

Comprehensive Emergency Management Plan (CEMP)



Annex VI Storm Emergency Response Plan (SERP)

***Town of Palm Beach Comprehensive Emergency
Management Plan (CEMP)***

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I. Basic Plan.

A. PURPOSE.

This Plan is intended to identify responsible personnel and to establish procedural guidelines for the Town of Palm Beach:

1. To effectively pre-plan and prepare Town property and personnel for hurricanes, tropical and non-tropical storm systems that may impact the Town.
2. To effectively manage Town response operations and assets prior to, during, and following a tropical storm system impact.
3. To effectively facilitate short and long-term recovery activities and to fully document all storm-related costs incurred by the Town for reimbursement purposes.
4. To provide primary consideration to those actions necessary to protect staff, Town property and prepare Town Departments to respond to the needs of the citizens of the Town of Palm Beach.

B. POLICIES.

The following is a listing of general storm-related policies for all Town of Palm Beach Departments will adhere to the following:

1. The primary storm-related policy of the Town of Palm Beach is the protection of human life.
2. All Town Departments will complete all pre-hurricane preparedness tasks identified in this plan prior to June 1st of each year.
3. During emergencies, departments will receive direction from the Town's Emergency Operations Center (EOC).
4. The decision of any Town resident to remain at home or go to a shelter is an individual responsibility. Town officials and departments will not make a recommendation or decide for the individual(s).
5. Town residents seeking shelter from a storm at Town facilities will be directed to the nearest designated Red Cross shelter off the island. The entire Town is in a hurricane evacuation zone and there are NO designated or approved evacuation shelters within the Town limits.
6. The Town and its departments will not assist residents/homeowners in boarding up their homes, moving outside items, etc. due to liability issues.
7. Prior to and no later than the notice of a Hurricane Watch, Town personnel are advised to protect their family and personal property.

8. Town personnel may be subject to immediate recall during an emergency as directed by the Town Manager.
9. Town personnel will obtain and wear proper safety clothing and equipment as appropriate for their job assignment.
10. Each employee is personally responsible for returning all Town equipment issued to them prior to, during and after the storm to the issuing authority.
11. The Town's Public Information Officer (PIO) will coordinate press statements/releases with the Town Manager and the Town Emergency Operation Center (EOC) and will be responsible for disseminating information to the public and media.
12. Federal disaster relief funding and reimbursement depends almost entirely on detailed record keeping and is the responsibility of all Town personnel to maximize reimbursement efforts.
 - a. All Town Departments will comply with all purchasing procedures as delineated in the Town of Palm Beach Purchasing policies and procedures.
 - b. All departments shall maintain records of storm-related expenses for labor and equipment using forms as directed by the Town Finance Department

C. SITUATION.

1. The officially designated Hurricane Season extends from June 1st through November 30th annually. However, some hurricanes and other tropical or sub-tropical storm systems have been recorded in every calendar month of the year and preparedness is therefore essential.
2. The Town of Palm Beach in its entirety is a barrier island and is therefore particularly susceptible to storm-related tidal and surge flooding and has been designated as a primary or mandatory hurricane evacuation zone.
3. The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets, will burden the resources of the Town. These factors dictate the importance of effective Pre-Storm planning and efficient Post-Storm Response.
4. The Town's topography and geography also makes the landmass susceptible to being severed in one or more places along its entire length.

D. RESPONSIBILITIES.**Generic Department Emergency Management Responsibilities**

All Town departments will:

1. Participate in the Town's emergency management program.
2. Maintain the Comprehensive Emergency Management Plan (CEMP).

3. Assign designated personnel with decision-making authority for the department to staff the Town EOC positions during an emergency.
4. Ensure personnel identified to staff EOC positions are properly trained in their assigned position.

Specific Department Hurricane Responsibilities

All Town departments will:

1. Develop and maintain a department hurricane plan, as approved by the Town Emergency Manager.
2. Maintain and perform their hurricane task sheet.
3. Complete pre-season preparedness tasks by June 1st of each year.
4. Complete their “watch tasks” when a watch is declared.
5. Complete their “warning tasks” when a warning is declared.
6. Complete their “landfall tasks” and “recovery tasks” should a storm impact the Town.
7. Forward completed task sheets to the Emergency Manager no later than:
 - a. Preparedness by June 1st.
 - b. Watch prior to Warning.
 - c. Warning prior to Landfall.
 - d. Landfall and Recovery ASAP.

E. TOWN CONCEPT OF OPERATIONS.

1. Pre-Season Hurricane Preparedness Activities.
 - a. Planning and preparation are essential parts in the formulation of operating procedures designed to respond in a hurricane emergency. Town Departments must continually update their hurricane plan, accounting for changes in organization, budget, and personnel assignments. Preparedness activities must be completed in a timely and efficient manner in order to maximize the state of readiness.
 - b. Prior to June 1st and the beginning of the hurricane season, departments should have completed all pre-season hurricane preparedness activities.
2. Hurricane Season Activities: Watches and Warnings.

HURRICANE WATCH

- a. A “Hurricane Watch” means hurricane conditions may threaten the area within 36 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.

- b. When a “watch” has been issued, all Town departments will initiate and complete their watch tasks by the end of the business day. Preparation should be taken in advance if the watch is expected towards the end of the day or overnight hours.
- c. Each Department will provide the Town Emergency Management/EOC with a status report indicating the completion or status of their watch tasks by the end of the business day.

HURRICANE WARNING

- a. A “Hurricane Warning” means hurricane conditions are expected to strike the area in 24 hours or less.
 - b. When a “warning” has been issued, all Town departments will initiate and complete their warning tasks by the end of the business day.
 - c. Each Department will provide the Town Emergency Management/EOC with a status report indicating the completion or status of their warning tasks by the end of the business day.
 - d. When this condition is declared for the Palm Beach area, the Town Manager or his designee shall make a declaration regarding the closure of Town of Palm Beach Administrative offices. When announced, all Town employees within their respective departments will be instructed to leave their workstations except those with assigned duties in this plan. Following completion of assigned duties to protect Town property, all personnel, except those pre-identified as essential personnel, should leave Town property and seek protective shelter.
3. EOC Activation.
- a. The Emergency Manager (EM), in coordination with the Town Manager, will determine whether and when to activate the EOC.
 - b. When the EOC is activated, designated Department personnel will be notified by the EM or their Department Director. All Departments will staff their designated EOC positions.
 - c. Recovery operations personnel will be notified that the EOC is activated and advised they are expected to report to EOC immediately following the storm to begin recovery operations. These individuals could plan to stay at the EOC during the storm if in their opinion it would be impossible to report in a timely manner after the storm.
 - d. The EM will initiate and follow the Town’s EOC activation checklist.
4. Executive Policy Group.
- a. The Town Manager may activate an Executive Policy Group to oversee the Town’s preparedness, watch, warning, and response tasks. The Executive Policy Group is chaired by the Town Emergency Management Director or designee and serves as an advisory committee to the Town Manager.
 - b. The EMD will establish a meeting schedule.

- c. The Executive Policy Group is comprised of key Town Department Directors.
5. Landfall and Rapid Impact Assessment.
- a. During the storm only essential personnel with specific duties under this plan may be on Town property.
 - b. The completion of a town-wide Rapid Impact Assessment (or windshield assessment) within the first few hours after a significant event is critical to the response and recovery efforts of the Town. This is not intended to be a detailed damage assessment, but rather it is a quick assessment to determine the immediate status and needs of the Town.
 - c. The Town Emergency Management Director must be able to identify life-threatening situations and imminent hazards in order to prioritize responses, allocate resources, and request assistance from mutual aid partners as well as seek aid from state and federal sources through the Palm Beach County EOC.
 - d. The Town's Fire-Rescue Department is the lead agency in the performance of the initial town-wide damage assessment. Town Fire Stations will serve as a Rapid Impact Assessment Team (RIAT) base of operations throughout the three Fire-Rescue Department zones of the town. The gathering of this information is not intended to replace emergency response but should be accomplished in conjunction with the department's primary mission in as timely manner as possible.
 - (1) Fire-Rescue Units will forward the survey information to the department's storm liaison at the Town's Emergency Operations Center who will provide the information to the Planning, Zoning, and Building Department.
 - (2) All RIAT information shall be forwarded to the County EOC at 561-233-5257 (backup County EOC cellular number is 561-379-3143) by the Fire-Rescue Department's liaison.
 - (a) Each Fire-Rescue vehicle will be issued a RIAT packet containing the survey information containing instructions prior to the storm. This is package of a countywide program with more than one hundred pre-determined reporting sites, several of which are located within the Town. The Rapid Assessment process will be conducted by Fire-Rescue zones as follows:
 - (b) Station #1 (Zone 1) - County reporting number assigned is #43. Rescue #1 - Worth Ave. to Royal Poinciana Way. Engine #1 - Hammon Avenue to Southern Blvd.
 - (c) Station #2 (Zone 2) - County reporting number assigned is #44. Rescue #2 - Country Club to Royal Poinciana Way. Engine #2 - Country Club to the Inlet.
 - (d) Station #3 (Zone 3) - County reporting number assigned is #45. Rescue #3 - from Station #3 to the South Town limits. Engine #3 - from Station #3 to Southern Blvd.
 - (e) The three Town fire stations will house a RIAT. They will be made up of a minimum of: 1-

Fire Suppression Unit; 1- Fire Inspector, 1- Rescue Unit; 1- Police Unit.

- (f) RIAT will follow the procedures maintained by the Fire-Rescue Department and will report damages and situations on a periodic basis to the EM.
- (g) Results of the rapid impact assessments will be reported to the Town Emergency Management Director and the Town Risk Manager for collation, summarization and reporting to the PBC EOC.

6. Response.

- a. Response to post-storm events actually begins prior to the event itself in the form of planning, training and exercises of all of the Town's resources. The continuous evaluation, modification and refining of these plans, policies, procedures and tactics will ensure that all Town employees are practiced in how to execute their assigned tasks efficiently and effectively when a real event happens.
- b. All Town emergency response operations shall adhere to the concepts, principles and practices of the National Incident Management System (NIMS) and the Incident Command System (ICS) to organize and manage the incident response activities prior to and post-storm. The size of the Town ICS organization will depend on the extent of damage and destruction in the Town and the level and number of response activities and resources required.
- c. Consistent use of ICS organizational principles will promote the most effective and efficient management of response resources possible, given the circumstances involved. The use of NIMS and ICS is required when interacting and managing mutual aid resources, both public and private. The use of ICS forms will be used by Town response personnel in the EOC and in the field to develop incident related planning and response documentation to aid in incident accountability and understanding of response priorities and objectives. The ICS forms are available on the Town's intranet system, can be completed on the computer and saved using Microsoft Word.
- d. The Town Manager or designee will be considered the overall Town Incident Commander for a major disaster event and will provide overall strategy and direction for the Town response. Individual field Incident Commanders will be employed for individual or area-wide types of field responses, again, given the circumstances involved.
- e. Much of the Town response will be driven by the level and scope (localized or regional) of damage, accessibility and the amount and location of the emergency response teams assembled and available (full or partial Town employee and equipment evacuation to the mainland?).
- f. Based upon the above the Town response should include, but not be limited to:
 - (1) Develop response plans of action (IAPs) before storm impact, based upon the expected intensity and duration forecast for a given storm
 - (2) Revise and update the response plan based upon additional information coming into the EOC during and immediately following the worst of the storm impact

- (3) Monitor local news sources and official initial impact reports coming through the PBC EOC and through public safety sources in the field
 - (4) Based upon impact assessments, the Town EOC will determine clearly defined goals and objectives to be achieved by ground resources that are realistic with resources available and adjust as necessary
 - (5) Request mutual aid resources (manpower, equipment, supplies, etc.) early and in sufficient quantity and type to achieve the desired results and that is based upon actual conditions encountered
 - (6) Maintain secure and stable communications with field operations and with surrounding response agencies and organizations both governmental and non-governmental
 - (7) Consider alternate access points and means of moving response teams to various locations in the Town (boats/barges, helicopters, alternate bridging equipment from the military, etc.) as necessary
 - (8) Continuous monitoring and evaluation of existing conditions, resources and progress should be employed to adjust and update Town IAPs
 - (9) Coordinate activities with all response stakeholders involved with the Town response operations to ensure that all resource needs are met to achieve successful outcomes
 - (10) Coordinate Town access and security issues with surrounding communities and with PBC EOC
7. Damage Assessment and Recovery Support.
- a. As soon as practical after the storm has passed and travel on the public roadways is safe, the Town will begin its recovery operations. This will include building and grounds damage assessments, clean-up and repair where necessary, and activation of Departmental Continuity of Operations Plans (COOP) if required.
 - b. Damage Assessment and Recovery Responsibilities for all Town Departments are as follows:
 - (1) Compile and consolidate damage reports and other data following the event.
 - (2) Initiate recommendations for enactment or repeal of procedures, or extension of emergency resolutions, ordinances, and orders.
 - (3) Recommend and implement an economic recovery program focusing on local community needs.
 - (4) Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - (5) Recommend zoning changes in damaged areas.

- (6) Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
 - (7) Initiate recommendations for relocation and acquisition of property in damage areas.
 - (8) Initiate a property owner notification program to inform non-resident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
 - (9) Evaluate damaged public and private facilities and take appropriate and necessary action to mitigate, secure or demolish.
 - (10) Participate in the preparation of a community redevelopment plan.
 - (11) Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
- c. Town Departments and organizations will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each “primary” department will be responsible for coordinating the implementation of their recovery function (RF) and will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities.
 - d. A Recovery Planning Unit is initially established in the Town EOC to begin the drafting of a “Recovery Incident Action Plan (RIAP)” for use by a Town Recovery Task Force. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
 - e. As the emergency response phase stabilizes, the Town Emergency Management Director will recommend to the Town Manager the activation of the Recovery Task Force as necessary.
- (1) The Town Recovery Task Force (TRTF) as established by the Town Manager.
 - (a) The responsibilities of the TRTF are:
 - Oversee the recovery and reconstruction process, and to serve as an advisory body to the Town Manager.
 - Identify mitigation opportunities and identify recovery resources.
 - Ensure coordination of the recovery process.
8. Emergency Purchasing and Cost Documentation.

FEMA REPORTING FORMS AND INSTRUCTIONS	
PURPOSE	<ol style="list-style-type: none"> 1. Accurate documentation of all activities occurring prior to, during, and after the storm event, (as well as any other disaster related incident), is mandatory for the reimbursement of State and Federal relief funds and beneficial for reconstructing the incident to examine and gain knowledge from the experience. 2. Documentation of all activities related to the event shall take effect immediately upon notification of the incident, or in the case of the storm event, at the time the Town Manager or his designee notifies all Department Directors that a “Hurricane Watch” has been issued for the Town of Palm Beach.
FORMS	<ol style="list-style-type: none"> 1. <u>Daily Activity Report.</u> Shall be used by department personnel working in the field to record labor, materials, and equipment expenditures. Information on these worksheets must be transferred to the appropriate FEMA forms for reimbursement. Labor data is transferred to FEMA Force Account Labor Summary Record (Form 90-123); materials data is transferred to FEMA Materials Summary Record (Form 90-124); and, equipment data is transferred to FEMA Force Account Equipment Summary Record (Form 90-127). These forms can be found on the Town’s intranet site. 2. <u>Feeding Center Sign-in Sheet.</u> Shall be used in situations where meals are provided to employees, this form can be found on the Town’s intranet site and will be maintained at each site for employees/contactors to sign when receiving meals. 3. <u>Initial Damage Impact Survey (IDIS).</u> Directions and IDIS Photo Examples 1 through 4 The Initial Damage Impact Survey process is conducted by the Fire-Rescue Department and explained in Section XIV, Damage Assessment. 4. <u>FEMA Request for Public Assistance (Form 90-49, Sep. 98).</u> Shall be submitted to the State Public Assistance Officer by the Finance Director within 30 days of the date of declaration or the designation of our area. 5. <u>Department of Community Affairs Funding Agreement.</u> When the Town becomes an eligible applicant, it will be provided a Funding Agreement from the Department of Community Affairs. This is contract allows for the flow of FEMA funds to the Town. Regardless of eligibility or approved projects, funding cannot be provided to the Town prior to the execution of this agreement. Once this agreement is received it must be presented to the Town Council for authorization. 6. <u>FEMA Initial Damage Assessment.</u> Housing Losses (Form EM39, Sep. 90) shall be completed by the Planning, Zoning and Building Department and forwarded to the Emergency Management Coordinator for submission to Palm Beach County Emergency Management. 7. <u>FEMA Initial Damage Assessment.</u> Public Assistance (Form EM40, Sep. 90) shall be completed and submitted to Palm Beach County Emergency Management by the

FEMA REPORTING FORMS AND INSTRUCTIONS	
	<p>Emergency Management Coordinator. This form consists of estimated figures for Categories A-G.</p> <p>8. FEMA Initial Damage Assessment. Business Losses (Form EM40A, Sep. 90) may be distributed to business owners in need of a loan. This form is not executed by the Town.</p>
DEPARTMENT RESPONSIBILITY	<p>1. If there is a Presidential disaster declaration for an area including the Town of Palm Beach, every effort must be made to ensure that the records of expenditures by the Town, effectively capture all costs incurred. Use of the FEMA approved forms for this activity is the current method of qualifying the Town for reimbursement. The Public Works Department will be responsible for completing Category A Debris Removal and Categories C – G Project Worksheets for Permanent Work.</p> <p>2. The Public Works, Police, Fire-Rescue and Finance Departments will be responsible for completing Category B Emergency Protective Measures Project Worksheets. FEMA forms can be found on the Town’s intranet site.</p>
INSTRUCTIONS	<p>1. Step by step instructions for the completion of the above forms are included on the reverse side of each form. Instructions are also available on the FEMA website at: http://www.fema.gov</p> <p>2. State and Federal relief fund eligibility is highly dependent upon thorough documentation.</p> <p>3. When initiating form usage, each department, division or bureau shall begin to chronologically log all activities, purchases of materials, manpower usage, equipment rentals, or contractual costs that are incurred by the Town.</p> <p>4. Careful attention should be given to the detail of information submitted on each of the report forms. All forms shall be compiled and forwarded to the Risk Manager who is responsible for forwarding all forms for reimbursement to the State representative.</p> <p>5. It is essential that all expenses incurred in a disaster response and recovery be documented. Accurate documentation will assist the Town to:</p> <ul style="list-style-type: none"> a. Recover all eligible costs. b. Have the information necessary to develop the disaster projects. c. Have the information available, which the State and FEMA will need in order to validate the accuracy of small projects. d. Be prepared for any State or Federal audits and other program or financial reviews.

PAYROLL, ACCOUNTING, INSURANCE AND FEMA REIMBURSEMENT PROCEDURES	
INFORMATION	Instructional information for Emergency Event Payroll, Accounting, Insurance and FEMA reimbursement procedures can be found in the separate training manual Titled “Training Workshops for FEMA reporting Accounting & Purchasing Procedures for Emergency Events.” Each Department has received a copy of this manual.
PAYROLL	<p>Instructions for payroll reporting can be found in the Town’s Emergency Pay Procedure, Administrative Procedure No. 1-11-10.</p> <ol style="list-style-type: none"> 1. FEMA Payroll Reporting (Force Labor). <ol style="list-style-type: none"> a. In order to receive reimbursement from FEMA, the type of work performed by employees needs to relate to the saving of life and/or property. Records must be kept by each department indicating the type of work performed (i.e., delivered ice, manned check point, removed debris), any Town owned equipment used by employees and the number of regular and overtime hours worked by date. Emergency Event Daily Activity Report for the tracking of this information can be found on the Town’s intranet site. For Category “A” Debris Removal, Public Works time sheets will include the truck number used that corresponds to the fixed asset schedule of equipment. For all other projects, Public Works will create work orders for each of the FEMA project worksheets which will allow for the tracking of time worked for reimbursement purposes. c. Force Labor must be tracked for regular and overtime by day worked for all categories of work.
ACCOUNTING	Administrative Procedure No. 1-11-2 Grant administration and Accounting Policy and Procedure, can be found on the Town’s intranet site outlines the procedures for accounting for expenditures and reimbursements related to an emergency event.
INSURANCE	Insurable costs coded to the Risk Fund relate to damage to Town property, i.e.: buildings and contents, street signs, streetlights, vehicles and equipment. All items coded to the Risk fund must be approved in advance by the Risk Manager.

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II. Town Department Task List/Job Aids

A. ANNUAL DEPARTMENT HURRICANE PREPAREDNESS					
Due Date	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Date Complete
02/07	Town Manager	<p>Schedule Department Director meeting date to initiate the following:</p> <ol style="list-style-type: none"> 1. Full review & update of Town Comprehensive Emergency Response Plan (CEMP). 2. Full review & update of Town Storm Emergency Response Plan (SERP) including associated sub-plans such as: emergency evacuation, emergency road clearance, etc. 3. Full review & update of Town Continuity of Operations Plan (COOP). 4. Full review & update of Department/Division level storm plans. 5. Full review & update of Outside Agency Contact List. 6. Schedule Departmental Employee Informational Meetings to review Town & Department Hurricane Season plans/procedures. 7. Schedule and conduct WebEOC system refresher training classes for appropriate personnel. 8. Schedule and conduct refresher training on the Town's post-storm Initial Impact Assessment and Damage Assessment process and procedures for confirmed and identified personnel. 9. Cause a review and update schedule for the Town Website information and functionality. 10. Encourage key Town staff to attend available hurricane training. 11. Cause a review and status check on all debris removal contracts and vendors. 12. Cause a review and status check on Kravis Center agreement for Town hurricane shelter use. 13. Cause a review and status check on ability to re-locate Town emergency equipment and personnel to mainland partner agencies if necessary for a major categorized hurricane event. 			

A. ANNUAL DEPARTMENT HURRICANE PREPAREDNESS					
Due Date	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Date Complete
		14. Cause a review of all Mutual Aid Agreements with surrounding response agencies/organizations to confirm status/modifications. 15. Cause a review, testing under load and operational status confirmation of all Town emergency power generation equipment and service/repair/replace as necessary. 16. Cause a review and update of plans for the protection and preservation of vital Town documents during hurricane events. 17. Identify and communicate due dates for all above items.			
05/15	Town Manager	Conduct a Department Director Hurricane Preparedness Meeting to: 1. Confirm final review and updates of the Town SERP, CEMP, COOP, and Department/Division storm planning documents. 2. Confirm and report Department/Division hurricane season readiness status and identify unmet Town readiness needs. 3. Confirm that all Town employees have been provided copies of the Town "Employee Hurricane Preparedness Guide" and have been encouraged to begin personal pre-planning now. 4. Confirm status of all assignments initiated on or about 02/07 and confirm due dates will be accomplished.			
05/15	All Departments	1. Complete a review and recommend updates for the CEMP and SERP/COOP annexes. 2. Complete a review and make appropriate changes to Department/Division-level storm planning documents and ensure copies of the plan(s) are provided to the Town Emergency Management Director (EMD). 3. Inspect, inventory, install and then remove and properly store hurricane shutters to ensure operational status and to identify any repairs/replacements needed and as applicable to each department. 4. Confirm/Identify essential and non-essential personnel lists for each			

A. ANNUAL DEPARTMENT HURRICANE PREPAREDNESS					
Due Date	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Date Complete
		<p>Department/Division and verify all contact information and provide the lists to the Town Manager EMD.</p> <ol style="list-style-type: none"> 5. Inventory emergency supplies and equipment intended for use during or following a hurricane type event and identify deficiencies or needs and initiate corrective actions. 6. Department Directors shall update and maintain an employee contact list that includes designation of essential or non-essential status by department and/or storm-related assignment. 7. Ensure that all employees have been issued updated Town Employee Emergency Credentials to assure access and passage to the Town. 			
05/15	Finance / Purchasing / Clerk	<ol style="list-style-type: none"> 1. Review, update and confirm emergency food vendor(s) contracts and contact information for the hurricane season. 2. Review and update a master inventory list for Town emergency supplies available through central stores. 3. In concert with Public Works Department, review, update and confirm emergency debris clearing/removal vendor(s) contracts for the hurricane season and obtain letter of confirmation on their ability and obligation to provide an appropriate level of services to the Town upon request. 4. Review, obtain, update and post current FEMA report forms and reimbursement procedures/requirements in the Town computer system and on Laserfiche system. 5. Review and update plans and procedures for the protection and preservation of vital Town documents and electronic records working with the Office of Information Systems. 6. Review, update and post written instructions for changing voicemail message and for forwarding main phone lines and identify/train appropriate personnel to implement if necessary. 			

A. ANNUAL DEPARTMENT HURRICANE PREPAREDNESS					
Due Date	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Date Complete
05/15	Risk Manager	Obtain digital photographs of Town facilities and save them on “O” drive.			
05/15	Information Systems	<ol style="list-style-type: none"> 1. Review, update and confirm existing IBM Business Recovery Facility (a.k.a. Hot Sites) agreements, plans and procedures and ensure IS employees are trained/familiarized with the procedures and requirements. 2. Confirm all Town Departments understand electronic file backup procedures and ensure Town server folders functionality and that they are operational for Department entries. 3. Inventory, inspect and test EOC electronic equipment and systems including: computers, printers, copiers, video displays, camera, GPS, phones, analog lines and internet connectivity and cause repair or replace as necessary to assure operational status when needed. 4. Inventory and verify operational status of all Town computer equipment and systems and their connectivity to the Town server and connectivity with IBM Hot Site(s). 5. Assist individual departments with computer system issues as identified. 			
05/15	Human Resources	<ol style="list-style-type: none"> 1. Update and confirm all Town employee contact information including: home phone, cellular phone, emergency contact information, email capability, text messaging capability, employee storm assistance information, etc. 			
05/15	Public Works	<ol style="list-style-type: none"> 1. Increase emergency generator fuel supplies to maximum levels at all critical locations. 			
120 hrs.	All Departments	<ol style="list-style-type: none"> 1. Closely monitor approaching storm track and forecast and review Town 2. CEMP, SERP, COOP and department-specific emergency storm plans. 3. Review and update employee emergency contact lists, essential versus non-essential employee designations and assignments. 			

A. ANNUAL DEPARTMENT HURRICANE PREPAREDNESS

Due Date	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Date Complete
120 hrs.	Town Manager / EOC Staff	<ol style="list-style-type: none"> 1. Closely monitor approaching storm track and forecast and participate in County and/or State EOC initiated conference coordination calls. 2. Begin preliminary planning and scheduling for Department Directors briefing and for scheduling of Town status updates and protective actions messaging. 3. Review status of Town EOC operational status and needs. 4. Notify all Town employees to begin preparing their homes and families for the approaching storm and to review the Employee Hurricane Preparedness Guide. 			
120 hrs.	Fire-Rescue	<ol style="list-style-type: none"> 1. Maintain full fuel levels in station fuel tanks and top off when storm approaching. 			
120 hrs.	Police	<ol style="list-style-type: none"> 1. Issue press release describing requirements to gain access to the Town if checkpoints have been implemented and ensure communicators/dispatchers are aware of the requirements prior to implementation. 			
120 hrs.	Public Works	<ol style="list-style-type: none"> 1. In concert with Finance Department, review, update and confirm emergency debris clearing/removal vendor(s) contracts for the hurricane season and obtain letter of confirmation on their ability and obligation to provide an appropriate level of services to the Town upon request. 2. Establish agreements for assistance with post-storm clean up, if necessary. 			
120 hrs.	Planning, Zoning & Building	<ol style="list-style-type: none"> 1. Ensure that all contractors are aware their responsibilities for site preparations during storm events. 			
120 hrs.	Recreation (Par-3)	<ol style="list-style-type: none"> 1. Maintain full fuel levels in Par-3 fuel tanks and top off tanks when storm is approaching. 			

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B. DEPARTMENT PRE-STORM PREPARATIONS 72-48 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
72-48 hours	Town Manager	Confirm functionality and operation status of all communications links with surrounding public safety agencies/organizations and maintain those links throughout the event.			
		Confirm that inspection and photo/video documentation has been accomplished for all Town facilities.			
		Evaluate and service Town emergency communications systems that may be used during hurricane a event.			
		Confirm that each department has inventoried and stocked hurricane supplies for a hurricane event.			
		Confirm that all vital Town documents have been secured properly.			
		Alert and confirm Kravis Center of potential for Town hurricane shelter needs.			
		Confirm arrangements for secure mainland relocation points for Town personnel and emergency equipment should full evacuation of all Town personnel become necessary.			
		Confirm Town computer records are backed up and properly secured.			
		Confirm that all town employees are advised to properly prepare their residence and families for a hurricane event and to monitor local news and weather channels for instructions pre-storm.			
		Consider authorizing for all departments to initiate an orderly, scheduled time off for essential personnel, followed by non-essential personnel to finalize their home and family preparations based upon timing and circumstances of the impending storm event.			
		Confirm all essential personnel status, contact information and that storm			

B. DEPARTMENT PRE-STORM PREPARATIONS 72-48 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		event related instructions are provided.			
		Confirm that all Town departments are implementing pre-hurricane tasks per this plan and as found in the "Department Property and Equipment Mitigation and Recovery Plan" found in Attachment 3.			
		Confirm that the Town EOC will be fully operational as needed and that Emergency Management staff are closely monitoring county and state storm preparations communications.			
		Confirm that the Town website is continually updated with appropriate messaging.			
		Review all emergency plans and procedures and begin to evaluate the need and timing for protective actions and declarations.			
		Confer with EOC staff to determine timing to activate the EOC to Level 2 and Level 1 status.			
		Confirm that all essential Town vehicles, equipment and emergency generators have been serviced and fully fueled.			
		Conduct Executive Group conference call and/or meeting to review storm preparation status to date and to determine briefing schedules.			
		Cause the development of an Incident Action Plan (IAP) for the Town for the next operational period.			
		Confirm with Facilities Management the status of preparations for securing all Town facilities for impending storm conditions.			
		Confirm that PIO has established and is maintaining media contacts to issue essential Town information.			
		Confirm security assignments and timing for Town EOC,			

B. DEPARTMENT PRE-STORM PREPARATIONS 72-48 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Confirm that refresher training is underway for WebEOC system for intended Town users.			
		Confirm notifications to hotels, small businesses and local residents of potential need for evacuations.			
		Confirm notices to construction contractors concerning site cleanup and securing of loose objects and equipment.			
		Consider cancellation of employee scheduled leave.			
		Confirm Town actions and status notifications to elected officials.			
		Confirm that all event tracking and logging activities are initiated and maintained by all Town departments and the EOC.			
72-48 hours	EOC Staff	Schedule time off for staff to complete home and family storm preparations.			
		Notify Information Systems of the need to prepare all EOC electronics for activation status and provide IS with a time schedule to complete.			
		Begin Resource Tracking logs and maintain them up-to-date.			
		Obtain schedule and participate in PBC EOC pre-storm conference calls and coordinate Town activities for evacuation timing, media releases and other actions required pre-storm.			
		Coordinate with Town Police Department and conduct a conference call with local public safety agencies to coordinate Town evacuation traffic planning and timing.			
		Draft preliminary Town Emergency Declaration, Emergency Evacuation Order, Price Gouging Order and consider other emergency action orders that may need to be implemented based upon the situation.			

B. DEPARTMENT PRE-STORM PREPARATIONS 72-48 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Begin compiling information and work with the Town EOC Planning Chief to begin scheduling, drafting and distributing the Town Situation Reports (SitReps) and Incident Action Plans (IAPs) to meet County/State reporting deadlines that are established for storm events.			
		Work with the Town PIO to develop and scheduling for press briefings/releases and Town Website messaging for the Public for issues such as: overall home and family preparedness/planning, safe harbor, preparations for Town evacuation, Town re-entry identification requirements, local news and information sources, etc.			
		Intensify preparations for Level 1 activation the Town EOC.			
		Cancel all scheduled uses of the EOC and Conference Room.			
		Confirm pre-staging of evacuation resources: barricades, signs, tow truck(s), etc.			
72-48 hours	Information Systems	IS Staff to begin final backups and to start moving critical media and hardware/software to secure offsite location(s).			
		Assign staff to fully test and operationalize all EOC computer related systems, telephonic systems and redundant network and internet systems.			
		Assist Departments in completing their computer systems storm preparations as necessary.			
72-48 hours	Police	Alert all EIC staff, interpreters/communicators (deaf, Spanish and Creole) to be on standby for activation of rumor control and Town hotline activities and to finalize personal home and family preparations.			
		Test all communications equipment (TTY, fax, phone, EAS, Radio, ESATCOM, etc.) in anticipation of full activation.			

B. DEPARTMENT PRE-STORM PREPARATIONS 72-48 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Confirm operational status of the WebEOC communications link with PBC EOC.			
		Alert Amateur Radio Operators to be on stand-by for activation deployment in the EOC.			
72-48 hours	Planning, Zoning & Building	Initiate contact with all contractors with active construction sites and instruct them to secure their sites in preparation for impending storm and inspect all sites to ensure full compliance.			
72-48	All Departments	Finalize pre-hurricane tasks per this plan and as found in the “Department Property and Equipment Mitigation and Recovery Plan” found in Attachment 3.			

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**C. DEPARTMENT PREPARATIONS "HURRICANE WATCH" PHASE
48-36 HOURS PRIOR TO POTENTIAL LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
	All Departments	Finalize pre-hurricane tasks per this plan and as found in the "Department Property and Equipment Mitigation and Recovery Plan" found in Attachment 3.			
	Mayor and/or Town Council President and/or Town Manager	<ol style="list-style-type: none"> 1. Pre-storm, at an appropriate time determined by the particular circumstances of each storm, commit to a crisis event declaration that will provide the authority to activate the Town's Storm Emergency Response Plan. 2. Mobilize Town Personnel and activate Emergency Response Plan. 			
	Town Manager	Review all Town emergency plans (i.e., CEMP, COOP, SERP, department plans, Town policies, etc.) and prepare to implement as needed.			
		Activate the EOC to Level 2 or Level 1 as appropriate and confirm security for all critical Town facilities, including locking the EOC and issuing keys/key cards as appropriate and activating the Liaison Team.			
		Confirm that all Town department directors and essential personnel are notified of Hurricane Watch status and of the need to implement or finalize pre-storm preparation activities.			
		Confirm that on-duty employees are afforded time for residence and family preparations and security actions.			
		Confirm ongoing contact and communications links are operational with Palm Beach County EOC and other local response partners and organizations.			
		Consider and implement appropriate public protective measures to be taken, timing and coordination for implementation (i.e., evacuation order, emergency traffic coordination plans, etc.) as appropriate.			
		Confirm communication with drawbridge operators for status.			

**C. DEPARTMENT PREPARATIONS “HURRICANE WATCH” PHASE
48-36 HOURS PRIOR TO POTENTIAL LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Meet with Executive Group/department directors, EOC staff and elected officials to discuss Town preparations status, storm forecast information and next actions steps to be taken and when.			
		Confirm Town website is current and that the PIO is in contact with the media and PBC EOC to ensure appropriate media messaging to the public is being accomplished in a coordinated manner.			
		Confirm incident/event tracking and logging is being complied with by all Town departments and the EOC.			
		Confirm operational status, staffing, supplies, equipment, power generating capability, fueling, communications, storm protection, emergency food and water, etc. for critical police, fire-rescue, public works, recreation and EOC facilities.			
		Confirm planning for 24-hour staffing plans for essential personnel, the equipment and personnel counts at each critical facility.			
		Confirm status and any pre-positioning of equipment and supplies at the Kravis Center emergency shelter and at any other fallback shelters for police, fire-rescue and public works equipment and personnel as appropriate.			
		Consider making arrangements to re-locate essential personnel private vehicles to parking structures on the mainland if major category hurricane is approaching the Town.			
		Determine and effectively communicate Town government operations suspension date/time and ensure that proper emergency messaging is implemented and updated on the main Town Hall telephone line.			
		Consider implementing emergency purchasing procedures and tracking/documentation based upon storm situation, ensure all			

**C. DEPARTMENT PREPARATIONS "HURRICANE WATCH" PHASE
48-36 HOURS PRIOR TO POTENTIAL LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		documentation forms and logs are distributed and communicate decisions to all Department Directors when to implement.			
		Consider cancellation of scheduled personnel leave if not already handled.			
		Once Town offices are ordered closed, ensure that Department Directors provide proper direction to non-essential personnel who will be released and that instructions for post-storm duty expectations and information sources are communicated to all employees.			
		Issue a cautionary statement to all Town employees to NOT ACT WITHOUT AUTHORITY, which includes activating sections of this plan that are beyond direction of the Town Manager.			
		Ensure that all Department Directors are informed as soon as an Evacuation Order has been issued for the Town.			
		Identify any unmet needs of the Town government and of the residents.			
	Information Systems	Review and confirm Business Recovery Plan elements with staff and with contracted vendors.			
		Assign Town Staff to EOC positions to support EOC operations.			
		Continue to assist other Town departments with computer related safeguarding and back-up procedures as needed.			
	Finance	Coordinate all emergency purchases in accordance with Town purchasing procedures, unless authorized to implement Emergency Purchasing Procedures through the Town Manager's Office. Ensure the timely purchase of food services for Town emergency personnel as provided for in the Emergency Employee Meal Plan.			
		Establish and maintain a cost center system to effectively track and			

C. DEPARTMENT PREPARATIONS <u>"HURRICANE WATCH"</u> PHASE 48-36 HOURS PRIOR TO POTENTIAL LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		document all emergency and disaster costs for potential FEMA reimbursement processes.			
		Assist all Town Departments in emergency purchasing policies and procedures.			
		Establish and maintain a system to manage all financial and payroll obligations incurred during the emergency/disaster event.			
		Procure rental of delivery vehicles for use by the Town post-storm as needed.			
	Fire-Rescue	Ensure that all stations are properly secured for impending storm event.			
		Assist Police Department with Town evacuation notifications as required.			
		Alert all "callback" personnel of a Hurricane Watch their standby status.			
		Activate callback procedures as authorized and directed.			
		Ensure all vehicles and portable gas equipment are maintained in a fully fueled capacity and that fuel tanks at Fire Station #2 are topped off prior to the storm event and pre-order for 72-hours post-storm as needed.			
	Police	Prepare for and standby to implement the "Hurricane Watch Schedule" if directed by the Police Chief or authorized designee.			
		When authorized, implement the Town "Traffic Evacuation Plan."			
		When authorized, cancel current and pending leaves.			
		When authorized, coordinate Town evacuation messaging and coordinate with Fire-Rescue as needed.			
		When necessary, assist PZB to enforce construction site storm security requirements.			

**C. DEPARTMENT PREPARATIONS "HURRICANE WATCH" PHASE
48-36 HOURS PRIOR TO POTENTIAL LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Coordinate with surrounding public safety and FDOT agencies to implement an orderly traffic flow according to the Town Traffic Evacuation Plan.			
		Properly storm-ready and secure Town Police boat(s).			
		Life Guards will move and storm-ready and secure life guard towers.			
	Public Works	Ensure that all department employees are notified of the hurricane status and if recall is necessary.			
		Develop standby duty roster during the storm, shift schedules and coverage for vacancies and then submit to EOC.			
		Deliver and install Police Department storm shutters.			
		As time and availability permits, assign personnel to assist in storm preparations at Town facilities/departments.			
		Assist with hurricane supply deliveries to other departments and pre-stage post-storm supplies/materials as needed.			
		Inspect and clear roof drains/gutters on all Town facilities as time permits.			
		Assist Police and Fire-Rescue with evacuation as directed.			
		When directed, remove all equipment, apparatus and portable signage and properly secure/store them pre-storm.			
	Recreation	Properly storm secure all parks and recreation facilities inside and out (i.e., pick up loose items, secure gates, etc.).			
		Notify all Town Dock tenants of a Hurricane Watch being issued and to properly secure or re-locate their vessels to safe harbor.			
		Ensure that all department employees are notified of Hurricane Watch being issued and provide them with direction for post-storm procedures for re-			

**C. DEPARTMENT PREPARATIONS "HURRICANE WATCH" PHASE
48-36 HOURS PRIOR TO POTENTIAL LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		entry and return to work.			

**D. DEPARTMENT PREPARATIONS DURING “HURRICANE WATCH” PHASE
36-24 HOURS PRIOR TO ONSET OF HURRICANE CONDITIONS**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
	All Departments	Finalize pre-hurricane tasks per this plan and as found in the “Department Property and Equipment Mitigation and Recovery Plan” found in Attachment 3.			
	Town Manager	Cancel scheduled employee leave and begin 12-hour shift when Hurricane Warning is issued if appropriate.			
		Confirm that all Town employees and elected officials are notified when a Hurricane Warning has been issued and their resulting responsibilities.			
		Confirm activation of EOC to Level 1 if indicated and ensure communications with PBC EOC Coordinating Conference Calls for storm updates, predictions and actions anticipated.			
		Meet with Executive Group/department directors, EOC staff and elected officials to discuss Town preparations status, storm forecast information and next actions steps to be taken by the Town, including Refuge of Last Resort Plan.			
		Confirm status of existing protective measures and consider additional or modified protective measures.			
		Confirm lockdown of the drawbridges.			
		Confirm status of storm preparations for all departments and all Town facilities.			
		Finalize decision for full or partial evacuation of Town employees and emergency equipment to the mainland shelter facilities, the timing for implementation once decided and how to facilitate the move.			
		Confirm status of Town emergency personnel storm shelter facility readiness status if the decision is to remain in Town during the event.			

D. DEPARTMENT PREPARATIONS <u>DURING "HURRICANE WATCH" PHASE</u> 36-24 HOURS PRIOR TO ONSET OF HURRICANE CONDITIONS					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Develop the Town SitRep, IAP and timing schedule for the next operational period.			
		Confirm that <u>all</u> Town employees are notified of their roles and responsibilities before and after the storm event, their responsibility for monitoring local news sources and other options (i.e., Town telephone system, internet, etc.) to determine when to return to work post-event.			
		Confirm through the PIO that correct public messaging concerning the Town is being reported and is current, including the Town website.			
		Confirm the release times of non-essential employees has been communicated.			
		Confirm that essential employees have been permitted time to properly secure their residence and their families pre-storm and if appropriate, relocation of their personal vehicles to a parking structure on the mainland.			
		Confirm a decision when to suspend or continue emergency response field activities, communicate this decision to all Town responders and once secured in their shelter locations verify positive communications links are established and maintained between the EOC and those shelter locations.			
		Confirm initiation of 12-hour shift schedules for essential personnel.			
		Confirm event incident and cost tracking have been fully employed.			
		Confirm security procedures and facilities services are operational.			
		Confirm status of public evacuation flow from the Town to the mainland.			
		Confirm that all Storm Duty personnel have been notified of Hurricane Warning and that they are to report for assignment as directed.			
		Confirm that all non-potable water storage containers have been delivered			

D. DEPARTMENT PREPARATIONS <u>DURING "HURRICANE WATCH" PHASE</u> 36-24 HOURS PRIOR TO ONSET OF HURRICANE CONDITIONS					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		and filled at critical Town facilities.			
		Determine any unmet Town needs and how to rectify the issue(s).			
	Information Systems	Confirm operational status of all EOC computer systems, related systems and communications systems.			
		Confirm final system backups have been completed and relocation of critical software and hardware has been relocated to secure location(s).			
		Confirm EOC storm and post-storm staffing coverage and schedules have been completed and communicated to staff.			
	Fire-Rescue	Confirm call-back procedures are implemented if directed to do so and verify personnel storm event staffing plans are implemented.			
		Assist Police Department with evacuation notification procedures.			
		Confirm that all Fire-Rescue Stations are properly storm secured.			
		Continue routine emergency response until directed to suspend all operations by the Town Manager.			
		Confirm positive communications links have been established and maintained with all field units during this phase of operations to ensure personnel safety and ensure that personnel are updated as conditions change.			
		Be prepared to implement full evacuation of all personnel and emergency equipment to pre-designated locations on the mainland to ride out the storm if directed to do so by the Town Manager.			
	Police	Confirm implementation of the Evacuation Plan for the Town if directed to do so by the Town Manager.			

D. DEPARTMENT PREPARATIONS <u>DURING "HURRICANE WATCH" PHASE</u> 36-24 HOURS PRIOR TO ONSET OF HURRICANE CONDITIONS					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Confirm coordination links with surrounding jurisdictions for facilitating an orderly evacuation of the Town residents to the mainland.			
		Confirm personnel storm event staffing plans and shifts schedules are completed, implemented and communicated.			
		Confirm activation of the Rumor Control Desk using EIPs if available and until it is determined to no longer be necessary.			
		Confirm assignment of Telecommunicator(s) to the EOC.			
		Be prepared to implement full evacuation of all personnel and emergency equipment to pre-designated locations on the mainland to ride out the storm if directed to do so by the Town Manager.			
		Confirm security assignment for the Town EOC is maintained.			
		Confirm that the Police Station has been fully storm secured.			
		Confirm positive communications links have been established and maintained with all field units during this phase of operations to ensure personnel safety and to ensure that personnel are updated as conditions change.			
	Public Works	Confirm suspension of all routine service delivery not associated with storm preparation when directed to do so.			
		Assist the Police Department in Town evacuation notification plan implementation if time and resources permit.			
		Confirm positive communications links have been established and maintained with all field units during this phase of operations to ensure personnel safety and to ensure that personnel are updated as conditions change.			

**D. DEPARTMENT PREPARATIONS DURING “HURRICANE WATCH” PHASE
36-24 HOURS PRIOR TO ONSET OF HURRICANE CONDITIONS**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Confirm activation of debris management contracts, direct contractors to pre-position personnel and equipment to assigned locations and ensure that communications links are established with the EOC Public Works Liaison when directed by the Town Manager.			
		Confirm post-storm supply vehicles have been prepared and pre-positioned at the EOC and other designated locations.			
		Confirm that all standby personnel are clear on their sheltering locations assignments when directed to cease operations by the Town Manager.			
		Consider shutting down emergency generator during flooding events.			
		Be prepared to implement full evacuation of all personnel and emergency equipment to pre-designated locations on the mainland to ride out the storm if directed to do so by the Town Manager.			
		Confirm that all PW equipment and personnel are fully storm secured when directed to do so.			

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E. DEPARTMENT PREPARATIONS <u>"HURRICANE WARNING"</u> PHASE 24-0 HOURS PRIOR TO LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
24-0 hours	All Departments	Confirm completion of all pre-hurricane tasks per this plan and as found in the "Department Property and Equipment Mitigation and Recovery Plan" found in Attachment 3.			
24-0 hours	Town Manager	Confirm emergency response activity suspension decision and timing and the communication of that information to all field units and to the public and to PBC EOC.			
		Confirm or re-affirm full or partial Town employee and equipment evacuation to the mainland locations.			
		Continue to update Town IAP and SitRep and distribute as required.			
		Confirm and maintain secure communications between Town field emergency units and the EOC, as well as between the EOC and surrounding response agencies and the PBC EOC.			
		Confirm storm conditions and forecasts are being monitored and evaluated for critical decision-making and protective actions that have been taken and what are anticipated to be taken.			
		Confirm initiation of planning activities for post-storm response and recovery actions and staffing, based upon severity, staffing levels and Town resource locations (mainland or in the Town).			
		Confirm existing and also develop additional draft public protection actions that may be necessary (i.e., declarations, proclamations, emergency ordinances, etc.).			
		Confirm appropriate Town public messaging is being communicated and continue to monitor and update/correct as necessary.			
		Confirm all contact information for Town non-essential employees returning			

E. DEPARTMENT PREPARATIONS <u>"HURRICANE WARNING"</u> PHASE 24-0 HOURS PRIOR TO LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		home during this phase of the event.			
		Confirm that all units/personnel who were operating in the field have been accounted for and are safely sheltered once directed.			
		Confirm removal and securing of traffic control devices used during emergency evacuation operations based upon storm conditions.			
		Confirm any unmet Town needs have been addressed.			
		Confirm that all final storm preparations are completed and that all personnel and facilities have been accounted for and secured for deteriorating conditions.			
		Confirm that all incident tracking and cost tracking mechanism are operational.			
		Confirm that all unanswered calls for emergency services due to service suspension are recorded and prioritized for post-storm response once conditions permit resumption of Town emergency services.			
		Confirm all status boards are maintained current at all times.			
		Confirm pre-planning for prioritizing anticipated resource requests, assessment of potential resource staging locations, implementation of emergency road clearance plans, re-entry procedures, etc. are re-evaluated and updated as damage reports are received during impact phase of the storm event.			
		Confirm preliminary pre-planning for anticipated short-term and long-term recovery decisions based upon incoming reported storm impact damage reports pre and post-storm landfall and anticipating Town issues and needs			
		Confirm planning and staffing for Rapid Impact Assessment Plan to be			

**E. DEPARTMENT PREPARATIONS "HURRICANE WARNING" PHASE
24-0 HOURS PRIOR TO LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		activated once conditions become more favorable for emergency response activities to resume.			
24-0 hours	All Storm Active Departments	Report all storm impact conditions and damage that is observable from safe shelter during landfall phase and maintain communications with the EOC and other emergency units periodically and as possible.			
		Field supervisors should anticipate resumption of emergency response activities based on best judgment decision-making at the local field level should communications links with the EOC/dispatch center become inoperable during landfall phase.			
		Monitor news reports and official sources concerning the storm conditions and progress.			
		Prepare all personal protection/safety clothing and equipment in anticipation of resumption of emergency response activities.			
		Field supervisors will cause periodic evaluation of their building integrity throughout the landfall phase and take appropriate actions to mitigate problems that are identified to ensure safety of personnel.			
		Prepare personnel and equipment to implement the Emergency Road Clearance Plan upon weather clearance to resume field operations.			

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**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
0-8 hrs.	Town Manager and EOC Staff	Maintain secure communications among and between Town emergency units/facilities as possible during the storm impact phase.			
		Continue to monitor storm conditions and conference calls with PBC EOC and determine when field response can be resumed.			
		Develop or modify the Town IAP and SitRep information periodically during the landfall phase and finalize or update response plans based upon the developing situation.			
		Evaluate the need for changes and/or new protective orders/actions based upon the developing situation.			
		Review Town emergency plans and implement as necessary.			
		Confirm planning for Rapid Impact Assessment, formal Damage Assessment operations, Emergency Road Clearance operations and search and rescue operations.			
		Begin proactively developing a needs assessment for anticipated short-term recovery related activities such as: debris removal, infrastructure repairs, full documentation of associated costs, building permitting issues, re-entry issues, etc.			
		Confirm a system to account for the status of all Town employees through call-in and through active efforts to reach out and make contact with the employees to determine their status and needs.			
		Assess the need for mass care response asset requests based upon level of destruction and the number of residents that remained on the island despite evacuation orders.			
Begin	Town Manager	Conditions permitting, order the resumption of emergency response			

F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS 0-24 HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
Field Ops.	and EOC Staff	activities and the implantation of the Town Rapid Impact Assessment Plan and Emergency Road Clearance Plan.			
		Confirm that incident and resource tracking is being maintained up to date and that significant incidents are posted and update on the EOC wall or projection screen.			
		Confirm operational status and structural damage of all Town critical facilities and ascertain if there have been any Town employees injured during storm impact phase.			
		Evaluate Town infrastructure status (i.e., communications, buildings, roadways, underground and above ground utilities, emergency response vehicles, Public Works facilities, etc.) and rapidly develop initial needs assessment.			
		Develop a revised Town SitRep, Impact Assessment and Incident Action Plan and report the information to PBC EOC by the designated time.			
		Monitor local news and weather sources for aerial imaging and live updates from the Palm Beach County area to assess the area-wide impact and how outside assistance and local vendors will or will not be available in the short term for Town needs.			
		Monitor and track all mutual aid requests made on behalf of the Town as well as requests made of the Town to provide mutual aid.			
		Monitor and participate in PBC EOC conference calls to gain additional information and to coordinate response and recovery operations.			
		Determine status of the Town access routes and bridges and determine potential washouts status at known land weak spots: Sloan’s Curve, etc.			

**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Confirm that tracking of all Town personnel and purchasing costs is being maintained.			
		Confirm the need and/or commencement of outside contractor assistance for debris clearance and removal.			
		Confirm the operational status of Town Employee telephone lines and that staffing and messaging is consistent for ascertaining employee status.			
		Determine available emergency transportation routes and alternative options for medical and trauma emergencies (i.e., roads, bridges, helicopter landing zones, boat access, etc.).			
		Monitor EOC and field force staffing and scheduling issues and adjust or supplement accordingly.			
		Confirm establishment of direct communications with City of West Palm Beach Water Utilities operations to verify status of the water and sewer systems for the Town, to determine if boil water orders will be implemented and to determine their ability to respond for utilities emergencies in the Town and to determine restoration estimates.			
		Establish direct communications with power and gas companies to coordinate emergency repairs and shutoffs and to work closely to determine restoration estimates for those utilities.			
		Determine status and needs for potential staging area locations throughout the Town for disaster related operations (i.e., debris transfer staging, food and water distribution, equipment and personnel staging, recovery centers, volunteer sites, emergency mass care, etc.).			
		Confirm Town security and re-entry operations are on-going and robust and assess the need for outside assistance and work with the Executive Group to			

F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS 0-24 HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		establish timing and procedures for resident and business owner re-entry based on hazards, security, transportation and utilities.			
		Confirm that Town emergency public messaging is being updated and communicated effectively and consider implementing Town Information Posting sites for written communications if all electronic means (i.e., telephone, internet, electrical, cellular) are not operational.			
		Assess the need to implement, modify or update public emergency actions directives (i.e., curfew, price gouging, etc.).			
		Assess status of local area shelters on the mainland and the potential need for long-term sheltering operations for Town residents.			
		Assess the need for temporary housing and feeding for incoming emergency workforce and identify potential locations.			
		Assess potential health issues that may directly affect the Town as a result of the storm impact and work closely with county and state agencies to address the risks and responses.			
		Convene Daily Status Meetings with all departments, utilities representatives and other appropriate representatives to assess status and progress of response and recovery operations.			
		Confirm assessment of Town and private dock facilities to determine status of damaged or sunken boats, damaged facilities, hazardous materials leaks boats, navigation hazards, etc.			
		Assess EOC and emergency responder relief needs.			
0-8 hrs.	All Off Duty Town	All off duty employees are required to call the appropriate telephone number below within eight (8) hours after the hurricane conditions subside			

**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
	Employees	to report their status and to receive their work assignments: 1. Fire-Rescue Employees ----- (561) 838-5454 2. Police Employees ----- (561) 838-5454 3. Public Works employees ---- (561) 838-5440 [Note: All employees should report to work if able to do so.] 4. All other employees ----- (561) 273-4160			
		All employees returning to the Town to work assignments must ensure that they have appropriate identification to enter through Town checkpoints if implemented post-storm.			
		All employees should exercise extreme caution and avoid flooded areas and other significant hazard areas such as downed power lines and other debris.			
		All employees should dress appropriately for work conditions and activities anticipated due to the storm circumstances.			
0-24 hrs.	All Departments	Assess damages to Town facilities using damage assessment forms and photography and report status and any issues to the EOC/Risk Management.			
		Initiate mitigation actions to protect Town property from continuing or future threats (i.e., cover/move equipment from water damage, cover roof/door/window openings to prevent water damage, close utilities valves and turn off power at the electrical panel as needed, etc.).			
		Assess and observe employees for injuries, fatigue, stress and other health issues during emergency operations and ensure proper rest, food and water intakes are maintained.			
		Assess and report needs for additional staffing, equipment and supplies to accomplish department/Town response and recovery assignments.			

F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS 0-24 HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Support and assist in Town disaster response and recovery operations as directed and appropriate.			
		Implement Department-specific Storm Response/Recovery Plans for your department.			
		Ensure that all departments are fully documenting/tracking all employee work hours and emergency purchasing requests using appropriate FEMA/Town forms and provide the forms to the assigned Town FEMA Coordinating person (Finance Department).			
		Maintain communications with the Town EOC but limit radio transmissions to emergency traffic wherever possible to prevent system overload.			
		Submit daily logs to Finance Department (FEMA Coordinator).			
0-24 hrs.	Information Systems	Assess the EOC/Police/Fire-Rescue communications and computer systems operational status and assist with repairs as necessary.			
		Assess other departments computer systems and related systems for damage, destruction and repair/replacements needs and estimates.			
		Organize and coordinate with Risk Management to photographic documentation of all damages sustained to Town facilities and equipment.			
		Provide status updates and needs assessments to Town EOC for computer related systems restoration.			
0-24 hrs.	Risk Manager	Coordinate damage assessment for all Town facilities and public spaces with either Police or Public Works units.			
		Coordinate and implement photographic documentation of all damaged Town facilities and equipment.			
		Coordinate with Finance Department for collection of all damage assessment			

**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		documentation.			
0-24 hrs.	Human Resources	Provide information and assistance to Town supervisors regarding personnel policies and procedures during disaster emergencies.			
		Attempt to contact off duty employees who have not checked in within the first twenty-four hours and determine their status/situation and their ability to report for work.			
		Coordinate relief assistance for Town employees and their families, if necessary.			
0-24 hrs.	Finance / Purchasing	Coordinate and maintain full documentation and tracking of all storm related costs and expenses and the proper data entry into FEMA reporting forms for potential reimbursement purposes.			
		Expedite emergency purchasing and contracting services in support of Town response and recovery efforts.			
		Confirm the ordering of fuel replenishment for Town fuel storage and for emergency generators, based upon assessment of pump status and fuel levels.			
		Confirm and continually assess food and water purchasing and delivery needs for Town emergency personnel.			
		Work with county, state and FEMA officials to coordinate complete damage assessment, documentation, resource tracking and on-going efforts to obtain all eligible public assistance reimbursement.			
	Fire-Rescue	Initiate emergency response, search and rescue and Rapid Impact Assessment operations as soon as storm conditions abate.			
		Use standard search and rescue marking techniques to document findings of			

**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		severe damage/collapse situations.			
		Assess and document any damage to Fire-Rescue Stations, equipment and vehicles and report results to the EOC.			
		Assess the need for mutual aid assistance and report to EOC as needed.			
		Ensure positive communications are established and maintained between field units and dispatch/EOC.			
		Determine and report on accessibility and hazard locations to dispatch/EOC.			
		Continually assess status of personnel and assure proper rest, food and hydration is maintained and that all injuries are reported and treated.			
		Fully document and track all personnel time.			
	Planning, Zoning & Building	Coordinate and initiate damage assessment inspection of private property, develop preliminary damage estimates, fully document findings using FEMA "Initial Damage Assessment, Housing" forms and report findings to the EOC.			
		Establish field permit sites at St. Edwards Church Hall and at Fire-Rescue Station #3 (South) as necessary.			
		Make available building plans and records as needed.			
	Police	Determine and report on accessibility and hazard locations to dispatch/EOC.			
		Establish security checkpoints at main portals of entry as directed.			
		Provide traffic control as needed and be watchful of looting.			
		Recall off duty personnel as needed and directed.			
		Ensure positive communications are established and maintained between field units and dispatch/EOC.			

F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS 0-24 HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Assess the need for mutual aid assistance and report to EOC as needed.			
		Determine and report on accessibility and hazard locations to dispatch/EOC.			
		Implement Disaster Area Permit Policy as directed.			
		Continually assess status of personnel and assure proper rest, food and hydration is maintained and that all injuries are reported and treated.			
		Identify high risk security issues (i.e., severely damaged banks, museums, jewelry stores, etc.) and report those situations to dispatch/EOC.			
		Fully document and track all personnel time.			
		Assess the need for a curfew and report recommendation to the EOC.			
0-24 hrs.	Public Works and Engineering	Initiate Emergency Road Clearing and Debris Removal Plans to establish primary access throughout the Town.			
		Identify and mark hazards with barricades, tape, flashers and signage as appropriate/available and report/document those locations to the EOC.			
		Assist Risk Manager with damage assessment, documentation and reporting for all Town facilities and public spaces.			
		Recall off duty personnel as directed.			
		Restore garbage service, sewage service and traffic signals as possible.			
		Assign Town personnel to work directly with debris removal contractors to properly document and track all debris removal loading and trucking to ensure no fraudulent activities take place.			
		Initiate and prioritize initial repair and restoration of critical Town facilities and then non-critical facilities.			

**F. TOWN LANDFALL THROUGH INITIAL LIFE SAVING RESPONSE ACTIONS
0-24 HOURS POST-LANDFALL**

Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time Complete
		Coordinate public utility repair and restoration throughout the Town.			
		Inspect public structure and property damage, document preliminary valuation estimates using FEMA "Public Property Damage Assessment" forms and report findings to the EOC.			

G. TOWN POST-STORM RESPONSE and INITIAL SHORT/LONG TERM RECOVERY 24+ HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time/Date Complete
	Town Manager	Confirm Rapid Impact Assessment Team (RIAT) staffing, activation and systematic reporting of situations found on the ground to the Town EOC.			
		Coordinate the Town ongoing response efforts through the Town EOC and in cooperation with PBC EOC, mutual aid partners, contractors, non-government organizations, volunteers, etc.			
		Confirm secure communications with all response agencies and coordinate emergency instructional public messaging through the PIO with coordination through PBC EOC and the news media, the Town website, print material and other forms of communications as circumstances dictate.			
		Confirm that rumor control phones are staffed and operational, that Town website is routinely updated, and that other forms of communications with the public are managed effectively.			
		Develop short and long-term Recovery Incident Action Plans for the Town and activate the Town Recovery Team to coordinate and manage recovery efforts.			
		Confirm and coordinate debris removal contractors field efforts and ensure that official representatives of the Town are always monitoring and tracking all debris removal operations and are maintained throughout the entire process to ensure validity and required documentation is maintained and to mitigate potential fraud.			
		Coordinate and plan a systematic effort to complete comprehensive damage assessment, documentation and reporting employing Town, local, state and federal officials to accomplish the task and report all findings to the Town Risk Manager.			
		Confirm that Town Finance Department is collecting and properly			

G. TOWN POST-STORM RESPONSE and INITIAL SHORT/LONG TERM RECOVERY 24+ HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time/Date Complete
		documenting all Town expenses/costs incurred in the response and recovery efforts and that all appropriate FEMA forms and procedures are complied with at all times.			
		Confirm scheduling of regular briefing meetings with the Executive Group and with Town elected official to report on on-going recovery efforts and needs throughout the recovery process.			
		Confirm Town participation in disaster and mitigation recovery funding applications processes to maximize available Town reimbursement.			
		Confirm that emergency response personnel staffing levels and rotations are closely monitored for safety and health concerns and to request additional staffing resources as needed.			
		Confirm that the Town is fully integrating safety into all response and recovery operations and include psychological evaluation processes as appropriate.			
		Confirm and coordinate planning for detailed and formal damage assessment process and procedures in cooperation with federal, state and local disaster officials.			
		Confirm on-going needs for Disaster Recovery Center(s), distribution sites, comfort stations, debris collection and transfer sites, staging areas, means and methods of debris removal, waterway debris and hazardous materials cleanups, mass care sites, body removal processes, health issues short and long-term, etc.			
		Confirm that Town security plans are established and maintained for authorized Town access and for damage property security.			
		Develop and coordinate Town re-entry plans with surrounding jurisdictions			

G. TOWN POST-STORM RESPONSE and INITIAL SHORT/LONG TERM RECOVERY 24+ HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time/Date Complete
		and with PBC EOC, and ensure that identification requirements, processing procedures, timing issues and points of entry are well publicized and enforced for as long as deemed necessary.			
		Identify appropriate locations and proper staffing levels for staging areas, disaster relief services offices, distribution sites, etc. based upon level of damage/destruction and accessibility to the site locations.			
		Consider developing a Town employee assistance program to help employees deal with home and family recovery issues and ensure that crisis counseling services are available to employees and families.			
		Confirm the need for Town COOP plan activation based upon Town structural damage/destruction encountered and determine when and what Town offices and services will re-open.			
		Assess the need to re-evaluate Town land use plans, zoning issues, disaster-related building permitting processes, historical preservation issues, etc. as determined by the extent of damage.			
		Assess EOC staffing and relief, hours of operation and eventually de-activation planning and transition to recovery operations.			
		Assess the need to develop an Economic Re-development Task Force to strategize how to re-establish a strong economic base for the Town based upon level and extent of the damage.			
		Maintain and update Town SitReps and IAPs and reporting activities as long as deemed appropriate.			
		Assess the need and timing for on-duty Town personnel to be released to assess family and residence status and needs.			

G. TOWN POST-STORM RESPONSE and INITIAL SHORT/LONG TERM RECOVERY 24+ HOURS POST-LANDFALL					
Time Due	Department Assigned	Task Assignments	Comments or Follow-up Needed	Initials	Time/Date Complete
		Assess the need to: deactivate the Town EOC; to rescind emergency protective actions/orders; to transition to a pure recovery phase; etc.			
		Assess any unmet Town needs on a continuous basis.			
	All Town Departments	Continue to assist in all response and recovery efforts as directed and applicable to your department.			
		Continue to fully document all time and costs afforded to response and recovery efforts.			
		Continue to assess employee needs and status in the short and long-term recovery process.			

III. Attachments

Attachment

A. EXECUTIVE POLICY GROUP MEETING AGENDAS

**HURRICANE EXECUTIVE POLICY GROUP MEETING AGENDA
PREPAREDNESS**

Date: _____

Level Status of Storm Emergency	
<input checked="" type="checkbox"/> Preparedness	<input type="checkbox"/> Landfall
<input type="checkbox"/> Watch	<input type="checkbox"/> Recovery
<input type="checkbox"/> Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	Town Manager	
2. Meteorological Forecast	EM	
3. Review, status of Town CEMP <ul style="list-style-type: none"> All Departments have reviewed? 	EM	
4. Status of Departments Hurricane Plans <ul style="list-style-type: none"> All Departments plans updated? All Departments staff trained on plans? 	EM	
5. Status of Departments Preparedness tasks (reference Departments Hurricane Task Sheets) <ul style="list-style-type: none"> Reports by Departments 	EM All Departments	
6. Status of Palm Beach County preparedness	EM	
7. Status of Continuity of Government Plans (COOP) <ul style="list-style-type: none"> Emergency Chain of Authority Town Managerial Succession Line of Succession Department Heads 	Town Manager	
8. Financial Issues	Finance	
9. Procurement Issues	Purchasing	
10. Finance Record Keeping Rules	Finance	
11. Town Employee Preparedness Issues	Human Resources	
12. Town Facility Preparedness Equipment Issues	All Departments	
13. Town Equipment Readiness	All Departments	
14. Town EOC Readiness	EM	
15. Public Preparedness Outreach	PIO	
16. Other		

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**HURRICANE EXECUTIVE POLICY GROUP MEETING AGENDA
WATCH**

Date: _____

Level Status of Storm Emergency	
<input type="checkbox"/> Preparedness	<input type="checkbox"/> Landfall
<input checked="" type="checkbox"/> Watch	<input type="checkbox"/> Recovery
<input type="checkbox"/> Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	Town Manager	
2. Meteorological Situation <ul style="list-style-type: none"> All town Employees to Monitor Weather Reports 	EM	
3. Review CEMP Emergency Roles	EM	
4. Departments Hurricane Plans Activated <ul style="list-style-type: none"> All Departments Conduct General Staff Readiness Meetings 	EM	
5. Departments Complete "Watch" Tasks (Reference Departments Hurricane Task Sheets) <ul style="list-style-type: none"> Reports By Departments 	EM All Departments	
6. Unmet Town Facility Issues	All Departments	
7. Town Equipment Issues	All Departments	
8. PBC County Known and Expected Actions	EM	
9. School Board Known and Expected Actions	EM	
10. Governor's Executive Order	EM	
11. Review Legal Issues <ul style="list-style-type: none"> Declaration of State of Local Emergency Evacuation Order Curfew Order Prohibition On Price-Gouging Unfair/Deceptive Trade Acts/Practices 	Town Manager	
12. Review Continuity of Government <ul style="list-style-type: none"> Emergency Chain of Authority Town Managerial Succession Line of Succession Department Heads 	Town Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review Finance Record Keeping Rules	Finance	

Item/Issue	Responsibility	Notes
16. Town Employee Issues <ul style="list-style-type: none"> • All Leave Canceled? • Allow Employees to Prepare Home/Family 	Human Resources Town Manager All Departments	
17. Activation of EOC <ul style="list-style-type: none"> • Activation Level; EOC Staffing 	Town Manager/ EM EM	
18. Watch Alerts to Citizens <ul style="list-style-type: none"> • Watch Alerts to Special Needs Citizens 	Town Manager/ EM/PIO	
19. Media/PIO Issues/Decisions <ul style="list-style-type: none"> • Issue Public Information Watch Statements 	Town Manager/ PIO	
20. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider <ul style="list-style-type: none"> • Any Unmet Needs? 	EM All Departments	
20. Other		

**HURRICANE EXECUTIVE POLICY GROUP MEETING AGENDA
WARNING**

Date: _____

Level Status of Storm Emergency	
<input type="checkbox"/> Preparedness	<input type="checkbox"/> Landfall
<input type="checkbox"/> Watch	<input type="checkbox"/> Recovery
<input checked="" type="checkbox"/> Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	Town Manager	
2. Meteorological Situation <ul style="list-style-type: none"> All Town Employees to Monitor Weather Reports 	EM	
3. Review CEMP Emergency Roles	EM	
4. Departments Hurricane Plans Activated	EM	
5. Departments Complete "Warning" Tasks (Reference Departments Hurricane Task Sheets) <ul style="list-style-type: none"> Reports By Departments 	EM All Departments	
6. Unmet Town Facility Issues	All Departments	
7. Town Equipment Issues	All Departments	
8. Palm Beach County Known and Expected Actions	EM	
9. School Board Known and Expected Actions	EM	
10. Governor's Executive Order	EM	
11. Review Legal Issues <ul style="list-style-type: none"> Declaration of State of Local Emergency Evacuation Order Curfew Order Prohibition On Price-Gouging Unfair/Deceptive Trade Acts/Practices 	Town Manager	
12. Review Continuity of Government <ul style="list-style-type: none"> Emergency Chain of Authority Town Managerial Succession Line of Succession, Department Heads 	Town Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review Finance Record Keeping Rules	Finance	
16. Town Employee Issues <ul style="list-style-type: none"> Dismiss Employees? 	Human Resources	

Item/Issue	Responsibility	Notes
	Town Manager	
17. EOC Activated <ul style="list-style-type: none"> • Activation Level; EOC Staffing • EOC Linked to, Monitoring Departments Field Activities • Warning Alerts to Citizens • Warning Alerts to Special Needs Citizens 	Town Manager/ EM EM All Departments Town Manager/ EM/PIO	
18. Media/PIO Issues/Decisions <ul style="list-style-type: none"> • Issue Public Information Warning Statements 	Town Manager/ PIO	
19. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider <ul style="list-style-type: none"> • Any Unmet Needs? 	EM All Departments	
20. Other		

**HURRICANE EXECUTIVE POLICY GROUP MEETING AGENDA
LANDFALL**

Date: _____

Level Status of Storm Emergency	
<input type="checkbox"/> Preparedness	<input checked="" type="checkbox"/> Landfall
<input type="checkbox"/> Watch	<input type="checkbox"/> Recovery
<input type="checkbox"/> Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	Town Manager	
2. Initial Damage Reports	EM	
3. CEMP <ul style="list-style-type: none"> Review Schedule of Emergency Functions, Which Ones Needed? Emergency Response Objectives 	EM Town Manager/ All Departments Town Manager/ EM	
4. Status of Departments Tasks (Reference Departments Hurricane Task Sheets) <ul style="list-style-type: none"> Status of Departments Response Activities 	EM	
5. Palm Beach County Known and Expected Actions	EM	
6. School Board Known and Expected Actions	EM	
7. State and Federal Known and Expected Actions	EM	
8. Governor’s Executive Order	EM	
9. Legal Issues <ul style="list-style-type: none"> Declaration of State of Local Emergency Evacuation Order Curfew Order Prohibition On Price-Gouging Unfair/Deceptive Trade Acts/Practices 	Town Manager	
10. Continuity of Government <ul style="list-style-type: none"> Emergency Chain of Authority Town Managerial Succession Line of Succession, Department Heads 	Town Manager	
11. Financial Issues	Finance	
12. Procurement Issues	Purchasing	
13. Review Finance Record Keeping Rules	Finance	
14. Town Employee Issues <ul style="list-style-type: none"> Employees Home Or Secure Recall of Essential Employees, When? 	Human Resources All Departments	

Item/Issue	Responsibility	Notes
	Town Manager	
15. Town Equipment Issues	All Departments	
16. EOC Activated <ul style="list-style-type: none"> • EOC Staffing • EOC Linked to, Monitoring Departments Field Activities 	Town Manager/EM EM All Departments	
17. Media/PIO Issues/Decisions <ul style="list-style-type: none"> • Issue Emergency Information, Instruction Statements 	Town Manager/PIO	
18. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider <ul style="list-style-type: none"> • Any Unmet Needs? 	EM All Departments	
19. Other		

**HURRICANE EXECUTIVE POLICY GROUP MEETING AGENDA
RECOVERY**

Date: _____

Level Status of Storm Emergency	
<input type="checkbox"/> Preparedness	<input type="checkbox"/> Landfall
<input type="checkbox"/> Watch	<input checked="" type="checkbox"/> Recovery
<input type="checkbox"/> Warning	

Item/Issue	Responsibility	Notes
1. Opening Comments	Town Manager	
2. Damage and Disaster Impact Reports	EM	
3. Status of Departments Tasks (Reference Departments Hurricane Task Sheets) <ul style="list-style-type: none"> Status of Departments Recovery Activities 	EM	
4. Palm Beach County Known and Expected Actions	EM	
5. School Board Known and Expected Actions	EM	
6. State and Federal Known and Expected Actions <ul style="list-style-type: none"> Federal/State Damage Assessment Schedule 	EM	
7. Governor’s Executive Order Status	EM	
8. Legal Issues <ul style="list-style-type: none"> Curfew Order Prohibition On Price-Gouging Unfair/Deceptive Trade Acts/Practices 	Town Manager	
9. Financial Issues	Finance	
10. Procurement Issues	Purchasing	
11. Review Finance Record Keeping Rules	Finance	
12. Town Employee Issues <ul style="list-style-type: none"> Recall of Essential Employees, When? Other Employees Report to Work, When? 	Human Resources Town Manager	
13. Town Facility Status	All Departments	
14. Equipment Issues	All Departments	
15. Town EOC De-Activated, When?	Town Manager/ EM	
16. Establishment of Town Recovery Action Team <ul style="list-style-type: none"> Review Schedule of Recovery Functions, Which Ones Needed? Recovery Objectives Membership, Meeting Schedule 	Town Manager Town Manager/ All Departments Town Manager/ EM Town Manager	

VI. STORM EMERGENCY RESPONSE PLAN (SERP)

Item/Issue	Responsibility	Notes
17. Media/PIO Issues/Decisions <ul style="list-style-type: none">Issue Recovery Information, Instruction Statements	Town Manager/ PIO	
18. Review of Generic Hurricane Procedures Time Line: Actions and Items to Consider <ul style="list-style-type: none">Any Unmet Needs?	EM All Departments	
19. Other		

Attachment

B. RECOVERY SUPPORT FUNCTION ACTION PLAN.

RECOVERY PLANNING GENERAL CONCEPTS OF OPERATIONS

Recovery activities are operational in nature and will often begin while response operation activities are still underway. For most events, these activities will begin in the Town Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. Recovery activities generally will involve both short-term and long-term recovery actions that may stretch into ten or more years to fully recover from major disaster events and will likely involve every Town Department to actively participate in these activities.

Major disaster events while destructive in nature and not looked upon with favor, may provide the Town with an opportunity to review, update, and/or modify the Town's Comprehensive Land Use Plan, Zoning and Building Codes and mitigation concepts and programs that would normally have not occurred. Therefore it is imperative that the Town look closely at long-term planning activities if this type of event occurs.

More information on Recovery Planning activities and control is found in the Town Comprehensive Emergency Management Plan, under Section III, "O" Recovery Framework and under Annex IV Recovery.

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C. ASSIGNMENT OF RESPONSIBILITY.

1. A Facility Emergency Coordinator (FEC) and Alternate shall be designated for each departmental building/ area.

Building/Area(s)	FEC/Alternate Name	Phone Number/Cell	Email

2. The emergency plan instructions and responsibilities will be reviewed with staff each June.
3. A copy of the plan is provided in the following location(s):
 - May be a web location, physical location or both.
4. If a Hurricane Watch is in effect on a Friday, FEC or his/her designate may activate portions or the entire plan in consideration of the weekend.
5. The form found in Section D, Tab 3 is posted in conspicuous locations to alert building occupants of the identity of the FEC’s and the location of the plan.

PROTECTION OF PROPERTY AND EQUIPMENT: HURRICANE/HIGH WIND WATCH.

1. **Vehicles:** Vehicles should be fully fueled following announcement of a Hurricane Watch/high wind watch for the Palm Beach area or when ordered by the Department Director, whichever is sooner. Each primary user or user group is responsible for accomplishing this task.
2. **Area Surrounding Buildings:** A general survey should be conducted around each building and rooftop where accessible following announcement of a Hurricane Watch for Palm Beach. Loose items should be brought inside or secured to prevent loss or damage by wind.
3. **Computer and Data Systems:** A full backup of the computer system should be conducted in the event a Hurricane Watch is issued. Backed up information should be stored in two separate locations.
4. **General Office Areas:** The guidance found in Tab 2 should be made available/distributed to affected parties as appropriate.

PROTECTION OF PROPERTY AND EQUIPMENT: HURRICANE WARNING.

1. **Vehicles:** In the event a Hurricane Warning is issued all vehicles covered by this plan shall be parked in a secure location. The interior sections of parking garages or in lots away from trees are appropriate. Each primary user or user group is responsible for accomplishing this task. See Tab 1.
2. **General Office Preparation:** When a Hurricane Warning is issued individual offices and work areas should be checked and “storm readied” by the assigned employee in accordance with the guidance in Tab 2. Close and lock all windows. Turn off and unplug all electrical equipment. Computers and other electrical equipment should be moved away from windows and off of the floor. Disconnect computers from data lines. After completion if there are known absences in a group, other group members should storm ready the work area for those absent. Following completion of this duty those not assigned other tasks should leave Town property in a manner as directed by official directive from the Town Manager or his designee.

Note

In general, staff will be expected to leave Town property once operations cease as a result of a Town Manager directive. It is understood that specific operations must be maintained throughout the event. Plans should be developed to address the needs of these operations and support staff. Contact should be established with the Town Emergency Operations Center and information provided that includes the names of personnel, their function, phone number and their location.

3. **Critical/Essential Operations:** If staff must remain on-site to maintain critical/essential operations additional planning beyond the scope of this template is required for that portion of the activity.

POST HURRICANE.

1. As soon as it is safe to do so, Facility Emergency Coordinators or building assessment staff should return.
2. A damage survey using the forms located in Tab 5 should be conducted. Depending on guidance from the Town Manager or his designee at the time of the assessment, report the conditions of their buildings to the Emergency Operations Center, or the appropriate Department coordinator if there are several facilities within a particular department. It is important to document damage and include photographs to ensure ability to recover FEMA reimbursement. A notation of the location (such as a hand-written sign on a pad of paper) should be included in the photo to document location (building and room number).

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Tab 2
TOWN BUILDINGS AND OFFICE AREA PREPARATION

A. GENERAL PREPARATIONS FOR HURRICANES.

1. Hurricanes are dangerous storms and can threaten the safety and operation of administrative and support areas and therefore the overall functioning of the Town. Plans should be developed well in advance of a hurricane to insure the protection of valuable equipment, records and data. Once a Hurricane Watch is issued, these plans should be implemented in your areas in preparation for the hurricane. Here are some tips to help prepare for hurricanes:
 - a. When a Hurricane Watch is issued, make necessary preparations to secure equipment and materials. When a Hurricane Warning is issued, suspend normal operations in the individual work areas. Plan to shut operations down within three hours of an initial Hurricane Warning. Don't count on the availability of power or water after onset of event and for several days following.
 - b. Plan ahead. Plan what you will need to do at work and at home to prepare for the storm.
 - c. Stay calm; listen to local television and radio weather and emergency information.
 - d. Back up computer hard drives and software; shut down computers and protect peripherals and move them off of the floor whenever possible.
 - e. Store software and data disks in a secure and dry place at shoulder level like the top drawer of a filing cabinet.
 - f. Valuable items in your office should be moved and secured away from windows.
 - g. Lock windows and close blinds.
 - h. Ensure all vehicles have adequate fuel. Fill up vehicles with 3/4 tank or less.
 - i. Park vehicles in a safe location away from trees and in areas not prone to flooding (consider interior of parking garages).
 - j. Unplug electrical equipment such as computers, printers, clocks, radios, etc. and pick up all electrical equipment, cords and appliances off of the floor whenever possible.
 - k. Cover large valuables with plastic and tape securely for protection wherever possible.
 - l. If remaining in a building, stay inside, away from windows and near the center of the building.
 - m. Leave for your home or designated safety area well before the hurricane conditions arrive.
 - n. Use battery operated flashlights and lanterns. ***Don't use any open flames for lighting.***
 - o. Remove any equipment or supplies stored or mounted in outdoor or rooftop locations once a watch or warning is announced (based on ease of removal and set-up).
 - p. Check emergency phone numbers. Update emergency notification lists and post on office door or other designated area. You may consider temporarily posting an expanded list with all personnel phone, pager, and cellular phone numbers if the Town is to be closed.
 - q. Let the Emergency Operation Center know if essential persons will need to remain in your building.

DON'T

- a. Don't panic!
- b. Don't call 911 or other emergency numbers for general or non-emergency information.
- c. Don't go outside during the storm and especially don't go outside during a hurricane eye.
- d. Don't work with electrical equipment during the storm.
- e. The following checklist can help with assignment of responsibilities for preparation within administrative and office areas. Not all checklist items are appropriate for all areas.

Remember

YOU must take responsibility to protect your own buildings or work areas. Plan ahead and implement your plan as soon as a Hurricane Watch is issued. The following checklist can help with assignment of responsibilities for preparation within work areas. Not all checklist items are appropriate for all areas and the list is not all-inclusive.

Tab 3
ASSIGNMENTS FOR SECURING TOWN BUILDING AND/OR OFFICE AREAS

Not all checklist items are appropriate for all areas. Modify as needed.

ASSIGNMENTS FOR SECURING TOWN BUILDINGS AND/OR OFFICE AREAS				
Area, Equipment, Tasks	Location(s)	STAFF RESPONSIBLE		Special Concerns/ Completed
		Primary	Alternate	
ACTION:				
Fuel and move Town vehicles to a safe location.				
Unplug computers, printers and all other electrical equipment (except freezers and refrigerators).				
Valuable files and papers should be moved, or cabinets covered in plastic and taped securely				
Turn refrigerators / freezers to the lowest practical settings and plug into emergency power where available.				
Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. (Tag moved equipment for easy identification and retrieval).				
In areas subject to flooding: If necessary, relocate supplies, valuable equipment and other valuables off the floor or to a higher floor. (Tag moved equipment for easy identification and retrieval).				
Back-up computer files, make more than one copy and store in several different locations.				
Verify emergency phone numbers, update emergency notification lists and add temporary contact information if staying at a different location.				

ASSIGNMENTS FOR SECURING TOWN BUILDINGS AND/OR OFFICE AREAS				
Area, Equipment, Tasks	Location(s)	STAFF RESPONSIBLE		Special Concerns/ Completed
		Primary	Alternate	
Cover and secure or seal vulnerable equipment with plastic and tape securely.				
Remove all equipment and supplies stored or mounted in outdoor locations.				
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.				
Remove personal possessions and take home.				
Close and lock office doors when complete and verify who has keys to gain access later.				
Ensure that hurricane shutters / protection is installed as appropriate to the location.				
Consider any other department / office specific items to secure.				

Tab 4
EMERGENCY INFORMATION POSTING

NATURAL DISASTER/HURRICANE PLAN INFORMATION

The Facility Emergency Coordinator (FEC) For This Facility Is:

Identify Person

Office Location:

Phone:

Email:

The Alternate Emergency Coordinator (FEC) For This Facility Is:

Identify Person

Office Location

Phone

Email

**The Building Emergency Plan Is Available For Review In The
Following Location:**

Identify Room and/or Web Address:

*Please complete and post this form (or an equivalent) in areas where notices are
generally posted within your area.*

Tab 5

**DEPARTMENT COMPUTER HURRICANE CHECKLIST AND
CONTINUITY OF BUSINESS SYSTEMS RECOVERY OVERVIEW****A. ALL STAFF ASSIGNED PORTABLE COMPUTERS ARE TO TAKE THE PORTABLE COMPUTER WITH THEM WHEN THEY LEAVE BEFORE THE STORM****B. INDIVIDUAL HURRICANE KIT TO INCLUDE:**

1. Several extra large heavy-duty trash bags with ties for covering the equipment.
2. Labels with adhesive backing.
3. Duct tape and/or masking tape.
4. Scissors.
5. Permanent markers.
6. Rubber Bands.
7. Information Cards.

C. INFORMATION CARDS DETAIL.**Before Storm***To Disassemble Your Workstation*

1. Turn off Monitor, Computer and printer (if applicable).
2. Turn off UPS unit and unplug it from the wall.
3. Unplug everything from the UPS Unit.
4. Detach all cords from the back of the CPU (box).
5. Detach all removable cords from the back of your monitor. (Some monitors may have a cable that remains attached to the monitor.)
6. Detach the power cord from the speakers.
7. Neatly bundle all cords with the rubber bands provided in your "Hurricane Kit".
8. Place the monitor in one bag. Place the CPU in a separate bag. Then place the speakers, keyboard, mouse, UPS, and cords in another bag. If you have a desktop printer, place it in a separate bag.
9. Tightly seal the bag with the ties provided in the "Hurricane Kit". With a permanent marker write the name of the person who uses that piece of equipment on the label and place the label on the outside of the bag.
10. Place bags in a place safe from water and wind damage.
11. Any questions call the Information Systems Office at 561-838-5400.

After Storm*To Re-Assemble Your Workstation*

1. Make sure there is no standing water on the bag that will leak on to the equipment when bag is opened.
2. Carefully open the bags. Remove all equipment from the bag.
3. IF EQUIPMENT IS WET DO NOT RE-ASSEMBLE! CALL Information Systems.
4. Plug UPS into the wall and then turn the UPS on.
5. Place Monitor on desk and plug in the power cord, CPU cord, and USB cord (if applicable).
6. Place CPU in original location and plug cords back in by color matching the cord with the back of the CPU

unit. This could include: speakers, power cord, USB cord, monitor, keyboard, mouse, power cord, network cable).

7. Plug the power cord back into the speakers.
8. Plug all power cords back into the UPS on the side labeled battery backup plus surge protection. If you plug it into the side that is just labeled surge protection, when you lose power your UPS unit will not support the computer. Printers are the only exception. They plug into the surge protection side.
9. Turn the monitor and CPU back on.
10. If there are any problems with the equipment after reconnection call IS immediately.

D. CONTINUITY OF BUSINESS SYSTEMS RECOVERY OVERVIEW.

1. Information Systems Business Recovery.

- a. This Business Recovery Plan (BRP) documents the procedures that shall be followed should a disaster occur that renders the Town's computer information systems impaired or inoperative. The plan is intended to assure that information systems will be restored in an orderly fashion with the least possible disruption to Town operations. This document is intended as a brief overview of the Information System's Business Recovery Plan. The full plan is located in the Office of Information Systems.
- b. This plan and its attendant procedures are based upon a team concept approach that involves a division of recovery functions among teams of Information Systems personnel and other Town departmental staff.
- c. The BRP is divided into four chapters to properly organize the plan. These chapters are as follows:

2. Problem Determination and Solution. This chapter details:

- a. Potential computer hardware and software malfunctions at all levels.
- b. Details potential malfunctions of all peripherals, associated equipment and cabling.
- c. Details of procedures to be followed to recover from the listed malfunctions.

3. Relocating Computer Processing To IBM Business Recovery Facility (Hot Site). This chapter documents:

- a. Plans and procedures for an information systems disaster requiring relocation of computer processing to a fully equipped IBM Business Recovery Facility (aka, "Hot Sites").
- b. Details steps required to successfully transfer computer processing to the "Hot Site" to accomplish Town computer operations.
- c. Details procedures for staff transportation and required supplies.
- d. Details Town Departmental responsibilities for specific critical applications.

-
- e. Details the procedures for declaring an information systems disaster.
4. Administrative Issues.
- a. This chapter details administrative procedures such as computer and hardware insurance and maintenance plans to assure successful recovery of Town computer processing activities.
 - b. The Business Recovery Plan includes appendices containing forms, general information, and technical specifications that may be used by staff for information systems disaster declaration.

Tab 6
DAMAGE ASSESSMENT FORMS

Building **Exterior** Initial Damage Assessment



Office of Risk Management
Building **EXTERIOR** Insurance Hurricane Damage Report Form
Office (561) 838-5496 Fax (561) 838-5497

BUILDING NAME: _____ **BUILDING ADDRESS:** _____

STORM /EVENT: _____ **ASSESSMENT DATE:** _____

ASSESSMENT BY: _____ **PHONE #:** _____

BUILDING AREA	CAUSE*	DAMAGE DESCRIPTION	PHOTO Y/N	IMMEDIATE ACTION
Roof				
Soffits				
Gutters				
Entry/Doors				
Stairs				
Landscaping				
Walls				
Fences				
Gates				
Power				
Windows				
Shutters				
Other:				
Other Action Required/Comments:				
PLEASE RETURN TO RISK MANAGEMENT OFFICE				

*Cause Code

I = Impact F = Flood W = Wind L = Lightning DR = Wind Driven Rain/Leaks
WD = Water through Storm Related Bldg Damage/Failure

Building Interior Initial Damage Assessment



Office of Risk Management
 Building **INTERIOR** Insurance Hurricane Damage Report Form
 Office (561) 838-5496 Fax (561) 838-5497


BUILDING NAME:	BUILDING ADDRESS:
STORM /EVENT:	ASSESSMENT DATE:
ASSESSMENT BY:	PHONE #:

OFFICE OR ROOM IDENTIFIER :				
ROOM ITEM	CAUSE*	DAMAGE DESCRIPTION	PHOTO Y/N	IMMEDIATE ACTION
Carpet				
Floor				
Walls				
Doors				
Ceiling Tile				
Ceiling, Other				
Windows				
Built "Ins"				
Furnishings				
Light Fixtures				
HVAC				
Other:				
Other Action Required/Comments:				
PLEASE RETURN TO RISK MANAGEMENT OFFICE				

*Cause Code

I = Impact F = Flood W = Wind L = Lightning DR = Wind Driven Rain/Leaks
 WD = Water through Storm Related Bldg Damage/Failure

Town Infrastructure Initial Damage Assessment

	Office of Risk Management Town Infrastructure Insurance Hurricane Damage Report Form Office (561) 838-5496 Fax (561) 838-5497		
STREET NAME:		STREET ADDRESS or 100 BLOCK:	
STORM EVENT:	/	ASSESSMENT DATE:	
ASSESSMENT BY:		PHONE #:	
DAMAGE DESCRIPTION		PHOTO Y / N	ACTION TAKEN
<i>Example: 3 light poles down or 5 street signs missing or minor water main break</i>		<i>Y</i>	<i>Erected barricades both ends of street</i>
OTHER ACTION REQUIRED/COMMENTS:			
** PLEASE RETURN TO RISK MANAGEMENT OFFICE**			

Attachment

D. EMERGENCY ROAD CLEARING PLAN.

(INITIAL CLEAR-FOR-ACCESS)

PRIMARY GOAL.

The primary goal of this plan is to open one-lane corridors for access to all areas of the Town as quickly as possible. Widening of corridors to two-lanes on main roads will be the next priority. Damage assessment and debris removal can also be addressed after access to all areas is accomplished.

OVERVIEW.

1. It is nearly impossible to predict what conditions would exist following a severe storm or hurricane impact. The Town Road Clearing Plan is intended to be a guideline designed to systematically clear Town streets as quickly as feasible. Road clearing is not debris removal, but rather a means of moving obstructive debris to the side of the roadway to permit emergency traffic to move through the Town.
2. The Plan Establishes:
 - a. An initial set of objectives for the Town's emergency workforce to achieve.
 - b. A system for ongoing evaluation and adjustments of Town clearance priorities based on changing conditions found.
 - c. A system to coordinate and integrate street clearance into the Town's overall response and recovery process.
3. Initial Priorities/Objectives for Town Emergency Road Clearance Operations:
 - a. Establish emergency lane(s) of travel on the Town's mainland access bridges as quickly as is safely feasible for emergency response crews from both mainland and Town locations simultaneously. Consider alternate means for emergency access to the Town if bridges are not an option due to structural integrity issues (e.g., use of barges, use of heavy lift helicopters, military pontoon bridging, etc.).
 - b. Initiate emergency clearance of the Town's major transportation routes.
 - c. Initiate emergency clearance of the Town's secondary transportation routes.
4. Consideration must be given to the following elements in determining the above priorities:
 - a. Major life safety incident locations (e.g., building collapse with trapped/injured, major fire/hazardous materials incident, etc.) and the level/location of greatest destruction and debris concentration as determined on a case-by-case basis for any given storm.
 - b. Access to critical Town facilities (e.g., EOC, fire-rescue/police stations, fixed utilities structures, etc.).
 - c. Access to critical facilities outside of the Town limits (medical facilities, major staging areas, etc.).
 - d. Whether a full and complete evacuation of all Town personnel and equipment occurred prior to a severe and major destructive hurricane event being forecast.
5. Sequencing Concepts for Emergency Road Clearance:

- a. Initial emergency road clearing concepts involves the use of labor and equipment to move storm debris to the side of the public roadways to permit one or more lanes of vehicular traffic to move through the Town according to issued priorities. This is NOT debris removal at this stage.
- b. The initial phase of emergency road clearance operations will not involve debris removal.
- c. Road clearance operations will commence as soon as adverse weather conditions permit personnel to safely exit shelters.
- d. Following initial clearing operations employees will employ traffic control devices, signs and flagging to mark hazards such as down power lines, washouts or other dangerous obstacles that cannot be easily moved out of the way. These same employees will also evaluate each intersection cleared to determine if normal traffic control devices can be used to re-establish safe traffic controls.
- e. Specialty and utility crews will follow or accompany emergency road clearing crews to safely mitigate utilities based safety hazards (e.g., electrical, gas/water/sewer main breaks).
- f. Town Vehicle Maintenance personnel should be properly equipped and available at the start of the road clearing operations to service and repair equipment and vehicles to maintain continuous field operation.
- g. This plan assumes that the main body of the Public Works Department Storm Duty personnel with assigned equipment will survive through the storm at the designated shelters for Public Works personnel and will be operational as soon as the post-storm conditions safely permit.

PRIMARY TRANSPORTATION LINK TO MAINLAND.

1. Establish communications links between Town emergency response crews on the island and on the mainland to coordinate and to share information on debris conditions, bridge status and crew progress and planning.
2. Assuming work crews remain on the island during lower category storms, crews will start from the Town EOC and clear roadways north along County Road to determine the quickest route to either the Royal Park Bridge or the Flagler Bridge.
3. Town contractors assigned to mobilize at the north end of town will work to clear the Flagler Bridge (northern most) to the mainland and then to clear roadways from Royal Poinciana Way to the north end of the island.
4. Town contractors assigned to mobilize at the south end of the town will work to clear the Southern Boulevard Bridge and clear roadways in the south end of the island. It is critical to quickly determine the condition and functionality of both the Lake Worth Bridge and of South Ocean Boulevard between Widener's Curve and Sloan's Curve to establish emergency access to this section of the island and to the mainland.
5. **NOTE:** In the event of an order to fully evacuate all Town employees from the island for a major category hurricane event, the main goal and objectives remains the same, to clear one or more access points to the island as quickly as possible and then to clear major transportation routes within the Town. Assembly and work efforts would be dependent upon the sheltered locations of the work crews, communications between those crews and the conditions encountered on the mainland. Close coordination with airborne and mainland assessment assets would also be required to gain the quickest ground access to the island.

MAJOR TRANSPORTATION ROUTES.

After establishing a primary transportation link with the mainland the next phase of road clearance may shift to opening major north and south traffic routes as follows:

1. North County Road.
2. South County Road.
3. Ocean Boulevard.
4. Alternate north and south routes may need to be identified if the above routes are destroyed or completely impassable and therefore flexibility is a key consideration.
5. Assistance to the City of West Palm Beach with opening travel route(s) to Good Samaritan Medical Center may be considered and coordinated as appropriate to circumstances and anticipated needs for emergency medical transportation.

SECONDARY TRANSPORTATION ROUTES.

Following major access and transportation route clearance, the focus shifts to secondary, or side street clearance to access individual neighborhoods. The following elements should be considered at this point in the operations:

1. Level of debris and destruction experienced overall and in specific areas of the Town.
2. Commencement of debris removal operations may be necessary to affect access to many areas of the Town due to narrowness of some roadways.
3. It is critical to obtain ground and aerial assessments for the Town to effectively establish priorities for employing what will likely be limited personnel and equipment at this early stage of road clearance operations.
4. Town EOC re-evaluation of the following elements should be undertaken at this point:
 - a. Workforce staffing levels and scheduling.
 - b. Workforce fatigue levels.
 - c. Mutual aid and volunteer options.
 - d. Equipment numbers and types required to accomplish assigned priorities.
 - e. The volume, concentration and type of debris involved.
 - f. Debris removal contractor(s) capacity on the ground.
 - g. Estimates of time required to achieve Town priorities for road clearance.

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Attachment

E. EMERGENCY CONTACT LISTS AND COMMUNICATIONS INFORMATION.

This section provides a starting point for developing a comprehensive Communications Section. It will eventually contain guidelines for all forms of communication used by the Town.

<p>Town Emergency Operations Center (EOC) Activation</p>	<ol style="list-style-type: none"> 1. Operations Section Coordinators continuously monitor and maintain radio links between the EOC and the field units. 2. The Office of Information Systems will connect and maintain EOC telephones and computer communications systems.
<p>Operations Section Department Directors</p>	<ol style="list-style-type: none"> 1. During the initial stages of the EOC operations, Police, Fire-Rescue and Public Works Department Directors shall manage field activities from their offices or in the field. 2. Operations Section Coordinators shall maintain contact with their respective Department Directors at all times. 3. At the appropriate time, the Town Manager will direct the Police Chief, Fire-Rescue Chief, and Public Works Director to relocate to the Emergency Operations Center.
<p>Mayor and Town Council President</p>	<ol style="list-style-type: none"> 1. The EOC shall maintain communications capability between the Mayor, the Town Council President and Town Council members throughout the storm event. 2. The Mayor and the Town Council President shall be consulted as needed throughout the storm event. 3. Town Council members shall be advised whenever the Storm Response Phase changes.
<p>Employee Field Responsibilities</p>	<p>Except in cases of extreme emergency, employees who identify unanticipated circumstances in the field (needs that are not identified in this plan or in the employee’s Departmental SOPs) shall obtain approval from their supervisor or manager prior to committing resources to addressing such unanticipated circumstances.</p>
<p>Internal Communications</p>	<ol style="list-style-type: none"> 1. To the maximum extent possible, communications shall occur via radio and cellular telephone, keeping traditional telephone lines available for incoming calls. 2. The Communications Center will coordinate radio communications for the Police and Fire-Rescue Departments. Police and Fire-Rescue units have the capability to conduct radio communications between each other via shared channels. 3. Public Works “Central” (951 Old Okeechobee Road, West Palm Beach) will coordinate radio communications for the Public Works Department and other Town Departments using the Public Works radio system, as long as this control point is staffed. Central operator(s) may discontinue radio monitoring, if necessary. 4. The exchange of departmental portable radios and/or the use of cellular telephones may be required to enhance interdepartmental communications.
<p>External Communications</p>	<ol style="list-style-type: none"> 1. WebEOC System is a dedicated network which allows the Palm Beach County Emergency Operations Center (EOC) to communicate simultaneously with all

<p>Resources</p>	<p>participating municipalities and other emergency response agencies.</p> <ol style="list-style-type: none"> 2. Palm Beach County Inter-City Police/Common Talk Groups are used to communicate with other police agencies and with the Palm Beach County EOC. 3. Fire-Rescue Department Rescue units (only) use the Palm Beach County EMS/MEDCOM radio system for communications with local hospitals, ambulances and Trauma Hawk helicopters for medical emergencies. Rescue units also have cellular phones in the vehicles. 4. The use of cellular telephones is strongly encouraged by all department field supervisory personnel to contact and coordinate outside agency assistance, when necessary. If necessary, EOC will call County EOC for additional mobile phones.
<p>Rumor Control Desk</p>	<ol style="list-style-type: none"> 1. Will be established during the Hurricane Warning Phase on the 3rd floor of the Fire-Rescue Station #1 to address non-emergency telephone calls from the public. 2. Will be staffed by up to four people and remain active until deemed no longer necessary. 3. Local telephone number is 561-227-7070. 4. Toll free number is 1-866-372-4150 and will be established with a constantly updated pre-recorded message for out-of-town residents in the United States.

Tab 1
KEY PERSONNEL EMERGENCY CONTACT LIST

The following designated positions and the names of those persons currently occupying these positions are the primary Town contacts during emergency situations. The Town Manager’s Office (838-5410) and Communications Center (838-5454) maintain a list of the names and telephone numbers of the people who currently serve in these positions.

Tab 2
RADIO CALL SIGNS AND CHANNEL ASSIGNMENTS

The following is a list of Key personnel and equipment with radio call signs and CAD identifiers. For anticipated radio channel and/or talk group assignments review the ICS205 on the following page:

Anticipated Location	Radio Call Sign	CAD
Emergency Operation Center Fire Rescue Station No. 1 (3rd Floor)		
<i>Emergency Operations Center</i>		
Emergency Management Coordinator	EMC	EMC1
Incident Commander	Command	IC
Safety Officer	Safety Officer	SO
Liaison Officer	Liaison	L
Public Information Officer	PIO	PIO
Operation Section Chief	Ops Chief	OPS
Planning Section Chief	Planning Chief	PLANS
Logistics Section Chief	Logistics Chief	LOGS
Finance Section Chief	Finance Chief	FINS
Incident Dispatcher	Incident Dispatch	IDT
Town Hall		
Executive Policy Group		
Town Manager	Town Manager	TM1
Deputy Town Manager	Deputy Town Manager	DTM1
Director of Public Safety	Police Chief/Fire Chief	A100
Public Works Director	Public Works Director	PWD1
Finance Director	Finance Director	FD1
PB&Z Director	PB&Z Director	PBZ1

Anticipated Location	Radio Call Sign	CAD
Recreation Director	Recreation Director	RD1
Human Resources Director	Human Resources Director	HRD1
Town Attorney	Town Attorney	TA1
Fire-Rescue Station No. 1 (Central)		
Fire-Rescue Engine 1	Engine 1	E1
Fire-Rescue 1	Rescue 1	R1
Fire-Rescue Truck 1	Truck 1	TK1
Public Works Team 1	Public Works Team 1	PWT1
Fire-Rescue Special Operations Vehicle	Squad 1 - SQ1	SOP1
Fire-Rescue Station No. 2 (North)		
Assistant Fire Chief	Assistant Fire Chief	FC2
Deputy Chief		FC!
Division Chief of EMS	EMS Coordinator	EMS1
Fire-Rescue Engine 2	Engine 2	E2
Fire-Rescue Reserve Engine	Engine 4	E4
Fire-Rescue 2	Rescue 2	R2
Public Works Team 2	Public Works Team 2	PWT2
Fire-Rescue Station No. 3 (South)		
Fire-Rescue Engine 3	Engine 3	E3
Fire-Rescue 3	Rescue 3	R3
Fire-Rescue Truck 3	Truck 3	TK3
Fire-Rescue Reserve Rescue	Rescue 4	R4
Public Works Team 3	Public Works Team 3	PWT3
Police Station		
Communications Center	Palm Beach	
Police Mobile Units		
Eight Police units will be assigned to patrol each of the following areas as long as conditions permit. Once it becomes too dangerous to continue, these units will seek safe shelter.		
Sloan’s Curve to South Town Limits	Oscar 1	101, 201
Southern Blvd. South to Sloan’s Curve	Oscar 2	101, 201
Via Marina South to Southern Blvd.	Oscar 3	103, 203

Anticipated Location	Radio Call Sign	CAD
Royal Poinciana Way South to Via Marina	Oscar 4	104, 204
Country Club Rd. South to Royal Poinciana Way	Oscar 5	105, 205
Inlet Dock South to Country Club Road	Oscar 6	106, 206
Two units to patrol as assigned	Oscar 7 & 8	107, 207 108, 208
Lake Worth Bridge		TBD
Southern Boulevard Bridge (South Bridge)		TBD
Flagler Bridge (North Bridge)		TBD
<p>A list of communications resources that may be available for use during a storm event are maintained in the Communications Unit. This includes where the resources are located, how they are accessed and any limitations or policies governing their use. The resources utilized will be determined by the magnitude of the event and the areas affected. A communications plan (ICS 205) will be utilized to organize these resources and submitted for inclusion in the Incident Action Plan (ICS 201).</p>		

Tab 3
OUTSIDE AGENCY RESOURCE LIST

Outside agency contact list for local, state and federal agencies and for non-government agencies/organizations can be accessed through the Town Police Communications Unit as needed during a storm emergency event. During activation events, the Police Department will routinely assign a Police Communicator to the Town EOC.

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Attachment

F. REPORTING FORMS AND INFORMATION.

NEXT OF KIN CONTACT INFORMATION

If time and staffing permit, the canvassing personnel shall advise of the evacuation order in person, door-to-door, rather than via the public address systems in their vehicles. Each resident that is advised of the evacuation order via door-to-door canvassing shall be provided a copy of the evacuation information sheet. Any persons refusing to evacuate shall be asked to provide contact information for their next of kin. Block and building captains (through the Police Department's VIPs Program) will assist with notification.



**TOWN OF PALM BEACH
"NEXT OF KIN" RELEASE FORM**

Person Notified: _____

Address: _____

Number of People at Address: _____

Home Phone: _____ **Cell:** _____

Next of Kin: _____

Address: _____

Relationship: _____

Home Phone: _____ **Cell:** _____

Officer Name: _____

Notification Date: _____ **Time:** _____

I HAVE BEEN WARNED OF THE ENCROACHING/PRESENT DANGER (S) AND HAVE CHOSEN NOT TO EVACUATE AS REQUESTED.

Signature

STATE OF EMERGENCY DECLARATION

The Chief of Police is authorized by the Town of Palm Beach Code of Ordinances to declare a "State of Emergency" and the following is a sample of the document to be used:

IT IS FOUND BY THE CHIEF OF POLICE OF THE TOWN OF PALM BEACH, FLORIDA THAT:

WHEREAS, SECTION 58-41 OF THE PALM BEACH CODE DESIGNATES THE CHIEF OF POLICE AS THE TOWN OFFICIAL EMPOWERED TO DECLARE A "STATE OF EMERGENCY" UNDER FLORIDA STATE STATUTE 252.32 AND 870.042; AND,

WHEREAS, ON _____, _____, _____
(Month day year) Description of Emergency

NOW, THEREFORE, BE IT DECLARED BY THE CHIEF OF POLICE OF THE TOWN OF PALM BEACH, FLORIDA THAT IN FACT A STATE OF EMERGENCY DOES EXIST AS HERETOFORE FOUND AND THAT DURING SUCH A PERIOD OF EMERGENCY AND AT THE TIMES AND LOCATION HERINAFTER SPECIFIED IN ORDER TO PROTECT LIVES AND PROPERTY WITHIN THE TOWN, THE FOLLOWING RESTRICTIONS SHALL APPLY UNDER PENALTY OF LAW THROUGHOUT THE CORPORATE LIMITS OF THE TOWN OF PALM BEACH:

1. The buying or selling of beer, wine, or intoxicating beverages of any kind, and their possession or consumption off one's own premises is prohibited.
2. The travel upon any public street, or upon any other public property, except by persons traveling to and from their place of employment, or in search of medical assistance, food or other commodity or service necessary to sustain the well being of themselves or their families or some member thereof is prohibited; provided, however, that the within restriction shall not apply to law enforcement officers, firefighters, and other public utilities and public transportation companies, and newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit.
3. The within declaration shall be in full force and effect between the hours of 7:00 p.m. and 7:00 a.m. beginning at 7:00 p.m. on _____ and continuing until 7:00 a.m. on _____ unless otherwise extended, altered, or rescinded.

VIOLATION OF THIS DECLARATION SHALL BE SUBJECT TO A FINE AND/OR UP TO SIXY DAYS IMPRISONMENT.

SIGNED: _____
CHIEF OF POLICE

EMERGENCY PUBLIC NOTIFICATION

When the health, safety and welfare of Town residents and merchants is threatened by the eminent danger of a hurricane strike or other catastrophic event; the Town government is required to notify them of this impending threat. For this purpose, the Town government has identified and established various means of making contact with the public to relate emergency information to the general population. Some forms of this notification would include the following:

1. Town will “piggyback” onto Palm Beach Countywide Emergency Notification System.
2. Town Hall telephone recorded message, provides information after regular hours or when Town Hall is closed for any reason.
4. Toll free telephone recorded message, provides information for out-of-town residents.
5. Rumor and Information Desk Activation (Telephone number provided through news releases and information sheets.)
6. News releases from the County to the local media to alert the general public for,
 - a. Hurricane Watch;
 - b. Hurricane Warning;
 - c. Hurricane Warning with Evacuation Order;
 - d. Post-Hurricane Threat Abatement; and
 - e. Post-Hurricane Response and Recovery Information.
7. Information will be disseminated to Palm Beach residents, media, and business owners to keep general public informed of Town activities and other public information via news releases, the Town’s website, cable channel 18, mass emails, social media, faxes, and informational flyers distributed at Town facilities.
8. Announcements (Mobile - “In the streets and door-to-door”) as need is determined by Town
9. Manager or his/her designee
 - a. Announcement of Evacuation Order
 - b. Evacuation Information Sheet
 - c. “Next of Kin” Release Form

The following pages provide sample emergency information news releases and announcements.



TOWN OF PALM BEACH

Office of the Town Manager

FOR IMMEDIATE RELEASE

DATE: September 27, 2004
RELEASE #: 04-TM-0920
MEDIA CONTACTS: Public Information Officer
Ph: 561-838-5410 Fax: 561-838-5411 Email: ckleen@townofpalmbeach.com

Town Offices Will Open Tuesday Morning

PALM BEACH, Florida – Town offices are scheduled to open Tuesday morning. All Town employees are to report to work Tuesday at their regularly scheduled time.

The Town Council meeting has been rescheduled for Friday at 9:30 a.m. The final budget hearing has been rescheduled for 5:01 p.m. on Thursday. The Four Winds Investigative Panel meeting is Wednesday at 2 p.m. All meetings are in Town Hall and the agendas are available on our website at www.townofpalmbeach.com.

The Recreation Center and Seaview Tennis will not open Tuesday because they do not have power, yet. The Phipps Tennis Center is tentatively scheduled to open on Wednesday. The Par 3 Golf Course is tentatively scheduled to open on Friday. The Town Docks will open on Tuesday. The public beaches are closed until further notice.

Normal garbage and recycling collection has resumed.

Residents, business owners, private landscapers and repair contractors are allowed on the island with the proper documentation. All other private contractors will be allowed on the island Wednesday with the proper documentation. Residents will need to show valid proof that they live in Palm Beach. Business owners and their employees will need to show valid proof that they work on the island. Private landscapers and contractors will need to show a letter of authorization from their property owner employer or a permit.

The Town will be setting up a Citizens' Relief Center beginning Tuesday. The center is for those in Palm Beach who have no power and would like somewhere to go for air conditioning, cold drinks, and conversation. This center will be in the Town Council Chambers in Town Hall on Tuesday. Locations for the center for subsequent days will be announced on a day-to-day basis. The relief center will be open from 9 am until 5 p.m.

Curfew will be enforced tonight from 8 p.m. until 6 a.m. The City of West Palm Beach has not issued any boil water orders.

ANNOUNCEMENT

METHOD OF DELIVERY: MOBILE PA - "IN THE STREETS AND DOOR-TO-DOOR"
EFFECTED AREA: NORTH TOWN LIMITS TO PAR 3 GOLF COURSE
CATEGORY: EVACUATION ORDER
WEATHER CONDITIONS: HEAVY RAINS HAVE FALLEN – FLOODING POSSIBLE

[The following statements shall be announced over the public address systems of the vehicles conducting street-by-street evacuation notification.]

MESSAGE:

1. "AN EVACUATION ORDER HAS BEEN ISSUED FOR THE TOWN OF PALM BEACH."
2. "ALL PERSONS MUST LEAVE THE ISLAND AT THIS TIME."
3. "USE THE _____ BRIDGE TO LEAVE PALM BEACH. BECAUSE OF THE HEAVY RAINS, FLOODING IS POSSIBLE. CONDITIONS AT BRIDGES MAY CHANGE RAPIDLY. BE PREPARED TO USE AN ALTERNATE BRIDGE IF NECESSARY."
4. "IF YOU HAVE NOT ARRANGED FOR PRIVATE ACCOMMODATIONS ON THE MAINLAND, PROCEED TO THE RED CROSS EMERGENCY SHELTER AT:

WESTGATE ELEMENTARY SCHOOL
 1545 LOXAHATCHEE DRIVE IN WEST PALM BEACH
 TAKE OKEECHOBEE BOULEVARD WEST TO CONGRESS AVENUE
 MAKE LEFT ON CONGRESS AVENUE TO WESTGATE AVENUE
 TURN RIGHT ON WESTGATE AVENUE
 MAKE SECOND LEFT ON LOXAHATCHEE DRIVE PROCEED TO SCHOOL."

5. "STAY TUNED TO THE LOCAL NEWS MEDIA FOR THE LATEST INFORMATION ABOUT HURRICANE _____ AND THE CONDITION OF EVACUATION ROUTES."
6. REPEATING: ALL PERSONS **MUST** EVACUATE FROM THE TOWN OF PALM BEACH AT THIS TIME.

(Then repeat the entire announcement.)

EVACUATION INFORMATION SHEET

ALL PERSONS IN PALM BEACH MUST EVACUATE IMMEDIATELY

_____ has (have) ordered an evacuation of Palm Beach due to the approach of Hurricane _____.

Local landfall of Hurricane _____ is expected between the hours of _____AM/PM and _____AM/PM on _____, _____.

YOU WILL NOT BE SAFE ON THE ISLAND DURING THE STORM

EVACUATION ROUTES

All persons must leave the Island immediately by the closest bridge. Due to rapidly changing conditions, be prepared to use an alternate bridge.

Do Not travel north or south on Flagler Drive in West Palm Beach because it is likely to flood.

Do Not travel north or south on regional evacuation routes; Interstate 95 or Florida's Turnpike.

AMERICAN RED CROSS PUBLIC SHELTERS

If you do not have private accommodations on the mainland and you are located:

North of the Par 3 Golf Course goes to the Red Cross shelter at:

**Westgate Elementary School – 1545 Loxahatchee Drive in West Palm Beach
Take Okeechobee west to Congress Avenue, turn left on Congress Avenue, then right on Westgate Avenue, take second left to Loxahatchee Drive to Westgate Elementary School**

South of the Par 3 Golf Course goes to the Red Cross shelter at:

**John I. Leonard High School – 4701 10th Avenue in Greenacres
Proceed west on 10th Avenue North to John I. Leonard High School (entrance is just before Haverhill Road)**

OTHER INFORMATION

Persons using public shelters should bring blankets, non-perishable food, a change of clothes, and any necessary medications. Pets are not permitted in public shelters. Stay tuned to the local news media for the latest available information and the condition of evacuation routes.

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Attachment

G. EMPLOYEE HURRICANE PREPAREDNESS GUIDE.

MONITORING RADIO & TELEVISION STATIONS.

In the event a hurricane strikes South Florida, Town employees should monitor radio and television stations broadcasting hurricane information. When the Town Manager determines that it is safe for employees to return to work a notice will be released by a press release through various radio and television stations.

Employee Reporting.

Fire-Rescue Employees – (561) 838-5454
Police Employees – (561) 838-5454
Public Works Employees – (561) 838-5440
All Other Employees – (561) 273-4160
[Note: All employees should report to work if able to do so]

The Town has established an Employee Hurricane Message Center which provides information on reporting to work if a Tropical Storm or Hurricane has been projected to strike on a weekend or a Monday, information on when employees should report back to work, information on alternative worksite assignments and the ability to report a change in your telephone contact number.

WORKPLACE PREPARATION.

Should a Hurricane threaten South Florida the Town of Palm Beach must do everything possible to minimize its losses. Proper preparation of our worksites is an essential component of reducing the Town's liability. Your assistance in completing the following procedures will greatly assist the Town in reducing its liability in the event a Hurricane strikes our area.

Hurricane Watch.

If a Hurricane Watch is issued prior to leaving work for the day employees are required to perform the following:

1. Backup of computer files should be in accordance with the Computer Hurricane Emergency Procedures issued by the Information Systems Office.
2. Place all cardboard boxes in your work area above floor level.
3. Provide keys to your desk and file cabinets to assigned office staff.

Hurricane Warning.**A. WEEKDAY PREPARATION.**

If a Hurricane Warning is issued or likely to be issued, prior to leaving work for the day, employees are to prepare their work area for the probability of a hurricane. This would involve the following:

1. Placing all exposed papers and files in a desk drawer or file cabinet.
2. Placing all desktop items, i.e., staplers, paper clip holders, in-baskets, pen and pencil holders, trinkets, etc., in a desk drawer or file cabinet.
3. Covering computers, computer components, typewriters and books with plastic.
4. Backup of computer files should be in accordance with the Computer Hurricane Emergency Procedures issued by the Information Systems Office.
5. Remove all wall hangings in your work area and store above floor level.
6. Offices with windows will require the removal of chairs, small furniture, wall hangings and plants to be placed in a secure area, preferably in a windowless office or storage area.
7. Unplug all electronic equipment in your work area from electrical outlets. If you elect to disconnect computer components make sure all cables are marked.
8. Close all doors in your work area.

B. NON-WORKDAY PREPARATION.

If a Hurricane Warning is issued during the weekend, a day off or a holiday your work area may be prepared by office staff assigned to this task. It is important that the keys to your desk and file cabinets are left with assigned office staff.

HOME PREPARATION.

While it is important for the Town to reduce its liability as much as possible the Town of Palm Beach also expects its employees to take all necessary steps to safeguard their homes during a hurricane. Several grocery stores, newspapers and television stations distribute, free of charge, personal home preparation guidelines to assist you in being fully prepared to withstand a hurricane. Employees are encouraged to pick up one of these home preparation guidelines and to prepare well in advance of hurricane season.

Your hurricane plan should include the following:

1. Protection for all windows, doors, and garage doors. Locate a safe room or the safest area in your home for each hurricane hazard. In certain circumstances the safest areas may not be in your home but within your community.

2. A determination of your evacuation status. Determine escape routes from your home and places to meet. These should be measured in tens of miles rather than hundreds of miles.
3. A decision on where you are going to park your car.
4. A decision on where you are going to leave your pet.
5. A decision on what you are going to do with your boat.
6. A list of key phone numbers that family members will carry with them including relatives, family doctors, insurance agents, employers, etc.
7. A system for communicating if you get separated. Have an out-of-state friend as a family contact, so all your family members have a single point of contact.
8. A secure place to store valuables, including insurance papers, preferably outside of your home or business.
9. Check your insurance coverage – flood damage is not usually covered by homeowners insurance.
10. Use a NOAA weather radio. Remember to replace its battery every 6 months, as you do with your smoke detectors.
11. A review of the integrity of your roof.
12. If you are going to stay at home, choose and prepare a SAFE ROOM where you will ride out the hurricane.
13. Take First Aid, CPR and disaster preparedness classes.
14. Enough water jugs to store a minimum of seven gallons of water for each person.
15. Hurricane supplies for TWO WEEKS. Stock non-perishable emergency supplies and a Disaster Supply Kit. This kit should include at a minimum:
 - a. Water – at least 1 gallon daily per person for 3 to 7 days
 - b. Food – at least enough for 3 to 7 days (non-perishable packaged/canned foods and juices, foods for infants or the elderly, snack foods, non-electric can opener, cooking tools/fuel, paper plates/plastic utensils)
 - c. Blankets/Pillows, etc.
 - d. Clothing – seasonal/rain gear/sturdy shoes
 - e. First Aid Kit/Medicines/prescription drugs
 - f. Special Items – babies and the elderly
 - g. Toiletries/Hygiene items/Moisture wipes
 - h. Flashlight/Batteries
 - i. Radio – battery operated and NOAA weather radio
 - j. Cash (with some small bills) – banks and ATMs may not be open or available for extended periods.

- k. Keys
- l. Toys, Books and Games
- m. Tools
- n. Vehicle fuel tanks filled
- o. Pet care items (proper identification/immunization records/medications, ample supply of food and water, carrier/cage, muzzle and leash)

Caring For Those With Special Needs.

When making your hurricane preparations, please take time to think of relatives or friends that may call upon you for assistance. This may include provision of shelter, care, or transportation in the event of a storm impacting our area. Please take into consideration the additional food and water supplies you may need, in addition to your own family provisions, for relatives or friends who may seek shelter with you. In addition if you or your relative or friend has a special need due to age, disability, or other special needs such as a medical condition, you may need to make additional preparations. You can print a manual provided by FEMA and the American Red Cross on Preparing for Disasters for People with Disabilities and Other Special Needs via the internet to review and have as a planning reference at <http://www.fema.gov/plan/prepare/specialplans.shtm>. Additional information provided by the American Red Cross to assist you with caring for those who are elderly can also be found via the internet at: <http://www.redcross.org/services/disaster/beprepared/seniors.html>.

Caring For Pets.

It is very important in any hurricane season to prepare every aspect of your home and family, including preparing for the care of your pets in the event of a major storm impacting our area. This includes food, water, and medications for your pets, as well as providing a safe environment for them if you are at home during a storm or knowing where you can evacuate to with your pet.

EMPLOYEE REPORTING PROCEDURES.

Once the threat of a hurricane has passed employees are required to listen to the identified radio and/or television broadcasting station for information on when to report to work or may call the Employee Hurricane Message Center. Instructions will be provided on the pre-recorded messaging to include: reporting for work, work hours, reporting location(s), etc.