

**ANNEX D
THE STATE OF FLORIDA
EMERGENCY REPATRIATION PLAN**

(To The State Comprehensive Emergency Management Plan)

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Executive Summary

This Annex to the State of Florida Comprehensive Emergency Management Plan is the State's plan to assist the federal government in the repatriation of United States citizens through a process of reception, temporary care, onward transportation to final destination, and follow-up assistance for U.S Non Combatant evacuees to the State of Florida in an emergency situation.

Authorities

1. Executive Order (EO) 12656 (Assignment of Emergency Preparedness Responsibilities), as amended, assigns specific federal agency responsibilities for emergency repatriation. Voluntary agencies will assist in emergency repatriation depending upon their resources and agreements negotiated at the national level and/or with the states.
 - a. The U.S. Department of Health and Human Services (DHHS) has the primary responsibility to arrange for reception, temporary care, and onward transportation of evacuees returned to the United States under a declaration of national emergency or it may occur under conditions not involving a declaration of national emergency.
 - b. The Office of Refugee Resettlement (ORR) is assigned responsibility for the repatriation of U.S. Citizens and dependents returned to the United States from a foreign country in an emergency situation.
2. Sec. 1301. Under the direction of the President and in consultation with the Secretaries of Defense (SECDEF) and Health and Human Services (DHHS), the Secretary of State (SECSTATE) is responsible for the protection or evacuation of all U.S. citizens and foreign nationals abroad, including DOD noncombatants.
3. Sec 801. The Secretary of Health and Human Services, in coordination with the heads of Federal departments and agencies, is responsible for providing assistance to U.S. citizens or others evacuated from overseas areas, including DoD noncombatants. **Their plan relies on State and local government to carry out the operational responsibilities of repatriation.**
4. Sec 502. SECDEF shall advise and assist the SECSTATE and the heads of other federal Departments and Agencies, as appropriate, in planning for the protection, evacuation, and repatriation of U.S. citizens in overseas areas.
5. DoD Directive 3025.14 designates the Secretary of the Army as the DoD Executive Agent for Repatriation Plans and Operations in connection with the return of DoD noncombatantReferences

References

1. The Joint Plan for DOD Non-Combatant Repatriation.
2. The U.S. Department of Health and Human Services, National Emergency Repatriation Plan (NERP). (December, 1983, revised 18 February 1986.)

3. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities", 18 November 1988.
4. Title IX Section 1113 of the Social Security Act
5. Memorandum of Understanding (MOU) Between the Air Transport Association of America and the Social Security Administration – Office of Family Assistance in Emergency Repatriation Situations, Aug 19, 1985.
6. MOU Between the American National Red Cross and the Social Security Administration – Office of Family Assistance in Emergency Repatriation Situations, Dec 30, 1985
7. The State of Florida Comprehensive Emergency Management Plan.
8. State of Florida Department of Children and Families, CF Operating Procedure No. 165-3 U.S. Repatriate Program.

Definitions

1. **Care and Protection of Children** - Social services or arrangements for facilities that supplement parental care and supervision. Such services are to be made available in accordance with existing State laws governing care and protection of children and include services for unaccompanied children
2. **Dependents of United States Citizens** - The spouse, parents, unmarried minor children, including adopted and step children, unmarried adult children who are dependent because they are handicapped, grandparents, spouse's parents and minor siblings of the evacuee or spouse
3. **Evacuation** - The authorized or ordered departure of noncombatants from a specific area by the U.S. Department of State, U.S. Department of Defense, or the appropriate U.S. military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command or non-command sponsored dependents.
4. **Joint Reception Coordination Center (JRCC)** - Established by the Department of the Army as the designated U.S. Department of Defense Executive Agent for the repatriation of noncombatants, with the assistance of other Military Departments and Department of Defense Agencies. The JRCC ensures the Department of Defense personnel and noncombatants receive adequate assistance and support for an orderly and expedient debarkation, movement to final destination in the United States, and appropriate follow-on assistance at the final destination. The JRCC is also responsible for keeping not only the Defense establishment but also all Federal Agencies informed about the evacuation and repatriation operation.
5. **Noncombatant Evacuation Operations** - Operations directed by the U.S. Department of Defense or other appropriate authority wherein noncombatants are evacuated from areas of danger overseas to safehavens overseas or to the United States
6. **Reception Services and temporary assistance as required** - Money payments, food, medical care, temporary billeting, transportation, and other goods and services. This includes personal, family and group counseling, necessary for the health and welfare of evacuees who are with out immediately available resources at the time of arrival in the United States, during onward movement to United States destination, and for a temporary period there after
7. **Refugees** - Aliens who are dependents of U.S. citizens who may be among the evacuees reaching CONUS. If an individual meets the definition of "Refugee" and

- qualifies for Refugee Assistance, the designated State agency will provide assistance according to their approved State plan for Refugee Assistance
8. **Repatriation** - The procedure where American citizens and their families are officially processed back into the United States after an evacuation. Evacuees are also provided various services to ensure their well being and onward movement to their final destination
 9. **Safehavens** - A place to which noncombatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination.
 10. **Temporary Period** – The 90 days after the day of arrival. If the returnee is not eligible for assistance through any other State, local or Federal program and is handicapped in attaining self-support due to age, disability or lack of vocational training, assistance may be extended with authorization of HHS / ORR prior to expiration of the initial 90 day period
 11. **Third Country National (TCN)** - An individual who is neither a U.S. Department of Defense dependent nor a United States citizen.
 12. **U.S. Citizen Civilian Employee** - A civilian employee of the Government of the United States who is a United States citizen with permanent residence in the United States.
 13. **U.S. noncombatant evacuees** - For purposes of planning, include U.S. Government employees, tourists, businessmen, commercial travelers, and employees of U.S. Contractors working on foreign projects, students, missionaries, and other United States Citizens residing in a foreign country.

CHAPTER I – INTRODUCTION

I. General

- A. Repatriation is the procedure whereby citizens are officially processed back into the United States after their evacuation from overseas. The Secretary of the United States Department of Health and Human Services, in coordination with the heads of Federal departments and agencies is responsible for providing assistance to American citizens or others evacuated from overseas areas. This assistance will also include noncombatants of the United States Department of Defense. **Their plan relies on State and local government to carry out the operational responsibilities of repatriation.**
- B. The Florida Department of Children and Families is the State agency designated by the United States Department of Health and Human Services to administer the United States Repatriate program.
- C. To establish a Repatriation Processing Center, the United States Department of Health and Human Services and the United States Department of Defense, may task the State of Florida to process evacuees from overseas locations.
- D. Overseas evacuations occur under a variety of circumstances – war, civil unrest, military uprisings, environmental concerns, and natural disasters. Based on the situation, the United States Department of State may authorize a voluntary departure or may order the departure of federal employees and their families. In the authorized/ordered departure statement, the United States Department of State will designate a particular country, normally the continental United States, as the safe haven for federal employees. The United States Department of State may have only a few or many noncombatants located in the endangered country.
- E. The departure of private citizens is at their own discretion; however, most will take advantage of the protection and transportation available at the time it is provided by the United States Department of State. The United States Department of State may also approve the evacuation of selected host nation and Third Country Nationals. When CONUS is declared the safe haven, American citizens will be repatriated back into the United States. American citizens and designated aliens will be brought to safety, and are responsible for

reimbursing the United States Department of State for transportation costs incurred in their behalf.

- F. Florida has three (3) designated Ports of Debarkation. The bases and installations designated with primary responsibilities will be the lead agent, and those designated as backup and assist, as well as the United States Department of Health and Human Services / the United States Department of State agency support teams, will provide needed support to the repatriation operation. Most often evacuees will be brought out by air transport. However, in the event naval transport is used, naval ports have been designated as well. Evacuees may come in through international airports. In case of the latter, installations/bases have been designated to provide processing support at either the commercial airports or their own facilities. For planning purposes evacuees will arrive every four hours on one wide bodied jet. Approximately 300-350 evacuees will arrive per aircraft. The workload for a 24-hour period will be 2100- 2200 evacuees per day.

AIRFIELDS

MacDill AFB, FL

BACKUP AND ASSIST

Mayport Naval Base, FL

NAVAL SPOD

Mayport Naval Base, FL

BACKUP AND ASSIST

MacDill, AFB, FL

INTERNATIONAL

Tampa Int'l Airport, FL

PRIMARY INSTALLATION/BASE

MacDill, AFB, FL

- G. Although the evacuation of pets with families is not authorized by Federal Regulations, past experience has shown that evacuees will bring pets with them. Therefore, repatriation centers and intermediate processing/staging areas must be prepared to take care of pets. Families are financially responsible for moving their pets to and from the theater. Transportation of pets at government expense is not an entitlement.
- H. Each evacuee is entitled to bring one bag, the weight of which should not exceed sixty-six pounds.
- I. Medical evacuation will normally be through aero-medical channels.
- J. The United States Department of State may request the United States Department of Health and Human Services to assume responsibility

for all repatriation operations, including the United States Department of Defense noncombatants, after operations have commenced. In this case, the United States Department of Health and Human Services plans and orders take precedence over those of the United States Department of Defense. However, the United States Department of Defense will still be responsible for ensuring that all United States Department of Defense families are properly cared for and receive their entitlements.

- K. The United States Department of Health and Human Services will then make a request that the State of Florida establish and manage a Repatriation Processing Center.

II. Purpose and Scope

The purpose of this Annex is to provide the organizational framework for the coordination of the emergency repatriation of United States citizens and selected foreign nationals by federal, State, and local government agencies as well as private and volunteer organizations. In addition, the purpose is to provide procedures and necessary services that will expedite the reception, processing, onward travel, and short or long-term care for the emergency returnees.

The scope of this Annex is providing for the reception, temporary care onward transportation to final destination, and follow-up assistance for United States non-combatant evacuees to the State of Florida in an emergency situation. This Annex is applicable to the State Emergency Response Team, counties, and entities identified as having a support role in the execution of this Annex.

III. Assumptions

- A. That a threat of general war will not exist at the time this Annex is implemented.
- B. That the implementation of this Annex and activation of a State run Repatriation Processing Center will be contingent on military activity.
- C. That the evacuation of noncombatant evacuees has been authorized/ordered by the United States Secretary of State.

- D. That the scale of operations would involve evacuees from only one or two foreign nations while American citizens could be evacuated to the continental United States.
- E. That while returning evacuees may arrive at military and civilian ports of debarkation, the primary mode of transportation will be the United States Transportation Command controlled airlift (either military or civilian charter). It is anticipated that limited use will be made of sea transport.
- F. That State operated Repatriation Processing Centers may be required to process the United States Department of Defense personnel and in cases where such personnel are evacuees.
- G. That the Governor of the State of Florida will be notified by the United States Department of Health and Human Services between 48 hours and one week before activating this Annex.
- H. That the United States Department of Defense will provide staff to process the United States Department of Defense personnel at the Repatriation Processing Centers, however other military support, at the point of arrival, may not be available.
- I. That the United States Department of Defense will provide 10 computers, software and training to support evacuee in-processing at all State operated Repatriation Processing Centers.
- J. That no advance of federal funds will be made to the State before the beginning of the operation.
- K. That evacuees will arrive in the United States with little or no money or possessions. Some will arrive with pets.
- L. That large numbers of media personnel will be on-site.
- M. That the State may have to declare a State of Emergency.
- N. That an operation may run 24 hours a day.
- O. That the United States Department of Health and Human Services will provide oversight at State operated Repatriation Processing Center.
- P. That the United States Department of Health and Human Services will provide for the financial needs of non-DoD evacuees.

- Q. That the United States Department of Health and Human Services will reimburse the State of Florida for all expenses incurred in Repatriation Processing activity.
- R. That the United States will provide consulate personnel to coordinate Third Country National issues.
- S. That evacuees may speak languages other than English.

CHAPTER 2 – THE RESPONSE ORGANIZATION

I. General

This Chapter of the Annex describes the response organization that the State of Florida will use in support of federal efforts to repatriate American citizens or others evacuated from overseas areas, including the United States Department of Defense noncombatants.

Repatriation is the procedure whereby American citizens are officially processed back into the United States after their evacuation from overseas. In addition to the official processing, eligible noncombatants will be provided various services to ensure their well being and transportation to their final destination. Emergency repatriation is a combined Federal / State / local operation.

In addition to this Annex, the organizational structure for response to any emergency in the State of Florida, including a repatriation emergency, will be in accordance with Section IV.A.2 (Emergency Operations), of the Basic Plan to the State of Florida Comprehensive Emergency Management Plan.

II. Response Organization

A. Military Port of Debarkation

1. The Military Port of Debarkation at MacDill Air Force Base (Tampa) or Mayport Naval Base (Jacksonville) will be activated for repatriation processing if the military situation permits.
2. The Military Port of Debarkation will carry out repatriation operations in most events in the State of Florida. The United States Department of Defense, utilizing U.S. Military installations and other federal agencies, will be responsible for the processing of all evacuees including the United States Department of Defense, AMCITS and Third Country Nationals.
3. State support requirements in these events will be limited to liaison, public affairs, and coordination of VOLAGs, affected counties, and other State agencies as necessary. The Division of Emergency Management will provide a liaison officer and public affairs officer to the military Repatriation Processing

Center. Other liaison officers from the Department of Children and Families may also be required.

4. County support requirements will be limited to liaison, public affairs, and coordination of Local VOLAGs, municipalities, and county agencies as necessary.

B. Single Port of Debarkation

1. The State may be requested to activate a Repatriation Processing Center to receive and process evacuees if a military situation does not permit the use of a military installation. The State may use the Tampa International Airport, which is designated for Port of Debarkation purposes.
2. If the Military Port of Debarkation (MacDill Air Force Base or Mayport Naval Base) can receive evacuees but can not process them due to military activity, then the State would be asked to activate a Repatriation Processing Center in support of a Military Port of Debarkation.
3. Federal, State and local personnel will be notified that the Emergency Repatriation Plan could or should be implemented (**Chapter 3, Section III., Notification**).
4. The State of Florida will establish the Repatriation Processing Centers convenient to the port of entry.
5. Federal Customs, Agriculture Plant Protection and Quarantine, and Immigration and Naturalization Service personnel will conduct the processing of evacuees. The United States Public Health Service and Federal Bureau of Investigation personnel will also be involved.
6. The processing of the evacuees by State and local personnel and the provision of such temporary assistance as money payments, food, medical care, temporary billeting, transportation arrangements and family and group counseling.
7. The onward transportation of these evacuees to their final destination.

8. Follow-up assistance, if needed, in the final destination community.
9. Counties with a pre-identified Port of Debarkation (Hillsborough and Duval) will develop a Emergency Repatriation Plan and procedures designed specifically for the activation and coordination of the Repatriation Processing Center, in accordance with this plan.

C. Multiple Port of Debarkation

It is not anticipated that multiple Ports of Debarkation will be activated in Florida.

III. Responsibilities

A. Federal Government

1. The United States Department of State

The United States Department of State is responsible for the care and protection of American citizens overseas, which includes arranging transportation for individual citizens in need of assistance and for group evacuations in an emergency situation.

2. The United States Department of Defense

In a national emergency or an emergency in which the United States Department of Health and Human Services has been requested to assume full responsibility for all non-combatant evacuees, the United States Department of Defense support will be available only to the extent that its resources are not needed for military operations.

3. The United States Department of Health and Human Services

The United States Department of Health and Human Services will serve as overall coordinator of the National Emergency Repatriation Program and other related emergency preparedness planning and operations activities.

4. The United States Administration for Children and Families/Office of Refugee Resettlement
 - a. Has primary responsibility for planning and execution of emergency repatriation.
 - b. Coordinate the planning and operation activities of all agencies concerned with emergency repatriation.
 - c. Assists the State in developing the Emergency Repatriation Annex.
 - d. Reviews the State Emergency Repatriation Annex.
 - e. Assists the State with developing emergency repatriation training exercises.
 - f. Assists with public affairs.
5. The United States Public Health Services
 - a. Arranges for medical teams to provide medical screening at the point of entry American citizens and alien dependents of American citizens who appear to have a contagious disease.
 - b. Assists the State with the development of plans for providing medical treatment and services such as transportation to medical facilities.
6. The Federal Emergency Management Agency
 - a. Serves as the coordinator of all federal agency activities to ensure that the required support is provided.
 - b. Enlists the cooperation of the State to ensure coordination of emergency repatriation and implementation activities within the state.
 - c. Coordinates with the Administration for Children and Families/Office of Refugee Resettlement in the review of the State Emergency Repatriation Annex.

- d. Serves as the coordinator between the United States General Services Administration (GSA) Emergency Communications and the offices of federal, State and local agencies.
 - e. Provides communication services for notifying State, federal and voluntary agency officials about implementing the NERP.
7. The United States Customs Service
- Performs required clearances at ports of entry.
8. The United States Immigration and Naturalization Services
- Processes evacuees, issues clearances for American citizens and their alien dependents who are free to proceed onward to their final destination.
9. The Federal Bureau of Investigation
- Performs required security clearances at ports of entry.
10. The United States General Services Administration
- a. Serves as the sole communications coordinating point to reserve and process requests for emergency communications services.
 - b. Arranges for and execute contracts with communication services.
 - c. Serves as the individual to contact for all support services (i.e., buildings, space, communications, protection, supplies, and contractual services).
11. The United States Department of Transportation
- a. Adds “evacuees” to the transportation priority list following notification by the United States Administration for Children and Families/Office of Refugee Resettlement.
 - b. Advises the Federal Aeronautics Administration, the Interstate Commerce Commission, and the Federal Railroad Administration of the priority of movement for evacuees and for inter-city motor services.

- c. Ensures that preference for movement shall be afforded evacuees to their final destination, including allocation of equipment when essential to expedite movement.
- 12. The United States Department of Housing and Urban Development
 - a. Identifies available the United States Department of Housing and Urban Development assisted housing near the point of debarkation to be used to shelter evacuees who are delayed from moving to their final destination.
 - b. Identifies commercial housing facilities for use as emergency shelter in addition to congregate care facilities.
- 13. The United States Department of Agriculture
 - a. Plant Protection & Quarantine
 - Performs required clearances at points of entry.
- 14. The United States Food & Nutrition Service
 - Authorizes State distributing agencies to release foods to recognized distribution relief agencies, such as the ARC, for group feeding as provided for by existing United States Department of Agriculture disaster or emergency programs regulations or emergency procedures.

B. State Government

The State Emergency Response Team is comprised of representatives from different State agencies and voluntary organizations who are empowered to deploy the resources of their agency or organization to carry out missions that are assigned by function. The State Emergency Response Team is organized into 17 functional groups called Emergency Support Functions and is supported operationally by the Florida Department of Community Affairs, Division of Emergency Management. Each emergency support function is comprised of a “primary” or lead agency and several support agencies. **For a complete listing of the 17 Emergency Support Functions, see Section IV.D.1., of the Florida Comprehensive Emergency Management Plan.**

The responsibilities of the primary emergency support functions and primary agencies that will be involved with a repatriation emergency/disaster in support of a federal effort in the State of Florida are:

1. Department of Community Affairs/Division of Emergency Management

The Department of Community Affairs, through the Division of Emergency Management, provides operational support and coordination for the State Emergency Response Team, and has the following responsibilities during a repatriation emergency:

- a. Develops and maintains current, this repatriation Annex.
- b. Coordinates planning of all involved agencies.
- c. Develops, in coordination with the Department of Children and Families, Standard Operating Procedures for activities and functions in the Repatriation Processing Center.
- d. Notifies all support agencies when this Annex is implemented.
- e. Provides planning assistance to State and local governments.
- e. Submits this Annex and an agreement form to the Social Security Administration/ Office of Refugee Resettlement (SSA/ ORR) for acceptance.
- f. Coordinates with the following federal agencies to ensure proper representation at the Repatriation Processing Center:
 - The United States Department of Treasury, the United States Customs Service and the Federal Bureau of Investigation.
 - The Immigration and Naturalization Service.
 - The United States Department of Agriculture, Plant Protection and Quarantine.
 - The United States Public Health Service.
 - The United States Department of Defense, Military Air Base point of entry.

- g. Coordinates with military officials to establish a Transportation Ticket Office at the Repatriation Processing Center.
- h. Activates the State Emergency Operations Center as needed.
- i. Coordinates communications support needs for the Repatriation Processing Center with the Department of Management Services and Region IV of the Federal Emergency Management Agency.
- j. Provides the Director for the Repatriation Processing Center.
- k. Operates the Repatriation Processing Center.
- l. Coordinates public affairs activities with the Governor's Office, appropriate counties, and appropriate federal agencies.
- m. Provides for training and exercising of State and local participants in repatriation activities described in this Annex.
- n. Provides a Liaison Officer to MacDill AFB or Mayport Naval Base if those facilities are activated as a Repatriation Processing Center or if the Military POD is activated.
- o. Compiles in coordination with the Department of Children and Families, information on the total expenditures incurred in support of repatriation operations.
- p. Claims administrative expenses from Florida Department of Children and Families for State and other agencies appointed by the Florida State Coordinating Officer (SCO) to conduct or support repatriation activities, where these agencies are not part of the Department of Children and Families and not reimbursed by a host county or municipality.

2. Emergency Support Function 1 (Transportation)

- a. Transports evacuees from the military airfield point of debarkation to the Repatriation Processing Center, temporary shelters, and to transportation departure points.
- b. Provides commercial onward transportation (air, rail, and/or bus) to evacuees final destination.

3. Emergency Support Function 2 (Communication)

- a. Provides assistance in obtaining communications (telephone lines) into the Repatriation Processing Center.
- b. Assists with addressing communications needs of the Repatriation Processing Center and responding agencies. This should include internet and E-Mail access.
- c. Provides radio communications service to the evacuees enabling them to contact relatives and friends concerning their personal status and onward transportation plans.

4. Emergency Support Function 6 (Mass Care)

The Lead agency for Emergency Support Function 6 is the Department of Business and Professional Regulation. However, under this Annex, the Department of Children and Families has the following specific responsibilities:

- a. Serves as the lead agency for the United States Repatriation Program for the State of Florida.
- b. Develops in cooperation with the Division of Emergency Management, Standard Operating Procedures for activities and functions in the Repatriation Processing Center.
- c. Provides adequate personnel to process evacuees.

- d. Develops and publishes detailed operating procedures for the following functions:
 - i. Interviews evacuees to determine resources needed and refer them to the appropriate providers in the Repatriation Processing Center.
 - ii. Provides each evacuee DD Form 2585 for use by the providers in the Repatriation Processing Center.
 - iii. Establishes a local locator system and input data for each one of the evacuees processed.
 - iv. Ensures completion of the appropriate United States Postal forms.
 - v. Establishes a finance center, advance funds (as needed) and advise individuals regarding their repayment obligation to the American Government.
 - vi. Provides the necessary follow-on care, when required, for those evacuees who have completed the RPC processing. Department of Children and Families should complete the report on referral (SSA-2061) to claim reimbursement for follow-on expenditures.
 - vii. Completes the Social Security Administration Form (SSA-3955) for expenditure reported on SSA form 2061.
 - viii. Maintains case records on each evacuees required by the Office of Refugee Resettlement, Department of Health and Human Services.
 - ix. Claims administrative expenses from the Office of Refugee Resettlement (ORR) for state, county and other non-government agencies involved in the emergency repatriation operation
 - x. Compiles information on the total expenditures incurred in support of repatriation operations.
 - xi. Coordinates American Red Cross (ARC) support for onward transportation of any foreign nationals that are not eligible for reimbursement or other type support should be billed directly to the Federal government in accordance with existing ARC guidelines.
 - xii. Obtains individuals that can serve as translators in the Repatriation Processing Center.

- e. Provides the Assistant Director for the Repatriation Processing Center.
- f. Provides a Liaison officer to MacDill AFB or Mayport Naval Base if they activate a RPC.
- g. Requests a funds advance for the State from the Office of Refugee Resettlement regional office upon implementation of the Emergency Repatriation Plan.

Other Emergency Support Function 6 responsibilities are as follows:

- i. Provides snacks and beverages for evacuees.
- ii. Provides food service support to the Repatriation Processing Center staff.
- iii. Provides childcare and nursery services.
- iv. Provides for clothing and personal needs of evacuees.
- v. Provides special care of the elderly. (wheel chairs and etc.)
- vi. Provides special care and processing for unaccompanied children, the physically challenged and elderly.
- vii. Provides temporary shelter for the evacuees.
- viii. Provides American Red Cross support for onward transportation of any foreign nationals that are not eligible for reimbursement or other type support in accordance with existing American Red Cross guidelines.

5. Emergency Support Function 8 (Health and Medical)

- a. Coordinates with local Emergency Medical Services providers to support the Repatriation Processing Center.

- b. Provides for mental health and crisis counseling for evacuees.
- c. Provides special care of the physically challenged.
- d. Provides special care and processing for unaccompanied children, the physically challenged and elderly.
- e. Coordinates the provisions to provide medical screening, first aid, and hospital care.

6. Emergency Support Function 11 (Food and Water)

Provides food to recognized disaster organizations for mass feeding if required.

7. Emergency Support Function 13 (Military Support)

- a. Provides transportation support as requested.
- b. Provides baggage-handling personnel.
- c. Supports Emergency Repatriation operations as requested.

8. Emergency Support Function 14 (Public Information)

- a. Serves as the lead for coordinating public information between Federal, State and local agencies.
- b. Determines the requirements to establish a Joint Information Center.
- c. Coordinates public information releases to the news media with designated public affairs personnel of the other Federal and State agencies.
- d. Provides for television coverage of arriving evacuees; an initial public affairs information briefing at the aircraft or during transportation to the Repatriation Processing Center; a press center within or near the Repatriation Processing Center; and press conferences with

volunteers from among the evacuees. **(See Chapter 3, Section IV, Public Information).**

- e. Provides a Public Affairs Officer to MacDill AFB or Mayport Naval Base if they are activating a Repatriation Processing Center.
- f. Activates the Florida Emergency Information Line for repatriation information to the public.

9. Emergency Support Function 15 (Donations and Volunteers)

- a. Assists in locating translators as needed.
- b. Assists in providing volunteers to act as escorts for evacuees.
- c. Assist sin providing baggage-handling personnel.

10. Emergency Support Function 16 (Law Enforcement)

- a. Provides traffic control and security from the Ports of Debarkation to the Repatriation Processing Center, if required.
- b. Provides security at the Repatriation Processing Center.

11. Emergency Support Function 17 (Animal Protection)

- a. Provides for pet care and veterinary services.
- b. Coordinates screening and immunization of pets accompanying evacuees.
- c. Coordinates short/long term care of pets at or near the Repatriation Processing Center.
- d. Coordinates euthanasia requirements for animals refused entry into the United States.

C. County Government

- 1. Assists Transportation from the Ports of Debarkation to the Repatriation Processing Center if necessary.

2. Provides a facility to process evacuees arriving at Mayport Naval Air Station, MacDill Air Force Base or Tampa International Airport. A suggested location would be a large school gymnasium (Duval and Hillsborough counties) or portion of the Tampa International Airport (Hillsborough County).
3. Assists in providing security for evacuees from the Ports of Debarkation to the Repatriation Processing Center, and at the Repatriation Processing Center.
4. Assists control and security of baggage during processing of the evacuees.
5. Assists with transportation to temporary shelters and points of departure, as may be needed.
6. Assists mass care feeding facilities for evacuees.
7. Assist in providing emergency medical service, as needed.
8. Obtains county personnel to assist manning the Repatriation Processing Center.
9. Coordinates with the County Superintendent of Schools regarding arrangements to use a local school as a Repatriation Processing Center.
10. Assists in obtaining the use of county school buses and drivers as necessary.

D. Private and Volunteer Organizations

The American Red Cross (ARC) and the Salvation Army (SA) are two private organizations with much expertise in handling all types of disasters. A federal agreement already exists with the ARC whereby they will assist local and state governments in emergency repatriation situations and bill the federal government directly for such assistance. Letters of agreement and/or memorandums of understanding with both of these agencies are included as Tab G. Local chapters of these agencies will coordinate efforts with Repatriation Processing Center directors.

1. The American Red Cross (ARC)

Services provided by the ARC are those currently defined by the Red Cross Disaster Services, *Armed Forces Emergency Services*, and *International Services*. Programs may include the following:

- a. Congregate shelter management;
 - b. Mobile and fixed feeding;
 - c. First, Aid;
 - d. Emergency communications; and,
 - e. Access to financial assistance.
2. The Salvation Army (SA) may include the following:
- a. Mobile canteen services;
 - b. Emergency feeding services and shelter in Salvation Army and other facilities;
 - c. Collection and distribution of clothing and other supplies that might be needed by evacuees; and
 - d. Crisis counseling.
3. The Port of Debarkation (MacDill Air Force Base, Mayport Naval Base, and Tampa International Airport responsibilities may include the following:
- a. Receives inbound flights/ships of evacuees.
 - b. Provides if requested and able from non-committed resources bus transportation from the Ports of Debarkation to the Repatriation Processing Center.
 - c. Provides security while evacuees are going from the aircraft to vehicles, which will transport them to the Repatriation Center.

CHAPTER 3 – THE CONCEPT OF OPERATION

I. General

This Chapter of the Annex addresses the Concept of Operation the State of Florida will use to support a federal effort to repatriate American citizens or others evacuated from overseas areas, including the United States Department of Defense noncombatants. In times of increasing world tension, the State of Florida will be notified of the possibility of implementing this Annex. During the readiness period, contact with the designated officials at the Ports of Debarkation will be established to ensure direct notification of incoming flights. As flights arrive, evacuees will be immediately transported to the designated Repatriation Processing Centers for screening and processing. For those in need of financial assistance, it will be provided through the repatriation program.

The State of Florida has two probable aerial Ports of Debarkations and one maritime Ports of Debarkation. The aerial ports are Tampa International Airport and MacDill Air Force Base, Tampa. The maritime Ports of Debarkation is the Mayport Naval Base, near Jacksonville.

II. Direction and Control

During a State ran repatriation emergency, the State Coordinating Officer will appoint a Director of the Repatriation Processing Center and the Secretary of the Florida Department of Children and Families will appoint an Assistant Director. These individuals will act as repatriation coordinators, manning the center on 12-hour shifts, on a 24-hour basis, until the emergency operation is over.

A. Repatriation Automated Tracking System

1. An automated tracking system will be used at all Repatriation Processing Centers.
2. Evacuees will complete Form 2585 (DD Personnel-Processing) that will be entered into the Repatriation System once the evacuees processing is complete.
3. The evacuee's personal data is transmitted via modem to a centralized database in Monterey California (Defense

Manpower Data Center). The system provides an online query capability for the United States Department of Defense and other governmental agencies.

4. The Repatriation Processing Center will have the capability to generate reports on site.
5. The system will be used for cost applications, summary reporting, and can be updated throughout the safe haven period.

B. Joint Service Processing Support Teams

1. During a repatriation event, a Joint Service Processing Support Team will be established at the Repatriation Processing Center.
2. The Joint Service Processing Support Team will assist the United States Department of Defense and Non-Department of Defense evacuees arriving at the Repatriation Processing Center.
3. The Joint Service Processing Support Team will maintain close coordination with State and county representatives.
4. The Joint Service Processing Support Team will solicit volunteers to serve as sponsors for the evacuees.
5. The Joint Service Processing Support Team will ensure there is a completed DD Form 2585 (Repatriation Processing Center Processing Sheet) for every family /individual evacuee.

C. Evacuees Arrival

1. When the State is informed by Federal Emergency Management Agency, Region IV, that emergency repatriates (or evacuees) are to be delivered to Florida, they will be advised as to the method of evacuation, the approximate number of evacuees, the estimated time and date of arrival and the estimated length of the emergency operation.
2. The State, through the State Emergency Operations Center, will stay in contact with the director of the Repatriation Processing Center as they prepare to receive evacuees.

3. Upon arrival at a Ports of Debarkation, evacuees will be met at the airplane, briefed by an official from the Department of State or a State official and transported by the most expedient means to the Repatriation Processing Center.
4. Those in need of immediate emergency medical attention will be transported to a designated hospital, clinic, or other health care facility. Ambulance service will be coordinated with the local Emergency Medical Services providers.
5. The dead will be examined onsite by the county medical examiners and transported to a designated morgue.
6. Unaccompanied children will be registered onsite and provided special care by the Department of Children and Families, in cooperation with Emergency Support Function 6 (Mass Care) and the American Red Cross or other child care providers.
7. All evacuees will be given an information pamphlet, prepared by the Department of Children and Families /Office of Refugee Resettlement.

D. Screening and Debriefing Evacuees

Upon arrival at the Repatriation Processing Center, evacuees will be kept in a secure area until they have been given a briefing by the United States Department of Health and Human Services on registration and processing procedures, and until federal screening has taken place by the appropriate federal agencies (i.e., the United States Customs, Immigration, Agriculture, etc.). Some individuals (i.e., foreign nationals) may need to be separated and handled by the federal government according to established procedures.

E. Registration of Evacuees

1. Staff from the Department of Children and Families/Office of Refugee Resettlement will process repatriates at the Repatriation Processing Center using the DD Form 2585.
2. Evacuees will then be allowed to visit restrooms, water fountains, volunteer agency feeding facilities (American Red Cross or Salvation Army), rest areas, make telephone calls to family and friends, and talk with members of the press, radio and TV if they so desire. A change of, or additional clothing, should be provided if needed with the

assistance of American Red Cross or the Department of Children and Families.

F. Transportation of Evacuees

Specific information regarding the logistics of transportation for the large number of evacuees that would be competing for the limited number of seats on local flights, passenger trains or buses is provided in **Section VI.B, of the National Emergency Repatriation Program (NERP)**.

1. Evacuees will be afforded an opportunity to secure public transportation to their final destination, if financially able.
2. A Scheduled Airline Ticket Office will be established at the Repatriation Processing Center to provide airline tickets for the onward travel of the evacuees.
3. Local buses, taxi service or government vehicles will be used to transport evacuees to local airports, passenger train or bus stations or to designated areas where they can be met and picked up by relatives and friends.

G. Housing and Feeding of Evacuees

1. Evacuees awaiting transportation assistance will be provided meals, resting areas and other necessities for traveling.
2. Evacuees who have no relatives, destitute, or permanent home in the United States will be assisted in finding short or long term care (i.e., lodging, food, clothing, financial assistance, other services, etc.). The Department of Children and Families will provide this assistance with the assistance of the Salvation Army and the American Red Cross. **(The United States Department of Health and Human Services guidelines and Standard Operating Procedures will be followed in such instances)**.

H. Medical and Other Needs of Evacuees

Evacuees with health problems (i.e., prescriptions, the handicapped, the elderly, young children not accompanied by an adult, etc.) will be assisted.

I. Records and Further Processing of Evacuees

1. Records concerning a repatriation event will be assembled by the United States Department of Health and Human Services, the Florida Department of Children and Families, and the United States Public Health Services for further processing, billing and handling beyond the emergency repatriation crisis period.
2. The Repatriation Processing Center will maintain communications with the State Emergency Operations Center and the airport/military base/port. Communications to local hospitals and other sources of emergency assistance shall also be maintained.

J. Specific Requirements of Evacuees

1. **Federal Clearance Area.** The United States Customs, Immigration and Naturalization Service, the U.S. Department of Agriculture, and the United States Public Health Service need a separate and secured area to conduct clearance activities.
2. **Baggage Storage Area.** The Baggage Storage Area will be located near the Federal Clearance Area and will be managed with a baggage check system to provide security and access by property owners if necessary.
3. **Briefing Area.** While an initial briefing should be conducted at the aircraft or on the buses, additional space will be required at the Repatriation Processing Center.
4. **Special Care Areas.** Several other special care areas should be provided as follows:
 - a. **First Aid or Medical Support Area** - A first aid station should be established. Emergency medical service and hospitalization must be available as back up.
 - b. **A Supervised Nursery** - Care should be provided for small children and babies whether accompanied or not.
 - c. **Counseling Room** - Privacy is required.

- d. Pet/Animal Holding Area - Care should be provided for pets and animals accompanied by evacuees.
5. **Comfort Areas.** Several comfort areas should be available as follows:
 - a. Rest Rooms for large numbers of people required. Showers and wash basins are desirable.
 - b. Water fountains/coolers should be available throughout the facility.
 - c. Snacks and drinks may be provided.
 6. **Telephones.** A large number of telephones will be required for immediate use by evacuees. Additional lines should be made available for restricted use by the press.
 7. **Cafeteria.** Mass feeding facilities should be available within the facility or nearby. Security and control are more difficult if evacuees leave the Repatriation Processing Center for any reason including feeding.
 8. **Security.** A small area should be available for security of persons detained for any reason. Such detainees should be turned over to federal or local law enforcement agencies for disposition as quickly as possible. Security should be stationed throughout the Repatriation Processing Center.
 9. **Operations Command Post.** Established at the Repatriation Processing Center for overall direction and control.
 10. **Processing Area.** The processing area must provide services as follows;
 - a. Registration - An area with desks, tables and chairs is needed. Up to 100 evacuees per hour may require processing. As many as 10 registrars/interviewers may be required at one time.
 - b. Transportation Ticket Office - A secure area with telephones is needed to arrange air, bus and rail travel.

- c. Financial Operations - A secure area is needed.
- d. Red Cross/ Volunteer Agencies - Sufficient space is required to process evacuees needing assistance and to store such items as comfort kits.
- e. Housing - Housing desk should be provided, if necessary. Primary emphasis will be on onward transportation, not on temporary housing.
- f. Local Transportation - Local ground transportation will be provided. A nearby holding area is required for evacuees while waiting ground transportation to onward air, bus or rail transportation.
- g. Press Area - A large area, separated from the Repatriation Processing Center, and containing restricted (coins operated, charge card or toll telephones is required.

III. Notification:

A. Federal Notification

When an escalating crisis that may require the evacuation of United States noncombatants from foreign countries occurs, the United States Department of State will notify the United States Department of Health and Human Services. Notifications will then be forwarded to the Governor through the Federal Emergency Management Agency.

1. Annex V.A (Alerting Plan) of the *National Emergency Repatriation Plan* specifies the procedures that would be used to:
 - a. Notify states of an escalating crisis with a potential for repatriation action.
 - b. Notify states to activate their emergency repatriation plans.
2. At the national level, the United States Department of Health and Human Services will notify the Federal Emergency Management Agency, which in turn will alert the Federal

Emergency Communication Coordinator-GSA in Washington, D.C. The GSA will serve as the sole central communications coordination point.

3. For urgent requirements, the Federal Emergency Management Agency's Regional Director from the GSA Regional Emergency Communications Coordinator could request services.
4. The Federal Emergency Management Agency will coordinate notification and information on repatriation to the SEOC on the Port of Debarkation. The Federal Emergency Management Agency's Regional Director will be the coordination point between the GSA Regional Emergency Communication Coordinator and federal, State, and local agencies at the regional level.

B. State Notification

1. Upon receipt of the alert message the Florida Division of Emergency Management will notify State agencies and the affected county.
2. The Division of Emergency Management will dispatch a State Emergency Response Team Liaison and a Public Information Officer to the Repatriation Processing Center.
3. The State Emergency Operations Center will be activated to a Level 1 (full activation) to support preparation, operations, and notifies all State and local agencies, as well as private and volunteer organizations with responsibilities and/or support functions.
4. The Division of Emergency Management will notify the personnel/ agencies listed below and request support as indicated.

Agency	Support
<p align="center">Region IV</p> Department of Health and Human Services, Office of Refugee Resettlement.	Request ORR to Notify Customs, INS, USPHS, USDA, FBI have clearance agents at (RPC location/ date/time).
Federal Emergency Management Agency.	Request State Liaison, communications, and other support as appropriate.
Military and Government Transportation, Air Transport, Washington, D.C.	Request a SATO be established at the (RPC location / date / time)

IV. Public Information

Timely public information is essential to the public's understanding of the situation at each Port of Debarkation and to public confidence in the reception and processing operations. The responsibility for repatriation public information is designated with the Communications Director of the Department of Community Affairs. The Public Information Officer of the Department, serving under the Communications Director, will serve as the focal point for release of information, in cooperation with the Department of Children and Families.

A. Federal Public Information Role

1. At the National and regional levels, the United States Department of Health and Human Services, Office of Refugee Resettlement has the lead responsibility for public information. The Public Information Officer for the United States Department of Health and Human Services will provide coordinated information on repatriation operations to the national news media and will establish an information center at the United States Department of Health and Human Services' Emergency Operations Center at the national level. As such, the Department of Community Affairs will provide input to the United States Department of Health and Human Services, Office of Refugee Resettlement's Regional Office on the status of repatriation activities in the State.
2. All federal agencies, including the Federal Emergency Management Agency, will provide input to the United States Department of Health and Human Services, Office of Refugee

Resettlement on status of repatriation activities so that releases to the media will contain coordinated information. Regional Administrators for the Office of Refugee Resettlement are responsible for providing information on the status of operations in their states to the United States Department of Health and Human Services, Office of Refugee Resettlement which will provide the Federal Emergency Management Agency with summary reports on the status of operations so the Federal Emergency Management Agency may respond to overall emergency situations. The Federal Emergency Management Agency is responsible for providing to the news media and the public, coordinated information on the overall civil emergency.

3. The United States Department of Health and Human Services/Office of Refugee Resettlement has developed a Repatriation Fact sheet for use by federal and State public affairs personnel. The fact sheet provides for a general concept of operations, which can be distributed, to news media representatives for basic understanding of how the program is operated.

B. State Public Information Role

1. The State Public Information Officer (Department of Community Affairs/Division of Emergency Management) will coordinate press releases with public affairs personnel of the United States Department of Defense, the Federal Emergency Management Agency, and the United States Department of Health and Human Services. This coordination will ensure the consistency of information between federal and State parties.
2. The State Public Information Officer (Department of Community Affairs/Division of Emergency Management) will release the names of returning evacuees to the media. Also, the State Public Information Officer will publish and maintain a current list of those persons who have returned to the United States in order to reduce the number of specific inquiries from the public and the media.
3. The State Public Information Officer (Department of Community Affairs/Division of Emergency Management) will

develop a Repatriation Processing Center Public Affairs Information Plan that will provide for:

- a. Security at the aircraft parking area.
 - b. Television coverage of arriving evacuees.
 - c. An initial public affairs information briefing at the aircraft or during transportation to the Repatriation Processing Center.
 - d. A press center with restricted (credit card/ collect) telephones.
 - e. Periodic press conferences with volunteers from among the evacuees.
 - f. Photograph and television coverage of the Repatriation Processing Center operations where practical and processing is not disrupted.
 - g. Coordinating press releases, before dissemination, with the Director of Public Affairs, Department of Community Affairs who will coordinate these with the United States Department of Health and Human Services, Office of Refugee Resettlement and other federal agencies as appropriate.
 - i. Use of fact sheets and pamphlets prepared by the United States Department of Health and Human Services/Office of Refugee Resettlement.
6. The news media shall be afforded an opportunity to seek interviews with evacuees. Arrangement for interviews should be made after evacuees have been processed at the Repatriation Processing Center and waiting onward transportation. All interviews with the media are subject to permission of the individual evacuee

C. County Public Information Role

1. A county receiving evacuees must develop a detailed public affairs plan and appoint a qualified public affairs staff.

2. The Federal Emergency Management Agency may augment local public affairs operations. Requests for such support must be sent to the Federal Emergency Management Agency through the State.

V. Financial Assistance

A. General

1. It is anticipated that the majority of the evacuees will have financial resources available to them and that they will be able to arrange for onward travel, accommodations, and meals. However, those without resources, temporary assistance in the form of money payments, medical care, temporary accommodations, meals, and transportation may be available through the repatriation program (**see Attachment #1, Program Funding Procedure and Attachment #2, Other Administrative Requirements**).
2. The funding of emergency repatriation actions is the responsibility of the federal government. Therefore, State and county units of government, and volunteer organizations will be reimbursed for all expenses. The procedures to be followed in accounting for funds, keeping financial records, developing case records, acquisition of advanced funding and requests for reimbursement are outlined in **Annex IV.A, Funding and Fiscal Procedures of the NERP, OMB Circular A-87, and Section V (Financial Management) of the Basic Plan of the State Comprehensive Emergency Management Plan**.
3. Unless actual experience demonstrates otherwise, funding assistance for repatriation actions that might involve Florida PODs will be requested at an estimated amount as recommended in the *NERP* Annex VI.A.

B. Eligibility

To qualify for repatriation assistance, an evacuee must be a United States Citizen or a dependent of an American citizen returned from a foreign country who has been identified by the United States State Department as having returned because of war, threat of war, invasion or similar crisis. The United States Immigration and Naturalization Service will verify citizenship on the evacuee's

processing check sheet. The evacuee's declaration that he or she is without available resources will be accepted unless the interview reveals that sources are available. Evacuees receiving assistance will be required to repay the United States the cost of such assistance and services after their arrival at the final destination when their own resources become accessible to them. (Debt collection is not a State of Florida responsibility.)

C. Temporary Assistance at the Point of Debarkation

1. Cash assistance will be provided at the Repatriation Processing Center in a nominal amount if the evacuee's needs for temporary shelter and food are being met on a congregate basis. In the event commercial facilities for lodging and food are necessary, the amount of cash provided will take these costs into consideration. Cash may also be provided for meals and lodging while traveling to the final destination.
2. Medical care will be provided and paid by the program if the evacuee does not have hospitalization insurance, which will pay for the medical care and does not have other available resources to pay for the care.
3. Temporary assistance at the final destination will be based on currently established State standards for aid to families with dependent children. This standard will be applied when determining the amount of and length of eligibility for financial assistance payments.

D. Repayment

The Department of Children and Families will inform the individual of the repayment requirement and the amount of repayment. In addition, the Department of Children and Families will recommend to the Office of Refugee Resettlement whether repayment or a waiver is warranted. **The Office of Refugee Resettlement is responsible for seeking repayment.**

VI. Funding and Fiscal Procedures/Funds for Planning

Federal matching funds at the rate of 50% are available from the Social Security Administration/OFA (Title 45, Code of Federal regulations, Section 205.45) to State agencies responsible for administering Title IV–A of the

Social Security Act for development and planning activities for Emergency Repatriation. These activities include, the development of plans, participation in preparedness exercises to test plans, and training necessary for the implementation of the plan.

Attachment #1: Program Funding Procedure

A. General.

Section 1113 of the Social Security Act authorizes Federal funds for the Repatriation Program. The State's cost estimate for implementation of the plan is to be updated annually and forwarded to the Office of Refugee Resettlement, Region IV. Estimates approved by the Office of Refugee Resettlement will serve as a basis for a request for advance of Funds to the Office of Refugee Resettlement. The Social Security Administration, Finance Division issues the State a Treasury check for the amount listed. Repatriation program funds will cover the State's program administrative expense in addition to the money payments, goods, and services provided to evacuees.

B. Cost Estimates for Implementation

1. Assumptions

- a. The state can expect as many as _____ evacuees to arrive at one port of debarkation. With as many as 2200 arriving in a single day. Estimated to resettle in the state _____. Estimated number to be transported out of the State _____.
- b. The majority of the evacuees are expected to have in their possession sufficient financial assets to see them to their final destination. The estimated number needing financial assistance _____. The evacuation period may range from 7- 14 days.

2. Financial Assistance cash costs

- a. Per Diem - \$_____ per day for an average of 3 days per evacuee).
- b. Travel - \$ _____ for an average of _____ miles per traveler.

3. State Service costs

- a. Transportation (Assume moving 2200 evacuees per day for 14 days from one location). \$_____
- b. Medical. \$ _____

- c. Program Administration. \$ _____

C. Financial Accounting and reporting.

1. Processing Check Sheet.

Upon arrival at the Repatriation Processing Center, United States Customs, Immigration and Naturalization Service, and the Public Health Service will initially screen all evacuees. These agencies will complete the Processing Check Sheet DD Form 2585 and give it to the Florida Department of Children and Families processor. This sheet serves as the individual or family case record and documents all expenditures made on their behalf. The check sheet will be submitted to the Social Security Administration to substantiate repatriation expenditures. A copy of the check sheet will be forwarded to the State and local social services agencies at the community of destination to serve as a record of assistance eligibility, amount of assistance provided, medical assistance requirement and other purposes required.

2. Report on Advanced Funds

If the State has received an advance of Federal Funds, The Department of Children and Families shall submit to the Office of Refugee Resettlement, within 15 days following to completion of repatriation activities. A summary report of expenditures which will show the amount of funds advanced, the amount of funds expended, an estimate of outstanding debts, and the balance to be returned to the Social Security Administration or the amount due to the State. The Processing Check sheet must be attached to the report to substantiate expenditures.

3. Report of Referral

The Department of Children and Families to report repatriation expenditures will use the SSA Form 2061. These expenditures would cover those expenses not reported on the processing check sheet. The report on referral is the basis for obligation of repatriation funds. The SSA Form 2061 must be processed by the Social Security administration before claims for reimbursement can be processed. The SSA Form 2061 must

be submitted within 5 days of initial contact with the evacuee. Instruction for completion of this form re included on the back of the form.

Attachment #2: Other Administrative Requirements

A. Recording

An individual case record is necessary for each repatriate referred to the state/local agency for assistance. The record should be an accurate account of who was aided, the types of assistance provided and substantiation of the need for such assistance. Records should be retained for three years following the date the case is closed or until resolution of any litigation, claim, negotiation, audit, or other action involving records. The United States Department of Health and Human Services, the Comptroller General or any of their authorized representatives have the right of access to all records pertaining to the United States Repatriation Program.

B. Safeguarding Information

As in the case of any information obtained by public agencies, the use of information obtained concerning persons who receive temporary assistance under this program must be limited to the purposes for which such information was received. This limitation applies to any information about these persons, such as:

1. Names and addresses
2. Information contained in applications, reports of investigations, reports of medical examination, correspondence, and other records concerning the condition or circumstances of any person from whom or about whom information is obtained, and including all such information whether or not it is recorded.
3. Records of agency evaluations of such information. Such information may be released to another agency from which the repatriate has requested services and whose objective is the protection or advancement of his/her welfare. The basis for this disclosure is that the request constitutes an actual or implied consent for release of relevant information to such agency and recognition that the release is to secure services for his/her benefit.
4. Disclosure should be made only to representatives of other agencies who can give assurance that (1) the confidential character of such information will be preserved; (2) the information will be used only for the purposes for which it is made available and the functioning of the inquiring agencies; and (3) the standards of protection of the inquiring agency are equal to those of the state/local public agency both as

regards the use of information by staff and protective office equipment and procedures.

5. Inspection of lists or payrolls of persons furnished assistance under this program and publication of their names is prohibited.

C. Nondiscrimination

As in the case of other federally financed programs, eligible persons cannot be denied benefits or otherwise subjected to discrimination on the grounds of race, color, creed, religion, or national origin.

D. Plan Maintenance and Training

1. This plan will be maintained as Annex D to the State *Comprehensive Emergency Management Plan*. It will be reviewed on an annual basis, modified, and updated as appropriate by the Division of Emergency Management in cooperation with Department of Children and Families.
2. Involved agencies at the federal, state, and local levels will participate at least annually in a joint civil/military exercise of the plan. Funds for such activities are only available to Title IV-A Department of Human Resources Temporary Assistance to Needy Families staff, on a fifty-fifty matching basis, through Social Security Administration Title IV-A funds (Code of Federal Regulations 45, Section 205.45).
3. The Tampa International Airport and MacDill Air Force Base are the major potential ports of entry and should be involved each year in an annual training exercise.