



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT
"State Emergency Response Team"

CHARLIE CRIST
Governor

Dave Halstead
Director

Community Response Close Out

This is to confirm that _____ County Emergency Manager,
_____ has agreed to close _____ County
effective (date) _____.

FEMA and State Community Response Field Teams have been working in your county distributing information and contacting individuals and community leaders to inform them about the FEMA application process. Our mission, with regard to providing information to the community, has been completed. The State and FEMA will continue to be available should you have any questions or require further assistance after the formal close out.

Please feel free to contact the below parties as needed:

Community Response
Sara Whitehead
Office: (850) 413- 9817
Email: Sara.Whitehead@em.myflorida.com

Unmet Needs
Sylvia Hogan
E-mail: Sylvia.Hogan@em.myflorida.com
Phone: Cell (850) 241-4985
Office (407) 268-8656

Public Assistance
Kevin Adkison
Office: (850) 413-9873
E-mail: Kevin.Adkison@em.myflorida.com

Sincerely,

Joseph Borrás
Individual Assistance Branch Director

**Community Response
CHECKLIST FOR CLOSING OUT A COUNTY**

COUNTY EMERGENCY MANAGEMENT DIRECTOR: _____

Community Response Representative: _____

County Closing: _____

- Inform local officials and County Emergency Management Director (EMD) that Community Response will be leaving the county, effective _____ (date).

County Emergency Manager and Community Response Field Worker should answer the following statements together: Community Response (CR) has made sure that –

Yes___ No__ 1. Special population groups have been contacted and provided with disaster assistance information.

Yes___ No__ 2. Damaged businesses in the county have received initial contacts, SBA information, referrals, and the SBA workshop schedules and locations.

Yes___ No__ 3. That all known unmet needs have been addressed and passed along to the appropriate agencies.

Yes___ No__ 4. The County EMD understands the CR closeout process, has the necessary contact information for the State CR and Unmet Needs Coordinator, and has the appropriate disaster assistance information.

Yes___ No__ 5. The County EMD is aware of the appropriate contacts for the State Public Assistance Program.

Yes___ No__ 6. The County EMD is aware of the appropriate contacts for the State Mitigation Program.

Yes___ No__ 7. The County EMD is aware of the appropriate contacts for the State Individual Assistance Program.

Summary—Emergency Management Director should complete the following question:

1. Do you have other recommendations or suggestions to improve Community Response?

As the Emergency Management Director, I understand the above information and I approve Community Response to close the county.

Printed Name

Emergency Management Director's Signature