

Town of Miami Lakes

Hurricane Plan

2015



TABLE OF CONTENTS

SECTION I – BASIC PLAN	6
I. PURPOSE	6
II. POLICIES	6
III. SITUATION	7
IV. RESPONSIBILITIES	7
A. General Emergency Management Responsibilities	7
B. Specific Hurricane Responsibilities	7
V. TOWN OPERATIONS	8
A. Preparedness (Pre-Season Activities)	8
B. Hurricane Season Activities: Watch and Warning	8
C. EOC Activation	8
D. Hurricane Crisis Action Team	9
E. Landfall and Rapid Damage Assessment	9
F. Response and Recovery	9
G. Labor Supplies and Equipment Cost Activity Summary Reports	10
H. Preparedness, Response and Recovery Purchase Requests	11

- A. Hurricane Crisis Action Team Meeting Agendas
 - A-1 Preparedness Agenda
 - A-2 Watch Agenda
 - A-3 Warning Agenda
 - A-4 Landfall Agenda
 - A-5 Recovery Agenda
- B. Generic Hurricane Procedures Time Line: Actions and Items to Consider
- C. Computer / Telephone Protection Checklist
- D. Post-Hurricane Recovery Standard Operating Procedures (S.O.P.)
- E. Department Property and Equipment Mitigation and Recovery Plan
- F. Mitigation and Recovery Forms
- G. Incident Command Structure
- H. Department and Chief Plan Approval Form

SECTION II – DEPARTMENT PLANS

- A. All ICS Leaders
- B. Attorney
- C. Building Department
- D. Clerk
- E. Community & Leisure Services
- F. Finance Department
- G. Information Systems
- H. Manager's Office
- I. Mayor and Town Council
- J. Police – Miami-Dade County
- K. Planning, Zoning & Code Compliance
- L. Public Works & Capital Improvements

SECTION III – IMPORTANT CONTACTS & INFORMATION

Town of Miami Lakes Documents

- A. Government Center
- B. Miami Lakes Contractors List & Contacts
- C. Miami Lakes Emergency Account Listing
- D. Miami Lakes Employee Emergency Contact List/Call Tree (CONFIDENTIAL)
- E. TML Employee Guide
- F. Miami Lakes Homeowners' Associations
- G. Miami Lakes NIMS Trained Staff
- H. TML Personal Hurricane Plan
- I. Miami Lakes Specific Fire Rescue Contacts
- J. Miami Lakes Major Intersections and Roads
- K. Town Road Assessment and Debris Removal MAP

Miami-Dade County Documents

- L. MDC Hurricane Guide
- M. MDC Emergency Operations Center Directory
- N. MDC EOC Municipal Branch Standard Operating Procedures
- O. Gas Stations with Generators (MAP)
- P. Grocery & Other Stores with Generators
- Q. Hospitals
- R. Hurricane Evacuation Centers
- S. Hurricane Evacuation Bus Pick-up Points
- T. MDC Persons with Special Needs by Municipality
- U. Public Entity & Utility Contacts
- V. Public-Private Emergency Contacts

State of Florida Documents

- W. DEP Debris Guidance for Staging Areas
- X. Florida Disaster Handbook
- Y. Florida Department of Transit Debris Removal Guide

Federal Documents

- Z. Emergency Management Guide Business & Industry 2011
- AA. FEMA Schedule of Equipment Rates
- BB. Summary of Federal Funding Programs
- CC. Florida's Emergency Management Plan- Emergency Support Function Annex

HURRICANE BASIC PLAN

I. PURPOSE.

- A. This plan is intended to establish procedural guidelines for the Town of Miami Lakes personnel regarding Hurricane preparations and operational activities.
- B. The operational activities include both, "during storm status" and "after storm status."
- C. The procedures in place must be properly documented for accountability and reimbursement purposes.
- D. These procedures are established to protect lives, minimize storm-related damage, and to facilitate recovery operations and restoration.
- E. These procedures are established with the understanding that the totality of circumstances allow for this plan to be flexible, in order to protect lives and property.
- F. To identify Town of Miami Lakes officials who are responsible for the implementation of this hurricane plan.
- G. The plan gives primary consideration to those actions necessary to protect all operational personnel and departmental property.

II. POLICIES.

- A. All Town of Miami Lakes departments will complete their pre-hurricane preparedness tasks by June 1st of each year.
- B. During emergencies, departments will receive direction from the Town of Miami Lakes Emergency Operations Center.
- C. The decision of any resident of the Town of Miami Lakes to remain at home or go to a shelter is his/her responsibility. The Town and its departments will not decide for the individual. Residents should adhere to the Emergency Broadcast recommendations affecting their immediate area or residency.
- D. Residents coming to Town facilities seeking shelter from the storm will be directed to the nearest designated Red Cross shelter. Town of Miami Lakes facilities are not designated shelters.
- E. The Town of Miami Lakes departments will not assist residents/homeowners in boarding up their homes, moving outside items, etc.
- F. During a hurricane watch, Town personnel are advised to protect their family and personal property as soon as possible.
- G. Town of Miami Lakes personnel will be subject to immediate recall during an emergency if necessary.

RECALL PROCEDURE: Should all communication cease, all staff is to report to Government Center as a primary location, or Royal Oaks Park as a secondary location, the *day following* the official 'ALL CLEAR' announcement, unless different instruction is provided.

- H. Town of Miami Lakes personnel will obtain and wear proper safety clothing and equipment.
- I. Each employee is personally responsible for returning all equipment issued to them prior/during/after the

storm to the issuing authority.

- J.** The Town's Public Information Officer (PIO) will coordinate press statements/releases with the Town Manager, Mayor and the Emergency Operation Center (EOC), and will be responsible for disseminating information to the public and media.
- K.** Federal disaster relief funding depends solely on record keeping.
 - 1. All departments of the Town will comply with all purchasing procedures as delineated in Town's Procurement Ordinance 12-142.
 - 2. All departments shall maintain records of hurricane related expenses for labor and equipment using the templates and spreadsheets as directed by the Finance Department.

III. SITUATION.

- A.** Hurricane season extends from JUNE 1 through NOVEMBER 30th. While the Town of Miami Lakes is not subject to storm surge as are coastal communities, high winds, torrential rains, and storm spawned tornadoes pose a very real threat to the area.
- B.** The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets, will burden the resources of the Town. These factors dictate the importance of effective Pre-Storm planning and efficient Post-Storm Response.

IV. RESPONSIBILITIES.

A. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES.

- 1. All Town departments will:
 - Participate in the Town's emergency management program.
 - Maintain Departmental Hurricane Plans.
 - Assign designated personnel with decision-making authority for the department to staff EOC positions during an emergency.

B. SPECIFIC PRE-POST RESPONSIBILITIES.

- 1. All Town departments will:
 - Develop, maintain a department hurricane plan, as approved.
 - Maintain and perform their hurricane task sheet.
 - Complete pre-season preparedness tasks by June 1 of each year.
 - Complete their "watch tasks" when a watch is declared.
 - Complete their "warning tasks" when a warning is declared.
 - Complete their "landfall tasks" and "recovery tasks" should a storm impact the Town.
 - Forward completed task sheets to the Town Manager no later than:
 - Preparedness June 1.
 - Watch prior to Warning.
 - Warning prior to Landfall.
 - Landfall and Recovery ASAP.

V. TOWN OPERATIONS.

A. PREPAREDNESS (PRE-SEASON ACTIVITIES).

1. Planning and preparation are essential parts in the formulation of operating procedures designed to respond to a hurricane emergency. Town of Miami Lakes Departments must continually update their hurricane plan, accounting for changes in organization, budget, and personnel assignments. Preparedness activities must be completed in a timely and efficient manner in order to maximize the state of readiness.
2. As of June 1st, the beginning of the hurricane season approaches, departments, and division should have completed all pre-season activities.

B. HURRICANE SEASON ACTIVITIES: WATCH AND WARNING.

1. Hurricane Watch.
 - a. A “hurricane watch” means a hurricane may threaten the area within 36 hours.
 - b. When a “watch” has been issued, all Town departments will initiate and complete their watch tasks by the end of the business day. Preparation should be taken in advance if the watch is expected towards the end of the day or evening hours.
 - c. Each Department will provide the Town Manager/EOC with a status report indicating the completion or status of their watch tasks by the end of the business day.
2. Hurricane Warning.
 - a. A “hurricane warning” means a hurricane is expected to strike the area within 24 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.
 - b. When a “warning” has been issued, all Town departments will initiate and complete their warning tasks by the end of the business day.
 - c. Each Department will provide the Town Manager/EOC with a status report indicating the completion or status of their warning tasks by the end of the business day.
 - d. When this condition is declared for the Miami Lakes area, the Mayor or his designee shall make a declaration regarding Town wide closure. With closure, all persons within the respective Departments will be instructed to leave their workstations except those assigned duties in this plan. Following completion of those protective duties, all persons, except pre-identified essential personnel, should leave.

C. EOC ACTIVATION.

1. The Town Manager, will advise the Mayor, who will make a determination as to whether the EOC should be activated.
2. When the EOC is activated, designated Department personnel will be notified upon the request from the Town Manager. All Departments will staff their designated positions.
3. Recovery operations personnel and contractors will also be notified that the EOC has been activated and told that they are expected to report to EOC during recovery operations after the storm. These individuals could stay at the EOC during the storm if in their opinion it would be impossible to return after the storm to the EOC.

4. The Town Manager will initiate and follow the Town's EOC activation checklist.

D. HURRICANE CRISIS ACTION TEAM.

1. The Town Manager may establish a Hurricane Crisis Action Team (HCAT) to oversee the Town's preparedness, watch, warning and response tasks. The HCAT is chaired by the Town Manager and serves as an advisory committee to the Mayor.
2. The Town Manager will establish a meeting schedule.
3. See Attachment A for a checklist of HCAT tasks.
4. The HCAT is comprised of key Town Department Directors.

E. LANDFALL AND RAPID DAMAGE ASSESSMENT.

1. During the storm only essential personnel with specific duties under this plan may be on Town property.
2. The performance of a Town wide damage assessment within the first few hours after a significant event is critical to the recovery efforts of the Town.
 - The Town Manager must be able to identify life-threatening situations and imminent hazards in order to prioritize responses, allocate resources, and request assistance from mutual aid partners as well as seek aid from state and federal sources.
3. The Building Department is the lead agency in the performance of the initial Town wide damage assessment. The EOC (Government Center) will serve as the Rapid Damages Assessment Taskforce (RDAT) base of operations for the Town of Miami Lakes.
 - The Police and Public Works & Capital Improvement departments will assist as needed in the initial Town wide damage assessment and will provide staff to the RDAT as requested.
4. The Town Manager or his/her designee will collect and summarize damage assessment reports.
5. RDAT will follow the procedures maintained by the Building Department and will report damages and situations on a periodic basis to the Town Manager.

F. RESPONSE AND RECOVERY.

1. As soon as practical after the storm has passed and travel on the public roadways is safe, the Town will begin its recovery operations. This will include building and grounds damage assessments, clean-up and repair.
2. Response and Recovery Responsibilities for all Town Departments are as follows:
 - Compile and consolidate damage reports and other data following the event.
 - Initiate recommendations for enactment or repeal of procedures, or extension of emergency resolutions, ordinances, and orders.
 - Recommend and implement an economic recovery program focusing on local community needs.
 - Recommend zoning changes in damaged areas.
 - Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.

- Initiate recommendations for relocation and acquisition of property in damage areas.
 - Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
 - Evaluate damaged public and private facilities and take appropriate and necessary action to mitigation, secure or demolish.
 - Participate in the preparation of a community redevelopment plan.
 - Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
3. A Recovery Planning Unit is established in the Town EOC to begin the drafting of a “Recovery Incident Action Plan (RIAP)” for use by a Town Recovery Task Force. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
 4. As the emergency response phase stabilizes, the Town Manager will recommend to the Mayor the activation of the Recovery Task Force as necessary.
 5. The Town Recovery Task Force (TRTF) as established by the Town Manager is comprised of those departments critical to the recovery and dictated by the circumstances of a particular emergency.
 6. The responsibilities of the TRTF are:
 - Oversee the recovery and reconstruction process, and to serve as an advisory body to the Town Manager.
 - Identify mitigation opportunities and identify recovery resources.
 - Ensure coordination of the recovery process.

G. LABOR, SUPPLIES AND EQUIPMENT COST ACTIVITY SUMMARY REPORTS.

1. All departments must prepare and turn in each day the relevant labor supplies and equipment forms (see Attachment VI. F):
 - Equipment Inventory Form
 - Force Account Labor Record
 - Weekly Time Record
 - Force Account Equipment Record
 - Project Worksheet
 - RPA
 - Direct Administrative Costs

Information in the forms listed above includes but is not limited to:

- Date of the equipment use.
- Equipment type and inventory number.
- Name of the employee working the equipment, classification, and title.
- Time the equipment went out.
- Time the equipment came in.
- Total hours used.
- Miles the equipment went out, miles in, and total miles used.
- Description of supplies used.
- All equipment used for that activity that day
- An itemization and cost of any materials and supplies used for that specific activity

Forms must be carefully filled out per the instructions on the form and should be turned in to the Finance

Department with copies forwarded to the Human Resources Department.

2. The Finance Department must prepare and maintain the following forms (see Attachment VI. F or the Finance Department Plan):
 - Contract Summary
 - Force Account Materials Summary
 - Employee Payroll Data
 - Applicants Benefit Calculation
 - Cost Summary Record
3. All departments are directed to use the instructions, templates and spreadsheets provided by the Finance Department to compute their daily reports.

H. PREPAREDNESS, RESPONSE AND RECOVERY PURCHASE REQUESTS.

1. In preparation for an event, Departments will use the special project number set up by the Finance Department (usually named after the name of the hurricane) for all necessary purchases directly related to the storm. In order to readily identify these purchases all requisitions must state "EMERGENCY PREPAREDNESS".
2. All recovery purchases must reflect Hurricane Name, disaster number and the Project Worksheet number assigned by FEMA. The Finance Department will establish appropriate project number (Attachment VI. F) and provide to all staff. All purchase requisitions must state "EMERGENCY RECOVERY".

VI. ATTACHMENTS INDEX.

A. HURRICANE CRISIS ACTION TEAM MEETING AGENDAS

1. Preparedness.
2. Watch.
3. Warning.
4. Landfall.
5. Recovery.

B. GENERIC HURRICANE PROCEDURES TIME LINE: ACTIONS AND ITEMS TO CONSIDER.

C. COMPUTER/TELEPHONE PROTECTION CHECKLIST.

D. POST-HURRICANE RECOVERY STANDARD OPERATING PROCEDURES (S.O.P.)

E. DEPARTMENT PROPERTY AND EQUIPMENT MITIGATION AND RECOVERY PLAN.

F. MITIGATION AND RECOVERY FORMS

G. INCIDENT COMMAND STRUCTURE