

**RESOLUTION NO. 2024-17**

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA, APPROVING THE CITY DISASTER PREPAREDNESS GUIDE AS ATTACHED HERETO.**

**WHEREAS**, the City of New Port Richey has developed a disaster preparedness guide to facilitate emergency operations within the City in the event of a disaster or state of emergency; and

**WHEREAS**, the City Council wishes to approve the disaster preparedness guide in the best interest of the public health, safety and welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of New Port Richey, a Florida municipal corporation, through its City Council, in regular session assembled this date, does hereby adopt and approve the City Disaster Preparedness Guide attached hereto, and directs that the provisions thereof be implemented within the City by the City Manager.

**IT IS FURTHER RESOLVED** that the City Manager is hereby authorized to make changes to the adopted plan as necessary to address the future needs of the City and the adopted plan, as revised from time to time, shall remain in full force and effect unless and until amended or terminated by the City Council.

**DONE AND RESOLVED** this 3rd day of September, 2024.

ATTEST:

  
\_\_\_\_\_  
Judy Meyers, MMC, City Clerk

  
\_\_\_\_\_  
Alfred S. Davis, Mayor

Approved as to form:

  
\_\_\_\_\_  
Timothy P. Driscoll, City Attorney

CA Approved 8-8-24



# 2024 DISASTER PREPAREDNESS GUIDE



THE CITY OF  
**NEW PORT**  
**RICHEY**  
FLORIDA



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## **I. INTRODUCTION**

### ***Purpose***

The purpose of the Disaster/Hurricane Plan is to provide uniform policies and procedures for the effective coordination of actions necessary to prepare for, respond to, recover from and mitigate natural or manmade disasters which might affect the health, safety, or general welfare of individuals residing in New Port Richey.

The City's Disaster/Hurricane Plan is designed to accomplish the following:

- Minimize suffering, loss of life, personal injury, and damage to property resulting from hazardous or emergency conditions.
- Provide Departmental guidelines to assist the emergency management system, which addresses all aspects of emergency preparedness, response, recovery, and mitigation.
- Minimize disaster related material shortages and service system disruptions, which would have an adverse impact on the residents of the City.
- Provide immediate relief and promote short-term and long-range recovery following a disaster.
- Outlines the City's procedures for reacting promptly to save lives and protect property when threatened or hit by a disaster or major emergency

### ***Scope***

The New Port Richey Disaster/Hurricane Plan is designed for use in various levels natural disasters in operating in storm related events.

The plan:

- Establishes policies and procedures under which the City of New Port Richey government will operate in response to disaster and emergencies.
- Addresses the various types of emergencies associated with natural disasters which could occur and procedures for disseminating warnings and supplementary instructions, regarding such events.
- Establishes direction and control responsibilities for conducting disaster response and recovery operations.
- Specifies the responsibilities of elected and appointed local government officials, department directors, and other responding agencies.
- Provides a framework for expeditious, effective, and coordinated deployment of City resources.
- Outlines procedures for county, state, and federal assistance when the magnitude of a disaster has exhausted local resources.

### **Methodology**

The City of New Port Richey departments worked in conjunction with the Emergency Operations Center (EOC) Operations Group in the production of this document. The City will provide a copy of the Disaster/Hurricane plan on an annual basis to the EOC of Pasco County. Departments will be responsible for assuring their individual departments plan to meet the overall City's Plan.

### **Plan Organization**

The NPR Disaster Plan is comprised of the following elements:

- The basic plan consists of the Introduction; Governmental Situation and Authority; Geographic Analysis; Hazard Analysis; Stages of Preparedness, Individual Department Plan and Appendices.
- The recovery element outlines the procedures for damage assessment; requests for federal disaster assistance, to include public assistance, and individual assistance; and hazard mitigation.

### **Assumptions**

The following assumptions can be made with respect to the plan:

- City resources will be available;
- If City resources are insufficient assistance may be sought from Pasco County sources;
- If Pasco County resources are insufficient, assistance may be sought from state sources after Pasco County Board of County Commissioners (BOCC) has issued a Declaration of a State of Local Emergency and the county requests such assistance; and
- If Pasco County and state resources are insufficient to cope with a disaster, the Governor will request federal assistance through a Presidential Emergency or major disaster declaration and receive federal assistance.

## **II. GOVERNMENTAL SITUATION AND AUTHORITY**

### **Governmental Organization**

#### **Normal – Pasco County**

The Board of County Commissioners (BOCC) consisting of seven elected officials, with one acting as Chairperson. The County Administrator is appointed by, and reports to, the Board of County Commissioners.

#### **Normal – City of New Port Richey**

The City of New Port Richey is governed by a City Council consisting of five members elected at large. One member is elected as the Mayor/Council member who presides at meetings and is recognized as the official head of the government for all execution of legal

Instruments, all ceremonial purposes, and by the governor for the purpose of military law. The City Manager is appointed by, and reports to, the City Council.

#### Emergency – Countywide

Under emergency conditions, the county transforms to a specialized disaster response organization. The BOCC, as the governing body of Pasco County, a political subdivision of the State of Florida, is vested with certain regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a “State of Local Emergency”. During a state of local emergency appropriate portions of the emergency management ordinance (e.g. price gouging, curfew, restrictions on sale of certain items, etc.) shall be implemented. With regard to the other powers conferred by Chapter 252, once an emergency has been declared, all remaining authority under paragraph 252.38 (6) (e) is delegated to the County Administrator for emergency operations.

This authority pertains to:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering into contracts.
- Incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteer workers.
- Rental Equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

#### Emergency – City of New Port Richey

Under emergency conditions, the City transforms to a specialized disaster response organization as explained below:

City Council:

The City Council, as the governing body of the City of New Port Richey, a political subdivision of Pasco County, is vested with certain authority in regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a “State of Local Emergency”. The City Council is comprised of five City Council Members including the Mayor. In the absence of the Mayor, the Vice-Mayor shall serve in his/her place. No quorum is needed to exercise the authority delegated, but action shall be taken by majority vote of those members present.

City Council’s role during an emergency shall include:

- Promulgates this plan for safeguarding life and property of the New Port Richey citizens.

- Provides continuation of effective, orderly governmental control required for emergency operations through all phases of an impending or actual disaster.
- Executes agreements with State and Federal disaster relief agencies.

**City Manager:**

The City Manager will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations. The City Manager will also be responsible to the City Council for coordination and operation of all services and operation of all municipal departments. All public information bulletins and broadcasts released within the City Government shall be cleared through the City Manager or the Emergency Management Director, which is the Fire Chief.

In pursuit of his emergency duties, the City Manager shall utilize all available resources of city government as reasonably necessary to cope with the situation.

This authorization includes:

- Performing public work and taking prudent action to ensure the health, safety, and welfare of the community.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting Equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

***New Port Richey EOC:***

The City of New Port Richey pre-storm meetings will take place at City Hall. Upon activation of the City Disaster Plan, the City EOC will be located at the Recreation & Aquatic Center. While the City of New Port Richey will be coordinating with Pasco County throughout any storm event, experience has shown that the City will need to be able to take care of itself during and after an event. This section is designed to provide a guideline for the disbursement and positioning of personnel and equipment so that re-entry into the City after a storm event is accomplished in an efficient and methodical manner. It is also important that all pre and post- incident administrators know that the game plan is and where the City's resources can be found.

The City of New Port Richey Emergency Management Command Staff is comprised of the City Manager, Fire Chief, Chief of Police, and the Public Works Director.

The City of New Port Richey will provide a representative at the Pasco County Emergency Operations Center to coordinate activities between the County and the City response and

recovery elements. The City Clerk will attend all meetings to formally record procedures and decisions. The City Attorney will attend upon request or as needed and provide legal counsel to the Mayor, City Council, and City Manager as required prior to, during, and after the emergency.

### **III. GEOGRAPHIC ANALYSIS**

#### ***Geographical, Climatological and Topographical Characteristics***

New Port Richey is located in Pasco County on the west central coast of Florida. The City includes an area of approximately five (5) square miles and is bounded on the north by the City of Port Richey and Pasco County. The west by Pasco County and the Gulf of Mexico and finally bounded to the east and south by Pasco County. The City of New Port Richey is to be considered part of the Tampa Bay area.

Average mean annual temperature in Tampa is 72.2 degrees (F). The normal daily fluctuations in temperature in the winter months are from the low 40's to the low 70's, while during the summer months the temperature ranges from the low 70's to the low 90's. The average annual rainfall is 42.86 inches.

The terrain is generally flat with a shallow water table. The elevation in the City ranges from below sea level to approximately 35 feet above sea level. Approximately 75 percent of the City is located in areas designated as flood zones in the Flood Insurance Rate Map (FIRM) series. Flooding is a very real threat and predicted storm surges must be taken into account when determining a course of action for location of the City EOC and placement of equipment

### **IV. HAZARD ANALYSIS**

#### ***Levels of Disaster***

Florida Statute 252 defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in declaration of a state of emergency by County, the Governor, or the President of the United States. FS.252 also identifies disasters by the severity of resulting damage as follows:

- Emergency – Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- Minor Disaster – one that is likely to be within the response capabilities of local city and county government and to result in only minimal need for state or federal assistance.
- Major Disaster – one that will likely exceed city and county capabilities and require a broad range of state and federal assistance.
- Catastrophic Disaster – one that requires massive state and federal assistance, including immediate military involvement.



***Damage Potential***  
**(Surge Heights Modified / Specific to County)**

**Category 1**

Sustained winds of 74 to 95 miles per hour. Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Flooding at barrier islands and low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings. Storm surge four (4) to eight (8) feet above normal with riverine flooding up to six (6) feet means sea level (MSL).

**Category 2**

Sustained winds of 96 to 110 miles per hour. Considerable wind damage to shrubbery, trees, foliage, some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings; some window and door damage. No major damage to inland buildings. Considerable damage to piers, marinas and small craft in unprotected anchorage. Storm surge nine (9) to twelve (12) feet above normal with riverine flooding up to nine (9) feet (MSL); damage and flooding as described in Category 1.

**Category 3**

Sustained winds of 111 to 129 miles per hour. Foliage torn from trees, large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing material of buildings; some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Serious flooding along barrier islands and coast, with larger structures being damaged and small structures destroyed by waves and floating debris. Storm surge thirteen (13) to seventeen (17) feet above normal with riverine flooding up to thirteen (13) feet (MSL).

**Category 4**

Sustained winds of 130 to 156 miles per hour. Shrubs and trees blown down. All signs blown down. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. Major damage to lower floors of structures near the coast or on barrier islands due to flooding, waves and floating debris. Storm surge eighteen (18) to twenty (20) feet above normal with riverine flooding up to fifteen (15) feet (MSL).

**Category 5**

Sustained winds of 157 miles per hour or higher. Shrubs and trees blown down, considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore. Storm surge greater than twenty (20) feet above normal.

Saffir-Simpson Hurricane Scale

| Storm Category | Central Pressure | Winds (mph) | Storm Surge (ft.) |
|----------------|------------------|-------------|-------------------|
| 1              | >28.94           | 74-95       | 4-5               |
| 2              | 28.50-28.91      | 96-110      | 6-8               |
| 3              | 27.91-28.41      | 111-129     | 9-12              |
| 4              | 27.17-27.88      | 130-156     | 13-18             |
| 5              | <27.17           | >156        | >18               |

*This model uses average storm surge heights. The SLOSH and MEOW storm surge models predict even greater storm surges based upon a number of variables that were not used in the Saffir-Simpson model (a high of 8 feet for a cat. 1 to 25 feet for a cat. 5).*

**SLOSH Surge Analysis SURGE HEIGHTS\* of**

Critical Facilities

| Facility  | Elevation | SLOSH y,x Coord. | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 |
|---|-----------|------------------|------------|------------|------------|------------|------------|
| <b>Police Department</b><br>6739 Adams St                   | 13'       | 33,4             |            | 13.4       | 19.5       | 21.9       | 23.8       |
| <b>Fire Station # 1</b><br>6333 Madison St                  | 12'       | 33,3             |            | 13.4       | 19.5       | 21.9       | 23.8       |
| <b>Fire Station # 2</b><br>6121 High St                     | 23'       | 33,4             |            |            |            |            | 23.8       |
| <b>Wastewater Treatment Plant</b><br>4730 Main St           | 10'       | 34,4             | 10.4       | 13.2       | 18.2       | 18.2       | 22.9       |
| <b>Public Works Department</b><br>6132 Pine Hill Rd         | 20'       | 34,2             |            |            |            |            | 22.9       |
| <b>Water Production Plant</b><br>9747 DeCubellis Rd         | 28'       | 32,2             |            |            |            |            |            |
| <b>Recreation &amp; Aquatic Center</b><br>6630 Van Buren St | *34'      | 33,3             |            |            |            | 21.9       | 23.8       |
| <b>City Hall</b><br>5919 Main St                            | 12'       | 33,3             |            | 13.4       | 19.5       | 21.9       | 23.8       |

\*Upstairs (EOC) is 34.2', Downstairs (gymnasium) is 28.1'

Predicted Surge Heights are in relation to mean sea level (MSL). Therefore, to determine the maximum amount of surge at the site, subtract the land elevation from the predicted surge height. Predicted surge heights reflect a 20% increase to the potential surge height to compensate for model accuracy plus an additional (1 foot) increase to compensate for a high astronomical tide. Particular SLOSH Grid Cells were not modeled. However, a similar SLOSH Grid Coordinates were selected based on distance from Critical areas

## V. STAGES OF PREPAREDNESS - PRE-EVENT, EVENT, AND POST-EVENT

The plan identifies three levels of preparedness in managing a Hurricane Incident. The **Pre-Event** addresses those activities leading up to and preparing/planning for the Storm. The next is **Event** itself and what activities individuals will do during the storm event. And finally, the **Post-Event** those actions that will be carried out immediately after the storm when it is safe to release the operation people from their staging/shelter locations

### ***PRE - EVENT***

The city will conduct pre-storm meetings at City Hall, and upon activation of this plan, operate out of its own Emergency Operation Center located at the Recreation & Aquatic Center. All operations will be coordinated with the Pasco County Emergency Operation Center (EOC). The City Manager in coordination with the Fire Chief must then decide to activate the City's EOC and update Department Directors of the impending situation.

### ***Hurricane Threat over 72 hours out***

This phase begins when the probability of landfall is greater than 15 percent (approximately 72 hours before predicted landfall). This is a time of heightened participation between the City and the County EOC. City EOC representatives are in constant contact with the City Manager's office or his/her designated Incident Commander/Unified Command Staff.

- Maintain normal department operations
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.
- Review procedures, test flashlights, department radios (800 Vhf or low band) cell phones, laptops etc.
- Fuel all vehicles and portable equipment
- Process purchase order for any supplies that may be needed

### **Receiving Official Hazardous Weather Information**

- National Weather Service (NWS)
- Nixle Mobile Text Alerts
- Mobile Weather Apps
- Email Alerts
- Pasco County Emergency Management
- Florida Division of Emergency Management
- 911 Communications

## **Citizen notification warning system**

The City of New Port Richey has adopted the CEMP (Community Emergency Management Plan) from Pasco County Emergency Management Center which describes methods and techniques that would warn citizens of different disasters such as: Hurricanes, Tropical Storms, Flooding, Hazardous Materials, and Fires.

Examples of warning devices are as follow:

- Door to door contact
- Police and Fire Vehicles to canvas areas utilizing Public Address system
- City Website
- Television Weather Reports
- Local Radio stations
- Social Media Platforms
- Nixle Mobile Text Alerts
- Press Releases

## **City Staff Notifications**

- Staff Meetings
  - Emailed Weather Reports
  - Weekly Tropical Reports
  - Daily Tropical Reports; With Activity in Gulf
  - Nixle Mobile Text Alerts
  - Memorandums
- 
- All critical weather information including observed weather conditions should be reported to the EOC as well as reported back to the National Weather Service (NWS) Office in Ruskin by calling (813) 645-2323

### ***Hurricane Watch 36-48 hours out***

The City Manager or his/her designee will determine the staffing levels needed based on the size of the disaster, expected damage or additional personnel. When the disaster is 36-48 hours before landfall the City Manager will then require department directors or designees to begin calling in essential personnel and required to appear to specified location 8 hours prior.

- Maintain normal department operations. Monitor conditions on a regular basis.
- Gather information from Energov, a list of contractors and active building permits shall be placed in good location.
- Construction sites will be notified to make provisions to secure loose objects.
- Fuel vehicles and a full inspection of the vehicle shall be conducted by staff (Inspectors)
- Check status of the Emergency Operation Center at the County Building and maintain constant communications with the City's EOC.
- Check with City's EOC to review plan and duties.
- Staff to plan personal arrangements for safety of family and property, including locations and telephone numbers.
- Gather and store copies of, Florida Building Code (FBC), City Code, Comprehensive Plan, Permit Placards (both printer and handwritten), Elevation Certificates, CRS/ISO data, and any other important copies. Determine if copies should be made and stored in separate locations, back up GIS computer and laptops.
- Download the current Pasco County Property Appraiser GIS data and print out a report of all current property owners.
- Obtain bottle water and buy coolers for vehicles and for area for the permitting and office staff.

The Staffing Levels are:

- Level I – Essential personnel as designated by: Chief of Police, Fire Chief, Public Works Director, and Building Officials.
- Level II – Essential personnel along with additional personnel on requests from each department.
- Level III – All city employees and at this point if they have not already done so, all departments will begin implementation of individual departmental plans.

### **Recall**

All Department Directors are required to establish a recall policy for their respected departments. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## Records Management

While it is important to back up paper files electronically whenever possible, many City departments' paper files are irreplaceable due to current administrative use, age and archival significance, or other possible factors. Regardless of whether or not a department has backed up its paper files, preservation of hard copy files is crucial not only as a historical record of daily City business, but also to enable City business to operate during a crisis, and continue operating smoothly once the crisis is past.

A list of crucial administrative and archival documents would include, but not be limited to, the following examples:

- Architectural plans, plats, permits, and schematics;
- Project records;
- Deeds, claims of lien, and satisfactions of lien;
- Contracts and agreements;
- Accounts payable and receivable items;
- Human Resources employment and benefit records;
- City Council agendas, minutes, ordinances, and resolutions;
- Budgetary and other City plan documentation.

The State of Florida's General Records Schedule GS1-SL is an excellent source for determining what is and is not a crucial document.

When relocating files, each department shall be responsible for making arrangements for their documents' move to a safe location, and proper protection from potential water damage (wrapping cabinets with plastic sheeting and sealing with duct tape; other safe storage procedures).

### Record Management for Category 1 and 2 storm

In the event of category 1 storm event or a light category 2 with a small storm surge, city departments shall relocate their file cabinets into interior rooms that are away from windows and doors that may be broken out during the storm event.

### Record Management for Category 2 strong with high tidal surge expectation and/or Category 3 storm

In the event of category 2 storm event with a high tidal storm surge or a category 3 storm event, city departments shall relocate their file cabinets to a second floor interior room away from windows. Potential storage locations are Fire Administration conference room and/or City Managers conference room. It shall be a priority to appropriately secure the windows in which the City Clerks files are stored.

### Record Management for Category 4 and 5 storm

In the event of a category 4 storm event or greater it has been decided that the City shall remove and relocate those records that are vital to the Cities overall operation. Department Directors shall notify the City Clerk of the quantity and size of the file cabinet and maintain an inventory of which file cabinets are to be relocated on an annual basis prior to the start of every hurricane season. (prior to June 1<sup>st</sup>) This

information is required to anticipate the appropriate vehicle/vehicles required to accomplish the task.

### **Hurricane Warning 24-36 hours out**

- Cease normal department operations. City Manager will issue notification to all employees regarding work schedules to department directors.
- Maintain constant communication with City's EOC.
- Personnel to stack all important files and equipment as high as possible to minimize damage (staff)
- Vehicles fuel tanks need to be top off. (Inspectors)
- Inspectors will begin to survey City for damage or threatened damage from impending storm.
- Be prepared upon order from the EOC to cease all department operations and implement evacuation procedures.
- Drive City vehicles to predetermined location for access after the storm. Vehicles should be packed with supplies for after the storm.

### **City Shelter**

At the discretion of the City Manager, The City may open the New Port Richey Recreation and Aquatic Center located @ 6630 Van Buren St., New Port Richey, FL 34653, 727-841-4560, to the City staff and their immediate families. Prior to Hurricane season, all Department Heads will provide the number of employees and their family members that will be attending the shelter at the Recreation and Aquatic Center in the event of a disaster. Those utilizing the shelter should be completely self-contained; refer to the Shelter "What to bring list" see appendix. Please keep in mind that space in the shelter is limited. There may not be enough staff to maintain the shelter. All shelter users are requested to clean any areas they utilize such as the kitchen and restrooms.

All employees should have made prior arrangements for housing of family pets. No animals, except registered service animals, will be allowed in the shelter or on the grounds of the shelter. Day Care Services are not available at the shelter. Families with children will need to provide supervision of their children at all times.

### ***EVENT (During the Storm)***

#### **TASK FORCES**

##### HEAVY TASK FORCE

- (2) Patrol Officers & (2) Police Vehicles
- (1) Building Official & (1) Vehicle
- (1) Fire Engine & (4) Fire Personnel
- (1) PW Equipment Operator
- (1) Loader with Root Rake Attachment
- (1) PW Truck Driver & (1) Dump Truck

##### LIGHT TASK FORCE

- (2) Patrol Officers & (2) Police Vehicles
- (1) Building Official & (1) Vehicle
- (1) Fire Engine & (4) Fire Personnel
- (1) PW Equipment Operator
- (1) Tractor with Clam Shell Bucket
- (1) PW Truck Driver & (1) Dump Truck

(4) PW Maintenance/Utility Personnel  
(2) PW Service Trucks, gas & (3) Chain Saws

(4) PW Maintenance/Utility Personnel  
(2) PW Service Trucks, gas & (3) Chain Saw

\*Note\* Currently the City is trying to get Duke Energy to authorize one (1) Electric Utility Service Truck and one (1) Progress Energy Lineman to be assigned to Heavy Task Force #1.

TASK FORCE STAGING DURING Category 1 and 2 Hurricane Event:

The City will maintain local positioning of the EOC and equipment. The primary EOC center will be the New Port Richey Recreation & Aquatics Center.

Task Force Staging will be located at four (4) locations, dependent on conditions:

- Heavy Task Force #1 - Public Works Operations Center - 6132 Pine Hill Road
- Heavy Task Force #2 - Recreation & Aquatic Center - 6630 Van Buren Street
- Heavy Task Force #3 - Fire Station #1 - 6333 Madison Street
- Light Task Force #4 - Fire Station #2 - 6121 High Street

\*Note: Building official personnel will be staged with Task Force #2 and #3. Fire Inspectors will also serve as damage assessment personnel in Task Force #1 and #4.

Equipment & personnel will be assigned to four (4) Task Forces. Task Forces consist of the above personnel and equipment.

Normal telephone communications are expected to be in working order. Each department should have a complement of cell phones and radios available for communication with the EOC and pre and post-incident command staff.

TASK FORCE STAGING DURING Category 3 and 4 Hurricane Event:

At this level storm event, winds in excess of 131 mph with an average storm surge of greater than 13 feet can be expected.

- **New Port Richey Recreation & Aquatic Center – 6630 Van Buren Street**

TASK FORCE STAGING DURING Category 5 Hurricane Event: may locate at the following locations determined by EOC Command Staff:

- **Pasco Hernando State College Conference Center, West Campus – 10230 Ridge Road, New Port Richey, Florida 34654: MOU**
- **Calvary Chapel Church; 6825 Trouble Creek Road, New Port Richey, Florida 34653: MOU**

Upon returning to the City, the EOC will be located at the New Port Richey Recreation & Aquatic Center



## **Task Force Leaders**

Responsibilities for Task Force Leader will consist of:

- Organizing predetermined incident objectives
- Hold all safety briefings at the beginning and end of all operational periods
- Monitor work progress and make changes, when necessary
- Keep supervisor informed of progress, changes, and resources status/needs
- Coordinate activities with other Task Forces and single resources
- Submit situation and resource status information to Division, Group Supervisor

## **Special consideration for TASK Force members**

- Areas may seem unfamiliar due to storm damage, damaged structures, missing street signs, and landmarks missing or destroyed
- Many deceased bodies may affect the working abilities of TASK Force members. The deceased are not to be moved until Police Department can give a detailed investigation of death.
- Roads cluttered with storm debris
- Power lines down entangled with trees. Extreme caution should be utilized when dealing with power lines down. Power lines may be energized even though they are broken from service poles/lines. Lines may be re-energized from a homeowner's use of a generator back feeding through a transformer. All lines shall be considered energized until confirmed from Electric Company representative.
- Standing/Running Water
- Widow makers
- Every intersection should be considered as a 4 way stop
- Hazardous chemicals
- Wild animals, snakes, rats, ants
- Sanitary or Biohazards

\*The Police Chief may impose a curfew to maintain security.

## **POST - EVENT**

After the storm passes, the post storm incident command status begins. The actual transition from pre to post-storm status should begin during the event. This becomes an operation planning stage, as there is very little to do until the storm passes.

The top priority immediately after the storm event is Life Safety. Task Forces once released from the staging areas must remain focused on their objectives. As they make their push of debris and materials they shall perform a hasty or primary search for survivors. Task force leaders shall be documenting what the conditions of what they observed and document their finding on an ICS 214 form. This information is vital for the planning of the next operation period and instrumental in considering additional resources (manning and/or equipment). Once a hasty or primary search orders will be given to begin to conduct a complete and thorough secondary search and utilize the FEMA marking system.

## **Resource Request**

Any additional resource such as equipment and or manpower needs to be requested in writing via ICS 213 form (General Message). The ICS 213 form will need to be validated by the task force leader with his/her signature. Items on the ICS 213 form should include the needs; date and time required, location required, and amount required. Please give a very detailed description for your request. Your request should then be forwarded to the Operations Chief for his/her signature. After the validation of the request is done it will then be forwarded to the Pasco EOC to be filled at a local request or forwarded to the state to be filled by the State of Florida EOC.

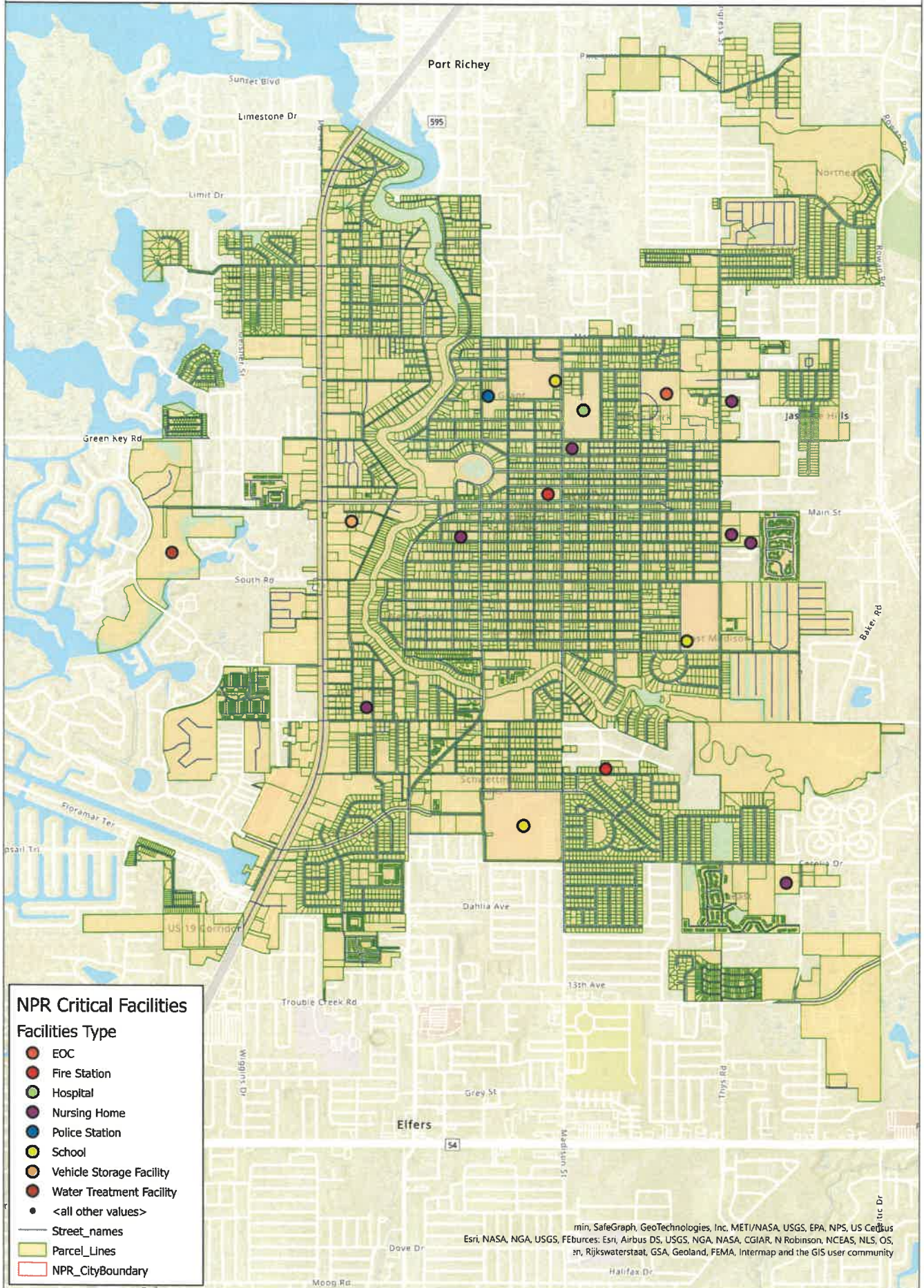
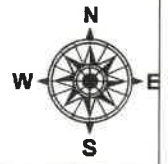
## **Recovery**

The City Manager will advise when City staff will begin returning to their work stations. The City's Building Official shall inspect all work places to ensure that they are habitable for use. The severity of the storm will determine back-up stations on a department by department basis. Once the initial damage assessment has been conducted it shall be determined by the City Manager/Incident Commander what part of each departments post disaster plan shall be implemented. If minimal damage to the City is identified it should be possible for each department to follow their plan. If major damage is identified then some departments may be required to enact their plan partially. This would be due to their employees being assigned to other departments to perform duties that may take priority over their departmental functions. The EOC and incident command center will relocate to the New Port Richey Recreation & Aquatics Center based on Initial Damage Assessments and the direction of the Incident Commander.

- Individual departmental activities will commence, if possible. A severe storm could make re-entry into the City or access to facilities problematic. The first priority is to open up access to facilities and equipment. Access to U.S. 19 will be a priority as access to and from the north and south becomes paramount, for emergency needs and transportation to all areas of the City. The clearing of Main Street and Madison Street to the north (from Morton Plant North Bay hospital) and Marine Parkway (from the old HCA hospital) to the south will keep east/west access available.



# Community Rating System (CRS) Critical Facilities Map



### NPR Critical Facilities

#### Facilities Type

- EOC
- Fire Station
- Hospital
- Nursing Home
- Police Station
- School
- Vehicle Storage Facility
- Water Treatment Facility
- <all other values>

- Street\_names
- Parcel\_Lines
- NPR\_CityBoundary

min, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census  
 Esri, NASA, NGA, USGS, FEBurces: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS,  
 zn, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

**CITY MANAGER**

**CITY CLERK**

## City Manager/City Clerk Administrative Office

### **PURPOSE**

The 2024 Disaster Plan establishes a framework for the Administrative Offices through which the City of New Port Richey may prevent or mitigate the impacts of, prepare for, respond to, and recover from a wide variety of disasters that could adversely affect the health, safety or welfare of citizens and visitors to New Port Richey. Additionally, the City must retain its ability to conduct business as soon as possible after the disaster. Provisions must be in place allowing for flexibility of direction, coordination and method of operation. This plan is based on the principle that local government bears the initial responsibility for emergency preparedness, response and recovery. Only after local resources are depleted or proven to be inadequate should the city request relief from the next higher level of government.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Gulf, Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the employee's family and possessions while he or she is away at work helping the community. The City Manager has the overall responsibility for emergency planning; coordination of resources; and the conduct of disaster assistance and recovery activities.

### **RECALL**

The City Manager has the right to cancel all vacations. All/some personnel are considered essential personnel and need to be in a ready status when called upon to come to work. Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall city's goals. (On a case-by-case basis)

The City Manager or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

#### **City Manager**

The City Manager will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations. In pursuit of his emergency duties, the City Manager shall utilize all available resources of city government as reasonably necessary to cope with the situation. The City Manager shall be the Emergency Manager upon activation of this plan. This authorization includes:

- Performing public work and taking prudent action to ensure the health, safety, and welfare or the community.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting Equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

The City Manager will advise the Mayor and members of the City Council of all situations and developments, which would alter the normal functions of the City Government. Keep City Council briefed on all impacts of the emergency and response initiatives being undertaken. To advise the City Council when an emergency had been declared and when it's over.

The City Manager will be responsible to the Mayor and members of the City Council for coordination and operation of all services and operation of all municipal departments. All public information bulletins and broadcasts released within the City Government shall be cleared through the City Manager or the Emergency Management Director.

Additional responsibilities include the following:

- Activate the City of New Port Richey Emergency Plan.
- Devise the procedures to conduct city business when confronted with an emergency situation.
- Transfer the direction, personnel, or functions of city departments or divisions for the purpose of performing or facilitating emergency operations.
- Direct both the fire and police chiefs regarding emergency procedures to ensure a coordinated effort and team approach.
- Direct the efforts of all city departments/divisions through department heads with regard to the development and evolution of this plan.
- Coordinate the activities of the departments, divisions and other agencies in preparing for, and operating in, disasters.
- Receive, review, and approve departmental emergency operations plans.
- Establish procedures for document recovery efforts and expenses and act as the city's applicant agent in accordance with state and federal disaster assistance programs.
- Coordinate evacuation operation with department heads.
- Provide coordination of volunteer resources.
- Augment coordination with Pasco County EOC.
- Act as the cities PIO to disseminate information to media outlets at the EOC during briefings or delegate accordingly.

**Executive Assistant to the City Manager**

- Establish a system for reporting, analyzing, displaying and disseminating emergency preparedness information.
- Provide direction and control of public information through the preparation and release of official information and statements by city officials.

- Provide response to inquiries by media representative and official visitors concerning travel, lodging, feeding and other guidance.
- Provide technical coordination with the commercial broadcast media.

#### **City Clerk**

- Maintain and protect City records.
- Record and maintain all Council mandates.
- Coordinate the shutting down of the Administrative Offices and the protection of office equipment.
- Protect and preserve the vital and essential records of the City of New Port Richey during a disaster. Identify and make sure that all records and equipment are appropriately safeguarded.
- Assist in the activation and operation of the City EOC.
- Monitor and record all actions of the City Council during and after an emergency until the City returns to normal operations.
- Identify necessary equipment to be transported and set up where necessary, so that the Clerk can function during the course of the disaster.

#### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

##### **Hurricane Threat over 72 hrs out**

#### **City Manager**

- Consider shared employees: capabilities that can be utilized in other areas.
- Maintain normal department operations.
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.

#### **Executive Assistant to the City Manager**

- Ensure department head and Mayor/Council emergency contact lists are updated. Retrieve pertinent information from staff meeting called by City Manager.
- Compile information for Press Releases. Retrieve pertinent information from staff meeting called by City Manager.

#### **City Clerk**

##### **Verify protection supplies**

- Plastic sheeting
- Duct tape
- Plywood panel, 45" x 45"
- Plywood panels to cover clerk's office windows

## **Hurricane Watch 36-48 hrs out**

### **City Manager**

The City Manager or his designee will determine the staffing levels needed based on the size of the disaster, expected damage or additional personnel. When the disaster is 36-48 hours before landfall the City Manager will then require department directors or designees to begin calling in essential personnel and required to appear to specified location 8 hours prior.

The Staffing Levels are:

- Level I – Essential personnel as designated by: Chief of Police, Fire Chief, Public Works Director, and Building Officials.
- Level II – Essential personnel along with additional personnel on requests from each department.
- Level III – All city employees and at this point if they have not already done so, all departments will begin implementation of individual departmental plans.
- Announce that an alert is in effect.
- Notify the Mayor, City Council, and Department Directors
- At the City Manager's discretion, call a meeting of all Department Directors, Council Members, Media, and other emergency personnel to update and review prospective procedures.

### **Executive Assistant to the City Manager**

- Maintain normal operations.
- Print name on masking tape with indelible marker, and affix said tapes to the sides of computers (CM's & EA's), monitor, keyboard, telephone, office furniture, and files.
- Cover electronic equipment in plastic sheeting, and seal with duct tape. Move electronic equipment into CM's conference room.
- Stack all furniture, file cabinets, and boxes in the center of the room, cover with plastic, and seal with duct tape.
- Prepare all essential records and office equipment for transport to a safe area in the event of a Category 3 through 5 storm. Office equipment to include, but not be limited to: computers; printers; copy paper and basic writing equipment.
- Monitor news sources and weather bulletins.

### **City Clerk**

- Maintain normal operations.
- Print name on masking tape with indelible marker, and affix said tapes to the sides of computer, monitor, keyboard, telephone, office furniture, and files.
- Cover electronic equipment in plastic sheeting, and seal with duct tape. Move electronic equipment into windowless rooms, if possible.
- Stack all furniture, file cabinets, and boxes in the center of the room, cover with plastic, and seal with duct tape.
- Prepare all essential records and office equipment for transport to a safe area in the event of a Category 3 through 5 storm. Essential records to include, but not be limited to:



Minutes; Ordinances; Resolutions, Code Book; Vehicle records; Agreements; Comprehensive plan; Historic files; Archive records.

- 21 file cabinets, 21" x 53" x 25"
- 3 file cabinets, 36" x 29" x 19"
- Office equipment to include, but not be limited to: computers; printers; tape recorders; tapes; CDs; DVDs; copy paper and basic writing equipment.
- Monitor and record all actions taken by the City Council.
- Monitor news sources and weather bulletins.

### **Hurricane Warning 24-36 hrs out**

#### **City Manager**

- Cancel all leaves.
- Place all personnel on standby.
- Cease normal department operations. City Manager will issue notification to all employees regarding work schedules to department directors.
- Maintain constant communication with City's EOC.
- Be prepared upon order from the EOC to cease all department operations and implement evacuation procedures.

#### **Executive Assistant to the City Manager**

- Check communication procedures. Verify contact numbers.

#### **City Clerk**

- Cover file room window opening with plywood panel (aided by Maintenance personnel if available).
- Cover office windows with plywood panels (CM, CC, & EA).
- Cover open paper with plastic sheeting, seal with duct tape, and move away from window openings as is possible.
- Cover notebook cabinets with plastic sheeting, seal with duct tape, and move away from window openings as is possible.
- Ensure that fireproof/waterproof file cabinets are locked. Seal cabinet drawer openings with duct tape.

In the event of a Category 3 through 5 storm:

- Identify all essential records and office equipment for transport.
- Order truck (s) from Public Works and supervise loading of vital public records and office equipment.
- Transport to safe area (Recreation & Aquatic Center).
- Prepare to implement Event actions.
- Monitor and record all actions taken by the City Council.

## **Event (During the Storm)**

### **City Manager**

- Stay in constant communications with City's EOC.
- Prepare for meetings for outcome of event.
- Prepare for recovery operations with City's EOC.

### **Executive Assistant to the City Manager**

- Monitor news sources and weather bulletins.
- Assist CM and inform him of weather bulletins.

### **City Clerk**

- Monitor news sources and weather bulletins.
- Prepare for meetings of the City Council.
- Monitor and record all actions taken by the City Council.

## **Post-Event**

### **City Manager**

- Coordinate recovery operations.
- Coordinate requests for manpower, supplies, and/or equipment through appropriate agencies.
- Conduct public information meetings, as required.

### **Executive Assistant to the City Manager**

- Keep City Council, Department Directors, media, and visitors aware of concerns and information.

### **City Clerk**

- Monitor and record all actions by the City Council.
- Return essential records and resume normal operations.

# **PLANNING & DEVELOPMENT**

## Planning and Development Department

### **PURPOSE**

The Planning and Development Department Director and the Building Official may have Incident Command positions as prescribed by the Pre-Storm Incident Command Organization of the City of New Port Richey. The Planning and Development Department Director and the Building Official shall have functions in the Post- Storm Incident Command System as the Damage Assessment Section of the City of New Port Richey Organization chart may indicate.

- Personnel will address actions that should be taken **before** a disaster to reduce the damage to buildings and properties.
- The Development Department will inspect damaged buildings for structural stability and habitability after the incident.
- Personnel will begin to conduct damage assessment surveys as soon as possible **after** the incident and will take proper action necessary to **prevent access to unsafe structures** until such time they are repaired or demolished.
- This department is responsible for tracking activity including damage assessment, demolition, tree removal, replacement and construction of real property in the city limits.

### **RECALL**

When the National Hurricane Center/National Weather Service issues a hurricane watch, all personnel shall be prepared to report to duty if so ordered by the Department Director or his/her designee. If deemed necessary, there will be additional personnel on duty immediately before, during, and after the storm.

Personnel are encouraged to make personal preparations far in advance of a storm so that final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for work as needed.

The Department Director reserves the right to cancel all vacations and remain in ready status when called upon to come to work. Vacation requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort to contact the Development Director within one (1) hour of a hurricane warning being issued to find out whether their vacation is being canceled.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

#### **Department Director: (DD)**

- May have other duties as assigned by Incident Command.

### **Building Official or Designee (BO)**

- May have duties assigned by the City's Emergency Operations Center.
- Will be assigned to Task Force duties immediately following storm event for Life Safety, Hazard mitigation and structure assessment.
- Conduct damage assessment.
- Ensure all Pre- Event Procedures are followed.
- Secure and power down City Hall.

### **Inspectors**

- Will be assigned to Task Force duties immediately following storm event for Life Safety, Hazard mitigation and structure assessment.
- Conduct damage assessment.

### **Development Personnel**

- Provide records management for all Development Department personnel.
- Assist in damage assessment, post storm.

### **Department Action**

This plan has been designed to meet the specific needs of a disaster to our area. In every disaster this department shall follow the Incident Command System as prescribed by FEMA. Development Department staff shall review, evaluate, and modify this plan as necessary. All key personnel shall complete the National Incident Management System (NIMS) Introduction course.

§ The **Incident Command System (ICS)** is a standard, on-scene, all hazard incident management system. ICS allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents.

### **Employee Time-Keeping**

All department personnel assigned to a function during and after the storm shall be required to keep a personal time log using ICS form 214.

### **Planning and Development Department Incident Procedures**

This phase begins when the hurricane is expected to enter the Gulf of Mexico or when a specific track towards the gulf coast of Florida is possible, or when the City Manager determines that the procedures are necessary.

- Particular attention should be given to tropical updates and storm activity in general.

- The first hurricane planning meeting shall be called by the Planning and Development Director, Building Official or designee.
- The initial incident action plan shall be prepared at that meeting covering the pre-identified operational period between hurricane threat and warning.
- Subsequent planning meetings shall be called by the DD, BO or the Incident Commander as needed.

### **Records management**

Development Department will work with the IT department to assure that all electronic files are backed up in the pre storm event. All paper files will be handled in accordance with the City's plan. All required files will be updated on an annual basis or as needed.

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event Pre-Event**

### **Hurricane Threat over 72 hrs out**

- Maintain normal department operations
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.
- Check contents of Hurricane Preparedness kits using check list provided in each kit. **(See attachment 3).**

### **Hurricane Watch 36 - 48 hrs out**

- Maintain normal department operations. Monitor conditions on a regular basis.
- Construction sites will be notified to make provisions to secure site, loose objects and start shut down procedures.
- Fuel vehicles and a full inspection of the vehicle shall be conducted by staff.
- Check with City's E.O.C. to review plan and duties.
- Staff to plan personal arrangements for safety of family and property, including locations and telephone numbers.
- Gather and store copies of, FBC, City Code, Comprehensive Plan, and any other important documents.

### **Hurricane Warning 24-36 hrs out**

- Cease normal department operations
- Maintain constant communication with City's E.O.C.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalent.
- GIS and designated equipment to be relocated to secure location.
- Fuel vehicles and prepare for relocation
- Relocate as per City Plan.

### **City Hall Building**

- Secure and power down City Hall when City Manager and/or Building Official determines necessary.

### **Event (During the Storm)**

After receiving the “Cease Activity order” all department personnel shall proceed to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation and damage assessment.
- Take advantage of down time to get necessary rest.
- Task force personnel review standing orders for your assigned TASK Force group. These orders shall be executed in the event that there are no other communication in place immediately after it is deemed safe to go out and start life safety operations.

### **Post Event**

After the storm has passed each task force shall begin search and rescue operations in their assigned geographical area. The primary function is Life Safety and hazards mitigation. In the event that a category three (3) hurricane or greater makes land fall and all task forces are located together at a predetermined evacuation site, they shall follow specific routes that have been mapped out in order to make their way back into the City and to their assigned geographical areas.

- Inspectors assigned to Task Force shall ensure, recognize and advise team members of hazards before entering any structure.
- All required department personnel (full-time employees) will report to Development Department to collect data and perform post storm duties immediately after storm incident. Communications with division manager and department director if possible for conditions and location.
- Damage assessment on private and public properties will begin as soon as possible after the storm. Building Official and Inspectors. Office personal shall assist field inspectors with organizing and collecting data and recording
- Initial Damage Assessment is a drive-by report listing all damaged properties.
- Damage Assessment Teams shall consist of at least two individuals, one as the driver/navigator, and the other to assess and gather information.
  - Driver/navigator should be familiar with the area.
  - Assessors should be knowledgeable of the construction industry.
- The second report is the Detailed Field Worksheet and must be completed for each structure damaged.

### **Goals of Damage Assessment**

- Determine Impact
- To provide data required for Federal Assistance
- Identify and mark structures: SAFE or UNSAFE TO OCCUPY.

## Damage Assessment

- First Damage Assessment Report shall be complete in a timely manner after an event using the Survey123 mobile application (Fire, Code Enforcement and Development Department).
- Initial Damage Assessment (I.D.A.) worksheet must be completely filled out. **(See Attachment 1, Initial Damage Assessment Housing and Business Losses).**
- The Building Official, Inspectors or designee will revisit each site to initiate an initial inspection.
- The initial inspection shall include photographs, a description of damage and a severity of damage color classification. If a property is within the Special Flood Hazard Area (SFHA), Substantial Damage shall be documented.
  - Green – no visible structural damage and no evidence of water intrusion.
  - Yellow – Some visible structural damage or evidence of water intrusion and possible substantial damage.
  - Red – Significant Structural damage or significant water intrusion and obvious substantial damage.
- Yellow structures shall be re-examined by the Building Official for ultimate determination of substantial damage.
- Red Structures shall be posted as unsafe at the Building Official's direction.
- On Survey123, indicate the warning placard posted on structure.
- A list of damaged properties to E.O.C., and copy to the Development Department
- Posting Structure - see placards **(See Attachment 2)**.
  - No restriction on use or occupancy           GREEN
  - Habitable repairs necessary               YELLOW
  - Unsafe   RED
- Partnering with the City's Flood Risk and Preparedness Public Information Committee, if a property is determined to qualify under Substantial Damage, information on Substantial Damage and requirements for obtaining a building permit shall be left with the homeowner or occupant.
- Substantially Damaged properties will be allowed to make emergency repairs, but will be instructed to obtain after-the-fact permits. The cost of improvements to properties within the SFHA are tracked with building permits to ensure compliance with cumulative substantial damage regulations.
- Re-establishing permitting operations (Development Tech and others).
- Temporary covering roofs (blue tarp) and securing structure will be allowed without permits.
- Fallen trees can be removed under emergency conditions without a permit.
- All repairs require permits as directed by the damage assessment field report.
- All contractors will be licensed. Unlicensed contractors shall be reported to the police.
- Maintain constant communications with incident commander.



## Attachment 1

### Instructions - Initial Damage Assessment Housing Losses

- **COUNTY** – The term “COUNTY” refers to the name of the county where the reported damages occurred. Information reported on the Initial Damage Assessment-Housing Losses form is a composite of all such damages incurred within the stated “COUNTY”.
- **MUNICIPALITY** - Indicate the name of the municipality where these damaged house, living units, or manufactured homes are located.
- **INCIDENT: FLOOD, TORNADO, HURRICANE, OTHER** - The term “INCIDENT” refers to the tornado, hurricane, flood, fire, chemical spill, etc., which cause the need to file this report in the first place. Check the appropriate incident. If “OTHER” is checked, specify the incident by name.
- **ASSESSMENT TEAM** - Indicate the last name, first initial of those individuals responsible for conducting the damage assessment and for reporting the damages as shown.
- **INCIDENT PERIOD** - The “INCIDENT PERIOD” refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood or even a fire, the “INCIDENT PERIOD” may encompass several days. In the case of a tornado the “INCIDENT PERIOD” is usually only one day. However, there are exceptions.
- **DATE OF SURVEY** - The term “DATE OF SURVEY” refers to the date the damage assessment was conducted. This may or may not be the date the incident occurred.
- **PAGE \_\_\_ OF \_\_\_** - Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.
- **REF. NO.** - The term “REF. NO.” is an abbreviation for “reference number”. Each affected house, living unit, or manufactured home are to be numbered in consecutive order for ease in identification, totaling etc.
- **NAME OF OCCUPANT** - Indicate, if known, the name of the owner/renter occupant of the affected house, living unit or mobile home. However, ‘if the occupant is a renter, then you must also enter the name of the owner of the building on the INITIAL DAMAGE ASSESSMENT - BUSINESS LOSSES form.
- **STREET/ROUTE/ROAD/MOBILE HOME PARK/BLDG. NAME/DEVELOPMENT/ETC.** – Indicate the affected property’s site address, i.e., street address, route, road, mobile home park, building name, development, etc.
- **HOME** - Indicate one of the following:
  - **PRI**: The term “PRI” is an abbreviation for **primary** home. If the occupant lives in the home 50% or more of the year the home is considered their primary dwelling. If unknown, indicate “PRI”.
  - **SEC**: The term “SEC” is an abbreviation for **secondary** home. If the occupant lives in the home less than 50% of the year the home is considered their secondary dwelling. If unknown, indicate “PRI”.
- **TYPE** - Indicate one of the following:
  - **SF**: The term “SF” is an abbreviation for a **single family** type of home. Unless known otherwise, considered all stick-built, wood-frame and pre-fabricated housing units as “SF”.
  - **MF**: The term “MF” is an abbreviation for **multi-family** type of home. Multi-family dwelling units include all duplexes, apartments, and condominiums.

- MH: The term “MH” is an abbreviation for **manufactured** or mobile home.
- **STATUS** - Indicate one of the following:
  - OWN: The term “OWN” refers to ownership status of the home in question, i.e., whether or not the home is owned or rented.
  - RENT: The term “RENT” refers to the ownership status of the home in question, i.e., whether or not the home is owned or rented. If rented, then you must also consider the home to count as a business and enter the name of the owner and other appropriate information on the INITIAL DAMAGE ASSESSMENT – BUSINESS LOSSES form.
- **DAMAGES UNINHABITABLE)** - Indicate one of the following:
  - MIN: The term “MIN” is an abbreviation for “**minor**” damage. “Minor” damages when considering housing damages, are defined as physical damages which make the impacted home uninhabitable and have damages of 10% or less of the home’s replacement cost or fair market value. “MIN” damages are those which will require minimal repairs to doors, windows, floors, utilities, etc., to make the structure habitable again.
  - MAJ: The term “MAJ” is an abbreviation for “**major**” damage. “Major” damages are defined as physical damages which make the impacted structure or facility uninhabitable and have damages between 11 % and 74% of the home replacement cost or fair market value. A home with extensive damages to its foundation, roof and walls would indicate “MAJ’ damages.
  - DEST: The term “DEST” is an abbreviation for “**Destroyed**”. “Destroyed” is defined to mean those homes which have been made uninhabitable as result of the incident and have damages in excess of 75% of the home replacement cost or fair market value. If reconstruction or relocation is the only options to restoring the home to its original use, then “DEST’ should be used.
  - NOTE: Consider older manufactured homes which have been flooded or overturned manufactured homes as being destroyed.
- **WATER LEVEL IN STRUCTURE** - In the event that flood waters entered the home indicate, in feet, the height of the water within the structure.
- **REPLACEMENT COST OR FAIR MARKET VALUE** - **Obtain** from the owner or occupant, or estimate from existing tax records, or give your best estimate of the fair market value or replacement cost of the damaged, destroyed , or otherwise uninhabitable home, to include contents. However, this does not include land value.
- **ESTIMATE DOLLAR LOSS** - Obtain from the owner or occupant, or give your best estimate, as to the estimated total dollar loss incurred as a result of the incident. Includes contents.
- **INSURANCE.** - Indicate one of the following:
  - HO: The term “HO” is an abbreviation for **homeowners insurance**. Indicate, to the best of your ability, whether or not the owner/occupant has homeowner’s insurance coverage. Leave blank if the answer is no. If unknown, leave blank.
  - NFIP: Indicate, to the best of your ability, whether or not the owner/occupant has flood insurance coverage. Leave blank if the answer is no. If unknown, leave blank.
- **ESTIMATE INCOME:** Indicate one of the following:
  - LOW: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the following table as a general guide as to income levels:
    - Less than \$15,000      - LOW

- \$15,001 - \$30,000 - MED
- Greater than \$30,000 - HI
- MED: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the above table.
- HI: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the above table.

### Instructions - Initial Damage Assessment

#### Business Losses

- **COUNTY** - The term "COUNTY" refers to the name of the county where the reported damages occurred. Information reported on the Initial Damage Assessment-Housing Losses form is a composite of all such damages incurred within the stated "COUNTY".
- **MUNICIPALITY** - Indicate the name of the municipality where these damaged house, living units, or manufactured homes are located.
- **INCIDENT: FLOOD, TORNADO, HURRICANE, OTHER** - The term "INCIDENT" refers to the tornado, hurricane, flood, fire, chemical spill, etc., which cause the need to file this report in the first place. Check the appropriate incident. If "OTHER" is checked, specify the incident by name.
- **ASSESSMENT TEAM** - Indicate the last name, first initial of those individuals responsible for conducting the damage assessment and for reporting the damages as shown.
- **INCIDENT PERIOD** - The "INCIDENT PERIOD" refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood or even a fire, the "INCIDENT PERIOD" may encompass several days. In the case of a tornado the "INCIDENT PERIOD" is usually only one day. However, there are exceptions.
- **DATE OF SURVEY** - The term "DATE OF SURVEY" refers to the date the damage assessment was conducted. This may or may not be the date the incident occurred.
- **PAGE \_\_\_ OF \_\_\_** Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.
- **REF. NO.** - The term "REF. NO." is an abbreviation for "reference number". Each affected house, living unit, or manufactured home are to be numbered in consecutive order for ease in identification, totaling etc.
- **NAME OF BUSINESS / SITE LOCATION/ TELEPHONE NO.** - Indicate the name of the business or industry which incurred physical damages as a result of the incident. If more than one building or facility was affected per business or industry, summarize and report damages on one line only. Also enter the site location of the affected business or industry. For example, the site location would include the street, route, road, industrial park, etc., where the impacted structure is located. Also enter the business telephone number.
- **TENANT/ OWNER & TYPE BUSINESS** - Indicate whether the damaged structure and contents being assessed is owned by the business occupant or rented/leased by the business occupant, and thus a tenant. IF THE BUSINESS OCCUPANT IS A TENANT, ADD TO THE FORM A SECOND BUSINESS FOR THE OWNER OF THE BUILDING. Enter the kinds of products manufactured, stored,

shipped, treated, sold, etc., by the affected entity. If services are provided, indicate the type of service, e.g., catering, landscaping, legal, financial, etc.

- **EST. DAYS OUT OF OPERATIONS** - Estimate the number of days the affected business or industry will be inoperable as a result of the incident.
- **EMPLOYEES NUMBER** - Obtain from the owner or other officials the number of People employed by the business or industry. If not readily available, give best estimate.
- **EMPLOYEES COVERED BY U.I.** - Obtain from the employer or appropriate officials the number of employees covered by Unemployment Insurance. If the information is not readily available, give best estimate.
- **REPLACEMENT COST OR FAIR MARKET VALUE** - Obtain from the employer or other appropriate officials, or estimate from tax records the total replacement cost OR 'fair market value of the damaged business' land, structure and contents.
- **EST. DOLLAR LOSS** - Obtain from the employer or other appropriate officials the estimated total dollar loss incurred as a result of the incident. If the information is not readily available, give a best estimate. Include losses to inventory, equipment, furnishings, etc.
- **DOLLAR AMOUNT INSUR. COV.** - Obtain from the owner or other appropriate officials the estimated total dollar amount of insurance coverage. If unknown, enter "unk".
- **% UNINS. LOSS BUS. VALUE** - The "UNINS. LOSS BUS. VALUE" is an abbreviation for the percent uninsured loss to the value of the business. This value consists of the relationship between the business's total losses, its insurance coverage, and the replacement cost or total fair market value of land, structure and contents. The percentage is calculated by subtracting column 16 from column 15 and dividing that number by the dollar estimate listed in column 14. The entire result is then multiplied by 100%.
  - For example: Estimated Dollar Losses = \$32,000
  - Dollar Amount of Insurance Coverage = \$100,000
  - Total Fair Market Value (Land, Structure and Contents) \$995,500
  - Then, the %, uninsured loss to the value of the business is:  $[(\$325,000 - \$100,000) / \$995,500] \times 100\% = 22.6\%$  if the insurance information required under column number 16 "DOLLAR AMOUNT INSURANCE COVERAGE" is not known, then do not attempt to calculate the percentage to be entered under column 17. Simply, leave this column blank.
    - **IF COL. 17 IS: <40% MIN.** - If the percentage calculated and entered under column 17, 'UNINS. LOSS BUS. VALUE', is less than 40% check "MIN". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.
    - **IF COL. 17 IS: 40%-75% MAJ.** - If the percentage calculated and entered under column 17, "% UNINS. LOSS BUS. VALUE", is between 40% and 75% (inclusive), check "MAJ". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.
    - **IF COL. 17 IS: >75% DEST.** - If the percentage calculated and entered under column 17, "% UNINS. LOSS BUS. VALUE", is greater than 75%, check "DEST". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.

**Instructions**  
**Structural System Approach for Damage Assessment**

**DAMAGE CATEGORIES:**

- DESTROYED:** All structural systems damaged; dwelling cannot be inhabited
- MAJOR DAMAGE:** Four (4) or more structural systems damaged or destroyed, with over 50% total damage. Extensive repairs are necessary and habitation not possible before 30 days or longer.
- MINOR DAMAGE:** One (1) to three (3) structural systems damaged. Habitation is possible at this time with temporary or permanent repairs.

**OBSERVABLE SYSTEMS:**

In making visual inspection of dwelling, 4 structural systems may be observed:

- FOUNDATION:** If foundation is undermined, partially missing, sagging or shifted, it is damaged. With these conditions there is a good chance that the floor, exterior and interior walls are damaged including the electrical, heat and a.c. systems.
- FLOOR:** If floor has shifted, sagging, or submerged in water, it is damaged, there is a good chance that the exterior and interior walls are damaged, including the electrical, heat and a.c. systems.
- EXTERIOR WALLS:** If walls are missing, shifted, destroyed or cracked, it is damaged. There is a good chance that the roof, electrical, plumbing and interior walls are damaged.
- ROOF:** If the roof is missing, sagging, collapsed or submerged, it is damaged. There is a good chance that the exterior and interior walls are damaged.

**NON-OBSERVABLE SYSTEMS:**

The remaining four (4) structural systems that cannot be observed either by visual inspection or walk-through may have damage to them with the definitions outlined below:

- INTERIOR WALLS:** Interior walls are damaged if you can see through them from the exterior of the dwelling.
- PLUMBING:** If the water supply and/or waste water items are broken or contaminated, or if there is damage to the foundation, floor or exterior walls.
- HEAT/A.C.:** If the system is submerged, or unit vents or heat distribution system is missing, crushed or disconnected.
- ELECTRICAL:** If it is submerged or the service entrance or part of the exterior distribution system is missing, it is damaged.

**DAMAGE SCALE STANDARDS:**

**STANDARD 1 - GENERAL FLOOD (SLOW RISING WATER):**

Water Reaches Above Floor By:

| Estimate Damage To Structure Is: | CB  | Frame | Mobile Homes |
|----------------------------------|-----|-------|--------------|
| Covers Floor                     | 5%  | 10%   | 25%          |
| 2 Feet                           | 10% | 20%   | 40%          |
| 3 Feet                           | 20% | 30%   | 60%          |
| 4 Feet                           | 30% | 40%   | 70%          |
| 5 Feet                           | 40% | 50%   | 80%          |
| 6 Feet                           | 50% | 60%   | 90%          |
| 7 Feet                           | 60% | 70%   | 100%         |
| 8 Feet                           | 70% | 80%   | 100%         |
| 9 Feet                           | 70% | 90%   | 100%         |
| 10 Feet                          | 75% | 100%  | 100%         |

**STANDARD 2 - IMPACT DAMAGE (WINDSTORM. FLASH FLOOD):**

**Estimate Damage To Structure Is:**

| Structure Condition  | CB   | Frame | Mobile Homes |
|--|------|-------|--------------|
| • Roof damage into attics or one outside Wall damaged                            | 7%   | 10%   | 18%          |
| • Roof off or two outside walls damaged  | 15%  | 20%   | 30%/50%      |
| • Roof off, one outside wall damaged or three outside walls damaged              | 25%  | 30%   | 45%/65%      |
| • Roof off, two outside walls damaged or three outside walls damaged             | 35%  | 40%   | 45%/75%      |
| • Roof off, three outside walls damaged  | 50%  | 50%   | 80%          |
| • Roof off, outside and inner walls damaged                                      | 60%  | 60%   | 90%          |
| • Roof off, outside and inner walls damaged one or more rooms damaged            | 65%  | 70%   | 90%          |
| • Roof off, outside and inner walls damaged extensive damage and interior damage | 90%  | 90%   | 100%         |
| • Roof off, outside and inner walls damaged extreme damage to structure          | 90%  | 90%   | 100%         |
| • Total destruction to foundation  | 100% | 100%  | 100%         |

NOTE: The preceding percent-of -damage scales should be used as a RULE-OF-THUMB guide when performing preliminary catastrophe damage assessment surveys.

These scales are geared to the Coastal Areas of Florida

1. ADDRESS: \_\_\_\_\_

2. OWNERS NAME: \_\_\_\_\_

3. RENTERS NAME: \_\_\_\_\_

4. PERSON TO NOTIFY IN EMERGENCY: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

5. TYPE OF STRUCTURE DAMAGED:

|                |           |
|----------------|-----------|
| D RESIDENTIAL  | D FRAME   |
| D COMMERICAL   | D METAL   |
| D MULTI-FAMILY | D MASONRY |
| D MOBILE HOME  |           |

6. INSURANCE:

|                 |               |               |         |
|-----------------|---------------|---------------|---------|
| Owner Insured:  | Yes           | No            | Unknown |
| Structure:      | Fully Insured | Under Insured | Unknown |
| Renter Insured: | Yes           | No            | Unknown |

7. IS THIS THEIR PRIMARY RESIDENCE?

|     |    |         |
|-----|----|---------|
| Yes | No | Unknown |
|-----|----|---------|

8. STRUCTURE DAMAGE:

|                 | 5-25% | 25-30% | 50-100% |
|-----------------|-------|--------|---------|
| FOUNDATION      | D     | D      | D       |
| ROOF/TRUSSES    | D     | D      | D       |
| EXTERIOR WALLS  | D     | D      | D       |
| INTERIOR WALLS  | D     | D      | D       |
| FLOORS/FLOORING | D     | D      | D       |
| PLUMBING        | D     | D      | D       |
| ELECTRIC        | D     | D      | D       |
| A/C & HEAT      | D     | D      | D       |

9. DAMAGE CATEGORY:

|                        |                      |                      |
|------------------------|----------------------|----------------------|
| D Minor                | D Major              | D Destroyed          |
| (damage less than 25%) | (damage from 25-50%) | (damage exceeds 50%) |

10. STRUCTURE INFORMATION:

|                                      |     |    |                    |
|--------------------------------------|-----|----|--------------------|
| Power, Gas, Water should remain off? | Yes | No | Undetermined       |
| Is ENGINEERING needed for Repair?    | Yes | No | Undetermined       |
| Is the Building LIVABLE?             | Yes | No | Undetermined       |
| Were pictures taken?                 | Yes | No | Number taken _____ |
| Depth of water in structure          |     |    |                    |

11. TEAM MEMBERS:  
 This assessment form was completed by \_\_\_\_\_ (Please Print)

|                           |          |
|---------------------------|----------|
| Office Use:               |          |
| Estimated Cost of Repairs | \$ _____ |

### Damage Assessment Address Listing

| #  | Address | OK                       | Repairs                  | Limited                  | Unsafe                   | Ut.OK                    |
|----|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



**Attachment 2**

# HABITABLE REPAIRS NECESSARY

This structure has been inspected (as indicated below) and minor structural damage has been found which does not appear to affect the structural safety of the building. Report any unsafe conditions to local authorities; re-inspection may be required. All damage repairs must comply with local building codes.

Exterior Only

Exterior and Interior

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This facility was inspected under emergency conditions for:  
The CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_  
Utilities:      On              Off      (circle one)

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY.**

# INSPECTED

## NO RESTRICTION ON USE OR OCCUPANCY

This structure has been inspected (as indicated below) and minor structural damage has been found which does not appear to affect the structural safety of the building. Report any unsafe conditions to local authorities; re-inspection may be **required**. **All damage repairs must comply with local building codes.**

Exterior Only

Exterior and Interior

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This facility was inspected under emergency conditions for:  
the CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_ Utilities: On Off (circle one)

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

# UNSAFE

## DO NOT ENTER OR OCCUPY

**WARNING:** This structure has been seriously damaged and is unsafe. Do not enter. Entry may result in death or injury.

Comment \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

This facility was inspected under emergency conditions for:

The CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_

Inspector: \_\_\_\_\_

Utilities:      On              Off      (circle one)

Comments: \_\_\_\_\_

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY**

# APPROVED TO CONNECT

Water:       YES                       NO  
Sewer:      YES                              NO  
Electric:     YES                       NO  
Gas:         YES                              NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This facility was inspected under emergency conditions for:  
the CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY**

### **ATTACHMENT 3**

#### **HURRICANE KITS**

2 Cans spray paint  
1 can bug killer  
First Aid Kit (bandages/band-aids only)  
Flashlight  
1 pack AAA batteries (backup for flashlights)  
1 pack AA batteries (backup for digital cameras)  
1 roll duct tape  
1 roll caution tape  
Rain suit  
Boots  
2 pairs of gloves  
1 hard hat  
1 roll paper towels  
Assorted City Maps  
Assorted safety placards  
Staple gun with extra staples  
Hurricane ops guide  
4 clipboards  
Assorted office supplies (pens, markers, paper clips, post it notes)

# FINANCE

## **Finance Department**

### **PURPOSE**

The purpose of this section is to establish guidelines and assign responsibilities for emergency payroll and procurement of goods and services needed by various departments, during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to City of New Port Richey Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Pasco County, the State of Florida and the Federal government requirements to facilitate maximum opportunity for federal claim reimbursement.

### **Responsible for financial managements operations**

The Finance Department shall be responsible for the financial management operations. It is the responsibility of the Finance Department to document and track all disaster related expenditures for the purpose of financial reimbursement.

The Finance Department monitors expenditures to ensure that statutory rules that apply are met. In particular, the City must meet all requirements related to the Robert T. Stafford Act as administered by the Federal Emergency Management Agency (FEMA).

This department monitors all sources of funds, tracks and reports to Incident Command the financial “burn rate” as the incident progresses. This allows Incident Command to forecast the need for additional funds before operations are affected negatively. This is particularly important if significant operational assets are under contract from the private sector.

The Finance Department must provide cost analysis data for the incident. It ensures that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs.

With the assistance of other departments, the Finance Department will ensure proper daily recording of personnel time and equipment usage time as they are related to the individual mission task in accordance with the Finance and administration emergency policies. Personnel time records will be collected and processed for each operational period, as appropriate. These records must be completed using the ICS 214 Unit Log and turned in daily with the supervisor’s signature. Finance ensures that the information has been verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined, for which separate logs must be maintained.

## **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all Finance personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course, we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all Finance personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

## **RECALL**

In the event of an emergency, the Finance Director will arrange for adequate staffing in the absence of permanent staff. Depending on the severity level of the event, all employees, unless exempted, may be required to report to work at the off-site location and assigned duties as needed.

Each Department Director, or his/her designee, shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RESPONSIBILITIES OF PERSONNEL**

The Finance Director and the Finance Department will conduct the following tasks:

- monitor and track all disaster response and recovery related expenditure, including personnel time and equipment in accordance with FEMA guidelines,
- maintain accurate tracking and documentation of acquired, leased, and mutual aid equipment, supplies, and personnel,
- supply emergency funds to the incident command,
- provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments,
- provide technical assistance related to emergency purchasing procedures, and FEMA reimbursement requirements, and
- provide input in the development of Incident Action Plans and assist in long-term recovery planning.

An assigned staff person of the Finance Department will conduct the following tasks for contracted services:

- coordinate plans and supply sources,
- prepare and authorize contracts and agreements,
- interpret contracts and agreements; resolve disputes within delegated authority,
- establish contracts and agreements with supply vendors,



- complete final processing of contracts and send documents for payment, and
- briefs Finance Director on current problems, recommendations, outstanding issues, and follow-up requirements.

### **STAGES OF PREPAREDNESS - Pre-Event, Event, Post -Event Pre-Event**

The City will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. In the event that the City qualifies for a federal disaster declaration which includes public assistance funds, the City will request post- disaster reimbursement for eligible expenditures.

When a critical incident or disaster strikes, the City will declare a Local State of Emergency and will suspend its purchasing policies and procedures. By the authority of Florida Statute 252.31-91 and local ordinance, emergency purchasing procedures come into effect. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency situation.

The City may establish disaster accounts which may be funded to a level approved by the City Council. Sub-accounts will be established to reflect the reimbursement categories established by the FEMA Public Assistance program for the following activities:

- a. Debris removal
- b. Protective measures
- c. Roads, signs and bridges
- d. Water control facilities
- e. Buildings and equipment
- f. Public utilities
- g. Parks, recreation, and other

This disaster account may be utilized during critical incidents and disasters by the City Manager, as authorized by the City Council. This fund shall be used to cover expenditures that affect departmental operations city wide.

As necessary, following activation of the EOP, the Finance Department will be responsible for providing any additional information or guidance regarding financial documentation requirements.

When normal purchasing and contracting rules are suspended, it is incumbent upon the Incident Commander to advise City employees of the rules that are in effect for emergency purchasing and contracting.

Cash on Hand: On or about June 1<sup>st</sup> (start of hurricane season) a check request payable to Petty Cash will be prepared in the amount of \$10,000 by the Finance Department. The request will be

coded to Petty Cash – Disaster (a balance sheet account) and logged on a Petty Cash Audit Control Form. The cash will be stored in 10 envelopes, each containing \$1,000 (subject to the Finance Department Petty Cash Audit Procedures, including Log in Receipt and Record Procedures) and placed in the Finance Department safe. 72 hours prior to an event the envelopes will be transferred to a safe at the Recreation Center. A receipt book should be included in each envelope and transported to the designated command center for emergency purchases. A designated person and one backup person will be assigned to handle all cash receipts.

- An itemized list should be presented, and cash signed for.
- After purchase has been made, the receipt and any change should be turned in.
- Account information for the purchase should be addressed at this time.

On December 1<sup>st</sup> (post hurricane season) the cash is to be redeposited into the City’s general obligations checking account.

Petty Cash Procedures: The following is a complete list of the custodians of Petty Cash Funds, their home departments and the amount of the fund:

| <u>Custodian</u>                     | <u>Department</u>    | <u>Amount</u> |
|--------------------------------------|----------------------|---------------|
| Billing & Collection Supervisor      | Billing & Collection | \$175.00      |
| Administrative Office Assistant      | Recreation           | \$175.00      |
| Administrative Office Manager        | Police Department    | \$175.00      |
| Senior Administrative Assistant      | Library              | \$175.00      |
| Senior Administrative Office Manager | Public Works         | \$175.00      |
| Senior Administrative Assistant      | Fire Department      | \$175.00      |

In the event of an emergency or disaster, secure your petty cash. If you do not feel that you have a place to secure it for several days; place it and any receipts in a locked bag or box. If you do not have either, place in a sealed container, clearly identify your department and turn your petty cash into the Finance Department, who will in turn place your package in the safe. If the Finance Department safe is or becomes inaccessible the contents will be transferred to the Recreation and Aquatic Center safe.

**Hurricane Threat: Over 72 hours out Methods for Emergency Purchases**

At least 72 hours prior to when a disaster is expected to strike, the Finance Department personnel will communicate with departments to determine that adequate supplies are available to immediately address the current incident objectives. The Finance Department evaluates City resource inventories to determine if goods are available in City warehouses or other inventories available to the City before attempting to purchase the goods from a vendor.

Purchase Orders: If the resource is available from an approved vendor, a manual or system emergency purchase order will be issued. Manual purchase orders should be converted to system purchase orders when the system becomes operational. A manual or system emergency purchase order

must be *authorized* by the City Manager or Finance Director before the supplier/vendor/contractor delivers the goods or performs the service.

Credit Cards: City issued P-Cards and store specific credit cards (i.e. Sam's Club) are controlled and issued by the City's Finance Department. Cards are issued to named individuals previously approved by the City Manager. At least 72 hours prior to an expected disaster, P-card limits will be increased as deemed necessary up to \$20,000 to accommodate emergency purchases.

Please note that if electricity is not an issue and the vendor is able to access approval, purchasing cards are held by most key personnel for approved purchases and by Purchasing and Finance if the purchase exceeds set limits. We also have a number of vendors within house accounts or that are able to invoice us, that we can requisition or charge after the emergency passes.

The City's *Purchasing Policy* provides authority to the City Council or City Manager to waive the competitive bidding process under certain circumstances. Furthermore, it allows exemptions from bidding for purchases arising out of or because of emergencies in which quick action is necessitated. If the exemptions in this department are invoked, a written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall document the following on an Emergency Procurement Form (Attachment 1):

- Contractor's name,
- Amount and type of the contract,
- A listing of the item(s) procured under the contract, and
- The identification number of the contract file.

Payroll: In the event of a storm that impedes normal operations, the City will process payroll through one of the following methods:

1. Initiate the ACH file before the impending storm by entering a future date.
2. Issue paper checks.
3. Initiate the file from a template through a mobile device.

#### **Hurricane Watch: 36-48 hours out**

Secure office.

- Secure vault or relocate cash drawers, deposits and petty cash to another undamaged city facility or to a secure off-site location for safekeeping.
- Computers and other electronic equipment should be secured per standard instructions provided by Technology Solutions.
- Examine any legal document files and secure or relocate to alternate site.
- Examine other files, documents, equipment and supplies and protect or relocate to another undamaged city facility or to a secure off-site location for safekeeping.

Collect necessary materials for continued operation at off-site location.

- Operational equipment, such as computers, printers, calculators, payment validators, phones, etc.
- Office Supplies, including writing tablets, pencils, pens, adding machine tapes, file folders, MICR Toner for checks, payment stubs, printed cash receipts, bank deposit slips, bank bags, etc.
- Supply of Accounts Payable and Payroll checks and manual purchase order forms.
- Copies of forms or originals to make copies.
- Applicable reports and listings.

#### **Hurricane Warning: 24-36 hours out**

- Technology Solutions to transfer backup media set to predetermined offsite location and/or send with city representatives in a location outside of the potential cone.

#### **Event (During a storm)**

#### **Post-Event**

#### **Documentation of Personnel in Emergency Operations**

Personnel utilized in Emergency Operations will keep detailed time sheets with their dates, times, and duties performed during Emergency Operations. Again, these records must be completed using the ICS 214 Unit Log and turned in daily with the supervisor's signature.

#### **Final Disposition of Financial Documentation**

The Finance Director shall be the person responsible for the final disposition of the documentation gathered under conditions of both presidentially-declared disasters and non-declared critical incidents and disasters. The final format will be hard-copy documentation with electronic copy back-up and the archives will be stored for a minimum of 5 years from the date of final payment from FEMA, in the Finance Department's office. The documentation will be provided to Pasco County and/or the State of Florida as requested in the format requested within an acceptable and customary time.

#### **Post Disaster Procedures – Applies to Accounting & Budgeting and Billing & Collection**

Assess the damage.

- If possible, have Technology Solutions personnel assess the type and extent of damage to the equipment and/or communications network.
- If possible, have Finance staff from Accounting & Budgeting and Billing & Collections or other City personnel assess damage to vaults, files, office furniture and equipment.

Replacement or repairs of office equipment.

- Notify vendors to repair or replace damaged equipment.
- Damage to hardware or software to be handled by Technology Solutions personnel or refer to backup procedures in the Technology Solutions Disaster Recovery Plan.
- Determine continued operations capabilities.
- Assess site for possible continued operations or need for temporary relocation.
- If needed, establish a temporary operations site in another city facility or other secure location.

Restoration of service.

- The Accounting & Budgeting and Billing & Collection personnel will work in conjunction with all appropriate vendors and other departments to reestablish service at this or another designated facility.
- Contact Human Resources and notify them of the equipment and furniture, etc. that has been damaged or destroyed.
- Solicit the assistance of the Human Resources Director in completing appropriate insurance claim forms for submittal to the City's insurance carrier.

**FIRE  
DEPARTMENT**

## Fire Department

### **PURPOSE**

The purpose of this emergency management plan is to have a written, uniform set of guidelines for fire rescue operations in the event of natural disaster. The plan should be updated annually and revised according to new information gained and lessons learned. All fire department personnel are responsible for being familiar with the plan and ready to carry out their designated duties before, during, and after a hurricane.

The primary function of the fire department is to provide the first line of defense and assistance to the community in the event of disaster. Initial activities following a hurricane will include the conducting of search and rescue operations, immediate triage and care of the most severely injured, restoration of emergency communications, and coordination of outside resources.

In post disaster environments the usual operational procedures are commonly modified to accommodate the unusual circumstances that emerge. For example, fire suppression only becomes a priority after a storm if the fire threatens lives. The rescuing of disaster victims and treatment of life threatening issues must always take priority.

New Port Richey is like many communities in that, they do not have the internal resources to cope with a large-scale disaster. Hurricanes can devastate an entire community leaving its residents dead or injured and without utilities, housing, food and water. The fundamental approach to disaster response must be conservation and proper allocation of resources while establishing a logistical pipeline to provide aid to the people of the community. This emergency management plan is designed to utilize available emergency resources to their highest capacity while coordinating assistance from around the region and state.

The fire department shall use the National Incident Management System (NIMS) to manage all disaster events. It is imperative that supervisory personnel maintain close supervision and accountability of their subordinates. Safety shall be a number one priority in any rescue operation. Because of the wide range of conditions that may exist after a major hurricane has passed it is very difficult to specifically identify post-storm response procedures for every situation. Personnel and their supervisors must be prepared to adapt to unusual conditions and follow any change of usual SOPs as necessary to meet the challenges of a disaster environment.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is hit. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all fire-rescue personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the firefighter's family and possessions while he or she is away at work helping the community. (Refer to Attachment I for information regarding the development of a personal readiness plan).

## **RECALL**

When the National Hurricane Center/National Weather Service issues a hurricane watch, all off duty shift and staff personnel shall be prepared to report to duty if so ordered by the Fire Chief or his/her designee. If deemed necessary, there will be additional personnel on duty immediately before, during, and after the storm.

Personnel are encouraged to make personal preparations far in advance of a storm so that final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for duty as needed. The shift on duty when a warning is issued may be required to remain until relieved by the Fire Chief or his/her designee. Personnel reporting to work prior to a storm, or recalled for a storm, will bring with them sufficient toiletries, clothing, bedding, food, and water to last for a minimum of 72 hours.

On-duty personnel will not be released from duty in order to secure their personal property. Personnel should have enacted their personal readiness plan and be adequately prepared prior to reporting for duty. Personnel recalled for storm coverage will report for duty at station 1.

The Fire Chief reserves the right to cancel all authorized leave if emergency conditions require additional manpower. Leave requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort to contact the on duty District Chief within one (1) hour of a hurricane warning being issued to find out whether their leave is being canceled.

All certified firefighting personnel are considered essential personnel and need to be in a ready status when called upon to come to work. The administrative staff (non-fire certified) shall also be required to report for duty at the discretion of the Fire Chief or his/her designee. The administrative staff may be asked to work outside of their normally assigned duties in order to meet the overall cities goals. (On a case by case basis)

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RESPONSIBILITIES OF PERSONNEL**

### **FIRE CHIEF or Designee:**

- Shall be assigned to the City's Emergency Operations Center.
- As part of a unified command system, shall work with the City Manager, Police Chief, and the Director of Public Works to coordinate overall emergency operations.
- Shall direct overall Fire/Rescue operations
- Shall keep the City Manager advised regarding the operational status and readiness of the Fire Department.
- Shall mobilize the Fire Department in the event of an emergency if deemed necessary.
- Shall maintain communications with the City representative at the Pasco County Emergency Operations Center.
- May assign a staff member to the Pasco County EOC to act as a liaison at the Operations Desk.
- Shall act as the Fire Rescue Department Public Information Officer (PIO) or assign a designee to operate in that capacity.



**ASSISTANT FIRE CHIEF:**

- Shall direct the immediate field operations of the Fire Department.
- Shall maintain communications with the Fire Chief and advise him or her of recent/relevant developments.
- Shall maintain communications with area hospitals
- Shall be responsible for the acquisition and disbursement of Fire Department emergency equipment and supplies.
- Duties to be assigned to the on duty District Chief in the absence of the Assistant Chief.

**DISTRICT CHIEF:**

- Shall ensure adherence to all hurricane procedures.
- Shall insure the serviceability of front line and reserve apparatus.
- Shall maintain a list of sources of equipment that might be needed during a disaster.
- Shall be responsible for insuring power equipment and generators are functional.

**COMPANY OFFICERS:**

- Shall supervise the personnel under their command in rescue and firefighting operations.
- Shall ensure adherence to all hurricane procedures.
- Shall maintain communications and consult with the District Chief in charge.

**FIREFIGHTERS:**

- Shall promptly execute all orders.
- Shall maintain the operational readiness of the apparatus.
- Shall maintain fuel, oil, battery charge, and water at recommended levels for all apparatus.

**STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event****Pre-Event****Hurricane Threat over 72 hours out**

- Monitoring the storm looking for potential impact for planning purposes.
- Notify employees to prepare impending storm.
- Inform employees to finalize their family plan and be prepared to execute it.

**Hurricane Watch 36-48 hours out**

- Immediately notify all Administrative staff of Phase I status.
- Conduct a briefing in order to:
  - Preview specific assignments.
  - Preview availability of personnel, supplies, and equipment.
- Place all personnel on stand-by status via cell phone.
- Once placed on stand-by status all personnel shall enact their personal readiness plans.
- All personnel are to continue to maintain cell phone and phone availability and be ready to report to duty immediately if a recall is ordered.

- All Station Officers will have all apparatus and equipment inspected for serviceability. All vehicles and equipment will be fueled and kept topped off.
- When fueling apparatus, personnel shall attempt to obtain at least one case of spray paint and a large Sharpie marker from the supply room at the Public Works Fleet Maintenance/Warehouse complex.
- All Station Officers will see that all personnel under their control review this plan.
- Fire Stations shall be prepared and secured.
- The reserve apparatus will be checked for readiness and equipped as directed by the Fire Chief. The condition of these units will be reported to the on duty District Chief.
- The on duty shift will locate and test all radio equipment and ensure that there is an ample supply of charged portable radio batteries for all Department radios.
- The EMS Coordinator will contact all local hospitals and establish communications with them as to any special needs from our Department, procedures to follow during the emergency, and availability of beds.
- The City's Emergency Operations Center will be activated.
- Prepare emergency supplies for distribution to the Fire Stations.
- The Fire Chief may cancel authorized leaves as required.
- All fire and rescue duties will continue as normal until such time as weather conditions prohibit further operations and a cease activity order is issued.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence. Tough books will then be utilized for all computer needs as needed.
- Prep ½ of our chain saw inventory with tree chains.

## **SECURING FIRE STATIONS**

Immediately upon the issuance of a hurricane watch all Station Officers will prepare their stations by:

- Insuring that all doors, windows, and other openings are secured with plywood panels, or materials as supplied by the city. (located in the fire station bays)
- Securing all City owned property that is inside the garage areas and outside the station. All loose equipment or articles not permanently secured are to be stored or tied down in a safe area.
- Checking all apparatus for operational readiness, i.e.; fuel, oil, water, etc.
- Making preparation for receipt of additional personnel and supplies.
- Fill all air cylinders and oxygen cylinders.
- Remove all loose equipment and materials from floors and window areas to protect them from possible water damage.
- Prepare aluminum boat from Public Works and insure engine operability.
- Procure sandbags and place where necessary.
- When the cease activity order is issued all apparatus will be placed in the garage areas, nose in, with the back of the apparatus placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the apparatus cab being damaged during the storm.
- All storm personal storm supplies shall be brought to predetermined staging area.

## Hurricane Warning 24-36 hours out

- All Fire Department personnel shall be recalled if not already done.
- All personnel shall report to Station 1 to receive their assignments.
- Hurricane equipment and supplies shall be distributed for use by the fire department, if so directed by the City Manager and/or Fire Chief.
- Once assignments are received personnel shall report to their assigned posts.
- The Fire Chief shall maintain contact with the Pasco County EOC for hurricane updates.
- Personnel shall perform all necessary firefighting and rescue operations as directed or required until such time as weather conditions require the issuance of a cease emergency activity order.

## Emergency Operations

- City Emergency Operations Center (EOC) in full operation.
- The District Chief in charge shall establish command and implement the incident command system for tactical operations in the field.
- The Fire Department will continue all requests for emergency response until conditions are deemed unsafe at which time the Fire Chief will issue a cease activity order to Dispatch who shall announce the cease activity order over the radio.
- Once a cease activity order is issued, Dispatch shall screen and prioritize all calls for recovery period operations.
- The Fire Chief or designee shall continue to maintain a close contact with the Pasco County EOC.
- Fire command staff shall monitor all station and communications status.
- During the height of the hurricane, everyone must take necessary actions to protect themselves and equipment from wind and/or flood damage.

## CEASE EMERGENCY ACTIVITY ORDER

As hurricane conditions intensify, a time will come when further outside fire rescue operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of emergency personnel. The Fire Chief has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 45 mph. The Fire Chief shall be responsible for issuing the Cease Emergency Activity order.

The Cease Emergency Activity order shall be passed on to Dispatch by the District Chief in charge.

Dispatch shall announce the following over the radio, ***“Fire rescue is now under a Cease Emergency Activity order. All units and personnel are directed to immediately secure and terminate outside activities.”*** Dispatch shall repeat this order once more.

Upon the receipt of a Cease Emergency Activity order, fire department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all emergency personnel and vehicles have returned to the station, all overhead doors shall be properly secured.

The Fire Chief will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Fire Chief, the District Chief in charge shall issue a "Resume Emergency Activity" order to Dispatch. Dispatch shall make this announcement over the radio twice. If Dispatch is unable to make this announcement due to communication system failure, or any other reasons, it will be the responsibility of the District Chief in charge to ensure that this order is disseminated to all personnel.

### **APPARATUS AND PERSONNEL PLACEMENT**

During a category 1 or 2 hurricane the following apparatus shall post at the following locations

- Ladder 1 to post at Station 1
- Engine 2 to post at Station 2
- Engine 1 may post at the Public Works Operations Center
- Reserve Ladder 1 may post at the New Port Richey Recreation and Aquatic Center
- When the cease activity order is issued all apparatus will be placed in the garage areas, nose in, with the back of the apparatus placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the apparatus cab being damaged during the storm.
- In the event that apparatus will be parked outside make every attempt to place apparatus in a circular nose to nose position.

In the event of a Category 3 or 4 Hurricane Event, all apparatus shall post at the following location(s):

- The New Port Richey Recreation and Aquatic Center; 6630 Van Buren Street, New Port Richey, FL 34653

In the event of a Category 5 Hurricane Event: Task Forces may post at any of the following locations determined by the EOC Command Staff or Fire Chief.

- Pasco Hernando State College, West Campus – 10230 Ridge Road, New Port Richey, FL 34654: MOU
- Calvary Chapel Church; 6825 Trouble Creek Road, New Port Richey, FL 34653: MOU
- Equipment and staff may stage at Pasco County Fire Station 30 & 14 as determined by the Fire Chief

**NOTE: The Fire Chief or his/her designee may elect to modify these recommendations as needed.**

### **EVACUATION ORDERS**

In the event of a category three (3) hurricane or greater the Fire Chief or their respective designee will order the evacuation of all fire department personnel and apparatus. All fire department personnel shall relocate to the New Port Richey Recreation and Aquatic Center. When an evacuation order is given the following actions shall be taken:

- All bunker gear shall be removed from the station to the reassigned location.
- Station logbooks shall be removed and turned over to the District Chief.
- Any other equipment/supplies shall be removed as directed by the District Chief

- Move all computers to the second floor to an interior wall to protect for later use.
- Members shall input reports utilizing laptops and sync when it is possible to do so.
- Senior Administrative Assistant shall ensure that all records and files are backed up.
- Insure that the station is secured.
- All controlled medications such as Morphine, Valium, and Versed will be removed with locked cabinet and drug inventory book from Station one and placed in the Assistant Chief's vehicle throughout the incident. The Assistant Chief will be responsible for the daily inventory.
- Fire Administration shall ensure that all records will be secured in place. Move all computers and important files to a windowless room within fire admin.

### **Event (During the Storm)**

After receiving the "Cease Activity order" all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group. These orders shall be executed in the event that there are no other communication in place immediately after it is deemed safe to go out and start life safety operations. See appendix \*\*\*\* for TASK force standing orders and locations

### **Post-Event**

After the storm has passed each task force shall begin search and rescue operations in their assigned geographical area. The primary function is Life Safety and hazards mitigation. In the event that a category three (3) hurricane or greater makes land fall and all task forces are located together at a predetermined evacuation site, they shall follow specific routes that have been mapped out in order to make their way back into the City and to their assigned geographical areas. All task forces shall conduct a role call and the Officer in charge shall report results to the District Chief in charge.

- After the storm has passed and it is safe to return to duties, a damage assessment of the apparatus will be required. Any damage that is noted will require back up such as photos and your ICS 214 unit log.
- All units shall check communications abilities/status.
- If primary communication channels are inoperable, all personnel shall follow procedures established in the City's Comprehensive Emergency Management Plan.
- Personnel assigned to a fire station shall inventory the station for supplies and damages and the Officer in charge shall report the results to the District Chief in charge.
- A damage assessment should be completed as soon as conditions permit a view of the area from outside the facility. (Refer to Attachment 2 for specific information regarding the damage assessment report).

- Complete a damage assessment report to estimate the amount of physical destruction and injuries to aid in determining the need for county and statewide mutual aid.
- Resume emergency responses as soon as possible.
- Conduct search and rescue operations, if warranted. (Refer to section on search and rescue for specific information regarding search and rescue operations).
- Station Officers must be prepared to coordinate all activities until communications links are restored. Documentation of all activities and assignments is essential.
- Maintain accurate and complete records of all expenditures for manpower, material, gallons of fuel, equipment, etc. used throughout the emergency. Utilize your ICS 214 unit log.
- The NPRFD will operate under established policies during and after a hurricane. In addition to regular emergency response, all members must be aware that the response and recovery stages of a disaster will require additional and unusual efforts on the part of emergency workers. Members must be prepared to respond to a variety of requests from the public.
- Focal points in the community may be the fire stations. Information may be distributed at these locations.
- Be prepared to utilize City Fire Stations and/or other locations as temporary field hospitals, if so directed.
- In a disaster, many demands will be placed on emergency workers. It is expected that each situation will be dealt with in an appropriate, professional manner. But most of all, it must be done with safety being of primary importance.

## **Fire Rescue Operations**

### **Wires-Down Situations**

Power lines can be expected to go down throughout the city as hurricane winds increase. Downed power line calls can cripple the fire department's resources if not carefully managed. After the arrival of tropical storm force winds (35 mph or higher) the fire department shall only respond to reports of wires down if an immediate threat to human life exists. Such cases would be where victims may be trapped in cars or buildings with live wires down or cases where the live wires lie across a public thoroughfare.

In cases where the fire department responds to wires down calls and Progress Energy can't, fire department personnel shall tape off the area as best as possible, alert local residents to the danger, and clear the scene.

### **Safety Procedures**

All fire rescue personnel operating in winds above 35 mph shall be dressed in full bunker gear with helmets. Flying debris is one of the most hazardous conditions for emergency workers operating in high wind situations. Fire Officers and personnel must be extremely vigilant in being on the lookout for downed live power lines, flying debris from trash or construction sites, and proximity to distressed animals. The loss of traffic signals that inevitably occurs during hurricanes poses an even greater risk to all personnel.

Fire Officers shall maintain accountability of their personnel. Each member of each crew shall also take responsibility to monitor the safety and location of fellow crewmembers. When responding to and handling calls, fire personnel shall use the “buddy system” and be accompanied at all times by at least one other firefighter.

### **Work Schedule**

During the pre-storm and post-storm phases of a hurricane event, the Fire Department will utilize twelve (12) hour operational periods rather than the traditional twenty-four (24) hour shift. Shift personnel shall remain unchanged unless orders to the contrary are issued by the Fire Chief. Shift may be altered to an A-shift day and a B-shift night as necessitated by the incident. The A-shift would be comprised of a higher numbered workforce and the B-shift would be the lighter workforce. As always, our primary concern is that of life safety for our staff and that they receive the appropriate rest. Day operations shall focus primarily on search and rescue while night operations shall focus more on our standard day-to-day operations responding to calls for service.

### **Employee Time Keeping**

In addition to the Daily Attendance Sheet, it will be the responsibility of the Engine officer assigned to the TASK Force to complete the ICS 214 personnel unit log. The log shall be utilized to keep track of all hours worked and assignments completed for the operational period. The ICS 214 forms shall then be forwarded up to Assistant Fire Chief before ending up to the Senior Administrative Assistant prior to the Finance Department.

### **Damage Assessment Report**

The purpose of the damage assessment report is to facilitate the gathering of general damage information during disaster incidents. The damage assessment report has been designed to provide a quick indicator, in the form of a simple number, reflecting the observed damage to 100% of a geographic area.

Following a large-scale disaster, hourly reports from individual units will play a significant role in the long-term planning process. Units will be expected to provide reports from various locations within their assigned grids. Again, this report is designed to provide a quick assessment of conditions; it is not intended to be precise. (See Attachment 2, Damage Assessment Form).

### **Search and Rescue Operations**

Two general considerations are used to deploy search resources:

- **Area to be Searched** – The City will be divided into sections using the National Grid Framework. Depending upon the size of the damaged area and the search resources available, an area may be sectorized by city block, or other easily definable criteria. The available search resources will be divided and apportioned to each sector for search operations.
- **Priorities** – The search area is evaluated for priorities in terms of the type of occupancies affected, amount of damage, pre-evacuation, etc. Areas with the highest likelihood of survivability (in terms of type of construction) and the number of potential victims (in terms

of the type of occupancy of the building) will receive attention first. Occupancies such as schools, hospitals, nursing homes, high rise and multi-residential buildings, office buildings, etc., would be high priorities.

### **Operations Site Set-up**

Once an area is identified with an active rescue, control of the area immediately surrounding the site will be established before rescue operations commence.

An operational work area shall be established to limit access to the rescue work site to assigned Task Force (TF) members and other local rescue personnel involved in the operation, and to provide a safe and secure work area for the personnel supporting the rescue operations.

A Collapse/Hazard Zone shall be established to control access to the immediate area that could be affected or impacted by further building collapse, falling debris, or other hazardous situations (i.e., aftershocks). The only individuals that will be allowed within this area are the primary TF personnel directly involved in the search for or extrication of victims. All other TF personnel must be located outside the hot zone until assigned or rotated.

When establishing the perimeter of the operational work area, the needs of the following areas will be properly identified:

- **Access/Entry Routes (Personnel Accountability Location)** – Each task force shall have a clearly defined route for access to and from the rescue work site. Personnel, tools, equipment, and other logistical needs will be safely channeled through this route. In addition, controlled egress will be required to quickly evacuate a victim or injured TF member.
- **Emergency Assembly Area** – location(s) where TF personnel assemble following an emergency evacuation shall be determined prior to the start of any search and rescue operation.

### **Structure/Hazards Markings**

A standardized marking system is used to assure rescuer safety and to avoid needless duplication of search efforts. In order to be easily seen, the search mark must be large and of a contrasting color to the background surface.

Orange spray paint is the most easily seen color on most backgrounds. Line marking or downward spray cans apply the best paint marks. A lumber marking device may be used to write additional information inside the search mark itself when it would be difficult to write the additional information with spray paint.

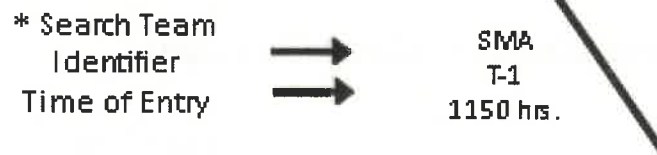
A "Main Entrance" search marking will be completed in two steps:

- First, a large (approximately 2') single slash shall be made near the main entrance at the start of the search with the search team identifier, date and time that they entered marked to the left of the midpoint of the slash.
- After the search of the entire structure has been completed a second large slash shall be drawn in the opposite direction forming an "X". Additional information will be placed in the remaining three quadrants of the Main Entrance "X" summarizing the entire search of the structure.



- The left quadrant will already contain the search team identifier, date and time when the team first entered the structure.
- The top quadrant is for the date and time the search team left the structure.
- The right quadrant is for any significant hazards located inside the structure.
- The bottom quadrant is for the number of "LIVE" or "DEAD" victims still inside the structure this will be indicated with "L" or "D".
- Any dead victim will be tagged with time and date, left in place and notify NPR Police Department Dispatch immediately. Mark with a GPS reading if possible and note on the ICS 214 unit log.
- Use a small "x" in the bottom quadrant if no victims are inside the structure.
- During the search function while inside the structure a large single slash shall be made upon entry of each room or area.
- After the search of the room or area has been completed a second large slash shall be drawn in the opposite direction forming an "X".
- The only additional information placed in any of the "X" quadrants while inside the structure shall be that pertaining to any significant hazards or the number of "LIVE" or "DEAD" victims.
- If multiple floors are searched a box under the X will show how many floors/quadrants have been searched in the positive. Indicate "F" for floors and "O" for quadrants.

### Main Entrance Search Marking - WHEN YOU ENTER

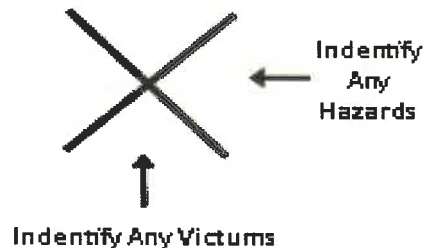


### Interior Search Markings - EACH ROOM OR AREA

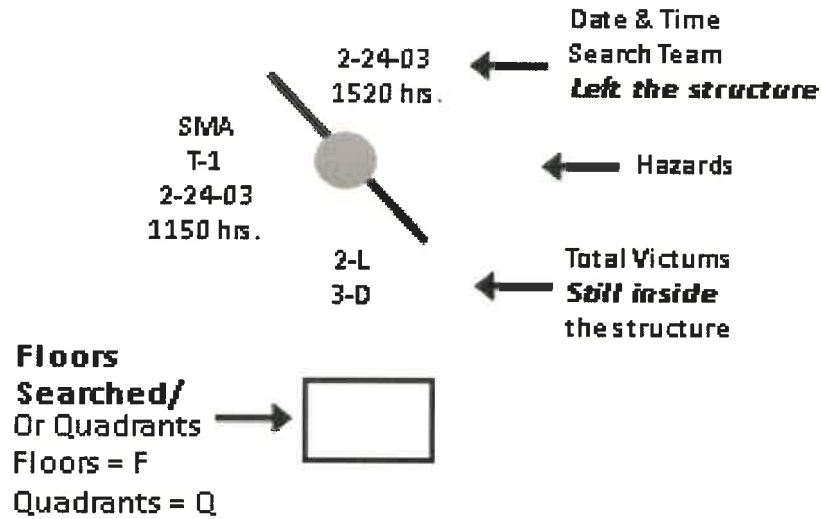
#### WHEN YOU ENTER



#### WHEN YOU EXIT

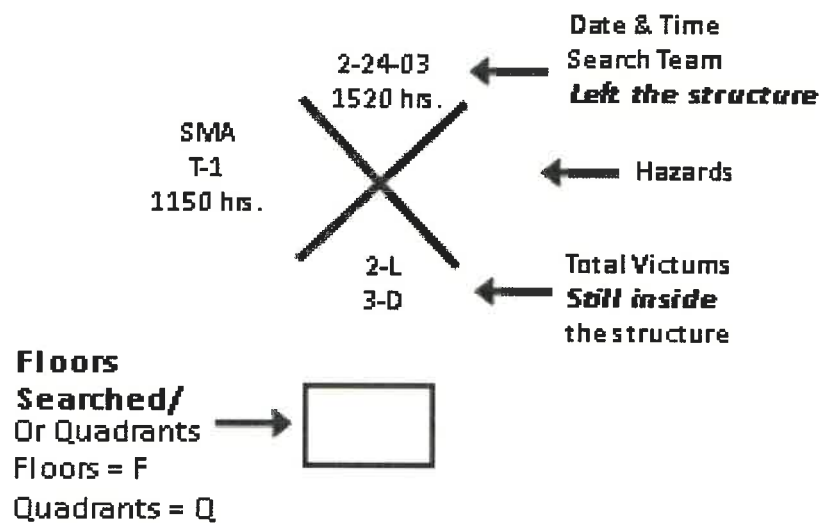


## Main Entrance Search Marking - WHEN YOU EXIT - INCOMPLETE SEARCH



## Main Entrance Search Marking

### WHEN YOU EXIT - COMPLETE SEARCH

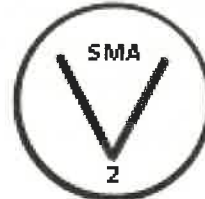


## US&R VICTIM MARKING SYSTEM

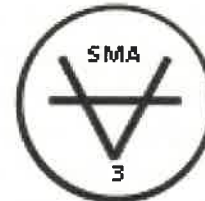
Make a large (2' x 2') "V" with orange spray paint near the location of a **potential** victim. Mark the name of the search team or crew identifier in the top part of the "V" with paint or a lumber marker type device.



Paint a circle around the "V" when a potential victim is **confirmed** to be **alive** either visually, vocally, or hearing specific sounds that would indicate a high probability of a live victim. If more than one confirmed live victim, mark the total number of victims under the "V".



Paint a horizontal line through the middle of the "V" when a **confirmed** victim is determined to be **deceased**. If more than one confirmed deceased victim, mark the total number of victims under the "V". Use both the live and deceased victim marking symbols when a combination of live and deceased victims are determined to be in the same location.



Paint an "X" through the confirmed victim symbol after the all victim(s) have been removed from the specific location identified by the marking.



An arrow may need to be painted next to the "V" pointing towards the victim when the victim's location is not immediately near where the "V" is painted. Show distance on an arrow.



It is important that markings are made specific to each area of entry or separate part of the building. It is also important that situation updates be noted as they are available, to reduce needless duplication of search efforts. Previous search markings would be crossed out and a new marking would be placed next to it with the most recent information.

Dissemination of information: - Members using the marking system will be inundated with additional information relative to the incident. Information needs to be acknowledged and appropriately disseminated - in most cases this information would not be noted on the structure marking.

Obviously, such identification is not always possible due to site conditions. In these situations, it is important that supervisory members establish a workable identification method for each specific structure.

There will be some buildings that will have significant hazards so that operations cannot proceed until the hazards are mitigated. These would be given "NO GO" assessments, i.e., structure on fire/collapse hazard, Haz Mat spill, etc. Follow-up marking of the structure must occur during the search and reconnaissance phase.

### **Special Considerations**

Recognizing that problems will appear and giving some thought to them prior to a disaster are steps toward overcoming them. Some of the areas require specific actions; some will diminish with time; some are inherent in disaster operations and must simply be accepted.

The following list is intended to be a realistic set of problem that we can expect to face following a hurricane.

- Emergency equipment and field units will commit without being dispatched. There will be an air of urgency and more requests for aid than units available to send.
- Communications will be inadequate. The radio system may not function. If it is functioning, air traffic will be incredibly heavy.
- Citizens may volunteer to help, but their commitment will usually be short-term, until their immediate problem is addressed.
- Water will be contaminated and unsafe for drinking. The water system may be shut down, supplying no water for fighting fires, which may be caused by electrical shorts or gas leaks.
- Staging will be essential.
- Electric power will be unavailable in sections of or throughout the city.
- Phone service will be erratic or nonexistent.
- Portable toilets will be in demand.
- The same buildings/areas will be searched more than once unless they are clearly and properly marked.
- Some on-duty personnel may leave their post to be with their families.
- All media representatives should be referred to the Public Information Officer.
- Very few citizens will utilize evacuation/mass care centers; they will prefer to stay with friends, relatives, or stay in their homes.
- Emergency responders will require rest and must be relieved. This applies to everyone, even yourself.
- Equipment will be lost, damaged, or stolen and may never be accounted for.
- Some units may "disappear". You will not be able to reach them and will not know where they are or what they are doing.
- Someone will get the bill. Record keeping by all levels of the organization is essential.
- Representatives from public agencies from throughout the United States and many foreign countries may come to observe the operations or offer assistance.
- Some citizens and media representatives will question your decisions.
- There will be a general lack of necessary information.
- Coordinators may wait for damage/casualty assessment information to establish priorities.
- Communication between the County's EOC, the City's EOC, and field operations may be inefficient and sporadic.

# **HUMAN RESOURCES**

## Human Resources Department

### **PURPOSE**

All City emergency service activities are focused around the four primary phases of emergency management: Mitigation, Preparedness, Response and Recovery. The Human Resources department will assist the overall City emergency management response for disasters as directed. Among the responsibilities of the department are the following:

### **Mitigation and Preparedness**

- Provide assistance directly to the City in the distribution of the City's disaster preparedness plan.
- Promote family preparedness among employees.
- Develop and implement procedures for the protection of vital records, materials, and facilities.
- Ensure that appropriate insurance coverage and employee policies are in place to support post disaster response and recovery operations.
- Secure personnel records, City insurance and risk management documents and computers prior to disaster for on-going operations during and following disaster.
- Answer questions concerning employee involvement and responsibilities as it pertains to employee's job description and disaster response.
- Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Assist in any staffing - full time or temporary - necessary during these phases.
- Support City efforts for staff to complete National Incident Management System (NIMS) required training.
- Support Fire department and City efforts for employee involvement and citizen education concerning disaster preparedness.

### **Response and Recovery**

- Assist in overall City recovery planning and strategy.
- Participate in the cost recovery process by assisting departments in filing appropriate insurance claims that are filed in a timely manner,
- Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Oversee and administer City's Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the City's governmental structure, from external sources, through mutual aid, and/or volunteers,
- Identify post-emergency assistance.
- Assist in any staffing - full time or temporary - necessary during these phases.
- Coordinate post disaster utilization of employee assistance plan (EAP), and other county and federal resources available to assist employees in the post disaster relief effort.
- Coordinate with City's Finance Department to ensure payroll funds are available to employees during and following a disaster.
- Track incident-related costs incurred by the department.

## **PERSONAL READINESS PLAN**

The purpose of this section is to summarize the assigned responsibilities for HR management services as it pertains to adhering to the City's Rules and Regulations during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to City of New Port Richey Municipal Code of Ordinances, when a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Pasco County, the State of Florida and the federal government requirements. The department will work with other City departments to respond to the emergency, and protect citizens, employees, and property. Specifics are detailed in the bulleted section above. The department will work in concert with other departments to facilitate maximum opportunity for federal claim reimbursement.

### **Responsibility for HR Management Operations**

The HR Department shall be responsible for advising the City Manager on personnel policies and issues, union contractual provisions, and risk and benefit issues. It is the responsibility of the HR department to advise the City Manager on how to administer the City Rules and Regulations before, during, and following the emergency situation. The responsibility of this function rests with the HR employees. The HR department also will provide services to employees before, during, and after a declared emergency concerning information regarding pay and benefits impacting the employee and their family's welfare.

### **Pre-Disaster Preparations for HR Management**

The HR department will generate a Disaster Plan checklist to assist in the functioning of the department during declared disasters. The Disaster Plan checklist will help in the many notifications and tasks that have to be done before, during, and following the emergency situation. The department will have to secure cooperation from Public Works and Parks and Recreation for the housing and transportation of records, files, and equipment in event of an emergency that dictates such action.

### **Records Management**

Human Resources will work with the ITC department to assure that all electronic files are backed up in the pre-storm event. All paper files will be handled in accordance with the City's plan.

#### Records Management for Category 1 and 2 storm

In the event of category 1 storm event, or a light category 2 with a small storm surge, the HR department shall relocate their file cabinets into interior rooms that are away from windows and doors that may be broken out during the storm event.

#### Records Management for Category 2 strong with high tidal surge expectation and/or category 3 storm

In the event of a category 2 storm event with a high tidal storm surge or a category 3 storm event, the HR department shall relocate their file cabinets to a second-floor interior room away from windows or another designated area. Potential storage locations are Fire Administration conference room and/or City Managers conference room.

#### Records Management for Category 4 and 5 storm

In the event of a Category 4 storm event or greater it has been decided that the HR department will remove and relocate those records that are vital to the City's overall operation. The HR department will identify which file cabinets need to be relocated. The HR department will notify the City Clerk of the quantity and size of the file cabinets that are to be relocated. Prior to the start of every hurricane season, by June 1 every year, the department will provide the City Clerk and updated list of those file cabinets.

### **RECALL**

The HR Director, or in the Director's absence, the Manager has the right to cancel all vacations. All personnel are considered essential and need to be in a ready status when called upon to come to work. All staff may be asked to work outside of their normally assigned duties in order to meet the overall City's responsibilities in times prior to, during, and after a declared disaster or emergency. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

While all employees in a small department have to routinely act as a generalist, during any emergency this will be critical. The Human Resources Manager routinely handles Risk and Benefits questions for employees and deals with all insurance filings on behalf of the City. The Human Resources Director routinely handles employment and classification issues. The Human Resources Director handles the overall management of the department and individually deals with labor relations and training issues.



## STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event

### Pre-Event

- Carry out and or resume normal daily activities in accordance with the established:
  - Department Procedures
  - City Personnel Policy and Procedures Manual
  - Budget Guidelines/Programs
- Periodically review Disaster Plan guidelines with HR staff.
- Maintain City employee list with current job title, telephone numbers, addresses, and emergency contact notification information. Facilitate acquiring from IT an updated employee roster e-mail, marked as “Disaster Plan Employee Roster-Confidential-not for distribution” to the Fire Chief, Police Chief, and the Public Works Director prior to each event.
- Prior to each event: consolidate the evacuation addresses and phone numbers of employee family members / Next of Kin who evacuate from their primary residences.
- Provide assistance directly to the City in the distribution of the City’s disaster preparedness plan.
- Answer questions concerning employee involvement and responsibilities as it pertains to employee’s job description and disaster response.
- Support City efforts for staff to complete National Incident Management System (NIMS) required training.
- The HR department must be prepared for advising the City Manager on personnel policies and issues, union contractual provisions, and risk and benefit issues. It is the responsibility of the HR department to advise the City Manager on how to administer the City Rules and Regulations before, during, and following the emergency situation.
- Oversee and administer City’s Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).

### **Hurricane Threat over 72 hrs out**

- Brief all staff (HR) on emergency conditions.
- Encourage personnel to make adequate arrangements for safety/welfare of dependents, to include personal property protection measures. Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Provide communication and control of information through the preparation and release of information and statements by city leadership and officials to employees (and/or other groups as directed).
- Check with Davies Group (Workers’ Compensation) to verify no changes to current procedures are implemented. 800-749-3044, fax 813-402-7918.
- Check with area hospitals/clinics to verify the status of their readiness for employees who may be injured during or after the disaster.
  - Company Care Occupational Health Services: 727-819-2491
  - Morton Plant North Bay: 727-842-8468
  - Trinity Hospital 727-834-4000
  - Regional Medical Center: 727-869-5551
  - AdventHealth North Pinellas: 727-942-5000
  - BayCare Urgent Care NPR: 727-807-7176
  - Suncoast Urgent Care & Occupational Health 352-684-3288

- Check with EAP provider, Met Life, 1-888-319-7819 to verify the status of their readiness and the availability of their Counseling Team.
- Check with World Risk Management 800-367-1705 to verify the status of their readiness for any City property or buildings damaged during or after the disaster.
- Check with Public Risk Management of Florida 800-367-1705 to verify the status of their readiness for any liability issues during or after the disaster.
- Check with local personnel temporary services to verify the availability of additional manpower to assist with recovery.

**Local area temporary employment agencies:**

- Express Employment Professionals  
6645 Ridge Road  
Port Richey, FL 34668  
(727) 376-8891
- People Ready  
7902 US Highway 19  
Port Richey, FL 34668  
(727) 847-4268

**Hurricane Watch 36-48 hrs out**

- Maintain all city employees' personnel records.
- Brief all (HR) staff on emergency conditions.
- Facilitate an updated employee list to the Police Chief, City Manager and Fire Chief.
- Depending on extent of pending disaster, secure personnel files and cover those at City Hall, HR department or at the off-site storage located at the Recreation and Aquatics Center. Protect other essential equipment with plastic covering.
- Oversee and administer City's Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the City's governmental structure, from external sources, through mutual aid, and/or volunteers.

**Hurricane Warning 24-36 hrs out**

Secure all active City employees' personnel files/records and essential forms in a lateral file and either have the file moved to a more secure area or secure in department with covering.

- Final check with disaster emergency operations center for any additional information that may be needed.
- Encourage (HR) staff to prepare emergency food and water sources for the duration of the emergency.
- Instruct all (HR) staff to call designated employee emergency number or verify with the department their work status before and during imminent disaster or emergency.
- Provide communication and control of information through the preparation and release of information and statements by city leadership and officials to employees (and/or other groups as directed).

### **Pre-Event**

- HR Staff to follow instructions dictated by City Disaster Plan and respond appropriately.
- May be asked to provide communication and information to city staff as directed.

### **During a storm**

- HR Staff to follow instructions dictated by City EOC Command staff.

### **Post-Event**

- After the emergency, check with all departments for personnel status.
- Begin to resume normal daily operations in department or temporary facility.
- Secure files and materials necessary for operations to resume.
- Assist other departments and employees as needed.
- Fill out appropriate insurance forms and paperwork necessary for resumption of work and recovery of funds or to get state or federal assistance.

# **TECHNOLOGY SOLUTIONS**

## ITC Department Emergency Action Plan

### **PURPOSE**

The purpose of this emergency management plan is to have a written, uniform set of guidelines for Technology operations in the event of natural disaster. The plan should be updated annually and revised according to new information gained and lessons learned. All ITC Department personnel are responsible for being familiar with the plan and ready to carry out their designated duties before, during, and after a hurricane.

The primary function of the ITC Department is to provide support for the city's computer, data, network, and telecommunications operations with the goal of getting critical systems up and running as soon as possible to support other disaster response areas.

Initial activities following a disaster or hurricane will include:

1. Assessment of the city's equipment and communications network.
2. Communicate any disaster related IT outages and repair estimates to the cities department heads.
3. Focus on restoring network connectivity to critical areas such as City Hall, Police Department, Fire Department, Public Works and the Water Department.
4. The IT Department will work closely with the IT Vendors and Telco suppliers to reestablish network connections and communicates as quickly as possible.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course, we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all personnel shall immediately initiate their "Personal Readiness Plan". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

### **RECALL**

The ITC Director has the right to cancel all vacations at the approach of a storm. All ITC personnel are considered essential personnel and need to be in a ready status when called upon to come to work at the discretion of the Department Director, his/her designee, or the Incident Commander. Staff may be asked to work outside of their normally assigned duties in order to meet the overall city goals.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RECORDS MANAGEMENT**

While it is important to back up paper files electronically whenever possible, preservation of hard copy files are crucial for certain document groups in case an event forces us to operate from another location, or even from another city.

A list of crucial administrative and archival documents would include, but not be limited to, the following examples:

- Network schematics and diagrams
- Telecom documentation (telephone, internet, etc.), equipment lists, phone switch printouts, all CSA's, etc.
- Contracts and agreements
- Software licenses
- Payroll, employee, and benefit records
- Budgetary, purchasing, and other city plan documentation
- General Procedures Manual
- Backup, restore, and virtual system documentation and procedures
- Recent photographs or videos to record systems and equipment
- Ongoing project documentation, if any applicable
- Any other documentation that the ITC staff deems crucial

The ITC offices have no sealed rooms away from exterior windows or doors. As a result of this, the above documentation shall be packed and sealed in totes for transport to the EOC or to any point where the ITC staff will operate from.

### **Records Management for Categories 1 and 2 Storms**

In the event of category 1 storm event, or a light category 2 with a small storm surge, the cabinets and storage containers remaining in the ITC offices shall be sealed with plastic and duct tape, or with materials appropriate for the storage container.

### **Records Management for Category 2 storms with high tidal surge and/or Category 3 storms**

In the event of category 2 storm event with a high tidal storm surge, or a category 3 storm event, file cabinets and storage containers will be sealed and moved to either the City Manager or Fire Administration Conference Rooms.

### **Records Management for Categories 4 and 5 storms**

In the event of a Category 4 storm event or greater it has been decided that the City shall remove and relocate those records that are vital to the Cities overall operation. ITC Staff shall identify those file cabinets or storage containers which need to be relocated. The ITC Director shall notify the City

Clerk of the quantity and size of the file cabinets and containers to be moved and shall maintain an inventory of which file cabinets are to be relocated. The ITC Director is responsible for providing a number and size of those file cabinets and containers on an annual basis prior to the start of every hurricane season. This information is required to anticipate the appropriate vehicle/vehicles required to accomplish the task.

### **RESPONSIBILITIES OF PERSONNEL**

The ITC Director will arrange for adequate ITC operational staffing during the event in conjunction with the Incident Commander. Duties may rotate based on ITC staff being used for other EOC functions.

#### **ITC Director**

- Coordinate with Department Heads and the Incident Commander in standing up the EOC
- Oversee and assist staff in relation to the following tasks:
  - Implementing system backups
  - Breakdown of equipment in Training Room for transfer to EOC
  - Consolidation of equipment and materials within the ITC offices for transfer to EOC
  - Setup of equipment and materials at the EOC
- Monitor telecom and network connectivity status
- Maintain open communications with telecom vendors to keep updated on outages
- Maintain contact with equipment vendors to coordinate delivery of equipment and services as needed.

#### **Network Administrator**

- Perform system backups
- Breakdown of equipment in Training Room for transfer to EOC
- Consolidation of equipment and materials within the ITC offices for transfer to EOC
- Transfer of equipment and materials to EOC
- Setup of equipment and materials at the EOC
- Ready D/R Systems for transfer of operations

#### **Helpdesk Operator**

- Work with Incident Commander to implement the city's communications directives
- Coordinate with all departments to make sure they take steps to cover/protect equipment
- Backup phone system at City Hall
- Update greeting on City Hall phone system
- Assist City Manager's Assistant/PIO with updating and distributing telephone/contact listing
- Assist with breakdown of equipment in Training Room for transfer to EOC
- Assist with consolidation of equipment and materials within the ITC offices for transfer to EOC
- Assist with setup of equipment and materials at the EOC

## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event Pre-event**

### **Hurricane Threat over 72 hours out**

- Monitor storm updates and status of EOC operational phase
- ITC staff meets and reviews overall situation and network status
- Full set of network backups commences
- Based on forecast tracking, determine location(s) for any potential offsite storage of backup media

### **Hurricane Watch 36-48 hours out**

- ITC staff meets again to assess overall
- Review plan with ITC staff to develop appropriate response list
- Review main telephone greeting with acting PIO or the Incident Commander
- Personnel readiness plans must be completed during this timeframe
- Breakdown of Training Room equipment in readiness of transfer to EOC (See Appendix-C)
- Consolidation of ITC equipment, materials, and documentation in readiness of transfer to EOC

### **Hurricane Warning 24-36 hours out**

- All routine work must stop at this point
- Second set of backups completed
- Reserve vehicle for transfer of materials and equipment to EOC
- Contact all offices and remind staff to bag, tag, and secure electronic equipment
- Transfer backup media set to predetermined offsite location and/or send with city representatives in a location outside of the potential cone
- Transfer of equipment and materials to the EOC
- Setup of equipment at the EOC

### **Hurricane Warning 8 Hours Out**

- All previously stated tasks should be completed
- ITC will make one final walkthrough of City Hall to verify systems are secure
- Transfer all documentation, software media copies, and software licenses to the EOC
- Seal main computer racks, printers, and other equipment in the Data Center and PD Server room
- Verify spare systems have been setup at the EOC
- Prep Disaster/Recovery systems



## **Event (During the Storm)**

- During the Event, ITC will monitor systems
- Monitor telecom and network connectivity to ensure stability
- Report any outages and updates

## **Post-Event**

- If telecom is down, work with vendors to reestablish communication (See Appendix-B)
- Once a building has been cleared by the Incident Commander, ITC will inspect all buildings to assess status of equipment and systems
- All obvious damage will be documented with the EOC
- Review main greeting on the phone system with the PIO
- Work with the Incident Commander to determine the transfer of operations back to City Hall
- Restore data images back to Production systems if needed in anticipation of operations transfer
- Commence re-equipment process if necessary (Vendor Information in Appendix-B)

## **Appendix-A**

### Employee Contact Information

Contact information is also contained within the main City's Disaster Plan.

## **VACANT**

Work: 727-853-1250

E-mail:

Work Cell: 727-494-4021

### **Mike Miller, Technical Support Specialist**

Work: 727-853-1251

E-mail: [millerm@cityofnewportrichey.org](mailto:millerm@cityofnewportrichey.org)

Work Cell: 727-514-6975

### **Donovan Jones, Technical Support Specialist**

Work: 727-853-1285

E-mail: [jonesd@cityofnewportrichey.org](mailto:jonesd@cityofnewportrichey.org)

Work Cell: 727-992-3531

### **Ruben Rosario, Helpdesk**

Work: 727-853-1254

E-mail: [rosarior@cityofnewportrichey.org](mailto:rosarior@cityofnewportrichey.org)

Work Cell: 727-514-7093

### **Vacant, Helpdesk**

Work: 727-853-1251

E-mail:

Personal Cell: 727-872-9670

### **Network Administrator - VACANT**

Work: 727-853-1270

E-mail:

Work Cell: 727-514-1540

Last Update May 2022

## Appendix-B Vendor List

| Service Type       | Name                               | Phone                  |
|--------------------|------------------------------------|------------------------|
| Fire and HVAC      | Johnson Control                    | (813) 623-1188         |
| AD Security        | ATTIVO-Sentinel                    | 443.762.2581           |
| Network Monitoring | Tyler Detect                       | 800.772.2260 ext: 2304 |
| MSP                | PowerNet                           | 321-214-2222           |
| Vmware             | <a href="#">Datrium</a>            | 844-876-7877           |
| Security           | <a href="#">Secnap</a>             | 844-638-7328           |
| ISP                | <a href="#">Spectrum</a>           | 855-859-5221           |
| ISP                | <a href="#">Frontier</a>           | 844-475-8244           |
| PD CAD             | <a href="#">Southern software</a>  | 800-842-8190           |
| Access Control     | <a href="#">A-1 Access</a>         | 813-242-4669           |
| Fire RMS           | <a href="#">Eprsys - Fireworks</a> | 941-222-1250           |
| Cell phone vendor  | <a href="#">Verizon</a>            | 800-922-0204           |
| VPN                | <a href="#">Net motion</a>         | 888-723-2662           |
| 2FA                | <a href="#">Duo</a>                | 866-760-4247           |
| Backup             | <a href="#">Thinkguard</a>         | 833-832-4780           |

## Appendix-C Equipment List

|                           |    |
|---------------------------|----|
| Laptops                   | 3  |
| NUCs                      | 3  |
| Printer                   | 1  |
| Power strips              | 10 |
| UPS                       | 2  |
| wireless keyboard / combo | 10 |
| USB                       | 10 |
| Premade Ethernet          | 20 |
| Monitor                   | 3  |
| VOIP phone                | 5  |
| Dumb switch               | 3  |
| POE VOIP Brick            | 5  |
| USB Hard drive            | 1  |

**LIBRARY**

## Library Department

### **PURPOSE**

The intent of this section is to prepare, maintain, and communicate the Library Department's specific protocols and procedures in the event of a critical incident or disaster. As a part of the City's team of emergency responders, the Library will focus on assisting with the implementation of the City's emergency management response. Among other possible assignments, the library facility may be used as a camp by Logistics or to support the Public Information Officer by acting as an information hub. The Library's communication resources, such as computers, Wi-Fi, copiers, scanners, hotspots, charging stations, electricity, internet, etc., can disseminate preparation and recovery information and make critical communication resources available to the public. The Library Director will oversee the disaster response effort. All other Library business must be regarded as secondary importance during this emergency period.

### **Methodology**

The Library Department worked in conjunction with the City of New Port Richey's Safety Committee, Public Works Department, and Fire Department in the production of this document. A copy of this document will be kept in the staff room and on the Library's and City's share drives. In addition, new Library staff will receive and read this plan as a part of their orientation training.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1 -Nov 30), all personnel shall maintain a keen awareness of the tropical storm situation. As storms develop and move in a potentially threatening course, we must be prepared to take whatever actions necessary if our area is impacted. Therefore, as soon as a Hurricane Watch is issued for our area by the National Weather Service, all Library personnel shall immediately initiate their personal readiness plans. These plans should include everything that must be done to help ensure the safety of the employees' families and possessions while the employee is at work helping the community. The employee should begin to put their personal readiness plans in operation while the Library is still open.

### **RECALL**

In the event of an emergency, the Library Director has the right to cancel all vacations and leave as necessary. Library staff are considered essential personnel and need to be ready when called upon to come to work. Depending on the event's severity level, all employees may be required to report to work at an off-site location. In addition, staff may be assigned to work outside of their usual duties to meet the overall City's goals.

### **RESPONSIBILITIES OF PERSONNEL**

#### **Staff Action**

- 1. Comply with all instructions given by the administration**
- 2. Prepare the library facility for the storm per the Library Director's instructions**
- 3. Evacuate the building**

#### **4. After the incident, report to work as instructed by the Library Director**

##### **Library Director**

-Activates the Library's disaster plan; coordinates the preparation and recovery activities such as the Library's overall incident management, resource and financial allocation and approval, and communication with other departments and outside entities; supervises library staff and their various roles; sets recovery priorities for Library and oversees the Library's internal communications; and reports to City Administration and City EOC Committee, as appropriate.

##### **Administrative Assistant**

-Works under the Director's direction to assist with communications to staff and coordination with vendors; tracks staff working on recovery; orders/coordinates supplies, equipment, and services with other library team members. Acts as documentation coordinator to keep a written and photographic record of facility, supplies, and damaged materials for insurance and FEMA-related purposes.

##### **Librarian III, Systems and Services**

-Works under the Director's authority to implement, communicate, and execute continuing or updated policies, including resource allocation, technology systems and networking equipment including backups and restores to servers, computers, printers, switches, access points, hotspots, laptops, scanners, etc., and plan implementation. Assesses damage to the technology systems and adult collections; decides what will be discarded and salvaged; works with Membership Librarian to assign salvage priorities in adult collections. Barring other instructions, the Systems and Services Librarian will be the Director's automatic designee if the Director cannot function in that role.

##### **Librarian II, Youth Education Librarian**

-Works under the Director's authority to help implement policies pertaining to protecting and post-storm recovery of all library materials and communicate new policies and procedures to the public and staff. Will assess damage to the children's and teen collections and decide what will be discarded and salvaged; Works with Membership Librarian to assign salvage priorities in youth collections. Creates all publicity, signage, and news releases, including regular information updates to the public.

##### **Librarian I, Membership Librarian**

-Works under the Librarian III's direction to supervise, schedule, and provide training to membership staff performing updated roles. Coordinate with Librarian I, II, III, Administrative Assistant, and Director for membership staff workflow, supplies, technology resources for the public, and rehabilitation strategies for the public.

##### **Librarian I, Resource Management Librarian**

-Works under the Librarian III's direction to protect, move, re-inventory, repair, or reorder materials and resources. Coordinates with supervisor regarding collections-related

services/supplies/equipment, such as freezing and drying services; trains and oversees work and handling methods of staff and volunteers assisting with recovery efforts.

**Public Works Custodian**

-Works under the direction of the Public Works Director to handle all storm-hardening tasks, including storm-proofing and all physical preparation and recovery. Communicates and coordinates preparation, hardening, and recovery plans with the Library Director.

**STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event Pre-Event**

**LIST OF SUPPLIES**

The Library defers to the Public Works Department in the determination of needed activities and supplies to best protect the Library Facility in the event of a weather-related emergency. The Public Works Department identifies the types and amounts of supplies needed for storm-hardening preparations and protection for the Library Facility.

Provided by Public Works

Full Sandbags

Plastic sheeting for exterior

Dehumidifiers

Duct Tape

Provided by Library

Batteries for flashlights

*Uline Duracil C Packs- \$15 per/ 2*

Plastic sheeting for interior

*Uline Visqueen Polysheeting 12 x 200- \$58 per/2 Rolls*

*Uline Stretchwrap 18 x 2000- \$20 per roll/ 2 Rolls*

LED Flashlights

*Uline LED \$20 per/4 Flashlights*

Duct Tape

*Uline Rolls-- \$5 per roll/ 8 Rolls*

Large plastic trash containers-*already owned*

Power Strips- *already owned*

**Pre-Event**

Administration notifies all staff of the conditions and to prepare for activation. Staff should prepare personal readiness plans.

**Hurricane Threat over 72 hours out**

When a disaster is expected, the Library Administrative Team will determine what supplies or services are needed to address the current incident objectives immediately. This includes securing petty cash and receipts and confirming contact information for an updated emergency phone tree. The phone tree lists groups of membership staff, with each group falling under a different supervising

librarian. The Library's Administrative Team will be responsible for maintaining communications between the Director and staff. Flashlights, batteries, plastic sheeting, and packing tape may be purchased in readiness for a hurricane. Plans for preparing the building for closure, the evacuation, and updating contact information will be completed, and video and photos will be taken of the library structure and contents. Public Works will be working on storm-hardening preparations for the facility.

### **Hurricane Watch 36-48 hours out**

Some staff will be tasked with implementing preparedness activities instead of routine duties. Public Works staff will be working on storm-hardening preparations for the facility.

### **Records management-**

Many library documents are stored digitally on the Library's server. Backing up these electronic files and physical records containing significant vendors, patrons, contracts, and other information is essential. These will be protected in interior locations as patron records are subject to specific state and other laws, rules, and regulations, including patron privacy laws. Patron records such as applications and registration/usage information will be protected and kept private.

### **Records Management for Category 1 and 2 storm-**

In the event of a category one storm event, or a light category 2 with a small storm surge, files shall be relocated into interior rooms that are away from windows and doors that may be broken.

### **Records Management for Category 2 or category three storm-**

In a category two storm event with a high tidal storm surge, or a category three storm event, the Library shall relocate file cabinets to a second-floor interior room away from windows.

### **Records Management for Category 4 and 5 storms-**

In a Category 4 storm event or greater, records that are vital to the Library's overall operation will be relocated. The Library Director shall identify irreplaceable records and contact the City Clerk about moving them to a safe location.

### **Equipment -**

Immediately install hurricane shutters or board windows when possible. Brace double doors. Limit building access to one or two points; Apply plastic sheeting or sandbags under doors or any place that water could enter. Move all loose objects to the facility interior. Make sure larger items such as benches, planters, etc., are bolted or otherwise secured.

If possible, move collections away from windows, doors, and off floors. Take priority equipment and special collections (i.e., Art on the Move Collection, oil painting of Dr. Avery, and the original resources from the Avery Library) to the interior rooms. Cover these items with plastic sheeting and lock doors.

Cover all desks, computers, laptops, hotspots, servers, cameras, monitors, backup units, printers, scanners, copiers, and other equipment with plastic sheeting. *\*Note how it was unplugged so it*

*can be quickly restored to service.*

Cover books and materials closest to windows with plastic sheeting.  
Secure the Solar Rooftop Panels as best as possible.

The Library Director will inspect the building to ensure that the evacuation is complete and that materials and equipment are secure. The Director will secure the building and check that appropriate signs have been posted.

### **Hurricane Warning 24-36 hours out**

Upon official notification from the City, the Director (or alternate) will close the Library as follows:

Preparations will be made to protect equipment, books, media, and files.

Closing announcements are made to the public, and the public is cleared from the facility.

Facility doors are locked while staff performs regular closing duties.

Public Works will Finalize storm hardening preparations for the facility, including making the building as weather-tight as possible.

Upon completion of the final check, staff evacuates the building. Staff and their families can stay at the city shelter. Those attending the shelter shall be familiar with the "What to Bring" list located in the Appendix of the City plan.

The Director will notify the New Port Richey Police Department at (727) 841-4550 of the closure.

### **Event (During the Storm)**

Library staff will remain off-site until called back to work either during or after the event.

### **Post-Event**

After the Library facility's structural and electrical integrity is assessed and the building is approved for use, the Library Director will be notified by the City Manager when it is safe to return to the building.

Library staff will be contacted via the phone tree with updates and information about reporting to work and possible temporary assignments. Library staff assigned to the Library will begin readying the facility for public use by assisting with technology, unwrapping or moving special collections, cleaning or straightening, or evaluating collections and materials for damage and inventorying materials.

Staff will begin working as assigned and may work with the Friends of the Library and Library Board members to prepare the collection for salvage. The Administrative Assistant keeps track of staff and volunteer time while the Library Administrative Team (all exempt librarians) coordinates recovery duties. During this assessment, the Library Administrative Team will take photos of their assigned areas. In addition, public Works staff will remove storm preparations, evaluate the damage to the building, and coordinate plans for facility repairs.

### **FOR CLEANUP AND PHYSICAL REPAIRS**

An inventory of the computer equipment and furniture is on file in the Library's share drive and



regularly updated and shared with the Finance Department by the Administrative Assistant.

### **FOR TECHNOLOGY SYSTEMS, PATRON RECORDS, AND ORIGINAL RESOURCES**

The master database of bibliographic records (MARC), patron files, and circulation records is saved in the cloud through Biblionix's Apollo. The Library's shared drive and digital files are stored on the library server located at the Library. The Systems and Services Librarian III and Tech Harbor consultant will assist with safeguarding library information by backing up and maintaining the server, software, and automation equipment- with the assistance of the Technology Solutions Department, as needed.

### **EMERGENCY RESPONSE CHECKLIST**

- Recognize and identify the type of emergency (fire, smoke, chemical, water, etc.)
- Notify appropriate authorities (utilities/emergency personnel/first responders/local emergency management agency)
- Ensure that all staff and visitors are accounted for and are safe
- Activate disaster plan
- Assess and document (in writing and photographs/video) the damage to your building/collections/information systems:
  - \_\_ What areas have been affected?
  - \_\_ How much of the collections have been affected?
  - \_\_ What types of materials are damaged?
  - \_\_ What hazards are there (sewage, electrical, debris, etc.)?
  - \_\_ Are critical systems operational?
  - \_\_ Is relocation of all/some of the operations necessary?
- Develop a plan of action
- Establish command post
- Eliminate hazards
- Stabilize the environment
- Procure necessary supplies
- Establish security measures
- Contact insurance company
- Gain access to emergency funds
- Notify additional personnel/volunteers
- Contact outside recovery service providers
- Coordinate communication with the media/public through the public information office/EOC.
- Coordinate/train response and salvage crews.
- Begin salvage. Information on [salvage and recovery](http://www.salvageandrecovery.com): [www.salvageandrecovery.com](http://www.salvageandrecovery.com)  
[freezedry.com/rest](http://www.freezedry.com/rest) 1-800-362-8380

### **VENDORS AND CONTACTS FOR REPAIRS OR CRITICAL EQUIPMENT**

For ILS, Public Access Technology Equipment- Jo Keniry, Tech-Harbor, (727) 942-8811

For Apollo (Biblionix)- Cameron Charbonnet (888) 800-5623 x 132

## COLLECTIONS

*While inventorying materials, consider the possibility of replacement of damaged material as less expensive and time-consuming than salvage. However, restoration professionals may be able to help restore original materials by way of vacuum or cryogenic freeze-drying or more.*

### *Disaster Restoration Companies*

- *ServiceMaster* [www.sm24hr.com](http://www.sm24hr.com)----- 863.623.6633
- *Advanced Restoration Inc.* [www.drymeout.com](http://www.drymeout.com)-----877.379-6368

### Care of Damaged Resources

#### Water-damaged –

DVDs and CDs should be removed from jackets and wiped dry with a clean, soft, untreated cloth, wiping from the center to the outside (radially). Wet cases should be air-dried.

#### Mud or Sewage-damaged-

Handle with plastic gloves and consult with Health and Safety if concerned about contamination. Use clean water to rinse gently (do not scrub), drain, freeze, or air dry.

#### Mildew-

Mold develops on books and papers in conditions of high humidity and temperature within 48 hours if stored in conditions of 65 degrees and 65% relative humidity or higher. Contact Health and Safety to determine if the mold represents a health hazard. Those individuals with health considerations should avoid the area until it is deemed safe. Quarantine the area and decrease humidity and temperature. Use fans to circulate air, and contact a mycologist, fumigation expert, or consultant to determine the type of mold and treatment alternatives.

The [FEMA Collections and Individual Objects Policy DAP 9524.6](#) states that funding may be available for damaged collections and objects of an eligible public or private nonprofit facilities when the collections are:

- Collections on display or storage in a public or private nonprofit facility, including outdoor sculpture and public art installations, accessioned, cataloged, and inventoried.
- This includes collections in state, local, or tribal government libraries, museums, archives, arts organizations, and other collecting institutions that meet FEMA's eligibility criteria.

**Replaceable Library Books and Publications:** FEMA will fund the treatment of "special library collections" but not the replacement of rare books and other fragile materials. General

library books and publications are subject to the provisions of [44 CFR §206.226\(i\)](#).

#### RESOURCES

<https://www.loc.gov/preservation/emergprep/>

<https://www.ala.org/advocacy/disaster-preparedness>

<https://www.ala.org/pla/resources/tools/directors-managers-administrators/emergency-preparedness>

<https://dos.myflorida.com/library-archives/library-development/programs/community/prepare/>

<https://www.flalib.org/recovery>

[www.lyrasis.org/preservation/disaster-resources/disaster-prevention-and-planning.aspx](http://www.lyrasis.org/preservation/disaster-resources/disaster-prevention-and-planning.aspx)

**POLICE  
DEPARTMENT**

## Police Department

### **PURPOSE**

The purpose of this emergency management plan is to provide guidelines for Law Enforcement Operations in the event of a natural disaster occurring in our City. Although this plan primarily addresses a hurricane-related event, the protocols contained herein are generally applicable to any disaster. All police department personnel are responsible for being familiar with this plan and ready to carry out their designated duties before, during and after a hurricane. This plan shall be reviewed no less than annually and revised according to new information gained and lessons learned.

The primary function of our police department is to provide the first line of defense and assistance to the community in the event of a disaster. In post-disaster environments, usual operational procedures are commonly modified to accommodate unusual circumstances that emerge.

The police department shall use the National Incident Management System (NIMS) to manage all disaster events. It is imperative that supervisory personnel maintain close supervision and accountability of their subordinates with safety as the highest priority. Because a wide range of conditions may exist after a major hurricane has passed, it is impossible to specifically identify post-storm response procedures for every situation. Personnel and their supervisors must be prepared to adapt to unusual conditions and follow any change of usual procedures as necessary to meet the challenges of a disaster environment.

This plan is designed to utilize available emergency resources to their highest capacity while coordinating assistance from around the region and state.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>), all personnel shall maintain keen awareness of tropical storm situations in the Atlantic Ocean and the Caribbean Sea. As storms develop and move in a potentially threatening course toward our area, we must all be prepared to

take whatever actions necessary if our area is hit. Immediately, upon the National Weather Service issuing a "Hurricane Watch" for our area, all law enforcement personnel shall initiate their "personal readiness plans". Those plans should include everything that must be accomplished, in advance, to insure the safety of the officer's family and possessions while he or she is away at work helping the community.

On or about May 1<sup>st</sup> of each year, the Chief of Police shall direct a memorandum advising all Department personnel of their responsibility for hurricane personal preparedness for their families and property. Emphasis will be placed on reminding all employees of their responsibility to prepare their personal residence during the **Hurricane Watch Period**.

Also, on or about May 1<sup>st</sup> of each year, the Operations Commander will direct a memorandum to all supervisors regarding department hurricane preparedness for the beginning of hurricane season. This information will address command structure, facility preparedness, and preparedness activities required by each division. RECALL

When the National Hurricane Center/National Weather Service issues a hurricane watch, all off-duty sworn and civilian personnel shall be prepared to report to duty if so ordered by the Chief/Deputy Chief of Police or his/her designee.

All personnel are encouraged to make personal preparations well in advance of a storm so final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for duty as needed. The shift on duty when a warning is issued may be required to remain until relieved by the Chief/Deputy Chief of Police or his/her designee. Personnel may be excused from duty during the hurricane warning period as directed by their supervisors. Supervisors must secure proper instructions for the release of these employees through the chain-of-command. Personnel reporting to work prior to a storm, or recalled for a storm, will bring with them sufficient toiletries, clothing, bedding, food, and water to last a minimum of 72 hours.

The Chief/Deputy Chief of Police reserves the authority to cancel all authorized leave if emergency conditions require additional staffing. Leave requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort

to contact the Operations or Administration Commander within one (1) hour of a hurricane warning being issued to find out if their leave is being canceled.

- **Employees Not On Duty**

As soon as possible after DISASTER conditions subside, all employees not on duty during the disaster are expected to report to their assigned positions. Those with no assignments at that time are expected to inform the Command Center of their location and situation. This will enable the Department to account for all employees and identify any personal needs of each employee reporting. The names of individuals who do not report in will be provided to the Command Post for accountability. Upon calling in, each individual will be informed of their predicted assignment and/or work schedule. Work schedules will be made with consideration of the personal impact on each employee.

- **Sworn Personnel**

When a **DISASTER** is announced by the City Emergency Operations Center, the County or the Chief/Deputy Chief of Police, all sworn personnel who are on their day off will return to the Police Department within four (4) hours of the announcement. Employees will be given time to complete steps to secure their family and property. *(These steps should be taken immediately upon release from duty during a hurricane watch.)* On-duty personnel will be relieved of duty by the reporting past shift or incoming shift in order to secure their family and property. Employees are expected to return to their duty station within four (4) hours. Exceptions must be authorized by a Commander or his/her designee.

Each Department Director or designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## RESPONSIBILITIES OF PERSONNEL

### Police Chief/Deputy Chief:

- Shall be assigned to the City's Emergency Operations Center (EOC).
- Approve the disaster policy and procedure, including the command structure.
- As part of a unified command system, shall work with the City Manager, Fire Chief, and the Director of Public Works to coordinate overall emergency operations.
- Shall keep the City Manager advised regarding the operational status and readiness of the Police Department.
- Shall mobilize the Police Department in the event of an emergency if deemed necessary.
- Shall maintain communications with the City representative at the Pasco County Emergency Operations Center.
- Shall serve as the Police Department's Public Information Officer (PIO) or assign a designee to operate in that capacity.

### Operations Commander:

- Shall serve as Platoon Commander.
- Is responsible for day-to-day operations and appropriate law enforcement duties during a storm event.
- Will serve as Incident Commander during disaster emergencies.
- Shall maintain communications with the Chief/Deputy Chief of Police and advise him or her of relevant developments.

### Administrative Commander:

- Shall coordinate an annual review and recommend modifications to this disaster preparedness plan, as needed.
- Shall collect all disaster reports, recommendations, and other related information from within and outside the department.
- Shall be responsible for the coordination of Communications Records Management.



- Shall serve as Platoon Commander.
- Shall be responsible for the day-to-day operation and appropriate law enforcement duties during a storm event.
- Will assist as Incident Commander during disaster emergencies.
- Shall ensure adherence to all hurricane procedures.

(Hurricane Watch):

- Shall insure that all “back-up” tapes containing the Police Department archived records are current & available.
- Shall notify all Patrol Shift Supervisors that any outstanding criminal reports must be turned in prior to Hurricane Warning status so those records may be scanned into the system.

(Hurricane Warning):

- Shall insure that the Police Department LAN fileserver is prepared for transport along with any tapes or other electronic record storage items.
- Shall oversee coordinating the storage of those items with evidence, coordinating the effort with the Evidence Technician.
- Shall ensure power equipment and generators are functional.

### **Sergeants**

- Shall supervise personnel under their command.
- Shall ensure adherence to all hurricane procedures.
- Shall maintain communications and consult with their platoon commander.
- Shall track officers’ daily attendance and hours worked (ICS 214 Form)

### **Corporals**

- Shall provide operational and administrative support to their respective sergeants.

### **Patrol Officers:**

- Shall promptly execute all orders.
- Shall maintain operational readiness of their equipment and assigned vehicle.

### **Property & Evidence Technician**

**The Property & Evidence Technician is responsible for the following:**

Hurricane Watch:

- Shall mark all necessary file cabinets that contain police records that have not been saved

electronically.

- Shall prepare evidence for transport in the event weather conditions require vacating the Police Facility.
- Photograph/video all department buildings, vehicles and assets

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event**

### **Hurricane Threat over 72 hours out**

- Monitoring the storm looking for potential impact for planning purposes.
- Notify employees to prepare for the impending storm.
- Inform employees to finalize their family plan and be prepared to execute it.
- Platoon Commanders are responsible for converting any identified location to a Department Command Post configuration with all supplies whenever directed by the Chief/Deputy Chief of Police, Designee or Incident Commander.

### **Hurricane Watch 36-48 hours out**

When a Hurricane Watch has been formally announced, the following shall take effect:

- All leave (annual, training, City business) shall be canceled.
- Platoon System/ 12-hour shifts shall be in effect.
- Shift Supervisors will make assignments for delivering evacuation notifications:
  - Assignments for “Calls for Service”
  - Vehicle assignments
  - Check vital equipment (, batteries, etc.)
- The Chief/Deputy Chief of Police or his designee will conduct a briefing in order to:
  - Preview specific assignments.
  - Preview availability of personnel, supplies, and equipment.
- Schedule Communications Officers.
- Confirm all vehicles are fueled & prepared.
- Determine food needs & supplies required for a 72-hour event.
- Begin preparations for a potential evacuation of the Police Facility.

- Computers and equipment will be raised off the floor and moved into an interior, windowless room, if available, and wrapped in plastic and secured with duct tape or equivalent.
- Place all personnel on stand-by status.
- Once placed on stand-by status, all personnel shall enact their personal readiness plans.
- All personnel are to continue to maintain cell phone and phone availability and be ready to report to duty immediately if a recall is ordered.
- The Police Headquarters shall be prepared and secured.
- The City's Emergency Operations Center (EOC) will be activated.
- All police duties will continue as normal until such time as weather conditions prohibit further operations and a No Response Order is issued by the Chief/Deputy Chief of Police..

## **SECURING POLICE STATION**

Immediately upon the issuance of a Hurricane Watch, the shift supervisor will prepare the station by initiating the following:

- Securing all City owned property that is outside the station and garage. All loose equipment or articles not permanently secured are to be stored or tied down in a safe area.
- Remove all loose equipment and materials from floors and window areas to protect them from possible water damage.
- Procure sandbags and place where necessary.
- Hurricane Shutters will be placed up on the front windows (East Side of Building, main door area.)

## **Hurricane Warning 24-36 hours out**

After a hurricane warning has been issued and as soon as sufficient personnel have returned from making adequate personal hurricane preparations, the Chief/Deputy Chief of Police shall identify:

- One Platoon Lieutenant
- One sector Sergeant
- One sector Corporal

The sector Corporal will report to and follow the direction of the sector Sergeant. The Platoon Lieutenant shall be responsible for the needs of facilities, including accounting of personnel and all equipment that moves in or out of the command locations. These personnel will not leave the station or respond to calls and will manage activities for the duration of the incident. Relief will be appropriately identified for those individuals and the positions will be staffed until such time as normal operations can be resumed.

- The Chief/Deputy Chief of Police shall maintain contact with the Pasco County EOC for hurricane updates.
- The Administration Division Commander shall coordinate with City Information Technology Technicians and other specialists, as necessary, to secure delicate electronics, vital electronic records storage items, etc.
- Discontinue all non-essential activities as determined by the Chief of Police.
- Prepare forms for record keeping to include: vehicle mileage and employee work hours.

#### Emergency Operations

- City Emergency Operations Center (EOC) in full operation.
- The Chief/Deputy Chief of Police shall establish command and implement the Incident Command System.
- The Police Department will continue all requests for emergency response until conditions are deemed unsafe at which time the Chief/Deputy Chief of Police or his/her designee will issue a No Response Order to Dispatch who shall broadcast the No Response Order over the radio and via CAD.
- Once a No Response Order is issued, Dispatch shall screen and prioritize all calls for recovery period operations.
- During the height of the hurricane/disaster, everyone must take necessary actions to protect themselves and equipment from wind and/or flood damage.

## PROCEDURE FOR ASSIGNING, NOTIFYING & TRACKING MANDATORY EVACUATIONS

### TRACKING EVACUATION NOTICE

Supervisors shall utilize the following procedure to track areas being notified / evacuated:

- Two bulletin boards will be maintained at the Command Post/ Police Facility
  - North Sector
  - South Sector
- Supervisors will utilize maps from the Patrol Division Map Book and place grids/location on each bulletin board, with the appropriate heading.
  - Need of Notification
  - Process Being Notified
  - Notification Completed
- In the event evacuation traffic becomes constricted on U.S. 19, we will:
  - Secure U.S. 19 at Trouble Creek Road and divert northbound traffic east on SR 54
  - Secure U.S. 19 at Floramar Terrace and divert traffic northbound.
  - Secure U.S. 19 at Main St diverting all eastbound traffic north on US 19 (this will prevent congestion in the downtown core).

### ASSIGNING OFFICERS

Platoon Commanders will have approximately a total of 15-17 officers to assign upon the implementation of the 12 hour/ Platoon shifts. These officers will need to be assigned to the following functions, as needed:

- **Notification / Evacuation Officers:** Officers assigned as Notification / Evacuation officers will be assigned to this task utilizing a tracking system that will record what locations were notified and by which officer(s). Officers assigned to this detail shall utilize “marked” Patrol vehicles. Officers will broadcast a “Mandatory Evacuation Notice” by using the Patrol vehicle’s Public Address System. Officers will also activate all emergency lights on the vehicle. When a majority of the residents have responded to the notice, officers will be assigned to conduct a “door to door” notification in those areas identified as the most susceptible to storm surge and flooding. The Department will also coordinate such efforts with the Pasco County Emergency Operations Center in the utilization of “Reverse 911” system and any other available notification system.
- **Road Patrol / Calls for Service Officers**

- **Supply Officers**
- **Shelter Coordinator**
- **Marine Patrol Officer**
- **Specialized Equipment Officer (portable generator etc.)**
- **Task Force Officer (1 or 2 Officers per task force, pending on staffing)**
- **Two-person units whenever practical as determined by the Incident Commander**

## **COMMUNICATIONS**

Officers assigned to the Evacuation / Notification assignment will utilize the “OPS” channel for communications to prevent confusion with officers performing the Road Patrol/Calls for Service assignment.

The Communications (Dispatch) office will remain on line at the New Port Richey Police Department during Category 1 and 2 storms until a determination is made that it is unsafe or equipment fails at that location. At that time, the Chief/Deputy Chief of Police or his/her designee will instruct that the function relocate to the Pasco County Communications Center. Once it is safe and feasible Chief/Deputy Chief of Police or his/her designee will instruct dispatch to return to the Police Station and resume operations. Desktop Radios will be made available at each Sector Command Center. In the event the 800 MHZ system should fail, officers will utilize Conventional 800 and the “Talk Around” channel.

## **CEASE EMERGENCY ACTIVITY ORDER**

The Chief/Deputy Chief of Police or his/her designee shall determine, in consultation with the “EOC Operations” officer, when the Department will cease responding to calls due to the severity of the storm. This decision will then be announced by Communications as a **NO RESPONSE ORDER**. Prior to this announcement, any Sector Supervisor or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location may choose to cease operations and return to a secure sector location, but must inform Communications of that decision. Sector Supervisors or unit officers who feel the need to continue operations past the announcement from Communications must justify their decision through Communications and receive authorization to

continue their current task by the Incident Commander.

The following guidelines may be used to determine when officers should be placed in non-response mode during storm conditions:

- Evacuation unit operations will be terminated with the onset of sustained winds of 45 mph or when conditions become unsafe for emergency services personnel.
- Response unit operations will be terminated when sustained winds of 45 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.)

Upon issuance of a No Response Order, all Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all emergency personnel and vehicles have returned to the station, all overhead doors shall be properly secured.

The Chief/Deputy Chief of Police will monitor changes in hurricane conditions and determine when outside operations may resume. Upon direction by the Chief/Deputy Chief of Police a "Resume Response Order" order shall be issued to Dispatch. Dispatch shall make that announcement over the radio twice. If Dispatch is unable to make the announcement due to a communication system failure, or any other reason, the Platoon Commander in charge shall ensure that the order is disseminated to all personnel.

## **VEHICLE AND PERSONNEL PLACEMENT**

### **Vehicle Policies**

On duty Supervisors will assure that all Departmental vehicles considered being essential during or immediately following a hurricane will be readily available and completely fueled and serviced. The Chief/Deputy Chief of Police will determine which vehicles should remain in the possession of employees during a hurricane, and all other employees should be prepared to leave their vehicles at a designated location prior to their release from duty and before the arrival of the hurricane, and should arrange for other means of transportation. All vehicles must be available for use during the hurricane and in recovery functions following the storm. Logistics will provide for extra fuel for agency

vehicles, auxiliary power units, and station generator for maintaining power to the extent that resources are available.

During a category 1 or 2 hurricane Officer and vehicles shall post at the Police Department.

- When the No Response Order is issued any police vehicles that will fit will be parked in the sally port, nose in, with the back of the vehicle placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the vehicle's interior being damaged during the storm.
- In the event that vehicles will be parked outside make every attempt to place agency vehicles in a circular nose to nose position.

**NOTE: The Chief/Deputy Chief of Police or his/her designee may elect to modify these recommendations as needed.**

## EVACUATION ORDERS

In the event of a category 3 or 4 Hurricane Event, the Chief/Deputy Chief of Police or his/her designee will order the evacuation of all police department personnel. All personnel shall relocate to the New Port Richey Recreation Center.

In the event of a category 3 or 4 hurricane all vehicles shall post at the following location:

- [The New Port Richey Recreation and Aquatic Center; 6630 Van Buren Street](#)

In the event of a category 5 hurricane or an order is given to evacuate the City, all vehicles shall post at any of the following location(s): Determined by Police Chief

- [Pasco Hernando State College \(PHSC\); Conference Center 10230 Ridge Road \(MOU\)](#)
- [Calvary Chapel Church; 6825 Trouble Creek Road \(MOU\)](#)

In the event an evacuation order is given, the following actions shall be taken:



- Any other equipment/supplies shall be removed as directed by the Chief/Deputy Chief of Police or his/her designee.
- Elevate documents and files, which are not being removed, to as high a location as practical within the station.
- Members shall input reports utilizing laptops and sync when it is possible to do so.
- Ensure that all records and files are backed up.
- Ensure that the station is secured.
- Police Administration shall ensure that all records are secured in place.

### **Event (During the Storm)**

*Operations During a Hurricane* - Actions should concentrate on the well-being of people affected by the emergency, with emphasis centered on life-saving and property protection. Preliminary damage assessments should begin. Every attempt will be made to continue our primary mission of protecting lives and property in New Port Richey. It should be remembered, however, that Law Enforcement personnel are subject to the same environmental limitations as are general members of the public.

After receiving the “NO RESPONSE ORDER” all Police department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Take advantage of the down time to get necessary rest.  
Review standing orders for your assigned Task Force Group. Those orders shall be executed in the event no other communication system is operational immediately after it is deemed safe to begin life safety operations. See appendix \*\*\*\* for TASK Force standing orders and locations

### **Hurricane Eye Operations**

Operations during the eye of the hurricane should concern themselves primarily with re-securing the facility, if necessary, and assisting citizens who come to the facility when it would be a danger to refuse admittance. All activities during the hurricane eye shall be undertaken only if they can be completed safely. In all cases, Hurricane-eye operations shall

be coordinated through Communications and Command Post, when feasible.

- Requests for assistance received by Communications, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at Communications for post hurricane assignment through the Command Post.

### **Post-Event**

*Operations After a Disaster* - Emphasis is on helping injured and displaced persons and securing dangerous areas. Definitive medical treatment, operation of mass care facilities, registration of displaced persons, detailed damage assessment may also occur during this period.

- After the storm has passed and it is safe to return to duties, a damage assessment of the Patrol vehicles shall be accomplished.. Any damage noted will require back up such as photos and entry in the ICS 214 unit log.
- Post event photos
- All units shall check communications abilities/status.
- If primary communication channels are inoperable, all personnel shall follow procedures established in the City's Comprehensive Emergency Management Plan.
- A damage assessment should be completed as soon as conditions permit a view of the area from outside the facility. Resume emergency responses as soon as possible.
- Maintain accurate and complete records of all expenditures for manpower, material, gallons of fuel, equipment, etc. used throughout the emergency. Utilize your ICS 214 unit log.
- In a disaster, many demands will be placed on emergency workers. It is expected that each situation will be dealt with in an appropriate, professional manner. But most of all, it must be done with safety being of primary importance.
- Police Headquarters will not be designated as a food or other donation site, except by order of the Chief/Deputy Chief of Police.

### **Resuming Operations ("Resume Response Order")**

- The Chief/Deputy Chief of Police or his/her designee shall make a determination, of when the Department can resume response operations. This decision will then be announced by Communications Division via radio and CAD. Supervisors who evaluate a need to respond

earlier will state the conditions at their location and their need to begin operations. They will be authorized to respond only upon approval from Communications (this approval will be authorized by the Chief/Deputy Chief of Police or his/her designee). If unable to contact Communications, the decision to approve such operations will rest with the Platoon Commander. Activities shall be undertaken only if such operations can be completed in a safe manner.

- Under emergency conditions during a disaster, all radio communications must provide **only essential information**.
- *Plain Talk Communications* - Upon the resumption or response operations following a hurricane, all units will communicate in plain talk (plain English). All incoming mutual aid units will also be requested to speak in plain talk.
- *Dispatch Through Communications* - The primary response method, unless otherwise indicated, will be Dispatch by Communications. Units responding to requests from Communications must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.
- *Dispatch Via Sector* - Dispatch of units may be controlled at a Sector. This regional dispatch may be relayed from Communications, may be based upon information at the Sector, or a combination of both.
- *Self-Dispatch Based Upon Assessment* - It may be necessary for units to dispatch themselves due to lack of communication means with sectors or the Communications Center. This must be done based upon the officer's assessment of the situation at the time.
- *Primary Search and Rescue* - Primary search and rescue may be implemented to support the emergency response. This activity would be limited to the rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibilities during this time period.
- *Safety and Hazard Identification by personnel conducting emergency operations*. Sector and unit officers, who believe it is safe to resume operations prior to the announcement of a **RESUME RESPONSE ORDER**, shall contact Communications. All are reminded that their own safety and well-being must be their first priority. Many hazards will be encountered during the first 72 hours following after a hurricane, to include:
  - Wires down

- Gas leaks
- Fires
- Unsafe structures
- Flooding
- Hazardous materials incidents
- Traumatized animals
- Heat stress
- Officers will utilize issued safety equipment and insure their own personal safety

### **RECORD MANAGEMENT & L.A.N.**

The Police Department's disaster plan covers the procedural steps that should be followed in the event of various related emergencies. Included in this section are the steps required to be taken in order to maintain all State of Florida required data and/or reports. The Police Department must maintain safe custody of all documents that cannot be saved electronically and also all physical evidence associated with any criminal investigations.

During the event, Evidence and Records will be stored in TBD. The Property & Evidence Technician will remain at that location with all evidence and records unless relieved by the Administrative Commander or a designee.

Hurricane Warning:

- Shall contract with truck rental company to have a 24ft rental truck on standby for use by the Police Department. Truck will be fueled and prepared to travel to TBD.

### **Employee Time Keeping**

In addition to the Daily Attendance Sheet, it will be the responsibility of the Sergeant assigned to the TASK Force to complete the ICS 214 personnel unit log. The log shall utilized to keep track of all hours worked and assignments completed for the operational period. The ICS 214 forms shall then be forwarded up to Lieutenant who will forward it to the Finance Department.

## Special Considerations

Recognizing that problems will appear and giving some thought to them prior to a disaster are steps toward overcoming them. Some of the areas require specific actions; some will diminish with time; some are inherent in disaster operations and must simply be accepted.

The following list is intended to be a realistic set of problem that we can expect to face following a hurricane.

- Emergency equipment and field units will commit without being dispatched. There will be an air of urgency and more requests for aid than units available to send.
- Citizens may volunteer to help, but their commitment will usually be short-term, until their immediate problem is addressed.
- Water will be contaminated and unsafe for drinking.
- Electric power will be unavailable in sections of or throughout the city.
- Phone service will be erratic or nonexistent.
- Portable toilets will be in demand.
- Some on-duty personnel may leave their post to be with their families.
- All media representatives should be referred to the Public Information Office.
- Very few citizens will utilize evacuation/mass care centers; they will prefer to stay with friends, relatives, or stay in their homes.
- Emergency responders will require rest and must be relieved. This applies to everyone, even yourself.
- Equipment will be lost, damaged, or stolen and may never be accounted for.
- Some units may "disappear". You will not be able to reach them and will not know where they are or what they are doing.
- Someone will get the bill. Record keeping by all levels of the organization is essential.
- Representatives from public agencies from throughout the United States and many foreign countries may come to observe the operations or offer assistance.
- Some citizens and media representatives will question your decisions.
- Coordinators may wait for damage/casualty assessment information to establish priorities.
- Communication between the County's EOC, the City's EOC, and field operations may be inefficient and sporadic.

# **PARKS & RECREATION**

## Parks and Recreation Department

### Purpose

Establishment of procedures to follow, in the event of a disaster, would aid in easing of the impact of such events and making recovery a safe and orderly occurrence.

Specific goals to accomplish relief in the event of a catastrophic occurrence may include, but are not limited to:

- Document all expenses to ensure recovery of funds expended
- Administer Shelter Operations
- Safely Secure the Facility

### Personnel Readiness Plan

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary, if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Recreation and Aquatics Center personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family, pets, and possessions while he or she is away at work helping the community.

### Recall

In times of a catastrophic disaster, all Recreation and Aquatics Center employees are considered essential and need to be in a ready status when called upon to come into work.

The Department Director has the right to cancel all vacations in the event of a disaster. All staff may be asked to work outside of their normally assigned duties in order to meet the overall city's goals. All department personnel is required to keep a personal time log beginning when a disaster is announced. You will also be required to document all time spent operating any equipment and submit those reports to the Parks and Recreation Director or their designee.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### Responsibilities of Personnel

#### New Port Richey EOC:

Parks & Recreation Director or their designee (in the Director's absence)

#### Facility Closing Announcements and Shelter Operations Updates/Media Outreach

Marketing and Community Outreach Coordinator

Emergency Shelter Operations  
Recreation and Events Coordinator  
Recreation Supervisor  
Fitness Center Supervisor  
Recreation Manager  
Aquatics Manager

\*Assigned per storm

Storm Related Record-Keeping, Financial Statements, Payroll  
Office Administrator

### **Stages of Preparedness: Pre-Event, Event, and Post-Event**

#### *Hurricane Threat over 72 hours out*

The Recreation and Aquatics staff will be divided into teams with captains (Captains = Aquatics Manager, Recreation Manager, Head Life Guards, Recreation Supervisors, Recreation and Events Coordinator.) Captains will be responsible for maintaining contact with the Parks and Recreation Director or designee and for communicating information and duties to their team members. Flashlights, batteries, plastic sheeting, packing tape, and magic markers will be purchased in readiness for any hurricane situation. Plans for preparing the building for closure, the evacuation, and updating of contact information will be completed as well as video and photos taken of the Recreation and Aquatics Center structure and contents.

#### *Hurricane Watch 36-48 hours out*

As many staff members as possible will be freed of their routine duties to implement the advanced stage of preparedness.

### **Pre-Event**

#### ***Aquatics Facility:***

- Close pools to the public
- Put pool furniture and all lifesaving equipment into the pool or into storage rooms
- Lane ropes placed inside storage rooms
- Remove awnings
- Turn off electricity
- Turn off chlorine
- Secure pump house
- Review all procedures and expectations with employees
- Employees will be provided with time to secure their personnel property and move their families to a safe location.



- Contact the Team Captain by cell phone once your personal property is secure. If we are unable to contact you by phone, you are required to report to the Recreation & Aquatic Center.
- All employees that report to the Recreation & Aquatic Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter “What to Bring” Detail List for detailed information.

***Recreation Center:***

- Close center to the public.
- Ensure the generator has been filled by Public Works Department.
- Pick up outside trash cans and other loose objects that could become airborne and place them in storage rooms.
- Lock outside restrooms.
- Fuel all city vehicles.
- Secure all objects which are removable (tennis court nets and windscreens).
- Review all procedures and expectations with employees
- Employees will be provided with time to secure their personal property and move their families to a safe location.
- Contact Team Captain by cell phone once your personal property is secure. If we are unable to contact you by phone, you are required to report to the Recreation & Aquatic Center.
- All employees that report to the Recreation & Aquatic Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter “What to Bring” Detail List for detailed information.

**Event: During the Storm**

- Provide Shelter assistance as directed.
  - Leadership and direction of assistance provided by Parks and Recreation Director.

**Post-Event**

- All employees will report to the Recreation & Aquatic Center, if not already there, as soon as possible.
- Report to the assigned Team Captain or Parks and Recreation Director for assignments to critical areas and other departments.
- Building Security (i.e. boarding up broken windows etc.)
- Assess damages to the Recreation and Aquatic Center facilities and complete reports.
- Prepare for re-opening the facility to the public

## Emergency Response Checklist:

*(Note: This checklist serves as a guideline only; not every step may be listed just as every step on this list is appropriate for every institution/emergency.)*

Recognize and identify the type of emergency (fire, smoke, chemical, water, etc.).

- Notify appropriate authorities (institution/emergency personnel/first responders/local emergency management agency).
- Ensure that all staff and visitors are accounted for and safe.
- Activate your disaster plan.
- Notify the disaster team.
- Gain clearance to enter the building.
- Assess and document (in writing and in photographs/video) the damage to your building/collections/information systems:
  - What areas have been affected?
  - How much of the collections have been affected?
  - What types of materials are damaged?
  - What hazards are there (sewage, electrical, debris, etc)?
  - Are critical systems operational?
  - Is relocation of all/some of the operations necessary?
- Contact insurance company.
- Gain access to emergency funds.
- Develop a plan of action.
- Establish a command post
- Gain clearance to enter the building.
- Procure necessary supplies
- Establish security measures.
- Notify any additional personnel/volunteers
- Contact outside recovery service providers
- Eliminate hazards.
- Stabilize the environment
- Coordinate communication with the media/public through the public information office/EOC.
- Coordinate/train response and salvage crews.
- Begin salvage.
  - Information on salvage and recovery:  
[www.water-removal.com](http://www.water-removal.com)  
1-800-362-8380

### **List of Supplies:**

*Note: This supply list serves as a guideline only; not every item may be listed just as every item on this list is appropriate for every institution/emergency.)*

*Purchase items before event takes place as some items may be limited due to the increased demand.*

- Full Sandbags
- Terry cloth towels
- Cleaners, Disinfectants - Nilfisk
- Extension cords
- Pairs of Rubber Boots
- Batteries for all flashlights and lanterns
- Cardboard Cartons
- Pencils
- Empty sandbags
- Power strips
- Boxes of paper towels
- Sheets of plastic - Visqueen
- Flashlights
- Disposable cameras with flash, one per floor
- Adhesive labels for containers and boxes
- Newsprint paper
- Cloth rags
- Dehumidifiers
- Rolls of freezer paper
- Rolls of Duct Tape
- Battery-powered lanterns
- Waterproof containers for storage
- Waterproof markers for labeling
- Large plastic trash containers
- Weather radios, one per floor
- Caulk
- 2 x 4's and plywood – supplied by the city

Other items include, but are not limited to: Blankets pillows, Change of clothes, Prescriptions/ Medications, Water, Canned Food with can opener, toiletries, shampoo, soap, deodorant, toothbrush, toothpaste, first aid supplies, & gloves.

# **PUBLIC WORKS**

## **Public Works Department**

### **FACILITIES MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City's Facilities Maintenance Division's specific goal is to accomplish relief in the event of a catastrophic occurrence. The divisions main duties may include, but are not limited to:

- Assessing all Facilities for weathering of a disaster
- Assist with other divisions of the Public Works Department
- Assist with the operation of the shelter for City Employees and their families
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Facilities Maintenance Field Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Depending on implementing activation of emergency shelter for City employees and their immediate families, designated division employees will make contact with Facilities Maintenance Field Supervisor to be informed of assigned location.
  - Designated division employees assigned to the Recreation and Aquatic Center (RAC) will be assigned to the RAC.
  - Designated division employee assigned to the Police Department will be assigned to the Police Department
  - Designated division employees assigned to Library and City Hall will contact Facilities Maintenance Field Supervisor to request assigned location.
- Team #1 will consist of one (1) designated division employee with a service truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of one (1) designated division employee with a service ruck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event**

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Video record all City facilities inside and outside of each building.
- Secure all loose objects in the area to prevent wind damage.
- Pick up all trash cans and other loose objects that could become airborne and place in storage rooms.

- Fuel all trucks, tractors, generators, gas operated tools, gas containers, etc.
- Sharpen all chain saw blades/One (1) spare chain should be included for each chain saw in inventory.
- Secure adequate supply of emergency recovery equipment. (e.g. batteries, lights, gloves, bug spray, first aid kits, garbage bags, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Facilities Maintenance Field Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Facilities Maintenance Field Supervisor shall proceed to the Public works Operations Center or other location as circumstances may warrant and establish communication with the Public Works Director or his/her designee.

- Close all Buildings to the public.
- Install plywood on all windows if possible.
- Secure all objects which are movable.
- Close all security gates.
- Turn all power off at the main breaker at facilities where no personnel may be on-site.
- Review all procedures and expectations with employees.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the “Cease Activity order” all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.
- Provide assistance in the shelter at the Public Works Operations Center or staging area for task forces.
  - Clean restrooms and facility
  - Cook food if needed

### **POST-EVENT**

- All employees will report to the Public Works Operations Center, if not already there, as soon as possible.
- Report to the emergency management coordinator for assignments to critical areas and other departments.
  - Police Department
  - Fire Department
  - Building Security (i.e. boarding up broken windows etc.)
- Retain FEMA ICS214 folders for each vehicle located at the front office.
- Access damages to all Parks & facilities grounds and complete reports.
- When all vital operations areas in the City are functioning normally, all staff would then return to normal job responsibilities to begin debris removal in the Parks in order to return to normal operations.



## **Public Works Department**

### **STREETS & R.O.W./STORMWATER DIVISIONS**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Streets and Right of Way/Stormwater Utility Divisions primary functions are to maintain safe passage on all City streets. The divisions main duties may include, but are not limited to:

- Checking all major streets in the City, clearing debris as necessary and barricading flooded streets that would be hazardous to vehicle traffic.
- Checking and maintain all detention and retention ponds. Along with stormwater drainage pipes along City streets.
- Maintaining radio contact with field and dispatch personnel.
- Maintaining the integrity of the Public Works Operation Center and Fleet Maintenance/Warehouse Complex and performing emergency repairs as needed.
  - A secondary function of the Street Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain

a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

New Port Richey EOC: With personnel from both Streets & ROW and Stormwater divisions.

- Team #1 will consist of two (2) designated Stormwater Divisions employees with the appropriate storm drain clearing equipment and/or vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of (1) Signs & Markings Traffic Tech and (1) designated division employee with a service utility vehicle and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #3 will consist of (1) Equipment Operator (1) designated division employee with the appropriate road clearing equipment and/or vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #4 will consist of (1) Equipment Operator (1) designated division employee with the appropriate road clearing equipment and vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

##### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Removal of all items not bolted down at the Public Works Operations Center.
- Barricade supply – check to ensure adequate inventory of barricades.
- Maintain and have readily available any small equipment used in emergency situations.
- Stand-by power generating equipment checked and has adequate fuel available on site.
- Remove debris from CDS units throughout the City.
- Visit detention ponds through the city to inspect if the need to lower existing water levels.
- Transport large pumps to required repetitive locations where detention ponds will be expected to be lowered.
- Fuel tanks of all motorized vehicles and heavy equipment as well as reserve cans of diesel and gas filled.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades to block streets, fallen trees, power lines & street flooding, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Streets & ROW/Stormwater Field Supervisor
  - On-Call Employee

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Street and Right of Way/Stormwater Utility Division Field Supervisor shall proceed to the Public Works Operations Center or other locations as circumstances may warrant and establish communication with the Public Works Director or his/her designee.

- Responsible for complete control of Street and Right of Way/Stormwater Utility operations while under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures on City streets as necessary or directed by the Public Works Director or his/her designee.
- Maintains information on status of all available resources.
- Coordinates stormwater maintenance street maintenance and crew dispatching.
- Establishes street and R.O.W. surveillance for potential damage and flooding or equipment failures and takes corrective action.
- As necessary, maintains communication with the appropriate governmental agencies regarding implementation of emergency procedures.
- Serve as communications liaison between City residents and field operations in order to maintain control of the operation and maintenance of City streets.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee or the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

**EVENT (During the Storm)**

After receiving the “Cease Activity order” all Public Works department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

**POST-EVENT**

- Upon curtailment of emergency conditions, the Streets & Right of Way/Stormwater Field Supervisor will be responsible for returning the operation of the Streets & ROW / Stormwater Division to normal status.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## **Public Works Department**

### **WASTEWATER TREATMENT DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Wastewater Treatment Divisions Primary function is to maintain a safe and adequate wastewater treatment. This will be accomplished, to the greatest extent possible, by:

- Maintaining the integrity of the Wastewater treatment.
- Maintaining the Wastewater treatment process.
- Performing emergency repairs as needed.
  - A secondary function of the Wastewater Treatment Division is to provide assistance (manpower, vehicles, equipment, etc.) to maintain the health, safety and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director and his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

- Team #1 will consist of Chief Operator and Maintenance Supervisor in an assigned service truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of the Lead Operator and Mechanic 2 in an assigned service truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Operations Manager will be in his assigned truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

### **PRE-EVENT**

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that emergency condition may be forthcoming, the WPC/Reclaimed Water Operations Manager will authorize the following to be implemented:

- Retain FEMA ICS214 folders at the front office of the Public Works Operations Center.
- Removal of all items not bolted down from all platforms.
- Chemical Supply – check to ensure inventory of full storage tanks.
- Stand-by power generating equipment checked and has adequate fuel available on site.
- Fuel tanks of all motorized vehicles and equipment as well as reserve cans of diesel and gas filled.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.

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- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - WPC/Reclaimed Water Operations Manager
  - Chief Operator
  - Lead Operator
  - Maintenance Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, WPC/Reclaimed Water Operations Manager, proceeds to the Wastewater Treatment Plant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for complete control of City Wastewater Treatment Plant while operating under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures within the Wastewater Treatment Division as necessary.
- Maintains information on status of all available resources.
- Coordinates Wastewater Treatment Plant maintenance and crew dispatching.
- Establishes Plant surveillance for potential damage or equipment failures and takes corrective action.
- Notifies Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures.
- Upon announcement of emergency status, WWTP/Reclaimed Water Operations Manager will meet with Chief Operator, Maintenance Supervisor and Lead Operator to develop a plan of action.

### **Plan of Action**

The plan of action will be based on best available reports. Response will be according to category level, anticipated storm surge and tide level.

### **Category 1-2 or Storm Surge 4-5 Ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Install window shutters
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Verify that all UPS units are fully functional
- Put fourth clarifier on line

- Turn standby power generator to manual operation
- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Center when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director or his/her designee.

**Category 3 or Storm Surge 6-8 ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Install window shutters
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Download all files to City server
- Put fourth clarifier on line
- Verify that all UPS units are fully functional
- Turn standby power generator to manual operation
- Turn aerators off to hold bio-mass for post storm plant start up
- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Facility when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director or his/her designee.

**Category 4-5 or Storm Surge 13-18+ ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Download all files to City server
- Verify that all UPS units are fully functional
- Put fourth clarifier on line
- Turn off all incoming power
- Bring effluent sampler into office building
- Turn off generator



- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Center when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee or the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the WPC/Reclaimed Water Operations Manager will be responsible for returning the operation of the Wastewater Treatment Division to normal status and only the teams involved in restoring critical services and other as deemed necessary by the Supervisor will continue to work.
- Team members not working at this time will be expected to check on their families and homes, and to get rest necessary to come back to relieve the remaining team members. All divisional designated employees will be expected to work additional hours as necessary to restore wastewater services and to assist other departments as needed.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## **Public Works Department**

### **WATER DISTRIBUTION DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Water Distribution Division's primary function is to maintain the Water Distribution System to the greatest extent possible, by:

- Ensuring that water pressure is maintained to all fire hydrants.
- Ensuring continuous water service to all Hospitals, Nursing Homes, and Evacuation Centers.
- Maintaining water service to individual residences to the greatest extent possible and performing emergency repairs to the water distribution system as needed.
  - A secondary function of the Water Distribution Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety, and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Utilities Operations Manager will report to the Public Works Director or his/her designee and await job assignments.

- Water Distribution Field Supervisor with their assigned vehicle will receive assignments once the Utilities Operations Manager makes his initial assessment of the water system.
- Team #1 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #3 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

Carry out functions of maintaining the City Water Distribution System as needed and instructed by supervisory and administrative staff.

## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Securing all worksites so that no debris can be created from a project-in progress.

- Check fuel of all motorized vehicles and heavy equipment as well as reserve cans of diesel fuel and gasoline to be filled.
- Stand-by power generating equipment and pumps checked and has adequate fuel available on site.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades to block any emergency work area) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room in available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Utilities Operations Manager
  - Water Distribution Field Supervisor
  - On-Call Employee

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Utilities Operations Manager and Water Distribution Field Supervisor will proceed to the Public Works Operations Center or other location as circumstances may warrant, and establishes communication with the Public Works Director or his/her designee.

- Is responsible for the complete control of Water Distribution System operations while under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures as necessary to keep the Water Distribution System operating.
- Maintains information on status of all available resources.
- Coordinates Water Distribution maintenance and crew dispatching.
- Establishes priorities of emergency repairs of Water Distribution System failures and takes corrective action.
- Notifies Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures.
- Serve as communications liaison between the Sewer Collection division and Water Distribution division and field operations in order to maintain control of the operation and maintenance of Water Distribution System.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be

sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all Public Works Department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the Utilities Operations Manager will be responsible for returning the operation of the Water Distribution System to normal status and only the teams involved in restoring critical services and other as deemed necessary by the Supervisor will continue to work. Team members not working at this time will be expected to check on their families and homes, and to get rest necessary to come back to relieve the remaining team members. All Water Distribution division employees will be expected to work additional hours as necessary to restore water service and to assist other departments as needed.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## **Public Works Department**

### **WATER PRODUCTION DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Water Production Division's primary function is to maintain a safe and adequate water supply. This will be accomplished, to the greatest extent possible, by:

- Maintaining the integrity of the Treatment Facility.
- Performing emergency repairs as needed.
  - A secondary function of the Water Production Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety, and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

#### **New Port Richey EOC:**

- The Water Production Supervisor or his/her designee will then report to the Public Works Emergency Operations Center.
- Team #1 will consist of two (2) Plant Operators with one (1) Service Truck and report to Water Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the team when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

##### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, the Water Production Supervisor will authorize the following to be implemented:

- Retain FEMA ICS214 folders at the front office of the Public Works Operations Center.
- Reliable lines of communications will be established between the Water Plant, the Public Works Emergency Operations Center, Tampa Bay Water's Emergency Operations Center and Pasco County's Emergency Operations Center
- Operators will carry out all functions of operating and maintaining the water plant as needed and instructed by supervisory and administrative staff.
- Any unusual or emergency conditions will be reported to the Water Plant's representative at the Public Works Emergency Operations Center.
- Ground storage and elevated tank filled.
- Chemical supplies. Top off all chemical bulk storage tanks.
- Stand-by power generating equipment checked and the fuel tank topped off.
- Fuel tanks of all motorized vehicles and heavy equipment as well as reserve cans of diesel and gas filled.

- Adequate supply of emergency material (e.g. batteries, flashlights, barricades, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Video recording of all building and pumping stations located at the plant.
- Exterior windows of all buildings on the premises boarded up.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room in available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Water Production Supervisor
  - Lead Plant Operator

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, Water Production Supervisor proceeds to the Water Treatment Plant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for complete control of City Water Treatment Plant while operating under the direct supervision of the Public Works Director.
- Has authority to implement emergency procedures within the Water Production Division as necessary or as directed by the Public Works Director or his/her designee.
- Maintains information on status of all available resources.
- Coordinates Water Plant maintenance and crew dispatching.
- Establishes area surveillance for potential or actual water supply contamination through system damage and takes corrective action.
- Notifies the Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures and oversees input into the Storm Tracker System
- Serve as communications liaison between the Public Works Director or his/her designee and field operations in order to maintain control of the operation and maintenance of Water Production Division facilities.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.



The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director, the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the “Cease Activity order” all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the Water Production Supervisor will be responsible for returning the operating of the Water Production Division to normal status.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installation.

## **Public Works Department**

### **FLEET MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City Garage Division's primary function is to maintain and make ready all of the motorized equipment needed for such emergency. The divisions main duties may include, but are not limited to:

- Maintaining the vehicle fleet.
- Maintaining the mechanized support equipment.
- Performing emergency repairs as needed.
  - A secondary function of the City Garage Division is to provide assistance (manpower, vehicles, equipment, etc.) to the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to ensure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

#### New Port Richey EOC:

Upon readiness of Teams the Fleet Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Team #1 will consist of (2) two Fleet Maintenance Personnel with one service truck and report to the staging area at Fleet Maintenance Warehouse. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of (2) two Fleet Maintenance Personnel and report to the staging area at the New Port Richey Public Works Operations Center or the Fleet Maintenance/Purchasing Warehouse UNLESS OTHERWISE ASSIGNED.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

##### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Fill or top off underground storage fuel tanks at the City gas/fuel site.
- Secure all loose objects in the area to prevent wind damage.
- Check and test run all standby power generating equipment then top off fuel tanks.
- Top off fuel of every available City Vehicle, City Equipment and gas cans.
- Additional 55 gallon fuel tank will be filled in the back of Fleet Maintenance Service truck.
- Check and test run all City building generators and top off of fuel tanks.
- Secure adequate supply of emergency repair parts as is possible to anticipate their probable need. (e.g. batteries, lights, windshield wipers, tire patch and repair items including liquid sealer, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Review emergency plans with key personnel in order to facilitate quick response during enactment of emergency procedures.

- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.
- Designate Employee to main shop repair truck on a 24-hour a day basis with rotating shifts.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Fleet Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the City Fleet Supervisor proceeds to the City Garage or other location as circumstances may warrant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for the complete control of the City Garage while operating under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures within the City Fleet Maintenance Division as necessary.
- Maintains information on status of all available resources.
- Coordinates Vehicle repair, maintenance, and crew dispatching.
- Evaluates condition of City Fleet and equipment failures and takes corrective action.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all Public Works department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.

- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions the City Fleet Supervisor will be responsible for returning the operation of the City Fleet Maintenance Division to normal status.
- Recollect FEMA ICS214 folders for each vehicle located at the front office.
- As condition permits, oversee replacement of temporary repairs made during emergency with permanent installations.

## **Public Works Department**

### **GROUNDS MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City's Grounds Maintenance Division's specific goal is to accomplish relief in the event of a catastrophic occurrence. The divisions main duties may include, but are not limited to:

- Tree removal of City Parks and grounds around City properties
- Augmentation of debris removal of City Parks and grounds.
- Assist with other divisions of the Public Works Department
- Assist with the operation of the shelter for City Employees and their families
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## RESPONSIBILITIES OF PERSONNEL

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Grounds Maintenance Field Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Team #1 will consist of one (1) Equipment Operator and one (1) designated division employee with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of one (1) Equipment Operator and one (1) designated division employee with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED
- Team #3 will consist of two (2) designated division employees with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

## STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Secure all loose objects in the area to prevent wind damage.
- Pick up all trash cans and other loose objects that could become airborne and place in storage rooms.
- Fuel all trucks, tractors, generators, gas operated tools, gas containers, etc.
- Sharpen all chain saw blades/One (1) spare chain should be included for each chain saw in inventory.
- Secure adequate supply of emergency recovery equipment. (e.g. batteries, lights, gloves, bug spray, first aid kits, garbage bags, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.

- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Grounds Maintenance Field Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Grounds Maintenance Field Supervisor proceeds to the Public works Operations Center or other locations as circumstances may warrant and establishes communication with the Public Works Director or his/her designee.

- Close all Parks to the public.
- Lock all restrooms.
- Turn over all picnic tables and secure to poles.
- Secure any playground equipment necessary such as swings.
- Install plywood on all windows if possible. (Peace Hall and Senior Center)
- Secure all objects which are movable. (Windscreens)
- Close all security gates.
- Turn all power off at the Main Breaker at all Park Facilities.
- Review all procedures and expectations with employees.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 50 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**



After receiving the “Cease Activity order” all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.
- Provide assistance in the shelter at the Public Works Operations Center or staging area for task forces.
  - Clean restrooms and facility
  - Cook food if needed

#### **POST-EVENT**

- All employees will report to the Public Works Operations Center, if not already there, as soon as possible.
- Report to the emergency management coordinator for assignments to critical areas and other departments.
  - Park Security (i.e. picking up debris or broken playground equipment, etc.)
- Recollect FEMA ICS214 folders for each vehicle located at the front office.
- Assess damages to all Parks & facilities grounds and complete reports.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.
- When all vital operations areas in the City are functioning normally, all staff would then return to normal job responsibilities to begin debris removal in the Parks in order to return to normal operations.