



TABLE OF CONTENTS



City of Miami Hurricane Plan



TABLE OF CONTENTS

SECTION I – BASIC PLAN

I. PURPOSE	4
II. POLICIES	4
III. SITUATION	5
IV. RESPONSIBILITIES	5
A. General Emergency Management Responsibilities	5
B. Specific Hurricane Responsibilities	5
V. CONCEPT OF OPERATIONS	6
A. Preparedness (Pre-Season Activities)	6
B. Hurricane Season Activities: Watch and Warning	6
C. EOC Activation	7
D. Crisis Action Team (CAT)	7
E. Landfall	7
F. Response and Recovery with Initial Damage Assessment	7
G. Response and Recovery with Damage Assessment	9
H. Equipment and Supplies Cost Activity Summary Reports	10
I. Labor Activity Reports	10
J. Preparedness, Response and Recovery Purchasing Request	10
VI. ATTACHMENTS	10
A. Generic Hurricane Procedures Time Line: Action and Items to Consider	12
B. Crisis Action Team (CAT) Meeting Agendas	30
C. Damage Assessment Picture Chart for IDAT	40
D. Equipment and Supplies cost activity summary report	41
E. Recovery Action Team SOP	42
F. Department Property and Equipment Preparedness and Recovery Plan	51
G. Employee Hurricane Preparedness Guide (includes protecting computers)	71



TABLE OF CONTENTS

SECTION II – DEPARTMENT / DIVISION TASKS

Note: This section can be found on the Intranet under Hurricane Plan. This section will have the tasks for various Departments and Divisions.

911 Dispatch

Call Center

Capital Improvements and Transportation Program

Chief of Operations (CO) / Assistant City Manager

- Film and Entertainment
- GSA
- Parks & Recreation
- Public Works
- Solid Waste

City Attorney

City Clerk

City Commission

City Manager

City Mayor

Communications and Protocol

Community and Economic Development

Emergency Management (EM)

Finance / Chief Financial Officer / Assistant City Manager

- Finance
- Grants Administration
- Information Technology
- Information Technology
- Management and Budget
- Procurement
- Risk Management

Fire-Rescue Department

General (*For Use by Departments Not Referenced Individually*)

Human Resources

Neighborhood Enhancement Team (NET)

Planning and Zoning

Police Department

Real Estate and Asset Management (& Marinas)



SECTION I – BASIC PLAN

I. PURPOSE.

- A. This Plan is intended to establish procedural guidelines for Hurricane preparations and operational activities prior to, during and after a storm.
- B. Establish procedures to minimize storm-related damage to City of Miami property, protect the lives of personnel and to facilitate recovery and adequate documentation for reimbursement.
- C. Identify individuals responsible for fulfilling actions listed in the plan.
- D. The plan gives primary consideration to those actions necessary to protect the staff, departmental property and prepare City's departments to respond to the needs of the citizens in the City of Miami.

II. POLICIES.

- A. All City of Miami Departments and affiliated agencies will complete their pre-hurricane preparedness tasks identified in this plan prior to June 1st each year.
- B. During emergencies, departments will receive direction from the City of Miami's Emergency Operations Center (EOC).
- C. The decision of any City resident to remain at home or go to a shelter is their own responsibility. The City and its departments will not make a recommendation or decide for the individual(s).
- D. City of Miami residents seeking shelter from a storm at City facilities will be directed to the nearest designated Red Cross shelter. City of Miami facilities are not designated shelters.
- E. The City and its departments will not assist residents/homeowners in boarding up their homes, moving outside items, etc.
- F. Prior to and no later than the notice of a hurricane watch, City personnel are advised to protect their family and personal property as soon as possible.
- G. City personnel may be subject to immediate recall during an emergency if necessary.
- H. City personnel will obtain and wear proper safety clothing and equipment as appropriate for their job assignment.
- I. Each employee is personally responsible for returning all equipment issued to them prior to, during and after a storm to the issuing authority.



- J.** The City's Public Information Officer (PIO) will coordinate press statements/releases with the City Manager and the Emergency Operation Center (EOC) and will be responsible for disseminating information to the public and media.
- K.** Federal disaster relief funding and reimbursement depends solely on detailed record keeping.
1. All departments of the City will comply with all purchasing procedures as delineated in the City of Miami Purchasing Manual.
 2. All departments shall maintain records of hurricane related expenses for labor and equipment using the templates and spreadsheets as directed by the Finance Department.

III. SITUATION.

- A.** Hurricane season extends from JUNE 1st through NOVEMBER 30th. High winds, storm surge, flooding, torrential rains, and storm-spawned tornadoes pose a very real threat to the area. The greatest risk is towards mobile home communities in the City. However, the winds of a major hurricane may affect more substantial structures.
- B.** The potential for storm related injuries, structural damage, loss of power and water, flooding, and debris-laden streets will burden the resources of the City. These factors dictate the importance of effective Pre-Storm planning and efficient Post-Storm response.

IV. RESPONSIBILITIES.

A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.

1. All City Departments will:
 - Participate in the City's Emergency Management Program.
 - Maintain the Comprehensive Emergency Management Plan (CEMP).
 - Assign designated personnel with decision-making authority for their department to staff EOC positions during an emergency.
 - Ensure personnel identified to staff EOC positions are properly trained in their assigned position.

B. SPECIFIC PRE and POST STORM RESPONSIBILITIES.

1. All City Departments will (see attachments):
 - Develop and maintain a department hurricane plan as approved by the City Emergency Manager (EM).
 - Maintain and perform their hurricane task sheet.
 - Complete pre-season preparedness tasks by June 1st of each year.
 - Complete their "watch tasks" when a watch is declared.
 - Complete their "warning tasks" when a warning is declared.
 - Complete their "landfall tasks" and "recovery tasks" should a storm impact the City.
 - Forward completed task sheets to the City Emergency Manager no later than:



- Preparedness by June 1st.
- Watch prior to Warning.
- Warning prior to Landfall.
- Landfall and Recovery ASAP.

V. CITY OPERATIONS.

A. PREPAREDNESS (PRE-SEASON ACTIVITIES).

1. Planning and preparation are essential parts in the formulation of operating procedures designed to respond in a hurricane emergency. City 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.
2. Prior to June 1st and the beginning of the hurricane season all departments should have completed all pre-season hurricane preparedness activities.

B. HURRICANE SEASON ACTIVITIES: WATCH AND WARNING.

1. Hurricane Watch.
 - a. A “hurricane watch” means hurricane conditions may threaten the area within 48 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.
 - b. When a “watch” has been issued, all City 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 City Emergency Management/EOC with a status report indicating the completion or status of their watch tasks by the end of the business day.
2. Hurricane Warning.
 - a. A “hurricane warning” means hurricane conditions are expected to strike the area in 36 hours or less.
 - b. When a “warning” has been issued, all City departments will initiate and complete their warning tasks by the end of the business day.
 - c. Each department will provide the City 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 Miami area, the City Manager or his designee shall make a declaration regarding the closure of City of Miami Administrative offices. When announced, all city 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 city property, all personnel except those pre-identified as essential personnel should leave city property and seek protective shelter.

C. EOC ACTIVATION.

1. The City Emergency Manager (EM) in coordination with the City Manager will determine whether and when to activate the EOC.
2. 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.
3. 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.
4. The EM will initiate and follow the City's EOC activation checklist.

D. CRISIS ACTION TEAM.

1. The City Manager may establish a "Crisis Action Team" (CAT) to oversee the City's preparedness, watch, warning, and response tasks. The CAT is chaired by the City EM and serves as an advisory committee to the City Manager.
2. The EM will establish a meeting schedule.
3. See Attachment B for a checklist of CAT Agenda items.
4. The CAT is comprised of key City Department Directors and other essential employees

E. LANDFALL.

1. During the storm only essential personnel with specific duties under this plan may be on City property.

F. RESPONSE AND RECOVERY WITH INITIAL DAMAGE ASSESSMENT.

1. The performance of a citywide damage assessment within the first few hours after a significant event is critical to the recovery efforts of the City.
 - a. The City EM 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.

2. The Fire-Rescue Department is the lead agency in the performance of the initial citywide damage assessment. City Fire Stations will serve as the Initial Damage Assessment Teams' (IDATs) base of operations throughout the three Fire-Rescue Department Districts within the City of Miami. IDAT teams will report to assigned fire stations prior to hurricane landfall and, remain there throughout the storm as long as conditions are conducive to safety.
3. Law Enforcement, Code Enforcement and the Public Works Departments will assist as needed in the initial citywide damage assessment and will provide staff to each IDAT as requested.
4. The City EM will collect and summarize damage assessment reports and the IDAT teams will input data into the Miami-Dade County damage tracking application, when practical, as they move through the City.
5. Pre-determined City fire stations will house an IDAT. The IDAT will be made up of a minimum of; 1- Fire Inspector, 1- Law Enforcement Officer, 1- Code Enforcement Inspector and 1- Front end loader.
6. The IDAT will follow the procedures maintained by the Office of Emergency Management and will report damages and situations on a periodic basis to the IDAT EOC Coordinator. Immediate and accurate damage assessment is vital after a serious event or hurricane. The information allows the EOC to make quick decisions and if needed request additional resources from the County, State and/or FEMA.
7. As part of the initial Damage Assessment of Areas throughout the City, the IDAT Teams will:
 - a. Evaluate each assigned IDAT area by the below criteria.
 - b. Evaluate and report back to the EOC on the following:
 - i. Condition of Major Streets and Avenues in their area (completely blocked by __, partially blocked by __ with __ lanes open or completely open).
 - ii. Condition of Government Facilities (including but not limited to Fire, NET and Police facilities) in their area, using Color Assessment Chart (see attachment C).
 - iii. Condition of Hospitals in their area, using Color Assessment Chart.
 - iv. Condition of Trailer Parks.
 - v. Condition of Homes/Buildings along major arteries, using Color Assessment Chart
 - vi. Condition of Utility Lines along major arteries.
 - vii. Condition of Traffic and Street lights along major arteries.
 - viii. Any other significant situations (collapsed buildings, noted hazards, significant crimes in progress, large gatherings of people, civil unrest, etc.).
 - c. Will secondly evaluate and report back to the EOC on the following:
 - i. Condition of side streets (completely blocked by __, partially blocked by __ with __ lanes open or completely open).



- ii. Condition of Homes and other buildings along side streets, using Color Assessment Chart.
- iii. Condition of Utility Lines along side streets.
- iv. Condition of Traffic and Street lights along side streets.
- v. Any other significant situation (collapsed buildings, noted hazards, significant crimes in progress, large gatherings of people, civil unrest, etc.).

G. RESPONSE AND RECOVERY WITH DAMAGE ASSESSMENT.

1. As soon as practical and/or after the storm has passed and the travel on the public roadways is safe, the City will begin its recovery operations. This will include building and grounds damage assessments, clean-up and repair where necessary and the activation of the Departmental Continuity of Operations Plans (COOP) if required.
2. Response and Recovery Responsibilities for all City Departments are as follows:
 - Compile and consolidate damage reports and other data following the event.
 - Initiate recommendations for enactment or repeal of procedures or extension of emergency resolutions, ordinances and orders.
 - Recommend and implement an economic recovery program focusing on local community needs.
 - Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - Recommend zoning changes in damaged areas.
 - Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
 - Initiate recommendations for relocation and acquisition of property in damage areas.
 - 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.
 - Evaluate damaged public and private facilities and take appropriate and necessary actions to mitigate, secure or demolish.
 - Participate in the preparation of a community redevelopment plan.
 - Make recommendations for new ordinances, plans, codes and/or standards to assist in recovery from future disasters.
3. City Departments, Agencies and Organizations will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each “primary” agency will be responsible for coordinating the implementation of their recovery function (RF). They will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities.
4. A Recovery Planning Unit is established in the City EOC to begin the drafting of an initial “Recovery Incident Action Plan (RIAP)” for use by a City Recovery Task Force. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section. Please refer to the RIAP section later in this Plan for more specifics concerning the



RIAP.

5. As the emergency response phase stabilizes, the EM will recommend to the City Manager the activation of the Recovery Action Team (RAT) as necessary.
6. The RAT is established by the City Manager.
7. The responsibilities of the RAT are:
 - Oversee the recovery and reconstruction process and to serve as an advisory body to the City Manager.
 - Identify mitigation opportunities and identify recovery resources.
 - Ensure coordination of the recovery process.

**H. EQUIPMENT AND SUPPLIES COST ACTIVITY SUMMARY REPORTS
(See Attachment D).**

1. All departments must provide an Equipment and Supplies cost activity summary report (provided by EOC Admin/Finance Section) for each day containing: date, name of the employee and their title. This form must be submitted by the Department to the Admin/Finance Section in the EOC.
2. All departments must provide a Supplies and Equipment summary report for each day containing:
 - Date of the equipment use.
 - Equipment type and inventory number.
 - Name of the employee working the equipment, classification and title.
 - Time the equipment checked out.
 - Time the equipment checked in.
 - Total hours used.
 - Identify miles when the equipment checked out, checked in and total miles used.
 - Description of supplies used.
3. All departments are directed to use the instructions, templates and spreadsheets provided by Finance to compute their daily reports.

I. LABOR ACTIVITY REPORTS.

1. The Finance Department will direct the City Departments in how to properly record the Labor Costs of their personnel related to the Event.

J. PREPAREDNESS, RESPONSE AND RECOVERY PURCHASE REQUESTS.

1. In the preparation for an event, departments will use a disaster account identified by the Finance Section to account for all necessary purchases directly related to the storm. In order to readily identify these purchases all requisitions must state “**EMERGENCY**”



PREPAREDNESS”.

2. All recovery purchases are to be charged to a disaster account identified by the Finance Section. All purchase requisitions must state **“EMERGENCY RECOVERY.”**

VI. ATTACHMENTS.

- A. **GENERIC HURRICANE PROCEDURES TIME LINE: ACTIONS AND ITEMS TO CONSIDER.**
- B. **CRISIS ACTION TEAM MEETING AGENDAS.**
 1. Preparedness.
 2. Watch.
 3. Warning.
 4. Landfall.
 5. Recovery.
- C. **IDAT DAMAGE ASSESSMENT FOR AREAS**
- D. **EQUIPMENT AND SUPPLIES COST ACTIVITY SUMMARY REPORTS**
- E. **RECOVERY ACTION TEAM SOP.**
- F. **DEPARTMENT PROPERTY AND EQUIPMENT MITIGATION AND RECOVERY PLAN.**
- G. **EMPLOYEE HURRICANE PREPAREDNESS GUIDE.**



Attachment A

**GENERIC HURRICANE PROCEDURES TIME LINE:
ACTIONS AND ITEMS TO CONSIDER**

Note: The following tasks have been compiled and distilled from dozens of county and city hurricane time delineation schedules and tasks. This list serves as a compendium of “likely tasks” based on previous real world experiences by local governments. Any disaster will always be “situational”. This list is not intended to be the complete list or the final authority of tasks and actions. This list is intended to be used as a “memory jogger” guide. It is anticipated that additional issues and tasks will emerge and will be added to this list.

A. HURRICANE FACTS AND RULE OF THUMB.

- 1. Evacuation and sheltering should be complete before the arrival of the leading edge of sustained 39 mph winds (check 39 mph radius on advisory)
- 2. Miami-Dade County provides residents with explicit guidance on evacuation in the event of a hurricane or severe tropical storm. The county uses a three-tiered zone system to help residents decide when it is time to seek shelter.
- 3. Average evacuation time for Dade Co. In CAT 1 = 12 hours
- 4. The evacuation error for the National Hurricane Center is approximately 50 miles/12 hour (use this as a guide during analysis projection)
- 5. Mandatory evacuations will not be effected around peak traffic hours or night hours.
- 6. At level 2, Office of Emergency Management (OEM) and/or the EOC Activation-send City Rep (Supervisor)
 - At level 1, send a decision maker (Director, Deputy/Assistant Director or Chief)
- 7. Bridges: FDOT or Miami-Dade County. Go to lockdown 8 hours prior to arrival of 39 mph winds.
- 8. Intracoastal Bridges will only open on the hour prior to lockdown.
- 9. Blockage of water flow in the Miami River due to debris or sunken boats may lead to serious flooding at Miami International Airport or within the City of Miami areas or other locations along the river.
- 10. Declaration of an emergency by the City of Miami is the key to state mutual aid, disaster funding, and support. A Miami-Dade County declaration will include the City of Miami.
- 11. Average rainfall estimate = speed of storm divided by 100.



B. PRE-STORM ACTIVITIES: 5 DAYS TO 72 HOURS PRIOR TO EXPECTED LANDFALL.

- 1. Activate storm tracking and assessment system.
- 2. Monitor weather.
- 3. Perform a hurricane vulnerability analysis of the threatening storm emergency and revise as situation warrants.
- 4. Establish schedule and disseminate situation reports.
- 5. Begin and maintain a log of events and actions.
- 6. Provide briefs for City Manager and other department heads.
- 7. Establish liaison with appropriate governmental and nongovernmental emergency related officials, agencies and organizations.
- 8. Disseminate hurricane preparedness information via broadcast and print media.
- 9. City Manager will issue public information statements as applicable.
- 10. Activate public information phone center/system including Telecommunications Device for the Deaf (TDD).
- 11. Preposition heavy equipment and operators with radios.
- 12. Establish and stage "Life Safety Assessment Team(s)" for initial damage assessment.
- 13. Solid Waste: street clean-up.
- 14. City property: clean-up.
- 15. Pre-impact aerial photography (Miami ArcGIS, account and password needed).
<http://MiamiGIS.maps.arcgis.com/home/>
- 16. Photo and/or video City properties: aerial contractor.
- 17. Notify vendors: food, water, ice, equipment and other supplies.
- 18. Notify debris management contractor.
- 19. Prepare alternative strategies for procurement and resources management operations.
- 20. Discuss and/or determine "emergency powers" succession.



- 21. Setup radio pools or lease.
- 22. Notify cell phone providers for possible need of additional cellular phones.
- 23. Pre-position Radio Amateur Civilian Emergency Service Operators. (RACES)
- 24. Secure City vehicles and parking garages at the issue of a warning.
- 25. Prepare and secure City offices and facilities.
- 26. Back up City computers. (Statement from IT Department)
- 27. Check contact numbers to Miami-Dade County and State Warning Point.
- 28. Determine Employee Assistance and Deployment.
- 29. Top off fuel city-wide.
- 30. City vehicles and other equipment are serviced and ready.
- 31. Secure City Parks: ID parks for FEMA ops, PODs (Points of Distribution) or LZs.
- 32. Set-up PIO core group: City Government, Fire and Police message out information to employees.
- 33. Set-up storm related Fire and EMS reporting codes.
- 34. All Departments are to review the CEMP.
- 35. All Departments are to review the COOP.
- 36. All Departments are to review Hurricane Plan and Procedures a minimum of 72 hours prior to landfall.
 - Review essential and non-essential personnel assignments.
 - Notify employees.
 - Ensure the readiness of department resources, equipment, supplies and personnel as per the CEMP.
 - Plan for pre-positioning of department resources to safe staging areas.
 - Secure equipment and facilities.
 - Procure and safely store post-storm supplies.
 - Obtain maps, drawings and other emergency work job aids.
 - Test and fuel backup generators.
 - Check communications equipment including all radios, cell phones, satellite phones,



- chargers, batteries, etc.
 - Schedule home-time for employees to prepare for hurricane.
37. Essential employees: pack a “Hurricane Kit” including but limited to a sleeping bag, shaving kit, food/snacks, drinks, medications, change of clothes, etc.
38. Cancel any leave of absences.
39. Consider canceling upcoming meetings: clear your schedule.
40. Prepare for utilization of primary evacuation routes. Make temporary repairs to existing road construction. Prepare the delay of the start of any new projects.
41. Consider and/or cancel of any ongoing special events within City.
42. Ensure EOC readiness:
- Mobilize EOC computers.
 - Assign EOC duties.
 - Supplies to EOC.
 - EOC food orders.
43. Update Hurrevac / Hurrtrak / Hurricane Risk Decision Making Chart/Weather Advisory.
44. Begin an event log.
45. Develop an Action Plan and a Timing Schedule.
46. Brief the Crisis Action Team and the Policy Group.
- Issues: Potential Threats, Evacuation Potentials, Evacuation Decision and Timing: Special Events in area.
47. Schedule daily briefings by Emergency Management: time and place.
48. Review the EOC staffing and procedures.
49. Conduct EOC Staff refresher training for Web-EOC input.
50. Prepare EOC facility:
- Run the generator and the check fuel. At the EOC, check and order supplies, the set-up of equipment, coordination of food and verify operational readiness. Review SOPs with the staff.



- 51. Cancel any scheduled uses of EOC and conference rooms.
- 52. Notify EOC building security.
- 53. Begin Resource Tracking.
- 54. Regional Evacuation Coordination conference calls.
- 55. Conduct local conference call with all evacuation support agencies.
- 56. Draft preliminary Emergency Declaration, Evacuation and Price Gouging Order(s).
- 57. Media Press Release / Media Briefings.
 - Issues: Preparedness, safe harbor, family emergency plan.
- 58. Compile and/or distribute Situation Report and Incident Action Plan
 - Issues: notify all essential personnel, inventory resources, fueling of vehicles, protect facilities and equipment, emergency purchases and the recall off duty personnel.
- 59. Test communications equipment.
- 60. Update Internet Website: Activation Page.
- 61. Activate Web-EOC.
- 62. Allow staff time off to prepare home and family.
- 63. Notifications to "Satellite EOCs."
- 64. Notify contract debris monitoring firm and contracted debris haulers.
- 65. Re-evaluate threat and situation.



C. PRE-HURRICANE WATCH ACTIVITIES: 72 to 48 HOURS (WATCH: Hurricane Conditions are possible within 48 HOURS.)

- 1. Continue or complete any of the above tasks and activities as needed.
- 2. All Departments:
 - Activate Department Storm plans, SOPs.
 - Initiate and maintain storm emergency logs.
 - Document storm related costs: overtime, purchases, and supplies expended.
 - Ensure computer data is backed-up and safely stored.
 - Provide for the security and protection of records and equipment.
 - Unplug all electric equipment not being used for storm response.
 - Secure facilities and non-emergency equipment.
 - Activate roll-down shutters and install other shutters.
 - Inspect roof drains to ensure they are clear of debris.
 - Clean up outside areas. Secure or store outside furniture and objects.
 - Move equipment, files and any valuable materials from ground floor and flood prone areas. Cover and/or secure with visqueen or plastic bags.
 - If possible, rotate staffing to permit employees time to secure their homes and make arrangements for the safety of their families.
 - Complete required routine assignments as quickly as possible and prepare for post storm assignments as per CEMP and COOP.
 - Recall off-duty personnel.
 - Place personnel on stand-by.
 - As appropriate, cancel all days off and pending leaves: prepare duty rosters.
 - Consider canceling upcoming meetings.
 - Conduct employee identification card check: renew as needed.
 - Top off fuel tanks and service all vehicles, portable and emergency generators, pumps, compressors and ventilators. Store and/or secure an extra supply of fuel. Test backup generators.
 - Insure vehicles and equipment is serviced and ready.
 - Check all communication systems: bring to maximum effectiveness and ensure employee familiarization.
 - Issue protective gear to emergency personnel.
 - Essential employees pack a "Hurricane Kit" including but limited to; a sleeping bag, a change of clothes, nonperishable foods/snacks, drinks/bottled water, toiletries, prescription medicines, extra eyeglasses, flashlight, portable radio/batteries, etc.
 - Complete other "watch" tasks as per your Department Storm Plan.
 - Respond to requests from Emergency Manager/EOC.
- 3. Correct any deficiencies found in City facilities, vehicles, equipment utilized for emergency activities.
- 4. Fuel all essential vehicles.



- 5. Acquire additional phones as necessary.
- 6. Begin recording personnel time and equipment costs. (All departments)
- 7. Designate areas for essential personnel, equipment and response units.
- 8. Arrange for any parking, feeding, sleeping and transportation for EOC workers.
- 9. Inventory all available resources.
- 10. Restrict entrance to EOC to essential personnel only.
- 11. Convey key City information to County 311.
- 12. Issue public information “watch” statements.
 - Advise citizens to secure their property for severe weather.
 - Encourage citizens to acquire: food, water, ice, and fuel.
 - Advise businesses to secure their property for severe weather.
 - Advise local grocers of potential threat(s).
 - Advise construction companies to secure all construction sites of materials or equipment against displacement by wind forces and to remove or secure portable toilets at job sites.
 - Advise motel/hotel business of potential threat(s) and encourage them to notify their residents.
 - Advise nursing homes and ALFs (Assisted Living Facilities) to initiate emergency plans.
- 13. Monitor traffic conditions.
- 14. Implement emergency traffic control plan.
- 15. Arrange for portable toilets to shelter locations.
- 16. Sheltering ready? (Coordinate with Miami-Dade County).
- 17. Coordinate animal services readily available: (Coordinate with Miami-Dade County).
- 18. Emergency worker shelters at ready? (Coordinate with Miami-Dade County).
- 19. Briefings for Department/Division heads who will brief their employees.
- 20. Advise critical facility operators to initiate preparedness activities according to their respective response plans.
- 21. Generators, fuel, spare parts at critical facilities.



- 22. Monitor situation via EOC or Emergency Monitoring Center



D. PRE-HURRICANE WARNING ACTIVITIES: 36 HOURS or less (WARNING: Hurricane conditions are expected within 36 HOURS.)

- 1. Continue or complete any of the above tasks and activities as needed.
- 2. Issue any public information statements as necessary.
- 3. Monitor media statements and correct any incorrect or misleading information.
- 4. Issue evacuation and shelter orders.
- 5. Alert employees assigned to emergency duties.
- 6. Verify operational readiness.
- 7. Conference calls with Miami-Dade County and other satellite cities/ EOCs.
- 8. Make all liaison phone calls.
- 9. Consider the cancellation of vacations and etc. as required.
- 10. Track resources.
- 11. Prepare City facilities.
- 12. Fuel vehicles.
- 13. Equipment set up.
- 14. Food coordination.
- 15. Test all communications equipment.
- 16. Resource needs.
- 17. Status of critical facilities.
- 18. Prepare preliminary draft of "State of Local Emergency" Declaration.
- 19. Activate EOC (Partial Activation as required).
- 20. Plan EOC for 24 hour departmental staffing.
- 21. Issue an evacuation order for areas vulnerable to life threatening conditions.



- 22. Activate special needs shelters. (Coordinate with Miami-Dade County)
 - Transport to shelters.
- 23. Monitor public shelter conditions. (Coordinate with Miami-Dade County)
- 24. Advise and coordinate shut down of public and private utility systems.
- 25. Observe traffic situations and correct any deficiencies.
- 26. Close or limit general government services.
- 27. Close or limit businesses.
- 28. Determine time to announce closure of:
 - Public Schools
 - Private Schools
 - County Offices
 - City Offices
 - State and Federal Offices
 - Private businesses
- 29. Advise cancellation of public social events.
- 30. Relocate essential emergency equipment and vehicles to predetermined locations.
- 31. Release city employees to complete personal preparations.
- 32. Evaluate traffic situations: correct any deficiencies
- 33. Activate traffic control plan: coordinate with Miami-Dade County
 - Staff traffic control points.
 - Notify tow truck businesses of potential emergency and pre-determined wrecker locations.
- 34. Advise recommended evacuation of the following residents:
 - People with Special Needs
 - People without transportation
 - Barrier Islands
 - Low lying areas
 - Tourists
 - Mobile homes
 - Manufactured housing



- Recreational vehicles
 - Campers
 - Live aboard boaters.
35. Coordinate emergency transportation requirements: vehicles, drivers and verification of people with special needs.
36. Activate emergency transportation plan. (Coordinate with Miami-Dade County).
37. Advise utilities and other critical facilities to initiate response plans for protecting equipment and facilities.
38. Coordinate state of local emergency with Miami- Dade County.
39. Activate emergency worker family shelter(s).
40. Activate the following if not already operational:
- Phone Bank
 - Emergency Alert System
 - Weather Channel
41. Confirm the following response activities are ready:
- General Shelters
 - Special Needs Shelters
 - Emergency Transportation resources
 - Traffic control
 - Emergency Worker Family Shelters
 - Contracted debris monitoring firm and haulers



E. HURRICANE WARNING ACTIVITIES: 12 TO 24 HOURS.

- 1. Continue or complete any of the above previous tasks and activities as needed.
- 2. Monitor storm and coordinate with Miami-Dade County to assess threats.
- 3. Full activation of EOC and begin 12 hour shifts.
- 4. Ensure food arrival at the EOC.
- 5. Implement Refuge of Last Resort Plan upon Governor Direction. (Miami-Dade County)
- 6. Cease response activities. (Judgment call)
- 7. Brief Executive Policy Group: Issues: Shelters status; Refuge of Last Resort Implementation; Evacuation Status; Time to cancel evacuation; Resource needed; Municipal status; Healthcare facility status; Potential Curfews
- 8. EOC Briefing - full activation: Issues: Mutual Aid needs, preparation for arrival; Resource Tracking; Evacuation Status; Shelter status; Refuge of last resort status; 24 hour staffing; Cease response activities.
- 9. Prepare EOC for storm. (Exterior doors, vehicles and the generator)
- 10. Conference call with Miami-Dade County and other municipalities. Issues: Status of Evacuation; Resource Needs; Shelter Status; Traffic Status.
- 11. Develop Incident Action Plan and Timing Schedule.
- 12. Media Press Release / Media Briefings.
- 13. Notify Homeless Population Service Providers of an evacuation order.
- 14. Release Emergency Alert System (EAS) Message.
- 15. Close city buildings.
- 16. Stage city vehicles.
- 17. Lock down draw bridges.
- 18. Regional Evacuation Coordination
- 19. Request staffing for: building maintenance, phone support and janitorial services.



- 20. Re-evaluate threat.
- 21. Update webpage.
- 22. Continue displays, Sit-Reps, press release(s) and the website.
- 23. Be aware always of what Miami-Dade County is doing and be prepared to support like activities.
(Evacuations, bridge lock downs, airports, Public Safety facilities)
- 24. Begin planning for post-storm planning activities. Conduct initial planning meeting. Develop incident action plan.
 - Search and Rescue
 - Emergency Medical Care
 - Medical Examiner and Morgue services
 - Security check points
 - Return of evacuees
 - Emergency Ordinances
 - Preliminary damage assessment
 - Recovery center(s)
 - Points of distribution and locations
 - Staging areas and locations
 - Procurement of supplies
 - Public Health monitoring
 - Crisis Counseling
 - Assessment of community needs
 - Emergency Relief Assistance
 - Restoration of critical lifelines
 - Volunteers
 - Donated goods
 - Removal of debris (Communicate with contracted debris monitoring firm and haulers)
 - Emergency Worker Stations
 - Building moratoria
 - Recovery Task Force
 - Joint Field Office (federal/state/county)
 - Federal Public Assistance
 - Federal Individual Assistance and Disaster Assistance Centers
- 25. At the onset of sustained winds of 39 mph or greater
- 26. Issue any public information statements announcing cessation of evacuations.
- 27. Open “Refuges of Last Resort” issue public information statements.
- 28. Cease traffic control and emergency transportation.



- 29. Relocate all emergency personnel to shelter.

F. LANDFALL: 0 TO 24 HOURS.

- 1. Continue or complete any of the above tasks and activities as needed.
- 2. Establish and maintain communications with:
 - Emergency Public Shelters
 - Special Needs Shelters
 - Emergency Worker Family Shelters
 - Emergency transportation providers
 - Hospitals
 - Nursing Homes, ALFs
 - Utilities
 - Fire-Rescue
 - Police
 - Public Works
 - EMS
 - Animal Emergency Care
- 3. Enact emergency resolutions, ordinances and suspensions of administrative rules/procedures.
- 4. Brief Executive Policy Group: Damage assessment, Re-entry, Re-building Permits, Post Disaster Redevelopment and curfews.
- 5. Assess public information and media capabilities.
- 6. Provide press releases and interviews.
- 7. Determine and prioritize emergency requirements and establish an Action Plan for next 24 hour period.
- 8. Request relief assistance: Determine the need for food, water and ice.
- 9. Provide Sit-Reps
- 10. Activate Emergency Purchase Order System.
- 11. Brief EOC on Response and Recovery Action Planning.
- 12. Plan Post-storm Response Issues:
 - Mutual Aid Request for Search and Rescue
 - Disaster Medical Assistance Team (DMAT) and the Disaster Mortuary Response Team



- (DMORT)
 - Reentry
 - Refuel vehicles
 - Vehicle maintenance
 - Generators, fuel, spare parts
 - Security Issues
 - Communications

- 13. Plan Post-storm Recovery Issues:
 - Damage Assessment Team
 - Recovery Incident Action Team (RIAT) procedures
 - Infrastructure Assessment
 - Distribution Sites
 - Comfort Stations
 - Debris Removal
 - Mutual Aid workers/housing
 - Mass Care: medical, food, water, ice, shelter, hygiene products, crisis counseling
 - Pets and animals
 - Temporary Housing
 - Donations - designated only
 - Building Moratoriums
 - Building Permits
 - Extended morgue services

- 14. Identify and access locally available vendors and services.

- 15. Review Resource and Financial Tracking requirements.

- 16. Pre-identify potential staging areas for incoming mutual aid resources and position signs to direct delivery vehicles.

- 17. Maintain Status Updates.

- 18. Update Status Boards.

- 19. Brief Executive Policy Group:
 - Response Issues: Mutual Aid Assistance and Emergency Service capabilities, Search and Rescue and Emergency Debris Removal
 - Recovery Issues: Impact Assessment of Infrastructure, Critical Facilities and Damage Assessment: RIAT, Distribution Sites, Comfort Stations and Health Issues

- 20. Establish Incident Action Plan for the next 24 hour period.



- 21. Conduct municipal conference call on response and recovery status, resource needs, etc.
- 22. Assess mass care needs for; medical, food (fixed and mobile), water, ice, shelter, hygiene products, crises counseling, etc.
- 23. RIAT staff assignments and impact assessment by EOC.
- 24. Hosting RIAT: appoint city personnel as guides, arrange for transportation, provide maps of areas to be surveyed and provide USNG locations of landing zones.
- 25. Assess status of infrastructure and need for assistance including communications, transportation, healthcare, power and water/sewer.
- 26. Assess status of critical facilities and need for assistance.
- 27. Assess public information and media capabilities. Consider request for mobile radio transmitter, flyer distribution through mobile feeding stations, information bulletins and staging area, distribution sites, recovery center, comfort stations and community relations teams.
- 28. Provide press releases and interviews pertaining to open shelters, comfort stations locations and available medical assistance. (911 calls for emergencies only)
- 29. Emergency debris removal: mutual aid assistance needs and emergency contracts
- 30. Determine needs for mutual aid: search/rescue, law enforcement, fire-rescue, public works, public health, EMS, emergency management, volunteers and donations. (County /State)
- 31. Limit air space to all but emergency traffic.
- 32. Traffic control and security checkpoints: mutual aid assistance needs
- 33. Emergency Curfew Declaration.
- 34. Ensure resource tracking.
- 35. Assess need for staging area, distribution sites, recovery centers, comfort stations. Coordinate the location, staffing, resources, security, public information, volunteers, etc.
- 36. Evaluate 24 hour staffing of EOC and Life Safety Assessment Team (IDAT) for assistance.
- 37. Coordinate Re-entry: issuance of passes to residences, access to business owners, ongoing security, barrier islands, press releases and transportation options.
- 38. Identify housing and feeding for incoming emergency workers.



- 39. Relief of workers
- 40. Shelter status update and long term housing needs
- 41. Evaluate time to restore essential services including power, water and sewer.
- 42. Health Issues: vaccinations, disposal of large animals, test restaurant food, disposal of spoiled food; portable water testing.



G. POST LANDFALL: 24 TO 96 HOURS.

- 1. Continue or complete any of the above tasks and activities as needed.
- 2. Brief Executive Policy Group:
 - Response Issues: Mutual Aid Assistance; Emergency Service capabilities, Search and Rescue and Emergency Debris Removal: Mass Care Needs
 - Recovery Issues: Impact Assessment of Infrastructure; Assessment of Critical Facilities; Damage Assessment; Distribution Sites; Comfort Stations; Emergency Building Permits;
- 3. Appointment of local official to serve as applicant's agent. (Mayor's Office)
- 4. Establish an Incident Action Plan for next 24 hour period.
- 5. Issue public information announcements.
- 6. Activate and maintain recovery information hotline. (311)
- 7. Identify location and resource needs for the recovery center, comfort stations, distribution sites and staging areas.
- 8. Identify location(s) for resource and staffing needs for volunteer and donation collection site(s).
- 9. Coordinate with the State, the location of the Disaster Recovery Center and the Disaster Field Office.
- 10. Distribute FEMA assistance information to employees and citizens.
- 11. Coordinate debris removal requirements and contracts, collection sites, transfer stations, method of disposal, hazmat, waterways, etc.
- 12. Evaluate time to restore essential services including power, water and sewer.
- 13. Building Inspections: mutual aid need
- 14. Infrastructure Inspections: roads, bridges, posts
- 15. Relief of Field and EOC workers.
- 16. Recovery resource(s) needs: refrigeration trucks, vehicle maintenance (tires, etc.), generators, etc.
- 17. Continue damage assessment(s).



- 18. Assess mass care needs and ensure needs are met: medical, food, water, ice, shelter, hygiene products, crises counseling, etc.
- 19. Assess status of state and federal disaster assistance: Individual assistance, SBA (Small Business Administration) assistance, public assistance, emergency payments, etc.
- 20. Activate Recovery Task Force:
 - Appoint City Disaster Recovery Coordinator
 - Appoint City Economic Recovery Coordinator
 - Hazard Mitigation Coordinator
 - Review damage reports and identify mitigation opportunities
 - Determine recovery functions needed
 - Recommend Emergency Resolutions and Ordinances
 - Recommend changes to Land Development Regulations
 - Determine policies to guide community recovery
 - Determine any unmet needs
 - Formulate committees to complete specific tasks
- 21. Begin FEMA Public Assistance Program



Attachment B-1
CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members
See Current Roster

Level Status of Storm Emergency	
<input 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	City Manager	
2. Meteorological Forecast	EM	
3. Review, status of City CEMP • All Departments have reviewed?	EM	
4. Status of Departments Hurricane Plans • All Departments plans updated? • All Departments staff trained on plans?	EM	
5. Status of Departments Preparedness tasks (reference Departments Hurricane Task Sheets) • Reports by Departments	EM All Departments	
6. Status of Miami-Dade County preparedness	EM	
7. Status of School Board preparedness	EM	
8. Status of Continuity of Government Plans (COOP) • Emergency Chain of Authority • City Managerial Succession • Line of Succession Department Heads	City Manager	
9. Financial Issues	Finance	



Item/Issue	Responsibility	Notes
10. Procurement Issues	Purchasing	
11. Finance Record Keeping Rules	Finance	
12. City Employee Preparedness Issues	Employee Relations	
13. City Facility Preparedness Equipment Issues	All Departments	
14. City Equipment Readiness	All Departments	
15. EOC Readiness	EM	
16. Public Preparedness Outreach	PIO	



WATCH AGENDA

Attachment B-2

CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members
See Current Roster

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	City Manager	
2. Meteorological Situation <ul style="list-style-type: none"> • All City 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 City Facility Issues	All Departments	
7. City Equipment Issues	All Departments	
8. Miami-Dade 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 	City Attorney	



WATCH AGENDA

Item/Issue	Responsibility	Notes
<ul style="list-style-type: none"> Prohibition On Price-Gouging Unfair/Deceptive Trade Acts/Practices 		
12. Review Continuity of Government <ul style="list-style-type: none"> Emergency Chain of Authority City Managerial Succession Line of Succession Department Heads 	City Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review Finance Record Keeping Rules	Finance	
16. City Employee Issues <ul style="list-style-type: none"> All Leaves Canceled? Allow Employees to Prepare Home/Family 	Employee Relations City Manager All Departments	
17. Activation of EOC <ul style="list-style-type: none"> Activation Level: EOC Staffing 	City Manager / EM	
18. Watch Alerts to Citizens <ul style="list-style-type: none"> Watch alerts to Special Needs Citizens 	City Manager / EM /PIO	
19. Media/PIO Issues/Decisions <ul style="list-style-type: none"> Issue Public Information Watch Statements 	City 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	



WARNING AGENDA

Attachment A-3

CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members
See Current Roster

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	City Manager	
2. Meteorological Situation <ul style="list-style-type: none"> • All City 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 City Facility Issues	All Departments	
7. City Equipment Issues	All Departments	
8. Miami-Dade 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 	City Attorney	



WARNING AGENDA

Item/Issue	Responsibility	Notes
12. Review Continuity of Government <ul style="list-style-type: none"> • Emergency Chain of Authority • City Managerial Succession • Line of Succession/ Department Heads 	City Manager	
13. Financial Issues	Finance	
14. Procurement Issues	Purchasing	
15. Review Finance Record Keeping Rules	Finance	
16. City Employee Issues <ul style="list-style-type: none"> • Dismiss Employees? 	Employee Relations City 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 	City Manager / EM EM All Departments City Manager / EM /PIO	
18. Media/PIO Issues/Decisions <ul style="list-style-type: none"> • Issue Public Information Warning Statements 	City 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	



LANDFALL AGENDA

Attachment A-4 CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members
See Current Roster

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	City Manager	
2. Initial Damage Reports	EM	
3. CEMP <ul style="list-style-type: none"> • Review schedule of Emergency Functions Which ones are needed? • Emergency Response Objectives 	EM City Manager / All Departments City 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. Miami-Dade 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 	City Attorney	
10. Continuity of Government	City Manager	



LANDFALL AGENDA

Item/Issue	Responsibility	Notes
<ul style="list-style-type: none"> • Emergency Chain of Authority • City Managerial Succession • Line of Succession/ Department Heads 		
11. Financial Issues	Finance	
12. Procurement Issues	Purchasing	
13. Review Finance Record Keeping Rules	Finance	
14. City Employee Issues <ul style="list-style-type: none"> • Employees Home Or Secure • Recall of Essential Employees. When? 	Employee Relations All Departments City Manager	
15. City Equipment Issues	All Departments	
16. EOC Activated <ul style="list-style-type: none"> • EOC Staffing • EOC Linked to Monitoring Departments Field Activities 	City Manager / EM EM All Departments	
17. Media/PIO Issues/Decisions <ul style="list-style-type: none"> • Issue Emergency Information and Instruction Statements 	City 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	



RECOVERY AGENDA

Attachment A-5

CRISIS ACTION TEAM (CAT) MEETING AGENDA

Date: _____

Members
See Current Roster

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	City Manager	
2. Damage and Disaster Impact Reports	EM	
3. Status of Departments Tasks (Reference Departments Hurricane Task Sheets) • Status of Departments Recovery Activities	EM	
4. Miami-Dade County Known and Expected Actions	EM	
5. School Board Known and Expected Actions	EM	
6. State and Federal Known and Expected Actions • Federal/State Damage Assessment Schedule	EM	
7. Governor's Executive Order Status EM		
8. Legal Issues • Curfew Order • Prohibition On Price-Gouging • Unfair/Deceptive Trade Acts/Practices	City Attorney	
9. Financial Issues	Finance	
10. Procurement Issues	Purchasing	
11. Review Finance Record Keeping Rules	Finance	
12. City Employee Issues	Employee Relations	



RECOVERY AGENDA

Item/Issue	Responsibility	Notes
<ul style="list-style-type: none"> Recall of Essential Employees: When? Other Employees Report to Work: When? 	City Manager	
13. City Facility Status	All Departments	
14. Equipment Issues	All Departments	
15. EOC De-Activated: When?	City Manager / EM	
16. Establishment of City Recovery Action Team <ul style="list-style-type: none"> Review Schedule of Recovery Functions: Which ones needed? Recovery Objectives Membership/ Meeting Schedule 	City Manager City Manager / All Departments City Manager/ EM City Manager	
17. Media/PIO Issues/Decisions <ul style="list-style-type: none"> Issue Recovery Information and Instruction Statements 	City 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	



RECOVERY AGENDA

ATTACHMENT C

DAMAGE ASSESSMENT PICTURE CHART FOR IDAT “SNAPSHOT” REPORT

The IDAT Team shall report back to the IDAT EOC Coordinator, the location address and the photo color that most resembles the building:

- i.  **GREEN:** Minor damage or completely undamaged windows, doors, wall siding, roof covering and building is habitable.
- ii.  **YELLOW:** Moderate damage and/or missing windows, doors, wall siding, roof tile, shingles and covering. The building is habitable.
- iii.  **ORANGE:** Major damage, Exterior walls are cracked, wall siding missing, excessive roof tile, shingle and covering is missing (however plywood is still mostly intact). The building is uninhabitable.
- iv.  **BLACK:** Destroyed, collapsed and unsafe walls, roof and/or foundation. The building is uninhabitable.

Flood Assessment:

If the area was impacted by flooding, the IDAT Team will review the Minor/No Damage photo that has the two flood levels. They will choose the level that best depicts the highest point of flooding for that location.



RECOVERY AGENDA

1

GREEN



MINOR/NO DAMAGE HABITABLE

2

YELLOW



MODERATE DAMAGE HABITABLE

3

ORANGE



MAJOR DAMAGE UNINHABITABLE

4

BLACK



DESTROYED



DEPARTMENT PROPERTY & EQUIPMENT MITIGATION & RECOVERY PLAN

Attachment D

EQUIPMENT AND SUPPLIES COST ACTIVITY SUMMARY REPORT

(This form must be submitted daily to the Admin/Finance Section in the EOC)
(Proper use of this Form will allow the City to be reimbursed for expenses)

Date: _____ Department _____ submitting _____ the
Report: _____

Name of Person submitting Report: _____ Title of Person: _____
Signature: _____

Date	Equipment Type and Inventory #	Name of Employee Using Equipment	Time Equip issued out	Time Equip returned	Total hours used	Total miles used	Description of Supplies

Comment Section



Attachment E
RECOVERY ACTION TEAM (RAT) SOP

A. PURPOSE.

1. Provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to City officials responsible for recovery activities.
2. Establish uniform policies for effective coordination to accomplish City recovery tasks resulting from a natural or technological emergency or disaster.
3. Recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
4. Help identify mitigation opportunities and resources.

B. SCOPE.

Recovery actions following any emergency or disaster will be determined by the specific event. Federal, State, and County agencies may be involved depending on the hazard and scope of the situation. The City of Miami will lead recovery activities within its jurisdiction.

C. POLICIES.

1. City Departments will support and act upon the recommendations of the Recovery Action Team (RAT).
2. All individuals, department and agency representatives involved in recovery activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the RAT.
3. City recovery activities will be coordinated with Miami-Dade County and the State/Federal Disaster Field Office (DFO) if activated and as appropriate.

D. ORGANIZATION.

1. The RAT should be established by City Manager with the goals and scope of authority clearly stated.
2. The composition of the RAT will vary depending upon the nature of the disaster, size of the staff and available resources. The RAT will be comprised of three (3) or more of the following officials (Post Disaster):
 - City Manager
 - City Attorney



- Director of Code Enforcement
- Director of Finance
- Director of Grants and Human Services
- Director of Planning
- Director of Public Works
- Fire Chief
- Police Chief

3. Quorum: For all meetings of the RAT those members present will constitute a quorum.

4. Emergency Review Board.

- a. An Emergency Review Board is established in major or catastrophic disasters to review disputes arising from the implementation of the City's recovery policies. The Emergency Review Board will consist of two (2) representatives of City Commission, two (2) department heads, two (2) citizens at large, and chaired by the City Manager. Decisions rendered by the Emergency Review Board will be submitted to the legal legislative body for review and approval.
- b. The Emergency Review Board may refer and make recommendations to the appropriate City department for any requests for modifications that are beyond those authorized in the Post Disaster Ordinance.
- c. For all meetings of the Emergency Review Board a quorum shall constitute five (5) members.

E. RESPONSIBILITIES.

1. Provide a vision of recovery for the City and to provide the staff encouragement and support to ensure that the community recovers as quickly and completely as possible.
2. Receive input from citizens and client groups on their recovery needs and issues.
3. Identify recovery priorities and goals.
4. Advise the City Commission on a wide range of post-disaster recovery, reconstruction and mitigation issues.
5. Provide a framework of legal, financial and human resources for disaster recovery.

F. CONCEPT OF OPERATIONS.

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the City EOC as staff work to assemble data on the extent of damages.



2. A Recovery Planning Unit is established in the City EOC to begin the first draft of a “Recovery Incident Action Plan (RIAP)” for use by the RAT. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
3. As the emergency response phase stabilizes, the Emergency Management /EOC will begin the coordination of disaster recovery activities and recommends the activation of the RAT as appropriate.
4. Activation of Recovery Action Team (RAT).
 - a. For post-disaster responsibilities, the RAT will be activated and mobilized by the City Manager under the procedures set forth in the Miami Post Disaster Ordinance.
 - b. Duration of RAT: In the event of a disaster declaration, the RAT will activate and mobilize for a minimum period of sixty (60) days. Unless the City Commission extends its tenure, the Post-Disaster Recovery Action Team’s post-disaster function will deactivate after 60 days.
 - c. Repealing or Extending of the RAT. The City Commission may by resolution, extend or repeal the activation of the RAT.
5. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint State/Federal Disaster Field Office (DFO) if and when it is established.
 - a. The activities of the RAT shall be coordinated with the DFO.

G. RECOVERY ACTION TEAM INITIAL ACTIVATION TASKS.

1. Receive and review damage reports and other analyses of post-disaster circumstances and to compare these circumstances with mitigation opportunities identified prior to the disaster in order to identify areas for post-disaster change and innovation. Where needed, the RAT may review alternative mechanisms for achieving these changes and recommend the coordination of internal and external resources for achieving these ends.
2. Initiate recommendations for the enactment, repeal or extension of emergency ordinances and resolutions.
3. Review damage reports and other analyses of post disaster circumstances and to compare these circumstances with mitigation opportunities and identify areas for post disaster development changes.
4. Review the nature of damages and to identify and evaluate alternate program objectives for repairs and reconstruction and to formulate recommendations to guide community recovery.



5. Describe the organizational structure for recovery operations.
6. Formulate special committees and subcommittees as conditions may warrant.
7. Develop an organizational chart designating who is in charge of what, who reports to whom and designate the internal control structure.
8. Display the organizational chart in an obvious place for the team's reference as well as other people coming into the recovery office.
9. Use a white board for the organizational chart for easy revision. (Remember the recovery may take years)
10. List recovery activities assigned to each unit or section of the organizational structure.
11. Liaison with county, state and federal governments.
 - Individual Assistance
 - Public Assistance
 - Hazard Mitigation
12. Liaison with voluntary agencies. (VOLAGs)
13. Liaison with private sector. (Business and Industry)
14. Meet with other recovery agencies to determine strategies.
15. As conditions may warrant, appoint an Historic Rehabilitation Coordinator responsible for evaluating the extent and type of historic rehabilitation activities needed based upon assessments of damage and assisting the Chief Building Official and staff in related historic resource rehabilitation activities by providing information on historic resource rehabilitation and redevelopment in historic districts to interested parties to coordinate and maximize such efforts and to fulfill other duties assigned by the City Commission.
16. Review relevant recovery plans and documents:
 - Review the City Comprehensive Plan: Associated maps or reports, zoning, subdivision building codes and other land development regulations or ordinances.
 - Review the City Recovery Plan and schedule of Recovery Functions.
 - Review the City's Post Disaster Recovery Ordinance.
17. Consider establishing a relationship with a "mentoring community" that has experienced a similar hazard and completed a successful recovery effort.



- Obtain copies of their recovery plans, after-action reports, etc.
- Consider engaging a representative from that community in an advisory capacity.

H. DEVELOP ONGOING “RECOVERY INCIDENT ACTION PLAN” (the initial RIAP is done by the Recovery Planning Unit and the Planning Section of the EOC).

1. Recovery Incident Action Plan (RIAP) Overview.

- The initial RIAP is developed by the Recovery Planning Unit in the Planning Section of the EOC.
- Ongoing RIAPs will be completed by the Recovery Action Team (RAT).
- Essential tool for the City in managing recovery operations.
- If the City is to have a well planned and executed approach to resolving the recovery problems posed by the disaster, the City must remain focused and unified in its efforts.
- The Recovery Incident Action Planning process is a key element to ensure that the entire City will be focused and acting as a unified and coordinated community.
- If the City is going to move forward in a unified manner, there must be a clear understanding of what goals are being pursued and what time frame is being used (the Operational Period) and how individual City departments, business and industry, community organizations and individual efforts are a part of the overall recovery effort.

2. The Recovery Incident Action Plan should:

- Outline the City recovery management structure and management process.
- Describe the organizational networks and structures appropriate to recovery.
- Formalize arrangements for the effective management of the recovery process.
- Facilitate the recovery of affected individuals, businesses, infrastructure, and City government as quickly and practicably as possible.
- Involve all agencies with a role to play in the recovery process.
- Ensure community participation in the recovery process.
- Identify responsibilities and tasks of key agencies.



- Describe appropriate resource arrangements.
 - Be as simple as possible.
3. Elements of the plan include:
- a. Recovery Action Team Composition.
 - b. Priority of efforts.
 - (1) Activities that re-establish services that meet the physical and safety needs of the community. These are to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, secure from harm, protection of possessions, health and temporary housing.
 - (2) Reestablishing infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities and housing facilities.
 - (3) Restoring the City's economic base.
 - (4) Improving the City's ability to withstand the effects of future major or catastrophic hurricane disasters.
 - Phasing/milestones for recovery tasks.
 - Support requirements.
 - Coordination requirements.
 - Methodologies.
 - Reporting requirements.

I. RECOVERY ACTION TEAM CONTINUING ACTIONS, LONG TERM.

- 1. Liaison with relevant county, state, federal and private recovery agencies.
- 2. Identify funding sources for mitigation and recovery projects including state and federal assistance programs, private-sector funding, and public donations.
- 3. Keep media informed on recovery program and status.
- 4. Monitor staffing arrangements.
- 5. Review resources and services on an ongoing basis.
- 6. Determine longer-term recovery measures.



7. Continue to monitor agency activities and reduce and/or withdraw services when appropriate.
8. Develop a community recovery planning process.
 - Ensure active participation of members of the affected community.
 - Assess reports gathered through outreach program to assess community needs.
9. Recommend and implement an economic recovery program focusing on local community needs.
10. Recommend zoning changes in damaged areas.
11. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
12. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
13. Recommend strategies to keep unethical contractors out of the area.
14. Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
15. Participate in the preparation of a community redevelopment plan.
16. Help develop replacement-housing strategies.
17. Recommend restoration priorities.
18. Review emergency actions and recommend amendments to the City's:
 - a. Post-Disaster Ordinance
 - b. Comprehensive Plan
 - c. Comprehensive Emergency Management Plan
 - d. Emergency Operations Center Standard Operating Procedures and relevant Administrative Policies.
19. Make recommendations for new ordinances, plans, codes and /or standards to assist in recovery from future disasters.



20. Recommend any changes in the Comprehensive Plan, Land Use and Development Regulations or/ any other ordinances which it deems necessary or advisable to prevent recurring damage or mitigate hazards.

J. SCHEDULE OF RECOVERY FUNCTIONS (RFs) AND PURPOSE STATEMENTS.

<p>RF # 1 Recovery & Redevelopment (The Vision)</p>	<p>To articulate the vision of redevelopment in both the anticipation and in the wake of a catastrophic natural disaster and to use opportunities presented by disaster and lessons learned to improve the community.</p>
<p>RF # 2 Economic Restoration & Development (Restoration of Business Community)</p>	<p>To establish a partnership between the City and the City’s business Community to restore the City’s economy following disaster.</p>
<p>RF # 3 Continuation of Government (COOP)</p>	<p>To ensure the continuing critical functions and services of the City government while responding to and recovering from disaster.</p>
<p>RF # 4 Reentry, Security</p>	<p>To promote and facilitate the timely re-entry of essential response and recovery, government officials, property owners, business owners, media, etc.</p>
<p>RF # 5 Public Information; Community Relations</p>	<p>The Public Information function will provide recovery information to citizens, City employees, businesses and organizations concerning disaster recovery operations and progress in reaching recovery milestones.</p>
<p>RF # 6 Volunteers & Donations</p>	<p>To continue to coordinate during recovery offers of assistance by volunteer organizations and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.</p>
<p>RF # 7 Unmet Needs</p>	<p>To provide an Ombudsman to provide information, investigate complaints and to assist with disputes by directing citizens to the appropriate agency(ies) for resolution and to provide a means of identifying and resolving disaster recovery needs.</p>
<p>RF # 8 Debris Management</p>	<p>To effectively manage debris generated by natural and man-caused disasters.</p>
<p>RF # 9 Damage Assessment / Impact</p>	<p>To determine the disaster’s impact on the City and to determine</p>



Analysis	recovery priorities and identify resource needs for City disaster recovery.
RF # 10 Health (Long Term)	To identify threats to public health during the recovery period and to provide remedies.
RF # 11 Safety	To ensure that a safe and healthful working and living environment is maintained for City recovery personnel and others.
RF # 12 Repair & Restoration of Public Infrastructure, Services & Buildings	To return the public infrastructure and the City's services to pre-event levels or better.
RF # 13 Emergency Permits & Inspections	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster.
RF # 14 Rebuilding, Reconstruction, Repairs, Restoration	To provide for the physical rebuilding of the community which, may necessarily include the viability of commercial operations to support the residents.
RF #15 Temporary Housing	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing. To allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes).
RF # 16 Human Services	To identify individuals who are in need of various human services following a disaster and to meet those needs through the coordination with public and private organizations.
RF # 17 Individual Assistance	To inform disaster victims about the federal individual assistance programs that are available and how to make application.
RF # 18 Environmental Concerns	To identify and implement projects or programs that restore, enhance



	or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation to reduce impacts from natural disasters.
RF # 19 Mitigation	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce the City's vulnerability to natural hazards.
RF # 20 Recovery Administration & Finance	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
RF # 21 Mutual Aid	To establish a Recovery Function (RF) to manage requests for mutual aid assistance for the City or to assist other local government.
RF # 22 Community Association Coordination	To provide a means to coordinate Disaster Recovery Programs between the City, Planned Unit Developments and Community Associations.



Attachment F

**DEPARTMENT PROPERTY & EQUIPMENT PREPAREDNESS
& RECOVERY PLAN**

NOTE:

This section (Attachment D) will remain as a "MASTER" in this manual. A copy of this section is to be distributed to all Departments (in Microsoft Word) so they can complete the information specific to their Departments.



Department: _____

Building(s) Covered by this Plan: _____

Prepared By: _____

Facility Emergency Coordinator

Revision Date: _____

Approved By: _____

Department Head

Date



Table of Contents

- A.** Assignment of Responsibility.
- B.** Protection of Property and Equipment: Hurricane/High Wind Watch.
- C.** Protection of Property and Equipment: Hurricane Warning.
- D.** Post Hurricane
- E.** Additional Actions
 - Tab 1** Computer Hurricane Checklists.
 - Tab 2** Administrative and Office Area Preparations.
 - Tab 3** Contact Information for Critical/Essential Operations.
 - Tab 4** Emergency Information Posting.
 - Tab 5** Building Damage Assessment Forms.
 - Building Exterior Initial Damage Assessment.
 - Building Interior Initial Damage Assessment.
 - Tab 6** Vehicle Assignments.



A. 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, Identify Person FEC or his/her designate may activate portions or the entire plan in consideration of the weekend.
5. The form found in Appendix IV is posted in conspicuous locations to alert building occupants of the identity of the FEC's and the location of the plan.

B. PROTECTION OF PROPERTY AND VEHICLES: HURRICANE/HIGH WIND WATCH.

1. Area Surrounding Buildings: A general survey should be conducted around each building and rooftop where accessible following announcement of a hurricane watch for Miami. Loose items should be brought inside or secured to prevent loss or damage by wind.
 - Identify Person is responsible for securing the area around Building(s).
2. Vehicles: Vehicles should be fully fueled following announcement of a hurricane watch/high wind watch for the Miami area or when ordered by the Director of Fleet Maintenance whichever is sooner. Each primary user or user group is responsible for accomplishing this task. See Tab 6.
3. General Office Areas: The guidance found in Tab 2 should be made available/distributed to affected parties as appropriate.



C. 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 Appendix I.
 - Our vehicles are parked Identify Area/Garage.
 - Vehicle keys should be labeled and kept Identify Area.
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 Appendix II. Close and lock all windows. Turn off and unplug all electrical equipment. Computers and other electrical equipment should be moved away from windows. 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 City property in a manner as directed by official directive from the City Manager or his designee.

Note: In general, staff will be expected to leave City property once operations cease as a result of a Mayoral or City 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 City Emergency Operations Center and information provided that includes the names of personnel, their function, phone number and their location. Tab 3 provides a faxable form.

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.

D. 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 City 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 including the building and room number.





Tab 1

COMPUTER HURRICANE CHECKLIST

A. ALL STAFF ASSIGNED LAPTOPS ARE TO TAKE THE LAPTOP WITH THEM WHEN THEY LEAVE BEFORE THE STORM.

B. REVIEW YOUR DEPARTMENT'S HURRICANE SUPPLIES WHICH SHOULD INCLUDE:

Each Computer Liaison(s) of each department is responsible for having the following supplies by the end of April each year.

1. Visqueen plastic (plastic sheeting) or large and sturdy/heavy duty garbage bags to cover the equipment.
2. Removable labels for PCs- Information Technology Department (ITD) can provide them.
3. Transparent packaging tape & masking tape.
4. CDs/DVD/Diskettes for backup
5. A permanent marker.

Before Storm

Employee Workstation(s)

1. Place a label on your computer with the employee's name, department, room/cubicle and phone number. (Place a label at your cubicle. These will assist with returning the computer to the right location and owner.)
2. Review and perform backup procedures including your my documents files.
3. Copy files to CDs/DVD/Diskettes using Windows.
4. Secure your backups. (Take the backups CDs/DVDs home with you and place them in a safe place)
5. Print documents you may need to refer to in case the computes remain down for a certain period of time (especially the one you were not able to backup).
6. Perform a final backup if applicable.
7. Turn off all computer equipment and protect phones.
8. Cover the monitor and other equipment with plastic sheeting or wrap in a large heavy duty plastic bag(s) and leave it on the top of your desk. Also cover printers, keyboards, mouse, scanners and speakers to protect against possible water damage. If necessary, move them away from unsecured areas, such as doors or windows. **DO NOT** lock drawers so computer and equipment can be reconnected after the storm. Move supplies such as laser printer toner, bond paper, etc. to a dry secure area.
9. If a request is made to move or store the computer, assist your Computer Liaison(s) by disconnecting all cables from your PC and storing it in the phone closet. ITD personnel will properly store your PC in the closet. If no one is at the closet, call ext. 1083 or your department liaison. **DO NOT** store the PC yourself in the closet.
10. Laptops must be taken home with you.
11. Protect your phones by covering with plastic but **DO NOT DISCONNECT** the phone from the outlet. Click on the [Telecommunication Hurricane link](#) for more details:



After Storm
Employee Workstation(s)

IF NO DAMAGE HAS OCCURRED:

1. Follow instructions of the Computer Liaison, designated ITD and departmental personnel will return the CPUs to their location in an orderly fashion. (The goal will be to get the critical PCs up and running first.)
2. The liaisons and ITD personnel will assist you in re-connecting your equipment if you have any problems.

IF DAMAGE HAS BEEN SUSTAINED:

1. Departments should contact their designated Computer Liaison/ITD representative.
2. If an area in your department has been affected by the storm, do not reconnect any computer equipment until an authorized ITD representative is contacted. Do not move equipment that was stored in a secured area to a potentially wet and excessively humid environment.
3. If computer equipment has been damaged, take a Polaroid pictures and contact the designated Computer Liaison/ITD representative.
4. If the equipment does not seem to be in danger of sustaining further damage(s), then it should be left in place until the insurance adjuster arrives.
5. If you are not sure what to do, contact the Computer Liaison/ITD representative before reconnecting any computer equipment.



Tab 2

ADMINISTRATIVE AND OFFICE AREA PREPARATION

A. GENERAL PREPARATIONS FOR HURRICANES.

1. Hurricanes are dangerous storms and can threaten the safety and operation of work areas. Plans should be developed well in advance to insure the protection of valuable equipment 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:
 - 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.
 - 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)
 - Check emergency phone numbers and 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 City is to be closed.
 - Let the Emergency Operation Center know if essential persons will need to remain in your building.

Remember that 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.



B. ASSIGNMENTS FOR BUILDING AND/OR OFFICE AREAS.

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

ASSIGNMENTS FOR BUILDING AND/OR OFFICE AREAS				
Area, Equipment, Tasks	Location(s)	STAFF RESPONSIBLE		Special Concerns/ Completed
		Primary	Alternate	
ACTION:				
Fuel and move city vehicles to a safe location.				
Unplug computers, printers and all other electrical equipment (except freezers and refrigerators).				
Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available.				
Protect valuable files in place or move to a safe location.				
Back-up computer files and make more than one copy. Store them in several different locations.				
Check emergency phone numbers. Update emergency notification lists. Add temporary contact information if staying at a different location.				
Cover and secure or seal vulnerable equipment with plastic.				
Remove all equipment and supplies stored or mounted in outdoor locations.				
Remove equipment and supplies from the floor in areas that may flood.				



C. ADMINISTRATIVE AREA PREPARATIONS FOR HURRICANES.

Hurricanes are dangerous storms and can threaten the safety and operation of administrative and support areas and therefore the overall functioning of the City. 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:

- Plan ahead. Plan what you will need to do at work and at home to prepare for the storm.
- Stay calm and listen to weather and emergency radios.
- Valuable items in your office should be moved and secured away from windows.
- Lock windows and close blinds.
- Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.
- Park vehicles in a safe location away from trees and in areas not prone to flooding.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc...
- Cover large valuables with plastic for protection.
- If remaining in a building, stay inside, away from windows and near the center of the building.
- Leave for your home or designated safety area well before the hurricane hits.
- Use battery operated flashlights and lanterns. **Don't use any open flames for lighting.**

DON'T

- Don't panic!
- Don't call 911 or other emergency numbers for general or non-emergency information.
- Don't go outside during the storm.
- Don't work with electrical equipment during the storm.
- 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.



D. ASSIGNMENTS FOR SECURING ADMINISTRATIVE AND OFFICE AREAS.

ASSIGNMENTS FOR SECURING ADMINISTRATIVE AND OFFICE AREAS				
Area, Equipment	Location(s)	STAFF RESPONSIBLE		Special Concerns Completed
		Primary	Alternate	
ACTION:				
Fuel and move city vehicles to a safe location				
Back-up computer files, make more than one copy and store in several different locations.				
Cover and secure or encase and seal vulnerable equipment with plastic.				
Valuable files and papers should be moved or cabinets covered in plastic and secured.				
Unplug computers, printers and other electrical equipment (exception refrigerators and freezers).				
Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. <i>(Tag moved equipment for easy identification and retrieval).</i>				
In areas subject to flooding: If necessary, relocate valuable equipment and other valuables to a higher floor. <i>(Tag moved equipment for easy identification and retrieval).</i>				
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.				
Take personal possessions home.				
Close and lock office door when complete.				
Other				



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

INITIAL EXTERIOR BUILDING DAMAGE ASSESSMENT FORMS

**BUILDING
NAME:** _____

BUILDING # _____

**STORM
/EVENT:** _____

ASSESSMENT DATE: _____

ASSESSMENT BY _____

BUILDING AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscaping				
Walls				
Fences				
Gates				
Power				
Other:				
Other Action Required/Comments:				

***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

**BUILDING
NAME:** _____

BUILDING # _____

STORM /EVENT: _____

**ASSESSMENT
DATE:** _____

ASSESSMENT BY: _____

ROOM # :				
ROOM ITEM	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Carpet				
Floor				
Walls				
Ceiling Tile				
Ceiling, Other				
Windows				
Built "Ins"				
Furnishings				
Light Fixtures				
HVAC				
Other:				
Other Action Required/Comments:				

***Cause Code**

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



--	--	--	--

Attachment G

EMPLOYEE HURRICANE PREPAREDNESS GUIDE

MONITORING RADIO & TELEVISION STATIONS

In the event a hurricane strikes South Florida, City employees should monitor radio and television stations broadcasting hurricane information. When the City 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.

EMPLOYEE HURRICANE MESSAGE CENTER – (305) 329-4700

The City 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.

EMPLOYEE ASSISTANCE – (305) 329-4700

The City has set up an employee assistance telephone number that you may need to utilize after a hurricane has passed. Should you find yourself in need of assistance in one of the areas identified please call (305) 329-4700 and briefly explain your situation. Depending on the type of assistance needed or information being relayed the information you provide may be recorded.

Employee Assistance.

The City has set up provisions to assist employees with special needs such as temporary housing and domestic needs. Should you need special assistance, please call (305) 329-4700 and briefly explain your situation.

Housing.

The City will work to identify temporary housing facilities for City employees should the need arise. Since there may be limited availability of fuel for commuting to and from work, the City will work with local hotels in an effort to place City employees in temporary housing. The City will also work with



various Board of Realtors to assist employees in relocating to interim housing, including specific housing needs (number of adults and/or children, house/apartment, pets, etc.).

Furniture.

The City will assist in identifying sources of inexpensive furniture for furnishing interim housing with basic needs such as mattresses, box springs, chairs, tables, and chest of drawers.

Drying In.

To the extent resources are available the City will establish teams to assist employees in “drying in” their home. These teams will aid employees by providing labor and materials to cover roofs, walls and windows that are exposed to the elements after a hurricane has struck.

Counseling.

Depending on the circumstances, stress seminars may be offered to employees prior to or after a hurricane.

WORKPLACE PREPARATION

Should a Hurricane threaten South Florida, the City of Miami must do everything possible to minimize its losses. Proper preparation of our worksites is an essential component of reducing the City’s liability. Your assistance in completing the following procedures will greatly assist the City 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 Technology Department (ITD).
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 is 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 desk top 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 Technology Department.
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 City to reduce its liability as much as possible, the City of Miami 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:

- 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.
- 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.
- A decision on where you are going to park your car.



- A decision on where you are going to leave your pet.
- A decision on what you are going to do with your boat.
- A list of key phone numbers that family members will carry with them including relatives, family doctors, insurance agents, employers, etc.
- 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.
- A secure place to store valuables including insurance papers preferably outside of your home or business.
- Check your insurance coverage – flood damage is not usually covered by homeowners insurance.
- Use a NOAA weather radio. Remember to replace the battery every 6 months as you do with your smoke detectors.
- A review of the integrity of your roof.
- If you are going to stay at home, choose and prepare a **SAFE ROOM** where you will ride out the hurricane.
- Take First Aid, CPR and disaster preparedness classes.
- Enough water jugs to store seven gallons of water for each person.
- Hurricane supplies for **TWO WEEKS**. Stock non-perishable emergency supplies and a Disaster Supply Kit. This kit should include:
 - Water – at least 1 gallon daily per person for 3 to 7 days
 - 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)
 - Blankets/Pillows, etc.
 - Clothing – seasonal/rain gear/sturdy shoes
 - First Aid Kit/Medicines/prescription drugs
 - Special Items – babies and the elderly
 - Toiletries/Hygiene items/Moisture wipes
 - Flashlight/Batteries
 - Radio – battery operated and NOAA weather radio
 - Cash (with some small bills) – banks and ATMs may not be open or available for extended periods.
 - Keys
 - Toys, Books and Games



- Tools
- Vehicle fuel tanks filled
- 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.redcross.org/images/MEDIA_CustomProductCatalog/m4240199_A4497.pdf

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/preparation/location/home-family/seniors>

Caring for pets.

Although last year was a quiet season for South Florida, it is still 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 home during a storm or knowing where you can evacuate to with your pet.

There is also valuable information provided by the Humane Society of Greater Miami on pet care and pet friendly shelters at:

<http://www.humanesocietymiami.org/programs/hurricane-preparedness/> through the City of Miami Department of Fire-Rescue Division of Emergency Management section. If you live in Broward County, you can obtain information from the Humane Society of Broward County at: <http://humanebroward.com/hurricane-news/> which also includes valuable information on preparing your pets and a link to pet friendly shelters.

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 at (305) 329-4700. Once it is clear for employees to report to work proceed as follows:

1. Report to your normal worksite for duty, unless you have been otherwise assigned, e.g.: assignment to NET offices.



2. If upon arrival you find that your worksite is damaged such that you are unable to perform your normal work function or that your worksite is inaccessible you are to report to the Miami Police College located at 350 NW 2nd Ave, Miami, unless an alternate location is posted at your workplace, you are otherwise advised by a supervisor from your department or the Employee Hurricane Message Center otherwise advises you.
3. For the first few days following the passing of a hurricane casual wear will be acceptable office attire.
4. Upon clearance to report to work, employees should expect to report for their normal work shift unless otherwise directed or pre-assigned.
5. Reassigned duties and work hours will be scheduled as needed for emergency response functions.

PAYROLL REPORTING

Special payroll systems have been arranged in case of computer equipment failure. The emergency payroll system will have paychecks issued as usual unless otherwise notified due to unanticipated damage. If needed, special forms will be used to document work hours and assignments. Please work closely with your supervisor to make sure each day's activities are listed and hours worked are accurate.

Unless "Emergency leave" has been authorized by the City Manager, leave time requested by employees will be deducted from employee leave balances.