

SEVERE WEATHER SOP
HURRICANE CONDITIONS

The following checklist shall be accomplished by Town Staff as conditions warrant. At the 72, 48, 24 hour marks, the Manager will meet with Dept Heads to brief the situation.

HURRICANE CONDITION V

Return to Normal Operations.

HURRICANE CONDITION IV (72 HOURS OUT)

1. Conduct inspections of work areas and buildings
2. Install tie-downs on temporary buildings if needed.
3. Inspect all buildings for broken windows, screens and doors.
4. Inspect and perform maintenance on vehicles.
5. Monitor evacuation traffic flow.
6. Check contract storm removal debris contracts, make contact with company.

HURRICANE CONDITION III (48 HOURS OUT)

1. Move equipment into EOC location and prepare for opening
2. Advise of recall plan.
3. Make contact with County Emergency Management.
4. Prepare supplies and files for best protection from wind and water.
5. Check emergency communications equipment.
6. Complete emergency repairs and/ or equipment to protect buildings.
7. Monitor evacuation traffic flow.
8. Check generators.
9. Check store of mosquito abatement chemicals.

HURRICANE CONDITION II (24 HOURS OUT)

1. Open and man EOC
2. Recall personnel as needed
3. Designate, Open and equip staging areas.
4. Recheck emergency generators and communications for proper working order.
5. Monitor and assist with evacuation traffic flow.
6. If necessary, station equipment throughout the Town.
7. Fill all vehicles, generators, and equipment with fuel and oil.
8. Decide if portable toilets need to be tied down or removed.
9. Raise Lift at Town Dock #2
10. Unbolt registration boxes on Town Docks and bring to Town Hall.
11. Turn off all dock lines.
12. Print out all lists/call sheets.

HURRICANE CONDITION I (Landfall imminent)

1. Ensure AEOC is operational.
2. Order field operations halted. When weather reports indicate that winds in the immediate vicinity have reached or exceed 55mph or when personnel observation and reports indicate weather conditions have become exceedingly hazardous, the Emergency Manager shall order field operations to cease and direct all personnel to shelter immediately. NO Personnel shall respond to any calls for service or undertake field operations until the severe part of the storm has passed and the Emergency Manager has called for the resumption of field operations.