centers to establish administrative and operation links with on-scene personnel

- Continue normal call-taking and emergency dispatch services as long as conditions allow
- Maintain records on all communications equipment as appropriate
- Ensure all equipment is tested and repaired
- Recover equipment from relieved or released units
- Coordinate with private providers of telephone service
- Maintain and enhance emergency radio systems and County telephone system to assure operational capability
- Secure authorization for emergency frequency use, as required
- Support on-scene and EOC operations by staffing the communications unit
- Evaluate and enhance communications capabilities in the EOC
- Acquire communications equipment and supplies as required for emergency operations
- Assure the integrity, operations, and maintenance of internal and external electronic mail, messaging, and communications systems

Emergency Management

- Activate the EOC and amateur radio resources as needed
- Activate and staff telecommunication positions, as needed
- Coordinate with external agencies to establish necessary communications

Actions

General

- Upon activation of ESF-2, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks.
 - Develop a situation analysis establishing communications capabilities and limitations.
 - Assess the need for and obtain telecommunications industry support as required.
 - Prioritize deployment of services based on available resources and critical needs.

- Coordinate communications support to all government, quasi-government, and volunteer agencies as required.
 - Provide timely reports on the status of communications systems.
 - Prepare and process reports using established procedures.
- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Mobilize resources and coordinate response for approved mission assignments.

Emergency Alert System

In the event of an impending or on-going threat to life or property is discovered or expected, the emergency alert system will be activated.

- Warning Messages - BCEMA will disseminate warning messages and other emergency messages or pertinent information via electronic mail, Mass Notification Systems (MNS) (i.e., Everbridge) and telephone.
 - Television, radio, print and social media may be used as well
- Designated Officials – Signatories to this plan may request activation of the EAS and make emergency public announcements, with the understanding such announcements will be made in coordination with the PIO, who will serve as the liaison between the media, public, and local government.
- Severe Weather - Requests for EAS activation for broadcast of severe weather bulletins are normally initiated by the National Weather Service via e-mail or Southern Linc Radio Network, but may be disseminated by other means, as needed. The EAS will be activated for all severe weather watches and warnings affecting Baldwin County.
- Other Local Emergencies – When any emergency situation (violent act, maritime, fire, industrial, transportation incidents, HAZMAT incidents, or other event) threatens life or property in Baldwin County, designated officials may elect to activate the EAS.

Activation Procedures

- SOPs should be followed for the activation process
- Authentication procedures should be utilized and followed

- Use the following format (which is deliberately general in nature to allow for the uniqueness of each emergency situation or event, yet broad enough to ensure completeness):
 - This is Name, Title, and Office or Organization requesting activation of the Baldwin County Emergency Alert System. I authenticate as follows: give the proper authentication code word.
 - Describe the nature of the emergency, actions being taken, and provide appropriate instructions to the public.
 - Maintain communications link, if necessary, or advise station of time further contact will be made and of the method of contact (telephone, e-mail, etc.)

Broadcast Stations

- Upon receipt of an authenticated request for EAS activation, the primary participating station will begin recording all emergency messages and will broadcast the following announcement:
 - “WE INTERRUPT NORMAL PROGRAMMING BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW.”
 - Transmit the Emergency Alert System Attention Signal (FCC Rules and Regulations part 73, Subpart G, 73.906)
 - Broadcast the following message: “WE INTERRUPT NORMAL PROGRAMMING TO ACTIVATE THE OPERATIONAL AREA EMERGENCY ALERT SYSTEM AT THE REQUEST OF (BALDWIN COUNTY OFFICIALS) AT (TIME).”
 - BROADCAST EMERGENCY BULLETIN INFORMATION
 - Repeat information as often as necessary and include the source of information and the time information was received.
- All Baldwin County broadcast stations (both television and radio) will then perform the procedures outlined above.
- In order to prevent public confusion during periods of EAS activation, all broadcasts designated as official EAS messages will be clearly separated from news reports and other information gathered from other sources.
- Upon completion of the above EAS actions, stations will resume normal programming

- Appropriate entries will be made in the station's operating logs of all significant events which required the use of EAS procedures to be implemented
- Upon receipt of a termination notice from a designated official, the participating stations will broadcast the following announcement:
 - "THIS CONCLUDES OPERATION UNDER THE OPERATIONAL AREA EMERGENCY ALERT SYSTEM. ALL INVOLVED BROADCAST STATIONS MAY NOW RESUME NORMAL BROADCAST OPERATIONS".
- Upon receipt of the above announcement from the primary participating station, other stations will rebroadcast the first sentence of the announcement

Tests

Regularly scheduled tests of the EAS are conducted by AEMA and the National Weather Service.

Implementation

EAS agreements should be revised, as needed. Participants should communicate on a regular basis to ensure cohesive partnerships and seamless operation when EAS is activated.

Recovery Actions

- Prepare electronic briefings on status of ESF-2 response operations and the status of communications systems.
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations.
- Prepare ESF-2 After-Action Report to identify lessons learned and improvement plans.

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission.
 - Assess needs for recovery teams in the field and for direction and control.
- ESF-2 will begin planning the recovery process based on the following information.
- Accumulated communications damage information obtained from Field Teams, the telecommunications industry, the local EOC, and other city, county, or state agencies.
- Listing of all local communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute

assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

Responsibilities

- Determine overall communications requirements to support response and short-term recovery operations.
- Coordinate unmet communications and equipment requirements with local and state agencies providing communications response support.
- Coordinate the activation of the EAS, if needed.
- Activate and operate the communications center at the EOC.
- Activate **Baldwin County Amateur Radio** Emergency Service if needed.
- Request deployment of the Region 1 communications support vehicle and/or the State Mobile Command Post if needed.
- ESF-2 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).
- Establish and operate a message center in the EOC.

Support Agencies and Functions

As advanced readiness during a pending disaster situation increases and emergency conditions are implemented, each of these agencies will consider deploying an Emergency Communications Coordinator (ECC). Depending on the nature of the disaster, these coordinators may have multiple roles in supporting ESF-2 and other ESFs their agencies are tasked to support. During federally declared disasters, the state EMA may coordinate the deployment of FEMA communications vans commonly known as the Mobile Emergency Response Support (MERS).

Table 2-2 Support Agencies and Functions for ESF-2

Agency	Functions
Baldwin Co Call Center	Provide resources/assistance as needed/requested
Baldwin Co Sheriff's Office	Provide coordination/assistance as needed/requested
Emergency Communications E-911	
Alabama EMA Main (Southern Linc)	
Media	

The following assets are of critical importance to providing communications to an area during the initial 12-hour response.

- Mobile or transportable communications equipment
- Multi-channel radio systems
- Base station and hand-held portables
- Trained installation and operations personnel available for field deployment

Support for Field Activities

Mobile ham radio operators can be dispatched to shelters to provide communications links. These volunteers have a significant capability to provide assistance with emergency public communications during major disasters.

Administration

General

- The Communications Unit will be activated and coordinated by the Logistics Section Chief during EOC operations
 - The Communications Unit consists of Communications Leader, Communications Technician
- Staff support and equipment shall be provided by county departments and other emergency service agencies within the county
- Communications activities including phone logs, damage reports, requests for assistance, etc., will be documented and will (along with the Incident Action Plan) become part of the Permanent Incident Record
- None of the information contained in this ESF is intended to supersede any of the SOPs currently implemented and maintained by any of the participating departments, organizations, and agencies.

Equipment Maintenance and Systems Testing

- Maintenance of the communications equipment will be the responsibility of the organization owning the equipment

EOC Checklist for ESF-2 (Communications)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Computer Information System (CIS)
Baldwin County Call Center

Actions

Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following:

- A general description of the situation as it pertains to ESF-2 and an analysis of the ESF's operational support requirements.
- A prioritized listing of significant actions that ESF-2 will initiate to provide operational support.
- Determine the level of response required by ESF-2 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to support lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Contribute information for briefings on status of ESF-2 response operations and the status of the communications systems to ESF-5.

In addition:

- Track expenditures concerning operations and submit these to Administration and Logistics Section during, and/or after terminating operations.
- Ensure accurate and timely information is entered into the knowledge base.
- Ensure communications and services are provided to the EOC staff as required.
- Ensure accurate and timely information is retrieved from the knowledgebase and delivered to the public.
- Support communications and computer needs/requirements to maintain EOC functions.
- Prepare an After-Action Report to identify lessons learned and improvements.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Mobilize resources and coordinate response for approved mission assignments.

Amateur Radio (HAM) Operations Actions:

- Obtain situation status information and response activities for the EOC
- Provide secondary backup communications to assist shelter operations
- Assist the EMA in disaster emergency response in order to meet the needs of the County

Checklist Items

Activation Phase

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.
- ☐ Clarify any issues you may have regarding your authority and assignments, and what others do in the organization.
- ☐ Obtain an updated SITREP and use this information to periodically brief additional staff, including HAM operators.
- ☐ Activate workstation and review position responsibilities. (See Computer Logon procedures)
- ☐ Ensure that the Section is set up properly and personnel, equipment and supplies are in place.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Assist with establishing the EOC Communications Center:
 - Verify that there is appropriate equipment and supplies.
- ☐ Assist with determining communications equipment needs.
- ☐ Establish contacts with external radio and communications providers for emergency equipment needs.
- ☐ Notify EOC personnel of any restrictions of radio frequencies, phone lines, and fax lines.
- ☐ Establish an inventory of all usable communications units and their locations. (i.e., portables, base stations, amateur radios, cell phones, mobile units, etc.)
- ☐ Inventory and locate all batteries and chargers for portable support.
- ☐ Determine if all systems are intact and/or operational (parts of systems may be down).
- ☐ Identify top priority communications needs and brief Logistics Support Chief.
- ☐ Identify key locations that might need additional communications units (i.e. portables, amateur radios, packet radios, etc.).
- ☐ In the event of long-term power outages, determine alternative locations and procedures for charging and re-supply of portable batteries.
- ☐ Are there dead spots or locations where communications are poor or weak? Determine if

relay locations would solve the problem.

- ☐ Determine the need for additional telephones and/or lines to support EOC or field command sites.
- ☐ Provide additional personnel to man communications sites as needed.
- ☐ Provide situation and resources information through the Logistics Section Chief to the Planning Section on a periodic basis or as the situation requires.
- ☐ Share status information through the Logistics Section Chief with other sections as appropriate.
- ☐ Maintain appropriate administrative and fiscal records.
- ☐ Ensure that the group is supporting other elements consistent with priorities established by Operations Chief.
- ☐ Determine financial and administrative support needs.
- ☐ Brief Logistics Section Chief/Operations Desk on major problem areas that now need or will require solutions.
- ☐ Conduct periodic briefings for your group. Ensure that all organizational elements are aware of priorities.
- ☐ Monitor external communication capabilities.
- ☐ Keep the Logistics Section Chief and Operations Chief informed of system failures and restoration activities.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operational Chief during operational benchmarks or as requested.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.
- ☐ Notify the operations Chief or Branch Director if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief your relief on events and status of actions being taken.
 - Give all logs and records to your replacement.

- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

- ☐ Complete all required forms, reports and other documentation. All forms and position logs to be submitted to the Planning Section prior to your departure.
- ☐ If another person is supposed to relieve you, ensure that you contact them before you leave your workstation.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-3***Baldwin County Emergency Operations Plan*****Emergency Support Function-3****Public Works and Engineering Annex****Primary Agencies**

- Baldwin County Engineer
- Baldwin County Highway Department

Support Agencies

- County and Municipal Water Authorities and Public Works Departments
- Baldwin County Forester
- Baldwin County Sheriff's Office
- Baldwin County Planning and Zoning Department
- Alabama Department of Public Health
- United States Army Corps of Engineers (USACE)

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, receive consolidated SITREPS
- **ESF-1 (Transportation) and ESF-11 (Agriculture and Natural Resources):** assist in debris clearance and transportation of potable water and food to areas that do not have operating water supply systems or are without food. Provide signs and barricades for closed roads
- **ESF-13 (Public Safety and Security):** coordinate access and traffic control

Introduction

Purpose

The purpose of this annex is to provide guidance for the provision of emergency technical advice, evaluations, and engineering services to assure the safety of emergency responders and the public. The continuation and restoration of public works systems would be critical to the continuation of operations for many departments and organizations to achieve the necessary standard of operation to aid in recovery missions. This may include construction management and inspections, emergency contracting, emergency repairs of wastewater and solid waste facilities.

Scope

- The scope of this Annex is to address those critical public works and engineering functions not described in more detail in other annexes or appendices.

Situation and Assumptions

Situation

Baldwin County contains many infrastructure networks which serve to provide the necessities of utilities, ways and means of travel, and lifesaving services. Any infrastructure system interruption or damage can be life threatening, but the risk to the system drastically increases in the event of a disaster.

Assumptions

- County resources will be severely limited in meeting the need for public works and engineering services in a major disaster.
- County and local governments in the immediate disaster area will need assistance in clearing debris, performing damage assessments, structural evaluations, and emergency repairs to public facilities, and meeting basic human health needs.
- Ground, air, rail, and water routes must be provided to allow access to disaster areas.
- Emergency road and airstrip debris clearance and repairs will have top priority to support immediate lifesaving emergency response activities.
- For County wide disasters the Unified Command System will be activated at the EOC.
- Equipment and manpower resources excess to area needs will be made available for mutual-aid support.

- Utility companies will support any mass operations and missions necessary to assist in EFF-3 functions.
- Utility services (water, gas, electricity) should be reduced to sustain critical operations. Branch lines serving totally evacuated portions of the hazard area (attack hazard) should be shut down.
- County resources will be deployed to inspect, repair, and restore publicly owned critical facilities to the degree possible.
- Privately owned buildings serving the public may be declared unsafe by the County, but detailed structural inspections and repair plans will be the responsibility of the building owner utilizing in-house or contracted resources.
- In an emergency, damage inspections will err on the side of caution and safety. If a structure appears unsafe, it will be vacated until a detailed inspection demonstrates its safety or repairs are made.
- Significant numbers of personnel with engineering and construction skills, along with equipment and materials, may be required from outside the disaster area.
- Analysis of Public Works and Engineering capabilities will have a direct impact on the need for emergency services addressed in other Emergency Support Functions contained in this plan. If inspection, construction, restoration, and repair activities cannot be completed, the need for provision of health and human services will increase and be required for extended periods.
- Rapid damage assessment of the disaster area will be necessary to determine potential workload.
- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.
- Legal requirements that delay the securing of contractors or purchasing of materials may be waived.
- Large numbers of skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials may be needed from outside the disaster area.
- Support services for all personnel and equipment may have to be provided from outside the disaster area.

Organization

General

For emergencies that do not exceed local capability political subdivisions will use all local manpower, equipment, and material available to carry out requirements for engineering services, debris clearance, damage survey, maintenance and repair of local roadways and construction of parking facilities, trailer parks, expedient shelters, and the upgrading of shelters. The day-to-day engineering department organizational structure should remain intact during a major emergency. When all local engineering resources have been exhausted, it will be the local responsibility to request activation of and assistance from the EOC.

County

Unless otherwise specified, responsibility for Public Works & Engineering functions outlined in this Annex rests with the Baldwin County Director of Public Works. Upon activation of the EOC, County departments will coordinate with and assist cities and service districts at the direction of the Unified Command established at EOC. Once a County disaster declaration has been made, additional resources may be requested from the State.

Municipalities

Municipal public works and engineering agencies will be responsible for providing such initial services in their cities to include reporting damages to the public works infrastructure. When the EOC is activated, the support will be provided by ESF-3 under the direction of the Unified Command System.

Support Agencies

Public and private public works and utilities will be tasked with the following responsibilities:

- Provide personnel for the damage assessments and restoration of the water supply
- Provide personnel for the damage assessments and restoration of sewage treatment
- Provide damage assessment for beaches, shores, parks, and recreation areas
- Provide personnel for the review of contaminant or pollutant discharge

The Department of Public Health in Baldwin County will be tasked with the following responsibilities:

- Coordinate the restoration of potable water
- Coordinate the location and provision of potable water

The Baldwin County Forester, or representative(s) from the Alabama Department of Forestry, will be tasked with the following responsibilities:

- Provide manpower and equipment to support public works and infrastructure needs.

The representative(s) for Baldwin County Natural Resources and Conservation &/or Alabama Department of Environmental Management will be tasked with the following responsibilities:

- Identify ecologically sensitive areas
- Provide watercraft support
- Provide assistance with identifying any risks to natural resources brought on by the disaster

State Government

State agencies will assist in the evaluation of state-owned infrastructure damage and will provide information to BCEMA to be included in damage reporting. State agencies may provide resources to evaluate damage and make repairs to public works projects and assist in debris removal and disposal.

Federal Agencies

The Department of Defense has designated the United States Army Corps of Engineers (USACE) as its operating agency for planning, preparedness, and response under ESF-3. The USACE may perform structural evaluation, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for firefighting or potable water for human health needs as outlined in ESF-11 (Food & Water).

Since access to disaster areas will be dependent upon the re-establishment of ground routes, a top priority will be given to completion of emergency road clearance or repair. USACE will perform work under Public Law 84-99 and other USACE authorities when applicable. Other Federal agencies that may provide support to ESF-3, as outlined in the Federal Response Plan, include:

- Department of Agriculture
- Department of Commerce
- Department of Energy
- Department of Health & Human Services, Public Health Service
- Department of the Interior
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- Environmental Protection Agency
- General Services Administration
- Tennessee Valley Authority

Concept of Operations

General

Emergency public works and engineering operations may be required to support emergency operations to provide critical services, assure the safety of responders and victims, and maintain services for public health. If the emergency is localized and can be managed through the field Incident Command System, the command-and-control element will remain in the field. If the incident exceeds this capability and ESF-3 support is needed from the EOC, the Incident Commander will request activation of the EOC. BCEMA has the authority to activate the Unified Command System. This activation will require the elected official or designated representative of the impacted jurisdictions to report to the EOC to provide support to the Unified Command.

Specific

Goals:

- Create a county public works response which provides for the command, control, and coordination of public works planning, operations, and mutual aid.
- Coordinate the dispatch and use of public works resources and provide the means of coordination among response organizations.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among public works organizations.
- Prescribe a procedure for the inventory of public works personnel, facilities, and equipment.
- Collect and disseminate information and intelligence relating to public works and engineering for disasters or emergencies, either existing or pending.

Emergency public works and engineering may include:

- Emergency clearance of debris for reconnaissance of the damage areas and passage of emergency personnel and equipment for lifesaving, life protecting, health and safety purposes
- Temporary construction of emergency access routes which include damaged streets, roads, bridges, waterways, airfields, and any other facility necessary for passage of rescue personnel

- Emergency restoration of critical public services and facilities including temporary restoration of water supply and wastewater systems, and the provision of water for firefighting
- Emergency demolition or stabilization of damaged structures and facilities designated by State or local government as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations
- Technical assistance and damage assessment, including structural inspection
- Support to other ESF operations as outlined in the plan.

Execution of Operations

- Upon activation of the Unified Command System, the EOC will identify the emergency situation, mission to be accomplished, and possible resource requirements.
- The EOC will evaluate needs and determine availability of resources and lead agencies. Requests for State or Federal assistance will be forwarded to Alabama Emergency Management Agency.
- On determination that a resource is available, the resource will be deployed to the scene to offer such assistance as is within the realm of the resource's conceivable and determined ability.
- In providing services that require special licensing or certification, care will be taken to assure that the IC is provided necessary technical assistance to determine the best course of action.
- Under no circumstances, will county resources be deployed in any way that goes against the better judgment of the responding technical expert.

Direction and Control

Coordination

Overall coordination of ESF-3 will be initially exercised from the EOC. Primary and support agency representatives will meet on a daily basis (at a minimum) to provide information on current status, problems, and short- and long-term plans.

Executive Actions

The Baldwin County Commission will be located at the Baldwin County EOC in close proximity to the Unified Command Conference Room and will mutually establish direction and control for public works personnel and equipment during emergencies; the Public Works Officer and city/county Engineers should coordinate operational direction and control of their respective crews.

- The Baldwin County Commission will monitor public works and engineering activities being accomplished and problems encountered to support requests for additional assistance or implement emergency measures.
- The designated Baldwin Director of Public Works will have overall responsibility for ESF-3 and will coordinate public works and engineering services.

Lines of Succession

Lines of succession to ESF-3 Coordinator are according to the Standard Operating Procedures established by the Baldwin County Public Works Director.

Task Assignments

- Determine priorities for inspection of critical facilities.
- The Public Services Coordinator/Engineering Services Coordinator should be responsible for:
 - Debris removal
 - Shelter upgrading
 - Damage assessment
 - Restoring vital services
 - Support evacuation efforts

- Keeping roads, bridges, and key facilities open
- The ESF-3 Coordinator will be responsible for coordinating with utility companies and other private organizations and agencies to ensure adequate water, gas, electricity, etc. are available to meet increased demands of an evacuation.
- The primary responsibility for coordinating shelter upgrading operations is a joint activity to be completed by ESF-3 (Public Works) and ESF-6 (Mass Care).
 - The massive scope of this task will require a concerted effort on the part of public and private agencies and organizations. Each of those individuals should serve on the EOC staff.
- All State Highway District Office resources will be available for local use during a disaster or catastrophic event.
- County Commissioners should furnish maximum resources in their respective districts to facilitate public congregate care/shelter upgrading.
- The Public Information Officer should disseminate Environmental Protection Information material, as needed, and provide support for soliciting earth-moving equipment and operators from private sources.
- The Emergency Welfare Services personnel and Shelter Managers should assist in obtaining volunteers from the relocated population to assist in shelter upgrading in Baldwin County reception areas.
- Determine whether buildings are habitable and usable for their intended purpose.
- Assign Damage Assessment Teams to determine structural integrity of bridges.
- Inspect public buildings to be used as shelters.
- Inspect commercial and residential properties.
- Issue permits to facilitate essential repairs.
- Provide for on-going inspection of emergency repairs
- Assign damage assessment teams to conduct visual/TV survey on key facilities and special structures related to sanitary sewer and surface water conveyance/treatment systems.
- Prioritize corrective actions for identified defects.

- Provide information to the Public Information Officer to educate public and regulatory agencies of structural failures which compromise permit compliance.
- Restore service, (emergency repairs) ensure compliance with state/federal discharge permits.
- Facilitate and monitor permanent repair of damaged system components.
- Record and initiate mitigation opportunities where possible.
- Assist in the analysis of damage to water and sewer systems; analyze financial impact and identify resources to provide alternate systems.
- Serve as primary liaison with public and private utility providers to assure prompt restoration of services.

Actions

- Upon activation of ESF-3, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks
 - Develop a situation analysis establishing communications capabilities and limitations.
 - Assess the need for and obtain telecommunications industry support as required.
 - Prioritize deployment of services based on available resources and critical needs.
 - Coordinate communications support to all government, quasi-government, and volunteer agencies as required
 - Provide timely reports on the status of communications systems
 - Prepare and process reports using established procedures
- Prepare electronic briefings on status of ESF-3 response operations and the status of public works and engineering activities and status of operations
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Verify inventories of available resources and provide them to ESF-5 (emergency Management), when requested.
- Catalog private contractors and resources and procedures for procurement of these resources
- Establish communication with appropriate field personnel and ensure readiness for timely response
- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.
- Relocate any resources away from the potential disaster/incident area to the nearest staging area, when possible and appropriate.
- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts.
 - Coordinate the location, restoration, and provision of potable water
 - Provide for and properly plan for the need to review strategies for pollutant discharge prevention
 - Coordinate sewage treatment restoration and issue resolution
- Mobilize resources and coordinate response for approved mission assignments.
- Identify ecologically sensitive areas
- Coordinate the location, restoration, and provision of potable water
- Provide for and properly plan for the need to review strategies for pollutant discharge prevention
- Coordinate sewage treatment restoration and issue resolution

Recovery Actions

- Prepare electronic briefings on status of ESF-3 response operations and the status of key resources and critical infrastructure.
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations.
- Prepare ESF-3 After-Action Report to identify lessons learned and improvement plans.

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission.
 - Assess needs for recovery teams in the field and for direction and control.
- ESF-3 will begin planning the recovery process based on the following information.
 - Accumulated damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies.
- Listing of all local assets available to support a recovery mission
 - Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort
 - Industrial resources may also be considered for availability and effectiveness
 - Furthermore, availability, operational condition, and duration of need must be considered
 - The logistical requirements necessary to obtain critically needed equipment will also be evaluated
- Prepare ESF-4 After-Action Report to identify lessons learned and improvement plans

Responsibilities

ESF- 3 shall coordinate with the primary agency all support agencies in directing public works and prioritizing service and resource needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of public works services. Coordination with public and private organizations, departments, service providers, volunteer programs, and other contract resources may be required.

- If staging or resources is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-3 Coordinator will plan and deploy public works resources required for the maintenance and repair of essential services, facilities, and systems.
 - This task is time-sensitive and is dependent upon the arrival time of the hazard. A high priority will be given to this task and coordination with local government is essential to identify resource requirements.
- Initially ESF-3 resources working in coordination with equipment and manpower in ESF-1 (Transportation) may be a more effective use of resources to perform tasks such as clearing roads.
- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.
- ESF-3 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies.
- ESF-3 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).
- Additional resources available at other ESFs may be coordinated and mobilized to support ESF-1 mission.
- When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e., state agencies, contractual agreements, and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF-3 will remain under the direction of BCEMA, unless otherwise notified.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Department of Transportation	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin Co Highway Dept	Provide resources/assistance as requested/available
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – North Baldwin/Medstar	Provide resources/assistance as requested/available

Administration

Staff support for the EOC, and equipment shall be provided by county departments and other emergency service agencies within the county.

Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF- 3 (Public Works and Engineering)******* Read This Entire Position Checklist Before Taking Action*********Primary Agencies:** Baldwin County Engineer / Highway Department**Actions (Engineering)**

- Maintain liaison with all maintenance area barns/supervisors.
- Maintain liaison with all utility service providers.
- Ensure evacuation routes are clearly marked and roads are free from obstruction/road construction debris.
- Provide engineering services and expertise for emergency construction projects.
- Participate in damage assessment efforts.
- Coordinate the use of private sector engineers and other construction materials, equipment, and labor needed for emergency operations.
- Undertake emergency response activities involving roads and provide material and equipment for road closures.
- Maintain and clear streets and bridges for public safety activities.
- Close streets and route evacuation and emergency response traffic (traffic control is the responsibility of law enforcement).
- Participate in debris removal efforts to support public safety activities and recovery efforts.
- Provide heavy equipment, trucks, and personnel to support emergency operations.
- Implement the Debris Management Plan
- Work in conjunction with BCEMA to formulate damage assessment reports into project application worksheets.

Actions (Public Works)

- Coordinate utility support during emergency operations.
- Request unilateral support from all utility companies to assist in restoration operations.
- Identify critical facilities for prioritization in restoration of those operations.
- Prioritize other repairs based on infrastructure needs.

Checklist Items**Activation Phase:**

- ☐ Check in with the Personnel Coordinator (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the EOC Operations Chief or designated Branch Director.
- ☐ Clarify any issues you may have regarding your authority and assignments, and what others do in the organization.
- ☐ Obtain a situation briefing.

- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (e.g., land line telephone, cellular phone, two – way radio etc.)
- ☐ Ensure that the equipment and supplies are in place and are set up properly and are in working order.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase (Public Works & Water)

- ☐ Provide utilities support.
- ☐ Determine which water utility emergency measures are needed:
 - Identification of critical facilities.
 - Identification of service disruptions.
 - Prioritizing of repairs.
- ☐ Utility failure, depending on the time of year and weather conditions, may require immediate emergency measures. Areas of concern that must be coordinated are:
 - Disconnect/disruption of service.
 - Prioritization of returning service.
 - Coordination of returning service.
 - Above, below ground repairs that impact transportation routes.
- ☐ Determine extent of damages to the utility.
- ☐ Obtain status of recovery and current operations.
- ☐ Ensure that all information on system outages is consolidated and provided to the Planning Section.
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
 - ☐ Determine status and need for distribution and maintenance of the system.
- ☐ Coordinate restoration activities.
- ☐ Provide the Public Information Officer with the following emergency public information details:
 - Area(s) affected.
 - Actions government is taking.
 - Estimate length of time before utility will be restored.
 - Information on alternate resources (electricity/generators).
 - With telephone out, how to get assistance.
 - Provide information on energy conservation measures (conserve water usage plan, burning, fires, etc.).
- ☐ Continue monitoring situation for needs and assistance.

- ☐ Prepare briefings for the Operational Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

Operational Phase (Engineering)

- ☐ Determine which engineering services/public works emergency measures are needed:
 - Repair to facilities, roads, bridges
 - Debris Clearance
 - Road clearance
 - Coordination with Utilities
 - Flood control/Water over Road
 - Traffic control
 - Damage Assessment
- ☐ Determine the status of all planning, and public works facilities, equipment, and forces.
- ☐ Contact the Baldwin County Highway Department to determine status of roadways, equipment, and forces.
- ☐ Provide engineering services/public works support.
- ☐ Coordinate and advise on the removal of debris and wreckage to permit vehicular access or movement and on cleanup.
- ☐ Supports traffic control points.
- ☐ Monitor safety issues with utilities.
- ☐ Coordinate with Baldwin County Highway Department Area Supervisors, the Baldwin County Building Department, and the BCEMA on damage assessment.
- ☐ Provide public works assets including equipment, barricades, etc.
- ☐ Provide evacuation support.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

- **Shift Change Actions**

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief your relief on events and status of actions being taken.
 - Give all logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

- ☐ Authorize demobilization of organization elements within the Unit when they are no longer required. Ensure that any open actions are handled by the Section or transferred to other EOC elements as appropriate.
- ☐ Deactivate the Public Works / Engineering positions and complete all required forms, reports and other documentation when authorized by the Operations Chief.
- ☐ Forward all forms and position logs need to be submitted to the Operations Chief prior to departure.
- ☐ If another person is supposed to relieve you, ensure that you contact them before you leave your workstation.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-4***Baldwin County Emergency Operations Plan*****Emergency Support Function-4****Firefighting Annex****Primary Agencies**

- Baldwin County Fire Departments

Support Agencies

- Baldwin County Health Department
- Baldwin County Highway Department
- Baldwin County Sheriff's Office
- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Forestry

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF- 15 (Public Information):** provide information to the media and to the public
- **ESF-3 (Public Works and Engineering):** debris removal to open routes for fire apparatus to conduct operations
- **ESF-13 (Law Enforcement):** coordinate access and traffic control

Introduction

Purpose

Coordination of fire and rescue activities is necessary to ensure the safety of life and property during emergency situations. This annex will review the process of and methods for this type of coordination.

Scope

County program assistance under this ESF-4 includes actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire-fighting methods. ESF-4 plans and coordinates operations in response to fire emergencies. These operational actions include the following:

- Actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires which have become or threaten to become disasters
- Services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire-fighting methods
- Provision of fire suppression assistance under the Stafford Act will be made in accordance with the Federal/State Agreement for Fire Suppression

Situation & Assumptions

Situation

Fire Prevention and Control and Rescue Operations are daily problems faced by fire services personnel. These problems become more significant and more intensified in magnitude during emergency situations and disasters. Several hazards present difficulties regarding fire protection; including terrorism, conflagration, forest fires, nuclear attack, and hazardous materials accidents. Response development and planning should be undertaken in the following situations:

- Disasters and emergencies vary widely in scope, degree of devastation, and threat to human life

- In situations that involve structural collapse, large numbers of people may require rescue and immediate medical care
 - Because the mortality rate among trapped victims rises dramatically after 72 hours, Urban Search and Rescue procedures must be initiated without delay
- During response rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities
 - Such damage can create environmental safety and health hazards, such as downed power lines, and hazardous material generated from debris
- Terrorism, secondary and tertiary events, and/or other hazards (such as fires, landslides, flooding, and hazardous materials releases), may compound problems and threaten both disaster victims and rescue personnel
- Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel

Assumptions

Response priorities for fire operations within Baldwin County and involving fire response agencies and personnel from within and outside Baldwin County will be to first preserve and protect life, and then to preserve and protect property. When protecting property, special emphasis should be given to the following:

- Protection and preservation of public facilities
- Facilities and materials necessary for survival
- Facilities and materials vital to the wellbeing of the environment
- Storage facilities for fuels supplies

To the extent possible, control over local firefighting resources will remain at the local level. Requests for additional firefighting and search and rescue resources will be made in accordance with existing mutual aid agreements.

Organization

An Emergency / Disaster operation for fire agencies is a function of implementing the Incident Command System. When an emergency/disaster is declared, and this plan is implemented and the EOC is activated ESF-4 Coordinator designated representative will report to or be in contact with the EOC; other supervisors will operate from their normally assigned duty areas.

The ESF-4 Coordinator is responsible for coordinating all emergency fire and hazmat responses. Each fire organization will maintain authority within its own jurisdiction. Routine operations will

be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the County Commission or Mayors of municipalities as appropriate.

Concept of Operations

Emergency fire-fighting operations will be initiated by local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements. Command of fire operations will be in accordance with NIMS and the Incident Command System.

Fire and Rescue departments/divisions should establish inner and outer perimeters of a disaster scene. A strict policy of limited access to the disaster area should be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area should be requested through the established command posts. Additional details concerning response actions required by Fire and Rescue should be located in Department/Agency SOPs independently of the EOP. The following operational concepts are specific to ESF-4:

- The ESF-4 Coordinator will coordinate all wildfire suppression efforts during disaster periods
- Response coordination is conducted from the EOC
- The Mayor/County Commission Chairman may declare a wildfire emergency if a large number of wildfires are occurring and spreading fire from forests to homes and towns and threatening property and human life
- Requests for out-of-state non-fire assistance will be coordinated through the Alabama Emergency Operations Center

The following goals have related objectives, tasks, and procedures specified in this ESF:

- To create a firefighting response which provides for the command, control, and coordination of fire-fighting emergency operations and mutual aid
- To coordinate the dispatch and use of fire-fighting resources and means of coordination with federal and local government.
- To provide a system for receipt and dissemination of emergency information, data, and directives pertaining to activities among fire-fighting organizations.
- To prescribe procedures for the inventory of fire-fighting facilities and equipment

- To collect and disseminate information and intelligence related to fire fighting for disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of resources in support of the overall fire-fighting mission.

Emergency firefighting and rescue operations may include:

- Rescuing persons threatened by the fire or building collapse
- Controlling and suppressing fire to prevent its spread to surround areas
- Taking immediate action to mitigate fire hazards to prevent ignition
- Determining hazard areas, warning, and evacuating the public from hazard areas and assisting in crowd and traffic control at the scene of a hazardous material, major conflagration, or terrorist incident involving chemical, biological, explosive, or incendiary incidents
- Response
 - Provide fire control
 - Conduct rescue operations
 - Provide radiological protection support within level of training
 - Provide HAZMAT response within department/division SOPs and level of training
 - Provide backup communications for shelter operations
 - Support other public safety operations
 - Provide traffic and crowd control, if possible and as needed
- Recovery
 - Perform fire inspections when it is the responsibility of the department/division.
 - Decontaminate, as required, within available resources and level of training
 - Continue response operations, if needed
 - Assist with / in the damage assessments

Execution of Operations

Response will be based on Level 1 through 4 as follows:

- Level Four: Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post and staging areas established. Incident Commander able to control emergency without additional assistance or Emergency Operations Centers (EOC). Incidents involving spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as (Self Contained Breathing Apparatus) SCBA.
- Level Three: Resources that are immediately available to Incident Commander are exhausted. The EOC is activated to manage and coordinate related, multiple, low-level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous chemicals require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Firefighter's Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders.
- Level Two: The EOC is activated. State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Incidents involving hazardous chemicals are the same as Level Two.
- Level One: The EOC is activated. This is the worst-case scenario for a disaster. All local, regional, state, and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at all government levels are coordinating resources.

On-scene fire operations will be carried out using the Incident Command System.

The EOC will serve as the Unified Command Center following the ICS Model for all-Level 1 and Level 2 Emergencies. Fire and rescue staff will coordinate acquisition and deployment of resources from the EOC.

Direction and Control

The ESF-4 Coordinator is responsible for coordinating all emergency fire and hazmat responses. Each fire organization will maintain authority within its own jurisdiction. Emergency &/or

disaster fire operations may be directed from the EOC by the ESF-4 Coordinator or his representative in coordination with the on-scene command post. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the Baldwin County Commission or Mayors of municipalities as appropriate. State and Federal support will be called upon as needed with requests channeled through the EOC.

Lines of Succession: Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

Task Assignments

The Emergency Support Function Coordinator will:

- Coordinate fire and rescue service response to address the needs at the scene of the emergency or disaster and further protective fire emergency prevention measures are or will be in place for the remainder of Baldwin County
- Analyze fire and rescue service resource needs and request assistance and provide input into the Incident Action Plan
- Provide information regarding the status of fire operations to other ESF Coordinators
- Assign liaison to work with fire officials from other affected jurisdictions
- Coordinate with County Public Information Officer for dissemination of fire related warning and emergency information
- Coordinate with Emergency Support Function-3 Public Works and Engineering the placement of barricade material
- Coordinate with Emergency Support Function-3 Public works and Engineering the need for debris removal to open routes for fire apparatus to conduct operations
- Coordinate with Law Enforcement for traffic control and access control and warning support
- Determine if there is need for critical incident stress services and coordinate this need with Emergency Support Function-8 Health and Medical Services
- Prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record
- Supervise the demobilization of resources and close-out of disaster operations

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Verify inventories of available resources and provide them to ESF-5 (emergency Management), when requested.
- Establish communication with appropriate field personnel and ensure readiness for timely response
- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.
- Relocate any apparatuses and resources away from the potential disaster/incident area to the nearest staging area, when possible and appropriate.
- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts
- Mobilize resources and coordinate response for approved mission assignments.
- Identify ecologically sensitive areas
- Coordinate the location, restoration, and provision of potable water
- Provide for and properly plan for the need to review strategies for dealing with potential secondary and tertiary events

Recovery Actions

- Prepare electronic briefings on status of ESF-4 response operations and the status of fire service activities and status of operations
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations
- Prepare ESF-4 After-Action Report to identify lessons learned and improvement plans

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission
 - Assess needs for recovery teams in the field and for direction and control
- ESF-4 will begin planning the recovery process based on the following information:
 - Accumulated casualty and damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies
- Compile a list of all assets available to support a recovery mission
 - Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort
 - Industrial resources may also be considered for availability and effectiveness
 - Furthermore, availability, operational condition, and duration of need must be considered
 - The logistical requirements necessary to obtain critically needed equipment and additional personnel will also be evaluated
- Upon activation of ESF-4, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks:
 - Develop a situation analysis establishing capabilities and limitations
 - Assess the need for and obtain additional resources and support, as required
 - Prioritize deployment of services based on available resources and critical needs

- Coordinate communications support to all government, quasi-government, and volunteer agencies as required
- Provide timely reports on the status of the situation, personnel, and equipment
- Prepare and process reports using established procedures

Responsibilities

ESF-4 shall coordinate with the primary agency and all support agencies in directing resources and prioritizing firefighting service needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of resources to support these services. Coordination with these service providers, volunteer programs, and other contract resources may be required.

- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.
- ESF-1 (Transportation) will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS)
- ESF-4 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies.
- Additional resources available at other ESFs may be coordinated and mobilized to support ESF-4 mission.
 - When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e., state agencies, contractual agreements, and mutual aid agreements) will be mobilized.
- Coordinate the activation of the EAS, if needed
- ESF-2 (Communications) will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).
- If staging or resources is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-4 Coordinator will plan and deploy firefighting and rescue operations resources required for the preservation of life and protection of property
 - This task is time-sensitive and is dependent upon the arrival time of the hazard

- A high priority will be given to this task and coordination with local government is essential to identify resource requirements

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
Baldwin County Highway Department / ALDOT	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin County Health Department	Provide assistance and resources, as needed
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – MedStar Ambulance Services/Medstar	Provide resources/assistance as requested/available
Alabama Forestry	Provide resources, personnel, and information

Administration

ESF-4 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

In addition to any other relative and necessary paperwork pertaining to the ESF-4 functions, operations, and activities which will become part of the permanent incident record, Disaster Assistance Agreements/Contracts for Volunteer Services will also be maintained. These documents will be updated on an as-needed basis and kept on file at the EOC.

EOC Checklist for ESF-4 (Firefighting)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Fire Departments

Actions

- To coordinate the dispatch and use of firefighting resources and means of coordination with other firefighting agencies.
- To gather a list of the inventory of firefighting facilities and equipment.
- To plan the distribution and allocation of resources in support of the overall firefighting mission.
- Coordinate evacuation/community needs to the EOC.
- Coordinate rescue operations including extrication from vehicles, confined space rescue, and high angle rescue.
- Provide situational updates to the EOC from area fire departments.
- Coordinate search and rescue operations with the law enforcement representatives as required.
- Assist in coordinating Urban Search and Rescue (USAR) teams.
- Provide support to other emergency operations, evacuations, and warning operations if necessary.

Checklist Items**Activation Phase:**

- ☐ *EOC Activation:* Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Reports to the Operations Chief or designated Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional units / staff if required.
- ☐ Review responsibilities of the Firefighting Services Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Coordinate information and resource requests from county fire departments to the EOC.
- ☐ Based on the situation known or forecasted, determines likely future needs of the Fire Services Representation.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g., land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and reviews position responsibilities. (see computer logon procedures)
- ☐ Route reports on conditions / needs, damage assessment and other vital information to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response to the appropriate EOC position.

- ☐ Coordinate emergency fire and rescue support if needed.
- ☐ Attend Action Planning meetings as appropriate.
- ☐ Coordinate with the Logistics Branch to obtain necessary supplies and equipment to support operations.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Determines which “fire” emergency measures are needed:
 - Fire Suppression
 - Light / Medium Rescue
 - Water Rescue
 - Hazardous Materials Response
 - Evacuation
 - Warning
 - Communications
- ☐ Determine the status of all fire department facilities, equipment, and forces.
- ☐ Route reports on conditions / needs, damage assessment and other vital information to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response to the appropriate EOC position.
- ☐ Coordinate all requests for emergency road clearing and debris removal from FDs through the Highway Department Representative.
- ☐ Review County/Fire Department Disaster Assistance Agreements prior to coordination of debris removal or emergency work.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Request additional personnel as necessary to maintain 24-hour staffing.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepares; submits Position Log on the activities.
- ☐ Shift Change:

- Fully briefs the relief on events and status of actions being taken.
 - Gives the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

- ☐ Deactivate the Fire Services Representative position and complete all required forms, reports and other documentation when authorized by the Operations Chief
- ☐ Complete all required forms, reports, and other documentation. All forms and position logs to submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

DISASTER ASSISTANCE AGREEMENTS/CONTRACTS FOR VOLUNTEER SERVICES

STATE OF ALABAMA)

COUNTY OF BALDWIN)

DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES (Volunteer Fire Department)

This DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES, during and after emergencies affecting the County of Baldwin, Alabama, is made and entered into by and between the County of Baldwin, Alabama, acting by and through its governing body, the Baldwin County Commission, a political subdivision of the State of Alabama (hereinafter referred to as "COUNTY") and _____ Volunteer Fire Department (hereinafter referred to as either "PROVIDER" or "VFD").

WITNESSETH:

WHEREAS, pursuant to Code of Alabama (1975), §31-9-10, the COUNTY has the power and authority to take certain and appropriate actions as it deems necessary to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies, and has the power and authority to appropriate and expend funds and enter into contracts to implement and carry out said plans and programs; and

WHEREAS, additionally, as authorized by Code of Alabama (1975), §31-9-10, the COUNTY has appointed, interim or otherwise, a director of its local emergency management program (hereinafter referred to as "DIRECTOR") with direct responsibility for the organization, administration, and operation of the local program, subject to the direction and control of the COUNTY; and

WHEREAS, as a part of the above-referenced authority and in anticipation of the possible need for additional assistance in addressing the needs of the COUNTY during and after an emergency, in the event that adequately responding to the emergency is beyond the resources of the COUNTY, the COUNTY, in consultation with the County Emergency Management Agency (hereinafter referred to as "COUNTY EMA"), has determined that in order to properly protect and provide for the health and safety of persons and property in the event of such emergency affecting citizens of the COUNTY, it is necessary and appropriate to enter agreements with certain volunteer organizations to provide additional assistance to the COUNTY and the COUNTY EMA as needed during and after an emergency; and

WHEREAS, the _____ Volunteer Fire Department (PROVIDER) is a volunteer fire department as defined in Code of Alabama (1975), §9-3-17, which provides fire protection to the citizens in its area, and which, under Code of Alabama (1975), §9-3-18 is deemed by the Alabama Legislature to be public in nature, by protecting the health, safety, and welfare of the public; and

WHEREAS, the VFD has expressed an interest in assisting the COUNTY, and the COUNTY EMA as necessary in the event of an emergency, and the COUNTY desires to retain PROVIDER to provide said services as an independent contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

- I. Obligations Generally. The COUNTY hereby employs, and the PROVIDER agrees to perform for the COUNTY, those services as herein set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall commence performance of the said services as and at the times outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.
- II. Recitals Included. The above recitals and statements are incorporated as part of this Agreement and shall have the effect and enforceability as all other provisions herein.
- III. Professional Qualifications. For this contract, the PROVIDER represents and warrants to the COUNTY that it is a duly certified Volunteer Fire Department.
- IV. No Prohibited Exclusive Franchise. The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution.
- V. Insurance. PROVIDER shall maintain a general liability policy of insurance and further maintain workers' compensation insurance as required by law.
- VI. Legal Compliance. PROVIDER shall always comply with all applicable Federal, State, local and municipal laws, and regulations.
- VII. Independent Contractor. PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall always remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or

agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and PROVIDER is responsible for and obligated to pay all federal and state income tax on any monies paid pursuant to this Contract, if any.

- VIII.** No Agency Created. It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Agreement; therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.
- IX.** Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- X.** Entire Agreement. This agreement represents the entire and integrated agreement between COUNTY and PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties.
- XI.** Failure to Strictly Enforce Performance. The failure of the COUNTY to insist upon the strict performance of any of the terms, covenants, agreements, and conditions of this Contract shall not constitute, and shall never be asserted by PROVIDER as constituting, a default or be construed as a waiver or relinquishment of the right of the COUNTY to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.
- XII.** Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by PROVIDER without the prior written consent of the COUNTY, which may be withheld or granted in the sole discretion of the COUNTY.
- XIII.** Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER:
NAME AND ADDRESS OF

ORGANIZATION PROVIDING SERVICES

COUNTY: Baldwin County Commission
C/O Chairman of County Commission
312 Courthouse Square, Suite 12
Bay Minette, Alabama 36507

- XIV.** Services to be Rendered and Timing Thereof. PROVIDER is retained by the COUNTY as a professionally qualified provider of Volunteer Fire Department (PROVIDER) services as defined in Code of Alabama (1975), §9-3-17, which provides fire protection to the citizens in its area.
- XV.** The parties acknowledge and agree that PROVIDER shall provide the services hereunder upon the request of the DIRECTOR and/or the COUNTY. The general scope of work for the services will encompass:
- a.** Subject to the conditions set out herein, the VFD shall, upon request of the DIRECTOR, provide the necessary personnel, equipment, and supplies to assist the COUNTY in necessary emergency work during and after an emergency affecting the COUNTY. It is hereby recognized that the VFD has limited resources and such services will be provided as those resources are available.
 - b.** The VFD may, within its discretion, temporarily decline a request for assistance if, at the time the request is made, its personnel, equipment, and supplies are involved in responding to a fire or rescue call in the area served by the VFD, or if conditions are unfit and unsafe for personnel. In the event, the fire chief of VFD shall advise the DIRECTOR whether it will be available to provide assistance at the time, and if so, the approximate time at which assistance will be available.
 - c.** The Fire Chief of VFD shall, within thirty (30) days following execution of this Agreement, provide the DIRECTOR with a complete listing of available personnel, equipment, and supplies he (or she) anticipates will be available in the event of a request for assistance under the terms of this Agreement, and shall revise and update this listing as necessary.
 - d.** PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.
 - e.** PROVIDER is responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by or in relation to this Contract.

- f. PROVIDER represents and warrants that its services shall be performed according to their own standard operating procedures and in a manner consistent with the level of care and skill ordinarily exercised by similar providers of volunteer fire services under similar circumstances at the time the services are performed.

XVI. General Responsibilities of the County.

- a. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER's services hereunder or any defect or nonconformance in the work of PROVIDER.
- b. The COUNTY shall pay to PROVIDER the compensation as, and subject to the terms set out below.

XVII. Coordination. Both parties agree that all arrangements regarding assistance shall be coordinated between the DIRECTOR and the Fire Chief of the VFD or their duly appointed representatives, and that neither entity shall be responsible for any activities which are not approved by or coordinated between these individuals.

XVIII. Provider Employees Not County. Both parties agree that the responsibility for personnel lies solely with the VFD and that any personnel of the VFD dispatched to assist the COUNTY during and after an emergency shall be operating under the directions and supervision of the VFD and shall not in any manner be viewed as employees of the COUNTY nor the COUNTY EMA.

XIX. Provider Equipment. Both parties further agree the VFD shall be solely responsible for all equipment and materials utilized by VFD, and that, except for reimbursement for actual costs as provided herein, neither the COUNTY nor the COUNTY EMA shall be responsible for loss or damage to any equipment or materials utilized by the VFD. This provision shall in no way limit such reimbursement from any other source.

XX. Termination of Services. The COUNTY or PROVIDER may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, Provider shall discontinue its work to the extent specified in the notice.

XXI. Compensation Limited. The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. All additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by PROVIDER or paid by COUNTY.

XXII. Direct Expenses. When the VFD does provide assistance to the COUNTY EMA under the terms of this agreement, the COUNTY shall reimburse the VFD for its actual costs incurred while providing assistance. Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services. In the event of termination, the COUNTY shall pay Provider for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination. The COUNTY will utilize, without limitation, State and Federal EMA guidelines when making the determinations of whether expenses are reimbursable or not.

XXIII. Method of Payment. In order to receive the reimbursement under any terms of this Agreement, the VFD shall provide the COUNTY with an itemized statement of all expenses incurred and any additional or further information requested in the time frame and manner prescribed by the COUNTY. Payment shall be made by the COUNTY within thirty (30) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and approve invoices submitted for payment in a timely manner.

XXIV. Effective and Termination Dates. This Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the expiration of thirty-six (36) months or upon a written notification thereof received by either party within the required thirty (30) day period.

XXV. Force Majeure. The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have neither anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

XXVI. Amendments. Both parties agree that this agreement may be altered or amended only by written consent of both parties, and that in the event of amendment, a new agreement shall be executed between the parties.

XXVII. Hold Harmless. PROVIDER shall fully indemnify and hold the COUNTY, its County Commissioners, departments, employees, supervisors, agents, representatives and attorneys completely harmless from any and all claims, demands, notices, violations, findings, actions or orders of whatsoever kind or character which may arise from, or which are

in any way related to, the work done and duties or obligations performed by the COUNTY pursuant to this agreement, including, without limitation, attorney fees and legal expenses and costs incurred as a result of the COUNTY enforcing, defending or complying with this agreement, or otherwise addressing or defending any actions or claims related in any way to this agreement. This provision shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the last as written below.

**COUNTY OF BALDWIN, ALABAMA,
BALDWIN COUNTY COMMISSION,
A POLITICAL SUBDIVISION OF THE STATE
OF ALABAMA**

ATTEST:

_____ Chairman of the Baldwin County Commission

_____ County Administrator

**VOLUNTEER FIRE DEPARTMENT,
PROVIDER, VFD**

_____ VFD Date _____

_____ (Signature)

_____ Print Name

_____ (Authority/Title)

NOTARY PAGE TO FOLLOW

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____, as Chairman, and _____, as County Administrator, of the County of Baldwin, Alabama, the Baldwin County Commission, a political subdivision of the State of Alabama, whose names are known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, they, as such officers and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____, an individual whose name is known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, he/she, as such officer and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES

(Volunteer Rescue Squad)

This DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES, during and after emergencies affecting the County of Baldwin, Alabama, is made and entered into by and between the County of Baldwin, Alabama, acting by and through its governing body, the Baldwin County Commission, a political subdivision of the State of Alabama (hereinafter referred to as "COUNTY") _____ Volunteer Rescue Squad (hereinafter referred to as either "PROVIDER" or "VRS").

WITNESSETH:

WHEREAS, pursuant to Code of Alabama (1975), §31-9-10, the COUNTY has the power and authority to take certain and appropriate actions as it deems necessary to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies, and has the power and authority to appropriate and expend funds and enter into contracts to implement and carry out said plans and programs; and

WHEREAS, additionally, as authorized by Code of Alabama (1975), §31-9-10, the COUNTY has appointed, interim or otherwise, a director of its local emergency management program (hereinafter referred to as "DIRECTOR") with direct responsibility for the organization, administration, and operation of the local program, subject to the direction and control of the COUNTY; and

WHEREAS, as a part of the above-referenced authority and in anticipation of the possible need for additional assistance in addressing the needs of the COUNTY during and after an emergency, in the event that adequately responding to the emergency is beyond the resources of the COUNTY, the COUNTY, in consultation with the County Emergency Management Agency (hereinafter referred to as "COUNTY EMA"), has determined that in order to properly protect and provide for the health and safety of persons and property in the event of such emergency affecting citizens of the COUNTY, it is necessary and appropriate to enter agreements with certain volunteer organizations to provide additional assistance to the COUNTY and the COUNTY EMA as needed during and after an emergency; and

WHEREAS, the _____ Volunteer Rescue Squad (PROVIDER) is a volunteer rescue squad as defined in Code of Alabama (1975), including, but

not limited to, §45-2-142.01, which provides rescue services to the citizens in its area, and which, under Code of Alabama (1975), including, but not limited to, §9-3-18 and §45-2-142.01 is deemed by the Alabama Legislature to be public in nature, by protecting the health, safety, and welfare of the public; and

WHEREAS, the VRS has expressed an interest in assisting the COUNTY, and the COUNTY EMA as necessary in the event of an emergency, and the COUNTY desires to retain PROVIDER to provide said services as an independent contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

- I. Obligations Generally. The COUNTY hereby employs, and the PROVIDER agrees to perform for the COUNTY, those services as herein set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall commence performance of the said services as and at the times outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.
- II. Recitals Included. The above recitals and statements are incorporated as part of this Agreement and shall have the effect and enforceability as all other provisions herein.
- III. Professional Qualifications. For this contract, the PROVIDER represents and warrants to the COUNTY that it is a duly certified Volunteer Rescue Squad.
- IV. No Prohibited Exclusive Franchise. The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution.
- V. Insurance. PROVIDER shall maintain a general liability policy of insurance and further maintain workers' compensation insurance as required by law.
- VI. Legal Compliance. PROVIDER shall always comply with all applicable Federal, State, local and municipal laws, and regulations.
- VII. Independent Contractor. PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall always remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that

PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and PROVIDER is responsible for and obligated to pay all federal and state income tax on any monies paid pursuant to this Contract, if any.

- VIII.** No Agency Created. It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Agreement; therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.
- IX.** Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- X.** Entire Agreement. This agreement represents the entire and integrated agreement between COUNTY and PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties.
- XI.** Failure to Strictly Enforce Performance. The failure of the COUNTY to insist upon the strict performance of any of the terms, covenants, agreements, and conditions of this Contract shall not constitute, and shall never be asserted by PROVIDER as constituting, a default or be construed as a waiver or relinquishment of the right of the COUNTY to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.
- XII.** Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by PROVIDER without the prior written consent of the COUNTY, which may be withheld or granted in the sole discretion of the COUNTY.
- XIII.** Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER:
NAME AND ADDRESS OF
ORGANIZATION PROVIDING SERVICES

COUNTY: Baldwin County Commission
C/O Chairman of County Commission
312 Courthouse Square, Suite 12
Bay Minette, Alabama 36507

- XIV.** Services to be Rendered and Timing Thereof. PROVIDER is retained by the COUNTY as a professionally qualified provider of Volunteer Rescue Squad (PROVIDER) services as defined in Code of Alabama (1975), including, but not limited to, §9-3-18 and §45-2-142.01, which provides rescue services to the citizens in its area.
- XV.** The parties acknowledge and agree that PROVIDER shall provide the services hereunder upon the request of the DIRECTOR and/or the COUNTY. The general scope of work for the services will encompass:
- a.** Subject to the conditions set out herein, the VRS shall, upon request of the DIRECTOR, provide the necessary personnel, equipment, and supplies to assist the COUNTY in necessary emergency work during and after an emergency affecting the COUNTY. It is hereby recognized that the VRS has limited resources and such services will be provided as those resources are available.
 - b.** The VRS may, within its discretion, temporarily decline a request for assistance if, at the time the request is made, its personnel, equipment, and supplies are involved in responding to a rescue call in the area served by the VRS, or if conditions are unfit and unsafe for personnel. In the event, the Chief of VRS shall advise the DIRECTOR whether it will be available to provide assistance at the time, and if so, the approximate time at which assistance will be available.
 - c.** The Chief of VRS shall, within thirty (30) days following execution of this Agreement, provide the DIRECTOR with a complete listing of available personnel, equipment, and supplies he (or she) anticipates will be available in the event of a request for assistance under the terms of this Agreement, and shall revise and update this listing as necessary.
 - d.** PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.
 - e.** PROVIDER is responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by or in relation to this Contract.

- f. PROVIDER represents and warrants that its services shall be performed according to their own standard operating procedures and in a manner consistent with the level of care and skill ordinarily exercised by similar providers of volunteer rescue services under similar circumstances at the time the services are performed.

XVI. General Responsibilities of the County.

- a. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER's services hereunder or any defect or nonconformance in the work of PROVIDER.
- b. The COUNTY shall pay to PROVIDER the compensation as, and subject to the terms set out below.

XVII. Coordination. Both parties agree that all arrangements regarding assistance shall be coordinated between the DIRECTOR and the Chief of the VRS or their duly appointed representatives, and that neither entity shall be responsible for any activities which are not approved by or coordinated between these individuals.

XVIII. Provider Employees Not County. Both parties agree that the responsibility for personnel lies solely with the VRS and that any personnel of the VRS dispatched to assist the COUNTY during and after an emergency shall be operating under the directions and supervision of the VRS and shall not in any manner be viewed as employees of the COUNTY nor the COUNTY EMA.

XIX. Provider Equipment. Both parties further agree the VRS shall be solely responsible for all equipment and materials utilized by VRS, and that, except for reimbursement for actual costs as provided herein, neither the COUNTY nor the COUNTY EMA shall be responsible for loss or damage to any equipment or materials utilized by the VRS. This provision shall in no way limit such reimbursement from any other source.

XX. Termination of Services. The COUNTY or PROVIDER may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, Provider shall discontinue its work to the extent specified in the notice.

XXI. Compensation Limited. The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. All additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by PROVIDER or paid by COUNTY.

- XXII.** Direct Expenses. When the VRS does provide assistance to the COUNTY EMA under the terms of this agreement, the COUNTY shall reimburse the VRS for its actual costs incurred while providing assistance. Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services. In the event of termination, the COUNTY shall pay Provider for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination. The COUNTY will utilize, without limitation, State and Federal EMA guidelines when making the determinations of whether not expenses are reimbursable.
- XXIII.** Method of Payment. To receive the reimbursement under any terms of this Agreement, the VRS shall provide the COUNTY with an itemized statement of all expenses incurred and any additional or further information requested in the time frame and manner prescribed by the COUNTY. Payment shall be made by the COUNTY within thirty (30) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and approve invoices submitted for payment in a timely manner.
- XXIV.** Effective and Termination Dates. This Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the expiration of thirty-six (36) months or upon a written notification thereof received by either party within the required thirty (30) day period.
- XXV.** Force Majeure. The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have neither anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and or necessitated by the provisions herein shall be alleviated for either party by such event or effect.
- XXVI.** Amendments. Both parties agree that this agreement may be altered or amended only by written consent of both parties, and that in the event of amendment, a new agreement shall be executed between the parties.
- XXVII.** Hold Harmless. PROVIDER shall fully indemnify and hold the COUNTY, its County Commissioners, departments, employees, supervisors, agents, representatives and attorneys completely harmless from any and all claims, demands, notices, violations, findings, actions or orders of whatsoever kind or character which may arise from, or which are in any way related to, the work done and duties or obligations performed

by the COUNTY pursuant to this agreement, including, without limitation, attorney fees and legal expenses and costs incurred as a result of the COUNTY enforcing, defending or complying with this agreement, or otherwise addressing or defending any actions or claims related in any way to this agreement. This provision shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the last as written below.

**COUNTY OF BALDWIN, ALABAMA,
BALDWIN COUNTY COMMISSION,
A POLITICAL SUBDIVISION OF THE STATE
OF ALABAMA**

ATTEST:

_____ Chairman of the Baldwin County Commission

_____ County Administrator

**VOLUNTEER RESCUE SQUAD,
PROVIDER, VRS**

_____ VRS Date _____

_____ (Signature)

_____ Print Name

_____ (Authority/Title)

NOTARY PAGE TO FOLLOW

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____ as Chairman, and _____, as County Administrator, of the County of Baldwin, Alabama, the Baldwin County Commission, a political subdivision of the State of Alabama, whose names are known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, they, as such officers and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____, an individual whose name is known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, he/she, as such officer and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

ESF-5***Baldwin County Emergency Operations Plan*****Emergency Support Function-5****Emergency Management Annex****Primary Agency**

- Baldwin County Emergency Management Agency

Support Agencies

- Alabama Emergency Management Agency
- Municipal Emergency Manager Coordinators
- All agencies whose mission is to collect, process, and/or disseminate pertinent and essential information about an existing or potential disaster situation.

Primary Points of Coordination and Associated Actions

- ESF-5 (Emergency Management) coordinates with ALL other ESFs. The activities listed below support all ESFs.
 - Alert and notify primary ESF team leaders required for operations
 - Alert and notify relevant Municipal Emergency Manager Coordinators
 - Develop initial analysis of situation and disseminate the analysis to ESF team leaders and necessary stakeholders
 - Prepare consolidated SITREP and disseminate to all ESFs, stakeholders, legal representatives, AEMA, and FEMA

Introduction

Purpose

The purpose of this annex is to provide a guideline for the collection, processing, and dissemination of information about a potential or actual disaster or emergency to facilitate effective and efficient response to protect life and property.

Scope

- The scope of Emergency Management is to facilitate, coordinate, and direct information and planning activities to support the needs of the incident, emergency, or disaster. The consolidation of the overall information and planning activities makes it feasible to support emergency operations coordinated from the County EOC. Activities undertaken in this Annex support the Planning Section established under ICS and include. Viable emergency management principles and ideology is essential in overcoming and adapting to unpredictable and potentially volatile emergency and disaster situations.
- Information Processing is the collection and processing of essential elements of information from a variety of sources, dissemination of information for use by response operations, and provision of input for Incident Action Plans, reports, briefings, and displays
- Reports function to consolidate information into documentation and other materials to describe response activities and to keep all emergency agencies informed of the status of the overall response operations.
- Displays function to maintain pertinent information and facilitate briefings using maps, charts, and electronic status displays to include logs, video, live newscast.
- Planning Support is necessary to consolidate information to support the action planning process initiated by leadership in the field and staff in the EOC for development of the Incident Action Plan.
- Technical Services may be required to provide support in areas such as aerial reconnaissance, meteorology, structural engineering, health effects of chemical, biological and radiological releases, legal and law enforcement issues, dam safety, and other areas requiring specific information to support response efforts.

Situation and Assumptions

Situation

Data Collection and analysis is vital to successful operations. Disasters may occur that have sufficient warning time before impact. This will provide an opportunity to mobilize response forces, decide on public protective actions, and disseminate emergency public information. However, other disasters occur without warning and require rapid assessment of impacts.

Assumptions

- To identify response requirements of the disaster or emergency incident, there will be an immediate and continuous demand for information on the impact, magnitude and damages.
- A Biological Weapon of Mass Destruction (WMD) incident may occur but not be discovered for several days.
 - The health care providers of Baldwin County will be the best source of information for discovering and assessing impact of biological WMD incidents.
- For all other incidents local emergency response organizations will be the immediate and best source of vital information regarding damage and initial response.
- There may be delays in establishing full operational capability if communications capability is impacted.
 - Loss of telephone and local broadcasting capability will limit ability to understand the disaster's impact.
 - Within the heaviest damaged area, communications between individuals and organizations using local radio systems may be sporadic or impossible.
- In addition to communications problems, the impact of damages, weather, smoke,
- and other environmental factors may restrict information gathering.

****** Information gathered under this Annex must be provided to other participants to assure that appropriate response actions are being taken, that the public is adequately informed, and that request for assistance from the State or Federal government are supported******

Organization

When the EOC is activated for a major emergency or disaster, a Planning Section Chief will be assigned to manage the Information and Planning function and facilitate the gathering of information from relevant municipal Emergency Management Coordinators. ESF-5 Coordinator

will be assigned to manage the Information and Planning function. Individual assignments will be based on the nature of the emergency, knowledge of emergency operations procedures, and familiarity with the Baldwin County Information Management System.

When the Unified Command is activated, the support will be provided by the ESF-5 under the direction of the County Unified Command System. This system will provide a forum for the Municipal and county authorities to develop integrated decisions and operations.

The State's Emergency Operations Center will be the data collection center for situation assessment on a statewide basis. The State EOC will provide information to the Federal Government to support the state and local requests for assistance.

The Federal Emergency Management Agency is the primary agency responsible for Information and Planning under the Federal Response Plan. FEMA will coordinate with Federal agencies to provide support to state and local governments to gather information when a Presidential declaration is contemplated.

Concept of Operations

- For disasters without warning (excluding bioterrorism), the main avenue for the collection of disaster information will be from local sources, such as first responders and health care facilities.
- Critical Information will be used to make public protective action decisions (this should be executed by following existing policies and procedures for public information).
 - For bioterrorism, the main avenue of collection will most likely be health care facilities.
- For disasters with warning, initial information may come from the National Weather Service, Office of Homeland Security and other state and Federal organizations.
- Data collection and analysis must begin as soon as possible (including before EOC activation occurs and EOC staff begins to report to the EOC for duty).
 - This will be done by checking with dispatch centers, health care facilities, neighboring Emergency Management Agencies and listening or watching the reports of the media.
- As the incident is in progress, data must be constantly updated to review operational priorities, validate request for additional resources, provide initial reports to Alabama Emergency Management Agency, advise the Baldwin County Commission and other public officials; and develop information for the public as required.

- Information and planning requirements will continue throughout the period of response and well into recovery.
- The following goals have related objectives, tasks, and procedures specified in this ESF:
 - To identify emergency response operations requirements to provide for the immediate protection and needs of the affected population.
 - To provide a system for the receipt and dissemination of emergency information, data, and directives across all ESFs.
 - To collect and disseminate information and intelligence relating to disasters or emergencies, either existing or pending.
 - To pre-plan distribution and allocation of resources in support of the overall state mission.

Execution of Operations

In response to an incident, emergency responders at all levels of government will initially assess the situation to identify the need for response operations. Priority will be given to protective action decisions for the responders, the general public, those with functional needs, special facilities, critical facilities and the public works infrastructure. The Planning Section will be responsible for gathering and displaying information in the EOC for use by the Officials in the Unified Command and providing information to other Emergency Support Functions.

Direction & Control

Coordination

To manage operations, all emergency response agencies will collect and process information. In addition, they must report information of common use and interest to the ESF-5.

Executive Actions

The Planning Section Chief will be assigned by the Incident manager based on the nature of the emergency and the overall impact on the County. The Board of Commissioners will decide on the need for a local declaration or request for additional resources based on information provided under this annex.

Lines of Succession

Lines of succession for the ESF-5 Coordinator will be determined by the BCEMA Director, his designee, or the Baldwin County Commission.

Task Assignments

The ESF-5 Coordinator will:

- Determine and provide periodic predictions on incident potential
- Compile and display incident status summary information
- Advise general staff of any significant changes in incident status
- Oversee Planning Section activities and status
- Manage the preparation of the Incident Action Plan
- Prepare and distribute information and orders from Incident Command (Incident Commander or Unified Command)
- Instruct Planning Section Units on the distribution of incident information
- Ensure normal agency collection and reporting requirements are being met
- Assemble information on alternate strategies for incident stabilization, response, and resolution
- Identify the needs for any specialized resources
- Prepare recommendations for use of specialized resources
- Prepare recommendations for the demobilization and release of specialized resources (to be submitted to the Incident Commander)

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments to accomplish objectives.
- Process inventory verifications, as received.
- Catalog private contractors, resources, and procedures for procurement of these resources
- Establish communication with appropriate field personnel and ensure readiness for timely response

- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand
- Relocate any resources away from the potential disaster/incident to the nearest staging area, when possible and appropriate
- List and track equipment, personnel, and any other necessary resources to be utilized in accordance with response and recovery goals and efforts.
 - Provide for and properly plan for the need to address special situations contained within the disaster (the requirements of those with special needs, those located in special care facilities, etc.)
- Coordinate resources and critical elements of response for approved mission assignments
- Improve/revise predictions of potential elements and situations of the disaster, emergency, or incident as receipt of new information requires.
- Identify ecologically sensitive areas and plan accordingly
- Coordinate the location, restoration, and provision of potable water and other essential life sustaining supplies and resources

Recovery Actions

- Identify needs and potential remedies and solutions to meet those needs
- Monitor capabilities and prepare requests for mutual aid
- Coordinate information and assist in the circulation of essential information to key players and parties with an active role in the recovery efforts
- Remain aware of potential secondary hazards which may impact and/or hinder recovery efforts
- Prepare and disseminate Situation Reports
- Coordinate with the State and Federal levels of government about Long Term Recovery efforts and issues
- Coordinate with all ESFs and collect and process status reports
- Continue to monitor for mitigation opportunities

Continuing Actions

- Continue to identify needs and potential remedies and solutions to meet those needs
- Continue to coordinate with all ESFs and collect and process status reports
- Continue to monitor for mitigation opportunities

Responsibilities

ESF-5 shall coordinate with the primary agency and all support agencies in establishing incident plans and determining needs. There are several public, private, and volunteer organizations that may assist in the delivery of supplies, services, and other resources. Coordination with the whole community, and entities with a vested interest or ability to assist in the overall incident response and resolution is a critical and indispensable aspect of the ESF-5 purpose and mission.

Support Agencies and Functions

Agency	Functions
AEMA	Provide coordination/assistance as needed/requested
All agencies whose mission is to collect, process, and/or disseminate pertinent and essential information about an existing or potential disaster situation	Any information collected will be processed and disseminated as needed and as appropriate to the situation at hand. Any needed actions or resources that are determined to be needed will be procured as soon as possible, or as the events dictate.

Administration

All participating agencies will be responsible for providing information regarding response to an emergency or disaster. In addition, each department will assure that emergency request, actions, policies and information regarding all facets of the emergency are documented, as they will become part of the permanent incident record.

Each department will be responsible for determining the record retention requirement for various emergency records maintained by their department.

County departments will provide support staff to augment the Information and Planning Function at the EOC.

EOC Checklist for ESF- 5 (Emergency Management)******* Read This Entire Position Checklist Before Taking Action*********Primary Agencies:** Baldwin County Emergency Management Agency**Actions**

- Able to speak on behalf of the AEMA within established policy limits, acting as a liaison between the AEMA and the BCEMA.
- Facilitate requests to or from the AEMA and the BCEMA, processing requests and information through the AEMA resource tracking system (i.e., WEBEOC).
- Responsible for obtaining situation awareness information and response activities to the AEMA for the BCEMA.
- Provide guidance and instructions as necessary or requested.

Checklist Items**Activation Phase:**

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Emergency Management Officer. Clarify any issues you may have regarding your authority and assignment, and the EOC organization.
- ☐ Establish communications with the AEMA to verify communications procedure/network is operational. (e.g., land line telephone, cellular phone, two – way radio etc.)
 - ☐ Unpack any materials brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment
 - ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC.
 - ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep the AEMA Operations Center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the Operations Chief.

- ☐ Facilitate requests to or from the AEMA, process requests and information through EMITS.
- ☐ On a regular basis, inform the AEMA of the BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through the AEMA as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-up requirements are known.
- ☐ If leaving the EOC, sign out by the same available means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Emergency Management Agency (or designee) or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Planning/Intelligence Section prior to departure.
- ☐ When the BCEMA Director approves Demobilization, contact the AEMA and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-6***Baldwin County Emergency Operations Plan*****Emergency Support Function-6****Mass Care Annex****Primary Agencies**

- Baldwin County Emergency Management Agency
- Baldwin County Department of Human Resources (DHR)
- Alabama Department of Public Health (ADPH)
- Baldwin Regional Area Transit System (BRATS)

Support Agencies

- American Red Cross
- Volunteer Organizations Active in Disasters (VOAD)
- Salvation Army
- Various faith-based organizations

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** Provide transportation to and from shelter locations and other support/resources, as needed
- **ESF-2 (Communications):** Provide assistance with information sharing and relay
- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-8 (Health and Medical Services):** provide medical oversight at shelters and coordinate with Baldwin County Mental Health to address crisis counseling needs
- **ESF-15 (Public Information):** coordinate announcing the opening and closing of shelters

- **Area Hospitals:** Coordinate with local hospitals to ensure proper steps are taken to communicate and coordinate level of response needed to ensure adequate medical care can be provided/arranged during an emergency or disaster.

Introduction

Purpose

Coordinating activities directly related to the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for disaster victims, and disaster welfare information is the intended purpose of this ESF.

Scope

- Coordinate the tasking of all sheltering activities during a disaster to include sheltering of those with special needs.
- Coordinate establishment and operation of mass feeding facilities in areas affected by disasters.
- Coordinate with relief efforts provided by volunteer organizations performing mass care function
 - Coordinate with Volunteers and Donations for support of mass care operations.
- Establish, implement, and maintain a system to provide shelter registration data to appropriate authorities.
- Coordinate the provision of emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.
- Coordinate with ESF-8 for providing medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
- Provide quantitative mass care services data to ESF-5 (Emergency Management) and others who require accurate data for response planning.
- Coordinate with ESF-6 (Public Safety and Security) for additional facility security resources.

Situation and Assumptions

Situation

A significant disaster will deprive a substantial number of people of shelter or access to shelter. In addition to substantial disruption to commercial food and water supplies and the distribution network, a catastrophic event may partially or totally destroy food products stored in the affected area(s). There may be a near total disruption of energy sources, including electricity and gas. Most commercial cold storage and freezer facilities will be inoperable. Along the fringes of the affected geographic areas, there will be institutions that will be able to house, feed, and care for citizens needing shelter.

Disaster Conditions: ESF-6 addresses two types of disaster conditions: sudden catastrophes and slow developing disasters.

- Sudden Catastrophes: transportation accidents, airplane crashes, flash floods, tornadoes, fires, or technological events may necessitate immediate identifiable mass care to evacuees, victims, and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly and with no advance notice.
- Slowly Developing Disasters: Catastrophic disasters such as hurricanes and slow-rising floods provide warning and evacuation time but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees and, in some cases, may be set up in neighboring states. Damage from catastrophic disasters may cause extended displacement that may extend into the recovery phase.

Assumptions

- DHR will use all services and resources at its disposal in an emergency/disaster to meet human needs.
- The county DHR will coordinate delivery of assistance and services according to established policies and procedures.
- The needs of some disasters will exceed DHR's capabilities; in these cases, DHR must actively coordinate volunteer, state, and private human service resources.
- Long-term mass care is likely to be required until rental assistance and temporary housing programs can begin to be implemented and activated.
- A significant number of disaster resources will strain the resources of the impacted area(s).
- Mobile feeding operations may not be possible in major operations.

- Smooth transition from the ESF-6 Response phase to Individual Assistance Recovery Operations will help ensure the needs of disaster victims are met.

Organization

ESF-6 will organize under the leadership of DHR. DHR personnel assigned to ESF-6 will provide daily direction. This direction is limited to operation of the ESF, assignment of ESF personnel to requests for assistance, and ensuring that requests for assistance are met, documented, and prioritized.

ESF-6 will establish liaisons with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.

Support agencies will operate under the guidance of the DHR representatives located in the ESF at the EOC. However, each agency represented will be expected to direct its response resources in accordance with its respective agency's operating procedures.

DHR, as the primary agency, will determine the support agencies required for the specific disaster. This determination will result in an organization designed to meet the demands of the event.

Primary and support agencies will provide sufficient personnel to staff the ESF 24 hours per day, seven days per week. The designated staff will be qualified persons able to facilitate decisions for their respective agency. Any agency providing unqualified personnel will be asked to make immediate changes. Higher level managers, skilled professionals with subject knowledge, and operations personnel are preferred.

Concept of Operations

The Baldwin County Emergency Management Agency and Department of Human Resources (DHR) will coordinate closely with the American Red Cross in all shelter and mass care activities to assure services are provided. The Baldwin County Department of Public Health (ADPH) will provide guidance on keeping the shelter environment safe for habitation. In addition, the ADPH will coordinate medical resources to support the operations of Medical Needs Shelters (MNS) when needed.

During normal times, BCEMA, DHR, ADPH, and the Red Cross, and appropriate volunteer agencies will participate as members of the local mass care planning group to facilitate interagency/inter-organizational planning and to promote operational coherence.

This Annex (and any supporting documents) does not supersede the mandated national, state, or organizational regulations or procedures of the local mass care planning agencies/organizations. Each agency/organization will manage its own program(s) and maintain administrative and financial control over its activities.

All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation.

When practical, public buildings will be used as shelters. The primary mode of transportation will be private vehicle, supplemented by public transportation. When necessary and if possible, motorized transportation from the reception centers to the designated shelters will be provided by the Transportation Services Officer unless more expedient means are available.

Storm shelter use considers elevation criteria, surrounding topography, and structural integrity.

Chemical and biological hazard shelters consider location of hazard, wind direction, duration of the hazard, and the fact that there are no special chemical and biological shelters available in the community.

Explosion shelters consider evacuation of an area within a 2,000-ft radius of the incident site and additional area if required.

Attack shelters for both conventional and nuclear may be *in-place shelters* or *fallout shelters*. In-place shelters consider structural integrity and location. Space has been allocated on the basis of 10 square feet per person. Fallout shelters (Congregate Care) consider shielding to attenuate the effects of gamma radiation and provide little fallout protection until upgraded into fallout shelters. Congregate care shelter space is 40 square feet per person.

Immediately after the occurrence of an emergency or disaster event, local officials should coordinate with the EMA Director to determine the need for local sheltering.

The primary responsibility for operating and managing local emergency shelters rests with the BCEMA, with support from the Red Cross, DHR, and ADPH.

Requests for additional support, such as National Guard assistance in the form of tents, water provisions, food delivery, etc., should be channeled through BCEMA.

Specific Goals

Creating a mass care response that provides for the coordination of mass care operations requires the following actions:

- Coordinate the opening and closing of shelters
- Provide a system for receipt and dissemination of information, data, and directives pertaining to mass care
- Prescribe a procedure for the inventory of mass care shelters in the county / area

- Collect and disseminate information and intelligence relating to mass care for disasters or emergencies, either existing or pending.
- Pre-plan distribution and allocation of Baldwin County and State resources in support of the overall mass care mission

Execution of Operations

ESF-6 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following information and components:

- A general description of the situation and an analysis of the ESF-6 operational support requirements.
- A prioritized listing of significant actions that the ESF-6 will initiate to provide operational support.

Direction and Control

- The Baldwin County EOC provides information and direction and control for total government emergency operations. While the chain of command for mass care activities is established by individual departmental/agency policy, each mass care agency involved in the response should have a representative in the Baldwin County EOC if possible.
- The Baldwin County EOC will coordinate press releases with the Baldwin County PIO, BCEMA PIO, and with the State PIO located in the State EOC.
- The Baldwin County EOC will serve as a conduit of information and can help coordinate press releases.
- Any requests for resources needed and not available in the county should be processed through the Baldwin County EOC to be addressed in conjunction with the State EOC.
- Baldwin County EMA will coordinate shelter openings with the American Red Cross and DHR.
- Attack Shelters
 - There are two options for attack sheltering in Baldwin County: relocation and in-place protection.
 - As a part of the National Facility Survey (NFS) (In-Place) shelters have been marked or arrangements have been made for crisis marking. Camera-ready public information materials are kept on file in the EOC for distribution when necessary.
- Natural Hazard Shelters

- The Baldwin County Chapter of the American Red Cross, in conjunction with the Baldwin County EMA, has designated certain facilities as certified Red Cross shelters for non-attack emergencies/disasters.
- Red Cross certified shelters will be utilized as needed for major problems created by power outages, severe weather, fires, hazardous material incidents, etc.

Task Assignments

- Prepare status reports for shelters and mass care operations
- Assist in the preparation of Situation Reports during the incident
- Coordinate sheltering and mass care needs during the emergency or disaster and ensure protective action and preparedness measures are or will be in place for the remainder of the incident
- Analyze resource needs and request assistance and provide input into the Incident Action Plan
- Provide information regarding the status of shelter operations to other ESF Coordinators
- Coordinate with Emergency Support Function-3 Public works and Engineering the need for debris removal to open routes for fire apparatus to conduct operations
- Coordinate with ESF 13 (Public Safety & Security) for traffic control and access control and warning support
- Determine if there is need for medical assistance, or mental health assistance (such as critical incident stress services) and coordinate this need with ESF-8 Health and Medical Services
- Prepare reports required to document decision made, actions taken, and financial costs incurred
 - These documents will become part of the Incident Record
- Supervise the demobilization of resources and close-out of disaster operations

Actions

- Determine the level of response required by ESF-6 to respond to the event. This determination includes identification of the support agencies required to support emergency operations.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.

- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Mobilize resources and coordinate response for approved mission assignments.
- Coordinate the activities of all public shelters that agree to fall under the recommended and approved shelter guidelines.
 - This includes shelters formed before, during, and after the event.
- Monitor evacuation activities to ensure shelters are opened in additional counties as needed.
- Open and close shelters in accordance with public need as assessed by DHR and BCEMA (or multiple County Emergency Management Agencies, if more than one county is involved) and local Red Cross chapters.
- Continuously monitor occupancy levels and ongoing victims' needs and provide ESF-5 (Emergency Management), ESF-8 (Health and Medical Services), and ESF-11 (Agriculture and Natural Resources) with a daily listing of open and closed shelters.
- Manage all shelters in accordance with applicable ARC regulations and procedures.
- Work with county DHR, local government, local Red Cross service delivery units, County Emergency Management Agencies, and applicable federal agencies in activities related to surveying the suitability of facilities as shelters following a disaster occurrence.
- Prepare briefings on status of response operations.
- Identify shelters requiring medical services and coordinate with DHR and ADPH to meet the needs of those shelters.
 - ESF-8 will be called upon to support any shelter requiring medical services and/or personnel beyond current resource capabilities.
- Coordinate with ESF-5 (Emergency Management) and ESF-11 (Agriculture and Natural Resources) to coordinate mass feeding sites established by BCEMA and volunteer agencies.
 - Mass feeding activities will include feeding of disaster victims and workers (when possible).

- ESF-6 will procure and maintain a list of all agencies (public and private) that have a mission to provide mass feeding in times of disaster. The list will provide the following specific information.
 - Number of persons each agency can feed at least two meals a day, and how long this level of feeding can be sustained.
 - Number of staff or volunteers available for cooking and/or serving.
 - Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
- Coordinate mass feeding locations to ensure optimal logistics for public service. A liaison will be established with ESF-14 (Cross-Sector Business & Infrastructure) to ensure continued coordination during an event.
- Coordinate the provision of food and water to mass feeding sites.
 - This will include procuring food from the US Department of Agriculture, donations, and private vendors.
 - Liaisons will be established with ESF-11 (Agriculture and Natural Resources) and Volunteers and Donations to ensure continued coordination of mass feeding.
- Regarding the feeding of individuals not located in shelters, ESF-6 will assist the Alabama Commission on Aging in providing food for individuals not in shelters and unable to attend mass feeding sites.
- Coordinate with ESF-7 (Logistics), ESF-11 (Agriculture and Natural Resources), Volunteers and Donations, and local authorities in identifying bulk supply staging areas and distribution sites in the affected area.
- ESF-6 will receive ongoing information from staging areas as to product and quantity that is available for distribution.
- Coordinate with federal personnel to obtain supplies from out of state based on actual needs assessments from the field.
- Coordinate with ESF-14 (Cross-Sector Business & Infrastructure) on the activities of volunteers actively engaged in providing mass care assistance. Coordination will include preventing duplication of goods and services as they relate to mass care, assisting volunteers with logistics, and coordinating delivery of goods and services as they relate to mass care.
- Maintain a listing of all volunteer organizations active in mass care in the disaster area. The list will contain the following information.

- Type of service(s) being provided by each volunteer agency.
 - Number of volunteers in the area.
 - Resources each agency has available.
 - Names and contact means of key persons in each organization.
 - Logistical abilities of each organization, i.e., self-contained, need transportation, self- quipped, etc.
- Coordinate with ESF-8 (Public Health and Medical Services) to provide medical services up to advanced first aid and mental health services in shelters and will ensure that trained and qualified personnel are present in shelters to care for people needing assistance.
 - ADPH will provide daily rounds to the mass care shelter with a nurse, social worker, and an environmentalist to determine if there are evacuees whose medical care is beyond the scope of a mass care shelter (MNS/hospital/nursing home) as well as their mental health needs.

Recovery Actions

ESF-6 will work with local government, local Red Cross service delivery units, County Emergency Management Agencies, and applicable state and federal agencies to assist in determining the type of services shelter occupants will need to recover from the disaster.

ESF-6 will also work with appropriate agencies such as Commission on Aging, Department of Public Health, Department of Mental Health and Mental Retardation, Military Departments, Department of Education, volunteer agencies, and the American Red Cross to assist shelter occupants in recovering from the disaster.

Continuing Actions

- Coordinate consolidation of shelters, staff, resources (e.g., communications and law enforcement) and supplies as sheltering needs diminish.
- ESF-5 (Emergency Management) will coordinate with ESF-15 (External Affairs) to provide information to shelter residents about how to access disaster assistance program information and services through Red Cross Service Centers, and Individual Assistance Programs through Disaster Recovery Centers (DRCs).
- ESF-6 will plan and conduct closeout of shelter operations. This will involve the following.
 - Coordination with ESF-5 (Emergency Management) to determine when the shelters will be closed
 - Coordination with Public Information to announce shelter closings

Responsibilities

This section lists the primary agency and the support agencies for this ESF and their associated responsibilities. The Department of Human Resources is the primary agency for ESF-6. Its responsibilities are as follows:

- Develop and maintain a roster of personnel to staff the ESF.
 - Sufficient staffing will be available for 24 hours per day, seven days per week.
- Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include:
 - Shelter listings with names and numbers of each shelter manager, as available.
 - Listings of all bulk food providers and contact personnel and phone numbers as acquired from ESF-11 (Agriculture and Natural Resources).
 - Listing of all hospital and ambulance services with contact numbers as required from ESF-8 (Health and Medical Services).
 - Locations of all mass feeding sites and the names of site managers.
 - Listing of all state and federal human services agencies active in the response.
 - Provide a system for recording incoming requests for assistance, which was assigned to respond, and the action taken.
 - Establish a protocol for prioritizing response activities.
 - Coordinate activities with other ESFs.
 - Prepare, at all times, to make status reports.
 - Develop and maintain a plan that details the activities addressed in this document. This SOG will be coordinated with the support agencies.

Support Agencies and Functions

Agency	Functions
Baldwin County Emergency Management Agency	Coordinate shelter operations and needs
Baldwin County Health Department	Provide resources/assistance as needed/requested
AEMA	Provide coordination/assistance as needed/requested
American Red Cross	Provide coordination, resources, and assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
Baldwin County Board of Education	Provide transportation and location resources/assistance as requested/available
Municipal Jurisdiction Representatives	Provide coordination, resources, and assistance as needed/requested
Baldwin County Sheriff's Department	Control traffic control, coordinate security, and support local law enforcement activities
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Administration

ESF-6 does not supplant existing plans or existing authorities that have been developed for response incidents under American Red Cross statutory authorities other than the Robert T. Stafford Act. Support agencies which have their own authorities and funding to respond to disaster situations will respond initially under those statutory authorities, which will take precedence over the authorities provided under the Robert T. Stafford Act.

ESF-6 shall be coordinated through the EOC, and County Departments will provide staff to the function, as required. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF- 6 (Mass Care)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency
Baldwin County Department of Human Resources

Actions

- Able to speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the EOC.
- Implementing mass care, housing activities and human services programs without regard to economic status, racial, religious, political, ethnic, or other affiliation.
- Support county agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support local planning efforts.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Reports to the Operations Chief. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establishes communications with their home agency to verify communications procedure/ network is operational. (e.g., land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials you may have brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC.
- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section through the Liaison Officer.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Officer.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions based on the current Incident Action Plan.

- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
- ☐ Provide the Public Information Officer with the following emergency public information details:
 - Shelter locations
 - Feeding Locations
 - Instructions on how to preserve and/or dispose of food
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

(i) Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means in which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Planning/Intelligence Section prior to departure.
- ☐ When the EOC Officer approves Demobilization, contact your agency, and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-7***Baldwin County Emergency Operations Plan*****Emergency Support Function-7****Logistics Management and Resource Support Annex****Primary Agency**

- Baldwin County Emergency Management Agency

Support Agencies

- Baldwin County Building Department
- Baldwin County Call Center
- Baldwin County Computer Information Systems (CIS)
- Baldwin County Coroner's Office
- Baldwin County Department of Human Resources
- Baldwin County Fire Departments
- Baldwin County Health Department
- Baldwin County Highway Department
- Baldwin County Mental Health
- Baldwin County Sheriff's Office
- Baldwin Rural Area Transportation (BRATS)
- Baldwin County Board of Education
- Baldwin County E-911
- Civil Air Patrol
- EMS – MedStar/LifeGuard Ambulance Services
- Red Cross
- Municipal Jurisdiction Representative
- Southern Linc
- U.S. Coast Guard
- Utility Providers
- Alabama Department of Transportation

Primary Points of Coordination and Associated Actions

- **ESF-13 (Law Enforcement):** provide personnel for security at warehouses and staging areas

- **ESF-5 (Information and Planning):** send SITREPS, conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-1 (Transportation):** Coordinate with ESF-11 regarding the required transportation of supplies
- **ESF-3 (Public Works and Engineering):** provide personnel and equipment to clear roads and transportation access to routes into the disaster area

Introduction

Purpose

The purpose of ESF-7 is to provide logistical and resource support and coordination to partnering agencies involved in emergency response and recovery efforts for natural and man-made disasters that exceed the local capabilities. This logistical and resource support encompasses supplies, equipment, communications, transportation, and personnel needed to support response and recovery operations. ESF-7 shall plan, coordinate and manage resource support and delivery in response to and recovery from a major disaster or catastrophe. ESF-7 makes provisions for supplies and equipment from local sources as well as donated support materials. Procurement of necessary items will be made in accordance with laws and regulations that include emergency procedures.

Scope

ESF-7 is responsible for providing direct and active support to emergency response and recovery efforts during all phases of a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, and transportation of such in coordination with ESF-1.

For preparedness purposes, ESF-7 is responsible for:

- Developing methods and procedures for responding to and complying with requests for resources
- Developing procedures for reimbursing private vendors for services rendered
- Developing lists of vendors and suppliers with available resources
- Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies
- Develop and train ESF-7 personnel on County procurement procedures for acquiring supplies, resources, and equipment
- Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF

- Develop a county-wide logistics plan and coordinate with ESF-1 to support logistics operations
- Ensure ESF personnel integrate NIMS principles in all planning

For response purposes, ESF-7 is responsible for:

- Alert those agencies whose personnel, equipment, or other resources may be used for the response efforts
- Establish a resource tracking and accounting system to include management reports
- Assess initial reports to identify potential resource needs
- Identify procurement resources and potential facility locations in the disaster area of operations.
- Provide information and data to the PIO as requested
- Locate, procure, and issue resources necessary to support emergency operations to include coordination to identify alternate operating facilities available

For recovery purposes, ESF-7 is responsible for:

- Continue to conduct procurement activities as long as necessary to support emergency operations and until needs have been met

For mitigation purposes, ESF-7 is responsible for:

- Support and plan for mitigation measures
- Support requests and directives

Situation and Assumptions

Situation

A major disaster will have an immediate impact on local and state resources. Essential necessities and supplies must be procured and provided to the citizens in the affected areas. Supply shortages must be dealt with in a timely manner in order to avoid compromising response efforts. Coordination, communication, and cooperation among partnering agencies are crucial to the success of operations.

Assumptions

The following planning assumptions have been made:

- The county will not have all of the resources, either in type or quantity, which may be required to combat the effects of all potential hazards. If a disaster causes a shortage of essential resources, the county will endeavor to cooperate with other local jurisdictions and with the state in encouraging voluntary controls and to enforce mandatory controls when

necessary. Resources outside the affected area will be requested and directed to fulfill the unmet needs.

- Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.
- Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources. Transportation of resources will likely require staging areas.
- Some resources of Baldwin County may not be available in the impacted area due to inability to access, debris obstacles, and destroyed buildings.
- The County's initial response will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property is the responsibility of the landowner or tenant. Logistical support to save lives will receive a *first priority*.
- Massive demand for resources may be dealt with by following procurement procedures in accordance with an executive order, which would exempt normal procedures for purchasing.
- Departments with lead or support responsibilities as defined in this plan should have the resources needed to fulfill their responsibilities or they should have a plan for procurement of those resources during an emergency.

Organization

- The primary agency for ESF-7 is the Baldwin County Emergency Management Agency, which is vested with the overall responsibility for allocating and coordinating resources and supporting incident activities.
- ESF-7 will provide support staff for procurement of commodities and services, leasing of buildings and facilities, and facilities management.
- In addition, ESF-7 will coordinate and allocate food and equipment made available through the State/Federal Surplus Property Program.
- The Director of BCEMA is responsible for the implementation and administration of procurement activities necessary to support emergency operations.
- ESF-7 will operate under the direction of the BCEMA and will continue to do so throughout the emergency situation.
 - The ESF-7 Emergency Coordinator will maintain liaisons with other ESFs and partnering agencies.

Baldwin County EMA serves as the Regional Distribution Site (RDS) for Public Health Area 9. In the event of a Strategic National Stockpile (SNS) deployment, this designation as RDS

provides a mechanism of pharmaceutical/medical supply distribution to the surrounding counties (i.e., Butler, Clarke, Conecuh, Covington, Escambia, Monroe, and Washington Counties). Detailed information regarding RDS can be found in the RDS – SNS specific annex to the Baldwin County EOP.

Concept of Operations

General

This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF will be the mechanism through which it provides support activity to all other ESF's. The Logistics Section is the lead for ESF-7.

The following operational concepts are essential for ESF-7 to accomplish its mission:

- BCEMA is responsible for planning, coordinating, and managing the resource support needed in ESF-7, beyond what is available to state agencies.
- This planning support includes the identification of staging areas and assignment of an ESF Coordinator to manage the staging areas.
 - For staging areas designated for receipt of supplies the assigned ESF Coordinator may be ESF-1 Transportation Coordinator.
 - For staging areas that provide first responder support, the staging area manager will be assigned to the ESF-4 (Firefighting), ESF-3 (Public Works), ESF-8 (Health and Medical) or ESF-13 (Law Enforcement).
- In the event that Federal commodities (water, ice, MRE's) are requested by the county, BCEMA Logistics will coordinate the distribution of these items to disaster victims. The staging areas will be managed using the procedures established in the Incident Command System. The Alabama Forestry Commission Incident Management Team has agreed to serve as the Central Staging Area Commander.
- Designated support agencies will furnish resources to ensure support for these ESF requirements.
 - Support by these agencies will be terminated at the earliest practical time.
- Procurement will be made in accordance with current state and federal laws and regulations, which include emergency procedures under Alabama statute.
- In anticipation of supply shortfalls, BCEMA has identified potential vendors to provide essential supplies such as water, MRE's, ice, and various equipment to serve in disaster response and recovery efforts.
- The free-market economy and existing systems will be maintained to the maximum extent possible.
- The public will be encouraged to cooperate with any emergency measures through a public information program.

Execution of Operations

The ESF-7 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phase and should include the following:

- A general description of the situation as it pertains to ESF-7 and an analysis of the ESF's operational support requirements.
- A prioritized listing of significant actions that the ESF-7 will initiate to provide operational support.
- The level of response required by ESF-7 to respond to the event.
- Information concerning staging areas and site-specific information needed to support operations.

Direction and Control

The Baldwin County EOC operates within the scope of the National Incident Management System (NIMS). To understand how direction and control is implemented in the EOC, it is important to understand how the process and organization relates to the NIMS and the protocols and procedures of the Incident Command System (ICS).

Countywide capabilities and resources committed to ESF-7 will be allocated and coordinated by BCEMA. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be provided through commercial sources.

Task Assignments

The ESF-7 Coordinator will be responsible for organizing and disseminating task assignments and will need to coordinate with other ESFs in order to ensure the tasks assigned are agreeable to and realistic to the overall operations and needs of the incident, and response efforts.

Actions

- Initiate notification of the required personnel, support organizations to achieve the required level of response.
- Based upon the situation analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
 - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.

- Prepare electronic briefings on status of ESF-7 response operations.
- Keep track of all expenditures concerning operations and submit these to ESF-5 after terminating operations.
- Procure and allocate essential resources (personnel and material) to support emergency operations.
- Provide staging area information to other ESFs and Incident Command.
 - In the event of a disaster with a long lead time between discovery and impact, some resources will be staged near the pending emergency areas
- Oversee distribution of commodities and other essential supplies.
- Procure and allocate transportation resources.
- Provide supplies for mass care facilities and medical facilities.
- Identify and assessment of resources available for designation as emergency support (including facilities).

Recovery Actions

- Continue the notification of the required personnel, support organizations to achieve the required to adequately aid in recovery.
- Based upon the situation analysis, prepare a list of objective-based priority actions for recovery.
 - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-7 recovery operations.
- Keep track of all expenditures concerning recovery operations and submit these to ESF-5.
- Buildings will be leased for staging warehouses or to replace damaged or destroyed facilities, as needed.
- Communication resources will be provided in coordination with ESF-2 (Communications).
- Transportation needs will be provided in coordination with ESF-1 (Transportation).
- Office furniture, equipment, and supplies will be provided from existing inventories, or will be procured.
- Food and fuel will be provided with cooperation of ESF-11 (Food and Water).
- Security for staging areas and facilities will be provided by ESF-13 (Law Enforcement and Security).
- The Alabama Emergency Management Agency (AEMA) will maintain records for all properties loaned to ESF-7 for support of the AEOC by the federal government.

- The BCEMA will coordinate contractual services between county and commercial sources.

Continuing Actions

- Assess needs for continuing recovery efforts and identify solutions for these needs.
- Prepare phase-out and demobilization schedules for resources still in use.
- Prepare reports on the current situation, after-action needs and issues, and suggestions for improvements (if any are needed) to assist in logistics and resource management for future incidents.

Responsibilities

ESF-7 will coordinate with the primary agency, other ESFs and Incident Command to provide information about available resources, plan for procurement of additional essential resources, and provide updates concerning this information as the situation evolves.

Support Agencies and Functions

Agency	Responsibilities
Department of Agriculture and Industries	• Provision of nutrition assistance • Control and eradication of an outbreak of highly devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant infestation • Assurance of food safety and food security • Protection of natural and cultural resources and historic properties resources prior to, during, or after an Incident of National Significance
Department of Economic and Community Affairs	• Fuel, surplus property • Long term recovery
Department of Industrial Relations	• Personnel
Public Service Commission	• Transportation and utilities

Administration

ESF-7 shall be coordinated through the EOC with BCEMA and other County Departments providing staff to the function, as required. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record. Lines of Succession to each department head are according to the Standard Operating Procedures established by each department.

ESF-8***Baldwin County Emergency Operations Plan*****Emergency Support Function-8****Public Health and Medical Services Annex****Primary Agency**

- Baldwin County Health Department (BCHD)

Support Agencies

- Alabama National Guard
- American Red Cross (ARC)
- Baldwin County Coroner
- Baldwin County Emergency Management Agency (BCEMA)
- Baldwin County Mental Health
- EMS – MedStar / LifeGuard Ambulance Services
- Red Cross

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** Provide transportation resources for medical supplies
- **ESF-3 (Public Works & Engineering):** Coordinate barriers to support access control
- **ESF-5 (Emergency Management):** send SITREPS, conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-6 (Mass Care):** Provide coordination and support to Family Assistance Centers, and coordinate with ESF-8 to address crisis counseling needs
- **ESF-10 (Hazardous Materials):** Identify areas where there are hazardous materials
- **ESF-11 (Food & Water):** Coordinate to ensure the safety of water supply
- **ESF-15 (External Affairs / Public Information):** Provide information concerning the incident to the media and public (information releases should be cleared by the Incident Commander)

- **Area Hospitals:** Coordinate with local hospitals to ensure proper steps are taken to communicate and coordinate level of response needed to ensure adequate medical care can be provided/arranged during an emergency or disaster

INTRODUCTION

Purpose

ESF-8 provides the mechanism for coordinated assistance to supplement local resources in response to public health and medical care needs for potential or actual disasters and emergencies. It is the responsibility of ESF-8 to plan, mobilize and manage health and medical services during disasters. ESF-8 will coordinate medical care, treatment, and support to disaster victims, response personnel, and the public.

Scope

ESF-8 is intended to provide flexible organizational structure capable of meeting the requirements of all-hazards emergency scenarios when activation of the local EOC is required and the EOP is implemented.

ESF-8 is a functional annex to the Baldwin County EOP. Many agencies involved with ESF-8, medical and health related services, have existing emergency plans, protocols, and procedures. This ESF is not intended to replace these plans, but rather complement and support those existing plans and procedures.

The ESF-8 Lead Agency, Baldwin County Health Department (BCHD), and support agencies will become operational when the Emergency Operations Center (EOC) activates for a major emergency or disaster. The Baldwin County Health Department is responsible for responding to environmental and public health issues. ESF-8 will provide support in the following categories:

- Assessment of health and medical needs
- Disease surveillance, control, and epidemiology
- Health and medical personnel
- Health and medical equipment and supplies
- Patient evacuations
- Coordination of hospital care
- Food and Drug Safety
- Emergency Responder Health and Safety
- Radiological/chemical/biological hazards
- Psychological First Aid
- Vector control/monitoring
- Portability of water, wastewater, and solid waste disposal
- Coordinate resources during mass fatality events

- Coordinated public information and warning

Situation and Assumptions

Disasters

During major emergencies or disasters, casualties and fatalities may be expected. Incidents such as epidemics, natural or man-made disasters, may lead to significant impact to our medical/health community. Resources will likely be overwhelmed or exhausted quickly. Disruptions may occur in the supply chain or shortages of supply may cause altered standards of patient care.

Assumptions

In the event of a large-scale disaster, local resources will be inadequate. Additional manpower, equipment, supplies, and/or pharmaceuticals will likely be required for response and recovery. Transportation may be limited due to damage to the local infrastructure. Mass casualty events may prompt mutual aid agreements or activation of regional assets. It is also assumed that the local resources will be utilized and consumed prior to requesting additional assistance through the Emergency Mutual Aid Compact (EMAC) or requesting the Strategic National Stockpile (SNS) stockpile from CDC.

Organization

The Baldwin County Health Department (BCHD) will coordinate the medical and health activities within the county. These activities include Emergency Medical Services (EMS), public health, behavioral health, environmental issues and mortuary services. BCHD serves as liaison between those agencies comprising state offices and regional medical facilities. The ESF-8 Coordinator will appoint supporting staff as needed to fulfill responsibilities and assure 24-hr operational capability.

ESF-8 operates under the Operations Section Chief during EOC activations. There is a local Health Department representative available to serve in the EOC during disasters and major emergencies. The EOC representative must have authority to commit resources and make decisions on behalf of the agency. ESF-8 will coordinate with ESF-6 Mass Care, Housing and Human Services to assist the Incident Commander (IC) in identifying the appropriate location, setting up, and staffing a Family Assistance Center (FAC), if the incident demands.

If a Family Assistance Center becomes necessary in the county due to a mass casualty event, American Red Cross (ARC) will facilitate this task with the assistance of ESF-8. A FAC is designed and staffed to take care of those needs of the victims' families and survivors. Depending on the needs of those affected, the FAC should offer the following services: counseling, mental health, crisis intervention, locates, and reunites to family and victims.

Concept of Operations

The Baldwin County Health Department (BCHD) is the primary agency for providing ESF-8 technical assistance, resources and support during response activities. Close coordination is maintained with local, state and federal officials to determine the potential needs for support as well as the most efficient means to acquiring that resource support.

The EOC will serve as the central location for interagency coordination and executive decision making, including all activities related to ESF-8. ESF-8 will identify personnel to be assigned to the Baldwin County EOC during activations. ESF-8 will maintain inventory of available and obtainable assets which may be used as resources for disaster response and recovery.

Execution of Operations

BCHD is responsible for coordinating public health activities under the State Health Officer's statutory responsibility and in coordination with the Alabama Department of Public Health. BCHD makes health related protective action decisions when existing codes and regulations are not applicable to the situation. The BCHD will coordinate and facilitate the appropriate tests to determine the extent of the treatment and contamination from environmental hazards such as chemicals, pathological hazards, and radiological hazards.

Direction and Control

The ESF-8 activities will be coordinated through the Baldwin County EOC.

BCHD has the overall responsibility to ensure vaccine supply, ensure source of drug and antidotes, as well as collaborate with hospitals, pharmacies, and other health care providers. BCHD coordinates distribution and administration of these drugs as well as maintains medical records and data related to immunizations.

Disease surveillance systems are in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. BCHD used a variety of methods to conduct disease surveillance including Passive Surveillance, Active (Enhanced) Surveillance, and Sentinel sites.

In the event that Mass Prophylaxis Dispensing activities are warranted, Strategic National Stockpile (SNS) and Regional Distribution Site (RDS) Annexes will be activated to provide guidance for these activities. Public Health is responsible for requesting the SNS via the State Health Office, which would then go through the Governor's Office, resulting (if approved by the Governor) in deployment from the Centers for Disease Control (CDC).

The Baldwin County Coroner is responsible for overall coordination of activities related to a mass fatality incident. The Coroner, who also functions as a medical examiner, has an on-call staff of two deputy coroners. The Coroner will rely heavily upon the assistance of various response agencies, including law enforcement, fire services, emergency medical support and various other coordinating agencies to carry out the responsibilities within this ESF-8.

The guidelines for coordination and function during Baldwin County EOC activation for ESF-8 representatives include:

The procedures for receiving, evaluating, prioritizing, and dispatching health and medical resource requests are as follows:

- The ESF-8 EOC representative receives a request from the Operations Section Chief
- The ESF-8 EOC representative disburses the request for evaluation and prioritization
- ESF-8 prioritizes the request and identify available resources
- ESF-8 will advise the Operation Section Chief of the status of the request
- Should the request exceed obtainable resources, ESF-8 will attempt to locate the resource externally.
- A request will be made to ESF-7 (Resource Management)

Task Assignments

ESF-8 is responsible for coordinating the evacuation of patients from hospitals and nursing homes if an evacuation becomes necessary. Baldwin County Health Department will coordinate with EMS private and public ambulance services to accomplish this task. ESF-8 will monitor the overall evacuation of residential health care facilities and identifying needs of those facilities for resources to assist in the recovery from a disaster or emergency. ESF-8 will work with Mental Health to ensure that Critical Incident Stress Management (CISM) is implemented. It is the overall responsibility of ESF-8 to review and assess the health and medical needs in the county following a disaster or emergency. After assessment, ESF-8 will make preparations to obtain resources to meet those needs. ESF-8 will also coordinate activities that are beyond medical intervention such as radiological, epidemiological, environmental health, communicable disease, hazardous material contamination, and vector control. Resource support requests will be submitted to the ESF-8 representative whom will in turn task ESF-8 agencies to provide the resource. Should the resource not be obtainable through ESF avenues, a request can be made to ESF-7 (Resource Support).

The Baldwin County Coroner will coordinate with the Baldwin County Sheriff's Office on the cause of death and identification of victims. The Baldwin County EMA, Alabama Department of Public Health, County Coroner, and Baldwin County Sheriff's Office has worked to develop a Mass Fatality Plan outlining this coordinated response.

ESF-8 in cooperation with Environmental Division of the Baldwin County Health Department will be responsible for identification and destruction of contaminated food products related to disasters and major emergencies.

Actions

Preparedness

- Conduct planning with support agencies
- Conduct training

- Develop and refine procedures
- Establish Geographical Information System (GIS) maps for critical facilities and target populations
- Maintain liaison with health and medical volunteer organizations, Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Response Teams (DMORT)
- Develop rapid response mechanism for crisis behavioral health counseling and assist in the development of public health nursing disaster protocols

Response

- Manage field deployed assets
- Conduct field assessments and surveys
- Provide nursing staff for Medical Needs Shelter (MNS)
- Provide staff and services for monitoring public health conditions
- Conduct rapid assessments for immediate response objectives
- Determine needs for health surveillance programs
- Arrange for the provision of medical personnel, equipment and supplies as needed to health and medical facilities
- Assist with patient evacuation and post-event relocation
- Identify hospital and nursing home bed vacancies
- Assist in hazardous materials response through consultations, technical supports or staff deployment
- Arrange for emergency behavioral health services to individuals and communities
- Support response personnel with Critical Incident Stress Management (CISM) debriefing resources
- Arrange for Disaster Mortuary Response Team or victim identification services
- Respond to radiological incidents
- Initiate on-site public education programs on health problems associated with the emergency or disaster

Recovery Actions

Recovery

- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status
- Monitor environmental and epidemiological systems
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems
- Compile health reports
- Support emergency services staff and operations until the local system is self-sustaining and maintain provisions for long-term emergency environmental activities
- Identify populations requiring event-driven health, medical or social services needs
- Provide emergency pharmacy/laboratory services

Continuing Actions

Prevention

- Survey and map all Emergency Medical Services
- Increase use of GIS to identify location of vulnerable sites/populations
- Identify and seek auxiliary power for critical facilities
- Conduct epidemic intelligence, evaluation, and prevention of communicable diseases

Responsibilities

It is the responsibility of ESF-8 to provide coordination for health and medical services during a disaster or major emergency. ESF-8 coordination involves planning with partners to prepare protocols and response mechanisms during disastrous events. ESF-8 is responsible for maintaining emergency contacts for health and medical partners. Baldwin County hosts a Medical Needs Shelter (MNS) during times of emergencies. In the event that the MNS is activated, ESF-8 oversees operation of that facility.

In large scale events, Public Health may request and receive Strategic National Stockpile (SNS) from the Centers for Disease Control (CDC). The SNS is a cache of medical supplies and drugs which can be deployed following a disastrous event. Baldwin County Emergency Management will provide logistical support to execute distribution of the product to the victims in need.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the assigned functions
- When requested, deploy representatives to the EOC to assist with public health and medical activities
- Provide ongoing status reports as requested by the Public Health and Medical Coordinator
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacements
- Document all costs and expenses associated with the response and recovery activities
- Maintain up-to-date rosters of notifying personnel and 24-hr EOC staffing capabilities
- Perform other emergency responsibilities as assigned

Baldwin County Health Department (BCHD) – Serves as a liaison between those agencies comprising state offices, regional offices, and local providers related to health and medical services. Disease surveillance will be monitored for updates, information and new case reports, and mass prophylaxis dispensing activities. When passive, syndrome, and/or sentinel site surveillance indicates a deviation from the norm, the data will be analyzed for trends or patterns. Any clustering or increase in particular disease or syndrome will be investigated by public health and possibly CDC.

EMS – will coordinate on-scene medical resource requests and allocation, work with public health, behavioral health, environmental issues, and mortuary services. EMS will also establish treatment, staging and transport areas to include prioritization of victims and ration resources as necessary.

American Red Cross (ARC) – will assist in the designation and function of a Family Assistance Center which serves to assist those impacted by the disaster. The Family Assistance Center will serve to provide counseling services, mental health, crisis intervention, locates and reunites families.

Support Agencies and Functions

The Alabama National Guard can serve in various capacities to support operations following a major disaster or emergency.

Agency	Responsibilities
Alabama National Guard	Coordinate medical units deployed Coordinate transportation logistics Provide response personnel Provide patient evacuation support Provide security
Baldwin County Coroner	Victim Identification and death determination Establish temporary morgues Organize survey and recovery teams to locate, catalog, and recover human remains Forensics Notification Resource Management Reporting to the Incident Commander
Baldwin County Emergency Management Agency	Coordinate response activities Request resources to support operations Provide logistical support
Baldwin County Mental Health	Provide psychological first aid Provide assistance with Family Assistance Center
EMS	Provide patient transport services Provide patient evacuation transportation assistance to medical/health facilities
ARC – American Red Cross	Provide assistance to victims Establish Family Assistance Center if necessary

Disaster Mortuary Teams (DMORTS)

DMORTs work under the guidance of local authorities by providing technical assistance and personnel to recover, identify and process deceased victims. A team consists of 25 primary responders including medical examiners, coroners, pathologists, anthropologists, medical records technicians, funeral directors, behavioral health professionals, and support personnel.

Administration

ESF-8 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-8 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

A local ESF-8 representative from the Baldwin County Health Department will serve in the EOC during activations. This individual shall be capable of making decisions on behalf of the agency and disseminate information appropriately.

Support

Requests for emergency assistance will be resolved at the lowest level of direction and control with appropriate resource capabilities. Unresolved assistance requests will flow upward from city to county and/or field deployed command posts to the responsible representative in the State Emergency Operations Center (SEOC).

EOC Checklist for ESF-8 (Public Health & Medical Services)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Health Department

Actions

- Able to speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Identify and coordinate mental health programs and resources.

- Assess the need for mental health services with the Public Health and Department of Human Resources (DHR) Representatives.
- Ensures that all available disaster medical resources are identified and mobilized as required.
- Determines the status of medical facilities within the affected area.
- Coordinate the transportation of evacuees or injured victims to appropriate facilities.
- Ensure a transportation unit is stationed at each shelter facility.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ (EMS) Review responsibilities of the EMS Representative and develop a plan detailing strategies for carrying out objectives as outlined by Shelter Coordinator/Shelter of Last Resort Plan.
- ☐ Establish communications with their home agency to verify communications procedure/network is operational (e.g., land line telephone, cellular phone, two – way radio etc.).
 - ☐ Unpack any materials brought with you and set up your assigned station. Request through the Operations Chief or Branch Director to obtain necessary materials and equipment.
 - ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC.
 - ☐ Establish and maintain a Position Log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section through the Liaison Officer.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions based on the current Incident Action Plan.

- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.

Shift Change Actions:

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization:

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Deputy Director or when your agency's role in the situation is concluded. All forms and Position Logs to be submitted to the Planning/Intelligence Section prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-9***Baldwin County Emergency Operations Plan*****Emergency Support Function-9****Search and Rescue Annex****Primary Agencies**

- Baldwin County Fire Departments
- Baldwin County Sheriff's Office

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Department of Conservation & Natural Resources
- Alabama National Guard
- Alabama Association of Rescue Squads
- Civil Air Patrol
- EMS – MedStar/LifeGuard Ambulance Services
- Red Cross
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** Prepare action plans, SITREPS, and electronic briefings - Forward these items to ESF-5
- **ESF-8 (Health and Medical Services):** Provide crisis counseling and mortuary services
- **ESF-13 (Law Enforcement & Security):** Coordinate on-scene crime scene investigation and Search and Rescue (SAR) operations

Introduction

Purpose

This annex provides information and procedures designed to assist in helping to facilitate search and rescue planning and operations.

Scope

Search includes activities directed toward discovering the location of an individual or individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb. Rescue includes activities directed toward and requiring the use of organized and trained personnel to locate and extricate persons trapped in damaged buildings, shelters, vehicles, and other enclosures, or from contaminated areas. **Search and Rescue (SAR)**- is the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or killed because of a natural or man-made disaster. A SAR member is an agency affiliated (sworn, non-sworn, or reserve) or civilian member of an organized, trained, and equipped Search and Rescue Unit or Team. There are different types of SAR units and teams:

- **SAR Heavy Rescue Unit:** A SAR unit organized, equipped, and trained to locate persons trapped in the rubble of structures of any size or construction. In addition to the equipment and skills necessary for light rescue, they must have the ability to determine heavy equipment requirements of a rescue situation and supervise the operation of such equipment. The unit must have a sound working knowledge of structural engineering or immediate access to a technical specialist with such knowledge.
- **SAR Light Rescue Team:** A SAR unit specially trained and equipped to locate and rescue persons trapped in the rubble of collapsed residential and light commercial structures. The unit uses special equipment such as optical fiber television and infrared detection devices, light hydraulic powered rescue tools, chain saws, metal saws, and tracking dogs. It may also be qualified in heavy rescue techniques.
- **SAR Unit/Team:** A public agency or non-agency affiliated civilian group organized, trained, and equipped to carry out search and rescue/recovery missions.

Situation and Assumptions

Situation

Since the first 72 hours are crucial to lessening the mortality rate, SAR must begin immediately. In the event of an act of terrorism, SAR operations may need to be conducted in close coordination with law enforcement crime scene investigation procedures. Search and rescue operations may result from a man-made, technological, natural, or war related incident and may range from extricating trapped victims in an automobile wreck, utilize the use of sonar searching

of victims, aerial SAR, or heavy-duty rescue after a tornado or a terrorist attack. SAR emergencies may reach such magnitude as to require resources from adjacent jurisdictions, state, federal, or private organizations. A substantial number of persons involved in a major disaster may result in life-threatening situations requiring prompt rescue and medical care

Depending upon a disaster's type and magnitude, urban and/or non-urban rapid deployment of SAR resources may be required to conduct life savings operations. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Fires, explosions, flooding, and hazardous materials releases may compound problems and may threaten survivors as well as rescue personnel.

SAR volunteer units with varying capabilities are organized locally and cooperate with emergency management authority. Existing rescue personnel and equipment will be able to handle most local emergencies when additional support is required; assistance can be obtained through existing mutual aid agreements or from state and federal agencies through the State EOC.

Assumptions

The following planning assumptions have been made:

- All available local SAR resources will be committed, and additional help will be needed from the state.
- Coordinating and direction of local efforts, including volunteers, will be required.
- Secondary events or disasters may threaten survivors as well as SAR personnel.

Organization

The Baldwin County EMA will assist fire service personnel and law enforcement personnel in determining the support agencies required for the specific disaster. This determination will result in a collaborative organization designed to meet the demands of the event.

Concept of Operations

This section details facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to an incident. The Baldwin County EMA will provide SAR support to local operations through coordination of county personnel and equipment from support organizations and volunteer agencies.

Goals

- To create a search and rescue response which provides for the command, control, and coordination of SAR emergency operations and mutual aid.

- To provide a system for receipt and dissemination of information, data, and directives pertaining to search and rescue operations.
- To prescribe a procedure for the inventory of search and rescue personnel, facilities, and equipment in the state.
- To collect and disseminate information and intelligence related to search and rescue operations for disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.

Upon notification of a potential or actual event requiring response, the emergency contact person for the Baldwin County EMA will notify other ESF-9 members by telephone or through the communications facilities at the Baldwin County EOC. Determining who is to be notified will be based on the demands or potential demands of the event. All support agencies notified will be instructed to alert their contacts throughout the county to ensure required available resources are on standby or mobilized and given instructions to report to the affected area.

Execution of Operations

- Local rescue squads normally will conduct their operations in coordination with the sheriff, emergency management and the chief fire official; the SAR response depends upon the nature of the incident.
- During disasters and emergencies, the local emergency management coordinator is responsible for coordinating the SAR resources. The chief of the rescue squad organizations should report to the EOC to help coordinate all local resources.
- Civil Air Patrol (CAP) assistance may be provided for SAR missions. Requests for CAP assistance must originate from the EMA Coordinator/or County Sheriff and be relayed to the State EOC to Langley AFB, Virginia. Langley AFB verifies and authorizes the mission and provides AEMA and the CAP with a mission number.
- Commanders of active duty military units are authorized to provide immediate assistance to prevent loss of life or limb. National Guard resources are also available and can be obtained by contacting the State EOC.
- When volunteer SAR personnel are involved, special precautions should be used to ensure the media and families of victims are properly informed of the situation. All information should be released by the PIO in the EOC to prevent rumors and misinformation.

Direction and Control

The ESF-9 Coordinator is responsible for coordinating all emergency Search and Rescue (SAR) responses. Each SAR organization will maintain authority within its own organization and jurisdiction. Emergency &/or disaster SAR operations may be directed from the EOC by the ESF-9 Coordinator or his representative in coordination with the on-scene command post. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the County Commission or Mayors of municipalities as appropriate. State and Federal support will be called upon as needed with requests channeled through the EOC.

Task Assignments

- Coordinate Search and Rescue (SAR) response to address the needs at the scene of the emergency or disaster.
- Analyze SAR resource needs and request assistance and provide input into the Incident Action Plan.
- Provide information regarding the status of SAR operations to other ESF Coordinators.
- Assign liaison to work with SAR officials from other affected jurisdictions.
- Coordinate with County Public Information Officer for dissemination of SAR related emergency information.
- Coordinate with ESF-3 (Public Works and Engineering) for the placement of barricade material.
- Coordinate with ESF-3 (Public works and Engineering) on the need for debris removal to clear routes for fire apparatus to conduct operations.
- Coordinate with Law Enforcement for traffic control and access control and warning support.
- Determine if there is need for critical incident stress services and coordinate this need with ESF-8 Health and Medical Services.
- Prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.
- Supervise the demobilization of resources and close-out of disaster operations.

Actions

If activated for a disaster, ESF-9 will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phase and should include the following. A general description of the situation as it pertains to ESF-9 and an analysis of the ESF-9 operational support requirements will also be necessary for SAR planning.

Recovery Actions

- Determine the level of response required by ESF-9 to respond to the event.
 - This determination includes identification of the support agencies required to support emergency operations.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, determine priority actions to provide support to perform lifesaving and short-term recovery operations.
- Mobilize resources and coordinate response for approved mission assignments.
 - Transportation may be provided by the primary agency, if available, or may be the responsibility of the support agency.
 - This may require coordination with ESF-1 (Transportation).

Continuing Actions

ESF-9 will perform the following actions continuously through the disaster or emergency situation:

- Track the status of county and other resources committed to support emergency operations.
- Track financial expenditures and keep financial records.
- Reassign SAR resources as needed and as requested.
- Order SAR resources withdrawn.

Responsibilities

The Baldwin County EMA will maintain a database of SAR resources, coordinate training of SAR personnel, and provide for logistical support for ESF-9 at the EOC by utilizing the Veoci platform.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Dept. of Conservation & Natural Resources	Provide coordination/assistance as needed/requested
Baldwin County Highway Department / ALDOT	Provide traffic information and control / other assistance, as needed
Civil Air Patrol	Provide coordination/assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
U.S. Coast Guard	Provide aid and resources, as needed
BCEMA	Provide coordination/assistance
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available
Red Cross	Provide resources, personnel, and information

Administration

ESF-9 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record in the Virtual Emergency Operations Center (i.e. Veoci).

Each agency/ organization will follow the Standard Operating Guide (SOG) of their department.

ESF-10***Baldwin County Emergency Operations Plan*****Emergency Support Function-10****Oil and HAZMAT Annex****Primary Agencies**

- Baldwin County Fire Departments
- National Response Center

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Department of Environmental Management
- Alabama Forestry
- Alabama Department of Public Health
- Baldwin County Mental Health
- Baldwin County Sheriff's Office
- Civil Air Patrol
- Baldwin County Highway Department / ALDOT
- EMS – MedStar/LifeGuard Ambulance Services
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, receive consolidated SITREPS
- **ESF-15 (Public Information):** provide information to the media and to the public
- **ESF-3 (Public Works and Engineering):** debris removal to open routes for fire apparatus and HAZMAT Response Teams to conduct operations
- **ESF-13 (Law Enforcement):** coordinate access and traffic control

Introduction

Purpose

The purpose of ESF-10 is to provide for a coordinated response by local government agencies to minimize the adverse effects on man, environment and property resulting from an uncontrolled release of or exposure to hazardous materials. Hazmat incidents include incidents involving Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) materials.

Another purpose of this Hazardous Materials Annex is to provide guidance for county operations in response to emergencies resulting from the manufacture, use, storage, and transfer of hazardous materials in and through Baldwin County; to describe the specific roles and responsibilities of first responders and partnering agencies, utilizing a standardized Incident Command System; and to coordinate the emergency response capabilities of local, state, and federal agencies, adjacent jurisdictions, private industry and volunteers.

Regarding radiological emergencies, ESF-10 is to establish the organization and to assign responsibilities for a preparedness capability in response to radiological hazards incidents caused by nuclear attack, terrorism incident, or peacetime emergencies.

Scope

- ESF-10 provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials by placing human, financial, and material resources into action in the impacted area. This ESF establishes lead coordination roles and division and specification of responsibilities among state agencies that may be brought to bear in response actions. This ESF is applicable to all organizations with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

Situation and Assumptions

Situation

Baldwin County is at risk from the transport, use, manufacture, and storage of hazardous materials at various facilities within the county. A natural, technological, man-made, or adversarial disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further; this degradation of holding ponds, tanks, and drums. The damage to or rupture of pipelines transporting materials that are hazardous if improperly released will present serious problems.

A hazardous materials incident could be an act of terrorism. Therefore, responders will need to rule terrorism out during the initial size-up of response operations. If terrorism cannot be ruled out, first responders will need to consider secondary incidents. Hazardous materials may be illegally transported, manufactured, or dumped within the County. Due to the criminal nature of such activities, special law enforcement considerations may be necessary, but shall not take precedence over the protection of the general population.

As a side effect of technical advancement in modern society, the transportation and use of chemicals have multiplied. Every day some form of hazardous material is being transported on the roads and railroads in communities throughout the United States. Although accidents involving hazardous materials are infrequent, when they do occur, informed judgment on how to deal with these accidents must be made immediately. Major spills are becoming more probable as the number and frequency of movements increase and such accidents are particularly hazardous when they occur in populated areas. Public exposure must be kept to a minimum. Even though the legal duty for the reporting, containment and cleanup of hazardous materials rests with the party responsible for the material, local government has the primary responsibility for the protection and well-being of the public. Consequently, local government must be prepared to respond to hazardous materials incidents of all types and sizes through the designated response agencies and take appropriate initial protective measures to prevent or minimize injuries, loss of life and property damage.

Title III, Public Law 99-499 requires each state to form a State Emergency Response Commission (SERC) which, in turn, must establish emergency planning districts; the SERC has established Baldwin County as an emergency planning district. The law also requires the SERC through the local government to appoint a Local Emergency Planning Committee (LEPC) and, as a result, the Baldwin County Commission has formed the Baldwin County LEPC to include, as a minimum, representatives from the following:

- State and Local Elected Officials
- Fire and Rescue
- Law Enforcement
- Public Health and Hospitals
- Emergency Management
- Broadcast and Print Media
- Transportation
- Facility (Industry/Business) Owners/Operators
- Local Environmental Group
- Volunteer Organizations
- Others as Desired

Title III mandates facilities owned or operated by government, business, or industry which use, store, manufacture or transport one or more of the Environmental Protection Agency (EPA) designated extremely hazardous substances (in amounts which exceed EPA threshold quantities) must report certain information to the SERC and LEPC. In addition, the LEPC must plan for protecting its environment and public if such substances are released. To accomplish this planning task, the LEPC must obtain and analyze data concerning hazardous materials within the

LEPC's jurisdiction, normally the county.

Title III requires possessors of any of the substances on EPA's list of extremely hazardous substances (in excess of the threshold amount) and/or chemicals in excess of 10,000 pounds to submit a Material Safety Data Sheet (MSDS) to the SERC, LEPC, and to the local fire department. The Chairman of the Baldwin County Commission has designated the Baldwin County Emergency Management Agency as the focal point and repository for MSDSs to be used by the LEPC. The LEPC uses this data as the first part of a hazards analysis process. A hazards analysis has three components, hazards identification, vulnerability analysis and risk analysis. This process is thoroughly explained in the National Response Team Hazardous Materials Emergency Planning Guide (NRT-1) and the EPA/FEMA/DOT "Technical Guidance for Hazards Analysis - Emergency Planning for Extremely Hazardous Substances."

The LEPC should coordinate with fixed sites and processing facilities to determine how Extremely Hazardous Substances (EHSs) are transported to the facility, and if the facility's manufacturing process produces EHSs, then how these substances are transported out of the county. When a transportation route for EHSs precedes into a neighboring county that transportation and route should be coordinated with that county. LEPCs should assume EHSs are carried along interstate highways, major rail lines, and navigable rivers and plan accordingly.

The transportation of hazardous materials within Baldwin County poses a threat to the community. Such materials cannot always be identified precisely in advance. Thousands of materials may be transported, usually on U.S. or State Highways. Although, some types of hazardous materials may be found on any Baldwin County Road or railroad, The U.S. Department of Transportation Emergency Response Guidebook (ERG) lists many of the potentially dangerous materials likely to be encountered and general emergency actions to be taken (it should be noted that this book is generally updated every four years).

Some specific hazards can be identified and procedures developed for their control. A useful document to determine risk and vulnerability to transportation hazards is DOT document Risk Assessment Vulnerability Users Manual for Small Communities and Rural Areas. Transportation routes most commonly used to transport hazardous substances within the county are: U.S. and State highways. The potentially most hazardous points in the routes are dangerous intersections, weak bridges, railroad crossings, foggy areas, etc.

Assumptions

- State and federal agencies will respond with technical expertise and resources upon request by the county.
- Emergency services personnel will be trained in hazardous materials control and they will carry in their vehicles emergency response guidebooks and instructions to help control possible incidents.
- The businesses will provide Material Safety Data Sheets to the appropriate fire department.

- Private agencies involved in the manufacture, use, storage and transport of hazardous materials will cooperate with local governments in preparing for and conducting operations in response to hazardous materials incidents.
- Local government has the primary responsibility for the protection and well-being of the citizens. Consequently, local governments through the designated response agencies will:
 - Respond to hazardous material incidents of all types and sizes.
 - Make initial assessments as to the severity/magnitude of the situation.
 - Take appropriate first responder protection measures to prevent or minimize injuries and property damage.
- Baldwin County emergency response agencies will gear their response to immediate life saving activities during a hazardous materials incident.
- Effective response to a major hazardous materials incident will require assistance for a variety of specialized teams, agencies, and organizations.
- Cleanup is the responsibility of the party responsible for the actual spill. Local, state, and federal agencies shall coordinate recovery activities.

Organization

Disaster operations for HAZMAT incidents necessitate implementing the Incident Command System. When an emergency/disaster is declared, and this plan is implemented and the EOC is activated the fire department and its designated representative will report to or be in contact with the EOC; other supervisors will operate from their normally assigned duty areas.

Concept of Operations

A hazardous materials incident may occur that could be a result of terrorism, sabotage or demonstration of civil disobedience that results in a release of hazardous materials. The incident will primarily involve the law enforcement community in taking whatever steps are required to avoid a threat to the population. State and Federal assistance will likely be required to abate the threat.

Baldwin County HAZMAT response, which provides for the command, control, and coordination of hazardous material response operations and mutual aid, will be planned, coordinated, and efficiently executed. The following concepts and tasks will be of assistance in ensuring the adequacy of HAZMAT response in Baldwin County:

- Coordinate the dispatch and use of mutual aid and state hazardous material resources.

- Provide the means of coordination with federal, state and local government.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to HAZMAT response activities among organizations responsible for hazardous materials incident response.
- Collect and disseminate information and intelligence relating to hazardous materials incidents

The concept of operations described in the Basic Plan also applies to responses to major hazardous materials incidents; however, there are two elements unique to hazardous materials planning. The first is the State Emergency Response Commission (SERC) at the state level and the Local Emergency Planning Committee (LEPC) at the county level.

The SERC is responsible for supervising and coordinating the PL 99-499 ("Title III") activities of the LEPCs and for establishing procedures for receiving and processing public requests for information collected under various sections of Title III and for reviewing local emergency plans.

The LEPC serves as the local focal point for receiving notifications from facilities subject to Title III and for requests for information from the public. The LEPC is also responsible for conducting a hazards analysis which will be used as an initial step in the planning process. The LEPC develops HAZMAT appendices to the local emergency plan and is responsible for other local HAZMAT readiness actions as outlined below:

- Within Baldwin County, EMA has been assigned the focal point for hazardous materials coordination.
- All departments with a first responder mission must train their personnel in recognition of and first-step protection measures for hazardous materials.
- The appropriate fire department will assume overall control of the scene of the incident until relieved by an on-scene commander appointed by the jurisdictional CEO.
- Emergency response teams from state, federal, or private agencies will be supported in their cleanup efforts as appropriate.
- Incident Command procedures should be used in the response phase.

SARA Title III, Section 303, requires the emergency plan to designate a "community emergency coordinator" and "facility emergency coordinators". This is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). The owner or operator of the facility must notify the LEPC of a facility representative who will participate in the planning process or a facility emergency coordinator. This person should reside locally and not at a distant corporate

headquarters. The community emergency coordinator will normally be the jurisdictional fire chief unless the LEPC under the direction of the CEO prefers to select someone else. The facility emergency coordinator should notify the community coordinator whenever a release has occurred.

Execution of Operations

ESF-10 will direct the efforts to support Baldwin County emergency response actions, immediately following a disaster involving hazardous materials. Federal, state, local officials and the private sector must maintain close coordination. For the purpose of standardization of emergency communications and response operations, the following response levels (which correlate with the Baldwin County Tiered Response Framework and State Response Levels) will be used by all Baldwin County responders to hazardous materials incidents in Baldwin County and outside of the county when responding as mutual aid:

- Level Four: Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post and staging areas established. The Incident Commander is able to control the emergency without additional assistance or Emergency Operations Centers (EOC). This includes incidents involving spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as SCBA and/or SFPC. The following agencies are to be contacted in a Level 4 response in the order listed below:
 - Fire department
 - Emergency medical services
 - Police department
 - Alabama Department of Environmental Management
 - Alabama Emergency Management Agency
 - NRC for SARA Title III Reportable Releases (See
 - Chemical Transportation Emergency Center (CHEMTREC) at (800) 424-9300
- Level Three: Resources that are immediately available to Incident Commander are exhausted. The local Emergency Operations Center (EOC) is activated to manage and coordinate related, multiple, low-level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous chemicals require the use of any kind of specialized protective equipment beyond use of Self-Contained Breathing Apparatus (SCBA) and/or Structural Firefighter's Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders. Incident Commander may request the activation of Baldwin County EOC. The following agencies in addition to those listed in Level 4 are, or may be, involved:
 - HAZMAT teams
 - Department of Public Health

- EOC Staff
 - Department of Human Resources
 - American Red Cross (ARC)
 - County Emergency Management Agency (EMA)
 - Alabama Law Enforcement Agencies
 - Public utilities
- Level Two: State response and management resources may be needed to assist local and regional response. Local area evacuation, other protective actions, and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Unified Command is activated and located in Baldwin County EOC. The following agencies in addition to those listed in Levels 3 and 4 are, or may be, involved:
 - Environmental Protection Agency
 - United States Coast Guard
 - Federal Regional Response Teams (RRT)
 - Federal On-Scene Coordinator (OSC)
 - Level One: This is the worst-case scenario for a disaster. All local, regional, state, and federal response and management resources are needed to handle a Level One disaster. Wide area evacuation, other protective actions and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at all government levels are coordinating resources. Unified Command System is activated and located in Baldwin County EOC. The following agencies in addition to those listed in Levels 2, 3, and 4 are, or may be, involved:
 - Unified Command Activated and located in Baldwin County EOC
 - Any other applicable or necessary State or Federal Resources deemed essential to the response to and resolution of a HAZMAT involved/related disaster

Direction and Control

On-scene emergency response activates will be directed from an Incident Command Post (ICP) which will be established as soon as possible by the initial responders. Overall coordination of the emergency/disaster response during a Response Level 1, 2, or 3 incidents will be managed from the EOC

Executive Actions

The local Fire Chief or designee is responsible for emergency operations relating to most hazardous materials incidents. The Fire Chief or his designee may request the activation of the County EOC.

Local law enforcement officers are responsible for emergency operations relating to crimes involving hazardous materials, including drug labs.

The Baldwin County Commission may declare an emergency to access state and federal assistance should a major emergency result for a hazardous materials incident.

- *Lines of Succession*

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

Task Assignments

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.
 - The Situation Analysis continues throughout the response and short-term recovery phase and should include:
 - A general description of the situation as it pertains to ESF-10 and an analysis of the ESFs operational support requirements.
 - A prioritized listing of significant actions that the ESF-10 will initiate to provide operational support.
- Determine the level of response required by ESF-10 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
 - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-10 response operations.
- Keep track of all expenditures concerning operations.

Actions

Response - First Responders

- Verify initial information an incident has occurred
- Determine Incident Commander
- Select appropriate objectives and tactics to control the incident
- Identify the substance involved and potential dangers
- Control entry into the danger area by establishing and marking off a security area
- Send a Hazardous Materials Situation Report to the Alabama Emergency Management Agency EOC (EMITS) or the Public Safety Communications Center by the most expeditious means available and request assistance, if needed.
- Contact CHEMTREC or state and federal agencies directly if necessary
- If conditions are serious enough to warrant evacuation of the area, start immediate procedures to evacuate the close in area first.
 - Consider in-place sheltering rather than evacuation if situation negates evacuation option.
- If conditions warrant, activate the EOC and/or establish a command post near the scene to provide communications, coordination and direction and control.
- Keep upwind and uphill as much as possible from the incident
 - Assume until proven otherwise, that it involves toxic chemicals and wear protective clothing, mask, etc., while working in the area.
- Provide and disseminate emergency information to the public and initiate plans that provide for the basic human needs of food, shelter and emergency health and medical services for the population evacuated from the danger area.
- If the area is believed to be contaminated, use caution in moving injured personnel, equipment or materials from the danger area.
- Avoid smoking and control the consumption of food and water in the endangered area.
- Limit emergency operations to the extent of expertise provided by emergency service personnel and available equipment and materials on hand.
 - REMEMBER THAT ON-THE-SCENE OPERATIONS MAY MAKE THE INCIDENT MORE, RATHER THAN LESS, DANGEROUS!

Recovery Actions

Recovery - All Local Government

- Most emergency operations will, in all probability, involve functions that may produce hazardous effects if carried out improperly.
- Operations carried out during containment and clean-up of hazardous materials require proper resources and expert know-how.
 - AGAIN, THE IMPORTANT POINT TO CONSIDER IS THAT EFFORTS TO CONTAIN AND CLEAN UP MAY MAKE THE INCIDENT MORE, RATHER THAN LESS, DANGEROUS.
- Cooperate with response teams, the owner/shipper and/or state and federal environmental personnel during clean up operations.
- Continue to provide area security and prohibit all unauthorized personnel from entering area.
- Terminate clean up operations when all danger is past and the area has been declared safe by responsible personnel and restored to the best condition possible.
- Keep accurate and documented records of all expenditures, money and physical resources of the various local governmental department/agencies involved in emergency operations.

Continuing Actions

Mitigation & Preparedness Operations - LEPC

- Maintain list of local and facility emergency coordinators.
- Conduct a hazards analysis of the community to determine existing hazardous material threats.
- Prepare an inventory of existing threats including:
 - Type, amount and characteristics of materials
 - Site locations and/or potential problem areas
 - Users, owners, manufacturers and/or transporters of hazardous materials
 - Plan for response to hazardous materials incidents.
 - Develop procedures for communications, warning, public information, evacuation, shelter, feeding and health and medical services.
- Ensure County Resource List contains equipment needed for responding to hazardous materials incidents, where it is located, and who should be contacted to obtain the

equipment.

- Develop detailed procedures for identification, control and cleanup of hazardous materials.
- Provide or obtain training for response personnel using courses made available by the Alabama Emergency Management Agency, the State Fire College and manufacturers and transporters of hazardous materials.
- Ensure facilities and emergency responders have SOPs which provide procedures and methods to follow in responding to Title III releases and cleanup.

Responsibilities

Local Government

Fire Departments

- Fire Departments will direct and control hazardous materials incidents occurring within their geographical area of responsibility.
- Provide HAZMAT response within department/division SOPs and level of training.

Private Industry

- Develop emergency operations plans for their facilities and for responding to emergency located on their sites.
- Provide technical assistance, expertise and resources to local government to help mitigate the effects of a hazardous materials incident.
- Private cleanup contractors can provide resources, equipment and expertise on the removal and disposal of contaminated materials.
- Private industry is responsible for cleanup and site restoration, when found to be the responsible part and as required by law.

Road Departments

- Responsible for positioning traffic control devices (I.e., barricades, covers, etc.) as per Fire Services instructions.

Sheriff's Department/Municipal Police Departments

- Assume initial Incident Command in crimes involving hazardous materials

- Provide warning support
- Provide traffic control
- Provide security for key facilities
- Provide crowd control

State Government

The Department of Environmental Management is the primary agency responsible for ESF-10. Its responsibilities are as follows:

- Carry out the prescribed duties of the State Emergency Response Commission (SERC) and in concert with AEMA.
- Maintain jurisdiction over chemical releases as outlined by law.
- Serve as the repository for the lists of chemicals and the hazardous inventory forms.
- Provide public access to the chemical lists, forms or other information as prescribed in Title III.
- Serve as the SOSC for facility related hazardous material incidents.
- Act as the technical advisory agency in identifying and directing the containment, treatment, and removal of hazardous material threatening or affecting water or air quality as authorized by Alabama's environmental laws and regulations.
- Act as the primary operational state agency in the containment and cleanup of hazardous materials spills in state waters.
- Recommend the type of treatment, storage, or disposal facilities for hazardous materials and advise the responsible party on proper disposal methods for hazardous material spills.
- Act, in coordination with other response elements, as the authority on the use of chemical dispersant in combating a hazardous material incident.
- Coordinate HAZMAT-related matters between the state and the EPA or the USCG.
- Act as the primary operational state agency responding to a discharge of oil into waters of the state and coordinate with the EPA and the USCG on all reported discharges.

- Review and or formulate protective action decisions to protect the public, responders, the environment and property.
- Provide representatives on a 24-hour basis to the AEOC to ensure the full deployment and utilization of ADEM resources.
- Commit resources to the disaster area.
- Assess and prioritize response actions necessary to mitigate hazardous materials releases, which include these major actions.
- Review and/or develop protective actions for the public, responders, environment, and property.
- Stabilize the hazardous material site and stage resources.
- Categorize and dispose of hazardous material.

Secondary State Support Agencies

Department of Conservation and Natural Resources

- Provide traffic supervision and control for water transportation routes adversely affected by a hazardous materials incident.
- Provide manpower and logistical support from any state park or recreational area directly affected by a hazardous materials incident.
- Assess damage to wildlife populations and habitat resulting from a hazardous materials incident.
- Coordinate with other appropriate federal and state authorities any action deemed necessary or required for the protection of endangered or threatened species.
- Provide support for law enforcement and search and rescue operations.

Alabama Law Enforcement Agencies

- Provide evacuation assistance in coordination with local law enforcement and the EMA.
- Provide on-scene uniform public information function and spokesperson to address media needs at the incident scene in coordination with local government/emergency response organizations.

- Provide or assist in traffic and access control, in coordination with other law enforcement agencies, pertaining to surface transportation, security, warning, and evacuation routes affected by a hazardous materials accident.
- Provide communication support.
- Staff the 1-800 reporting number during non-duty hours (state warning point).

Department of Public Health

- Provide response to all emergencies associated with radioactive materials or ionizing radiation.
- Act as the primary occupational agency in the containment and cleanup of radioactive materials spills.
- Maintain regulatory authority and control over the possession, use, and transfer of radioactive materials in accordance with Rule 420-3-26, Radiation Control, Alabama Administrative Code.
- Coordinate with the US Nuclear Regulatory Commission, the US Department of Energy, and other federal agencies concerning any federal radiological resources to be used to supplement state radiological resources.
- Issue public health orders and provides technical assistance.

Department of Agriculture and Industries

- Assist in identification, containment and disposal of pesticides, insecticides, and herbicides.
- Assist in the identification of possible health hazards related to a hazardous materials incident that may affect a food commodity or the production of that food commodity.
- Render assistance in responding to accidental spills of pesticides and herbicides.

Liquefied Petroleum Gas Board

- Provide a Coordinator/Representative when requested by the AEMA or the on-scene coordinator.
- Provide on-scene technical advice on regarding the State LP Gas Code requirements relative to the transportation, storage, and handling of LP Gas.
- Provide code enforcement for the storage, handling and transportation of LP Gas.

Department of Insurance (State Fire Marshall)

- Provide a coordinator/representative when incidents involve fire or where state fire codes have been violated.
- Serve as the state agency to coordinate augmentation and mutual aid for fire suppression activities at the site of incidents in coordination with the on-scene coordinator (except as identified under Liquefied Petroleum Gas Board above).
- Provide on-scene and follow up information regarding fire code requirements relative to hazardous materials (except as identified under Liquefied Petroleum Gas Board above).
- Provide codes enforcement for storage and handling of hazardous materials.

Federal Agencies

Responsibilities will be consistent with those outlined in the plan of the National Response Team. National Response Teams may include personnel from the Coast Guard, EPA, Health and Human Services or other federal agencies with expertise in dealing with hazardous materials incidents. Federal assistance may be provided under ESF-10 of the Federal Response Plan.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Dept. of Conservation & Natural Resources	Provide resources/assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
Civil Air Patrol	Provide assistance and resources, as needed
Red Cross	Provide resources and assistance, as needed
United States Coast Guard	Provide resources and assistance, as needed
EMS–Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available
Alabama Forestry	Provide resources, personnel, and information

Administration

ESF-10 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-10 (Oil and Hazmat)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County fire departments

Actions

- Determine the level of response required by ESF-10 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.

- Based upon a situation analysis, prepare a list of objective based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-10 response operations.
- Keep track of all expenditures concerning operations.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Support county agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support local efforts.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or Branch Director. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establish communications with your home agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
 - ☐ Unpack any materials you may have brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
 - ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
 - ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Operations Chief.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.

- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
 - ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
 - ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
 - ☐ Notify the Operations Chief if you must briefly leave your work station.
- **Shift Change Actions**
 - ☐ Prepare and submit Position Log on the activities.
 - ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
 - ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
 - ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Operations Chief prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-11***Baldwin County Emergency Operations Plan*****Emergency Support Function-11****Agriculture and Natural Resources Annex****Primary Agencies**

- Alabama Department of Agriculture and Industries
- Alabama Department of Conservation & Natural Resources

Support Agencies

- Alabama Department of Environmental Management
- Environmental Protection Agency
- Alabama Emergency Management Agency
- Baldwin County Department of Human Resources
- Alabama Department of Agriculture and Industry
- Municipal Jurisdiction Representatives
- Center for Disease Control
- Red Cross
- United States Department of Agriculture
 - Animal and Plant Health Inspection Service

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** coordinate transportation of food and water supplies, and assist in the transportation of animals.
- **ESF-5 (Emergency Management):** obtain mission assignments for distribution of food, prepare action plans, prepare SITREPs, prepare electronic briefings, forward to municipal ESF- 5
- **ESF- 6 (Mass Care):** coordinate food and water requirements at shelters
- **ESF- 8 (Health and Medical):** coordinate food and water supply initiatives to ensure the safety of these supplies.
- **ESF- 14 (Volunteers and Donations):** coordinate requirements for food and water

Introduction

Purpose

ESF-11 Agriculture and Natural Resources supports local and State authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation.

ESF-11 is to identify agricultural and natural resource needs in the aftermath of a disaster. Food, water, and ice are essential resources which will need to be transported to the disaster area. Food supplies obtained by ESF-11 will be dispensed to disaster victims by ESF-6 (Mass Care). Food safety and security must be taken into consideration. The safety and security of the commercial food supply critical to maintain and potentially lethal if compromised in any way.

The control and cessation of animal and diseases (both those transmitted between animals and between animals and humans) that can be widespread, cause illness and/or death, and be devastating economically is also a crucial concern of ESF-11. The safety of and well-being of household pets is key because of the potential for adverse physical and mental health impact on humans. The widespread outbreak of a plant disease or plant pest infestation can also cause potential harm to life, property, and cause substantial economic loss and must be considered.

ESF-11 addresses and organizes resources available to address the concerns and issues. ESF-11 also identifies the responsibilities of organizations directing and involved in the functions and services needed to ensure these issues are properly planned for and addressed.

Scope

ESF-11 is to obtain and assist in coordinating the distribution of emergency food and water resources in order to feed disaster victims. These resources must be maintained and properly and securely handled. The following activities will be needed in order to realize the span of ESF-11:

- Identify the number of people without food and safe drinking water.
- Inventory food and water supplies and identify sources for replenishing and/or augmenting these supplies.
- Ensure adequate warehouse and storage space is available for supplies.
- Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations.
- Coordinate the implementation of emergency food assistance programs, if/when needed

This ESF is also tasked with assisting in the response to and recovery from plant diseases, foreign animal diseases, emerging animal diseases, and other animal diseases that meet one or more of the following criteria:

- It falls outside the parameters of routine response and prevention activities.
- It is highly contagious and has potential to rapidly transmit.
- It is, or could become, a widespread outbreak.
- It has the potential to cause great economic hardship in the agricultural community locally and beyond.
- Contiguous and non-contiguous areas could both be affected by the disease/outbreak.

This ESF is not activated for all animal and plant disease outbreaks in Baldwin County, or potentially affecting Baldwin County. Many of these types of outbreaks are handled by veterinarians in private practice and employed by the State.

Providing nutrition assistance, responding to animal and plant disease (and pest) outbreaks, ensuring the safety and security of the commercial food supply, and providing for the safety and well-being of household pets are all essential elements of ESF-11.

Situation and Assumptions

Situation

- The major components of agricultural industry in Baldwin County are:
 - Livestock
 - Crops, such as peanuts, cotton, potato, and soy
 - Timber
- Numerous plant and animal diseases exist that could impact Baldwin County through natural, accidental, or intentional introduction.
- A significant emergency may deprive substantial numbers of local residents from access to safe and reliable supplies of food and water.
- An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- Some animal diseases are very contagious (foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting animals and people.

- Some plant diseases are very infectious to other plants and can be very difficult to identify, isolate, control and eradicate.
- Disasters and/or major emergencies of any kind could cause unique situations in caring for animals affected by the event.
- When emergency food supplies and assistance are needed, supplies should be in place, organized, and plans for additional needs should be in place and exercised regularly.
- Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.

Assumptions

- Livestock, wildlife, birds, plants and/or crops may be affected. Plants and/or animals may die of the insect/disease and/or need to be destroyed/depopulated.
- Production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of the county, state, and possibly, the nation.
- The time between the reporting of a disease and its identification as an emergency is critical.
- A highly contagious disease could spread rapidly through a county and state via markets, product movement, people, and vehicles, etc.
- The County's resources would be rapidly depleted if the outbreak involved multiple premises or large areas.
- Positive and prompt actions by local, State, and (possibly) Federal authorities will be required in order to stop a highly contagious disease.
- Control and eradication of such a disease will involve many County, State and Federal agencies, not just those involved with agricultural activities.
- Some landowners, individuals or groups may strenuously object to depopulation of animals or destroying of plants.
 - Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.

First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.

- Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- An earthquake may break water distribution pipes contaminating potable water systems.
- Displaced persons will be cared for in emergency shelters.
 - Food and water inventories of these shelters will be quickly depleted.
- Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- Land (truck) delivery of bulk supplies may be cut off.
- Distribution of non-local donated goods may not be possible.
- Emergency shelters will not have the facilities to care for household pets.
- Volunteers will want to help and can make a significant contribution to the effort.

Organization

At the federal level, the United States Department of Agriculture (USDA) and the Food and Drug Administration collectively have the primary responsibility for food safety and security. The USDA is responsible for eggs and meat, while the FDA is responsible for all other types of food. It is possible for other agencies (such as the Environmental Protection Agency) to become involved as the situation evolves and as other factors are discovered during an incident. The Department of Homeland Security (DHS) could also become involved if the incident evolves into one of National significance. If DHS does become involved, the Food Safety and Inspection Services (FSIS) will be activated as part of the federal response activities.

The state level will involve the Alabama Department of Agriculture and Industries and the Alabama Department of Public Health. The Department of Human Resources will also get involved in the distribution of emergency nutritional assistance, when/if needed. The Alabama Department of Environmental Management could also play a role in response in coordination with these agencies, if needed. The Alabama Emergency Management Agency will be responsible for assisting in the coordination and procurement of additional resources and the overall State response to the disaster/incident.

The county and local levels of response will involve the Baldwin County Health Department, Baldwin County DHR, Baldwin County Emergency Management Agency, and the Red Cross. Additional support agencies and organizations may be used and will either be tasked to provide a representative to the Baldwin County EOC or provide a representative who will be immediately

available via mobile device, telephone, etc. Veterinarians, humane societies, and animal control personnel will participate in emergency operations on a regular basis.

Concept of Operations

The Baldwin County Health Department will likely be the initial responders to a food emergency. The Health Department will generally be notified by local healthcare providers when trends, patterns, or unusual/ reportable symptoms are discovered. Emergencies/disasters involving food security, animal disease, plant disease, and pests may be difficult to pinpoint. It may be even more difficult to determine whether or not the cause of this type of emergency/disaster originated from an incidental, accidental, or deliberate act.

There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may be made to secure adequate disposal.

In any incident involving food that is associated with a food service establishment, such as a restaurant or school cafeteria, the Health Department conducts a standard foodborne illness investigation. If a criminal act is suspected as a result of this investigation, the incident will be referred to local law enforcement. In the event the investigation indicated that the suspect food may have been initially contaminated at the packing or distribution point in the supply chain, the Health Department will alert the Alabama Department of Agriculture and Industry. For an incident involving food sold by a retail establishment such as a grocery or convenience store, the incident would be referred directly to the Alabama Department of Agriculture and Industry for investigation. Based upon the nature of the incident, the USDA and/or FDA may be contacted.

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil. If the emergency causes damage to cultural sites, the County will work to help ensure appropriate measures are taken to preserve and protect them. Structures registered in the national historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations.

Execution of Operations

Food and Water

- The EOC will work closely with local agencies, including volunteer agencies, to determine the emergency food and water needs of the affected population.
- The EOC should coordinate with local agencies, commercial facilities, volunteer organizations, and appropriate vendors for the supply and distribution of food and water supplies to the affected population.

- Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated by ESF-15 (Public Information/External Affairs).
- If the situation dictates, the lead and support agencies in the EOC should work closely with state and federal agencies to ensure the proper coordination of bulk food distribution and the issuance of disaster food assistance programs.

Animal Health Care

- Baldwin County's capability for providing expedient health services to injured pets and livestock is limited.
 - These services may need to be rendered by local veterinary hospitals and animal clinics.
- Local veterinarians, local and County animal control officials, and the Humane Society should coordinate with BCEMA and the American Red Cross, to pick up any animals arriving at shelters within Baldwin County in order to arrange for the animals to be taken to temporary holding facilities or kennels.
- Pet owners should be encouraged (before an emergency or disaster event) to plan for emergency pet care.
 - This includes food, water, medication, cages, etc.
- Livestock owners are responsible for preparing for adverse weather conditions.
 - When livestock feeding surpasses the capabilities of the owners, all relative local resources must be exhausted before requesting assistance from the State and Federal levels for the maintenance and feeding of these animals.
 - The County fairgrounds may serve as a temporary boarding facility for domestic livestock.
- Local law enforcement may assist veterinarians if the decision is made to utilize euthanasia for critically injured animals.
- Local veterinary personnel and the Baldwin County Health Department will work together to monitor and identify potential and actual animal disease outbreaks and widespread illness and disease.

Natural Resource Protection and Restoration

- Depending on the event, there may be cultural or historic preservation issues to address.

- There may also be issues to consider involving the potential for soil and water contamination.
- If the emergency causes damage to cultural sites, the County will work to any and all possible and appropriate measures are taken to preserve and protect them.
- Structures registered in the National Historic Registries, or those eligible for inclusion in those registries, are subject to special considerations.
- There may be a need to dispose of contaminated carcasses and other materials.
 - This may be done by burial and/or burning
 - The land used for disposal activities must meet environmental requirements
 - The land should also be close to the exposure site
 - Purchases may be made, if needed, to ensure adequate and appropriate disposal procedures are followed

Direction and Control

The Veterinary Liaison Officer (VLO) will coordinate all veterinary, Humane Society, and animal control activities with the Health Department Representative at the EOC. The Red Cross, law enforcement, municipal jurisdiction representatives, and BCEMA should all work in concert to accomplish the response and recovery goals and support initial responses to the incident/disaster.

This ESF will operate under existing US Department of Agriculture (USDA) authorities and regulations as well as Public Law 93-288 (as amended) and the Alabama Emergency Operations Plan. This ESF will provide disaster food and water supplies to designated disaster staging areas and mass feeding sites and authorize the issuance of disaster food assistance. Following a notification of a major disaster or emergency, this ESF will be staffed at the Baldwin County Emergency Operations Center (EOC) on a 24-hour basis. At that time, requests for food and water will be processed through this ESF.

If possible, this ESF will use damage projection models to calculate the number of affected people to assess the amount of food and water needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, this ESF will obtain and transport such supplies to the disaster or staging areas. Additional information on the number of people in need of food and water will be obtained from the Assessment Teams, ESF - 6 (Mass Care), which is responsible for sheltering and mass feeding, and County officials.

Staff from this ESF will be sent into the disaster area to assess the effectiveness of the food distribution network and to address problems. Staff will coordinate with County officials and ESF-6 (Mass Care) field staff to ensure ample and timely deliveries of food and water supplies.

This ESF will coordinate with ESF-3 (Public Works), which is responsible for potable water. If needed, a representative from ESF-3 will be requested to join ESF-11 to help expedite and facilitate the supply and distribution of these supplies.

The Veterinary Liaison Officer (VLO) will coordinate all veterinary, Humane Society, and animal control activities with the Health Department Representative at the EOC. The Red Cross, law enforcement, municipal jurisdiction representatives, and BCEMA should all work in concert to accomplish the response and recovery goals and support initial responses to the incident/disaster. Food, shelter, and health care considerations will need to be addressed during the response to an incident/disaster involving animals. Rescued animals (wild, livestock, and domestic) will all need to be protected and cared for until more permanent arrangements can be made during the Recovery phase.

Task Assignments

ESF-11 will need to assess the number of people in the community and in shelters within the community who are in need of food and water. These supplies and resources will be dispatched to the appropriate locations for distribution. Food and water safety and the integrity will also need to be considered. Human and animal care will be important when determining the tasks and assignments needed for a particular type of emergency or disaster. Environmental, historical, and cultural considerations will have to be made during the disaster response and recovery phases by ESF-11.

Actions

- Coordinate with ESF-6 (Mass Care) to identify the number of people in shelters and others in need of food and water.
- Monitor power outages for estimated ice needs and quantities.
- Monitor water contamination in the disaster area and estimate water needs and quantities.
- Develop standard Operating Procedures, Guidelines, and checklists to support ESF-11 activities.
- Maintain an accurate roster and activation procedures of personnel assigned to perform ESF-11 duties during a disaster.
- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF-1.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- Work with ESF-7 to establish plans and systems for the following:
 - Resource identification, typing, and inventories.
 - Ordering procedures
 - Resource mobilization and allocation
 - Resource reimbursement and recovery
 - Staging areas for supplies and personnel
 - Logistical requirements
- Identify and utilize mutual aid agreements, as necessary.
- Immediately after activation, ESF-11 will develop a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.
 - This Situation Analysis continues throughout the response and short-term recovery phase and should include the following:
 - A general description of the situation and an analysis of the ESF's operational support requirements.
 - A prioritized listing of significant actions that ESF-11 will initiate to provide operational support.
 - Determine the level of response required by ESF-11 to respond to the event.
 - Initiate notification of the required personnel and support organizations to achieve the required level of response.
 - Mobilize resources and coordinate response for approved mission assignments.
 - Identify the locations of all mass feeding and food distribution sites.
 - Assess warehouse space and needs for staging areas.
 - Coordinate food donations and incorporate into food supply.
 - Monitor and coordinate the flow of food supplies into the disaster area.
 - Assess the need and feasibility of issuing emergency food stamps.

Recovery Actions

- Continue to monitor food and water needs.
- Assess special food concerns of the impacted residents.
- Monitor nutritional concerns.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Assist in decontamination efforts and ensure decontamination is complete.
- Help maintain movement restrictions as required by local, State, and Federal authority.
- Assist in issuing and tracking special permits and licensing.
- Restore resources to a normal state of readiness.
- Prepare documentation in preparation for reimbursement, if applicable.
- Continue to render support where and when an emergency exists.
- Participate in after action reports and meetings.
- Make changes to plans, procedures, and emergency plans as needed.
 - Lessons learned from the event should prompt any needed changes to be made.
- Coordinate continuing recovery efforts and ensure the necessary resources are in place.

Continuing Actions

- Continue to monitor food and water needs.
- Assess special food concerns of the impacted residents.
- Monitor nutritional concerns.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Monitor potential long-term effects of any public health emergencies resulting from the incident/event /disaster.

- Animal Pests and Diseases
 - Plant Pests and Diseases
 - Contamination of any kind
- Provide surveillance assistance to monitor the economic impact of foreign animal diseases, toxins, or animal borne poisons that may impact the agricultural industry.
- Enhance bio-security measures on/in farms, ranches, feedlots, markets, mills, etc.
- Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals on the basic clinical signs of a highly contagious animal disease, other diseases, or insect concerns.

Responsibilities

The ESF Coordinator works with primary and support agencies to establish and review department roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of the disaster/emergency incident.

Primary Agency

The Alabama Department of Agriculture and Industries and the Alabama Department of Conservation & Natural Resources serve as the primary agencies and will develop applicable SOPs, checklists, and guidance for determining and detailing the accomplishment of goals and tasks on the state level. The Baldwin County Health Department, in coordination with the Baldwin County Emergency Management Agency, will exercise responsibility for the coordination of ESF-11 activities on the local level. The following responsibilities also fall under the parameters of the Alabama Department of Agriculture and Industries and the Alabama Department of Conservation and Natural Resources in coordination with the Baldwin County Health Department:

- Deploy a representative to the EOC, when necessary/requested.
- Ensure procedures and guidelines are in place to the food supply and ensure food and water safety.
- Provide surveillance for food-borne illness.
- Coordinate with the appropriate agencies for emergency food inspections and distribution.
- Maintain agricultural surveillance of affected communities in order to quickly identify and address agriculture-related problems.
- Advise the EOC of health hazards.

- Identify sites and facilities for boarding/quarantining pets, if needed and if possible.
- Provide regular information and updates to ESF-15.
- Determine resources available for natural, historic, and cultural preservation.
- Document all expenses associated with response and recovery activities.
 - Clearly separate disaster related work from normal daily work in the event that federal reimbursement becomes a viable option 2.

Support Agencies

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- When requested, deploy a representative to the EOC.
- Document all costs and expenses associated with response and recovery activities.
 - Clearly separate disaster related work from normal daily work if federal reimbursement becomes a viable option.
- Identify sites and facilities for boarding/quarantining pets, if needed and if possible.
- Assist in the identification of animals that have been found or located.
- Assist in identifying personnel and resources to support ESF-11.

Support Agencies and Functions

Agency	Functions
Alabama Department of Environmental Management	Provide assistance with coordination, resources, assistance and guidance
Alabama Department of Agriculture and Industry	Provide assistance, information, and resources
Center for Disease Control	Provide assistance with coordination, resources, assistance and guidance
Alabama Department of Public Health	Provide technical information and guidance, as well as resources
AEMA	Provide assistance and coordinate resources
Baldwin County DHR	Provide assistance and resources, as needed
Red Cross	Provide assistance and resources, as needed
Municipal Jurisdiction Representatives	Provide assistance, information, and resources
Veterinary Professionals (Public and Private Sectors)	Provide technical information and guidance, as well as resources

Administration

ESF-11 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-11 (Agriculture & Natural Resources)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Department of Agriculture and Industries
Department of Conservation and Natural Resources

Actions

- Coordinate the emergency response that provides for the emergency coordination of disaster animal operations and support.
- Coordinate the emergency transportation and care of animals in coordination with local government operations.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to activities related to emergency agriculture responses.

- Coordinate and disseminate information regarding disaster animal shelters, and evacuation routes for disasters or emergencies.
- Coordinate monitoring of existing food stores for contamination.
- Determine the level of response required by ESF-11 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon a situation analysis, prepare a list of objective based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-11 response operations.
- Keep track of all expenditures concerning operations.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Support County agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinate recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded, and to support local efforts.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or Operations Branch. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establish communication with their home agency to verify communications procedure/network is operational (e.g., land line telephone, cellular phone, two – way radio etc.).
 - ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
 - ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC.
 - ☐ Establish and maintain a Position Log, which chronologically describes your actions taken during your shift.

Operational Phase:

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.

- ☐ Provide appropriate situation information to the Operations Chief.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
 - ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your workstation.

Shift Change Actions:

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization:

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and Position Logs to be submitted to the Operations Chief prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-12***Baldwin County Emergency Operations Plan*****Emergency Support Function-12****Energy Resources Annex****Primary Agencies**

- Baldwin County Utility Providers

Support Agencies

- Alabama National Guard
- Alabama Emergency Management Agency

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPs), conduct electronic briefings, request mission assignments, receive consolidated SITREPs
- **ESF- 7 (Resources):** Coordinate resource requirements
- **ESF-15 (External Affairs/Pubic Information):** coordinate release of public information pertaining to energy shortages and actions to restore the energy supply to affected areas

Introduction**Purpose**

The purpose of this ESF is to facilitate restoration of the county's energy systems following a major disaster or other significant event requiring county response assistance. Power and fuel are critical to save lives and protect health, safety, and property, as well as for carrying out other emergency response functions. This ESF coordinates providing emergency power and fuel to support immediate response operations as well as providing power and fuel to stabilize and restore the essential functions of the communities within Baldwin County.

Scope

ESF-12 will work closely with city, county, and state agencies, energy offices, energy suppliers, and distributors. The scope of this ESF includes the following:

- Assess energy system damage, energy supply, demand, and requirements to restore such systems.
- Assist local departments and agencies in obtaining fuel for transportation and emergency operations.
- Administer statutory authorities for energy priorities and allocations as needed.
- Coordinate with ESF support agencies for assistance in helping energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
- Recommend local actions to save fuel.
- Coordinate with local and state agencies to provide energy emergency information, education, and conservation guidance to the public.
- Coordinate information with local and state officials and energy suppliers about available energy supply recovery assistance.
- Provide technical assistance involving energy systems.
- Recommend to the County Coordinating Officer and the State Coordinating Officer priorities to aid restoration of damaged energy systems.
- Process all fuel and power assistance requests from local agencies and ESFs received through the Baldwin County EOC.
- Support *Federal Response Plan* ESF-12 (Energy), which includes producing, refining, transporting, generating, transmitting, conserving, and maintaining energy systems.
- Coordinate providing emergency power and fuel to support immediate response operations as well as providing power and fuel to normalize community living conditions.
- Operate under the statutory authority for preparing energy plans: Code of Alabama 41-6A-1 and 41-23-1, and the Federal Public Law 94-163, Section 362.
- Complement and support the ***State of Alabama Energy Emergency and Assurance Plan***, which contains a detailed description of contingency measures, procedures, and responsibilities.

Situation and Assumptions

Situation

This section discusses the process of evaluating the severity and consequences of an incident and communicating the results. A minor, major, or catastrophic disaster may severely damage the energy infrastructure. This will require that energy-related decisions be made to facilitate supply of energy to areas without energy supplies.

- Severe weather conditions such as heavy snow, ice storms, heat waves, hurricanes, and tornadoes may cause shortages in energy supplies by disrupting transportation and interfering with delivery of electrical power via transmission lines or by forcing higher than normal usage of energy for heating or cooling.
- Various technological, man-made, or natural incidents, including terrorism, employee strikes, or international conflicts could cause curtailment of energy supplies.
- A degradation of international relations, especially in the Middle East, could cause an interruption of petroleum resources, forcing rationing or voluntary curtailment of their use.
- Alabama produces:
 - 100 percent of its coal and electricity needs
 - approximately three-fourths of its natural gas needs
 - one-fourth of its oil needs
- The transportation sector will be greatly affected by an oil shortage and have a negative effect on all facets of the state's economy.
- Energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation capacity shortages and/or transmission limitations.
 - It is expected that generation capacity shortfalls would be due to extreme weather conditions.
 - They could also be the result of a higher than projected demands for energy during periods when generating units are normally unavailable due to scheduled maintenance or unplanned outages.
- Other energy shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

Assumptions

The following planning assumptions have been made:

- The Alabama Department of Economic and Community Affairs, Science, Technology, and Energy Division (ADECA-STED) will respond to energy emergencies by implementing the *State of Alabama Energy Emergency and Assurance Plan* when so directed by executive order of the governor and requested by the State EMA and Baldwin County.
- If there is a petroleum disruption or shortage in Baldwin County, there will be lines at many service stations; demand reduction measures will be implemented in accordance with the Baldwin County Energy Emergency Plan.
- If there is a severe petroleum disruption in the United States, the U.S. Department of Energy will activate the Strategic Petroleum Reserve (SPR), a reserve supply of petroleum to be distributed across the country during a severe petroleum shortage.
- During a natural gas and/or electricity emergency, natural gas and electricity companies in Baldwin County and Alabama would implement their own emergency/curtailment plans.
 - Each utility company has its emergency/curtailment plan on file with the Alabama Public Service Commission (for cooperatives, with PowerSouth).
- The ADECA-STED emergency management coordinator will be available in the State EOC to serve as the energy/utilities coordinator for ESF-12.
- The ADECA-STED, in coordination with utilities under the jurisdiction of the Public Service Commission, will control, direct, and coordinate all energy needs and establish orderly procedures for furnishing emergency preparedness requirements to energy representatives.
 - Issuing regulations under the authority of Act 80-449 (Alabama Emergency Management and Conservation Act of 1980) will do this.
- The energy industry will form a composite organization of adequate size, with a qualified and competent staff, to direct emergency preparedness operations of their respective industries.
- During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there may be times when generating capacity is limited or falls below customer demand.
- There may be widespread and prolonged electrical power failure.

- With no electric power, communications will be affected and traffic signals will not operate, causing surface movement gridlock.
 - Such outages will impact other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.
- The lead agencies of this ESF, upon notification of an actual or potential electrical generating capacity shortage or actual or potential fuel shortages, will communicate and coordinate with state and local support agencies when prioritizing emergency support and energy restoration.
- There may be hoarding of fuel in some areas.
 - If the public perceives prolonged fuel scarcities, the hoarding of fuel may increase greatly.
- Water pressure systems may be low or there may be no water pressure at all.
 - This will affect facilities essential to public health and safety, hamper fire-fighting capabilities, and disrupt sewer system functions.
- Coordination and direction of local efforts including volunteers will be required.
- Damaged areas will have restricted access and not readily accessible, except in some cases by air.

Organization

Local

The Baldwin County Emergency Management Agency activates the Baldwin County EOC, issues bulletins and warnings as necessary, and activates the Emergency Alert System (EAS). It also notifies the Alabama Emergency Management Agency of the need for energy emergency support.

State

The Alabama Department of Economic and Community Affairs (ADECA) is comprised of several operating divisions. Energy emergency planning and operations fall under the responsibility of the Science, Technology, and Energy Division (STED). There are many different programs within the STED, some dealing with science and technology issues and others dealing with energy and energy conservation. One energy conservation program sponsored and funded by the U.S. Department of Energy is the State Energy Plan (SEP). It is in the SEP where energy emergency planning and operation takes place.

The Science, Technology, and Energy Division of ADECA staffs the State EOC for coordinating state and federal energy emergency support as requested by AEMA. It also does the following:

- Implements the Energy Emergency Plan as necessary to reduce demand for energy (primarily motor fuels) and to help provide order at service stations.
- Provides assistance to natural gas and/or electricity utility companies as requested.
- Works closely with other state energy offices to ensure capability of actions taken, information disseminated, and emergency measures implemented.
- If a severe petroleum shortage is present or imminent, then the state will request the U.S. Department of Energy to activate the Strategic Petroleum Reserve (SPR).
- Activates the “Emergency Energy Task Force” as necessary to provide guidance and technical assistance.
- Provides department vehicles, the toll-free hotline, the U.S. Department of Energy DIALCOM nationwide electronic mail system, limited personnel support, and state and federal surplus property.

Concept of Operations

When electric utility operating reserves are nearly exhausted and a possibility of curtailment or loss of firm load exists, or when other energy supplies (such as natural gas or automotive transportation fuels) are disrupted, an appraisal of the situation is made by designated authorities and personnel and action is taken in accordance with this ESF. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out to maintain energy system integrity and to minimize the impact on Baldwin County citizens and visitors to the degree possible.

This ESF has the following operational goals:

- To create a county emergency energy support response; which provides for the command, control, and coordination of energy planning and operations.
- To coordinate the dispatch and use of county energy resources and provide the means of coordination with local government.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to activities among energy suppliers.

- To prescribe a procedure for the assessment of energy personnel, facilities, and equipment in the county.
- To collect and disseminate information and intelligence relating to energy supply to the general public.
- To pre-plan distribution and allocation of county resources in support of the overall ESF-12 mission.

Execution of Operations

In the wake of a disaster, many local resources will be unavailable due to damage, inaccessibility, or insufficient supply. This situation will place complex demands on the residents of the County. The situation may be a result of an act of terrorism. The impact of the energy shortage will be county wide. This will require the activation of the EOC and the use of the Unified Command System. The incident commander will be selected at the time of the incident to ensure the most qualified agency/individual is placed in charge of the incident. The IC will identify those support agencies needed for ESF-12 and take necessary steps to ensure that these agencies are activated and assigned to an organizational position within the ICS. The assets available to ESF-12 will be used to assist county and city local responders and other ESFs with their emergency efforts to provide fuel and power and other resources as necessary. The priorities for allocation of these assets will be as follows.

- Coordinate with ESF support agencies in providing sufficient fuel supplies to county agencies, emergency response organizations, and areas along evacuation routes.
- Coordinate providing materials, supplies, and personnel for the support of emergency activities being conducted by local responders as requested through the Baldwin County EOC.
- Maintain communication with utility representatives to determine emergency response and recovery needs.

This ESF will be implemented upon notification of a potential for or occurrence of a major disaster or emergency

Direction and Control

Local leaders should give high priority to being organized and ready to call upon all appropriate social services agencies, both public and private, which can on short notice, provide human needs relief ranging from unemployment cash compensation to in-kind supplies of food, clothing, and shelter.

Local leaders must also be prepared to report (to State officials) quick, complete, and accurate assessments of the kind and severity of local hardships which justify outside help--such as emergency diversion of fuels from non-impacted areas or from State-owned stockpiles or reserve

supplies authorized by the Federal Department of Energy, for State deployment. These reserve fuel supplies are called "set asides" or "State reserve".

Local strategies must continually stress long-run conservation by everyone, as well as readiness to deal with fast-breaking crisis like power outages, and heating fuel shortages in winter.

Task Assignments

Task assignments must be prioritized in order to accomplish aiding and protecting humans and preserving and protecting public and private property.

Actions

ESF-12 will perform the following initial actions if activated for a disaster:

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This situation analysis continues throughout the response and short-term recovery phase and should include:
 - A general description of the situation as it pertains to ESF-12 and an analysis of the ESF's operational support requirements.
 - A prioritized listing of significant actions that ESF-12 will initiate to provide operational support.
- Determine the level of response required by ESF-12 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
 - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-12 response operations.
- Keep track of all expenditures concerning operations.
- Prepare an action plan to terminate operations.
- Contact electric, gas, telephone, water, and nuclear utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.

- Coordinate with ESF-12 support agencies to establish priorities and develop strategies for the initial response.
- Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure countywide action and communication.
- Assign county and local emergency response and damage assessment teams to disaster areas to determine possible affected areas, industries, and resources needed for energy restoration.
- Determine Baldwin County's generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities and actions, and recommendations of county and local agency actions in support of the utilities.
- Inform appropriate local news organization about generating capacity shortfalls.

Recovery Actions

- Upon request, coordinate the provision for resources to assist local, state, and federal agencies in restoring emergency power and fuel needs.
- Review recovery actions and develop strategies for meeting local and state energy needs.
- Continue to monitor local, state, and utility actions.
- Prepare an ESF-12 After-Action Report to identify lessons learned and improvements.

Continuing Actions

- Communicate with and monitor state, local, and utility response actions.
- Receive and assess requests for aid from local, state, and federal agencies, energy offices, energy suppliers, and distributors.
- Acquire needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.
 - Work with the State Coordinating Officer (SCO) and other state and local emergency organizations to establish priorities to repair damage to such systems.
- Update state and local news organizations with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems
- Keep accurate logs and other records of emergency responses

- Draft recommendations for after-action reports and other reports as appropriate

Responsibilities

The ADECA-STED, by executive order of the governor and in accordance with the provisions of the *State of Alabama Energy Emergency Plan*, will assist federal, state, and local authorities in providing energy emergency assistance throughout the state. The following steps will be followed during an energy emergency in the order listed below.

- Activate necessary staff to analyze situation.
- Identify type of energy emergency (i.e. type of energy resources) affected, magnitude of emergency, and geographic location.
- Identify business, industry, institutions, and/or government operations and the general public affected.
- Develop a prioritized list of response activities.
- Develop an objective-based action plan to respond and recover from the energy emergency.
- Communicate/coordinate with applicable response agencies to provide assistance, implement response plans, conduct recovery operations, and evaluate.

Local officials need to be prepared for an energy emergency. Energy emergencies could be stand-alone emergencies or emergencies resulting from a previous disaster or emergency. A basic preparation for energy emergencies, as well as for enemy attack, is to establish directories of (and working contacts with) key "energy-oriented" local, state and federal officials in organizations such as:

- Associations of fuel oil dealers
- Gasoline service stations operators' associations
- Utilities
- Media
- Oil companies' regional headquarters
- Oil companies' and pipelines' local terminals
 - (Familiarize yourself with the delivery channels and practices for your area's various fuels)
- Chamber of Commerce
- Labor Council
- Public school board (and superintendent)
- State fuel allocation and rationing offices
- Field offices of Federal agencies who can provide assistance

Other basic preparations include the following:

- Keep the public informed of the supply and demand situation for fuels (including gasoline), and outlook projections. (Keep in contact with state and county fuel allocation officials to obtain updated State-wide supply-demand picture.)
- Know which fuels are the **most** critical to your community's economy, for example, diesel fuel for contractors, heavy equipment, or for farmers.
- Ensure that local operators of vital community services keep full and accurate monthly records of their fuel purchases, especially public safety agencies such as ambulance services, law enforcement agencies, hospitals, and fire protection services. Encourage employers to do the same.
 - REASON: During threatened or actual shortages, a common Federal fuel allocation practice is to base allowable quantity-purchases on some fraction of the purchaser's past history of his monthly and yearly requirements, which he must prove with acceptable records and receipts.
 - The aggregate collection of such true records can help increase the total final volume of product that the Federal government can direct the oil companies to ship into your state.

Responses to fast-developing health and safety hazards include:

- List and plot on maps hospitals, nursing homes, and residential users of iron lungs, shaker beds, kidney machines, and other life-sustaining equipment.
- Identify those who do and those who do not have their own emergency power sources. Inventory local secondary sources such as emergency generators.
- Assist in earmarking such back-up power sources.
 - Local medical associations may have this data.
- Coordinate development of standing readiness to rescue passengers in elevators if stalled by power failure.
- Identify and plan emergency assistance to the local governmental, commercial, and industrial facilities (such as computers, food freezers) whose equipment and stocks could be damaged by voltage reduction, and who do not have their own emergency power generating equipment.
- Develop personnel and material readiness to augment fire and police forces to cope with problems such as inactivated traffic signals, street lights, burglar alarms, stopped elevators in high-rise buildings, and lowered water pressure.

- Be ready to advise householders what to do when home freezers stop (for example, publicize the instructions in the U.S. Department of Agriculture's leaflet No. 321).

Responses to heating problems include:

- Develop an advance listing of specific apartment buildings and other residential facilities (including nursing homes, hospitals, etc.) which from past experience may be expected to have (or claim to have) heating problems--for example those with no capabilities to switch fuels, poor credit with fuels distributors, or a history of landlord-tenant confrontations.
- Develop contacts and inquiry procedures regarding these buildings that will enable you to quickly assess the validity of their claims of hardship, so that you are always able to back up with solid facts any request you may make of the State Energy Office for fuel "set-aside" or "State Reserve" deployment to your area.
 - In other words, be careful to build good credibility with the State fuel allocation office, because State must depend on those at the local scene to report accurately on which localities are "hurting" most, and therefore most deserve the extra fuels that the State controls when Department of Energy mandatory allocation regulations are in effect.
- Whenever you intend to request the State to allocate "set-aside" or "State Reserves" of fuels to your locality, alert the local heating fuels distributors who customarily serve the buildings in trouble. (NOTE: It is **not** recommended that the local Emergency Management Coordinator get involved in credit matters.)
- Plan for hosting evacuees in case lack of fuel forces householders to evacuate their homes in cold weather.
- To safely delay evacuation as long as possible, arrange with all available local media to urge people to turn down their thermostats to lowest possible levels consistent with safety and the health condition of the individual person.
- Stand ready to (a) advise all evacuating householders and other building operators how to shut down their buildings to avoid property damages, and (b) ensure police surveillance. Use all available media.
- Know the best sources of "back-up" alternate fuels in case the normally-used heating fuels are in short supply; for example, emergency sources of coal and wood.
- When necessary, publicize government regulations and instructions on how needy citizens may cut wood on government lands; also publicize lists of wood-using industrial plants where citizens may obtain scraps for fuel.
 - (NOTE: With respect to gas (natural gas), residential users have the highest

Federal civil priority but this priority may be changed by State public utility commissions. Maintain communications and coordination contact with your State public utility commission.)

- Arrange for stockpiling emergency supplies of local government-owned fuels; ensure compliance with local fire and building codes, also insurance coverage. NOTE: Stocks of heating oil should be "turned over" periodically; it does not keep indefinitely, nor does gasoline.
 - ADDITIONAL NOTE: Insist on wholesale prices from your supplier; even though local government is not normally a "wholesale purchaser-reseller" by Federal definition, it can be classed as a "wholesale purchaser-consumer".
- Encourage hotels, motels, hospitals, nursing homes, etc., to install larger fuel storage tanks than they had before the 1973-74 oil embargo, that is, tank capacities sufficient to sustain operations for the longest heating emergency statistically possible in the area.
- Promote long-range, continuing conservation programs to aid and guide business and home owners to upgrade buildings' insulation and management of heating (and cooling) systems.
 - (Useful references for guidance: Start with your local utilities' publications on "energy audits", etc. as mandated by your State's Public Utilities Commission or equivalent body.)
 - Apply these same principles and tools to government buildings.
- Assist in the coordination of having low-income residents make local contacts for the special services and aid available to them (for example, the local "Community Action Agency" for the emergency fuel, home winterization, etc., authorized under the Federal Community Services Act of 1974, Sec. 222(a), administered by HEW and HUD, and the National Energy Conservation Policy Act, Public Law 99-619, 92 Stat. 3206 et seq.).

Responses to electric power emergencies

- In a multi-jurisdictional area served by one power company, promote enactment of a Council of Governments resolution directing development of interlocking contingency plans by each jurisdiction and the utility, covering the following discrete situations:
 - Capacity shortages
 - Fuel shortages
 - Power outages
 - Conservation during normal operation
- Encourage inter-jurisdictional agreements that designate the jurisdiction with best Emergency Operating Center and communications capabilities, as the area central

coordination point responsible for disseminating both preparations guidance and operational information to other jurisdictions and to utilities.

- Review city/county legal powers to impose restrictions and curtailments; initiate required new measures, authorities, etc. (See Electric Power section of your State's Energy Emergency and Assurance Plan for suggested curtailment priorities.)
- Based on the above, ensure that each department of government (especially traffic, water and sewerage) develops and maintains its own departmental plan, as a component that fits into the area's plans--for example, divide equipment-operator work forces into shifts when capacity shortages prevent simultaneous operation of all equipment units; impose curfews during fuel shortages.
- Exercise your city-wide or county-wide plan.
- List the locations and kilowatt ratings of the emergency power generating equipment and "UPS" (uninterruptible power systems) in your jurisdiction.
 - Plan for possible emergency hookups with the hospitals, and other facilities.
- Where "ready-to-use" standby generating equipment may be inadequate, plan to improvise by use of induction motors run as generators, etc.
 - Because this is a comparatively inefficient use of fuel, you should be prepared to justify the priority of the need for the electric power to be generated by this method.
- Arrange with the utility to receive advance confidential notices of areas that will be affected by any load-shedding or rolling-blackout sequences.
- Identify all public and private essential facilities that would be affected, and develop appropriate countermeasures, including provisions for high-rise buildings that might suffer losses of water-life, light, and elevator capabilities.
 - Let the power company do all actual notifying of their customers.
- Maintain a ready selection of draft statements which--when adapted to a specific emergency--can be disseminated via radio, television, print, and social media to the public.
 - *Be careful never to put out any public information that is not fully coordinated with the power company.*
 - Maintain a "rumor control" information center that citizens may call in emergency; publicize its phone numbers daily.

Responses to natural gas emergencies:

- In all gas matters, ensure that you are in full communication and coordination with the appropriate representatives of the gas utility.
- Natural gas shortage problems concern most seriously those companies which consume natural gas in their manufacturing process--such as the fertilizer industry--in contrast to those which consume it as a boiler fuel.
 - All users should be continually urged to conserve gas...to help keep up production of vital products, and to maintain employment in "gas-sensitive" industries.
- The local Director's duties in an actual or threatened natural gas shortage could include involvement in some or all of the following:
 - Assisting local users who have "interruptible" gas supply contracts to prepare to obtain and use substitute fuels, such as fuel oil, where it will suffice.
 - (NOTE: If mandatory petroleum allocation government programs are likely to be imposed, or are already in effect, be ready to inform or remind users of the advisability of (a) establishing a pre-emergency purchase-volume relationship with an oil suppliers; and (b) staying with this supplier.)
 - Assist such local users indirectly by, for example, assisting your State energy office in surveying your area to identify and assist natural gas users whose curtailment by pipeline companies would cause hardships or unemployment.
 - In a multi-jurisdictional area served by one Gas Company, promote interlocking contingency plans in each community.
 - Review city/county/regional powers to impose restrictions and curtailments on gas users; initiate required new measures, enactments of ordinances, etc.
 - Encourage hospitals and nursing homes to install bypass valves and couplings in natural gas supply lines, on owner's side of shutoff valve, so that if his normal pipeline supply is cut off, the local gas company's tank-trucks of compressed gas ("tube trailers") can hook onto the user-buildings' supply lines, in order to fire boilers, etc.
 - Develop gas conservation and emergency plans and SOPs (for example, for imposing curtailments) for local government actions (internal), coordinated with all other metropolitan area natural gas emergency actions that are planned for your area.
 - Ensure communications coordination with the local jurisdiction having the responsibility for alerting and advising others in the local complex.

- Coordinate establishments of local government's internal priorities for gas, among the various departments.
- Be prepared to deal with the news media, as outlined above for electric power, in full and careful coordination with the gas company.
- Promote improved insulation in gas-heated buildings, as outlined for electric power above.

Responses to motor gasoline shortages

- If State government will place pre-designated "set aside" monthly quantities of gasoline under your local government control, arrange with selected service station operators (selected on a rotating basis that assures greatest possible equity amongst operators) to agree to use it to keep open during night hours, and on weekends and holidays, so that workers, travelers, tourists, ambulances, public safety vehicles, etc will have assured sources of motor fuel in event of area shortages, as during the 1973-74 embargo.
 - Be careful to avoid possible "brand mixing" statute violations.
- Give wide publicity to such stations' locations and operating hours.
- Know the oil company terminal operators who will cooperate in delivering less than full tanker (usually 8,000 gal.) loads at a trip, in "tank wagons" or "metering trucks" to these stations, especially the smaller ones.
 - (The significance of these "set-aside" quantities is that they are over and above the operator's regular monthly allocation from his oil company and, during shortages, he might have to close down his pumps without it, thus curtailing service to the public.)
- Promote conservation by all users, both government employees and private citizens.
- Enact local ordinances prohibiting storage in homes, or motor vehicles, of gasoline in quantities over and above minimums needed for power lawn mowers. Provide stiff penalties for violations. Arrange with insurance companies for coordinated enforcement leading also to cancellations of home and auto policies.

Support Agencies and Functions

Agency	Responsibilities
AEMA	Assist in coordinating resources and support
Alabama Department of Economic and Community Affairs	Fuel, surplus property, other assistance and resources
Alabama National Guard	Coordination, resources, and logistics support

Administration

ESF-12 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-12 (Energy)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Utility Providers

Actions

- To create an emergency energy support response that provides for the command, control, and coordination of energy planning and operations.
- To coordinate the dispatch and use of energy resources and provide the means of coordination with local government.
- To coordinate a system for the receipt and dissemination of information, data, and directives pertaining to activities among energy suppliers.
- To coordinate the assessment of available energy personnel, facilities, and equipment.
- To collect and disseminate information and intelligence relating to energy supply to the general public.
- Coordinate with ESF support agencies in providing sufficient fuel supplies to local government agencies, emergency response organizations, and areas along evacuation routes.
- Coordinate providing materials, supplies, and personnel for the support of emergency activities being conducted by the BCEMA.
- Maintain communication with utility representatives to determine emergency response and recovery needs.

Checklist Items**Activation Phase:**

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-12 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for search and rescue operations.
- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Determine the status of all equipment and forces, including the number of affected utility outages.
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.

- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct shifts change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-11 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-11 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-13***Baldwin County Emergency Operations Plan*****Emergency Support Function-13****Public Safety and Security Annex****Primary Agencies**

- Baldwin County Sheriff's Office (BCSO)
- Municipal Police Departments

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama National Guard
- Alabama Department of Homeland Security
- Alabama Department of Conservation & Natural Resources
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** provide all evacuation plans (this action is accomplished at the preparedness phase), send SITREPs, conduct electronic briefings, request mission assignments, receive consolidated SITREPs
- **ESF -7 (Resources):** coordination of critical resources into the area to ensure that these resources are directed to the point of use
- **ESF-6 (Mass Care):** for law enforcement support at congregate care and mass care centers
- **ESF-8 (Health and Medical):** Coordination of critical medical supplies into the area to ensure that these resources are directed to the point of use
- **ESF-3 (Public Works and Engineering):** Coordination for barriers to support access control. Also, identification of areas where debris needs to be removed to support law enforcement operations

Introduction

Purpose

The purpose of the Law Enforcement Annex is to establish responsibilities for the provision of law enforcement services including, but not limited to, maintaining law and order, traffic and crowd control, and security to vital facilities. In addition, this annex describes law enforcement system components and task assignments to assure effective response in emergencies.

Scope

This ESF applies to natural or manmade disasters or emergencies whenever Baldwin County law enforcement organizations require law enforcement assistance in either declared or undeclared emergencies within Baldwin County.

Situation and Assumptions

Situation

Major and catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities. Along with a significant loss of dwellings and other structures and widespread displacement of people, state and local authorities will require law enforcement assistance to provide traffic control access control and security at mass care facilities. In order to fully determine the magnitude of a disaster on population and provide an immediate and effective response, an impact/needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster. Law enforcement personnel need to be a part of the assessment process. The assessment will consist of the following.

- Identification of additional traffic control to ensure orderly flow of traffic, coordination of parking at reception and registration centers, and direction to congregate care/shelter facilities.
- The number of law enforcement resources to support the concentration of large numbers of people in congregate care facilities and necessitate additional police patrols to preserve law and order.
- The number of additional law enforcement surveillance needed in the evacuated area to prevent looting.
- The number of law enforcement needed for access control of large areas that have been evacuated and still pose a threat to the public.
- The number of law enforcement resources to support evacuations that require relocation of prisoners. This will require coordination with prison officials and the need for augmentation of regular law enforcement personnel during such a movement and possibly the creation of a temporary detention center.

- Bombings, bomb threats, arson, terrorist activities, and civil disturbance incidents may require state and federal law enforcement resources to counter these activities and to help restore normal activities at a particular location within the county.
- When confronted with emergency law enforcement activities involving terrorism, civil disturbance, illegal narcotics trafficking, or widespread armed violence, critical law enforcement requirements must be identified; requirements exceeding state/local government capabilities must be prioritized and reported to the federal government.

The number of law enforcement resources to protect key facilities that could be possible targets. Drinking water sources, power facilities, communication facilities, and government direction and control facilities must be protected from potential criminal or terrorist activities during the crisis period.

Assumptions

- Available law enforcement personnel may be insufficient to respond to life threatening emergencies following a major emergency.
- Law enforcement response priorities will be based on the life safety of emergency responders and the public, protection of critical infrastructure and facilities, and arrest and detainment of law breakers.
- Routine responses not directly related to life safety, or the emergency condition may be curtailed during major emergencies.
- To the extent possible, control over local law enforcement resources will remain at the local level.
- State law enforcement and Alabama National Guard resources also may be sought by the affected local law enforcement agencies in addition to other requested assistance. Alabama National Guard resources and state law enforcement may be requested by local law enforcement through ESF-15 on a mission basis.
- Law enforcement crime scene investigation may be conducted in coordination with emergency medical and search and rescue operations in the event of a terrorism incident.
- If sufficiently trained law enforcement resources are not available from local government sources, public or private sources within the community will be approached, including reserve elements, industrial security personnel, and volunteer groups. Normally these groups will not be armed, nor will they be vested with arrest powers.

Organization

The organization of Law Enforcement agencies facilitates the effective coordination and control of like and complimentary support activities and functions. The Baldwin County Sheriff's Office (BCSO), as the primary agency for ESF-13, will determine the support agencies required for the specific disaster. This determination will result in an organization designed to meet the demands of the event.

Concept of Operations

The LAW ENFORCEMENT Coordinator or his designated representative should report to the EOC, if possible, when an emergency is declared, this plan is implemented, and the Emergency Operations Center is activated; other supervisors should operate from their normally assigned duty areas.

The call-up of law enforcement personnel should be in accordance with prescribed departmental/agency policy. The operational priorities for personnel should be determined by the Police Services Coordinator (PSC), with the assistance of an administrative assistant. All personnel should report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

Law enforcement agencies should establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area should be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area should be requested through the established command posts. In some cases, access inside the perimeter will be logged at a central entry point. ESF-13 has the following goals:

- To coordinate dispatch and use of law enforcement.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to response activities among law enforcement agencies.
- To collect and disseminate information and intelligence relating to disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of law enforcement resources in support of the overall law enforcement mission.

Execution of Operations

When the EOC is activated, the ESF-13 Coordinator should ensure a law enforcement representative is present in the EOC (if possible) to coordinate field operations with other EOC representatives/agencies. Coordination between law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in the county having responsibility for emergency management should develop operating instructions and resource listings to support this plan. Instructions should include concepts to provide security for vacated hazard

area property and population, essential organizations, prisoners, relocated population, and congregate care (shelter) facilities in respective jurisdiction.

Direction and Control

The ESF-13 Coordinator is responsible for coordinating all emergency law enforcement activities from the EOC. The Police Department/ Sheriff's Department/ Department of Public Safety should maintain authority within its own jurisdiction. Routine operations should be handled by standard procedures. Mutual Aid and State and Federal support will be called upon as needed with requests channeled through the EOC to the State EOC.

Task Assignments

The ESF-13 Coordinator will:

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.
 - This situation analysis continues throughout the response and short-term recovery phase and should include the following.
 - A general description of the situation as it pertains to Law Enforcement and an analysis of the operational support requirements.
 - An analysis of the law enforcement resources needed to support operations.
 - Identification of the law enforcement resource short falls.
 - Requests for mutual aid and assistance from the State, if required.
 - A prioritized listing of significant actions that the Law Enforcement will initiate to provide operational support.
- Determine the level of response required by law enforcement to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective based priority actions to perform life-saving and short-term recovery operations.
 - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- In addition, Law Enforcement will perform these actions:
 - Maintain law and order.
 - Provide mobile units to conduct warning functions as requested by the AEOC.
 - Report damage to AEOC.

- Determine traffic and access control requirements and coordinate law enforcement resources to support traffic and access control.
 - Patrol evacuated areas.
 - Provide security for key facilities.
 - Perform crime scene investigation.
 - Provide crowd and traffic control in specified areas.
 - Provide security for evacuating prisoners.
 - Prepare electronic briefings on status of law enforcement response operations.
 - Keep track of all expenditures concerning operations.
 - Prepare an Action Plan to terminate operations.
- Prepare a Law Enforcement After-Action Report to identify lessons learned and improvements.

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations.
 - The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Verify inventories of available resources and provide them to ESF-5 (Emergency Management), when requested.
- Establish communication with appropriate field personnel and ensure readiness for timely response.
- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.
- Relocate any equipment, vehicles and other resources away from the potential disaster/incident area to the nearest staging area, when possible and appropriate.
- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts.
- Mobilize resources and coordinate response for approved mission assignments.
- Provide for and properly plan for the need to review strategies for dealing with potential secondary and tertiary events.

Recovery Actions

- Prepare electronic briefings on status of ESF-13 response operations, the status of law enforcement service activities, and status of operations
- Continue to communicate with ESF-5 regarding potential mission assignment additions and changes
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations
- Prepare ESF-13 After-Action Report to identify lessons learned and improvement plans

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission
- Assess needs for recovery teams in the field and for additional direction and control measures
- ESF-13 will begin planning the recovery process based on the following information:
 - Accumulated casualty, security, and damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies
- Compile a list of all assets available to support a recovery mission
 - Other volunteer and local agencies may be requested to contribute assets to the response effort
 - Furthermore, availability, operational condition, and duration of need must be considered
 - The logistical requirements necessary to obtain critically needed equipment and additional personnel will also be evaluated
- Upon activation of ESF-13, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks:
 - Develop a situation analysis establishing capabilities and limitations
 - Assess the need for and obtain additional resources and support, as required

- Prioritize deployment of services based on available resources and critical needs
- Coordinate communications support to all government, quasi-government, and volunteer agencies as required
- Provide timely reports on the status of the situation, personnel, and equipment
- Prepare and process reports using established procedures

Responsibilities

The following is a list of responsibilities for ESF-13 and its primary agency (BCSO):

- Protect life and property
- Maintain law and order
- Facilitate orderly traffic flow
- Coordinate traffic control tactics and communicate with other law enforcement agencies operating within Baldwin County
- Assist in locating casualties
- Investigate crime scenes
- Coordinate and direct emergency law enforcement services
- Coordinate law enforcement operations during EOC activation periods
- Maintain essential special operations forces and capabilities

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested to include maritime security, patrol, and other law enforcement agencies
BCEMA	Provide coordination/assistance as needed/requested
AEMA	Provide coordination/assistance as needed/requested
Municipal Jurisdiction Representatives	Provide resources as requested/available for assistance
Baldwin County Highway Department / ALDOT	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
AL Dept. of Conservation & Natural Resources	Provide assistance and resources and assist with maritime security, patrol, and other law enforcement activities
Baldwin County Coroner's Office	Provide assistance and resources, coordinate casualty reporting and the organization of related activities and information
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Agency	Functions
U.S. Coast Guard	Provide assistance and resources and assist with maritime security, patrol, and other law enforcement activities

Administration

ESF-13 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF-13 (Public Safety and Security)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Sheriff's Office (BCSO)

Actions

- Coordinates law enforcement support to emergency/disaster operations, to include such tasks as:
 - Security,
 - Traffic control,
 - Crowd control,
 - Evacuation Coordination
 - Communications and warnings
- Identify and coordinate military support programs and resources.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the EOC.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief.

- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-13 Representative; develop a plan detailing strategy for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for search and rescue operations.
- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Determine the status of all equipment and forces.
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.

- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-13 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-11 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-14***Baldwin County Emergency Operations Plan*****Emergency Support Function-14****Cross Sector Business and Infrastructure Annex****Primary Agencies**

- Baldwin County Commission
- Baldwin County Emergency Management Agency

Support Agencies

- Alabama Department of Economic and Community Affairs
- Alabama Emergency Management Agency
- Alabama Department of Agriculture and Industries
- Alabama Department of Human Resources
- Alabama Department of Mental Health
- Alabama National Guard
- Alabama Volunteer Organizations Active in Disasters
- American Red Cross
- Baldwin County Chambers
- Baldwin County Economic Development Alliance

Primary Points of Coordination and Associated Actions

- **ESF-5 (Information and Planning):** obtain mission assignments for distribution of supplies, prepare action plans, prepare SITREPs, prepare electronic briefings, forward to ESF-5
- **ESF-13 (Law Enforcement):** provide security and control access points.

Introduction

Purpose

ESF-14, Cross sector business and infrastructure recovery, provides the framework for coordination of local, state, and federal resources to facilitate long-term community recovery from emergencies and disasters. The agencies referenced and listed in this ESF Annex have coordinating and supportive roles in recovery.

Scope

All recovery operations conducted under ESF-14 will be in concurrence with the National Incident Management System (NIMS). Long-term recovery includes any activities designed to allow and encourage the return to a normal state of operations within Baldwin County and its communities following a disaster. This return to normalcy is to include the restoration of the functioning of schools, businesses, and community events. Economic stimulation resulting from the rebuilding process and from the ability to resume employment is imperative to recovery efforts being adequate and successful.

The actual type and scale of an emergency or disaster will dictate the necessary specific recovery operations. Several federal agencies, state agencies, local agencies, and volunteer organizations may be involved. The extent of involvement on the part of each of these levels of government and voluntary organizations will be dependent upon magnitude of the incident and whether or not is declared a federal disaster.

Recovery activities may begin concurrently with response operations and generally will begin in the EOC. There is no clear line of demarcation between the “response phase” and “recovery phase.” The designated coordinating agency for each recovery support function will manage recovery operations within Baldwin County. Close liaison is maintained with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.

Agencies with significant recovery roles have been designated as coordinating and cooperating agencies for ESF-14. Other agencies may be added at the direction of the Baldwin County EMA Director based upon the needs of the disaster event and the long-term recovery process. The transfer of command between agencies may occur several times over the course of the recovery.

Situation and Assumptions

Situation

Depending on the size and scope of a disaster, there could be loss of life, extensive and numerous injuries to humans, widespread damage to critical infrastructure and key resources, damage to the economic structure, along with social and psychological issues.

A significant natural or human event may generate an overwhelming response from the public outside the disaster area with items meant to assist victims, necessitate organized use of volunteers and donations.

This response will require:

- An assessment of the needs of the disaster victims
- An assessment of the resources currently available to meet these needs.
- Identification of the unmet needs of the disaster victims
- An aggressive media campaign to communicate the unmet needs to potential providers.
- A centralized location to receive and distribute the supplies.
- A staff to operate the facility.
- A system to inventory and account for all supplies received and distributed.
- A plan to close down the facility and to distribute unused supplies.

Assumptions

- Once emergency conditions subside, individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to assist the devastated region.
- More than one county may be affected by the disaster and needs may differ from one county to the next.
- There may be multiple Donation Reception Centers in place requiring coordination among these centers.
- Individuals and organizations will feel compelled to go to the area to offer assistance.
- When these situations occur, a need for an organized response is imperative.
- Local volunteer groups will experience a deficit in some, if not all, areas. This will necessitate state and possibly federal assistance.
- Resources may be needed during a major catastrophic event for at least six months.
- Alabama Emergency Management Agency will develop a standard database to inventory and track supplies.
 - BCEMA and AEMA will coordinate with one another regarding the database and the information contained therein as it applies to Baldwin County.
- The procedures for international donations will be managed by AEMA and FEMA.

Organization

Baldwin County EMA in coordination with AEMA will determine the need to activate this annex and designate the locations of the Donations Reception Centers, Volunteer Reception Centers, Local Distribution Centers, and Donations Staging Areas.

The state volunteer coordinator will act as liaison between ESF-14, local coordinators, and the federal donations coordinator. ESF-14 will coordinate with other ESFs and serve as an informational group as to availability and coordination of resources.

There can be as many as 300 or more private volunteer organizations (PVOs) active in a single disaster. Each PVO has its own method of operations in disaster response and means of receiving donations. While these methods vary, PVOs generally work well together and are self-sufficient and reliable. Donations are vital to each PVO and all of them should be 501 (c) 3 registered agencies. Each PVO must account for receipt, use, and disposition of funds and gifts-in-kind or donations of goods and services it directly receives.

Resources include funds and volunteers to be provided before and during a disaster and during the recovery period. Individual national organizations will generally supply responding units in the disaster area with specific goods and services as required. If such goods and services are available, they will use them as well. Many of the PVOs are members of the Alabama or National Voluntary Organizations Active in Disaster (ALVOAD or NVOAD). VOAD representation in the Disaster Field Office can assist in the identification of and coordination with the PVOs active in the disaster.

Concept of Operations

The goals associated with this annex are as follows:

- To provide a method to manage donations in a major or catastrophic disaster and a means to discourage the shipment of unsolicited goods directly to the disaster area(s).
- To provide a source of resources to the private voluntary organizations involved in the disaster response and recovery operations.
- To provide a mechanism for maintaining an official record of the community response to a disaster.
- To provide a means to publicize items that may be needed during disaster response and recovery and a system for receiving and recording offers of assistance in response to the needs.
- To provide a means to manage, train, track, and verify volunteers for disaster recovery efforts.

This annex will be implemented if two conditions exist:

- There is sufficient national media coverage of the disaster which causes significant donated funds, supplies, and volunteers to be sent Baldwin County.

- There is a need for specific supplies and skills that can be obtained through donations and the use of volunteers.

If the Donations Reception Center is established in Baldwin County, Baldwin County will establish a hotline for receiving calls related to provision of donated funds, goods and services.

If a Volunteer Reception Center (VRC) is established in Baldwin County, Baldwin County EMA and VOAD will coordinate to identify a location and facilitate volunteer disaster activity and recovery efforts.

Execution of Operations

ESF-14 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following information and components:

- A general description of the situation and an analysis of the ESF-14 operational support requirements.
- A prioritized listing of significant actions that the ESF-14 will initiate to provide operational support.
- Any additional need for information to be disseminated to the public will be coordinated with ESF-15.

The procedures regarding non-designated cash donations will include:

- Cash received but not designated for a specified organization will be deposited in a Disaster Donation Fund (DDF) Account.
 - This account will be established and maintained by the Baldwin County Commission for Donors who do not wish to specify a recipient organization. Donors will make the check payable to the Baldwin County Disaster Donation Fund.
 - A Board of Directors, appointed by the Baldwin County Commission in coordination with BCEMA and AEMA, will be charged with the responsibility for authorizing expenditures and approving/disapproving applications for grants from DDF.
 - Churches volunteer and other 501(c)(3) nonprofit organizations may apply for grants from DDF if the proceeds are:
 - Used for disaster related needs and expenses

- Not used for administrative purposes
 - Documentation and expenditures are submitted to the Board of Directors
- Non-designated cash donations will be used only for needs/expenses resulting from declared disasters.
- Donors will be advised that cash donations remaining in DDF after all current disaster needs/expenses have been met, will be used for future declared disasters.

The procedures for corporate donations will include:

- Bulk items will be accepted if the items can be used in disaster response/relief efforts.
- Information concerning offers of bulk items will be entered in the resource database.
- Information concerning the proper use of items being donated and expiration dates will be entered in the resource data base.
- Advising donors to label all goods and provide detailed inventory lists with all shipments.
- Information on these resources to be made available to all private volunteer organizations, emergency responders and ESF agencies, through the resource database.
- Tax deductible status for charitable contributions, Section 170 of the Internal Revenue Code states that donations made to nonprofit, tax exempt organizations can be deducted on tax returns, to the extent allowed by law. Rules in effect as of January 1, 1994, place the burden on the nonprofit, tax exempt organizations for reporting contributions and providing the individual/ corporation with a receipt showing the amount and type of donation.

The procedures for volunteer services will include:

- Encouraging interested individuals to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief efforts
- Discouraging unaffiliated volunteers from going directly to any disaster site
- Encouraging organizations to give volunteers easily recognizable identification

Requesting public volunteers for the Reception Centers and Distribution Centers

- Having disaster affected area(s) submit their requests for volunteers to the Volunteer Reception Center where coordinated efforts for volunteer registration, credentialing, placement, and tracking will be conducted.
- Coordinating volunteers received through the VRC with VOAD.

Direction and Control

- The Baldwin County EOC provides information and direction and control for total government emergency operations.
 - While the chain of command for VOAD activities is established by individual organization policy, each VOAD involved in the response should have a representative in the Baldwin County EOC if possible.
- The Baldwin County EOC will coordinate ESF-14 related press releases with the Baldwin County PIO and with the State PIO at the State EOC.
- The Baldwin County EOC will serve as a conduit of information and can help coordinate the information to be processed and disseminated.
- Any requests for resources needed and not available in the county should be processed through the Baldwin County EOC to be addressed in conjunction with the State EOC.
- ESF-14 recognizes the local government, private sectors, and volunteer organizations to manage risk-reduction and long-term recovery activities and set priorities for these activities.
- Long-term recovery efforts are forward-looking and focused on the permanent restoration of infrastructure, housing, and the economy.
 - Mitigation and increased resiliency in the event of probable future disasters will also be key components of effective and all-encompassing long-term recovery efforts.
- ESF-14 assists in facilitating the application of loss-reduction building science expertise in the rebuilding and repair of CIKR.

Task Assignments

ESF-14 task assignments will be coordinated from the EOC and will be determined by the needs of the community and the availability of resources from local, state, and federal entities. Resources from the private sector and VOADs will also be taken into consideration and utilized to augment those from the public sector.

Actions

- BCEMA will notify AEMA when this annex is activated.

- BCEMA will activate a toll-free number for receiving donation inquiries.
 - A standard database will be utilized for documenting donated resources.
- Donation information will be made available to participating agencies, volunteer organizations, emergency responders, and the public.
- Information regarding individuals and businesses soliciting contracts for relief goods or services will be recorded separately from donated goods and services.
- Facilities will be identified as Donations Reception Centers (DRCs), Local Distribution Centers (LDCs), Volunteer Reception Centers (VRCs) and Donations Staging Areas (DSAs)
 - LDCs may be operated by churches, community-based organizations, volunteer agencies and local government to provide donated goods directly to disaster victims.
 - Twenty-four-hour security will be provided for Donations Management facilities and personnel.
 - Coordination for security will be provided through BCEMA, in cooperation with local law enforcement agencies.
 - Public health and sanitation facilities for volunteers, staff and the public will be available at facilities.
- Information regarding the request for donations will be coordinated in advance by the participating agencies before being distributed to the public.
- VOAD agencies will operate independent facilities for controlling donations that are specifically solicited by their organizations.

Recovery Actions

- All inquiries concerning donations for a specified organization will be referred to that organization.
 - Organizations accepting/receiving designated donations will follow their own policies.
- Donors will be discouraged from sending unsolicited in-kind donations directly to the disaster site.

- Donors who insist on donating unsolicited or unwanted goods will be advised that the goods cannot be accepted.
- The information regarding these goods will be entered into the database and made available to federal/state/county/volunteer agencies.
 - Should a need arise for the goods; the requesting agency will contact the donor directly.
- Goods not requested, which could be utilized, will be made available to participating volunteer 501(c)(3) nonprofit organizations (i.e., Goodwill Industries or community food banks).
- Unneeded goods, such as clothing, will be recycled/redistributed to others in need.
 - Guidelines will be established for tracking the receipt and distribution of unsolicited and non-designated goods.
- Coordination and communication between ESF-14 and its support agencies and organizations will remain a top priority in determining the needs of the community in regard to long-term recovery.

Continuing Actions

- Continued coordination and communication between ESF-14 and its support agencies and organizations will remain a top priority in determining the needs of the community in regard to long-term recovery.
- ESF-5, especially, will remain in close contact with ESF-14 to assist in coordinating needed resources during the long-term recovery process.

Responsibilities

- Notify AEMA that this function has been activated.
- Coordinate with AEMA on the location of all support facilities to include Donation Reception Centers, Volunteer Reception Centers, Local Distribution Centers, and Donations Staging Areas.
- Work with Baldwin County Commission to establish a Board of Directors to oversee donated disaster relief funds.
- Coordinate with local volunteer radio operator organizations, such as those involved in amateur radio operations, to provide communications with truck drivers transporting donated goods and to provide communications to DRCs, VRCs, LDCs, and DSAs.

- Note: Volunteer radio operators could be stationed at weigh stations or rest areas on major highways to establish communications with drivers transporting donated goods and direct them to the appropriate staging areas.
- Publish a roster of the donors that have contributed to the relief efforts.
 - Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.
- Providing administrative and logistical support to the preliminary damage assessment process and completing and documenting damage assessment.

Support Agencies and Functions

Agency	Functions
AEMA	Provide assistance with coordination of resources and the tracking of donations and related issues and information
Baldwin County Building Department	Provide coordination/assistance as needed/requested
Baldwin County Department of Human Resources	Provide coordination/assistance as needed/requested
Baldwin County Health Department	Provide resources as requested/available for assistance
Baldwin County Highway Department	Provide assistance and resources, as needed
Baldwin County Sheriff's Department	Provide coordination and assistance with gathering information, securing facilities and areas with special needs and vulnerabilities, and traffic control
ALDOT	Control traffic and support local law enforcement activities
Red Cross	Provide resources, personnel, and information
Municipal Jurisdiction Representatives	Provide coordination/assistance as needed/requested
Baldwin County Business Chambers	Provide coordination/assistance as needed/requested

Administration

ESF-14 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. Lines of succession to each

department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-14
(Cross Sector Business and Infrastructure Recovery)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions

Long-Term Pre-Incident Planning and Operations:

- Meets regularly at the State level to ensure procedures and program/contact information are up to date, discuss lessons learned from incidents and exercises, and explore ways to leverage available resources by creatively packaging State and Federal assistance.
- Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Involves, as appropriate, local and tribal government representatives, local planning and building science organizations, nongovernmental organizations, and private-sector organizations in the pre-event planning activities.
- Establishes procedures for integration of pre-incident planning and risk assessment with the post-incident recovery and mitigation efforts.
- Takes into account the differing technical needs for risk assessment and statutory responsibilities by hazards and develops template action plans delineating appropriate agency participation and resources available.
- Plans include scaling to appropriate levels of staffing and coordination based on the nature and size of event.

Immediately Prior to Incident (where notice is available, e.g., hurricane, flood):

- In coordination with other ESFs as appropriate, uses predictive modeling, such as the HAZUS loss estimation methodology, to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.
- Provides early identification of projects to be quickly implemented, especially those relating to critical facilities based on existing local and state plans.
- In collaboration with other State agencies, assigns County and State staff for Preliminary Damage Assessment (PDA) teams, if feasible, to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in the incident-affected area.

Post-Event Planning and Operations:

- Gathers reports from State departments and agencies, and impacted County, local, and tribal governments, assessing the scope and magnitude of the socioeconomic impacts on the affected area(s). Convenes interagency meetings to:

- Develop an incident-specific action plan to delineate specific agency participation and specific community recovery and mitigation activities, using pre-incident State, local, and tribal plans, to the extent appropriate; and take actions to avoid duplication of benefits to assistance recipients; and
 - Facilitate sharing of information and identification of issues among agencies and ESFs, and coordinate early resolution of issues and the delivery of State and/or Federal assistance to minimize delays for assistance recipients.
- Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term recovery plans and gaps under current authorities and funding. This process identifies appropriate programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- Coordinates implementation of the recommendations for long-term recovery with the appropriate State and Federal departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives, within the affected area, coordinates assessment and recalibration of existing risk analysis, evacuation plans, and modeling for use by all ESFs.
- Facilitates recovery decision-making across ESFs. Also facilitates cognizance of post-incident digital mapping and pre-incident State, local and tribal hazard mitigation and recovery planning across ESFs.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-14 Representative; develop a plan detailing strategy for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from the Operations Chief or Branch Director.
- ☐ Based on the situation known or forecasted, determine likely future needs.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC

- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct shifts change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-14 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-14 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-15***Baldwin County Emergency Operations Plan*****Emergency Support Function-15****External Affairs Annex****Primary Agencies**

- Baldwin County Emergency Management Agency
- Baldwin County Public Information Coordinator

Support Agencies

- Alabama Emergency Management Agency
- Baldwin County Service Center
- Municipal Jurisdiction Representatives
- Gulf Shores & Orange Beach Tourism

Primary Points of Coordination and Associated Actions

- **News Media:** provide timely and pertinent information to the news media via various communication methods
- **Public Relations Staff/PIO for Agencies and Departments Involved in Response and Recovery Missions:** develop messages and information for release to the public, government officials
- **Baldwin County Service Center:** provide messaging and public information to keep the call center running efficiently with the most current, accurate information available related to the event
- **ESF #5 (Emergency Management):** send Situation Reports (SITREPs), electronic briefings, request mission assignments, receive consolidated SITREPs

Introduction**Purpose**

The purpose of ESF-15 is to establish a mechanism that efficiently provides and disseminates information to the public in the event of a disaster.

Scope

This Annex establishes policies and procedures for disseminating official information and instructions to local government officials and to the citizens of Baldwin County through all available communications outlets before, during and after a natural, technological, or human-caused disaster.

Situation and Assumptions

Situation

Public information is subject to rapid change during the threat of and the actual occurrence of a disaster; therefore, all news media and other resources for disseminating public information should be prepared for such occasions. Unlike general information, emergency information directs actions, gives instruction, and transmits direct orders from existing authority aimed at saving lives and minimizing damage.

Assumptions

- The demand for public information both inside and outside of the disaster area may surpass the capabilities of the Baldwin County public information staff.
 - Additional support may be requested from the State and local agencies.
 - The Alabama Emergency Management Agency (AEMA) and local agencies will provide responsive public information staff support.
- During the aftermath of a disaster, information may be incomplete, erroneous, difficult to confirm and incongruous.
- The network of facilities and infrastructure needed for public information officials and the media to communicate and disseminate information may be partially or completely compromised as a result of damage from the disaster.
 - The need for redundancy and adaptability must be recognized and alternatives pre-planned.
- In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

- Resources needed for PIO staff to work at locations outside the EOC, including command posts and joint information centers, will be made available when the need arises.
- The Federal Emergency Management Agency's (FEMA) materials on disaster preparedness and safety, at www.ready.gov, along with other government-sponsored and reputable internet resources can be used to provide baseline disaster safety information to the public.
- The National Response Team Guide – Joint Information Center Model will be used as a reference in operating a Joint Information Center (JIC). The Joint Information System provides framework for organizing, incorporating, and coordinating the delivery of public information.
- A Joint Information Center will be established to release systematic, timely and comprehensive information related to multiple affected jurisdictions and organizations to the public during a disaster.

Organization

An emergency information center will be established in the EOC. The PIO should function as a member of the EOC staff under the direction and guidance of the Baldwin County Emergency Management Agency Director. For disasters involving state and federal response support, a Joint Information Center (JIC) may be designated at a location to be determined at the time of the disaster.

Concept of Operations

A Baldwin County public information response system, which provides for the coordination of public information among all ESFs and affected jurisdictions, must be established, implemented, and exercised prior to a disaster or emergency to ensure adequacy and durability. This public information system will serve to do the following:

- To coordinate the use of public information resources.
- To provide a system for the receipt and dissemination of public information, data and directives pertaining to activities among ESFs and affected jurisdictions.

Emergency Public Information efforts will target specific incident-related information. This information will focus on such things as warnings, shelters, and evacuation notices. A special effort will be made to report positive information regarding emergency response to reassure the public that the situation is being addressed and is under control. Public feedback will be used in the determination of the effectiveness of the overall response to an incident and the effectiveness of the public information program during all phases of the disaster.

It is important to keep the public informed about the general progress of events in a timely manner. This will help reduce the need for the public to search for alternative sources of information which are often inaccurate. Correcting inaccurate information requires more involved action on the part of the county public information staff. Rumor control will be an essential task for public information staff and officials.

The Prevention, Preparedness, Response, Recovery and Mitigation phases of emergency management should be kept in mind and should be addressed when formulating public information plans for all situations, including disasters. Education efforts will be directed toward increasing public awareness about potential hazards and how to deal with them. All information and educational efforts will rely heavily on the cooperation of media organizations and the efficient use of social media and other communication resources. Educational efforts should be in progress before a disaster and should be woven into the fabric of the information being disseminated as the response phase of the disaster begins to transition into the recovery phase. Mitigation information should be presented to the public, as appropriate, when the recovery phase begins. Any situational-appropriate opportunity available to provide reliable, productive, and advantageous information to the public should be seized.

Execution of Operations

Emergency public information guidance and subsequent documents will be created and maintained during normal periods of readiness and will be available for immediate publication and dissemination. When evacuation is imminent, the public information office will expand its capabilities to answer public inquiries and prepare new or modified public announcements. The public information program will be conducted during all readiness periods and will address all elements of the population. Messages and information disseminated should take into consideration population with special needs and encompass such considerations.

During the disaster period, all elements of official news media will be used to publish, broadcast and disseminate information including evacuation and shelter information (including in-place sheltering), as appropriate.

Direction and Control

Public information releases will be done in accordance with the Incident Command System. The following precepts will be followed during the incident/disaster:

- Obtain a briefing from the Incident Commander.
- Communicate with the ESF Coordinators to harmonize public information activities.
- Establish a Joint Information Center if needed.

- Arrange for necessary workspace, materials, communication devices and adequate staffing.
- Obtain copies of current Situation Reports.
- Prepare initial information summary as soon as possible after arrival.
- Observe and adhere to any restriction placed on the release of any information by the Incident Commander.
- Obtain approval from the Incident Commander/Unified Command for the release of any information.
- Distribute information to public information staff, release information to the media, post information in the command post, EOC and any other appropriate locations.
- Arrange for meetings between the media and incident personnel (press conferences, interviews with designated spokespersons, etc.).
- Attend meetings to update information released.
- Provide escort service to the media and VIPs.
- Provide personnel safety guidelines for media and VIPs (establish media boundaries, etc.).
- Respond to special requests for information.
- Maintain a log of information released, sources and contacts made during the incident (formal public information requests made will follow proper procedure through the Baldwin County Commission Records Administrative Services Manager).

Task Assignments

This section lists actions to be performed by the Public Information Officer in response to a disaster, during the recovery phase of a disaster and in preparation for potential future disasters.

The Emergency Support Function Coordinator will:

- Analyze public information resource requirements and request assistance for unmet needs.
- Coordinate Baldwin County Volunteer Organizations Active in Disaster (VOAD) emergency public information to support the emergency command post and the general public in Baldwin County.
- Provide input into the Incident Action Plan.
- Provide information regarding the status of public information to other ESF Coordinators.
- Assign a liaison to support the Incident Commander if needed.
- Prepare reports required to document decisions made, actions taken, and financial cost incurred by the public information function.
- Prepare news releases, social networking messages, website updates and Call Center messages for both internal and external audiences.
- Brief the media spokesperson and prepare talking points.
- Establish the initial press briefing.
- Periodically prepare briefings on the status of the incident.
- Determine the level of response by public information staff that is needed for the situation.

Actions

The PIO will perform the following initial actions in the event of a disaster:

- Staff ESF #15 of the EOC adequately for the size and scope of the event.
- Brief and instruct media spokesperson for damage assessment teams.

- Coordinate with Volunteer Goods and Services to determine what volunteer goods and services are most needed in the disaster area.
- Gather, process, and disseminate information relevant to the safety of the public and propagate essential information as soon as possible.

Recovery Actions

- Monitor the disaster situation and communicate with EOC staff, ESF Coordinators, Incident Commander, Incident Command staff and the media to maintain a realistic operational picture of the events surrounding and subsequently created by the disaster.
- Monitor print, broadcast, social media and other communication outlets information and coverage of the disaster during each and its phases.
- Correct any misinformation as soon as possible.
- Disseminate reliable information as soon as possible to avoid confusion and people looking to unreliable and inaccurate alternate sources of information.
- Coordinate emergency public information dissemination with responders, officials and EOC representatives to ensure target audiences receive pertinent information that is precise and applicable to their present and/or potential situation.

Continuing Actions

Continuing actions for PIO include those mentioned previously, as well as the following:

- Provide updates to the media concerning disaster conditions and state actions taken pursuant to those conditions.
- Regularly disseminate information from summary reports to the media.
- Provide trained public information staff in support roles to assist local response and recovery efforts.
- Provide information to assist the Baldwin County Service Center in staffing the citizen public information lines.
- Coordinate press releases and press conferences with the media and incident spokesperson(s).

Responsibilities

The Public Information Officer will perform the following initial actions if activated for a disaster:

- Analyze the current situation as it pertains to public information and conduct an analysis of the public information operational support requirements that are needed.
- Prepare a prioritized listing of significant actions that the PIO will initiate to provide operational support.
- Determine the level of response required by the PIO to respond to the event.
 - Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Provide information to the Baldwin County Service Center so they can handle phone calls from individuals attempting to contact the Baldwin County Commission for information.
- Provide updates to the news media and public concerning disaster conditions and state actions taken pursuant to those conditions.
- Prepare priority actions based upon the Situation Analysis and revise as the situation changes.
- Mobilize resources and coordinate response.
- Prepare an After-Action Report to identify lessons learned and improvements.

Support Agencies and Functions

Agency	Functions
AEMA	Provide coordination/assistance as needed/requested
Baldwin County Service Center	Provide information, assistance, resources and support as needed/requested
Gulf Shores & Orange Beach Tourism	Provide personnel staffing in PIO office, assistance, resources, and support as needed/requested
Municipal Jurisdiction Representatives	Provide assistance with information collaboration and coordination, resources and assistance as needed/requested
Any and all agencies whose mission is to collect, process and/or disseminate	Any information collected will be processed and disseminated as needed and as appropriate to the situation at hand. Any needed actions or resources that are determined to be needed will be

Agency	Functions
pertinent and essential information about an existing or potential disaster situation	procured as soon as possible, or as the events dictate.

Administration

Public Information activities and services shall be managed by the Baldwin County Commission and coordinated by the Baldwin County Emergency Management Agency in close coordination with the designated public information officials of municipalities within Baldwin County. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF-15 (External Affairs Recovery Annex)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions

- Develop external affairs responses that provide for the coordination of public information among all ESFs and affected agencies.
- Coordinate the use of public information resources.
- Manage and oversee a system for the receipt and dissemination of public information, data, and directives pertaining to activities among ESFs and affected agencies.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Officer.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-15 Representative; develop a plan detailing strategy for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Operations Chief.
- ☐ Based on the situation known or forecasted, determine likely future needs for the dissemination of information.

- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g., land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned workstation in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services are needed:
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
 - Fully brief the relief on events and status of actions being taken.
 - Give the Logs and records to your replacement.
- ☐ Conduct shifts change briefings at shift change. Ensure that in-progress activities are identified, and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-15 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions being handled by the ESF-15 Representative are transferred to other EOC elements as appropriate.

- ☐ Complete all required forms, reports, and other documentation. All forms and position logs are to be submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input for the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

The background of the title page features a large, circular, blurred seal of the United States Department of Homeland Security. The seal is centered and has a soft, glowing effect. It contains an eagle with spread wings, a shield on its chest, and a banner in its beak. The eagle is set against a circular background with a blue border and a white center.

Incident/ Event Annex

1. Hurricane
2. Strategic National Stockpile
3. Active Aggressor
4. Large Event

HURRICANE

General Information

The Hurricane Plan Annex is an integral part of the Baldwin County Emergency Operations Plan (EOP). All activities described herein are intended for the sole purpose of carrying out hurricane evacuation and response in order to save lives and protect property, and in no way subrogates the Authority of Municipal Governments.

When a natural disaster occurs, it is the responsibility first of the local community and then the State to respond. Oftentimes a combined effort is not sufficient to effectively cope with the direct results of the disaster. It is this situation that calls for Federal assistance to supplement the State and local efforts. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, (Stafford Act) was designed to provide the necessary framework for assistance. The Stafford Act authorizes the President to provide assistance to individuals and to State and local governments to help them respond to and recover from a disaster.

In the State of Alabama, Public Law 31-9, Act 47, the Alabama Emergency Management Act of 1955 and its amendments as passed in House Bill 107 as attached, provide the authority to administer disaster and emergency assistance. The Chief advisor for the execution of all state requests and assistance resides in the Governor for the State of Alabama and the Director of AEMA.

Locally, BCEMA by Resolution of 1980 has established an effective Emergency Management program and has by official adoption created an EOP to provide a framework for emergency operations. In emergency situations, the chief advisors for the EMA are the County Commission Chairman and/or the Commission in its entirety and the BCEMA Director.

Event Description

A hurricane is a severe tropical cyclone that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico or in the eastern Pacific Ocean. Hurricanes need warm tropical oceans, moisture, and light winds above them. If the right conditions last long enough, a hurricane can produce violent winds, incredible waves, torrential rains, and floods.

Hurricanes rotate in a counterclockwise direction around an "eye." Hurricanes have winds at least 74 miles per hour. There are on average six Atlantic hurricanes each year; over a 3-year period, approximately five hurricanes strike the United States coastline from Texas to Maine.

When hurricanes move onto land, the heavy rain, strong winds and heavy waves can damage buildings, trees, and cars. The heavy waves are called a storm surge. Storm surge is very dangerous and a major reason why the public MUST stay away from the ocean during a hurricane warning or hurricane.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph.

Watches and warnings may be issued by the National Weather Service to notify emergency managers and the public of potential tropical storm and hurricane events. This process differs from warnings and watches issued for other severe weather and potential natural disaster events in that the time frames for hurricanes and tropical storms have more room for preparedness activities and protective measures to be implemented. It should be stressed, however, that any and all necessary actions to protect life and property must be executed immediately to allow for safe and orderly evacuations, and proper safeguarding of property. Civil authorities and the public should not tarry once these emergency messages are issued.

A "*Tropical Storm Watch*" is issued when tropical storm conditions, including winds from 39 to 73 mph (35 to 64 knots, 63 to 117 km/h) pose a possible threat to a specified coastal area within 48 hours. Maritime flags indicate this with a single square red flag.

A "*Tropical Storm Warning*" is issued when tropical storm conditions (as above) are expected in a specified coastal area within 36 hours or less. Maritime flags indicate this with a single square red flag with a black square in the middle.

A "*Hurricane Watch*" means that a hurricane has become a threat to coastal areas. Hurricane watches are issued when the onset of tropical storm conditions appear possible within the warning area within 48 hours. Residents and businesses in those areas should monitor the situation and be prepared to take precautionary measures if a hurricane warning is issued. Maritime flags indicate this with two square red flags.

A "*Hurricane Warning*" indicates that hurricane force winds, dangerously high water, and rough seas are expected in a specific coastal area within 36 hours and precautionary measures should begin immediately. When a hurricane with sustained winds of 74 mph (65 knots, 118 km/h) or higher is expected, a hurricane warning will be issued. The National Hurricane Center will issue the hurricane warning when tropical storm conditions are likely in the warned area within the next 36 hours. Maritime flags indicate this with two square red flags with a black square in the middle of each.

Where the intensity or track of a forecast cyclone are uncertain (such as a tropical storm bordering hurricane intensity or on the edge of a track), a Tropical Storm Warning and a Hurricane Watch are often in effect at the same time on parts of the coast. Maritime flags indicate this with two square red flags with a black square in the middle on only one of them.

A hurricane's intensity, speed, and direction can change rapidly, so the threat to particular coastal areas can change very quickly. It is essential that people in coastal areas of Baldwin County regularly monitor radio and television newscasts for emergency information and instructions.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap, and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Several facilities have been designated as hurricane shelters within Baldwin County. The complete list is maintained in the site/facility specific annex of the EOP. The Baldwin County Coliseum is designated as the Mass Care Shelter collocated with the Medical Needs Shelter (MNS). Public Health assists with the operation of the MNS, and provides limited nursing staff to mass care shelters, if staff is available.

Purpose

The Baldwin County Hurricane Incident Annex Plan has been developed to provide a coordinated and orderly plan of operations to minimize the effects of hurricanes on residents and visitors. This plan shall serve as a working document and is subject to revision when new or critical information would enhance the plan.

The Baldwin County Hurricane Incident Annex Plan establishes procedures for the coordination, activation, and response to a tropical cyclone in the Gulf of Mexico that may pose an imminent or serious threat to Baldwin County.

This plan provides information for communicating and alerting key staff and elected officials, activation of the EOC, evacuations zones and routes, and designation of shelters of last resort for evacuees. This plan provides information on re-entry plans and recovery in the damaged areas.

Scope

This plan is for use in hurricane and tropical storm situations. It is an integral part of the Baldwin County EOP. This plan relies on the supporting ESF & Incident Annexes of the Baldwin EOP and is not complete without such. All activities described herein are intended for the sole purpose of carrying out the intent of hurricane evacuation and in no way subrogates the authority of municipal governments.

There are basically three phases to Hurricane Response:

➤ **Pre-Landfall**

- Evacuation
 - Evacuations can be voluntary or mandatory, depending on the magnitude of the situation and the perceived threat to human life.
 - Evacuation routes and plans will be reviewed, and incident-specific plans maintained to inform the public and give instructions suitable to the hurricane/tropical storm event at hand.
- **Landfall**
 - Sheltering
 - Some facilities – particularly those of health care and government entities – will have internal sheltering plans and facilities physically capable of serving employees, patients, etc., as hurricane/storm shelters.
 - Shelters of last resort are for emergency responders and those who are unable to evacuate because of illness, injuries, who are unable to travel, etc.
- **Post-Landfall**
 - Re-Entry presents several challenges to emergency service personnel and to the public who have been evacuated.
 - Damaged property, infrastructure, and roadways will cause hindrances and could make the re-entry process incredibly difficult.
 - Identification with a Baldwin County address and other documentation may be required to re-enter Baldwin County after a tropical storm or hurricane has made landfall.
 - Re-entry passes may be utilized and disseminated in order to provide a more organized and coordinated re-entry process, depending on the extent of damages resulting from the storm.
 - The specific plans for the use of these passes will be determined for each incident
 - Re-entry stages may be determined in order to further organize and categorize re-entry activities.

Re-entry activities may be further organized by establishing levels of priority. The following guidelines will generally be used in order to assist in establishing a timeline for re-entry permissions and activities:

- Priority One – essential personnel
 - Utilities, government, medical, and damage assessment personnel
- Priority Two – essential personnel for critical businesses and permanent residents
 - Permanent residents
 - Food service, supply, pharmacy, bank, gas station, property management, building supply, and hotel personnel
- Priority Three – non-resident property owners and non-resident employees of non-critical businesses

- Priority Four – general public and visitors

Situation and Assumptions

Situation

Baldwin County is a coastal county of Alabama that is a well-known tourist destination. The proximity to the Gulf of Mexico also contributes to the county's vulnerability to high winds, surge, and flooding associated with tropical cyclones. Baldwin County contends with numerous variables associated with the complexity of evacuation of residents due to the high influx of tourists during peak season or during high profile events, such as festivals.

Efforts to promote education and awareness of hurricane preparedness are in effect year-round.

Communication channels will be established to provide the public with timely and accurate information with directions for their response to the emergency. Coordination with media and pre-disaster education and planning should enable the public to understand and respond to the emergency information related to the evacuation. The public will act in its own interest and evacuate dangerous areas when advised by local authorities. If necessary, the governor will issue a mandatory evacuation.

Assumptions

- Evacuation measures will be taken in a potentially dangerous hurricane landfall.
 - Local municipal governments may indicate that their resources have become overwhelmed and request for county assistance.
 - In catastrophic incidents when municipal governments are incapacitated, the evacuation support may be required.
- The incident may cause significant disruption of the area's critical transportation infrastructure, hampering evacuation operations. County assistance is supplied in conjunction with a mandated evacuation.
- Local jurisdictions have the up-to-date Baldwin County Emergency Operations Plans (EOP) that contains integrated information on transportation operations, debris and vehicle clearance, points of assembly, shelters, and other components of a mass evacuation and have ensured that these plans are shared.
- Municipal governments in affected areas, in conjunction with County authorities, will decide on the destinations for evacuees and will regulate the flow of transportation assets accordingly.

- Local governments recognize there is a substantial need to coordinate with County and State support agencies on population movement.
- Planners are aware that individuals may choose to not evacuate if forced to leave their animals behind and State policies and guidelines governing companion animal evacuations are utilized when incorporating companion animal issues into evacuations.
- Agencies coordinate with local authorities to ensure synchronization between County actions and local emergency evacuation plans and requirements.
- Residents of the evacuated area will need to return to the area post-event.
- Members of the special/functional needs population may require additional support or assistance in certain functional areas.

Organization

Baldwin County shall utilize ICS to manage emergencies and disasters that affect the community. BCEMA will coordinate response efforts among partnering agencies and ESF Representatives in the EOC during hurricane situations. BCEMA maintains the overall responsibility of allocating and coordinating resources to support incident activities. In the event of EOC activation, the BCEMA director will contact EOC representatives and stakeholders using the designated notification procedure. The magnitude of the hurricane or tropical storm event along with the time of expected landfall of an approaching storm dictates the level at which the EOC is activated. Activation and tiered response levels increase to coincide with the intensity of the event.

During times of severe weather, BCEMA is in close contact with NWS-Mobile. NWS provides pertinent information on hazardous weather conditions to assist with decision making activities such as evacuations, flooding, and issuing watches and warnings associated with severe weather.

BCEMA will also remain in contact with and coordinate with AEMA in order to facilitate efficient wide-range response and recovery actions and ensure mutual-aid and resource-sharing measures and planning are in place, realistic to the situation, and adequate.

Concept of Operations

Local Responsibility

When disaster is imminent or has occurred, local government has primary responsibility to respond to preserve life and protect property. Local officials implement plans/statutes and declare a Local State of Emergency which permits commitment of emergency resources. When

local resources cannot meet the needs created by the emergency event, officials will evoke mutual aid and request assistance from the Alabama Emergency Management Agency.

State Support

The Governor of Alabama directs and controls all state activities in response to the effects of disasters. The director of the Alabama Emergency Management Agency (AEMA) appointed by the Governor, is responsible for administering the programs for emergency management of the state at the request of the Governor all state agencies are responsible for providing personnel and equipment to support disaster mitigation, preparedness, response, and recovery. The head of the state agency with disaster responsibilities or capabilities appoints an emergency management director, and alternate, to coordinate with the AEMA in the development of agency disaster-related standards of operating guidelines to utilize agency resources most effectively.

When disaster conditions exceed combined capabilities of local jurisdictions, local officials may request state support. *Requests will originate and be coordinated through BCEMA (local level) to AEMA (state level).* AEMA evaluates the request for assistance, and then confirms the need for the state to supplement local assets. When the Governor of Alabama determines that local assets have been fully utilized the State Emergency Management (AEMA) staff will coordinate with state agencies that are able to support the requests. The Governor may proclaim a “State of Emergency” which authorizes commitment of state resources and formation of State Emergency Response Teams. State disaster relief can be provided to local government without a state Declaration of Emergency when state resources are needed for life saving operations or to relieve suffering and hardship.

Federal Assistance

When the disaster conditions exceed the combination capabilities of local jurisdictions and state government, the Governor of Alabama can request federal disaster/emergency assistance.

Hurricane/Tropical Storm Application

The above responsibilities and authorities, echoed from the Basic Plan, establish the framework for the procurement of additional resources and assistance available to augment those Baldwin County has in place. Pre-determined Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and Mutual-Aid Agreements are essential to the successful response to and recovery from a hurricane disaster. The documents will be maintained by the Baldwin County Commission and BCEMA and will be modified on an as-needed basis.

Responsibilities

Local governments, organizations, and agencies with roles in implementing this annex will revise and update their responsibilities, duties and operating procedures associated with the EOP, available resources, notification and EOC staffing lists, and specific needs on an annual basis.

Through this plan, local governments will use available resources to protect against the threatening situation. When local resources are overwhelmed, requests can be made through the EOC. *All local requests must be routed through the Baldwin County Emergency Operations Center.* Upon the occurrence of a large-scale disaster (such as a hurricane) beyond local and state response and recovery capabilities, the Governor may request assistance from the Federal level.

Direction and Control

Baldwin County Hurricane Incident Annex involves areas under both County and municipal jurisdictions. Therefore, since joint action will be required of county and municipal governments, a joint organization for coordination and use of resources is needed.

The Direction and Control function provides staff, facilities, and the procedures for coordination of local, state, and federal government; volunteer agencies; and private sector organizations. The Baldwin County EOC serves as the Focal Point for providing direction and control for a well coordinated and controlled operational response and recovery to an imminently threatening emergency situation or to a developing disastrous event

The National Hurricane Center (NHC) is responsible for forecasting the movements and intensities of tropical disturbances in the Atlantic, Caribbean, and the Gulf of Mexico. The NHC closely coordinates with NWS-Mobile which in turn communicates closely with BCEMA Director on the evolving situation. All reports and decisions that will be made by BCEMA will be based on the official weather forecast reports and products derived from NWS-Mobile, NHC, and NOAA.

Forecast advisories are released every 6 hours with intermediate advisories issued as needed. When threat of a tropical disturbance or hurricane is identified, BCEMA will issue storm briefings to elected officials and municipal leaders.

Coordination of Evacuation

The recommended evacuation guidance is taken from the Alabama Hurricane Evacuation Study (HES) conducted in 2012 by the AEMA and the Army Corps of Engineers (this plan will be updated upon completion of new HES in progress). The category and scope of the forecasted hurricane will dictate the scope of evacuation in Baldwin County. Many considerations are made in determining the need for an evacuation. There are many dangerous effects related to a hurricane, including:

- Storm Surge

- High Winds
- Flooding

Storm Surge is the movement of mass quantities of ocean water as the hurricane approaches landfall. Areas that may not typically flood could experience rising waters of unprecedented levels. Storm surge is exceptionally dangerous because surge approaches as a wall of water pushing over land and everything in its path.

Low lying areas near water ways are very susceptible as the storm approaches land. These low-lying areas have been identified in Baldwin County and residents will be encouraged to evacuate for every category storm.

Table: Maximum Surge Elevations (feet)

MAXIMUM SURGE ELEVATIONS – BALDWIN COUNTY					
Location	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5
Hurricane	4.0	7.0	11.3	16.5	21.5
Blakeley	4.9	9.0	13.3	17.6	22.0
Daphne	6.0	10.2	14.6	18.9	23.1
Montrose	5.6	9.6	13.9	18.3	22.8
Fairhope Pier	5.2	9.0	13.1	17.8	22.5
Point Clear	4.8	8.7	12.6	17.1	21.8
Bon Secour	5.0	9.7	13.6	15.0	19.0
Fort Morgan	4.2	7.4	10.8	14.4	17.8
Gulf Shores	4.8	8.0	11.0	14.7	17.6
Orange Beach	4.6	7.8	11.0	15.0	18.0
Ono Island	2.6	4.3	9.2	15.0	18.2
Perdido Beach	2.6	4.5	8.7	16.6	20.4
Lillian Hwy 98	2.7	4.6	7.8	15.8	22.5
Mouth Perdido River	3.1	5.2	7.3	11.3	15.9

Voluntary Evacuation

A voluntary evacuation will be coordinated with the municipal jurisdictions and should be used in conjunction with a Local State of Emergency. The purpose of a Voluntary Evacuation is to assist in evacuating all tourists (non-residents), all residents in flood-prone and surge areas, and

those needing special care. The voluntary evacuation is used in conjunction with the anticipated mandatory evacuation in order to provide additional time to clear threatened populations and areas.

Mandatory Evacuation

(Refer to House Bill 107-Public Safety)

No local governing body of a political subdivision shall have the authority to provide for and compel evacuation of an area except by the direction and under the supervision of the Governor or the State Emergency Management Agency or both. Any action taken by the Governing Body of the Political Subdivision shall remain in full force and effect unless revoked by Proclamation of the Governor issued as provided in section 31-9-8

County and local authorities can only issue recommended voluntary evacuations. The Governor of Alabama has the sole authority to issue “Mandatory Evacuations”. At the Governor’s discretion any and all evacuation zones may be modified in order to protect life and property.

EVACUATION ZONE DESCRIPTIONS

Evacuation Zone	Storm	Description
1	Category 1	All areas of Pleasure Island along with individuals living in manufactured homes, and those living in low lying flood prone areas countywide. (Pleasure Island consists of all areas south of the Intra-Coastal Canal to include Fort Morgan, Gulf Shores, Orange Beach, and Ono Island.)
2	Category 2	All areas south of US Hwy 98 and the area on the Eastern Shore that is South of Interstate 10 and West of US Hwy 98. Also, all individuals living in proximity to the Fish, Styx, Blackwater and Perdido Rivers and all individuals living in manufactured homes, and those living in low lying flood prone areas countywide.
3	Category 3	All areas south of US Hwy 98 and the area on the Eastern Shore west of US Hwy 98, State Hwy. 225, and Hwy 59 North of Stockton to the Baldwin/Monroe County line. Also, all individuals living in proximity to the Fish, Styx, Blackwater and Perdido Rivers and all individuals living in manufactured homes, and those living in low lying flood prone areas countywide.
4	Category 4	All areas south of Interstate 10 and the area on the Eastern Shore

		west of State Hwy. 225 and Hwy 59 North of Stockton to the Baldwin/Monroe County line. Also, all individuals living in manufactured homes, and those living in low lying flood prone areas countywide should evacuate.
5	Category 5	Entire county should evacuate.

Vulnerable Populations

The identification of vulnerable populations is a critical component of hurricane evacuations. Vulnerable population is defined as persons residing within the evacuation zones and all those subject to storm surge and/or hurricane force winds, all mobile home residents countywide and all tourists within the county.

BALDWIN COUNTY VULNERABLE POPULATION			
	TOTAL POPULATION	MOBILE HOME POPULATION	TOURIST POPULATION
EVAC ZONE			
1	15,765	1,292	44,120
2	47,491	16,077	21,976
3	4,760	3,115	968
4	82,329	10,359	5,208
5	33,852	5,926	1,712
TOTAL	184,197	36,769	73,984

The table above depicts data from the 2012 HES: US Census Data for 2021 estimates Baldwin County's total population at 239,294, and the table above will be updated upon completion of HES in progress. The rate of growth for Baldwin County is a consideration in planning for evacuations and clearance times.

Clearance Time

Clearance time is the time in which it takes for all vehicles to make their evacuation movement. The table below indicates the clearance times as reflected in the Hurricane Evacuation Study

(HES). Clearance times are based on behavioral parameter developed in the HES. These parameters include: participation rates, destination, vehicle usages, and severity of situation. Several factors must be considered in planning for evacuation. Magnitude, intensity, speed of onset, and duration are significant elements of consideration. The HES has been determined that *Baldwin County requires 24-28 hours to adequately evacuate the threatened population for a Category 3 storm or higher.* More time should be allotted if special events or high tourist occupancy exists.

BALDWIN COUNTY CLEARANCE TIMES	
CATEGORY	Clearance Times
STORM SCENARIO	HOURS
1 - 2	14.7 hours
3	20.3 hours
4	23.3 hours
5	24.5 hours

Sheltering

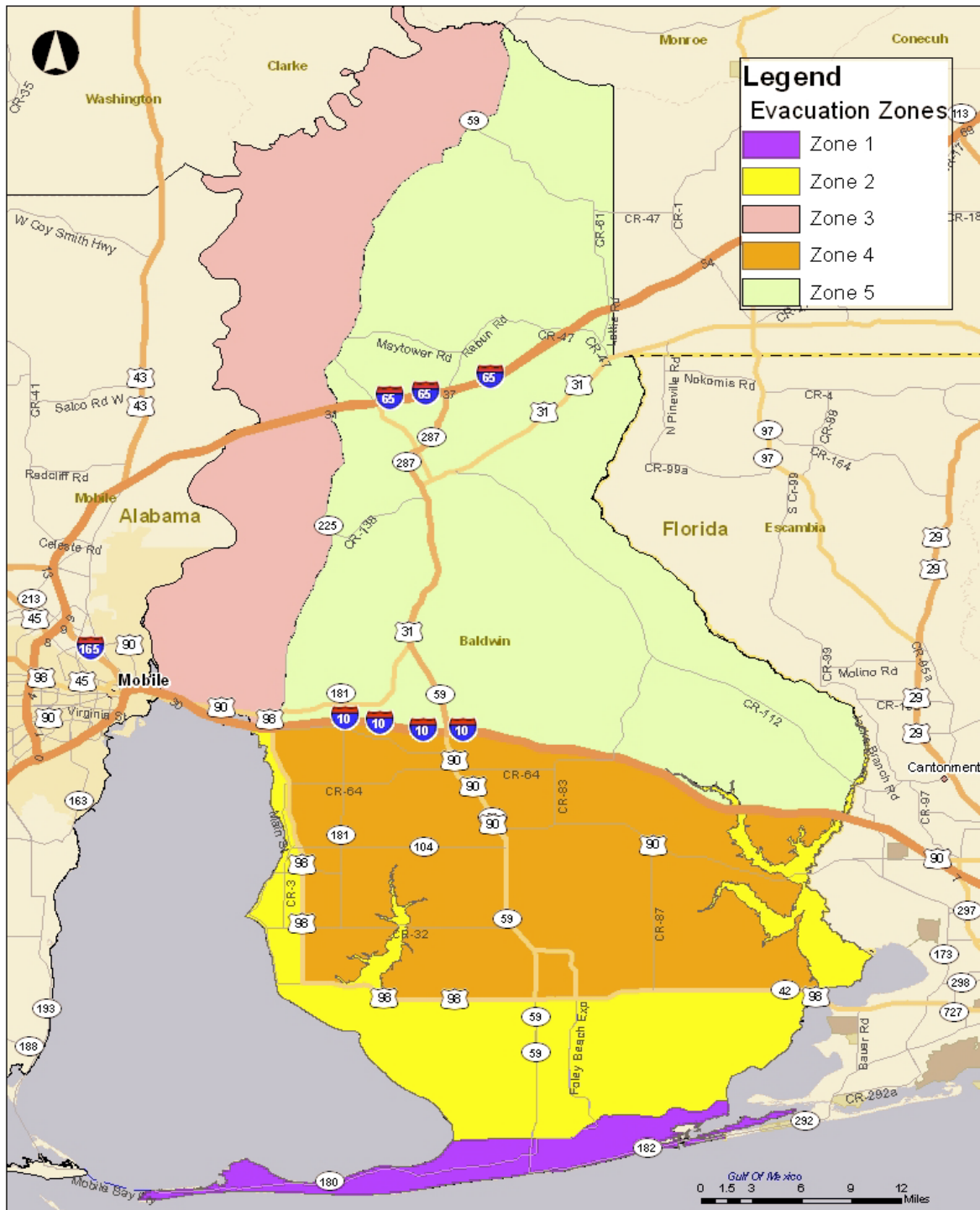
Public shelter demand is the number of evacuees expected to seek public shelter in a given hurricane evacuation event. Generally speaking, public shelter demand increases as the storm intensifies. Also, residents in mobile homes and less secure structures typically have a greater propensity to use a public shelter. The decision to open a shelter is made by the Baldwin County Commission in conjunction with BCEMA Director. Specific circumstances surrounding the impending disaster, dictates. Potential shelter locations have been pre-identified within Baldwin County.

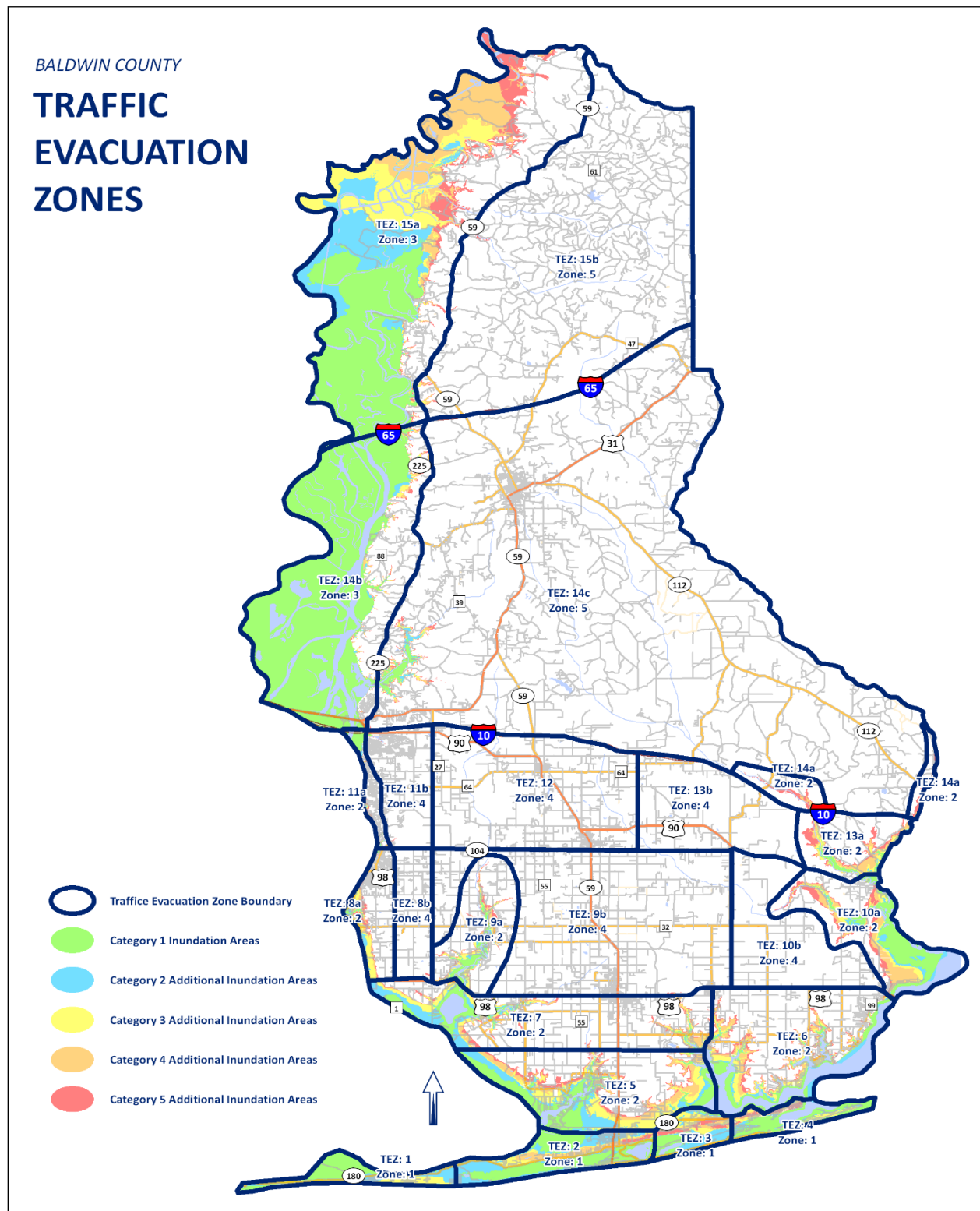
Coordination

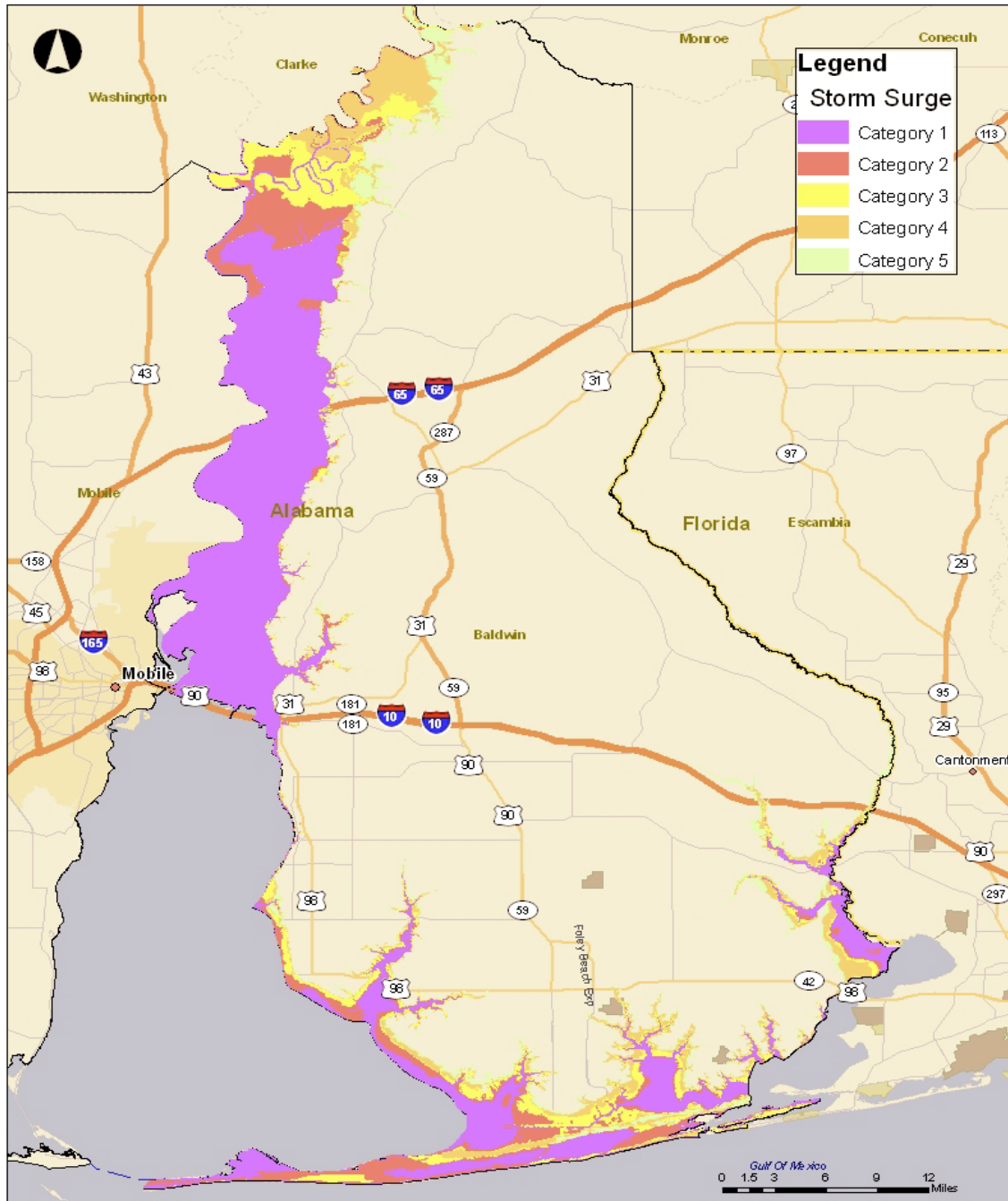
Coordination among all levels of partnering agencies will be critical to execute the Hurricane Incident Annex. Planning and response coordination at the local level will be imperative for safe and timely evacuation of residents. All coordination efforts will be choreographed through the Baldwin County EOC under the supervision and guidance of the BCEMA Director.

Appendices

Evacuation Zones

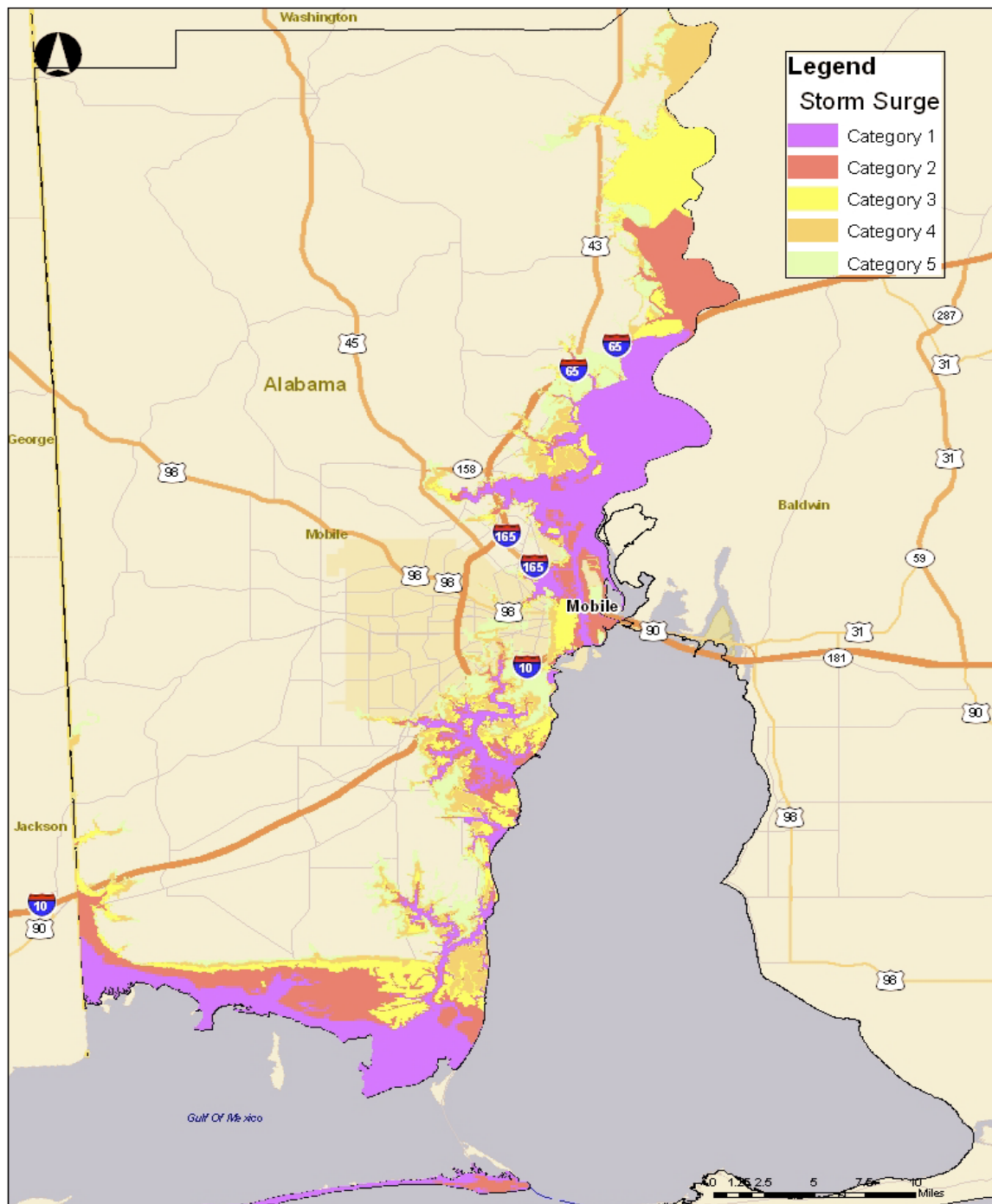




Storm Surge**Baldwin County Storm Surge**

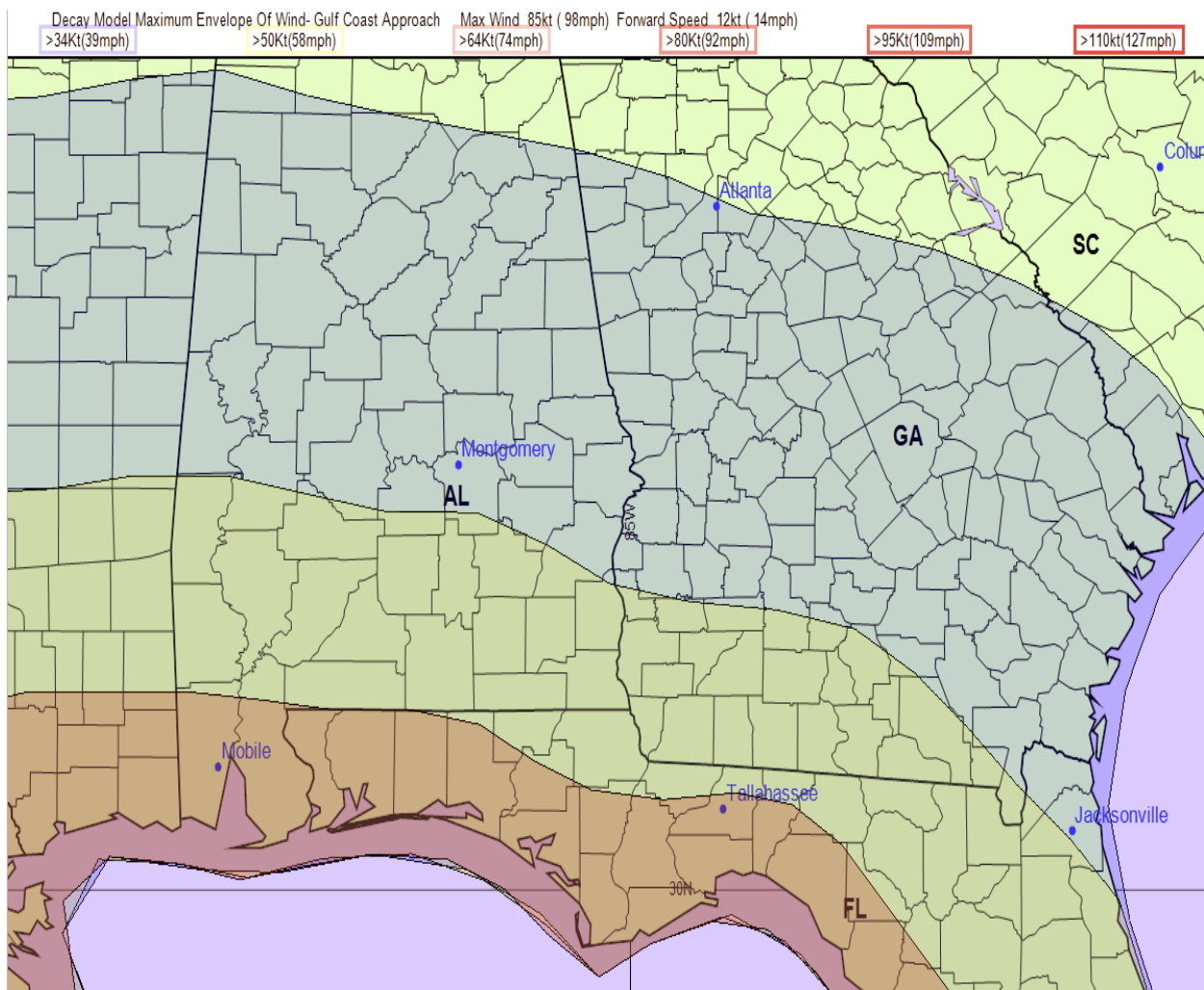
Mobile County Storm Surge

(Shown due to the impact of this information being directly relatable and relative to the Baldwin County storm surge information and data)



Inland Wind Decay

Inland Wind Decay results from HURREVAC



Additional data can be found in the 2012 Baldwin County, Alabama Hurricane Evacuation Study.

Strategic National Stockpile

General Information

In the event of a terrorist attack or a major natural disaster, supplies of critical medical items in Baldwin County will be rapidly depleted. In anticipation, the Federal Government established the Strategic National Stockpile (SNS) to augment local supplies of critical medical supplies. The SNS is managed by the Centers for Disease Control and Prevention (CDC) and contains large quantities of medicines, antidotes, and medical supplies needed to respond to a wide range of expected problems or scenarios. Potential scenarios include attacks using nerve agents, such as sarin, and biological agents, such as anthrax, plague, and tularemia. The objective of this annex is to describe how Baldwin County will request, receive, manage, repackage, and distribute the SNS to those who need it.

The SNS has two major components: 12-hour Push Packages and Managed Inventory (MI). The State Health Officer will request a 12-hour Push-Package from the CDC which when approved, will arrive within 12 hours after CDC approval. The MI will follow the 12-hour Push Package and will provide additional specific drugs or medical supplies tailored to support the event, if necessary.

Baldwin County will request deployment of the SNS 12-hour Push Package from CDC through the Alabama Department of Public Health (ADPH) as soon as local officials (in consultation with state officials) determine that it is necessary to do so to protect the public health. Within the State of Alabama, only the Governor or the State Public Health Officer may formally request the deployment of the SNS 12-hour Push Package from the CDC.

Nothing in this plan should be construed as independent of or as bypassing regular emergency management procedures.

Situations that may necessitate request of SNS are as follows:

1. Medical emergency caused by a natural disaster.
2. Overt occurrence of a chemical, biological, radiological, nuclear, or explosive event
3. Assessment of data collected through epidemiological surveillance systems.
4. Rapid influx of contaminated or ill patients
5. Large number of ill persons with similar disease or symptoms
6. Large number of unexplained diseases, syndrome, or deaths
7. Unusual illness in a population
8. Higher than normal morbidity or mortality from a common disease or syndrome.
9. Single case of disease from an uncommon agent.
10. Death or illnesses among animals that proceed or accompany human death.
11. Unexplained increase in antibiotic prescriptions filled or over-the counter medication consultations occurring from community pharmacies.

12. Unusually high increase in request for Emergency Management Services (EMS) or from emergency room visits.

Responsibilities

An Official from the ADPH will have overall responsibility for the SNS program. The Coordinator from the Baldwin County EMA will be in support to provide those logistic arrangements that are not unique to the health/medical community. Security, storage, processing area, and transportation to in county POD sites will be coordinated by the Baldwin County EMA. Baldwin County is designated as a Regional Distribution Site (RDS) for ADPH Southwestern District which includes the following counties: Baldwin, Choctaw, Clarke, Conecuh, Dallas, Escambia, Marengo, Monroe, Washington and Wilcox. As the RDS, Baldwin County will be responsible for receiving, re-packaging, and coordinating pick-up of the SNS materials for all the counties within the district. An ADPH representative will be in site for receiving and signing for SNS materials at the RDS as well as the individual designated POD sites.

Alabama Department of Public Health (ADPH)

- Request the SNS, as the Governor's designee.
- Manage the overall event.
- Provide guidance for all health-related issues during an SNS event.
- Determine appropriate RSS site to open.
- Apportion SNS products.
- Provide assistance with obtaining statewide health personnel.

Alabama Emergency Management Agency (AEMA)

- Survey unmet needs from impacted area.
- Request assistance from neighboring counties
- Completes and submits Action Request Form(s), if applicable.

Baldwin County Emergency Management Agency

- The primary coordination of emergency events will be through the activated county EOC.
- Provide or arrange for personnel/equipment to unload vehicles and containers.
- Request additional vehicles and drivers from: (*sample suggestions -County Highway Department, County Solid Waste Department, other County Departments as required.*)
- Assure security of material and personnel.
- Develop plan for distribution of the SNS 12-hour Push Package and VMI Resources.
- Responsible for coordinating a declaration of a Local State of Emergency.
- Activate and operate the Emergency Operations Center (EOC).
- Responsible for activating required personnel to support the deployment of the SNS Resources.

- Responsible for ensuring badges are prepared and issued to ALL staff working positions in the EOC and at the RDS, CSA, and POD site.
- Badges can be given to RDS/CSA/POD managers for issuance.
- Picture IDs will be required.
- Coordinate with the Alabama Emergency Management Agency (AEMA) and other state agencies.
- Coordinate as appropriate, all support requirements for the SNS resources through the ESF 8 Public Health representative.
- Identify and notify staff assigned to the CSA/POD to report for duty.
- The EMA Director will determine which agencies should maintain representation in the EOC and which may release representatives.
- The County EOC will be responsible for communicating the food plan for the RDS/CSA/POD sites.
 - This can include communicating to staff that they need to be prepared to self-sustain for the duration of their assignment at the site.

Baldwin County Health Department (BCHD)

- Request activation of the EOC, as required, to support the deployment of the SNS resources in accordance with existing Baldwin County EOP.
- In coordination with ADPH officials, develop priority of prophylaxis distribution and/or immunization.
- Operate public PODs.
- Oversees the receipt, management, repackaging and distribution of the SNS 12-hour Push Package and VMI.
- Designate an Alabama certified pharmacist to sign for the SNS package, or a designated representative who is an ADPH employee when at the CSA (when NOT a controlled drug).
- Coordinate with the Baldwin County Emergency Operations Center (EOC) to manage the requirements of the SNS 12-hour Push Package and VMI.
- Establish treatment locations, depending on the nature of the incident and need for possible alternative locations in addition to POD sites, etc.
 - Treatment locations can include doctor's offices, hospitals, urgent care facilities, and/or any other medical facility.
- Prepare treatment protocols and guidance for the affected population, to include:
 - Adults
 - Children
 - Immune-suppressed populations
 - Geriatric patients
- Coordinate transfer of symptomatic patients from PODs to designated treatment locations.
- Develop plan for mass prophylaxis and/or immunization of at-risk asymptomatic populations.

- Institute rumor control activities to help reduce volume of "worried well" population.
- Provide periodic public information updates/briefs through designated/assigned Public Information Officers (PIO) or a Joint Information Center (JIC).
- Institute patient tracking/follow-up.
- Assign an Emergency Support Function (ESF) 8 representative to the EOC to perform duties as the ESF 8 Public Health liaison between the POD site manager and the EOC.

Law Enforcement Agencies

- Provide escorts for push packages being delivered to POD designated sites in Baldwin County.
- Provide additional law enforcement resources to support the deployment of the SNS 12-hour Push Package.
- Provide security for the dispensing site, staging area, and all dispensing sites.

Direction and Control

In general, direction, control, and coordination of operations in support of a SNS incident will be in accordance with the procedures outlined in the basic plan. More specific information and operating guidance can be found in the Strategic National Stockpile (SNS)/Medical Countermeasures (MCM), Baldwin County RDS/SNS Plan.

Coordination

A response to an incident requiring a SNS deployment will require coordination between public officials, emergency responders, NGOs, private industry, media, and the public. Integrated planning and response capabilities will be essential in establishing necessary systems and networks for adequate response and recovery.

Active Aggressor

General Information

Agencies and departments at all levels of government, churches, educational institutions, medical facilities, businesses, and any other place where people gather or congregate, should prepare, implement, and maintain their own active aggressor plans. In the event an active aggressor incident occurs, Baldwin County Emergency Management Agency (BCEMA) will assist in coordinating the response and recovery efforts by communicating with other local and county-level departments and agencies, and those at the state level to help in obtaining the resources necessary to adequately respond to and recover from this type of violent incident.

Due to recent events in the United States over the past 10-15 years, the need for active aggressor preparedness and response planning has become an essential component to the overall completeness of emergency planning efforts. According to the U.S. Department of Homeland Security (DHS) an active aggressor is an individual actively engaged in killing or attempting to kill people in a confined and populated area. DHS also states that in most cases, active aggressors use firearms and there is no distinguishable pattern or method to their selection of victims.

Event Description

According to the U.S. Department of Homeland Security (DHS) an active aggressor is an individual actively engaged in killing or attempting to kill people in a confined and populated area. DHS also states that in most cases, active aggressors use firearms and there is no distinguishable pattern or method to their selection of victims.

Active aggressor situations are impossible to predict in regards to actual possible events and potential outcomes. These incidents evolve rapidly and leave no time for a lengthy decision-making process. This is why it is critical to stress the importance of preparedness, mitigation, and prevention relating to this type of incident.

Active aggressor incidents typically last only a short period of time and are usually over in 10-15 minutes. The immediate involvement, deployment, and rapid response of law enforcement personnel is essential in stopping the active aggressor and mitigating further harm to victims. People must be prepared and instructed about how to deal with an active aggressor situation prior to the arrival of law enforcement. This is to ensure the safety of victims, bystanders, and law enforcement personnel, as well as allowing for efficient response activities.

Responsibilities

The Baldwin County Sheriff's Office and Municipal Police Departments will be the lead agencies involved in directing the initial response efforts for active aggressor incidents. BCEMA will provide assistance with the coordination and procurement of resources necessary to handle the incident. BCEMA will also provide assistance with the processing and dissemination of necessary and relevant information to local, state, federal and non-governmental partners.

Direction and Control

Educating the Public before an Active Aggressor Incident

BCEMA will assist other emergency service personnel and agencies, such as local and state law enforcement and the Alabama Department of Homeland Security (AL-DHS), in educating the citizens, visitors, and general public in Baldwin County about what they should do when faced with an active aggressor situation. Public outreach in the form of pamphlets, web-based information dissemination, informative training videos and public speaking will be used in order to promote preparedness. BCEMA will also assist in conducting and reinforcing lessons learned from active aggressor situational awareness and training.

During an Active Aggressor Incident

Law enforcement will take the lead in the initial response. Fire, rescue, and EMS services and personnel will coordinate with law enforcement to preserve life and meet the needs of the overall incident. BCEMA will communicate and coordinate with municipal representatives, local government, the Alabama Emergency Management Agency (AEMA), AL-DHS, and other state- and federal-level agencies and departments needed for the response and recovery from an active aggressor incident. This will ensure the needs of the incident and the responders to the incident are met.

Depending on the magnitude of the incident, religious groups and organizations and volunteers (those sponsored by an organization and individuals) may be needed or may respond in some way to the incident. The primary agency (whether it be BCSO or a Municipal Police Department) will likely need help in coordinating and organizing the response to the influx of volunteers. BCEMA will assist, as needed, in the organization of, and response to, the offering of volunteer services.

Preparedness and Prevention

Response and recovery efforts can be greatly impacted by the level of preparedness and the amount of effort put forth into activities designed to promote prevention. There is a great opportunity to put into place community outreach and education activities that will strengthen the resiliency of the community when faced with an active aggressor event.

Training Individuals to Handle and Active Aggressor Incident

In order to prepare the public for an active aggressor incident, the following general information should be included when conducting outreach and education programs:

- Always know your location
- Be aware of situations and surroundings
 - Get into the habit of noticing details about people and places
- Note emergency exits
- Know emergency numbers and how to properly use them
 - Remember to remain calm and speak clearly when calling 911

BCEMA will follow guidelines and examples set forth by the U.S. Department of Homeland Security (DHS), Alabama Department of Homeland Security (AL-DHS), and the Baldwin County Commission when conducting community outreach, education, and training.

Digital and print materials, electronic messaging boards, social media, radio and television avenues all provide platforms for incident information dissemination; as well as excellent tools to utilize when conducting education and outreach programs within the communities of Baldwin County.

DHS recommends the following procedures for individuals to use in response to an active aggressor incident:

Quickly determine the best way to preserve your own life. Remember that customer, clients, and visitors are likely to follow the lead of employees and managers during an active aggressor situation.

1. **EVACUATE** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and a plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area the aggressor might be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **HIDE OUT** – If evacuation is possible, find a place to hide where the active aggressor is less likely to find you. Your hiding place should:

- Be out of the active aggressor's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door &/or pieces of office equipment, etc.)
- Not trap you or restrict your options for movement

To prevent an active aggressor from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active aggressor is nearby:

- Lock the door
- Silence (*both audible ringer and vibrate mode*) your cell phone/pager/etc.
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain QUIET

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active aggressor's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

*Information to provide to a 911 operators, law enforcement dispatcher, or officer:

- Location of the active aggressor
- Number of aggressors

- Physical and clothing description of aggressor/s
- Number and type of weapons the aggressors have/possess/hold
- Number of potential victims at the locating

3. *TAKE ACTION AGAINST THE ACTIVE AGGRESSOR* – As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active aggressor by:

- Acting as aggressively possible towards him/her
- Throwing items and using improvising weapons
- Yelling and screaming
- Committing to your actions

4. *HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES* – Law enforcement's purpose is to stop the active aggressor as soon as possible.

Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with handguns, shotguns, &/or rifles
- Officer may use tear gas or pepper spray to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions
- Immediately put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers apart
- Keep hands visible at all times
- Avoid making quick movements towards officers and do NOT attempt to hold on to them for safety
- Avoid pointing, screaming, or and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises or toward the nearest exit

The first officers to arrive will not stop to help those who are injured. Expect rescue team comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They

may also call upon any able-bodied individuals to assist in removing the wounded individuals from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do NOT leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

The preceding information are recommended procedures for individuals to use in response to an active aggressor incident and will not supersede any policies or procedures prescribed by the Baldwin County Commission, the Baldwin County Sheriff's Office, or any other Baldwin County Commission Department or Agency.

It should also be noted that one of the tools BCEMA will be using in active aggressor outreach and education programs is the Ready Houston Active Aggressor video. The video teaches "Run, Hide, Fight" and is compatible with the recommendations regarding active aggressor incidents set forth by DHS. BCEMA has obtained permission from the City of Houston and the approval of the Baldwin County Commission to use this video for training and educational purposes.

Lessons learned from the 2008 Baldwin County School Shooting Full Scale Exercise have been used to revise active aggressor response planning on the local law enforcement level within Baldwin County. Lessons learned from this exercise will also be used when planning future active aggressor exercises and training within Baldwin County.

Training with law enforcement and other emergency response personnel in a controlled setting will be promoted and encouraged. This will help to ensure an optimum state of preparedness for real-time active aggressor events and a more resilient community overall.

Large Event

General Information

A large event may also be termed a special event. A Special Event is defined as a preplanned, non-routine activity held at a specific location for a defined period of time that strains planning and response resources. This could include sporting events, concerts, fairs and festivals, conventions and conferences, political rallies, religious gatherings, and more. Emphasis is not placed on the total number of people attending, but rather the impact on the community's ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on response services and infrastructure.

Mass gatherings are a subset of a special event. Mass gatherings are usually found at special events that attract large numbers of spectators or participants. Both special events and mass gatherings require additional planning. A mass gathering does not imply that the event is a special event.

Special events require additional planning, preparedness, and mitigation efforts of local agencies. Special event/mass gatherings will require considerations for the following increases and demands on resources:

- Increase the demand on existing services
- Increase the potential for public health events due to changes in population dynamics, changes in services, and changes in behaviors
- Provide a target for terrorist events
- Attract media attention

Mass gatherings pose special challenges for public safety, health and infrastructure. The greater number of people associated with mass gatherings can place a severe strain on the public service system. When public service systems are overwhelmed, the ability to detect, investigate, and respond to a problem is compromised. Major anticipated health risks during mass gatherings include:

- Heat- or cold- related illness
- Food borne and waterborne illness
- Communicable diseases
- Accidents and injuries
- Illness, injuries, and panic related to intentional explosive, biological, or chemical attacks
- Natural events (storms, earthquakes, floods, hurricanes)
- Within Baldwin County common special events include:
 - Fairs / Expos
 - Sporting events and activities

- Festivals
- Community celebrations

Responsibilities

Large events and mass gatherings present particular challenges for preventing or minimizing harm to participants, spectators, and event staff, especially when the event is held at a temporary venue. Ensuring health, safety and security of the public are interrelated and require that the public and private sector interact and support one another in complex ways. Event stakeholders must be aware of each other's roles and responsibilities, and knowledge of the potential and actual public safety issues.

Planning for the provision of medical care and public safety for both spectators and participants is essential, for both humanitarian and legal reasons. Event organizers should conduct a pre-event assessment for any venue that involves a mass gathering. Organizers should consult appropriate health authorities to ascertain the availability of:

- Running water (particularly for hand washing by food service and medical personnel)
- Sufficient public toilets and hand washing stations in or adjacent to toilets (with provision for pump-out of portables and servicing as necessary during the event)
- Adequate refrigeration for perishable foodstuffs
- Recognized, approved vendors of bulk food items delivered to the site's food providers
- Sufficient number of covered containers for the storage of food and solid waste, including removal during the event
- Appropriate storage and removal of liquid waste

Planning should include considerations such as:

- Level of care and provider source at, and in support of, the event
- Consulting medical personnel with experience in similar events to determine the appropriate levels of care to provide
- Considering the distance to, and accessibility of, the nearest hospital and its capability
- Pre-establishing the coordination between venue medical services and those of the local community emergency medical service responders (that is, establish how they will provide mutual aid if required)
- Preparation to treat patients after a CBRNE incident

Local planners, working with their respective stakeholders, will develop plans which address these issues.

There are a multitude of incidents and events which, if they occur during a large event, can cause an emergency or disaster to occur. BCEMA will coordinate with event planners and emergency

responders to help ensure preventative measures are taken and adequate resources are available to support the emergency response to potential large event emergencies and disasters.

Direction and Control

In general, direction, control, and coordination of operations in support of large events or mass gathering will be in accordance with the procedures outlined in the basic plan. Event sponsors will work with local and regional agencies and facilities to coordinate resources.

All agencies and organizations involved in large events and the emergency response to emergencies and disasters will follow their SOPs and SOGs. BCEMA will assist in facilitating coordination and processing information. The EOC may be activated during an emergency situation, depending on the size and scope of the incident. Additional resources and assistance, if needed, will be requested by utilizing EMITS to contact the State EOC and by activating mutual aid resources, as pre-determined and agreed upon.

Initial Incident Objectives

The following are some of the most prominent initial incident objectives:

- Responder safety
- Incident size-up
- Incident stabilization
- Protection and preservation of life
- Protection of property
- Crowd control
- Dissemination of pertinent information to responders, the media, and the public
- Processing information received from various sources about the incident

Terrorism, other violent acts, natural disasters, public health emergencies (including disease outbreaks), and technological emergencies/disasters are all among the list of potential causes for disasters; the actual and perceived physiological and psychological effects of which would be magnified by their occurrence during a special event.

Coordination

Special events will require coordination between government officials, emergency responders, non-governmental organizations, private industry, the media, and the public. Integrated planning and response capabilities will be essential in establishing necessary systems and networks for adequate response and recovery from a disaster. NIMS principles for incident management will be useful in pre-establishing incident control before there is an emergency or a disaster. Although, this structure will evolve and change as the parameters of the incident expand and contract.

Due to the varying nature and degree of incidents, emergencies, and disasters, there will be the potential for resources to be stretched to capacity. Secondary and tertiary events will also be possible, depending on the type of special event, the location(s) of the special event, and the type and number of audience/attendees.

Utilities providers, facility owners/managers, private security personnel, hired talent and their representatives, government officials, event management and planning staff, emergency response agencies, public information officers and coordinators, the media, etc., will all be involved in pre-planning and emergency/disaster response.



Site/Facility/ Support Annex

1. Emergency Operations Center
2. Staging and Points of Distribution
3. Shelters of Last Resort

BALDWIN COUNTY EMERGENCY OPERATIONS CENTER

The Baldwin County Emergency Operations Center in Robertsedale, Alabama is a secure facility and shares building and office space with the Baldwin County Call Center and Baldwin County Sheriff's Department Dispatch. The offices of BCEMA personnel are also in the building. Bathrooms (including showers), bunk rooms, and laundry and kitchen facilities are all available within the building.

Entry into the building is controlled. One must possess a key card or be escorted into the building. Proper identification must be worn and displayed at all times. No one will be allowed to enter without identification and without BCEMA staff having knowledge of the purpose for the visitor's presence in the facility. This applies to the facility during "normal" operations and emergency operations periods.

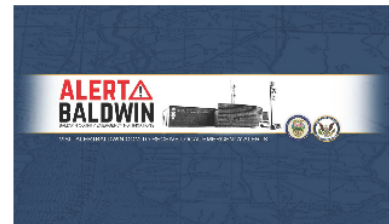
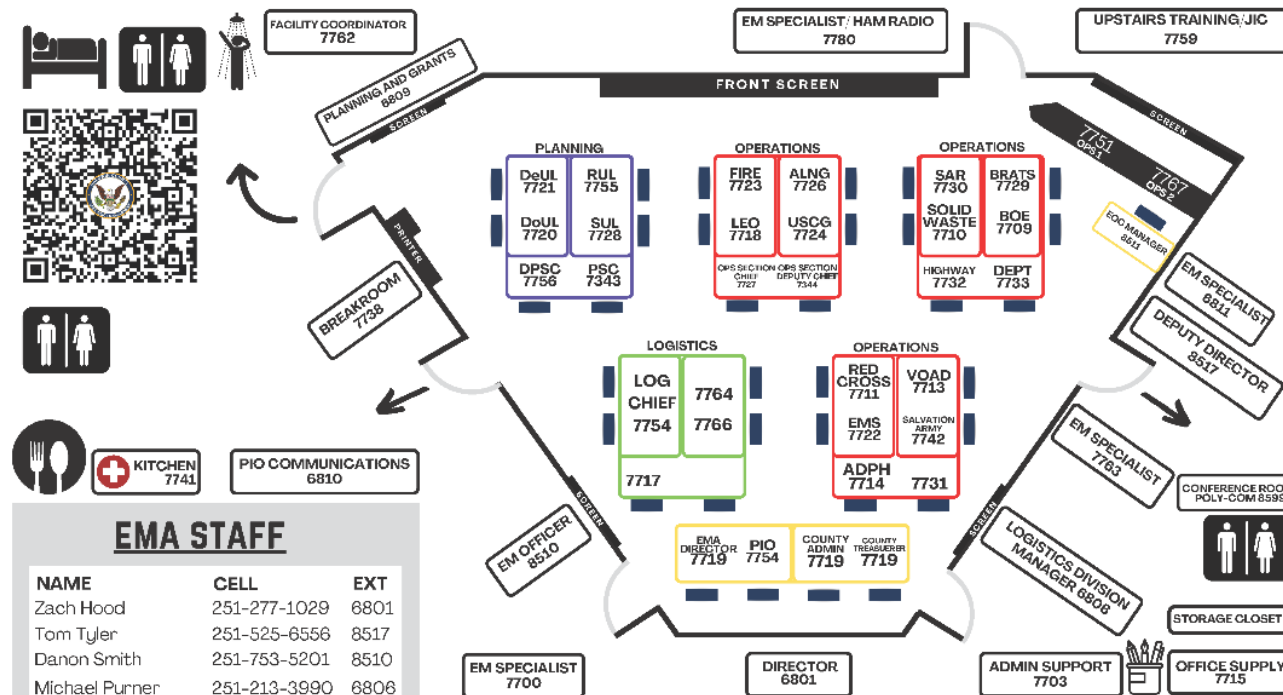
OPERATIONS ROOM

EMERGENCY OPERATIONS CENTER

BEEMS

V. 2 10/10/2022

Build relationships to establish consistency which encourages communication to maintain expectations for structured cohesion. Baldwin County Emergency Management Agency seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters.



PHONE OPERATIONS

To Place Caller on HOLD

- Press the 'HOLD' button located in the lower right corner of phone display screen

To RECONNECT:

- Press the line key of the flashing light

To TRANSFER a Call to Another EXT

- Scroll to and select 'Start Transfer?'
- If Scroll down menu is not displayed, Press
- Dial the EXT number
- Announce the call
- Hang up

To Adjust RING VOLUME

- Adjust illuminated touch-slider

To Place a LOCAL Phone Call

- Dial 9 then the 7 digit phone number

To Answer Other Phone Lines

- NOTE THE INCOMING CALL EXT NUMBER ON THE SCREEN; then pick up receiver and press *3 and the EXT number.

To make a LONG DISTANCE Call

- Please see the EOC Operations Desk for Assistance with calls outside the local calling area.

For a complete list of phone functions please see the operations desk

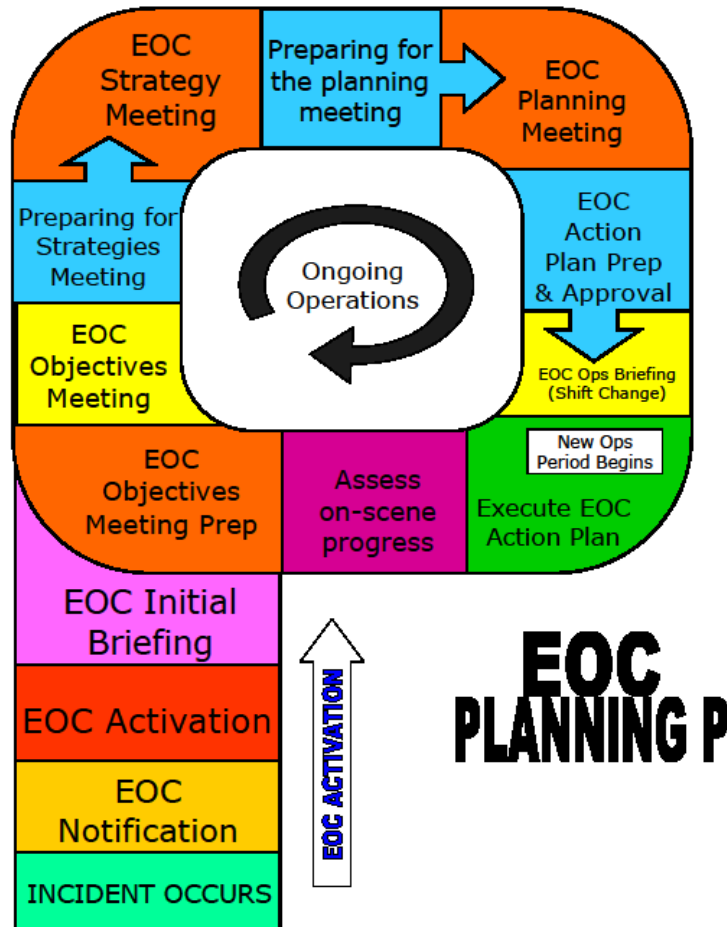
BALDWIN COUNTY

EMERGENCY OPERATIONS CENTER

23100 McAuliffe Drive
 Robertsedale, AL 36567
 Telephone: (251) 972- 6807
 FAX: (251) 580- 1616

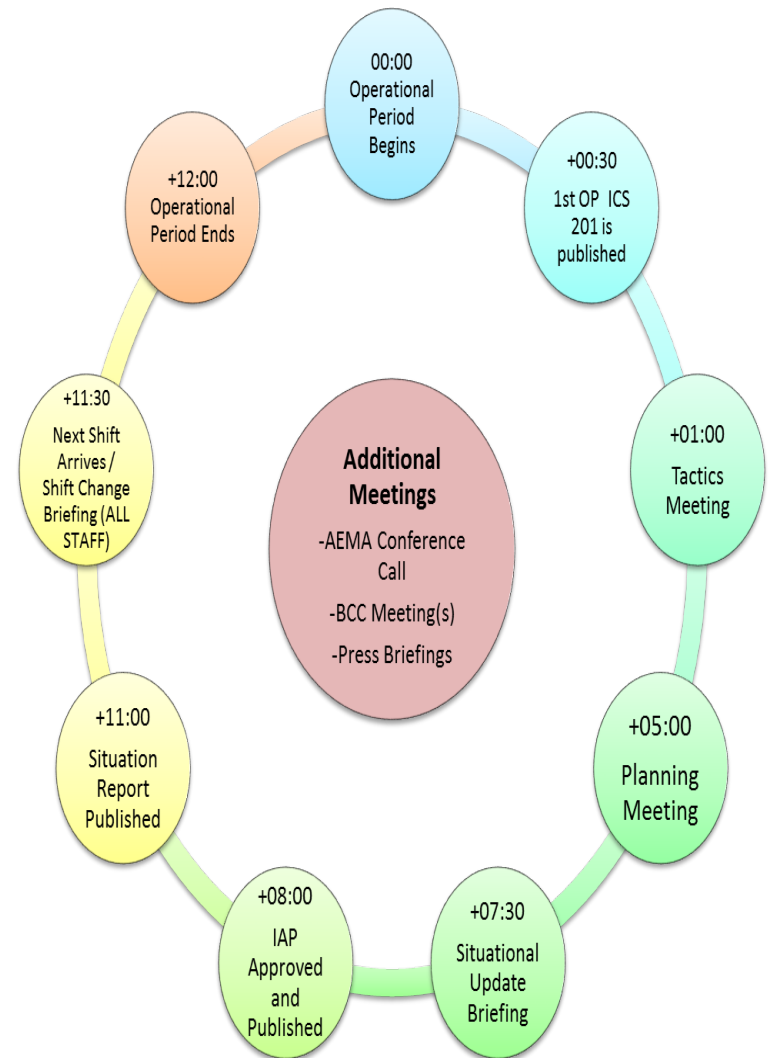


BALDWIN COUNTY EMA



EOC PLANNING P

23100 McAuliffe Dr.
Robertsdale AL 36567



Staging and Commodity Points of Distribution

General Information

The purpose of this annex is to provide guidance for distribution of emergency supplies and commodities to the public following an emergency or significant event. More detailed information is maintained in the Baldwin County Commodity Points of Distribution Guide. This guidance centers on local Points of Distribution (POD's) where the commodities are provided directly to the victims. In order to strategically distribute commodities to identified PODs around the county, a Central Staging Area (CSA) will serve to receive the county shipment of commodities for further breakdown and distribute to the individual POD sites.

Past hurricane seasons have proven that the ability to distribute commodities to the public is the controlling factor to determine supply, not the people "in need." To successfully accomplish the commodity distribution mission, we must literally "begin with the end in mind." The US Army Corps of Engineers (USACE) provides predictive models of commodity needs based on hurricane winds, track of the storm, population density, and estimated number of residences without power.

These models predict people "in need." This fact is very important for determining the quantities of commodities that may be required; however, this fact is useless if commodities can't be received by the victims in a timely manner. The successful execution of a distribution plan is essential. The plan must have pre-determined locations of POD's, layout plans for each point, and must include equipment and staffing requirements.

Experience in emergency response over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice for medical purposes, packaged meals, and other essential supplies. In small scale disasters and in the initial hours of larger disasters, these commodities are often supplied by state and local governments, donations from industry, and volunteer agencies. When the need for commodities exceeds the state's capability, under a Presidential Declaration, the state can request that FEMA provide the additional requirements.

FEMA/State provided commodities are delivered from the state staging areas to the Local County Staging Area (CSA). BCEMA Logistics personnel will keep in close coordination with the AEMA Logistics Division to report receipt of commodities and work out any issues with the load/process. These commodities and supplies are most often delivered in over-the-road tractor trailer loads to POD's. POD's must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public.

Key Planning Information

Transportation within the United States operates “just in time” manner. Large, over-the-road trucks are seldom idle. This is especially true of refrigerated vans which are in high demand. When disaster strikes, the commercial world will change their normal business structure to provide support to the disaster response effort. Vendors also continue to support their normal customer base and gear up operations to support disaster requirements. This process can potentially take up to 48 hours during the weekday to deliver up to 50 loads and 72 hours to deliver up to 50 loads if initiated on a Friday after 12:00 noon. Because of these factors, pre-positioning of commodities for a pending event could enhance resources and alleviate some of the delays in commodity distribution.

Another key aspect of commodities planning is the understanding of the “pipeline effect.” The need for commodities is directly proportional to commercial power. If the power is out the need will be there. When the power returns (except for contaminated water supply) the need will expire. During response operations, the power restoration process must be closely monitored and commodity supplies adjusted accordingly. The pipeline is defined as all the commodities purchased but not yet delivered and all the supply trucks that are in route between the supplier and the CSA.

POD sites also provide an excellent location to communicate with the public by means of informational handouts. The key is to have the information packaged in a handout format to prevent people from exiting their vehicles. Maximum vehicle flow is crucial to reaching as many people as possible.

Policy

This section will discuss methods to determine POD’s, suggestions for staffing and equipment resources, and discuss POD’s operations.

The number of POD’s recommended is based on the total population for Baldwin County, the staffing required, and the number of truckloads of commodities needed. The prediction model uses a 40% factor to calculate the estimated number of people that will visit a POD. However, this USACE model is used as a guide but the number of POD’s is determined by the counties’ ability to effectively manage the site. The pre-planning of POD’s allows the locations to be known to the public prior to an event before communications are impacted or interrupted. This also allows for route clearing priorities and route mapping to be performed during the pre-planning process in lieu of the response process.

POD operations, including staffing and equipment, are a local responsibility. The most challenging resource to provide is staffing. Most local governments depend on the National Guard and volunteer agencies for staffing. However, close coordination is needed to assure local governments are not using a specific resource in multiple locations. All requests for resources must come through the BCEMA Logistics Section Chief at the Emergency Operations Center

(EOC). The successful operation of a POD requires a manager that understands the purpose, functions, and requirements of a distribution point. A successful POD manager must have the skills to motivate people, organize shifts, assure the right equipment is available, keep records on equipment usage, gather/record information on deliveries, arrange for future deliveries based on usage, and act as the primary point of contact for the POD with the local EMA and possibly state or federal interests. The POD Manager will be responsible for receiving, staging and distribution of commodities, other related activities, and site safety.

Tracking charts is a tool used by POD Managers to gather key information on deliveries. This information, as well as any contract/delivery forms that require signing by the delivery driver, must be collected, maintained and transferred to local, state, or Federal officials. This information is vital for documenting payment to the delivery contractors.

Responsibilities

Bay Minette POD

- The POD for Bay Minette will be located at the First Baptist Church 1201 Hand Ave, Bay Minette, AL.
- A POD manager will be assigned by the Bay Minette Mayor in advance of a disaster situation to coordinate activities at the First Baptist Church of Bay Minette POD and coordinate with BCEMA Logistics at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate distribution site will be located at the Bay Minette Recreation Center, 611 McMeans Avenue, Bay Minette, AL.

Daphne POD

- The POD for Daphne is the Trione Sports Complex, located at 8600 Whispering Pines Road, Daphne, AL.
- A POD manager will be assigned by the Daphne City Mayor in advance of a disaster situation to coordinate activities at the Daphne Trione Sports Complex POD and coordinate with BCEMA Logistics at the CSA and/or EOC for re-supply and status updates.
- If necessary, the alternate POD site will be located at the Daphne Sports Complex, located at 7060 Park Drive, Daphne, AL.

Elberta POD

- The POD for Elberta will be located at the Elberta Fire Department, 13295 Illinois Street, Elberta, AL.
- A POD manager will be assigned by the Elberta Town Mayor of in advance of a disaster situation to coordinate activities at the Elberta Fire Department POD and coordinate with BCEMA Logistics at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate distribution site will be located at the Elberta Civic Center, 25070 Street, Elberta, AL.

Fairhope POD

- The POD for Fairhope will be located at the Fairhope-Volanta Ball Park, 701 Volanta Ave., Fairhope, AL.
- A POD manager will be assigned by the Fairhope City Mayor to coordinate activities at the Fairhope-Volanta Ball Park POD and coordinate with BCEMA Logistics at the CSA or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Fairhope Civic Center, 161 North Section Street, Fairhope, AL.

Foley POD

- The POD for Foley will be located at the Foley Sports Complex, 18507 US Highway 98, Foley, AL.
- A POD manager will be assigned by the Foley City Mayor in advance of a disaster situation to coordinate activities at the Foley Sports Complex POD and coordinate with the BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Tanger Outlet Mall, 2601 South McKenzie Street, Foley, AL.

Gulf Shores POD

- The POD for Gulf Shores will be located at the Gulf Shores Sportsplex, 19025 Oak Road West, County Road 6, Gulf Shores, AL.
- A POD manager will be assigned by the Gulf Shores City Mayor in advance of a disaster situation, to coordinate activities at the Gulf Shores Sportsplex POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.

- If necessary, the alternate POD will be located at the Jack Edwards National Airport, 3190 Airport Drive, Gulf Shores, AL.

Lillian/Perdido Beach POD

- The POD site serving Lillian and Perdido Beach will be located at Lillian Community Club, 34180 Widell Avenue, Lillian, AL.
- A POD manager will be assigned by the Lillian Fire Chief in advance of a disaster situation, to coordinate activities at the Lillian Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Perdido Beach Volunteer Fire Department, 8450 Escambia Avenue, Perdido Beach, AL.

Little River POD

- The POD for Little River will be located at the Little River Volunteer Fire Department, 71250 State Hwy 59, Little River, AL.
- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Little River Volunteer Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at Ferguson's Market, 70701 State Highway 59, Little River, AL .

Loxley POD

- The POD for Loxley will be located at the Loxley Volunteer Fire Department, 1051 Railroad Avenue, Loxley, AL.
- A POD manager will be assigned by the Loxley City Mayor in advance of a disaster situation to coordinate activities at the site and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and current updates.
 - If necessary, the alternate POD site will be located at the Loxley Elementary School, 4999 S. Magnolia Street, Loxley, AL

Magnolia Springs POD

- The POD for Magnolia Springs will be located at the Magnolia Springs Volunteer Fire Department #1, 14809 Gates Ave, Magnolia Springs, AL.

- A POD Manager will be assigned by the Magnolia Springs Mayor in advance of a disaster situation to coordinate activities at the Magnolia Springs Volunteer Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Magnolia Springs Volunteer Fire Department #2, 9254 Vernant Park Road, Foley, AL.

Orange Beach Community Center POD

- The POD for Orange Beach will be located at the Island Church, 25550 Canal Rd, Orange Beach, AL.
- A POD manager will be assigned by the Orange Beach Mayor in advance of a disaster situation to coordinate activities at the Orange Beach Community Center POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Orange Beach Event Center, 4671 Wharf Parkway, Orange Beach, AL.

Robertsdale POD

- The POD for Robertsdale will be located at the Baldwin County Central Annex located at 22251 Palmer Street, Robertsdale, AL.
- A POD manager will be assigned by the Mayor of Robertsdale in advance of a disaster situation to coordinate activities at the Baldwin County Central Annex POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD Site will be located at Garrett Park, 22380 Palmer Street, Robertsdale, AL.

Seminole POD

- The POD for Seminole will be located at the Seminole Volunteer Fire Department, 32253 US Hwy 90, Seminole, AL.
- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Seminole Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Seminole Volunteer Fire Department Station #2, 33723 Lost River Road, Seminole, AL.

Spanish Fort POD

- The POD for Spanish Fort will be located at the Spanish Fort Community Center, 7361 Spanish Fort Blvd., Spanish Fort, AL.
- A POD manager will be assigned by the Spanish Fort Mayor in advance of a disaster situation to coordinate activities at the POD site and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Spanish Fort Spirit Park, 30492 Emily Francis Lane, Spanish Fort, AL.

Stockton POD

- The POD for Stockton will be located at the Stockton Civic Club, 53998 State Hwy 59, Stockton, AL.
- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Stockton Civic Club POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status updates.
 - If necessary, the alternate POD site will be located at the Stockton Volunteer Fire Department, 54490 Hwy 59, Stockton, AL.

Direction and Control

Direction and Control of the distribution of commodities is the responsibility of Baldwin EMA Logistics Division. Distribution within the first 72 hours of an event will be managed locally with available resources. State AEMA will be prepared to provide resources after the local resources have been exhausted. State deployed commodities if requested, would arrive 24-72 hours following the disaster. Staff will monitor the commodities and track the commodity usage in the county. POD sites have been designated in strategic locations around the county. Each site has a designated “POD Manager” and staff assigned to the location. Each identified POD location has endured a site assessment to ensure functionality. Communications between the site manager and the CSA will be critical in determining needs and requesting additional commodities.

Initial Incident Objectives

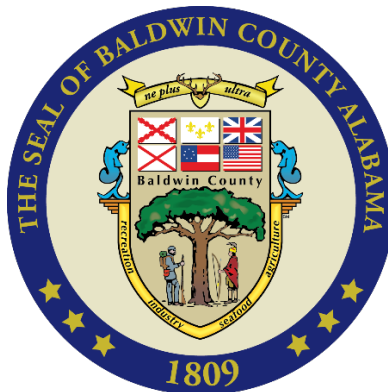
The purpose for implementation of Points of Distribution is to provide distribution of emergency supplies and commodities to the public following an emergency or significant event. The objectives of this plan are to define the commodity distribution process and identify locations, POD managers, and individuals to serve at the site will promote efficiency in the sites operations. Resource and personnel tracking will be essential to efficient operations. Communications between the site manager and the Logistics Section Chief will ensure adequate flow of commodities to the designated activated POD sites.

Coordination

BCEMA works in coordination with State AEMA to procure and deliver commodities to the citizens of the county following a disastrous event. Baldwin EMA has also worked collaboratively with each town/municipality to identify POD locations, POD alternate locations, POD managers, and staff for each designated site. More detailed information regarding site specific information, see the Baldwin County EMA Logistics Section Points of Distribution Operating Guide.

BALDWIN COUNTY SHELTERS OF LAST RESORT

“Ops Guide”



Objective

The *Baldwin County Shelters of Last Resort Operations Guide*, hereinafter referred to as the Ops Guide, was established for the purposes of:

- Providing Shelter of Last Resort to residents seeking refuge from hurricanes and other emergencies.
- Establishing a framework for the delivery of resources and support available pre- and post- landfall; and
- Defining the roles and responsibilities of agencies involved in the sheltering initiative.

Shelters of Last Resort are facilities made available by the by the Baldwin County Commission, or the County, during emergencies for sheltering, although the structural integrity of the facilities cannot be “guaranteed”.

The *Ops Guide* was designed to augment the *Baldwin County Emergency Operations Plan* (BCEOP) and in no way replaces or supersedes it.

Baldwin County EMA will maintain a “Use of Facilities Agreement” between the Baldwin County Commission and the Baldwin County Public School System and the City of Robertsedale in the event more facilities than what are listed in this guide are needed in an emergency response.

Concept of Operations

Whenever a disaster is imminent, local government has the primary responsibility to preserve life and property. Baldwin County Emergency Management Agency (BCEMA) is the focal point within the County government for mitigation, preparedness, response, and recovery. When disaster conditions appear likely, the BCEMA Director will make recommendations to local elected officials (Baldwin County Commission “BCC”) whether to declare a Local State of Emergency for Baldwin County. A Local State of Emergency permits the mobilization of emergency assets and resources to manage and contain emergencies and disasters. The *Ops Guide* will be executed immediately upon declaration of a Local State of Emergency.

Emergency Support Functions (ESFs)

Emergency Support Functions (ESFs) were developed by the Federal Emergency Management Agency (FEMA) to provide structure for coordinating a multi-agency response to a disaster or event.

The agencies, referenced in Appendix A, have partnered with the County, and will participate in the execution of the *Ops Guide*, upon notification of activation by the Baldwin County Emergency Management Agency (BCEMA).

Emergency Support Functions (ESFs)

ESF #1 Transportation

ESF #2 Telecommunications & Information Technology ESF #3 Public Works & Engineering

ESF #4 Firefighting

ESF #5 Emergency Management

ESF #6 Mass Care, Housing & Human Services

ESF #7 Logistics Management & Resource Support ESF #8 Public health and Medical Services

ESF #9 Urban Search & Rescue

ESF #10 Oil & Hazardous Materials Response ESF #11 Agricultural & Natural Resources ESF #12 Energy

ESF #13 Public Safety & Security

ESF #14 Long Term Community Recovery

ESF #15 External Affairs (Emergency Communication & Information)

Notifications

BCEMA will contact the agencies and personnel listed in Appendix A to provide notification of activation of the *Ops Guide*.

Primary Agencies: Facility Coordinators will be contacted to report on the availability of facilities for use as shelters. Shelter Managers will be notified and will be responsible for activating their respective shelter teams.

Support Agencies: Support agencies will be notified to activate their personnel for deployment to the Baldwin County Emergency Operations Center (BCEOC) and shelters.

Municipalities: BCEMA will contact Municipal Emergency Management (EM) Coordinators to activate and coordinate their administrative, police, and fire personnel response. Municipal EM Coordinators may deploy personnel to the BCEOC as necessary.

Mass Notifications: Messages concerning the incident will be sent out through the Everbridge Mass notification System. All shelter managers and staff will be entered into this database to receive these notifications. (i.e., Everbridge)

Operation Information Platform: Shelter managers, Baldwin County Board of Education, and Municipal Partners' personnel will receive log in credentials to have contact with BCEMA staff and partners during the event. The use of this platform will allow for instant messages, create resource requests to BCEMA, and collaborate with the BCEMA staff and partners during the incident. (i.e., Veoci)

Virtual Operation Platform: Virtual EOC software will be utilized to maintain situational awareness between BCEMA and partner agencies. During times of activation, county partners and agencies with appropriate access will be expected to maintain awareness and communications through virtual EOC software applications. This software provides partners with county wide visibility of activity without the need to physically be in the EOC.

Other:

BCEMA will also notify other agencies which provide pertinent information to the public.

Public Service Announcements (PSAs):

The EMA Director or Public Information Officer (PIO) will inform the public about shelter openings and evacuations via radio, television public service announcements (PSAs) and social media outlets. When possible, PSAs will be conducted in English and Spanish. Citizens may also contact the numbers and sites listed below for additional information:

Organization	Contact Information	Purpose
211 Information Lines	211	Community Services/Volunteer Opportunities
Baldwin County Citizen Services	251-928-3002 251-943-5061 251-937-9561	Baldwin County Specific Information
Baldwin County EMA	251-972-6807	Any and All Information Needed
	Website: https://www.baldwincountyal.gov/departments/emergency-management-agency Social Media Links: Facebook: Baldwin County Emergency Management Agency Facebook Twitter: Baldwin County Emergency Management Agency (@BaldwinEMA) / Twitter Instagram: Baldwin EMA (@baldwin.ema) • Instagram photos and videos	
Baldwin County Commission	Website: https://www.baldwincountyal.gov/	

Communications

Shelter staff will communicate with the BCEOC through their Shelter Managers, unless initiated otherwise by BCEMA. Shelter Managers will communicate directly with BCEMA's Shelter Coordinator or designee.

All Alabama Department of Human Resources (ADHR) and Alabama Department of Public Health (ADPH) personnel working in shelters will communicate directly with ADHR and ADPH liaisons stationed in the BCEOC. Other agencies functioning within the shelters should communicate according to their organization's directives. ADHR, ADPH, and other agency liaisons will coordinate directly with BCEMA's Shelter Coordinator to keep him/her apprised of important or significant events occurring in the shelters.

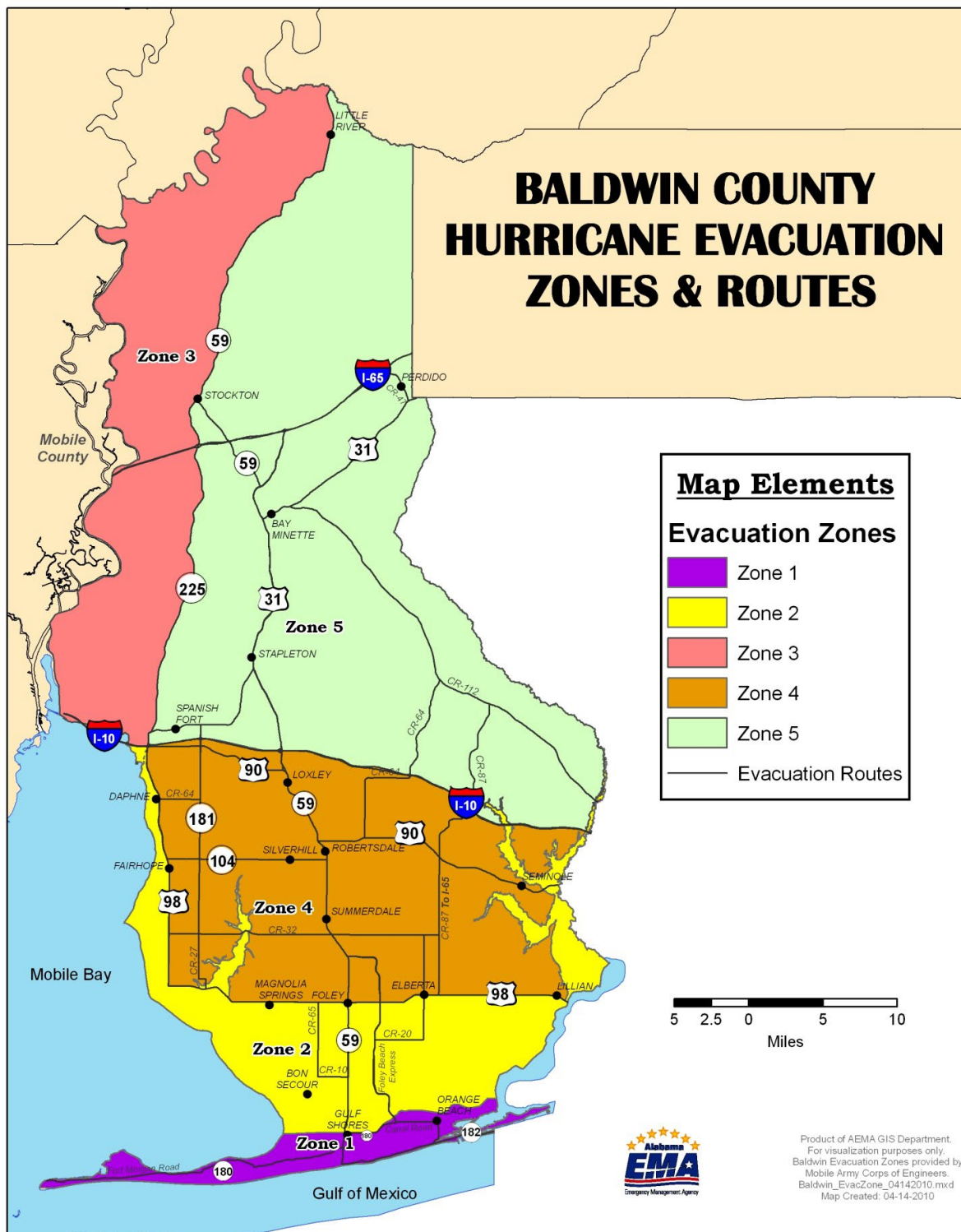
Communications may be reported Virtual EOC (i.e., Veoci), 800 MHz radio, cell phone, telephone, satellite phone (if applicable), or Amateur Radio Operator. If power fails and all communications are lost, shelter managers or designated personnel will communicate through Amateur Radio Operators.

Evacuation Information

During evacuations, the EMA Director will collaborate with the Director of Baldwin County 9-1-1 to release pertinent evacuation information to the public via Telecommunication Devices for the Deaf (TDD).

Evacuation & Transportation

Refer to the Baldwin County Hurricane Evacuation Guide located in the Baldwin County Emergency Operations Plan (BCEOP).



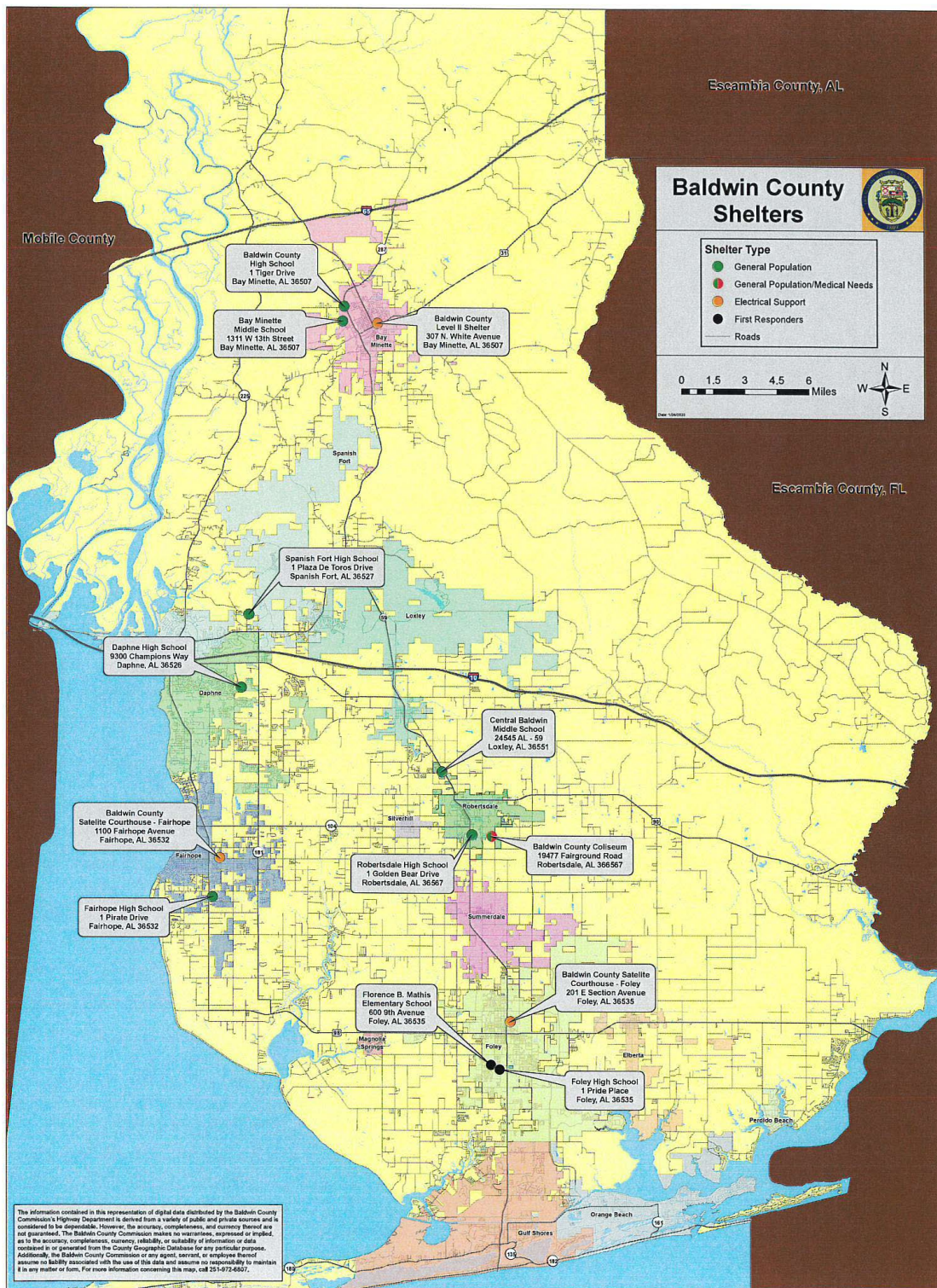
Shelter of Last Resort

Shelter Types

- Emergency Shelters—The BCC may collaborate with the BCEMA Director to open a shelter during events such as hazardous materials spill requiring evacuation of residents, mass casualty event, or any other event deemed necessary.
- Tornado Shelters—Tornado shelters will only be opened if needed after a storm as mass care or general-population shelters. They will, however, collocate individuals requiring electricity to sustain life support functions as well as individuals having physical or mental conditions that require limited medical or nursing oversight.
- Hurricane Shelters—Hurricane shelters will be opened to the public as a last resort option for safety. The Baldwin County Commission (BCC) with the collaboration of the Baldwin County Emergency Management Director will decide when and which shelters will be opened. The County or the BCEMA cannot “guarantee” the structural integrity of the facilities being used for shelters of last resort.
- Secondary Shelters—Post-event, individuals who are unable to return home will be transitioned into Secondary Shelters for longer term care by the American Red Cross.
- Pet Shelters—Listed in Appendix B are local veterinarian clinics that will board pets during hurricanes. Most clinics require proof of vaccinations, secure carriers, collars with ids, along with an ample supply of food, bowls, medications, toys, blankets, and other comfort items. Clinics should be contacted directly for more specific instructions.
- Electrical Support—Shelters solely for individuals who require electricity to sustain life support functions.
- Mass Care Shelters—Shelters for the general public.
- Emergency Responder Shelters—Shelters solely for designated emergency responders.

Baldwin County Shelters

Shelter Name	Shelter Address	Shelter Type	Shelter Capacity		Amenities			
			Square Footage	Capacity 100%/80%	Shower	Bathroom	Cafeteria	
ARCBC	N/A	Medical Needs			X	X	X	
Baldwin County Coliseum	19477 Fairground Rd. Robertsdale, AL	General Population/Medical Needs		1900/1520	X	X	X	
Baldwin County High School	1 Tiger Dr, Bay Minette, AL	General Population		1000/800	X	X	X	
Bay Minette Level II Shelter	207 North White Ave. Bay Minette, AL	Electrical Support		50/40		X		
Bay Minette Middle School	1311 W 13 th St. Bay Minette, AL	General Population		700/560	X	X	X	
Central Baldwin Middle School	24545 AL-59 Loxley, AL	General Population				X	X	
Daphne High School	9300 Champions Way Daphne, AL	General Population			X	X	X	
Fairhope High School	1 Pirate Dr. Fairhope, AL	General Population			X	X	X	
Fairhope Satellite Courthouse	1100 Fairhope Ave. Fairhope, AL	Electrical Support		40/32		X		
Florence B. Mathis Elementary	600 9 th Ave. Foley, AL	General Population				X	X	
Foley High School	1 Pride Dr. Foley, AL	General Population		1337/1070	X	X	X	
Foley Satellite Courthouse	201 E. Section Ave. Foley, AL	Electrical Support		40/32		X		
Spanish Fort High School	1 Plaza De Toros Dr. Spanish Fort, AL	General Population			X	X	X	
Robertsdale High School	1 Golden Bear Dr. Robertsdale, AL	General Population			X	X	X	



General Public Admission into shelters

Individuals entering Shelters of Last Resort should:

- Present photo identification.
- Complete a registration form.
- Complete a waiver of liability form.
- Obey shelter rules (Copy provided at registration)
- Be subject to a criminal background check.
- Sign in and out with registration staff (for shelter capacity records only). Individuals entering *Electrical Support* and *Medical Needs Shelters* additionally bring:
 - One adult caregiver.
 - Medical supplies and equipment needed.
 - Special dietary supplies needed.

All forms can be found in Appendix C – Forms

Shelter Staff

Enrollment of **ALL** shelter staff must be coordinated through, and with prior approval of, BCEMA's Shelter Coordinator. BCEMA's Shelter Coordinator will coordinate with the Baldwin County Commission Temporary employment company. (i.e., Blue Arbor) and through the Baldwin County Personnel Department to enroll workers and conduct criminal background checks and drug tests.

STAFF SHOULD BE SIGNED UP BY March 15 of each calendar year. EACH YEAR THE STAFFING SHOULD BE REVIEWED FOR ACCURACY. NO CHANGES MADE UNLESS DUE TO UNFORESEEN CIRCUMSTANCE OR EMERGENCY.

Criminal Background Checks

Criminal background checks will be conducted on all non-government affiliated employees, or anyone deemed necessary by BCEMA. Costs incurred for criminal background checks will be paid by the County, pursuant to a contract entered between the County and Blue Arbor.

Criminal background checks may also be performed by BCEMA or its designee on any volunteer workers upon receipt of a signed *Authorization for Release of Information* form. Volunteer unpaid workers are not allowed to work in shelters without prior approval by BCEMA.

Drug Tests

Drug tests will be performed on all non-government affiliated employees, or anyone deemed necessary by BCEMA. Costs incurred for drug testing will be paid by the County, pursuant to a contract entered between BCC and Blue Arbor.

Roles and Responsibilities

General Information

Although each staff member has been assigned specific duties, ALL STAFF will perform any duties necessary to ensure successful shelter operations. All staff will need a copy of the *Ops Guide* to be familiar with its contents, policies, and procedures. Shelter managers will ensure that a copy of the *Ops Guide* is available to all staff to review during shelter activations.

All staff will need to attend an *American Red Cross Shelter Operations Training*, coordinated through BCEMA's Shelter Coordinator.

All shelter staff will need to be Incident Command System (ICS) and National Incident Management Systems (NIMS) compliant, pursuant the Alabama Department of Homeland Security regulations, coordinated through BCEMA's Shelter Coordinator. All shelter staff will need a FEMA SID number. All Shelter staff shall complete ICS courses 100, 200, 700, & 800.

Shelter staff will NEVER PLACE OCCUPANTS NEAR WINDOWS OR GLASS. Shelter staff will POSITION OCCUPANTS in SCHOOLS in HALLWAYS. Hallways with glass windows will not be used. Interior rooms may be used, provided they have no glass windows. Close all interior doors to classrooms that have glass windows to protect hallway sheltering areas. During the height of the storm, all occupants should be positioned in hallways. Sheltering staff will POSITION OCCUPANTS IN COUNTY FACILITIES IN DESIGNATED "SAFE ROOMS". During the height of the storm, ALL occupants and staff should be positioned in Safe Rooms. SHELTER MANAGERS will submit space plans to BCEMA's Shelter Coordinator.

ALL Shelter Staff will be responsible for being trained and be held responsible for ensuring that cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in dining and food preparation areas, bathrooms, entryways, and high traffic areas. Shelter staff are responsible for being trained to install a 5- or 10-kw emergency generator in the event of a power failure.

Name Tags/Vests - Shelter staff will always wear name tags while on duty so occupants may easily identify and recognize them. Coliseum staff will also wear fluorescent vests to distinguish them.

LOGISTICS

Equipment and supplies (such as cots, blankets, go-kits, signage, etc.) will be delivered to the shelter by BCEMA's Logistics Section Chief and/or County Maintenance personnel. Shelter Managers should direct staff to immediately remove items from Go-Kits (or storage) to help set up facility and use for shelter operations.

Any supplies used by Shelter Managers or staff from the Go-Kits (or storage) should be recorded on the *Go-Kit Checklist* ([See Appendix C](#)) for replacement/reimbursement.

First-aid supplies will also be provided for ADPH nurses and Emergency Preparedness Teams to use for dissemination to shelter occupants. Ensure personnel receive these items prior to shelter opening.

Courthouse and school shelters will also have over the counter first aid supplies to disseminate to the public as needed.

Cots/Blankets: Managers and Shelter Support Staff will pre-stage cots and blankets dormitory style, allowing occupants to be placed into confined areas of 10 sq ft per person until the storm is over or for a period of less than 36 hours. Cots for the Coliseum and Courthouse shelters should be pre-staged prior to shelter opening and served on a first come first-serve basis. All other shelters should disseminate their select number of cots to:

- Elderly
- Ill persons
- Pregnant Women
- Staff
- Functional Access Needs Individuals (I.e. disabled)

Signage: Managers and Support Staff with posting signage directing the public to the entrance and to the registration area. Laminated signage will be provided in Go-Kits and/or delivered. Post other signage as needed throughout shelter to guide shelter occupants during their stay.

Sex Offenders: Law enforcement agents may be conducting criminal background checks on occupants entering the shelter. If a sex offender is in shelter, contact BCEMA's Shelter Coordinator, who will discuss with local law enforcement to determine whether they will shelter the offender at their police station or jail OR allow them to stay in the public shelter. **IF CONVICTED SEX OFFENDERS ARE ALLOWED TO STAY IN THE SHELTER, SECURITY AND/OR SHELTER STAFF SHOULD DISCRETELY ISOLATE THEM AWAY FROM THE GENERAL POPULATION AND MONITOR THEM AT ALL TIMES, PARTICULARLY IF THE SHELTER LOSES POWER**

Photos and information on Baldwin County sex offenders may be found on the Baldwin County Sheriff's Office website. Shelter Managers are strongly encouraged to print a list to keep on site for precautionary measures.

REGISTRATION: Shelter Managers, Assistant Managers, and Support Staff will establish a registration area with desks or tables for individuals to sit and complete registration forms. Conduct manual and/or automated registration, if necessary.

Registration Staff should:

- Welcome occupants entering the shelter.
- Distribute and accept Registration /Waiver of Liability Forms (SEE APPENDIX C) and Shelter Rules (See Appendix C)
- Monitor for alcohol, weapons, drugs, matches, lighters, etc. inside shelter.
- Monitor for pets (Health codes forbid pets in shelters, however, service animals will be allowed.)

- Direct Occupants toward the registration tables.

SHELTER MANAGERS

Shelter Managers are responsible for the overall management and operation of shelters, as well as directing and supervising staff to ensure shelter occupants' needs are being met. Shelter Managers will ensure all staff are aware of their specific duties and any general staff duties and all training is complete. Shelter Managers will report directly to the BCEMA Shelter Coordinator.

Preferred to complete ICS 300 & 400. This course will be offered at the BCEMA and other EMAs in the state, it is a full week in person class.

Shelter Space plans will be submitted to BCEMA Shelter Coordinator.

Shelter Managers will lay out a space plan for the shelter and allocate space for:

- Registration
- Sleeping areas
- Feeding
- Medical needs (If applicable)
- First Aid or Medical Isolation (AKA Health Services or Mass Care)
- General Isolation (Sex Offenders, Occupants under the influence of Drugs and/or Alcohol, Disorderly occupants, Occupants with Service Animals, etc.
- Breastfeeding Area

Shelter Managers will also allocate **separate** space on the space plan for:

- Families with children
- Elderly
- Play area for children.
- Amateur Radio Operations
- Law Enforcement Operations

Notifications

- BCEMA's Shelter Coordinator will contact Shelter Managers and notify them when to report to shelters and when to open shelters to the public.
- Shelter Managers will immediately conduct a call-down of their shelter team and notify them of activation. Shelter Managers will notify BCEMA immediately of any unexpected staffing issues.
- Shelter Managers will contact Facility Coordinators, if applicable, to obtain keys to facilities. (Baldwin County Coliseum Shelter Manager will obtain keys from BCEMA.)

Upon Arrival:

- Shelter managers will allow staff and support agencies assisting with shelter operation to enter but will keep facility locked until its *official* opening to the public.
- Shelter Manager or designee will conduct a pre-occupancy inspection of the facility city any known areas of damage on the *Pre-Occupancy Damage Inspection Report (Appendix C)* Notify BCEMA Shelter Coordinator immediately if the facility is in disrepair and should not be considered for opening.) If there

is damage, BCEMA should be contacted immediately for documentation and reporting purposes. NOTE: *The Pre-Occupancy Damage Inspection Report for the Coliseum is site specific and not included herein.*

Briefing:

Shelter Managers will conduct a pre-occupancy briefing, organizing and briefing staff on their assigned tasks.

Professionalism: During briefing, Shelter Managers will encourage staff to be professional and courteous, to ensure the occupants' stay is as pleasant as possible. Staff will be advised to provide services fairly and consistently and show no discrimination regarding nationality, race, religion, gender, class, etc.

Shifts/Schedule: After initial opening of shelter, assign staff to 12-hour shifts and project staffing schedule for next 24-48 hours. Ensure staff receives adequate rest and takes enough breaks, as needed.

Shelter Operations:

Occupants without Identification: ACJIC agents will be conducting criminal background checks on occupants entering shelter. If an occupant attempts to register without photo identification, coordinate with ACJIC agents in an attempt to identify individual. If individual cannot be identified, contact BCEMA's Shelter Coordinator for assistance.

Deficiencies/Problems: Shelter Managers will notify BCEMA's Shelter Coordinator immediately if there are any deficiencies (food, paper products, etc.) or problems.

ON-GOING ACTIONS:

Diversion: Shelter Managers will contact BCEMA when occupancy has reached 80% (See Capacity on Page 9) so that BCEMA may issue press releases announcing the shelter has reached capacity and start diverting individuals to other shelters to prevent overcrowding.

Occupancy Reports: Once shelters have "officially" opened, BCEMA's Shelter Coordinator will contact Shelter Managers on an HOURLY basis for a report of the number of occupants in the shelter. BCEMA will then submit the information directly to Alabama Emergency Management Agency (AEMA) electronically via EMITS.

Staff Issues: Communicate regularly with staff to share concerns and resolve potential problems. Contact BCEMA's Shelter Coordinator if an issue arises that cannot be handled internally.

Sick Workers: Monitor for staff that may become ill while on-duty for removal.

Public Welfare: Communicate with shelter occupants to see if their needs are being met.

Public Updates: Ensure shelter occupants are receiving updated information from staff on the storm and response and recovery efforts. The Coliseum will have a weather radio pre-staged for assistance.

Accidents/Incidents: Accidents or incidents occurring in shelters should be reported immediately to BCEMA and a report submitted indicating who was involved, where specifically the event occurred, when specifically the event occurred, what specifically happened, witness statements, if necessary, etc.

Financial Commitments: If applicable, ensure that proper systems are in place to track expenditures, bills and invoices, materials, etc.

Inspections: Routinely inspect the safety and sanitation of the facility.

CLOSING ACTIONS

Notifications: BCEMA's Shelter Coordinator will notify Shelter Managers of closings. Staff will not be released until building is returned to pre-occupancy condition.

Closings: Shelter Managers should notify staff to assist with communicating the plan for closing shelter to shelter occupants. Communicate to BCEMA's Shelter Coordinator the number of remaining residents needing longer term sheltering assistance at Secondary Shelters.

Secondary Shelters: BCEMA's Shelter Coordinator will coordinate with ARC liaison to transition remaining occupants to Secondary Shelters.

Transportation: BCEMA's Shelter Coordinator will coordinate with ARC & BRATS liaisons to transport remaining occupants to Secondary Shelters.

Paperwork: Shelter Managers will ensure that registration forms, reports, and any paperwork are turned over to BCEMA's Shelter Coordinator.

Inventory: Shelter Managers or a designee will complete an inventory of all supplies owned by the facility that were used in the shelter and forward to BCEMA's Shelter Coordinator.

Financial Commitments: If applicable, Shelter Managers will forward all pending financial commitments to BCEMA for payment/reimbursement.

Equipment & Supplies Pick-Up: Shelter Managers should ensure staff assembles equipment and supplies for BCEMA pickup. Coliseum staff should stack pillows, sheets, blankets, etc. in separate piles to be laundered.

Cleaning: Shelter Managers will ensure the facility has been cleaned and returned to its pre-occupancy condition.

Post-Occupancy Inspection: Shelter Managers or a designee will conduct a post-occupancy inspection of the facility, citing any known areas of damage on the Post-Occupancy Damage Inspection Report (See Appendix A). If there is damage, BCEMA should be contacted immediately for documentation and reporting purposes. NOTE: The Post-Occupancy Damage Inspection Report for the Coliseum is site specific and not included herein.

Debriefing: Shelter Managers will conduct a post-occupancy briefing, at this time, shelter managers will conduct a hotwash/after action review meeting with the shelter staff. An after-action review (AAR) form will be completed, and the shelter manager will meet with the BCEMA shelter coordinator to review

shelter AAR to help make the next shelter operation better. This should be conducted **no more** than a week after the shelter has closed.

ASSISTANT SHELTER MANAGERS

Assistant Shelter Managers will supervise and assist with the registration process, as well as disburse logistics. Assistant Shelter Managers report directly to Shelter Managers.

Logistics: Equipment and supplies (such as cots, blankets, go-kits, signage, etc.) will be delivered to the shelter by BCEMA's Logistics Section Chief and/or County Maintenance personnel. Staff should immediately remove items from Go-Kits (or storage) to help set up facility and use for shelter operations. Any supplies used by Assistant Shelter Managers from the Go-Kits (or storage) should be recorded on the Go- Kit Checklist (See Appendix C) for replacement/reimbursement.

First-aid supplies will also be provided for ADPH nurses and Emergency Preparedness Teams to use for dissemination to shelter occupants in mass care shelters. Ensure personnel receive these items prior to shelter opening. Courthouse and school shelters will also have over the counter first aid supplies to disseminate to the public as needed.

Cots/Blankets: Assist Support Staff with pre-staging cots and blankets dormitory style, allowing occupants to be placed into confined areas of 10 sq ft per person until the storm is over or for a period of less than 36 hours. Cots for the Coliseum and Courthouse shelters should be pre-staged prior to shelter opening and served on a first come first-serve basis. All other shelters should disseminate their *select* number of cots to:

- o Elderly
- o Ill persons
- o Pregnant Women
- o Staff
- o Functional Access Needs Individuals (i.e., disabled)

Signage: Assist Support Staff with posting signage directing the public to the entrance and to the registration area. Laminated signage will be provided in Go-Kits and/or delivered. Post other signage as needed throughout shelter to guide shelter occupants during their stay.

Registration

Assist Support Staff:

- o Establishing Registration area with desk, tables, chairs (if possible) for individuals to sit and complete registration forms.
- o Welcome and direct occupants entering the shelter.
- o Distribute and accept registration/waiver of liability forms (See appendix C)
- o Distribute Rules and Information forms.
- o Monitor for alcohol, weapons, drugs, matches, lighters, etc. inside shelter
- o Monitor for pets (per BCC shelter policy)

CAFETERIA MANAGERS:

Cafeteria Managers are responsible for on-site food preparation for shelter occupants and staff, ensuring that safe and sanitary food handling procedures are followed, as well as keeping accurate records of food and supplies received and expended. Cafeteria Managers report directly to Shelter Managers.

Pre-Event:

Food Inventory Planning: Cafeteria Managers will inventory food supply *prior to the beginning of hurricane season* to ensure an adequate supply, minimum of 72 hours, is on hand for the facility's corresponding capacity in the event of activation.

Baldwin County Level II, Fairhope, and Foley Courthouses: Food for shelter operations will be delivered by BCEMA.

Baldwin County Coliseum: Food for shelter operations will be delivered by BCEMA or Wood Fruittcher.

Cafeteria Managers must, in their planning, include staff stationed at shelters by BCEMA for support, such as ADPH, ADHR, Amateur Radio Operators, Interpreters, Law Enforcement, National Guard, etc.

Initial Actions:**KITCHEN:**

Check to see if appliances, coolers, freezers are operating properly, cooling, or freezing properly.

Deficiencies/Problems: Cafeteria Managers will inventory food supply immediately upon opening and alert BCEMA immediately in the event there is a shortage or deficiency.

SNACKS & BEVERAGES: Cafeteria Managers will begin issuing snacks and beverages as soon as feasibly possible.

MEALS: Cafeteria Managers, in coordination with the Shelter Managers, should determine a menu and when the first and subsequent meals will be prepared and served. Cafeteria Managers and Cafeteria Support Staff will begin serving meals at selected times. IN MANY SCHOOL FACILITIES, WINDOWS PREVAIL IN THE CAFETERIA AREA. PROPER ATTENTION SHOULD BE GIVEN TO THE STORM LOCATION, INTENSITY OF THE STORM, ETC. IN ORDER TO SERVE MEALS AND HAVE INDIVIDUALS RETURN TO SECURE AREAS. **BEFORE ONSET OF HIGH WINDS.**

DAILY STATISTICS: Cafeteria Managers will provide Shelter Managers with daily statistics on the number of meals and snacks served:

- o A meal usually equals an entree, vegetable, fruit, starch, and a beverage.
- o Three items equal a snack.
- o Three snacks equal a meal.

Cafeteria Managers will use the daily meal tracker form provided, this form will be signed and turned into the BCEMA Shelter Coordinator once the shelter has closed, and all paperwork is completed.

SAFETY/CLEANLINESS: Cafeteria Managers will ensure that cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in dining and food preparation

areas. Cafeteria Managers will ensure food areas are kept clean and sanitary, and that food holding times and other safety procedures are followed.

CLOSING ACTIONS: Cafeteria Managers will coordinate with Shelter Managers regarding when the last meal will be served.

Food Inventory: Cafeteria Managers will inventory food supply upon shelter closings and record a detailed list of food used and expenses incurred, including breakage of facility-owned equipment.

Cafeteria Managers will provide copies of receipts of all food supplies and will submit all records and documentation to Shelter Managers, who will forward to BCEMA for payment/reimbursement.

CLEANLINESS: Cafeteria Managers will ensure food preparation and service areas are thoroughly cleaned and kitchens are returned to pre-occupancy conditions.

DEBRIEFING: Cafeteria Managers will debrief staff and prepare a report, noting accomplishments, problems, and recommendations for future operations to Shelter Managers, to be forwarded to BCEMA's Shelter Coordinator.

CUSTODIAL MANAGERS:

Custodial Managers are responsible for ensuring cleaning operations are maintained to a safe and sanitary level. Custodial Managers report directly to Shelter Managers.

Initial Actions:

Air Conditioning: Custodial Managers will ensure the air-conditioning has been turned on and set at the lowest possible setting. Air conditioning can later be adjusted as needed.

Paper Products Inventory: Custodial Support Staff or a designee will inventory toilet tissue and paper products upon opening and notify Shelter Manager if there are any deficiencies or problems.

IMPORTANT: Custodial Managers, in conjunction with Shelter Managers, are responsible for having trained custodial staff who can install the 5- or 10-kw emergency generator in the event of a power failure (except Coliseum, who will have BCC Maintenance staff available).

Tools/Repairs: Custodial Managers will ensure that proper tools are on hand for emergency repairs.

Any supplies used by Custodial Managers from the Go-Kits (or storage) should be recorded on the Go-Kit Checklist (See Appendix A-5) for replacement/reimbursement.

Cleanliness: Custodial Managers will ensure that Custodial Support Staff remains active and that cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in bathrooms, entryways, and high traffic areas.

Inventory Control Sheet: Custodial Managers or a designee will record the amount of paper products used during occupancy.

CLOSING ACTIONS:

Cleanliness: Custodial Managers will ensure facility has been returned to its pre-occupancy condition.

Problems: Custodial Managers will debrief staff and prepare a report, noting accomplishments, problems, and recommendations for future operations to Shelter Managers, to be forwarded to BCEMA.

SHELTER SUPPORT STAFF

Shelter Support Staff are responsible for ensuring persons are registered prior to being admitted into the shelter. Shelter Support Staff report directly to Assistant Shelter Managers.

Initial Actions

ENTRANCE: Identify only one entrance to the building for incoming occupants to support effective registration efforts and provide a secure environment. For precautionary measures, lock all other outside doors so that the public may not enter without having gone through the registration process. (Make sure fire exits are not blocked.)

Place reception desk(s) inside the entrance, allowing enough space for occupants to have a waiting area. Establish a registration area with desks or tables for individuals to sit and complete registration forms. Maintain a log for visitors to sign in and out when they are entering and leaving the shelter.

Support Staff will:

Welcome occupants entering the shelter.

Distribute and accept Registration/Waiver of Liability Forms (See Appendix A-1) and shelter rules (See Appendix A-4)

Monitor for alcohol, weapons, drugs, matches, lighters, etc. inside shelter

Monitor for pets (Health codes forbid pets in shelters however, service animals will be allowed.)

Direct occupants toward the registration tables

AUTOMATED REGISTRATION has been suspended until we can acquire a system that is robust enough to accommodate a large shelter response.

CHECK FOR PHOTO IDENTIFICATION. If an individual does not have proper photo identification, coordinate with ACJIC agents to identify them. If the individual cannot be identified, notify Shelter Manager who will coordinate with BCEMA Shelter Coordinator.

Collect registration forms upon completion. REGISTRATION STAFF SHOULD THOROUGHLY REVIEW THE REGISTRATION FORMS TO ENSURE THAT ALL INFORMATION AND SIGNATURES ARE COMPLETE.

Wristbands: If applicable, attach wristbands to occupants who have completed manual registration.

Color	Description
Neon Green 	General Population
Neon Yellow 	Not Med Needs but may need medical help later. (monitor for fall risk, etc.)
Neon Orange 	Registered Sex Offender

ONGOING ACTIONS:

Signage: Post signage directing the public to the entrance and to the registration area. Laminated signage will be provided in Go-Kits and/or delivered. Post other signage as needed throughout shelter.

GENERAL SET-UP:

Cots/Blankets: Pre-stage cots and blankets dormitory style, allowing occupants to be placed into confined areas of 10 sq ft per person until the storm is over or for a period of less than 36 hours. Cots for the Coliseum and Courthouse shelters should be pre-staged prior to shelter opening and served on a first come first-serve basis. All other shelters should disseminate their select number of cots to:

- Elderly
- Ill persons
- Pregnant Women
- Staff
- Functional Access needs Individuals (I.e., Disabilities)

Children Play Area: Establish a play area for children. TV, movies, books, etc. should be provided, if possible. PARENTS MUST ACCOMPANY CHILDREN TO PLAY AREAS AND STAY WITH THEM THE ENTIRE TIME.

Public Info Areas: Establish an area where information can be posted and shared to ensure occupants are receiving updated information about the disaster, the recovery process, and all resources available to them.

TV/Radio: Stage a television and/or radio near occupants to keep them informed about disaster conditions and events.

Health Services: Shelter Staff will provide ADPH and/or Mass Care (Health Services) staff

access to registration forms to check for medical needs patient information. ADPH staff will man booths with shelter staff at the Coliseum.

Criminal Background Checks: Shelter Staff will provide law enforcement agents access to registration forms to run criminal background checks on occupants entering the shelter.

Sex Offenders: REGISTRATION STAFF SHOULD THOROUGHLY REVIEW THE SEX OFFENDER SECTION OF THE REGISTRATION FORM. Registration forms contain a question which asks whether the individual completing the form is a convicted sex offender. If a sex offender voluntarily provides the information, Shelter Staff should notify law enforcement agents and local law enforcement immediately. If a sex offender is discovered in the shelter, notify law enforcement and the Shelter Manager who will coordinate with BCEMA Shelter Coordinator.

Public Welfare: Communicate with shelter occupants to see if their needs are being met.

Temporary Departures: Maintain a log for occupants to sign in and out when they are leaving the shelter for temporary departures. DEPARTURES DURING THE HEIGHT OF THE STORM MUST BE DISCOURAGED for safety precautions. Individuals may want to exit the building to go smoke or check on pets. We highly discourage this and encourage individuals to wait until safer conditions prevail.

Regarding media, Shelter Managers should EITHER:

Visitors & Media: Official visitors, including the media, will often visit shelters to request interviews and take photographs or video. VISITORS AND MEDIA SHOULD NOT BE BROUGHT INTO SHELTERING AREAS UNTIL PROPER NOTIFICATION HAS BEEN PROVIDED TO OCCUPANTS BEFOREHAND.

Announce to occupants that media/visitors are going to be coming through the facility and ask anyone who does not want to speak to the media or appear on camera to step away for a few moments.

- Ask one or two occupants if they might be willing to speak with the media and select an area, away from the general population, so that the other occupants' privacy is protected.

OR

- Ask one or two occupants if they might be willing to speak with the media and select an area, away from the general population, so that the other occupants' privacy is protected.

CLOSING ACTIONS:

Communicate the plan for closing to occupants.

Permanent Departures: Permanent departures should be recorded on the registration form. Request forwarding address and contact information.

Paperwork: Ensure registration forms, reports, and any paperwork is turned over to Shelter Manager to be forwarded to BCEMA's Shelter Coordinator.

Signage: Remove laminated signage and return to Go-Kit.

Equipment & Supplies Pick-Up: Assemble equipment and supplies for BCEMA pickup.

Debriefing: Notify Shelter Manager of any accomplishments, problems, and recommendations for future operations, to be forwarded to BCEMA.

CAFETERIA SUPPORT STAFF:

Cafeteria Support Staff are responsible for assisting the Cafeteria Manager with on-site food preparation for shelter occupants and staff, as well as ensuring that safe and sanitary food handling procedures are followed. Cafeteria Support Staff report directly to Cafeteria Managers.

INITIAL ACTIONS:

Snacks & Beverages: Cafeteria Support Staff will assist Cafeteria Managers with issuing snacks and beverages as soon as feasibly possible.

Meals: Cafeteria Support Staff will assist Cafeteria Managers preparing and serving first and subsequent meals.

Safety/Cleanliness: Cafeteria Support Staff will assist Cafeteria Managers with ensuring that cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in dining and food preparation areas, and ensure food areas are kept clean and sanitary, and that food holding times and other safety procedures are followed.

CLOSING ACTIONS:

Communicate the plan for closing to occupants.

Permanent Departures: Permanent departures should be recorded on the registration form. Request forwarding address and contact information.

Paperwork: Ensure registration forms, reports, and any paperwork is turned over to Shelter Manager to be forwarded to BCEMA's Shelter Coordinator.

Signage: Remove laminated signage and return to Go-Kit.

Equipment & Supplies Pick-Up: Assemble equipment and supplies for BCEMA pickup.

Debriefing: Notify Shelter Manager of any accomplishments, problems, and recommendations for future operations, to be forwarded to BCEMA.

CAFETERIA SUPPORT STAFF:

Cafeteria Support Staff are responsible for assisting the Cafeteria Manager with on-site food preparation for shelter occupants and staff, as well as ensuring that safe and sanitary food handling procedures are followed. Cafeteria Support Staff report directly to Cafeteria Managers.

INITIAL ACTIONS:

Snacks & Beverages: Cafeteria Support Staff will assist Cafeteria Managers with issuing snacks and beverages as soon as feasibly possible.

Meals: Cafeteria Support Staff will assist Cafeteria Managers preparing and serving first and subsequent meals.

Safety/Cleanliness: Cafeteria Support Staff will assist Cafeteria Managers with ensuring that cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in dining and food preparation areas, and ensure food areas are kept clean and sanitary, and that food holding times and other safety procedures are followed.

CLOSING ACTIONS:

Cleanliness: Cafeteria Support Staff will assist Cafeteria Managers with thoroughly cleaning food preparation and service areas and returning kitchens to pre-occupancy condition.

Debriefing: Cafeteria Support Staff will notify Cafeteria Managers of any accomplishments, problems, and recommendations for future operations, to be forwarded to BCEMA.

CUSTODIAL SUPPORT STAFF

Custodial Support Staff are responsible for assisting the Custodial Managers with ensuring cleaning operations are maintained to a safe and sanitary level. Custodial Support Staff report directly to Custodial Managers.

ONGOING ACTIONS:

Cleanliness: Custodial Support Staff will remain active and ensure cleaning operations are maintained to a level that adequately protects human health and the environment, particularly in bathrooms, entryways, and high traffic areas.

CLOSING:

Cleanliness: Custodial Support Staff will ensure facility has been returned to its pre-occupancy condition.

DEBRIEFING: Custodial Support Staff will notify Custodial Managers of any accomplishments, problems, and recommendations for future operations to Shelter Managers, to be forwarded to BCEMA.

■ **State, County, and Local Jurisdiction Personnel needs**

Personnel needed for shelters from each of the following state, county, and local jurisdiction.

- Alabama Department of Public Health (ADPH)
 - BCHD/ADPH Team (Min of two employees) will make rounds in Mass Care Shelters (MCS) to determine appropriate disposition and transport of persons who may be ill or require care that cannot be provided in an MCS.
 - ADPH Response Teams – Manages and operates Medical Needs Shelters
- Alabama Department of Human Resources (ADHR)
 - Provide personnel to assist with registration at Medical Needs Shelters
- Baldwin County Board of Education (BOE)
 - Shelter Managers – Manages school facility shelters.
 - Shelter Staff – Operates school facility shelters.
 - School Buses/Drivers – Evacuation Transportation.
- Baldwin County Commission (County)
 - Shelter Managers – Manages County facility shelters.
 - Shelter Staff operates county facility shelters.
- Baldwin County Regional Area Transit System (BRATS).
 - Buses/Drivers for transportation to shelters or evacuation hubs.
 - Scheduling Staff (IN EOC) to schedule rides for citizens to shelters or evacuation hubs.
- Law Enforcement/Security
 - Baldwin County Sheriff's Office – Security
 - Municipal Police Department – Security
- Municipalities
 - Municipal Fire Department – Medical Needs
 - Municipal Police Departments – Security
 - Municipal Staff – Shelter Operations Support
- Medstar Emergency Medical Services
 - Paramedics, EMTs, and Ambulances (BLS, ALS, or Combination) – Emergency Medical Transports
- Transportation Management Systems
 - Buses/Drivers – Evacuation Transportation from Main Hub in Bay Minette
- Auxiliary/Volunteers
 - Ham Operators – Provides Communication Assistance
 - Interpreters Provides Communications Assistance to non-English speaking residents.
 - Shelter Staff – Operates Shelters

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING PAYMENT TO
THE ALABAMA DEPARTMENT OF TRANSPORTATION
FOR EXTENSION OF THE SR-161 LEFT TURN LANE
IN AN AMOUNT NOT TO EXCEED \$10,167**

FINDINGS:

1. The Alabama Department of Transportation (“ALDOT”) has acquired a contractor to extend the SR-161 left turn lane.
2. ALDOT’s contractor for the project is J.L McCool Contractors in the amount of \$20,334 to hydroblast the striped area on SR-161 and restripe to accommodate a 400-foot extension of the westerly left turn lane onto Canal Road.
3. ALDOT has requested that the City pay half of this contract amount, \$10,167, and to charge this to the ALDOT Special Warrant Account (SWA) budget line item.
4. The City Council has determined that splitting the cost of extending the SR-161 left turn lane furthers public health, safety, and welfare.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the City Council for the City of Orange Beach, Alabama, hereby authorizes payment to the Alabama Department of Transportation in the amount of \$10,167 for the extension of the SR-161 left turn lane; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk



ALABAMA
DEPARTMENT OF TRANSPORTATION

SOUTHWEST REGION
OFFICE OF REGION ENGINEER
1701 I-65 WEST SERVICE ROAD NORTH
MOBILE, ALABAMA 36618-1109
TELEPHONE: (251) 470-8200
FAX (251) 473-3624



Kay Ivey
GOVERNOR

John R. Cooper
TRANSPORTATION DIRECTOR

February 27, 2023

MEMORANDUM

TO: George H. Conner, P.E.
Deputy Director, Operations

FROM: Adam Spence, P.E.
Traffic Engineer

RE: Request for Approval to Establish Transportation Special Purchase Order (TSP) –
Hydraulic Stripe Removal and Replacement – Orange Beach, AL

In accordance with the Code of Alabama 1975, 41-4-126(n), and the Alabama Department of Transportation Code Chapter 450-12-1-.05, this is a request for approval to purchase the item described below through Transportation Special Purchases.

The summary of work includes removing and replacing stripe on AL 161 in Baldwin County to extend an existing left turn lane. Please reference the scope of work and specifications attached for exact locations and details.

The estimated cost of these items is \$20,334.00. Multiple quotes were obtained by contacting different vendors:

The following quotes were received for the work requested:

Ozark Striping Services - No bid

J.L. McCool Contractors - \$20,334.00

Renfroe, Hibberts, & Co, - \$41,480.00

cc: Mr. John R. Cooper
Mr. George H. Conner, P.E
Matthew Ericksen, P.E
Don Powell, P.E
Jason Shaw, P.E
Ms. Fran Thomas
File

Approved:

George H. Conner
Deputy Director, Operations

This approval expires on: _____

SPECIFICATIONS

**AL 161 NB Left Turn Lane Extension at AL 180
SW REGION – BALDWIN COUNTY**

1.0 CONTRACTOR REQUIREMENTS – GENERAL

- 1.01 PURSUANT TO SECTION 34-8-1 (a) OF THE CODE OF ALABAMA, EACH CONTRACTOR MUST SUBMIT WITH THEIR BID PROOF OF LICENSING THROUGH THE ALABAMA STATE BOARD OF LICENSING FOR GENERAL CONTRACTORS, WITH APPROVED MAXIMUM BID LIMITS SUFFICIENT TO COVER THE BID RELATED TO THIS SPECIFICATION. **FAILURE TO COMPLY WILL BE CAUSE FOR REJECTION OF THE BID.** CONTRACTOR MUST BE LICENSED IN AN AREA OF WORK APPROPRIATE TO THE WORK SCOPE APPLICABLE TO THIS BID PROCESS. CONTRACTOR MUST BE LICENSED AS A PRIME CONTRACTOR. A COPY OF THE CONTRACTOR'S CURRENT YEAR'S LICENSE WILL EXPEDITE THE EVALUATION PROCESS.

*****APPLIES TO BIDS IN EXCESS OF \$50,000 ONLY*****

- 1.03 IN ACCORDANCE WITH SECTION 41-16-59 OF THE CODE OF ALABAMA, THE SUCCESSFUL BIDDER ON THIS SOLICITATION IS RESTRAINED FROM ASSIGNING OR SUB-CONTRACTING ANY PORTION OF THE WORK UNDER THIS CONTRACT.
- 1.04 AWARD WILL BE "ALL OR NONE" IN ORDER TO ENSURE THAT ALL MAINTENANCE ACTIVITIES ARE COORDINATED AND EXECUTED IN A MANNER THAT BEST SERVES THE NEEDS AND INTERESTS OF THE DEPARTMENT.
- 1.05 THE CONTRACTOR SHALL INDEMNIFY AND SAVE HARMLESS THE STATE, THE DEPARTMENT, THE OFFICERS AND EMPLOYEES FROM ALL SUITS, ACTIONS OR CLAIMS OF ANY CHARACTER BROUGHT BECAUSE OF ANY INJURIES OR DAMAGES RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS, OR PROPERTY DUE TO THE OPERATIONS OF THE SAID CONTRACTOR; OR BECAUSE OF OR IN CONSEQUENCE OF ANY NEGLIGENCE IN SAFEGUARDING THE WORK; OR THROUGH USE OF UNACCEPTABLE MATERIALS IN CONSTRUCTING WORK; OR BECAUSE OF ANY ACT OR OMISSION, NEGLIGENCE OR MISCONDUCT OF SAID CONTRACTOR; OR BECAUSE OF ANY CLAIMS OR AMOUNTS ARISING OR RECOVERED UNDER THE "WORKMAN'S COMPENSATION ACT" OR ANY OTHER LAW, ORDINANCE, ORDER, OR DECREE; AND SO MUCH OF THE MONEY DUE THE SAID CONTRACTOR UNDER AND BY VIRTUE OF HIS CONTRACT AS MAY BE CONSIDERED NECESSARY BY THE DEPARTMENT FOR SUCH PURPOSE, MAY BE RETAINED FOR THE USE OF THE STATE; OR IN CASE NO MONEY IS DUE, HIS SURETY WILL BE HELD LIABLE UNTIL SUCH SUIT OR SUITS, ACTION OR ACTIONS, CLAIM OR CLAIMS FOR INJURIES OR DAMAGES AS AFORESAID SHALL HAVE BEEN SETTLED AND SUITABLE EVIDENCE TO THAT EFFECT FURNISHED TO THE DEPARTMENT; EXCEPT THAT MONEY DUE THE CONTRACTOR WILL NOT BE WITHHELD WHEN THE CONTRACTOR PRODUCES SATISFACTORY EVIDENCE THAT HE IS ADEQUATELY PROTECTED BY PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE.
- 1.06 PAYMENT SHALL BE MADE UPON ACCEPTANCE OF THE COMPLETED PROJECT IN ONE LUMP SUM.
- 1.07 EQUIPMENT SHALL BE OPERATED SUCH THAT NO DAMAGE TO THE ROADWAY AND STATE STRUCTURES OCCURS.
- 1.08 THE CONTRACTOR SHALL PRESERVE FROM DAMAGE ALL PROPERTY ADJACENT TO OR ASSOCIATED WITH THE WORK. ANY DAMAGES OCCURRING TO SUCH PROPERTIES SHALL BE IMMEDIATELY REPAIRED AT THE EXPENSE OF THE CONTRACTOR. IF THE STATE DEEMS IT NECESSARY TO REPAIR DAMAGE CAUSED BY THE CONTRACTOR THE COST OF SUCH REPAIRS WILL BE DEDUCTED FROM THE CONTRACTOR INVOICING AS A CREDIT PRIOR TO PAYMENT. THE CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE STATE, THE DEPARTMENT AND ALL OF ITS OFFICERS, AGENTS

OR EMPLOYEES FROM ALL SUITS, ACTIONS, CLAIMS DEMANDS AND LIABILITIES OF ANY NATURE WHATSOEVER, ARISING OUT OF THIS CONTRACT.

- 1.09 ALL WORKMANSHIP SHALL BE OF A PROFESSIONAL QUALITY AND STANDARD AS GENERALLY ACCEPTED IN THE TRADE. ALL WORKMANSHIP IS SUBJECT TO INSPECTION AND APPROVAL BY THE TRAFFIC ENGINEER, OR HIS DESIGNEE, AND MUST MEET THE REQUIREMENTS OF THE ALABAMA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS (CURRENT EDITION) AND ALABAMA MAINTENANCE MANUAL AS WELL AS ANY STANDARD DRAWINGS, SPECIAL DRAWINGS AND SPECIAL PROVISIONS.
- 1.10 ATTENTION IS DRAWN TO THE FACT THAT THIS WORK WILL BE PERFORMED UNDER TRAFFIC CONDITIONS REQUIRING SPECIAL CARE TO EXPEDITE THE WORK AND PREVENT UNDUE HAZARDOUS CONDITIONS. TRAFFIC CONTROL MUST BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MUTCD. **ALL REQUIRED TRAFFIC CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR AND MUST BE INCLUDED IN THE BID PRICE.**
- 1.11 PRICES TO INCLUDE ALL EQUIPMENT, TOOLS, LABOR AND OTHER NECESSARY INCIDENTALS FOR THE COMPLETION OF THIS WORK IN AN APPROVED AND SATISFACTORY MANNER. NO WORK WILL BE DONE WITHOUT PRIOR APPROVAL AND NOTIFICATION BY THE DISTRICT MANAGER AT LOCATIONS DESIGNATED.
- 1.12 PERIOD TO COVER THIRTY DAYS FROM DATE OF AWARD.
- 1.13 THE INCLUDED QUANTITIES STATED IN THIS SPECIFICATION ARE ESTIMATED ONLY AND IN NO WAY OBLIGATES THE STATE TO HAVE ANY SPECIFIC AMOUNT OF WORK PERFORMED.
- 1.14 NO WORK IS TO BE PERFORMED ON LOCAL, STATE OR FEDERAL HOLIDAYS, UNLESS OTHERWISE AUTHORIZED BY THE DISTRICT MANAGER. WORK MAY BE RESTRICTED THE DAY BEFORE AND THE DAY AFTER MAJOR HOLIDAYS.
- 1.15 WORK SHALL BE PERFORMED ON A CONTINUOUS TIME SCHEDULE. ONCE WORK IS STARTED THE CONTRACTOR MUST CONTINUE UNTIL THE JOB IS COMPLETED WITHOUT INTERRUPTION EXCEPT AS REQUIRED BY WEEKENDS, HOLIDAYS AND INCLEMENT WEATHER.
- 1.16 ANY EQUIPMENT LEFT ON THE ALDOT RIGHT-OF-WAY OVERNIGHT OR DURING HOLIDAYS OR WEEKENDS WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ALDOT ASSUMES NO LIABILITY FOR THE SECURITY OF SUCH EQUIPMENT OR FOR THE RISK OF HAZARD TO THE PUBLIC CAUSED BY SUCH EQUIPMENT. SUCH EQUIPMENT SHALL BE PARKED AS CLOSE AS POSSIBLE TO THE RIGHT-OF-WAY LINE, BUT IN NO CASE NEARER THAN THIRTY (30) FEET FROM THE EDGE OF PAVEMENT. NO EQUIPMENT SHALL BE PARKED IN ANY MEDIAN REGARDLESS OF THE WIDTH OF SAID MEDIAN. ALL SERVICE AND SUPPLY OPERATIONS SHALL BE CONDUCTED BETWEEN THE TRAVEL WAY AND THE RIGHT-OF-WAY LINE AND SHALL BE AT LEAST THIRTY (30) FEET FROM THE TRAVEL WAY, RIGHT-OF-WAY PERMITTING.

2.0 PERFORMANCE REQUIREMENTS: STRIPE/MARKING REMOVAL AND REPLACEMENT

- 2.01 REMOVE EXISTING MARKINGS IN THE NORTHBOUND GORE ADJACENT TO THE EXISTING AL 161 OUTSIDE NORTHBOUND LEFT TURN LANE. (SEE REMOVAL PLANS)
- 2.02 EXTEND THE AL 161 INSIDE LEFT TURN LANE SOUTH. (SEE STRIPING PLANS)
- 2.03 THE EXISTING ASPHALT SHALL BE RETAINED AND STRIPE SHALL BE REMOVED BY HYDRAULIC MEANS ONLY.
- 2.04 REMOVAL AND DISPOSAL OF DEBRIS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES RELATED TO THE HAULING, HANDLING AND DISPOSITION OF SUCH MATERIAL SHALL

BE COMPLIED WITH BY THE CONTRACTOR. ALL LANDFILL FEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

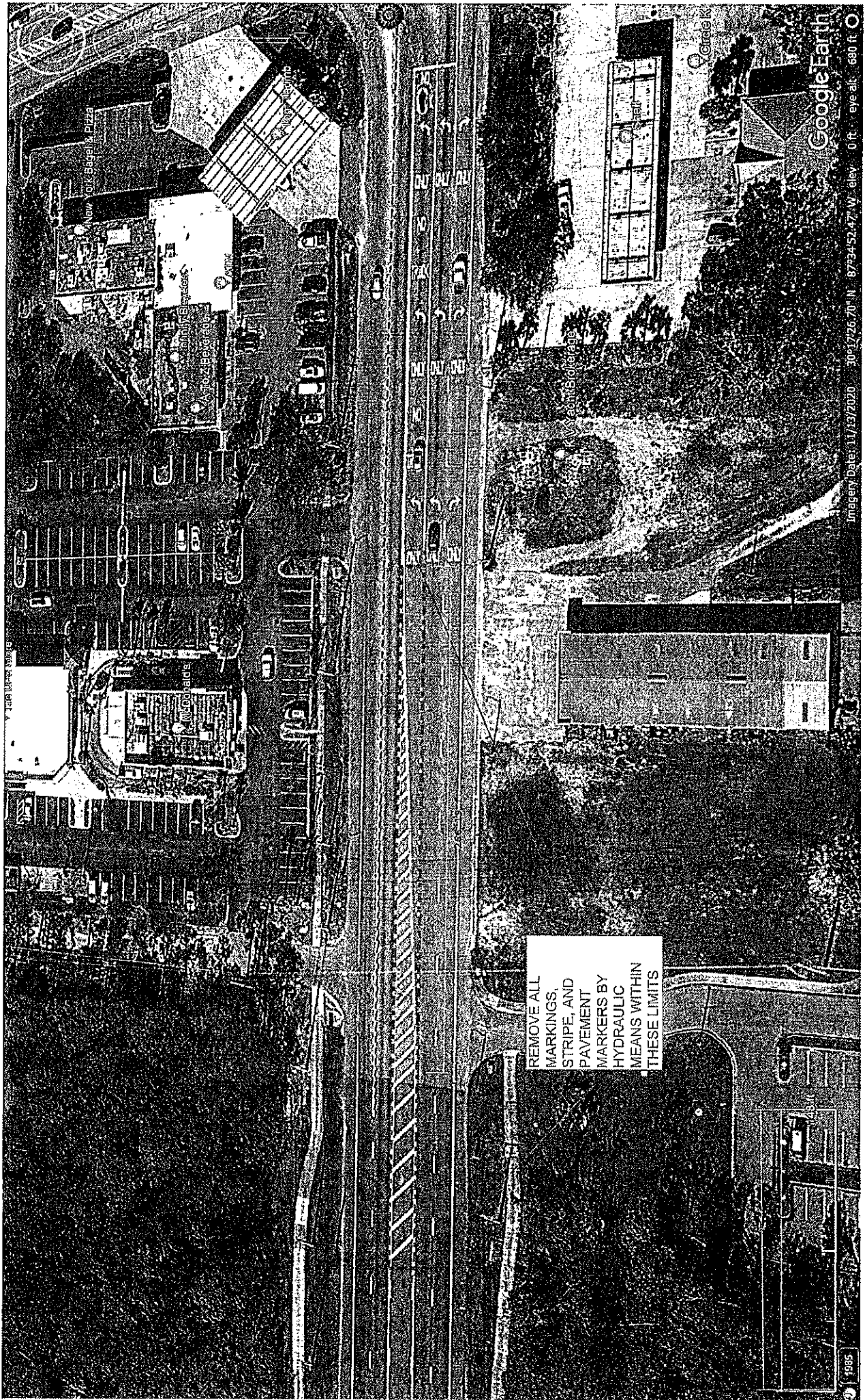
- 2.05 PAYMENT FOR THE STRIPE IMPROVEMENTS SHALL BE MADE UPON THE COMPLETION OF THE OUTLINED PROJECT. THE FOLLOWING QUANTITY ESTIMATES ARE PROVIDED FOR INFORMATIONAL PURPOSE:

DESCRIPTION	UNIT	QUANTITY
TRAFFIC STRIPE REMOVAL SOLID (HYDRAULIC REMOVAL REQUIRED)	LIN. FT.	1480
TRAFFIC STRIPE REMOVAL DOTTED (HYDRAULIC REMOVAL REQUIRED)	LIN. FT.	300
TRAFFIC MARKING REMOVAL (HYDRAULIC REMOVAL REQUIRED)	SF	650
SOLID WHITE, CLASS 2, TYPE A TRAFFIC STRIPE (5" WIDE)	LIN. FT.	200
SOLID YELLOW, CLASS 2, TYPE A TRAFFIC STRIPE (5" WIDE)	LIN. FT.	772
DOTTED WHITE, CLASS 2, TYPE A TRAFFIC STRIPE (5" WIDE)	LIN. FT.	200
TRAFFIC CONTROL LEGENDS, CLASS 2 TYPE A	SQ. FT.	150
TRAFFIC CONTROL MARKINGS, CLASS 2, TYPE A	SQ. FT.	100
PAVEMENT MARKERS	EACH	100

2.05.1

- 2.06 THE CONTRACTOR IS REQUIRED TO COMPLETE AND TURN IN A DAILY REPORT FOR ANY WORK PERFORMED. THIS REPORT IS TO INCLUDE THE DATE, THE EQUIPMENT USED, PERSONNEL USED, WORK PERFORMED AND ANY OTHER PERTINENT INFORMATION. THE DAILY REPORTS ARE TO BE SUBMITTED ON A DAILY BASIS.
- 2.07 THE TRAFFIC ENGINEER WILL APPROVE ANY ADDITIONAL WORK REQUEST. THE TRAFFIC ENGINEER WILL ISSUE A NOTICE TO PROCEED TO THE AWARDED CONTRACTOR, SEVEN (14) CALENDAR DAYS PRIOR TO BEGINNING WORK. UPON RECEIPT OF THE NOTICE TO PROCEED, THE CONTRACTOR HAS 30 DAYS TO COMPLETE THE WORK.
- 2.08 HOURS OF OPERATION SHALL BE AUTHORIZED BY THE TRAFFIC ENGINEER, OR HIS DESIGNEE. NO WORK IS TO BE PERFORMED BETWEEN THE HOURS OF 6:00 AM TO 8:00 PM. ALL WORK MUST BE COMPLETED DURING NIGHTTIME OPERATIONS, UNLESS APPROVED BY THE TRAFFIC ENGINEER OR HIS DESIGNEE.
- 2.09 EVIDENCE OF A CONTRACTOR'S INABILITY TO COMPLETE EACH JOB IN A TIMELY MANNER, IN ACCORDANCE WITH ALL TERMS, CONDITIONS AND SPECIFICATIONS, WILL BE CAUSE FOR CANCELLATION OF THE CONTRACT.
- 2.10 THE CONTRACTOR IS RESPONSIBLE FOR LOCATING EXISTING UTILITIES PRIOR TO BEGINNING WORK. THE CONTRACTOR IS RESPONSIBLE FOR THE COST OF REPAIR OF ANY EXISTING UTILITIES DAMAGED DURING CONSTRUCTION.
- 2.11 PLEASE DIRECT ALL QUESTIONS IN EMAIL FORMAT TO:

TRAFFIC ENGINEER:	Mr. Adam Spence, P.E.
PHONE:	251-470-8200
EMAIL:	spencea@dot.state.al.us
LOCATION:	BUILDING "O" 1701 I-65 WEST SERVICE ROAD, NORTH MOBILE, ALABAMA 36618

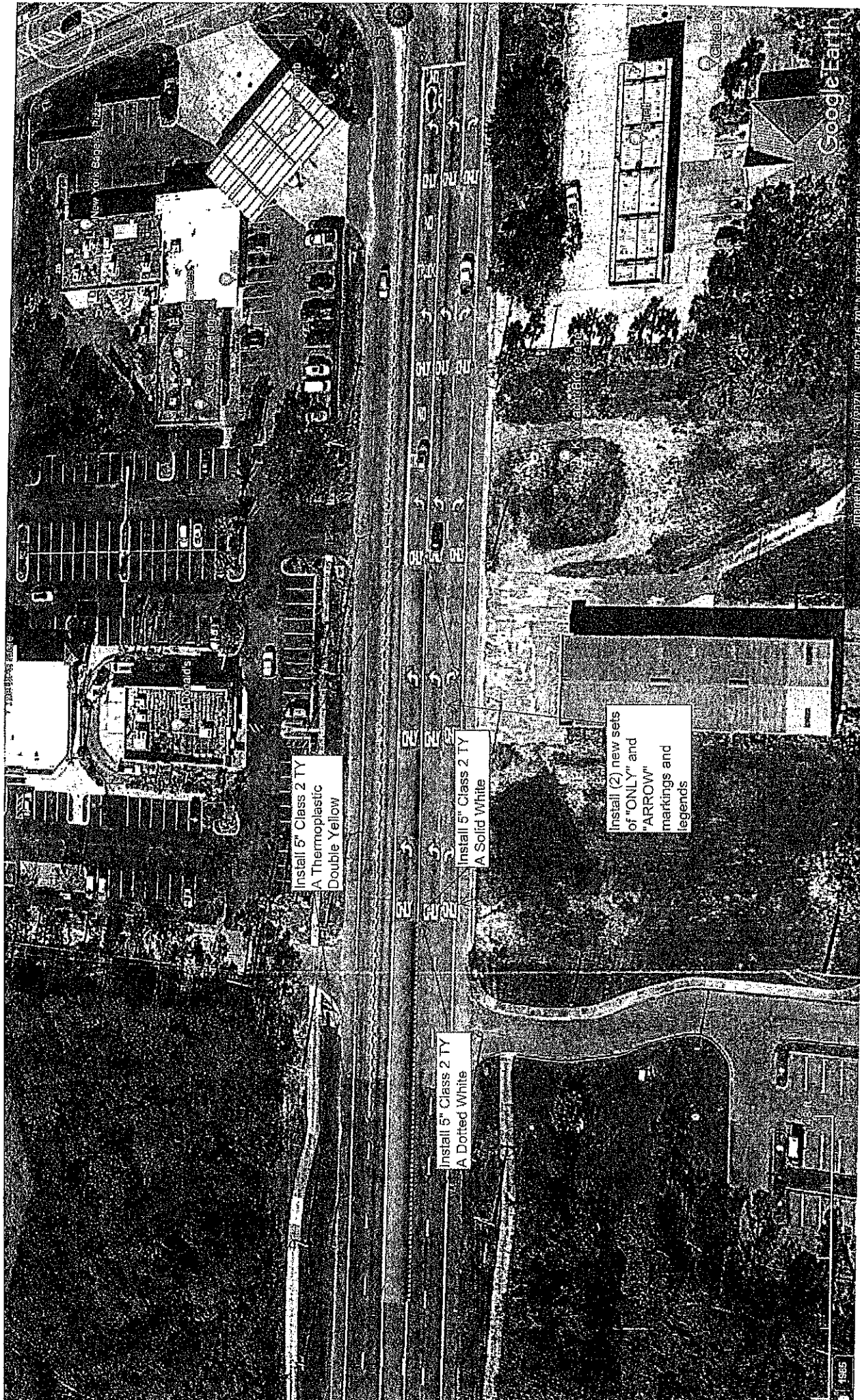


REMOVE ALL
MARKINGS,
STRIPE, AND
PAVEMENT
MARKERS BY
HYDRAULIC
MEANS WITHIN
THESE LIMITS

Google Earth

Image Date: 11/13/2020 30° 17' 26.70" N 87° 34' 52.47" W - elev. 0 ft. - eye alt. 680 ft. O

1985



Install 5' Class 2 TY
A Thermoplastic
Double Yellow

Install 5' Class 2 TY
A Dotted White

Install 5' Class 2 TY
A Solid White

Install (2) new sets
of "ONLY" and
"ARROW"
markings and
legends

Highway Striping Specialists

- Thermoplastic
- Paint
- Traffic Control
- Pavement Markers

J.L. McCOOL CONTRACTORS, INC.

P.O. Box 1765, Pascagoula, MS 39568-1765
11700 Hwy 613, Moss Point, MS 39562
e-mail: info@jlmccool.com
Phone (228) 769-9771 • Fax (228) 769-9773

PROPOSAL

PROPOSAL SUBMITTED TO:	PHONE:	DATE:	2/20/2023
STREET:	JOB NAME:	AL 181 NB LEFT TURN EXTENSION AT AL 180	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	BALDWIN CO.	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Traffic Stripe Removal Solid (Hydraulic Removal Required)	1,480	LF	@	3.00	\$	4,440.00
Traffic Stripe Removal Dotted (Hydraulic Removal Required)	300	LF	@	3.00	\$	900.00
Traffic Marking Removal (Hydraulic Removal Required)	650	SF	@	9.00	\$	5,850.00
Solid White, CL 2, Type A Traffic Stripe (5" Wide)	200	LF	@	2.00	\$	400.00
Solid Yellow, CL 2, Type A Traffic Stripe (5" wide)	772	LF	@	2.00	\$	1,544.00
Dotted White, CL 2, Type A Traffic Stripe (5" Wide)	200	LF	@	2.00	\$	400.00
Traffic Control Legends, CL 2, Type A	150	SF	@	10.00	\$	1,500.00
Traffic Control Markings, Class 2, Type A	100	SF	@	5.00	\$	500.00
Pavement Markers	100	EA	@	8.00	\$	800.00
Mobilization	1	LS	@	4,000.00	\$	4,000.00

WE PROPOSE hereby to furnish material and labor-complete in accordance with above specifications, for the sum of

Twenty Thousand Three Hundred Thirty Four Dollars & 00/100 dollars \$ **20,334.00**

Payment to be made as follows:

30 Days

Completion Date:

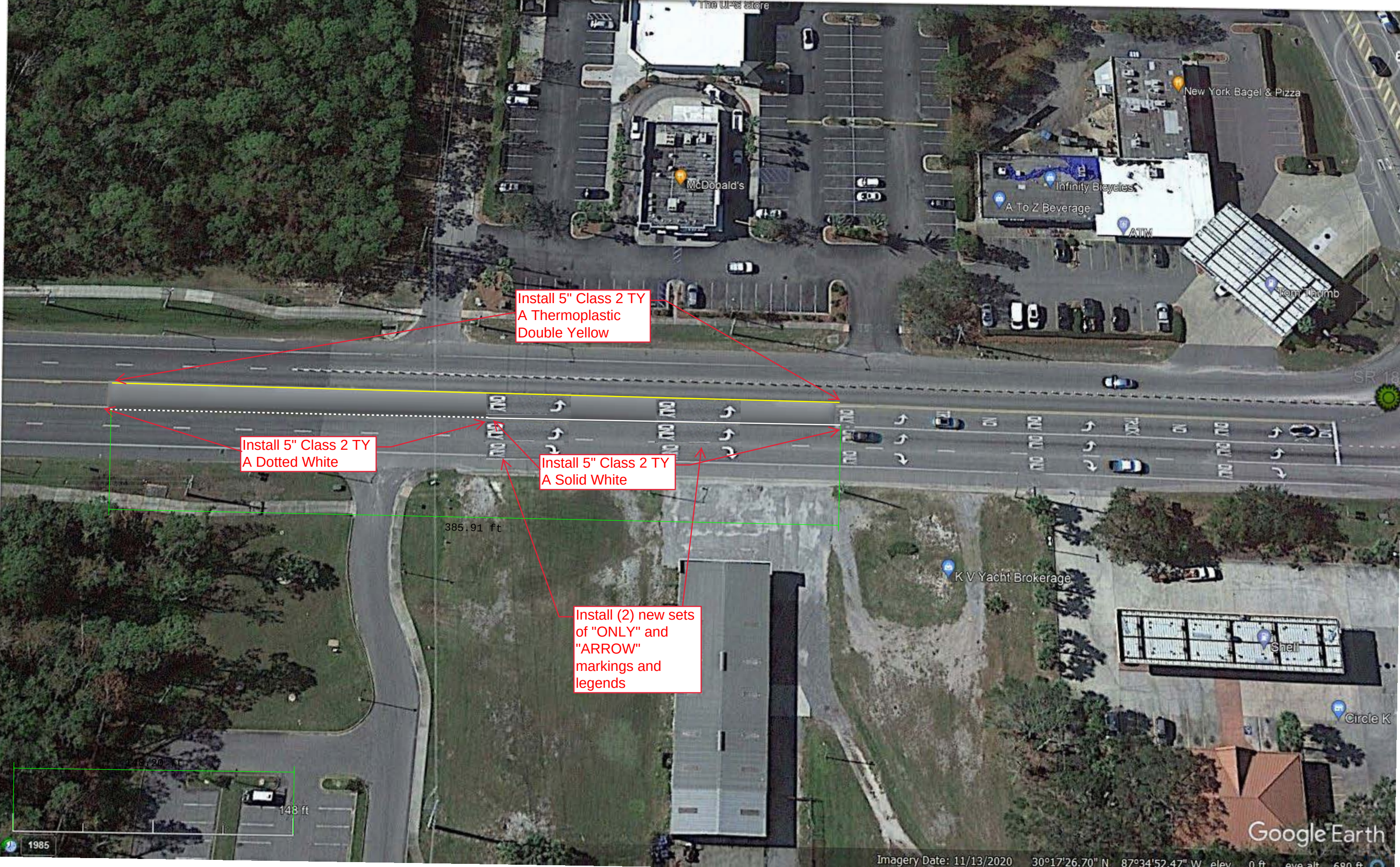
Proposal Does Not Include Prorated Share of Taxes and Bonds.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Our workmen are fully covered by Workmen's Compensation Insurance.

Authorized
signature

Acceptance
signature



Install 5" Class 2 TY
A Thermoplastic
Double Yellow

Install 5" Class 2 TY
A Dotted White

Install 5" Class 2 TY
A Solid White

Install (2) new sets
of "ONLY" and
"ARROW"
markings and
legends

385.91 ft

148.20 ft

148 ft

New York Bagel & Pizza

McDonald's

Infinity Bicycles

A To Z Beverage

ATM

Tom Thumb

K V Yacht Brokerage

Shell

Circle K

Google Earth

Imagery Date: 11/13/2020 30°17'26.70" N 87°34'52.47" W elev. 0 ft eve alt. 690 ft

1985



**EXTEND WESTERLY LEFT
TURN LANE 400 FT
TOTAL LENGTH 800 FT**

0 65 130 260 Feet

1 inch = 125 feet

RESOLUTION NO. 23-xxx

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
CONTRACT FOR LAW ENFORCEMENT SERVICES
WITH BALDWIN COUNTY**

FINDINGS:

1. The City of Orange Beach desires to contract with Baldwin County for law enforcement services.
2. The Sheriff of Baldwin County and the City of Orange Beach Police Department have reached an agreement (attached Exhibit A) for the Sheriff to furnish the City of Orange Beach with law enforcement services upon request.
3. After having reviewed the agreement, the City Council has determined that the provisions are in the best interest of the City of Orange Beach, Alabama.
4. The term of this agreement shall begin upon execution and end on December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the Mayor and City Clerk are hereby authorized to execute and attest, respectively, the agreement in substantially the form and of substantially the content now before the Council between the City of Orange Beach and the Sheriff of Baldwin County, as an act for and on behalf of the City of Orange Beach, subject to final approval by the City Attorney; and
2. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

STATE OF ALABAMA)

COUNTY OF BALDWIN)

CONTRACT FOR LAW ENFORCEMENT SERVICES

This Agreement made and entered into by the City of Orange Beach, an Alabama class 8 municipality, hereinafter “the Municipality,” Huey Hoss Mack as Sheriff of Baldwin County, Alabama, solely in his official capacity as Sheriff, hereinafter referred to as “Sheriff,” and Baldwin County, Alabama a political subdivision of the State of Alabama, hereinafter referred to as “the County”, as follows:

Recitals

1. Alabama Code section 45-2-236 (1975) provides that Baldwin County may contract to provide law enforcement services to a municipality within its boundaries; and such Act also allows the enforcement by the Sheriff and his duly commissioned deputies of laws within the corporate limits and police jurisdiction of the municipality including, without limitation, municipal ordinances, and the arrest or citation of any offenders as if the Sheriff and his deputies were duly constituted police officers of the municipality.
2. The Municipality is a municipality within the boundaries of Baldwin County, Alabama, and wishes enhanced law enforcement services within its entire lawful jurisdiction, to include without limitation, that area of land within the municipal boundaries of the Municipality in addition to an area outside of the limits of the Municipality and within the municipal police jurisdiction.
3. The Municipality desires to provide an enhanced level of competent law enforcement service in conjunction and in harmony with its fiscal policies of sound, economical management.
4. The Municipality desires and has requested that the Sheriff furnish law enforcement protection to the Municipality and its inhabitants and citizens, and perform any and all necessary and appropriate functions, actions, and responsibilities for law enforcement within the Municipality to the extent herein provided. The Municipality agrees to reimburse the Sheriff for the cost of law enforcement services provided under this agreement.
5. Act 07-256 of the 2007 Alabama Legislature provides to the Baldwin County Commission, as the governing body of Baldwin County, the authority to both agree upon the sufficiency of the sums provided by the Municipality, for the subject of police services, and to consent and approve of this Agreement.
6. The Baldwin County Commission, as the governing body of Baldwin County, concurs and supports the plan and program set out in this Agreement.

7. In seeking this support from the County, the Municipality agrees to protect the County from any liability associated with or assumed by the County as a result of the subject support and approval.
8. The Sheriff is an independent, constitutional officer of the State of Alabama.
9. It is further the desire of the Municipality that the responsibility for law enforcement within the Municipality be performed by the Sheriff under the terms of this Agreement, and to the extent such activity is consistent with law.

Now, therefore, in consideration of the foregoing and of the mutual promises contained herein, the parties hereto do hereby covenant, contract and agree as follows:

1. Authority to Act. The Municipality does hereby vest in the Sheriff of Baldwin County, including each sworn officer and deputy of the Sheriff, who from time to time may be assigned under this Agreement, the police powers of the Municipality which are necessary to implement and carry forth the services, duties and responsibilities hereby imposed upon the Sheriff. The Sheriff and any officers of the Sheriff are hereby vested, without limitation, with the power to enforce the ordinances of the Municipality, to make arrests incident to the enforcement thereof, and to do such other things and perform such other acts as are necessary with respect thereto.
2. Enforcement of Laws. The Sheriff shall, to the extent allowed by law, enforce federal, state and local laws applicable within the jurisdiction of the Municipality. The deputies provided under this Agreement by the Sheriff will have a general familiarity with the code of ordinances of the Municipality, and the Municipality will provide adequate copies of books of ordinances of the Municipality for this purpose at no cost to the Sheriff.
3. Purpose. The purpose of this Agreement shall be to provide the Municipality and the citizens represented by the Municipality with enhanced law enforcement by and through the Baldwin County Sheriff's Office.
4. Term. This Agreement shall take effect on and after its execution by the parties and extend through December 31, 2024. Any party may terminate this Agreement without cause or further liability to the other, except as to the indemnification provided herein, upon thirty (30) days written notice to the other parties to this Agreement. Said notice shall be deemed delivered when a copy is delivered to the other parties and receipt therefore signed by the other parties. Notwithstanding this provision, nothing herein written shall bind the Office of the Sheriff or the County beyond the current term of office of the currently-elected Sheriff. In the event that the terms herein written in any way conflict with the dates associated with the Sheriff's term of office, then this Agreement shall become void, without any liability therefore, immediately upon the request of either the Sheriff or the County.

5. Notices. Notices required to be given hereunder shall be given to the following persons:

Sheriff of Baldwin County, Alabama
310 Hand Avenue
Bay Minette, Alabama 36507

City of Orange Beach
Attn: City Clerk
Post Office Box 458
Orange Beach, Alabama 36561

With a required copy to the City Attorney
Post Office Box 458
Orange Beach, Alabama 36561

6. Provision of Services by the County. The County is hereby acting in approval and agreement of the sufficiency of the funds as provided by the Municipality for the anticipated services. Notwithstanding this approval, however, the County in no way guarantees that said sum will continue to be sufficient for services rendered by the Sheriff. The parties further agree that this Agreement in no way binds the County to provide, without limitation, any additional funds, equipment, facilities, resources, as to include but not limited to, patrol vehicles, insurance, benefits, necessary or unnecessary equipment for safety, investigative, management, supervisory, and dispatching needs. In the event that the funds provided by the Municipality are determined by the Sheriff to no longer be sufficient to fund the service levels provided or to fulfill the expected duties described herein, the County shall in no way be bound to provide or make up any such shortfalls associated therewith.
7. Provision of Services by the Sheriff. The Sheriff agrees to provide enhanced law enforcement services within the jurisdiction of the Municipality.
8. Personnel. Notwithstanding anything hereto the contrary, the Sheriff retains the complete and sole authority concerning, without limitation, the direction, hiring, training, assignment, discipline, and dismissal of any Deputy Sheriff, including any other officer acting on behalf of the Sheriff, in the performance of services under this Agreement. Any deputy or officer performing services under this Agreement shall do so in accordance with his duties as an employee of the Baldwin County Sheriff's Department and consistent with all training and direction from the Sheriff. The Municipality does hereby reserve the right and the Sheriff does hereby acquiesce in the Municipality's right to request that the Sheriff transfer such personnel who, in the determination of the Municipality, fail to perform in a manner consistent with the standards contemplated herein. Such determination to transfer personnel shall, however, be made at the sole discretion of the Sheriff.
9. Arrests, Crimes, Fines and Forfeitures. Arrests and criminal charges for violation of municipal ordinances are to include, without limitation, uniform traffic citations and all prosecutions therefore. Such arrests and criminal charges shall be returnable to and in the jurisdiction of the Municipality and its Municipal Court, if the Municipality elects to have

such actions prosecuted therein; otherwise, such charges will be returnable to and prosecuted in the District Court of Baldwin County. All fines and forfeitures rendered in any court as a result of such charges made by the contract deputy, within the municipal limits and its police jurisdiction shall be distributed to the Municipality as provided by the laws of the State of Alabama and the rules of the District and Circuit Courts of Baldwin County.

10. Municipal Law Enforcement Policy. The Sheriff may confer with the Municipality regarding law enforcement problems within the Municipality and may consider general policy direction from the Municipality. Such consideration may include direction concerning how its services are delivered, and to what geographic area of the Municipality a particular type or level of service should be delivered, in order to counteract law enforcement problems within the Municipality. In the event that a concern arises over the general policy direction of the Municipality, the Sheriff may meet and confer with the Municipality on policy matters regarding the delivery of such services and attempt to resolve any dispute or misunderstanding between them. The deputy or deputies assigned under this Agreement, however, shall, at all times, remain under the singular and exclusive control of the Sheriff. They shall not be controlled by, nor shall they be under the authority of, the Municipality, and nothing in this Agreement shall be construed to give the Municipality the right of control over the deputy or the deputy's time.
11. Sheriff's Status. Nothing in this Agreement shall be deemed to make the Sheriff or any of his deputies an agent, servant, or employee of the Municipality, or to otherwise diminish the power and authority vested in the Sheriff and his sworn officers, as officials of the State of Alabama. The Sheriff, for the purposes of this Agreement, is and shall remain an independent contractor; provided, however, such an independent contractor status shall not diminish the power and authority vested in the Sheriff and his sworn officers.
12. Liability of the Municipality and the Sheriff. Neither the Sheriff nor the County will defend or pay any judgment against the Municipality arising out of any act or omission or alleged act or omission of the Sheriff or any deputy, as law enforcement personnel, or any other employees of the Sheriff performing services under this Agreement. All suits and claims against deputies and the Sheriff that may be filed from time to time hereunder shall be handled by the Sheriff in accordance with normal procedures. The Sheriff may defend such lawsuits or claims against the deputies. Nothing contained herein shall be construed to limit or modify the laws of Alabama as the same may apply to the County, the Municipality and the Sheriff or in any way diminish any immunity, absolute or qualified, to which the County, the Sheriff and the Municipality are otherwise entitled to the law.
13. Indemnification. The Municipality shall indemnify, defend and hold the County and its affiliates, employees, agents, and representatives harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs and expenses including, without limitation, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon the County, as a result of any acts or omissions by the Sheriff within the scope and under the terms of this Agreement. This indemnification shall survive the expiration of this

Agreement. Nothing in this Agreement shall be construed as waiving the limitations on municipal liability under Alabama law.

14. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the same shall be severed from this Agreement, and the remainder of this Agreement shall continue in full force and effect.

15. Entire Agreement. This Agreement reflects the full and complete understanding of the parties to it and may be modified or amended only by a document in writing executed by all the parties hereto and executed with the same formality of this Agreement.

16. State Law Applicable. This Agreement shall be construed under and in accordance with the laws of the State of Alabama. All obligations of the parties created hereunder are performable in Baldwin County, Alabama, and the venue shall lie with those courts.

IN WITNESS WHEREOF, the parties to this Agreement have caused the same to be signed by their duly authorized representatives.

ATTEST:

Date

Huey Hoss Mack
Sheriff, Baldwin County, Alabama

Date

ATTEST:

Renee Eberly, City Clerk

Date

Tony Kennon
Mayor, City of Orange Beach, Alabama

Date

RESOLUTION NO. 23-xxx

**A RESOLUTION AWARDING THE BID FOR A
MEDICAL RESPONSE GOLF CART FOR THE SPORTSPLEX TO
GATOR MOTO UTILITY VEHICLES AND MORE, LLC
(DBA MOTO ELECTRIC VEHICLES)
IN THE AMOUNT OF \$24,640**

FINDINGS:

1. Bids for a Medical Response Golf Cart for the Sportsplex were received and opened on March 2, 2023. Two bids were received.
2. The Sportsplex Director has recommended award to Gator Moto Utility Vehicles and More, LLC, doing business as Moto Electric Vehicles, after determining upon review that the lower bid from Cartiology LLC does not meet specifications. The alternate product submitted by Cartiology LLC is a 2-seater versus the specified 3-seater, does not have sufficient storage for medical equipment, and has a max load of 660 lbs. below the 1,000-lb. specification.
3. City Council finds that the lowest responsible bid was submitted by Gator Moto Utility Vehicles and More, LLC, doing business as Moto Electric Vehicles, in the amount of \$24,640.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the bid for a Medical Response Golf Cart for the Sportsplex, as specified by the bid documents, is awarded to Gator Moto Utility Vehicles and More, LLC, doing business as Moto Electric Vehicles, in the amount of \$24,640;
2. That the Mayor is hereby authorized to approve payment to Gator Moto Utility Vehicles and More, LLC, doing business as Moto Electric Vehicles, in the amount of \$24,640.00 for One (1) 2023 Electro Neighborhood Buddy 3-Passenger EMS Street Legal Golf Cart with accessories, as specified by the bid documents;
3. That the equipment as described in this Resolution is to be used only for official business of the City of Orange Beach; and
4. That this Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

C E R T I F I C A T E

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-xxx, which was duly and legally adopted at a regular meeting of the City Council on March 7, 2023.

City Clerk

BID TABULATION SHEET

Project Name: **MEDICAL RESPONSE GOLF CART (SPORTSPLEX)**
Requisition No. **2023-0302**

Bid Date: **March 2, 2023**
Bid Opening Time: **10:00 AM**

Bidder's Name	Cartiology	Moto Electric				
City, State	Orange Beach, AL	Atlantic Beach, FL				
Bond	N/A	N/A	N/A	N/A	N/A	N/A
Affidavits	✓	✓				
Addenda Received	N/A	N/A	N/A	N/A	N/A	N/A
Notes	2023 P.10t PG-A	2023 ENB-3PMS				
Bid Amount TOTAL	\$23,000.00	\$24,640.00				

OPENED BY:

TABULATED BY:

WITNESS BY:

[Signatures]
G. Paula Robin

ORDINANCE NO. 2023-xxxx

**AN ORDINANCE AMENDING CHAPTER 42, ARTICLE II, DIVISION 2, SECTION 42-41(d)
OF THE CODE OF ORDINANCES FOR THE CITY OF ORANGE BEACH, ALABAMA
TO ADOPT THE 2021 INTERNATIONAL FIRE CODE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That Chapter 42, Article II, Division 2, Section 42-41(d) of the Code of Ordinances for the City of Orange Beach is hereby amended to read as follows:

CHAPTER 42. – LAND DEVELOPMENT CODE

ARTICLE II. – BUILDINGS AND BUILDING REGULATIONS

DIVISION 2. – TECHNICAL CODES

Sec. 42-41. - Technical codes.

- (d) The *2021 International Fire Code* including Appendix Chapters A, B, C, D E, F, H, I, and M as published by the International Code Council, be and is hereby adopted as the Fire Code of the City of Orange Beach, in the State of Alabama and the following sections are hereby revised:

Section 101.1 City of Orange Beach, Alabama and its Police and Planning Jurisdiction.

Section 110.4 (SPECIFY OFFENSE) Fire Code Violation

(AMOUNT) As outlined in §1-7 of the city code.

(NUMBER OF DAYS) As outlined in §1-7 of the city code.

Section 112.4 Delete in its entirety and replace with: "Failure to comply. It shall be unlawful and a violation of the city code for any person to continue work after having been served with a stop work order, except such work as the person is directed to perform to remove a violation or unsafe condition. Penalties shall be provided in §1-7 of the city code."

Section 307.1.1 Insert: "Prohibited Open Burning. Open burning is prohibited unless approved by the fire chief."

Section 307.1.2 Insert: "Burning of dangerous or hazardous materials. No permit shall be issued for the burning of organic or other debris from lot clearing activities, or the burning of any materials which may produce dangerous, noxious, or toxic fumes, smoke, odors, or which may be considered dangerous to the health and general welfare of the people of the city."

Section 307.4.3 Exception; Delete and Insert: "Portable outdoor fireplaces used at one –and-two family dwellings equipped with approved spark arrestors."

Section 308.1.4 Delete "combustible balconies" and insert: "balconies"

Section 308.1.4 Delete Item 3 under Exceptions.

Section 505.1 Insert: "Address Identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of ½ inch (12.7 mm). Where required by the

fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained. Address and building numbers for commercial properties shall be as follows:

1. 50' or less setback from addressed street curb - 4"
2. 51' to 100' or less setback from addressed street curb - 6"
3. 101' - 150' setback from addressed street curb - 8"
4. 151' - 200' setback from addressed street curb - 10"
5. 201' or greater setback from addressed street curb - Permanent sign that is not more than 50' from the street curb"

Section 505.1.1 Insert: "Beach address Identification. New and existing buildings (excluding single family dwellings) located on the south side of State Highway 182 (Perdido Beach Boulevard) with frontage on the Gulf of Mexico shall comply with the following requirements for identification signs:

1. All new and existing buildings (excluding single family residential) with dune walkovers or boardwalks in excess of one hundred (100) feet in length, an *minimum of eighteen (18) inch by twenty-four (24) inch and a maximum of twenty-four (24) by thirty-six (36) inch* sign shall be installed at the south end of the boardwalk or walkover and shall face southward. Such sign shall comply with the specifications in paragraph 2, below.
2. All new and existing buildings (excluding single family residential) without dune walkovers or boardwalks, or with dune walkovers or boardwalks less than one hundred (100) feet in length, one (1) eighteen (18) inch by twenty-four (24) inch to twenty-four (24) inch by thirty-six (36) inch sign with (3) inch high letters and the background shall be white. Signs shall be properly mounted and shall be placed north of the Construction Control Line (CCL) established by the Alabama Department of Environmental Management. The sign shall be no less or greater than four (4) feet above grade.
3. Signs shall be attached to posts with two (2) inch minimum stainless steel screws or bolts as applicable.
4. Content of sign: Name of establishment and its street address.
5. The sign shall be maintained in good condition at all times."

Section 507.5.7 Insert: "A private service fire hydrant shall be banded with a durable, high visibility (reflective) fire hydrant collar that is 1.75" in width and white in color.

Section 901.2.1.1 Insert: "All sprinkler and fire alarm design drawings submitted to the fire department for review shall abide by the Alabama State Board of Licensure for Professional Engineers and Land Surveyors' fire protection position statement. NICET certification does not replace the requirement for professional licensure. The designing of fire protection and detection systems is engineering and as such must be designed by or under the direct supervision of professional engineers qualified to design fire protection and detection systems. Only fire protection and detection designs that have been signed and sealed by a qualified Alabama licensed professional engineer shall be approved for construction."

Section 901.2.1.2 Insert: "Contractor Qualification Requirements. Copies of applicable permits and Certifications as required shall be submitted to the Fire Marshall for review.

| Restaurant Fixed Extinguishing Systems:

- The qualifier must possess manufacturer certification (which restricts them to that manufacturer) and/or NAFED/ICC certification (which would allow them to be unrestricted and service, maintain, or install any system).

Sprinkler Systems:

- Must possess a current sprinkler permit through the Alabama State Fire Marshal's Office and applicable NICET certification.

Fire Alarm Systems:

- Must possess a fire alarm permit through the Alabama State Fire Marshal's Office and applicable NICET certification. Must possess a minimum of NICET II to perform technician work, or work under the direct supervision of a NICET II.

Portable Fire Extinguishers:

- Current certificate of training on portable fire extinguishers in compliance with NFPA 10."

Section 903.4.4 Insert: "Multi-Tenant Buildings. In multi-tenant buildings requiring automatic fire sprinkler systems, and where no fire alarm is required by Section 907, each tenant shall have at least one notification device (horn/strobe) to provide audible and visual notification upon activation of the listed sprinkler monitoring system."

Section 905.4.3 Insert: "Pressure Regulating Devices. Where hose valve pressure regulating devices are installed on 2 1/2 in. (65 mm) outlets, they shall be field adjustable, capable of being adjusted through the full adjustment range by a 3/8 in. (12 mm) rod with a maximum required torque of 30 foot-pounds (41 nm) while flowing water. Field adjustment shall not require any hose valve disassembly."

Section 905.6.3 Insert: "Pressure Regulating Devices. Where hose valve pressure regulating devices are installed on 2 1/2 in. (65 mm) outlets, they shall be field adjustable, capable of being adjusted through the full adjustment range by a 3/8 in. (12 mm) rod with a maximum required torque of 30 foot-pounds (41 nm) while flowing water. Field adjustment shall not require any hose valve disassembly."

Section 912.6.1 Insert: "All above-ground piping exposed to the weather shall be insulated to protect from freezing."

Section 913.5 Delete in its entirety and replace with: "Testing and maintenance. Fire pumps shall be inspected, tested and maintained in accordance with this section and NFPA 25. More specifically, a weekly test of electric fire pump assemblies shall be conducted without flowing water due to the susceptibility to lightning in our area. Records of inspection, testing and maintenance shall be maintained."

Section 1103.5.4 Insert: "Building owners shall file a compliance schedule with the fire code official not later than 365 days after receipt of written notice. The compliance schedule shall not exceed 12 years for completion of the automatic sprinkler retrofit."

Section 5704.2.9.6.1 Insert: [City of Orange Beach, AL]

Section 5706.2.4.4 Insert: [City of Orange Beach, AL]

Section 5806.2 Insert: [City of Orange Beach, AL]

Section 6104.2 Insert: [City of Orange Beach, AL]

2. All ordinances, resolutions or parts in conflict with this ordinance, to the extent of such conflict, are repealed; and
3. That this Ordinance shall become effective immediately upon its adoption and publication as required by law.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

The City Clerk of the City of Orange Beach, Alabama hereby certifies
that the foregoing **ORDINANCE 2023-xxx**
was posted on _____ in the following three
(3) public places:
Orange Beach City Hall _____
Orange Beach Post Office _____
Orange Beach Public Library _____

Renee Eberly, City Clerk

ORDINANCE NO. 2023-xxxx

**AN ORDINANCE DECLARING CERTAIN CITY PROPERTY
NOT NECESSARY FOR MUNICIPAL PURPOSES AND
AUTHORIZING A LEASE TO THE ORANGE BEACH BOARD OF EDUCATION**

FINDINGS:

1. The City of Orange Beach, Alabama (the "City") owns certain property located at 4544 Orange Beach Boulevard, Orange Beach, Alabama, 36561 and the vacant property adjacent thereto as described in the attached Lease Agreements (the "Premises").
2. The City desires to lease the Premises to the Orange Beach Board of Education for use as a Central Office by the Orange Beach City School Board.
3. The City does not presently need the Premises for public or municipal purposes.
4. The City Council has determined that it is in the best interest of the City to lease the Premises to the Orange Beach Board of Education under the terms and conditions of the Lease Agreements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That pursuant to Alabama Code §11-47-21, the City hereby declares the Premises not necessary for municipal or public purposes and authorizes the lease of the Premises to the Orange Beach City Board of Education for a term as specified in the Lease Agreements;
2. That the Mayor and City Clerk are hereby authorized to execute and attest, respectively, the agreement in substantially the form and of substantially the content now before the Council between the City of Orange Beach and the Orange Beach Board of Education, as an act for and on behalf of the City of Orange Beach, subject to final approval by the City Attorney; and
3. That this Ordinance shall become effective immediately upon its adoption and publication as required by law.

ADOPTED THIS 7th DAY OF MARCH, 2023.

Renee Eberly
City Clerk

The City Clerk of the City of Orange Beach, Alabama hereby certifies that the foregoing **ORDINANCE 2023-xxxx** was posted on _____ in the following three (3) public places:
Orange Beach City Hall _____
Orange Beach Post Office _____
Orange Beach Public Library _____

Renee Eberly, City Clerk

LEASE AGREEMENT

(4544 Orange Beach Boulevard)

THIS LEASE AGREEMENT (this "Lease") is made effective as of the ____ day of February, 2023 (the "Effective Date"), by and between the **CITY OF ORANGE BEACH**, an Alabama municipal corporation (the "Landlord"), and **ORANGE BEACH CITY BOARD OF EDUCATION**, a city school system established by the City of Orange Beach, Alabama, pursuant to *Code of Alabama §16-11-1 et seq.*, (1975), as amended (the "Tenant").

1. AGREEMENT. Landlord leases the building located at 4544 Orange Beach Boulevard, Orange Beach, Alabama 36561 (the "Premises") to Tenant, and Tenant leases the Premises from Landlord, according to the terms and conditions of this Lease. Tenant, its employees, agents, contractors and invitees shall have the non-exclusive rights to the use of the adjacent parking lots, drive aisles, driveways, sidewalks, walkways and other similar facilities that are reasonably necessary for the access and use of the Premises. Landlord shall have the right at any time, without notice to Tenant, to control, change or otherwise alter the configuration of such exterior facilities in such manner as it deems necessary or proper.

2. TERM. The term of this Lease shall commence as of the Effective Date hereof, and shall continue for a period of two (2) years. Notwithstanding the foregoing, (i) Tenant shall have the right to terminate this Lease upon ten (10) days advance written notice, and (ii) if Tenant vacates or abandons the Premises, Landlord shall have the right to terminate this Lease upon ten (10) days advance written notice.

3. RENT. There is no rent payable under this Lease.

4. UTILITIES. Landlord will pay for the reasonable utility services that Tenant uses at the Premises. Tenant agrees to use reasonable efforts to avoid any excess utility charges.

5. INSURANCE. Tenant will, at its sole expense, obtain and keep in force during the term of this Lease commercial general liability insurance with an occurrence limit of not less than One Million Dollars (\$1,000,000.00) for injury, death or property damage, insuring against any and all liability of Tenant with respect to the Premises or arising out of the maintenance, use, or occupancy of the Premises. Such policy shall name Landlord as an additional insured and shall contain a customary provision affording Landlord notice in writing in advance of any cancellation or lapse of coverage. Evidence of such coverage shall be provided to Landlord upon request from time to time.

6. USE OF THE PREMISES. During the term of this Lease, the Premises will be used only for school office and administrative purposes.

7. ENVIRONMENTAL LAWS. Tenant shall operate and maintain the Premises in compliance with all applicable environmental laws, regulations and ordinances, and Tenant will not release, generate, manufacture, store, treat, transport, or dispose of any "hazardous material" (as that term is defined in applicable environmental laws), on, in, under, or from the Premises, in violation of any applicable environmental laws, regulations or ordinances.

8. ASSIGNMENT AND SUBLEASES. Tenant shall not assign this Lease or sublet any part of the Premises, without the prior written consent of Landlord, which may be withheld in Landlord's sole and absolute discretion.

9. REPAIRS AND MAINTENANCE. Landlord shall be responsible for the repair, replacement and maintenance of the Premises, provided such repairs, replacement or maintenance are not occasioned by Tenant, Tenant's invitees or anyone in the employ or control of Tenant, in which case, Tenant shall be responsible for such items.

10. ALTERATIONS. Tenant will not make any alterations, additions, or improvements or series of related improvements to the Premises or any expenditures for same without Landlord's prior written consent, which may be withheld in Landlord's sole and absolute discretion.

11. END OF TERM. At the end of the Term of this Lease, Tenant will surrender the Premises in good order and condition, ordinary wear and tear, casualty and condemnation excepted; and, Tenant may remove from the Premises any trade fixtures, equipment and movable furniture owned by Tenant. After Tenant has removed its trade fixtures and equipment, Tenant will fully repair any damage occasioned by the removal thereof.

12. DAMAGE AND DESTRUCTION.

12.1 General. If the Premises or any portion thereof shall be damaged by fire, the elements, accident or other casualty (a "Casualty"), Tenant shall promptly notify Landlord of the same in writing.

12.2 Major Casualty. If the damage resulting from a Casualty cannot reasonably be anticipated to be repaired within two (2) months or would cost in excess of \$50,000 to repair (in either case, a "Major Casualty"), then Landlord shall have the right to terminate this Lease. To exercise such right of termination, Landlord shall give Tenant notice thereof within forty-five (45) days of the date that Landlord was notified of the Major Casualty, and the Lease shall terminate as of the date of such notice. Any insurance proceeds payable by reason of the Major Casualty shall be payable to Landlord.

12.3 Restoration. In the event of a Casualty which is not a Major Casualty, or in the event of a Major Casualty whereby Landlord does not exercise its right of termination, then Landlord shall commence and proceed with reasonable diligence to restore the Building to substantially the same condition in which it was immediately prior to the happening of the Casualty, except that Landlord shall not be required to spend an amount in excess of the insurance proceeds actually received by Landlord as a result of the Casualty. Any excess insurance proceeds shall belong to Landlord. Landlord shall not be liable for any inconvenience or annoyance to Tenant or injury to the business of Tenant resulting in any way from such damage or the repair thereof. In the event any Casualty is caused by the negligence or willful misconduct of Tenant, Tenant shall be liable to Landlord for the cost of the repair and restoration of the Building caused thereby to the extent such cost and expense is not covered by insurance proceeds under policies provided by either Landlord or Tenant hereunder.

13. CONDEMNATION. If, by exercise of the right of eminent domain or by conveyance made in response to the threat of the exercise of such right (in either case a "Taking"), all or any material portion of the Premises is taken, or if so much of the Premises is taken that the Premises cannot be used by Tenant for the purposes for which it was used immediately before the Taking, this Lease will end on the

earlier of the vesting of title to the Premises in the condemning authority or the taking of possession of the Premises by the condemning authority (the "Condemnation Ending Date"). If, after a Taking, so much of the Premises remains that the Premises can be used for substantially the same purposes for which it was used immediately before the partial Taking, then this Lease will end as to that portion of the Premises so taken as of the Condemnation Ending Date. Tenant shall have no right or claim to any part of any award made to or received by Landlord for such Taking, and all awards for such Taking shall be made solely to Landlord. Tenant shall, however, have the right to pursue any separate award that does not reduce the award to which Landlord is entitled.

14. LANDLORD'S ACCESS. Landlord, its agents, employees, lender and contractors may enter the Premises at any time in response to an emergency, and at reasonable hours to (a) inspect the Premises, (b) exhibit the Premises to prospective purchasers, lenders, investors or tenants and to existing lenders and investors, (c) determine whether Tenant is complying with its obligations in this Lease, or (d) make repairs or perform such maintenance which this Lease allows Landlord to make in accordance with the terms of this Lease.

15. SIGNS. Tenant shall not place any signs on the Premises without the prior written consent of Landlord, which may be withheld in Landlord's sole and absolute discretion.

16. INDEMNIFICATION. Tenant shall indemnify and defend Landlord, its agents, employees, officers, officials, successors and assigns and hold them harmless from any responsibility, loss, demands, claims, costs, liability, damages or expenses of any kind whatsoever (including incidental and consequential damages and including third-party claims), and all reasonable costs and expenses (including counsel fees and costs) relating thereto, whenever asserted or arising, which are imposed upon or incurred by any of them in connection with, resulting from or related to (a) a breach of any representation, warranty, covenant or agreement of Tenant contained in or made pursuant to this Lease, or (b) any injury or damage to the person, property or business of Tenant, any person claiming under Tenant, or any of the employees or invitees of Tenant, or any other person entering upon the Premises.

17. WAIVER AND RELEASE. Landlord shall not be liable for any damage to, injury to, loss of or death of any persons or property in or on the Premises or related to Tenant's operations of the Premises or its business, or for damage or loss suffered by or caused by the business of Tenant, from any cause whatsoever, including any damage (including consequential or special damages), loss, injury or death resulting from or related to fire, steam, smoke, electricity, gas, water, rain, ice, snow, the breakage, leakage, obstruction or other defects of the pipes, wires, appliances, plumbing, air-conditioning sprinkler or lighting fixtures in or on the Premises, from theft, act of God; public enemy, injunction, riot, strike, insurrection, war, court order, requisition, order of governmental body or authority, explosion, falling objects, problems with any roof, subsurface matters, dampness, defects of the building, including structural and lateral supports and its roof, the construction, repair, or alteration of the Premises or from any acts or omissions of any visitor of the Premises, whether the said damage, loss, death or injury results from conditions arising upon the Premises, or from other sources. In furtherance thereof, Landlord shall not be liable in any manner to Tenant, its employees or invitees for any injury or damage to Tenant, Tenant's employees or invitees or their property, caused by the criminal or intentional misconduct, or by any act or neglect of third parties or of Tenant or Tenant's employees or invitees. Tenant waives and releases all claims against Landlord, its agents, employees, officers, officials, successors and assigns.

18. COVENANT OF QUIET ENJOYMENT. So long as no Event of Default has occurred and is continuing, and Tenant performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed by Landlord or any person claiming by or through Landlord.

19. LIMITATION ON TENANT'S RECOURSE. Tenant's sole recourse against Landlord, and any successor to the interest of Landlord in the Premises, is to the interest of Landlord, and any successor, in the Premises. Tenant will not have any right to satisfy any judgment which it may have against Landlord, or any successor, from any other assets of Landlord, or any successor.

20. NO WARRANTIES/PROPERTY TAKEN AS IS. The Premises is being leased in an "AS IS" condition and "WITH ALL FAULTS." No representations or warranties have been made or are made and no responsibility has been or is assumed by Landlord as to the condition of the Premises or any other fact or condition which has or might affect the Premises or the condition, repair, value expense of operation or income potential of the Premises.

21. EVENTS OF DEFAULT. The following occurrences are each an "Event of Default" on the part of Tenant: (i) Tenant breaches any covenant, agreement, term or condition that this Lease requires Tenant to perform, and the breach continues for a period of thirty (30) days after written notice by Landlord to Tenant, or (ii) any insurance policy which is required to be maintained by Tenant under Section 5 hereof lapses, is canceled or is terminated and a replacement policy meeting the requirements of Section 5 hereof is not in force and effect.

22. REMEDIES. Upon the occurrence of an Event of Default, then in addition to all other rights and remedies available under this Lease or pursuant to applicable law, Landlord shall have the following remedies:

(a) Landlord may terminate this Lease, in which event, Tenant shall immediately surrender possession of the Premises to Landlord;

(b) Landlord may sue for and collect any charges or amounts owed by Tenant hereunder; and/or

(c) Landlord may re-enter and re-let said Premises, from time to time, as agent of the Tenant, and such re-entry and re-letting or both, shall not discharge the Tenant from any liability or obligation hereunder, except that rents (i.e., gross rents less the expense of collecting and handling, and less commissions and less any rental concessions) collected as a result of such re-letting shall be credited to any liability of Tenant hereunder up to the amount due under the terms of this Lease and the balance, if any, credited to the Landlord.

In the event Tenant fails to surrender the Premises after a termination hereof, Landlord may pursue all applicable legal and equitable remedies available under applicable law to dispossess Tenant. No remedy herein or otherwise conferred upon or reserved to a party hereunder shall be considered to exclude or suspend any other remedy herein, but the same shall be cumulative and shall be in addition to every other remedy given hereunder, or now or hereafter existing at law or in equity or by statute, and every power and remedy available to a party may be exercised from time to time and so often as occasion may arise or as may be deemed expedient.

23. MISCELLANEOUS

(a) No Waiver. No waiver of any condition or agreement in this Lease by either Landlord or Tenant will imply or constitute a further waiver by such party of the same or any other condition or agreement.

(b) Notices. Any notice which is required or permitted to be given by either party under this Lease shall be in writing and must be given only by certified mail, return receipt requested, by hand delivery or by nationally recognized overnight courier service at the addresses set forth below. Any such notice shall be deemed given (a) when delivered personally, (b) three (3) days after being mailed by certified mail, return receipt requested, or (c) one day after being sent by overnight courier. Either party may change its notice address by notice to the other party in accordance with the terms of this Section. The following are the initial notice addresses for each party: Landlord: 4544 Orange Beach Boulevard, Orange Beach, Alabama 36561, Attn: Mayor; Tenant: 4544 Orange Beach Boulevard, Orange Beach, Alabama 36561, Attn: Superintendent.

(c) Attorneys' Fees. In the event that either party files suit in any court against the other party to enforce the terms of this Lease against the other party or to obtain performance by it hereunder, the prevailing party, or that party which substantially prevails, will be entitled to recover all reasonable costs, including reasonable attorneys' fees, from the other party as part of any judgment in such suit.

(d) Waiver of Jury Trial. LANDLORD AND TENANT WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM BROUGHT BY EITHER OF THEM AGAINST THE OTHER ON ALL MATTERS ARISING OUT OF THIS LEASE OR THE USE AND OCCUPANCY OF THE PREMISES (EXCEPT CLAIMS FOR PERSONAL INJURY OR PROPERTY DAMAGE BROUGHT BY A THIRD PARTY).

(e) Invalidity of Particular Provisions. If any term of provision of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

(f) Entire Agreement. This Lease constitutes the entire agreement between Landlord and Tenant regarding the subject matter hereof, and supersedes all prior discussions, negotiations and agreements between the parties with respect to such subject matter, whether oral or written.

(g) Survival. In addition to any rights and obligations that arise under this Agreement prior to the end of the Term hereof, which shall be governed by and construed in accordance with the terms hereof, the provisions of Sections 11, 16 and 17 shall survive the end of the Term hereof and remain in force and effect thereafter.

(h) Counterparts. This Lease may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

(i) Construction. The term “including” means including without limitation. This Agreement is the result of negotiations between the parties, and each party hereto has consulted with its own legal counsel regarding this Agreement and such party’s rights and obligations hereunder. If any dispute arises regarding any of the provisions of this Agreement, this Agreement shall be construed as if drafted jointly by the parties in all respects, and the doctrine of construing this Agreement against the drafter thereof shall be disregarded and not followed.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, Landlord and Tenant have caused this Lease to be duly executed effective as of the day and year first above written.

TENANT:

ORANGE BEACH CITY BOARD OF EDUCATION

By: _____
Randy Wilkes
Its Superintendent

LANDLORD:

CITY OF ORANGE BEACH

By: _____
Tony Kennon
Its Mayor

ATTEST:

City Clerk

[SEAL]

[ACKNOWLEDGMENTS ON FOLLOWING PAGE]

STATE OF ALABAMA)
BALDWIN COUNTY)

I, the undersigned authority, a Notary Public in and for said county in said state, hereby certify that Randy Wilkes, whose name as Superintendent of the ORANGE BEACH CITY BOARD OF EDUCATION, a city school system established by the City of Orange Beach, Alabama, is signed to the foregoing Lease Agreement and who is known to me, acknowledged before me on this day that, being informed of the contents of said Lease Agreement, he, as such Superintendent and with full authority, executed the same voluntarily for and as the act of said Board of Education.

Given under my hand and official seal this the ____ day of February, 2023.

[SEAL]

Notary Public
My Commission Expires: _____

STATE OF ALABAMA)
BALDWIN COUNTY)

I, the undersigned, a Notary Public in and for said County in said State, hereby certify that Tony Kennon, whose name as Mayor of the CITY OF ORANGE BEACH, an Alabama municipal corporation, is signed to the foregoing Lease Agreement, and who is known to me, acknowledged before me on this day that, being informed of the contents of said Lease Agreement, he, as such Mayor and with full authority, executed the same voluntarily for and as the act of said municipal corporation, on the day the same bears date.

Given under my hand and official seal this ____ day of February, 2023

[NOTARIAL SEAL]

NOTARY PUBLIC
My Commission Expires: _____