

City of Miami



Administrative Policy Manual

APM 3-78: Hurricane Protection Procedures

Purpose To provide official standards, procedures and guidelines in the event of a hurricane threat to the City of Miami.

Policy Statement This Administrative Directive supersedes all issues of Hurricane Protection Procedure AD 1.9 including the most recent issue dated April 2001.

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- Definitions**
- A. Hurricane "*Advisory*" is the official information issued by the National Weather Service describing all hurricane *watches and warnings* in effect. At this point, the storm poses no particular threat to Florida.
 - B. Hurricane "*Watch*" as defined by the National Weather Service states that hurricane conditions are possible in the specified area of the watch usually within forty-eight (48) hours.
 - C. Hurricane "*Warning*" as defined by the National Weather Service states that hurricane conditions are expected in the specified area of the warning usually within thirty-six (36) hours or less.
 - D. The Emergency Manager is the City's representative who coordinates and directs the planning, organization, control, and implementation of the City's emergency management plan.

City of Miami Hurricane Protection Procedures In the event of a hurricane, City departments will follow these general rules to insure the protection of life and City property, as well as the continuance of services to the citizens of Miami. In addition to these rules, all City departments will have such departmental rules as may be necessary to effectively meet emergency situations specifically related to their assigned functions.

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Prior Actions

- A. Department heads are responsible for taking all necessary special precautions for the protection of their buildings, facilities and equipment. Official advisories issued by the U.S. National Weather Service are to be used by the department head in scheduling the action to be taken by his/her department. The release of employees from duty will be authorized by the City Manager's Office.
 - B. Post emergency precautions on bulletin boards. They should remain posted from June 1 to November 30 each year.
 - C. Affected department heads will arrange for stand-by crews to remain on duty at the following locations where they may be reached in the event emergency work needs to be done:
 - 1. All Fire Stations (Call Fire Operations) 305-579-6245
 - 2. Police Station 305-579-6111
 - 3. Solid Waste 305-960-2800
 - 4. General Service Administration ("GSA") 305-329-4870
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**Hurricane
Warning is
Announced**

City departments shall undertake the following steps where a hurricane warning is announced:

- A. Ensure that all motor vehicles and motorized equipment is properly serviced with full fuel tanks, maximum battery charge, and in good mechanical condition. Follow the latest instructions of GSA regarding sending cars home with employees and proper care of such vehicles.
 - B. Establish and post on department bulletin board a roster and time schedule for employees who are to remain on duty or be available for stand-by duty.
 - C. Notify GSA if assistance is needed in closing the building or other facilities. Arrangements for this assistance should be made as far in advance as possible.
 - D. Cover all office equipment and move it away from windows and doors.
 - E. Remove all file material from floor and lower filing spaces and secure them in higher cabinets and files. Attention should be given to safe storage of all non-replaceable items such as drawings, maps and field books.
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**Hurricane
Warning is
Announced
(continued)**

- F. Pull window blinds all the way to the top.
- G. Secure windows and shutters (if any) as tightly as possible.
- H. Release City employees from duty when authorized by the City Manager's Office. Employees shall be instructed that City departments will be open for business as usual following a hurricane unless there is a public announcement to the contrary. Failure to report for duty is subject to disciplinary action, as provided in the Civil Service Rules and Regulations and the various collective-bargaining-agreements.
- I. Department heads shall produce an updated emergency contact list for their respective department and provide the list to the City Manager's Office, the Emergency Manager and/or the City Emergency Operations Center if already in operation.
- J. Department heads will identify and assign a minimum of two (2) executive level department representatives to staff a rotation at the City Emergency Operations Center on a twenty-four (24) hour basis.
- K. All staff is directed to follow specific emergency procedures as listed in the City's Comprehensive Emergency Management Plan ("CEMP").
- L. Pull the master electrical switches before leaving the building.

**Specific
Responsibilities**

Specific responsibilities are hereby assigned to the following departments and divisions, each of which will be responsible for developing plans for the efficient handling of their responsibilities.

A. Building & Zoning Inspection Department

- 1. Commencing May 1st and continuing through November 30th of each year.
 - a) Written notice shall be given to general contractors of record as to their responsibilities as required by the Florida Building Code and Chapter 8 of the Miami-Dade Building Code.
 - b) A copy of the notice shall be attached to each contractor's issued permit.
 - c) Inspectors shall begin distribution of the notice to contractors at job sites as they make their daily inspections. Additionally, the inspectors shall verbally advise those contractors of their responsibilities as stated in the Florida Building Code.

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Continued**Specific
Responsibilities
(continued)**

2. Hurricane Watch/Warning
 - a) All normal inspections, plan checking/reviews, and issuing of permits shall cease.
 - b) Signs shall be posted on the first and fourth floors of the Miami Riverside Center building advising the public that the Building Department is closed.

B. Fire Department

1. Staff all City fire stations and make them as secure as possible against the hurricane.
2. Organize forces so that off-duty personnel can be called for duty after passing of the hurricane.
3. Provide rescue services and first aid, fire communications and utility notification.

C. Police Department

1. Maintain an appropriate level of service including the initiation of an "Alpha" "Bravo" mobilization of all sworn and civilian police personnel.
2. Supervise such services as:
 - a) Providing access routes to emergency areas.
 - b) Establishing communications including stationing radio-equipped police cars at hospitals and other emergency areas if other means of communications fail.
 - c) Re-routing traffic.
 - d) Protecting against looters.
 - e) The City of Miami Police Emergency Operations Center will be staffed and operational during hurricane mobilization and will be responsible for coordinating the resources of any outside law enforcement agencies.

D. Emergency Management

The *Comprehensive Emergency Management Plan ("CEMP")* is coordinated and updated by the Department of Fire-Rescue. It is the City's official disaster plan published by the Department of Fire-Rescue as a guide to citywide disaster operations. Each City department has specific and general assignments outlined in the CEMP. In addition, the Miami Police Department maintains its own specific disaster plan. The lead coordinating agency for civil disturbances is the Miami Police Department. Other incidents such as nuclear, chemical, or biological terrorist incidents will be coordinated by Police and Fire-Rescue under a unified command structure to address the multifaceted law enforcement and hazardous materials issues involved in complex situations of this nature.

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Specific Responsibilities
(continued)

1. The City Manager or the Emergency Manager will assure that a high level member of the City staff is sent to represent and advocate for the City interests at the County Emergency Operations Center.
2. Assist in coordinating activities or to aid in communications, or other functions as directed.
3. Be prepared to place in operation the Civil Defense Natural Disaster Plan if ordered to do so.

E. General Services Administration

1. GSA will secure its facilities and assure that all departments secure their assigned vehicles.
2. Stand-by crews will be maintained as may be necessary during and immediately after the hurricane.

F. Solid Waste Department

1. In accordance with the CEMP and at the direction of the City Manager or the Emergency Manager, Solid Waste will initiate garbage and trash pickup sweeps prior to a hurricane.
2. Following a hurricane, Solid Waste will coordinate the work of their own crews as well as crews assigned from the Public Works Department, Operations Division and the Parks Department to clear streets and sidewalks.

G. Parks Department

1. In accordance with the CEMP and at the direction of the City Manager or the Emergency Manager, the Parks Department will secure and take all possible precautions for the protection of all parks and playground buildings and equipment.
2. Following a hurricane, equipment and work crews will be assigned to the Solid Waste Department to assist in clearing streets and sidewalks.

H. Public Works Department**1. General**

In accordance with the CEMP and at the direction of the City Manager or the Emergency Manager, the lead person for all public works and engineering related inquiries is the Director of the Public Works Department. In the Director's absence, the Assistant Director shall serve in this capacity.

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**Specific
Responsibilities
(continued)**

2. Hurricane Watch

- a.) Begin coordination with construction contractors in an effort to insure the security of all sites to the greatest degree possible.
- b.) In preparation of the impending storm and based on the department's *Hurricane Preparedness Guide*, operable emergency equipment (chain saws, radios, portable stop signs, barricades, front-end loaders, etc.) and available personnel will be accounted for and assigned to strategic reconnaissance and recovery locations (fire stations, yards, Emergency Operations Center).

3. Hurricane Warning

- a.) Staff and equipment will be deployed to assigned strategic locations and/or moved to high ground if necessary.
- b.) Insure all public works areas are secure, including the MRC, yards, portables, etc.
- c.) Request that all contractors complete all storm preparation and those areas are clear of loose debris to the greatest extent possible.

4. After the Storm

- a.) Managerial staff manning the Emergency Operations Center will be responsible for compiling and coordinating reports and handling requests.
- b.) After the danger has subsided, equipment, and work crews and equipment from the operations division will be assigned to work with the Solid Waste Department to assist in the clearing of streets and roadways for vehicular and pedestrian traffic.
- c.) Staff will be assigned to accomplish damage assessment as appropriate.

**Emergency
Expenditures**

Standard City purchasing procedures will be followed, except when emergency circumstances make it impossible to do so. Emergency purchases and overtime pay are authorized to be made only by department heads, and then only if clearly necessary to restore communications, sanitation services, storm drainage, and such other *functions* as are required for the health, safety, welfare and protection of people or property. Such emergency expenditures are to be reported in writing to the City Manager's Office on the first day of work following a hurricane.

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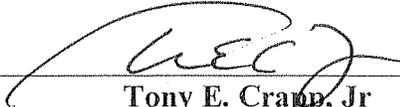


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Issued By:



Tony E. Crapp, Jr
City Manager

<u>REVISED</u> <u>SECTION</u>	<u>REVISIONS</u> <u>DATE OF</u> <u>REVISION</u>
Created	06/13/1978
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