

Delray Beach Fire-Rescue Department



Hurricane Plan

Updated – June 2011

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DELRAY BEACH FIRE-RESCUE DEPARTMENT HURRICANE PLAN

SECTION I

GENERAL INFORMATION

Purpose

This plan is intended to provide an organized system for the Delray Beach Fire-Rescue Department to protect the citizens and visitors from adverse effects of a hurricane. The plan assigns responsibilities and establishes procedures for the coordinated effort necessary to provide for preparedness, response, and recovery from a hurricane.

The City of Delray Beach operates under a Comprehensive Emergency Management Plan (CEMP) in the event of a hurricane. The CEMP outlines all the steps the City Departments should take to handle the emergency. The CEMP was approved by the City Manager and is updated annually.

The Delray Beach Fire-Rescue Department Hurricane Plan is supplemental to the CEMP. Additional direction and guidance is included within the CEMP.

The Delray Beach Fire-Rescue Department will, in the event that a hurricane should threaten the citizens of Delray Beach, continue to provide fire/rescue services when possible. All attempts to deliver fire/rescue service to the public during hurricane conditions should be tempered by safety considerations. The task of providing for all contingencies associated with such emergencies is impossible, should any situation not covered by this plan arise, the officer in charge shall take appropriate action and/or refer the matter to a higher authority.

Delray Beach's entire geographic area is subject to the destructive force of hurricane winds. Because of low elevations, many areas of the City are subject to flooding or pooling of water caused by intense hurricane associated rainfall and storm surge. Hurricane winds do much damage, but drowning is the greatest cause of hurricane deaths.

June through November is "Hurricane Season" in Florida, with August, September and October as the peak months. Hurricanes bring violent winds and torrential rain that may result in widespread devastation.

This policy shall be reviewed annually in January for any revisions or additions. If needed a review committee will be formed consisting of the Operations Chief, all Battalion Chiefs, Public Information Officer, and any other interested parties from the Command staff and/or operations personnel.

HURRICANE SEASON PREPAREDNESS

In May of each year, the Operations Division will print and distribute to each Station a listing of target hazards that have the potential for multi-casualty incidents and the current listing of possible American Red Cross Disaster Shelters. Each Company Officer shall ensure that the target hazard list and shelter information are reviewed by station personnel and revised if necessary.

By April 1st of each year, the Battalion Chief in charge of stations will ensure that the Hurricane Season Check Sheet (HP Form 1 A & B) is completed. Company Officers will report any and all deficiencies found to the Battalion Chief who will request repairs or corrections through the Assistant Chief of Administration. Any and all corrective measures are to be documented, and the necessary corrections are to be started prior to June 1.

In May of each year, all employees will review this Hurricane Plan.

Hurricane Categories

Storm size or force is based on the Saffir/Simpson Scale. This scale defines five categories as follows:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 130	Devastating damage will occur
4	131 - 155	Catastrophic damage will occur
5	> 155	Catastrophic damage will occur

EVACUATION OF CITIZENS

Evacuation of Public

When necessary, evacuation orders will be issued by the Governor or the Board of County Commissioners. Large scale evacuation is a regional or county-wide problem. Delray Beach, Palm Beach County, and the staff of the American Red Cross will all work together to effect an orderly evacuation.

Depending on the severity of the hurricane, numerous Delray Beach citizens may have to evacuate their homes. Homes in the City built in compliance with modern building codes are designed to withstand the forces of hurricane winds up to 110 miles per hour (140 MPH, "V" zone). However a small percentage of homes are considered to be of substandard construction and residents should evacuate prior to any hurricane. All coastal and mobile home residents must evacuate prior to any hurricane.

The most potentially destructive force of any major hurricane is storm surge. As a hurricane approaches landfall on the coast, the mean water level may dramatically increase. Residents in many areas outside the surge vulnerable evacuation area must expect and be prepared to cope with severe property flooding during and immediately following a hurricane.

Medical Evacuations

The Palm Beach County Division of Emergency Management will coordinate and direct the non-emergency transportation of all medically incapacitated, infirmed and handicapped people. Any request for this type of service shall be directed to the Palm Beach County Division of Emergency Management at 561-712-6400. Applications can be found at <http://www.pbcgov.com/publicsafety/emergencymanagement/> on the "Special Needs Sheltering" link. This application must be completed and approved **PRIOR TO THE ARRIVAL OF A HURRICANE.** They will utilize private ambulances or be transported by POV for the transportation of medically ill patients to a designated Critical Care Shelter.

SECTION II

Hurricane Operational Stages

For the purposes of this Hurricane Plan, operational procedures are outlined according to the following stages of a hurricane:

1. Hurricane Watch Operation
2. Hurricane Warning Operations
3. Hurricane Operations
4. Hurricane Eye Operations
5. Post Hurricane Operations

HURRICANE WATCH OPERATIONS

Tropical Storm force winds anticipated in 48 hours

The Delray Beach Fire-Rescue Department will initiate the Incident Command System when the National Weather Service issues a Hurricane Watch for the Delray Beach area or any part of Palm Beach County. The Battalion Chief on duty will become the Incident Commander and establish Hurricane (name of storm) Command. The Incident Commander will notify the Fire Chief, all other Chief Officers, and all Lieutenants on duty at each station.

THE FOLLOWING WILL OCCUR WHEN A HURRICANE WATCH IS ISSUED:

- **Hurricane Watch Check Sheet will be completed by each station**
- **Station 2 and 6 will prepare to secure station prior to evacuation**
- **Unit Logs – ICS 214 (HP Form 4) will be distributed to all stations**

The Unit Logs, ICS 214, contain information relating to the names and work hours of personnel, any major events that occurred during the operational period, and other pertinent information such as supplies and equipment ordered and used. Written documentation is essential for Federal reimbursement and must be used continuously throughout the management of the hurricane. The log will document the amount of information the officer had when making decisions and will protect him/her if liability issues are raised during the recovery phase. This information is essential in the preparation of a post-analysis report prepared by the Planning Section.

- **Level of Call Back of Personnel will be Determined**

The call back of personnel will be based upon the expected storm conditions for Palm Beach County. This process shall allow sufficient time for personnel to provide for the security of their families, work during the storm activity, and during the recovery phase until relief personnel are available. The Department will utilize a modified shift schedule during the preparation, response and recovery phases of a hurricane event. Refer to Article 11-A-FR, Section 2-B of the Collective Bargaining Agreement.

All personnel shall be responsible to monitor weather advisories following the issuance of a Hurricane Watch to ensure adequate time for family/personal preparations and necessary travel to assigned work site(s).

This call back criteria is to be used as a guideline and can be altered at any time by the IC to ensure appropriate level of response capabilities during a hurricane.

- Category 1 Increase above total shift strength as determined by the IC
- Category 2 50% increase above total shift strength
- Category 3-5 100% increase above total shift strength

All leave shall be automatically canceled at the issuance of a Hurricane Warning unless the employee is physically out of the State/area and return to the Delray Beach area is not feasible. The Incident Commander may waive this requirement in cases of extenuating circumstances. The Fire Chief shall be notified of any requested waivers and documentation may be required prior to granting approval. Leave may be cancelled prior to the issuance of a Hurricane Warning if conditions warrant, and employees will be notified of this decision as expeditiously as possible.

The process of calling personnel back to work will be accomplished by calling personnel directly. A current shift roster will be used to document all of the calls made to personnel noting the time of the call and information provided to the employee. **It is each employee's responsibility to ensure all contact information on Telestaff and/or Department phone roster is correct and up to date prior to the issuance of a hurricane watch.** Any comments by the employee will be noted on the log. **The next shift due to report after a Hurricane Warning is announced shall contact the department through Telestaff (243-7476) to determine their assignment. If Telestaff is inoperable, it remains the responsibility of the employee to contact the department to determine their assignment.**

HURRICANE WARNING OPERATIONS
Tropical Storm force winds anticipated in 36 hours

At such time as the National Weather Service issues a Hurricane Warning for the Delray Beach area or any part of Palm Beach County, the Emergency Operations Center (EOC) will be opened at the City Manager's direction. The Fire Chief and/or designated alternate (Assistant Chief/Administration); will join with other City officials at the Emergency Operations Center.

THE FOLLOWING WILL OCCUR WHEN A HURRICANE WARNING IS ISSUED:

- **Rapid Impact Assessment Worksheet and target hazard lists distributed to all stations**
- **All Fire-Rescue stations will be secured by installing and/or closing all storm shutters provided**
- **All unused bay doors will have bracing and stations shutters in place, if applicable.**
- **Securing/Evacuation of stations 2 and 6 authorized by Operations Section**

Stations 2, 6, and any modular or temporary Fire-Rescue facilities that have been identified for possible evacuation during a hurricane based on their locations in a designated evacuation zone and/or the expected severity of the storm will be provided with sufficient notification to evacuate as escape routes may be inaccessible due to flooding prior to the arrival of a hurricane.

Prior to the scheduled evacuation from a Fire-Rescue Department facility, the Logistics Section will ensure that the following safety precautions have been met:

- A. Door and window openings have been secured.
- B. All personal vehicles, fire apparatus, and personnel will be moved and reassigned to other stations as designated by the Planning Section. One reserve Engine and one reserve Medic unit will be placed on the barrier island in case bridges are inoperable after the hurricane.
- C. Shut off water, electricity, and gas at master shut off.
 - Disconnect and cover or relocate all computers, televisions, radios, and station files.

- Notify Communications Center of closing.
 - Secure all bay doors when response to emergency calls has been suspended
 - Arrangement will be made for all personal vehicles to be secured at City parking garages. Transportation from the City parking garage to the various stations will be provided.
- **Call back of personnel will be initiated.**
 - All personnel will be notified of the need to return to duty with enough warning as to allow all personnel to arrive at their designated station prior to the arrival of Tropical Storm force winds.
 - **All shelters will be staffed with medical personnel and equipment.**
 - See hurricane shelter management section for procedures on shelter operations on page 39.

Fire-Rescue Department Stations as Public Shelters

Delray Beach Fire-Rescue Department Stations are not designated as Hurricane Shelters. No authorization shall be granted in advance for any citizen or family member to obtain shelter in a Fire-Rescue Department facility. During the storm, temporary shelter in a Fire-Rescue Department facility may be authorized if, in the opinion of the Incident Commander, refusal to grant refuge in the facility would place the individual(s) in jeopardy.

HURRICANE OPERATIONS

When actual hurricane conditions exist, every attempt will be made by the Fire-Rescue Department to continue its primary mission of protecting the lives and property in Delray Beach. It should be remembered that Fire-Rescue Department personnel are subject to the same environmental limitations as are members of the public.

THE FOLLOWING WILL OCCUR DURING HURRICANE CONDITIONS:

- **Dispatch may be authorized to alter normal response assignments, under the direction of the IC, due to call volume, nature of call, and storm conditions.**
- **Units may be placed out of service due to storm conditions using the following guidelines:**
 - Upon the arrival of T.S. conditions the company officer and the incident commander must perform a risk benefit analysis taking into consideration the storm conditions and risk to public safety to determine when units should be taken out of service. As a general rule, suppression units will be able to respond in more severe storm conditions. Personnel safety will always be the primary goal in determining when units are taken out of service.
 - When units are taken out of service due to storm conditions bay doors shall be secured with bracing immediately, if applicable.

HURRICANE EYE OPERATIONS

Operations will be resumed based upon local conditions within the City if such operations can be completed in a safe manner. Personnel safety will remain the primary goal.

POST HURRICANE OPERATIONS

After a disaster, the best strategy is to avoid defined commitment of all resources until an initial size-up can be completed and basic strategies developed. Company Officers must control the normal inclination to commit to the first problem encountered. Realistic priorities can only be established after accurate reporting of all situations. Post hurricane operations will deal primarily with the following priorities:

1. Rapid Impact Assessment (primary assessment and jurisdictional assessment).
2. Search and rescue operations.
3. Delivery of normal emergency services.

Rapid Impact Assessment and Initial Damage Impact Survey

Rapid Impact Assessment and Initial Damage Impact Survey shall be completed in a swift manner in two phases: The first provides resource information on personnel availability and station damage. The second (jurisdictional assessment) provides a situation status on pre-planned locations (target hazards) for information on potential multi-casualty incidents, status of major response routes, condition of essential facilities, and resource needs. The jurisdictional assessment shall include target hazards that are essential for maintaining health, safety, and overall well-being of the public following a disaster (i.e.: hospitals, nursing homes, hotels/motels, shelters, etc.). Personnel shall perform a jurisdictional assessment immediately upon the completion of their primary assessment and shall immediately report their findings to the Planning Section to allow for Department-wide emergency planning. The Rapid Impact Assessment worksheet and Initial Damage Impact Survey (HP Forms 2 A & B) shall be used to document the damage identified during the primary and jurisdictional assessments.

Primary Assessment:

The Company Officer shall assure a primary assessment is completed of all station facilities and resources. The results of the primary assessment shall be reported to the Planning Section.

The primary assessment shall determine:

1. Personnel status, immediately report any injuries to personnel.
2. Status of all apparatus including any reserve units.
3. Quick estimate of structural damage to station and condition of all utilities.

Jurisdictional Assessment:

The Company Officer shall direct a jurisdictional assessment after the completion of the primary assessment. Personnel shall only interrupt the jurisdictional assessment to respond to an immediate life threatening incident. All immediate life threatening situations shall be reported to the Communications Center as soon as possible. A complete medical run report shall be generated for all life threatening incidents.

The jurisdictional assessment shall determine:

1. Life safety status of pre-planned occupancies with multiple casualty potential.
2. Additional multiple casualty incidents with potential for life loss (i.e.: hazardous materials, etc.).
3. Status of major transportation routes.
4. Damage to essential structures within jurisdictional response classified as minor, moderate, severe, or destroyed.
5. Additional resource needs.

Search and Rescue Operations

Operational personnel shall follow the standard operating procedures identified in Emergency Support Function (ESF) #9, Urban Search and Rescue Operations Annex of the City of Delray Beach Comprehensive Emergency Management Plan. The Company Officer will act as the Safety Officer for each Search and Rescue Group. The Group's objectives should include surveying damage, determining hazards, locating surface victims, and identifying points of immediate access. No search and rescue operation shall take place prior to the completion of a size-up and safety survey. The main concern of the size-up and safety survey is the safety of both the rescuers assigned to search and rescue operations and the victims.

Delivery of Normal Emergency Services

After completing the Rapid Impact Assessment and search and rescue operations, operational personnel will resume the delivery of normal emergency services. The Communications Center and Planning Section will coordinate the delivery of services, through a priority basis, to those on the existing "waiting" list. The Operations Section will coordinate and announce any modifications to the normal incident reporting system.

Non-Operational Personnel

Administrative personnel will call the Administrative Officer or Executive Assistant to determine when their services will be needed as determined by the Incident Commander. If unable to contact either of the above contacts, administrative personnel will contact the EOC.

Mutual Aid Assistance

During the recovery phase of a disaster, it may become necessary to request the assistance of Fire/EMS providers from outside the affected disaster area by utilizing mutual aid. The Incident Commander shall be responsible for authorizing the use of mutual aid and executing prior approved mutual aid agreements. Mutual aid will only be authorized for organized fire service/emergency medical providers.

Recovery Operations

Recovery is that phase of a disaster that occurs after emergency needs have been met, the phase in which the community attempts to return to pre-emergency conditions. The importance of this phase, which frequently goes unrecognized, is the very strong psychological need of the community to return to some semblance of normal life as soon as possible.

Employee and Family Welfare

Disasters resulting in significant loss of life tend to have a serious effect on many emergency response personnel. It will be the task of the Department's administration to consider the effect of the disaster on Department personnel, their families, and the citizens. To assist on-duty personnel, employee welfare representatives will call families to provide pertinent information and requests for assistance. All information shall be relayed to the affected employee.

Internal relief operations will be established to help those who suffer significant or total destruction of their property. After the disaster, the reuniting of families is a priority.

Emergency Disaster Assistance

Federal rules and regulations that control federal disaster assistance programs require that all federal assistance to local governments be provided through the state. The State of Florida requires that all damage assessment of a disaster be reported to the Division of Emergency Management in the form of a consolidated county-wide report. State and federal disaster assistance programs impose upon local government officials, the responsibility for compliance with rigid damage assessment and reporting procedures.

Only certain costs incurred in emergencies or in major disaster operations are eligible for reimbursement. In order to qualify for disaster assistance, it is imperative that accurate records

be kept for any cost incurred. The documentation should begin in the Watch phase of natural disasters. The documentation should include labor cost as well as material costs. The Federal Government will not reimburse the local governments for purchases of equipment and tools. Forms for cost recovery will be provided by the Palm Beach County Division of Emergency Management. Their Emergency Operations Center has the responsibility to inform local officials concerning the procedure for the completion and processing of all Emergency Assistance Forms.

Post Incident Analysis

The Planning Section shall coordinate with the Incident Commander to conduct a post incident analysis of the hurricane operations. The chronological log documenting the incident shall be available at the time of the Post Incident Analysis and comments resulting from the discussion shall be recorded. The Incident Commander shall be responsible providing documentation and recommendations to the Hurricane Policy Review Committee during the evaluation of the hurricane plan.

SECTION III

Command Roles and Responsibilities

<u>Command Staffing Assignments</u>		
	Alpha	Bravo
City E.O.C.	Fire Chief	Assistant Chief/Administration
F.D. Command Post		
Incident Commander	Assistant Chief/Operations	Battalion Chief
Operations Section	Battalion Chief	Battalion Chief
Planning Section	Special Operations Lieutenant	Division Chief/Training
Logistics Section	Division Chief/EMS	Training Lieutenant
Finance Section	Administrative Officer	Executive Assistant
Liaison Officer	Lieutenant/Fire Safety	Fire Marshall
Information Officer	Lieutenant/PIO	Lieutenant/Fire Safety

INCIDENT COMMANDER

Hurricane Watch:

- A. Conduct a briefing for those personnel assigned to the functions of: Command, Operations, Planning, Logistics, Finance, Liaison, Safety, and Information. A chart of the Command and General Staff identifying the assigned personnel will be developed and distributed.
- B. At the briefing, the Command and General Staff will receive a packet indicating their assignment function and responsibilities (Section III). Additional copies of the Hurricane Plan will be distributed to each station.
- C. Work with the Operations Section and Planning Section to establish the number of personnel needed for recall based on the storm's expected category at landfall.

This call back criteria is to be used as a guideline and can be altered at any time by the IC to ensure appropriate level of response capabilities during a hurricane.

Category 1	Increase above total shift strength as determined by the Incident Commander
Category 2	50% increase above total shift strength
Category 3 – 5	100% increase above total shift strength

Hurricane Warning:

- A. Assesses the incident and conducts briefing for Command and General Staff.
- B. Formally establishes the Fire-Rescue Department Command Post. Announces location of Command Post and distributes telephone numbers to stations and other key agencies.
- C. Reviews the progress of the incident and channels organizational efforts towards highest priority tasks.
- D. Provides updated information to the Delray Beach Emergency Operations Center.
- E. Insures that safety procedures are practiced and maintained by all personnel.

Hurricane Operations:

Section III-Command Roles and Responsibilities (continued)

- A. Maintains communication between Command Post and Delray Beach Emergency Operations Center.
- B. Establishes rotation of personnel in the Command Post to assure critical positions are staffed.

Post Hurricane Operations:

- A. Makes strategic decisions to allocate resources to the areas of greatest need based on information received.
- B. Assures adequate staffing for critical positions within the Command Post.
- C. Relates pertinent information to the Delray Beach Emergency Operations Center.
- D. Determines the termination of Command Post activities when appropriate.
- E. Approves the request for mutual aid assistance.
- F. Determines the need for specific types of strike teams (State of Florida Resource Typing) as referenced in the Florida Field Operating guide (FOG).
- G. Communicates resource requests through the Palm Beach County Division of Emergency Management to access the statewide mutual aid plan.

OPERATIONS SECTION

Hurricane Watch:

- A. Ensures that all Department personnel are familiar with and have reviewed the Hurricane Plan.
- B. Coordinates assignment of all employees.

Hurricane Warning:

- A. Assigns personnel at each station to maintain radio watch and dispatch calls manually if necessary.
- B. Assures the Rapid Impact Assessment worksheet and Initial Damage Impact Survey (HP Forms 2 A & B) and target hazard lists are distributed to all stations.
- C. Authorizes the evacuation of Stations 2 & 6, and re-assignment of personnel and apparatus.
- D. Authorizes relocation of state Hazmat MCI trailer and disassembly of storage tent. Possible relocation of Station 5 apparatus to stations 1 and 4.
- E. Ensures all Fire-Rescue Department and City Equipment assigned to Fire Stations is safely secured.
- F. Directs operational personnel to survey target hazards and identified evacuation areas/routes for compliance with evacuation orders. Notifies Planning Section of any anticipated life safety problems.

Hurricane Operations:

- A. Authorizes the Communications Center to alter the normal response assignments due to call volume, nature of call, and storm conditions. The delivery of emergency services may be terminated when the operations expose personnel to unsafe conditions.
- B. Utilizes the following guideline for placing units out of service due to storm conditions:
 - Units may be placed out of service due to storm conditions if:
 - Upon the arrival of T.S. conditions the company officer and the incident commander must perform a risk benefit analysis taking into consideration the storm conditions and risk to public safety to determine when units should be taken out of service. As a general rule, suppression units will be able to respond in

more severe storm conditions. Personnel safety will always be the primary goal in determining when units are taken out of service.

Post Hurricane Operations:

- A. Coordinates with Planning Section to ensure adequate staffing.
- B. Identifies areas of greatest life hazard and assures search and rescue operations are completed.
- C. Determines communication capability between stations, apparatus, Communications Center, Command Post, and Emergency Operations Center.
- D. Appoints Staging Area Manager and establishes staging area with check in of personnel utilizing Check In/Out Log (ICS Form 211).
- E. Determines needs and requests additional resources.
- F. Authorizes modifications to dispatch procedures as necessary.
- G. Plans for the demobilization of personnel and apparatus.

Mutual Aid Assistance:

- A. Coordinates with the Planning Section the assignment of all mutual aid personnel and equipment.
- B. Appoints a Staging Area Manager and establishes a staging area. Notifies all requested mutual aid departments of the designated staging area. Reports to the Incident Commander the arrival, quantity, and capabilities of each alerted mutual aid department.

PLANNING SECTION

Hurricane Watch:

- A. Assures that personnel home address and phone numbers are available for recall.
- B. Ensure personnel shall be recalled with respect to assignment to assure sufficient personnel levels are maintained as determined by the Incident Action Plan (i.e.: Company Officers, Paramedics, Engineers, and Firefighters).
- C. Establish contact with the Fleet Maintenance Division and advise situation status.
- D. Assures each station has sufficient copies of the Rapid Impact Assessment worksheet and Initial Damage Impact Survey (HP Forms 2 A & B) and the target hazard listing.

Hurricane Warning:

- A. Implements the call back of personnel based on the category guideline and direction from the Incident Commander.
- B. Staffs all shelters opened within the City with medical personnel and equipment.
- C. Maintains assignment of personnel at station level utilizing Telestaff.
- D. Implements documentation of events through chronological log, including employee notification log.
- E. Assures that the Fleet Maintenance Division is on duty and notifies Logistics of capabilities and status.

Hurricane Operations:

- A. Coordinates between the Communications Center and Operations Section for incidents that occur during unsafe conditions and when emergency units are not sent. These incidents shall be placed on a "waiting" list that shall be prioritized for post hurricane responses.
- B. Reviews City map with target hazards identified, prepares for post storm damage survey reports.

Post Hurricane Operations:

- A. Receives and records completed Rapid Impact Assessment worksheets, coordinates and reports information to the Communications Center and the Incident Commander.

Forwards Rapid Impact Assessment worksheets and Initial Damage Impact Surveys (HP Forms 2 A & B) to Incident Commander.

- B. Establishes a plan for the recall of additional personnel, release of existing personnel, and return to normal assignments.
- C. Establishes a process to account for all equipment utilized during the storm.
- D. Implements demobilization plan ensuring refueling and return of equipment to regular assignments, the refilling of fuel tanks, and maintenance of first line equipment.
- E. Compiles and displays incident status summary.
- F. Serves as official recorder of incident to be utilized in post-analysis and future planning of similar incidents.
- G. Demobilizes all personnel assigned to disaster shelters and secures all equipment.

Mutual Aid Assistance:

- A. Assures that all mutual aid assistance personnel and equipment are documented on the Check In/Out Log (ICS Form 211).

LOGISTICS SECTION

Hurricane Watch:

- A. Assures that each station completes the Hurricane Watch Check Sheet (HP Form 3 A & B). Any deviations or deficiencies found shall be reported to the Logistics Section.
- B. Assures that Stations 2 & 6, which are designated for evacuation, are preparing to secure the station prior to evacuation.
- C. Coordinates the preparation of the City Emergency Operations Center for opening.
- D. Updates Logistics Resource Guide (See Section IV) to assure provisions for basic necessities (i.e.: satellite phones, cots, water, portable generators, portable toilets, maps, etc.) are available if needed. Assure all janitorial supplies are fully stocked at station 1. Coordinates emergency purchasing agreements with Finance Section.
- E. Coordinates the assembly of Hurricane Shelter Kits (See Section V). Hurricane Shelter Kits shall contain sufficient quantities of medical supplies and other equipment to accommodate the emergency needs within a shelter environment.
- F. Coordinates with the Communications Center through appointed Communications Unit.

Hurricane Warning:

- A. Assures personnel have completed the Hurricane Warning Checklist (HP Form 7 A & B). Any deviations or deficiencies found shall be reported to the Logistics Section.
- B. Assures shuttering of all stations and preparations for evacuating designated stations have been completed.
- C. Assures that the City Emergency Operations Center is ready to open at the direction of the City Manager.
- D. Arranges for the distribution of equipment and basic necessities (hurricane shelter kits, cots, radios, plastic covers, etc.) to appropriate sites.
- E. Updates list of personnel and equipment assigned for shelter deployment. Coordinates this information with the Liaison Officer.
- F. Coordinates with Communications Center through appointed Communications Unit.

Hurricane Operations:

- A. Maintains listing of station problems, coordinates resource needs according to degree of severity.
- B. Coordinates communications recovery with Communications Center, if necessary.

Post Hurricane Operations:

- A. Identifies service and support requirements for planned and expected operations.
- B. Arranges for the pick up of supplies (cots, radios, etc.) from stations and shelters for return to original location. Inventories each item prior to storage.
- C. Coordinates the recovery plan with the Communications Center to assure the communications system is returned to an operational mode as soon as possible.

Mutual Aid Assistance:

- A. Fulfills the support requirements for all mutual aid assistance as outlined in the agreement.
- B. Coordinates housing and logistical needs of mutual aid resources.
- C. Assures that all mutual aid personnel receive a mission briefing prior to leaving the staging area and are debriefed upon return to staging, prior to returning to their host jurisdiction.

FINANCE SECTION

Hurricane Watch:

- A. Distributes to all stations, sufficient copies of the Unit Log – ICS 214 (HP Form 4).
- B. Reviews procedures with City Finance Department for the emergency purchase of necessary items. Obtains list of potential supplies, vendors, and contact persons.
- C. Ensures access to petty cash.
- D. Coordinates with the Delray Beach Emergency Operations Center regarding all requirements necessary for future reimbursement from the Federal Disaster Relief Fund.

Hurricane Warning:

- A. Coordinates the completion of Unit Logs – ICS 214.
- B. Supplies copies of approved emergency vendors to Incident Commander.
- C. Reviews and identifies reimbursement criteria from the Federal Disaster Relief Fund.
- D. Reviews procedures for reporting damage to Department buildings, apparatus, and equipment. Reviews procedures for reporting injuries to Department personnel.

Hurricane Operations:

- A. Plans method of collecting Unit Logs – ICS 214, station damage, vehicle accident, and personnel injury reports from all stations.

Post Hurricane Operations:

- A. Receives copies of Unit Logs – ICS 214 and compiles master list of all financial data. Provides final cost analysis.
- B. Coordinates with Finance Department and Risk Management to accurately document personnel hours, personnel injuries/deaths, equipment damaged/destroyed, property damage, funds spent for storm purposes, and provide operational damage cost estimate and financial data to the Incident Commander.
- C. Submits appropriate documentation to the Palm Beach County Division of Emergency Management within the required time frame for any reimbursement of funds through the Federal Disaster Relief Fund.

LIAISON OFFICER

Hurricane Watch:

- A. Coordinates with outside agencies (Parks Dept., Public Works, Gas Company).
- B. Coordinates Shelter Team assignments and reviews procedures and responsibilities of personnel assigned to shelters.
- C. Coordinates activities of HAM radio operators to ensure equipment is staffed and operational at Fire Headquarters.

Hurricane Warning:

- A. Provides communication link to supporting/coordinating agencies (Parks Dept., Public Works, Gas Company).
- B. Contacts Palm Beach County Division of Emergency Management to obtain listing of American Red Cross Shelters that are open and tracks status for Incident Commander.
- C. Maintains communication with all shelter teams, insures contact via telephone and radio.

Hurricane Operations:

- A. Periodically contacts shelters to determine number of citizens located in each shelter, number of patients treated, and shelter needs.
- B. Reviews mutual aid assistance plans including Base site selection, in case mutual aid assistance is necessary.

Post Hurricane Operations:

- A. Coordinates with Disaster Relief Organizations for distribution of supplies to Fire Department personnel.
- B. Reports damage estimate to Risk Management for replacement of Fire Department facilities and equipment. Forwards Rapid Impact Assessment worksheets and Initial Damage Impact surveys to Delray Beach Emergency Operations Center for post disaster recovery efforts.
- C. Provides point of contact for assisting/cooperating agency representatives.
- D. Gathers information from area fire departments as to extent of damage and need for assistance.

INFORMATION OFFICER

Hurricane Watch:

- A. Coordinates information transfer from Fire Department Command Post to the Delray Beach Emergency Operations Center for the release of information to the media.
- B. Relays pertinent information to stations as to the status of the hurricane and actions taken by the Department.

Hurricane Warning:

- A. Coordinates with Public Information Officer at Delray Beach Emergency Operations Center for accurate release of information.
- B. Relays pertinent information to stations as to the status of the hurricane and actions taken by the Department.

Hurricane Operations:

- A. Provides periodic updates to stations concerning issues such as hurricane status, personnel levels, changes in assignments, and evacuation of stations.
- B. Receives hourly updates from the Communications Center as to number of calls dispatched, number of calls waiting, and significance of calls. Provides this information to the Emergency Operations Center.

Post Hurricane Operations:

- A. Coordinates with the Delray Beach Emergency Operations Center for the release of information to the media.
- B. Relays pertinent information to stations concerning Department activities and status of operations.
- C. Collects information as to extent of damage to homes of personnel, personnel who are displaced, and injuries to family members. Coordinates recovery operations for Department personnel with Logistics Section.

SECTION IV

LOCAL EMERGENCY CONTACT NUMBERS

(for all PBC cities check “PBC Emergency Numbers Contact Sheet”)

<u>LOGISTICS RESOURCE GUIDE</u>		
Agency	Contact Person	Phone #
SHELTERS		
<ul style="list-style-type: none"> • American Red Cross 		
<ul style="list-style-type: none"> • School Board Coordinator 		
MUTUAL AID ASSISTANCE		
<ul style="list-style-type: none"> • Florida Fire Chiefs 		
<ul style="list-style-type: none"> • South Florida Regional DMAT 		
Florida Light Urban Search & Rescue Teams (FLUSAR)		
<ul style="list-style-type: none"> • Boynton Beach Fire Rescue Special Op's Coordinator 		
<ul style="list-style-type: none"> • PBCFR Special Op's Coordinator 		
<ul style="list-style-type: none"> • WBPFR Special Op's Coordinator 		
<ul style="list-style-type: none"> • BSO Special Op's Coordinator 		
<ul style="list-style-type: none"> • Ft Lauderdale Fire Rescue Special Op's Coordinator 		
FEMA Urban Search & Rescue		
<ul style="list-style-type: none"> • Florida Task Force 1 MDFR 		
<ul style="list-style-type: none"> • Florida Task Force 2 MFR 		
STATE AGENCIES		
<ul style="list-style-type: none"> • Division of Forestry 		
<ul style="list-style-type: none"> • HRS 		
<ul style="list-style-type: none"> • State Fire Marshall 		
UTILITIES		
<ul style="list-style-type: none"> • FPL North of Atlantic 		
<ul style="list-style-type: none"> • FPL South of Atlantic 		
<ul style="list-style-type: none"> • Florida Public Utilities 		
SUPPLIERS		
<ul style="list-style-type: none"> • Gas/Diesel Fuel Supplier 		
<ul style="list-style-type: none"> • Propane Supplier 		
<ul style="list-style-type: none"> • Oxygen Supplier 		
<ul style="list-style-type: none"> • Bottled Water Supplier 		
<ul style="list-style-type: none"> • Ice Supplier 		
<ul style="list-style-type: none"> • Food Supplier 		
<ul style="list-style-type: none"> • Portable Toilet Supplier 		

DELRAY BEACH EMERGENCY OPERATION CENTER

D.B. Emergency Operation Center
501 West Atlantic Ave
Delray Beach, FL 33444

Direct Line: 561-243-7400
Contact: Chief Russell Accardi

PALM BEACH COUNTY DIVISION OF EMERGENCY MANAGEMENT

Emergency Operation Center
20 South Military Trail
West Palm Beach, FL 33415

Dispatch: 561-712-6428 (Dispatch)
Contact: Director Bill Johnson
Direct to: 561-712-6330
Municipal Liaison Team: 561-712-6500

Palm Beach County Fire Operations
405 Pike Road
West Palm Beach, FL 33411

Phone: 561-616-7000
Contact: Fire Chief: Steve Jerauld

Palm Beach County
2300 North Jog Road
West Palm Beach, FL 33411

Phone: 561-355-2030
Contact: County Admin., Robert Weisman

Palm Beach County
2300 North Jog Road
West Palm Beach, FL 33411

Phone: 561-233-3956
Contact: Director, Mike Bowman

PALM BEACH COUNTY LOCAL CITY GOVERNMENTS

City of Boca Raton
201 W. Palmetto Park Road
Boca Raton, FL 33432-3795

Phone: 561-393-7703
Contact: City Manager, Lief Ahnell

City of Boynton Beach
100 E. Boynton Beach Blvd
Boynton Beach, FL 33235-0310

Phone: 561-742-6010
Contact: City Manager, Kurt Bressner

Town of Briny Breezes
4802 N. Ocean Blvd
Briny Breezes, FL 33435

Phone: 561-272-5495
Contact: Mayor: Robert Bennett

City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444-2612

Phone: 561-243-7010
Contact: City Manager, David T. Harden

Town of Gulfstream
100 Sea Road
Gulfstream, FL 33483-7453

Phone: 561-276-5116
Contact: Town Manager, William Thrasher

Town of Highland Beach
3614 S. Ocean Blvd
Highland Beach, FL 33487

Phone: 561-278-4548
Contact: Town Manager, Kathleen Weiser

Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

Phone: 561-732-2635
Contact: Town Manager, Gregory Dunham

PALM BEACH COUNTY LAW ENFORCEMENT

Boca Raton Police Department 100 NW Boca Raton Blvd Boca Raton, FL 33432	Phone: 561-338-1234
Boynton Beach Police Department 100 Boynton Beach Blvd Boynton Beach, FL 33235	Phone: 561-742-6104
Briny Breezes Police Department 5000 N. Ocean Blvd Briny Breezes, FL 33435	Phone: 561-276-7405
Delray Beach Police Department 300 Atlantic Avenue Delray Beach, FL 33444	Phone: 561-243-7810
Gulfstream Police Department 100 Sea Road Gulfstream, FL 33483	Phone: 561-278-8611
Highland Beach Police Department 3614 S. Ocean Blvd Highland Beach, FL 33487	Phone: 561-278-4548
Ocean Ridge Police Department 6450 N. Ocean Blvd Ocean Ridge, FL 33435	Phone: 561-732-8331

PALM BEACH COUNTY SHERIFF

Non-Emergency:

- North & Central: 561-688-3000
- South: 561-995-2800
- West: 561-996-1670

Palm Beach County Sheriff (District 4) 345 South Congress Avenue Delray Beach, Fl 33445-4617	Phone: 561-274-1075
Palm Beach County Sheriff (District 7) 17901 US Highway 441 Boca Raton, FL 33498	Phone: 561-588-2700

PALM BEACH COUNTY FLORIDA HIGHWAY PATROL

Florida Highway Patrol Troop L & K Phone: 561-357-4000

Address: FHP Building 9330, Lake Worth Service Plaza

Mile Post 94 Florida Turnpike, Lake Worth, Fl 33467

Mail To: Florida Highway Patrol, P. O. Box 540007, Greenacres, FL 33454

HOSPITALS IN PALM BEACH COUNTY

Bethesda Memorial Hospital 2815 S. Seacrest Blvd Boynton Beach, FL 33435-7995	Phone: 561-737-7733 Emergency Room: 561-737-7733 Ext 4512
Boca Raton Community Hospital 800 Meadows Road Boca Raton, FL 33486-2368	Phone: 561-395-7100 Emergency Room: 561-395-7100 Ext 4225
Delray Medical Center 5352 Linton Blvd Delray Beach, FL 33484	Phone: 561-498-4440 Emergency Room: 561-495-3115
JFK Medical Center 5301 S. Congress Avenue Atlantis, FL 33462	Phone: 561-965-7300 Emergency Room: 561-642-3751
St. Mary's Hospital 901 – 45 th Street West Palm Beach, FL 33407	Phone: 561-844-6300 Emergency Room: 561-881-2900
Veterans Administration Medical Center 7303 N. Military Trail West Palm Beach, FL 33410	Phone 561-422-8262 Emergency Room:
West Boca Medical Center & Hospital 21644 State Road 7 Boca Raton, FL 33428	Phone: 561-488-8000 Emergency Room: 561-488-8200
Dr. Jay Lee , Director of Disaster services Palm Beach County Medical Society Services	Phone: 561-433-3940



NOAA Extreme Weather INFORMATION SHEET



To download the latest updated version of this sheet: www.ncddc.noaa.gov

STATE INFORMATION

Florida Emergency Information Line (Only activated during disasters)	1-800-342-3557
Florida Division of Emergency Management (www.FloridaDisaster.org)	Non-Emergencies 850-413-9900
Florida Department of Transportation (www.dot.state.fl.us)	Emergencies Only 1-800-320-0519 or 850-413-9911
International Hurricane Research Center (www.ihc.fiu.edu)	1-866-374-FDOT (3368)
Florida Department of Health (www.doh.state.fl.us)	305-248-1607
Florida Office of Insurance Regulation (www.floir.com)	850-245-4321
Florida Office of Tourism (www.visitflorida.com)	850-413-3140
Florida Department of Law Enforcement (www.fdle.state.fl.us)	1-888-735-2872
Florida Highway Patrol (www.flhsmv.gov/fhp)	850-410-7000
Florida Department of Agriculture (www.doacs.state.fl.us)	*FHP from any cell phone
Division of Animal Industry Emergency Links	850-488-3022
Governor's Office (www.flgov.com)	www.doacs.state.fl.us/ai/adc/adc_emerg_manag_links.shtml
Department of Elder Affairs (http://elderaffairs.state.fl.us/index.php)	850-488-4441 or 850-488-7146
Florida Attorney General (http://myfloridalegal.com)	1-800-96ELDER (963-5337)
Florida Department of Environmental Protection (www.dep.state.fl.us)	850-414-3300
Florida Fish and Wildlife Conservation Commission (www.myfwc.com)	850-245-2118
Florida Department of Veterans Affairs (www.floridavets.org)	850-488-4676
National Weather Service Forecast Office (Miami-South, FL Office) (www.srh.noaa.gov/mfl)	727-319-7400
US Coast Guard, 7th District (www.uscg.mil/D7/)	305-229-4550
Seminole Tribe Police	1-800-874-7561
Seminole Tribe Fire	863-983-2285
Florida Power and Light (www.fpl.com)	863-763-1581
Florida Keys Electric Cooperative (www.fkec.com)	Power Outage 1-800-4-OUTAGE (1-800-468-8243)
Keys Energy Services (http://keysenergy.com/)	1-800-858-8845
	Power Outage 305-295-1000

FOR EMERGENCIES CALL 911 • FOR NON-EMERGENCY CALL 211

COUNTY INFORMATION

Broward

Emergency Management	954-831-3900
	www.broward.org/disaster
Sheriff	954-765-4321
Coconut Creek Police	954-973-7222
Coral Springs Police	954-344-1800
Margate Police	954 972-7111
Lighthouse Point Police	954 942-8080
Hillsboro Beach Police	954-427-6600
Sea Ranch Lakes Police	954-943-8860
Wilton Manors Police	954-828-5700
Fort Lauderdale Police	954-828-5700
Lauderhill Police	954-497-4700
Sunrise Police	954-746-3370
Plantation Police	954-797-2100
Davie Police	954-693-8200
Hollywood Police	954-967-4357
Pembroke Pines Police	954-431-2200
Miramar Police	954-431-4600
Hallandale Beach Police	954-457-1400
Seminole Police	954-967-8900

Miami-Dade

Emergency Management	305-468-5400
	www.miamidade.gov/oem

Miami-Dade Police	305-4-POLICE (476-5423)
Hialeah Police	305-687-2525
Miami Gardens Police	305-474-MGPD (6473)
Miami Beach Police	305-673-7900
North Miami Police	305-891-8111
Coral Gables Police	305-442-1600
North Miami Beach Police	305-949-5500
Homestead Police	305-247-1535
Aventura Police	305-466-8989
Bal Harbour Police	305-866-5000
Bay Harbor Islands Police	305-866-6242
Florida City Police	305-247-8223
Golden Beach Police	305-935-0940
Hialeah Gardens Police	305-558-3333
Key Biscayne Police	305-365-5555
Medley Police	305-883-2047
Miami Shores Police	305-759-2468
Miami Springs Police	305-805-5100
North Bay Village Police	305-758-2626
Pinecrest Police	305-234-2100
South Miami Police	305-663-6301
Sunny Isles Beach Police	305-947-4440
Sweetwater Police	305-552-9900

(continued)

FLORIDA
South

Local Emergency Contact Numbers (continued)

Monroe

Emergency Management 305-289-6065
www.monroecounty-fl.gov/Pages/MonroeCoFL_Emergency/index
 Emergency Information Hotline 1-800-955-5504
 Sheriff 305-289-2351
 Key West Police 305-809-1111
 Key Colony Beach Police 305-289-1212

Palm Beach

Emergency Management 561-712-6400
www.pbcbgov.com/publicsafety/emergencymanagement
 County Warning Point 561-712-6428
 Sheriff 561-688-3000
 Tequesta Police 561-575-6210
 Jupiter Inlet Colony Police 561-746-3787
 Jupiter Police 561-746-6201
 Juno Beach Police 561-626-2100
 Palm Beach Gardens Police 561-799-4406
 North Palm Beach Police 561-848-2525

Riviera Beach Police 561-845-4123
 Palm Beach Shores Police 561-844-3456
 Palm Beach Police 561-838-5454
 West Palm Beach Police 561-822-1600
 Palm Springs Police 561-968-8243
 Lake Clarke Shores Police 561-964-1515
 Greenacres Police 561-642-2160
 Atlantis Police 561-965-1700
 South Palm Beach Police 561-586-2122
 Lantana Police 561-540-5700
 Manalapan Police 561-585-4030
 Hypoluxo Police 561-540-5701
 Boynton Beach Police 561-732-8116
 Ocean Ridge Police 561-732-8331
 Briny Breezes Police 561-732-8116
 Gulf Stream Police 561-243-7800
 Delray Beach Police 561-243-7800
 Highland Beach Police 561-276-2458
 Boca Raton Police 561-368-6201

NATIONAL INFORMATION

American Red Cross 1-866-GET-INFO (1-866-438-4636)
www.redcross.org
Centers for Disease Control www.cdc.gov
Environmental Protection Agency www.epa.gov
Federal Emergency Management Agency (FEMA) .. 1-800-621-FEMA (3362)
www.fema.gov
National Oceanic and Atmospheric Administration
 NOAA www.noaa.gov
 National Weather Service www.nws.noaa.gov
 National Data Buoy Center www.ndbc.noaa.gov
 National Hurricane Center www.nhc.noaa.gov
 National Oceanographic Data Center www.nodc.noaa.gov
 National Coastal Data Development Center www.ncddc.noaa.gov
 NOAA Coastal Services Center www.csc.noaa.gov
 National Environmental Satellite, Data, and Information Service
www.nhc.noaa.gov/satellite.shtml
US Department of Homeland Security www.dhs.gov/dhspublic



www.noaawatch.gov

NOAAWatch is a website offering information about ongoing environmental events. NOAAWatch explains the role of NOAA in prediction, monitoring, and recovery from environmental hazards. It provides public access to current information on a number of environmental threats ranging from oil spills, to hurricanes and tsunamis, to space weather.

Mobile NHC and NWS Weather Data

Graphical Tropical Weather Outlook RSS/XML feed
<http://hurricanes.gov/gtwno.xml>
Website for PDAs and Smartphones <http://hurricanes.gov/mobile>
Mobile NHC home page in WAP (WML)* format
www.nhc.noaa.gov/index.wml

RADIO STATIONS

WIOD 610 AM (Miami-English)	WFKZ 103.1 FM (Key Largo/Upper Keys)
WINZ 940 AM (Miami-English)	WEOV 92.7 FM (Key West/Lower Keys)
WDNA 88.9 FM (Miami-English)	WFFG 1300 AM (Marathon)
WAXY 790 AM (South Miami-English)	WWUS 104.7 FM (Big Pine Key)
WQBA 1140 AM (Miami-Español)	WQCS 88.9 FM (Ft. Pierce)
WAMR 107.5 FM (Miami-Español)	WXEL 90.7 FM (West Palm Beach)
WRT0 98.3 FM (Miami-Español)	WCNO 89.9 FM (Palm City)

NOAA Weather Radio
www.nws.noaa.gov/nwrl

Not manufactured by NOAA, NWR receivers can be purchased at many retail outlets and on the Internet

162.400	162.425	162.450	162.475	162.500	162.525	162.550
MHz	MHz	MHz	MHz	MHz	MHz	MHz

My Florida 511 is a free service of the Florida Department of Transportation. Travelers can dial 511 to access current information for specific routes and roadway segments, including:

- anticipated travel delays
- traffic accidents
- roadway blockages and lane closures.

When callers dial 511, the service automatically connects to the most local 511 service available from the current location. However, you can transfer to other Florida area 511 services from any Florida location.

Through Florida 511, callers will be able to receive information on all interstate roads across the state, including:

I-4, I-10, I-75, I-95, I-110, I-175,
 I-195, I-275, I-295, I-375, I-395, I-595,
 and Florida's Turnpike.

Callers can also transfer to a local 511 service for more detailed information and more road choices.

The My Florida 511 Website incorporates motion images from traffic cameras, e-mail alerts, public transportation information and customer feedback.

For more information, visit My Florida www.fl511.com

Florida Department of Transportation
www.dot.state.fl.us

Prepared By

National Coastal Data Development Center
 1-866-732-2382 or email: NCDDC@NOAA.GOV

To download the latest pdf version of this sheet go to:
www.ncddc.noaa.gov

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Section V

HURRICANE SHELTER MANAGEMENT

Hurricane Disaster Shelters

The American Red Cross assumes the responsibility for opening and staffing all hurricane shelters required to provide refuge to Delray Beach citizens who must evacuate their residences prior to the arrival of a hurricane. The Liaison Officer will obtain a current list of Hurricane Disaster Shelters from the Emergency Operation Center. This list is updated on an annual basis.

As the designated shelter at Atlantic High School is opened, the Fire-Rescue Department will make every reasonable attempt to staff it with a shelter team consisting of one Fire-Rescue Department Paramedic with ALS equipment/portable radio and two EMT's. Additional personnel may be assigned by the Liaison Officer based on occupancy loads and storm category.

Shelter Team Roles and Responsibilities

The mission of the shelter team will be to provide emergency medical assistance and a communication link with emergency services. The shelter team should assist the Red Cross in their responsibilities with the shelter occupants.

The shelter team will be responsible for handling all medical incidents at the assigned shelter. A log book will be maintained at each shelter to document all activities performed. The shelter team will contact the Liaison Officer and identify emergency contact telephone numbers. They will also assure that radio communications are established and tested.

The Fire Safety Division will maintain files on all Red Cross Disaster Shelters within the City indicating occupant load, accommodations available, type of fire protection system(s) and building floor plans. This file will also contain the roles and responsibilities for shelter assignments, inventory of equipment located in Shelter boxes, copy of the Hurricane Plan with associated forms, and procedures for the medical surveillance of personnel. Personnel assigned to a disaster shelter will take this file with them for the purpose of pre-planning.

Equipment

The Logistics Section will stock extra supplies for each shelter in a shelter box. This box will contain additional medical and janitorial supplies as well as all necessary paperwork outlined in the Hurricane Plan. A complete listing of all supplies stocked in the shelter supply box is included in this section.

Delivery of EMS

The shelter team will establish a clearly designated medical treatment area. All patients requiring treatment will be recorded on the ICS-214 and documented in the log book. All patients requiring ALS treatment will be reported to the Communications Center for an incident number and ALS transport vehicle. In the event transport is not available, the patient will be stabilized according to EMS protocols until such time transport becomes available. Law enforcement may be utilized for incidents involving disruptive behavior.

Safety Inspection

A safety inspection should be performed every 4 hours to ensure the safety of the shelter occupants. All identified hazards shall be corrected immediately, if possible and documented in the log book. The safety inspection includes:

1. Total count of shelter occupants.
2. Exits and pathways clear of obstructions and easily accessible.
3. Portable fire extinguishers are secured and ready for use.
4. Designated smoking areas are observed.

Rapid Assessment

Once the storm has passed, the shelter team will conduct a Rapid Impact Assessment (see: Post Hurricane Operations) and report the results to the Liaison Officer. The shelter team will be demobilized based on activity levels within the shelter, occupant load, and Rapid Impact Assessment reports. Prior to departure, the shelter team will inventory all equipment assigned to the shelter and report any missing items to the Liaison Officer immediately.

Listing of Disaster Shelters

Specific buildings located in the Delray Beach area are designated as American Red Cross Shelters. The Red Cross will open shelters only at the direction of the Palm Beach County Division of Emergency Management. It is recommended by the American Red Cross that shelters be staffed with law enforcement and medical personnel. The City will endeavor to accommodate this recommendation.

The following are designated shelters in the City of Delray Beach:

**Atlantic High School
2451 West Atlantic Avenue
Capacity – 5837 (per American Red Cross)**

City residents may also be sheltered at:

Park Vista High School
7900 Jog Road
Boynton Beach, 33427
Capacity 5395

Boynton Beach High School
4975 Park Ridge Boulevard
Boynton Beach, 33436
Capacity 2450

Boca Raton High School
1501 NW 15th Court
Boca Raton, 33486
Capacity 3222

West Boca Raton High School
12811 Glades Road
Boca Raton, 33428
Capacity 3367

The Fire Safety Division will update this list annually during the month of May, review each facility within city limits, and complete the Delray Beach Fire Rescue Department Emergency Shelter Checklist.

**DELRAY BEACH FIRE RESCUE DEPARTMENT
EMERGENCY SHELTER CHECKLIST**

NAME OF SHELTER _____
Shelter phone number(s) _____

SHELTER CONTACTS

Name _____	Name _____
Title _____	Title _____
Home phone _____	Home phone _____
Work phone _____	Work phone _____

Suggested occupant load _____

Identify a storage area where equipment and supplies could be stored.

Type of fire protection system(s) _____

Control panel location _____

Sprinkler control valve location _____

Emergency generator available _____

Emergency lighting available _____

Area available for designated Emergency Medical Treatment, describe location.

Special considerations _____

Shelter box inventoried _____

Completed by: _____ **Date:** _____

List of Supplies in Shelter Box

<u>BOX 1</u>	<u>BOX 2</u>
Master Check List, Box 1 Check List 1 Hurricane Plan 10 Non- Threatening Record Forms 20 Medical Reports, 10 Fire Reports 2 Notification of Injury Reports 2 Legal Pads 1 box Markers, 1 box Pens 1 Box Small/1 Box Large Paper Clips 2 Rolls Scotch Tape 2 Post It Pads 10 Trash Can Liners 2 Rolls Toilet Paper 1 Roll of Paper Towel 10 Cups 2 Flashlights (8)AA, (12)C, (3)9V, (4)D Batteries 4 Emesis Bags 20 Triage Tags 10 Red Bags 1 Urinal Bug Spray Lysol 10 Long / 10 Short Arm Boards 2 Adult, 1 Pedi, 1 Infant BVM 5 Flares 4 Burn Sheets 3 Disposable Blankets 1 Medium, 1 Large, 1 XL Box Gloves	Box 2 Check List 2 Thermal Blankets 1 Stethoscope 1 BP cuff 1 pack Penlights 1 case Cold Packs 4 Trauma Dressing Surgical Scissors 3 Box 4" Cling 2 Box Band-Aids 3 Box Sterile 4 X 4 2 Box Non- Sterile 4 X 4 1 box Surgical Masks 4 Pocket Masks 2 Box 1" Tape 2 Box 3" Tape 2 Trauma Shears 15 Chlorascrub Swabs (exp. 4/12) 1 Baby Bunting Foil 1 OB Kit Hand full of PAWS Hand Wipes 4 Safety Glasses 2 boxes Surgipads/Combi Pads 1 bottle Peroxide

SECTION VI

TARGET HAZARD LIST

Station #1

Drug Abuse Foundation	400 S. Swinton Ave.	Rehab
Water Treatment Plant	200 SW 6 th St.	

Station #2

Atlantic Avenue Bridge		
Colony Hotel	525 E. Atlantic Ave.	
George Bush Bridge		
Harbor Delray	801 Andrews Ave.	Rehab
Palm Partners	816 Palm Trail	Rehab
New Beginnings	1014 NE 9 th Ave.	Rehab
The Hampton	702 NE 8 th Ave.	Rehab
Wayside House	378 NE 6 th Ave.	Rehab
Survey entire zone		

Station #3

Abbey Delray	2105 SW 11 th Ct.	Nursing Home
AVDA	201 Southridge Rd.	Abuse Shelter
Del-Raton Travel Trailer Park	3008 S. Federal Hwy.	Trailer Park
Floranda Mobile Home Park	1206 S. Federal Hwy.	Trailer Park
Harbours Edge	401 E. Linton Blvd.	Nursing Home
Linton Boulevard Bridge		

Station #4

Atlantic High School	2451 W. Atlantic Ave.	Disaster Shelter
Highland Trailer Park	Barwick Road	Trailer Park

Station #5

Abbey Delray South	1725 Homewood Blvd.	Nursing Home
Delray Medical Center	5352 Linton Blvd.	Hospital
Fair Oaks Pavilion	5440 Linton Blvd.	Health Care
South County Mental Health	16158 S. Military Trail	Health Care

Station #6

Survey entire zone

SECTION VII

WEATHER TERMINOLOGY (Definitions as per the National Hurricane Center website)

Advisory:

Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.

Best Track:

A subjectively-smoothed representation of a tropical cyclone's location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual center fix positions.

Cyclone:

An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Direct Hit:

A close approach of a tropical cyclone to a particular location. For locations on the left-hand side of a tropical cyclone's track (looking in the direction of motion), a direct hit occurs when the cyclone passes to within a distance equal to the cyclone's radius of maximum wind. For locations on the right-hand side of the track, a direct hit occurs when the cyclone passes to within a distance equal to twice the radius of maximum wind. Compare indirect hit, strike.

Eye:

The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

Eyewall / Wall Cloud:

An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.

Gale Warning:

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

High Wind Warning:

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land.

Hurricane / Typhoon:

A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

Hurricane Force Winds: Winds of 74 MPH (64 knots) and higher.

Hurricane Local Statement:

A public release prepared by local National Weather Service offices in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property

Hurricane Season:

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

Hurricane Warning:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Watch:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Indirect Hit:

Generally refers to locations that do not experience a direct hit from a tropical cyclone, but do experience hurricane force winds (either sustained or gusts) or tides of at least 4 feet above normal.

Landfall:

The intersection of the surface center of a tropical cyclone with a coastline. Because the strongest winds in a tropical cyclone are not located precisely at the center, it is possible for a cyclone's strongest winds to be experienced over land even if landfall does not occur. Similarly, it is possible for a tropical cyclone to make landfall and have its strongest winds remain over the water. Compare direct hit, indirect hit, and strike.

Latitude: The distance north or south of the equator, measured in degrees along the median.

Longitude: The distance east or west of Greenwich, measured in degrees.

Major Hurricane:

A hurricane that is classified as Category 3 or higher.

Present Movement:

The best estimate of the movement of the center of a tropical cyclone at a given time and given position. This estimate does not reflect the short-period, small scale oscillations of the cyclone center.

Radius of Maximum Winds:

The distance from the center of a tropical cyclone to the location of the cyclone's maximum winds. In well-developed hurricanes, the radius of maximum winds is generally found at the inner edge of the eye wall.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 130	Devastating damage will occur
4	131 - 155	Catastrophic damage will occur
5	> 155	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale, which was revised in early 2010, is available at <http://www.nhc.noaa.gov/sshws.shtml>.

Storm Surge:

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Storm Tide:

The actual level of sea water resulting from the astronomic tide combined with the storm surge.

Subtropical Depression:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Subtropical Storm:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 34 kt (39 mph or 63 km/hr) or more.

Tropical Depression:

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Tropical Disturbance:

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

Tropical Storm:

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

Tropical Storm Warning:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

Tropical Storm Watch:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

Tropical Wave:

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

SECTION VIII

FORMS

Delray Beach Fire Rescue Department
Fire Station Hurricane Season Check Sheet

Station _____

Year _____

-
- _____ Check all hurricane shutters for proper operation by closing and opening fully. Check all shutters and door braces that are not permanently installed by installing each piece on the building. Ensure that all shutters and braces are correctly marked as to their location. Report all problems to the Battalion Chief. Store all shutters and braces in an accessible location.
 - _____ Fill all fuel tanks completely. Maintain tank levels at a minimum of 80% full for the remainder of hurricane season.
 - _____ Check all auxiliary generators for operation under load. Maintain fuel tank at least 80% full (propane 40%) for the remainder of hurricane season. Report problems to the Battalion Chief.
 - _____ Inventory station janitorial, medical and oxygen supplies and re-stock as necessary.
 - _____ Remind all employees of the possibility of being away from their families during the storm. They should make arrangements for shelter for their families NOW. They should also maintain adequate stocks of food and water in their home and make sure their home can be secured.
 - _____ Remind all staff that it is each individual's responsibility to bring to their assigned location all personal necessities, including food, to be self sufficient for 72 hours.
 - _____ Check the station grounds for loose objects. Check for trees which may pose a hazard during a storm and contact the Battalion Chief to have them trimmed or removed.
 - _____ Review the Department hurricane plan with all personnel.

Remarks:

Submitted By: _____ Date: _____
Lieutenant

Reviewed By: _____ Date: _____
Battalion Chief

HP Form 1A Form must be submitted to Assistant Chief of Operations by April 1st.

Delray Beach Fire Rescue Department

Administrative Hurricane Season Check Sheet

-
- _____ Check stock of bottled water for all stations. Maintain sufficient bottled water for drinking and cooking for 72 hours. Re-order as necessary.

 - _____ Update list of personnel indicating home address and telephone number.

 - _____ Assure adequate supplies are available to correctly protect all files in the event of a storm. Re-order as necessary to assure storage boxes and plastic cover (Visqueen) are available.

 - _____ Check all electronic equipment (computers, faxes, radios, copy machines, etc.) to assure they can be quickly disconnected and properly stored in the event of a storm.

 - _____ Pre-plan adequate/safe storage of all reserve vehicles and apparatus.

 - _____ Remind all employees of the possibility of being away from their families during the storm. They should make arrangements for shelter for their families NOW. They should also maintain adequate stocks of food and water in their home and make sure their home can be secured.

 - _____ Remind all staff that it is each individual's responsibility to bring to their assigned location all personal necessities, including food, to be self sufficient for 72 hours.

 - _____ Make the necessary arrangements for the employee family shelter.

 - _____ Ensure Emergency Operations Center and Command Post primary and alternate positions are assigned.

 - _____ Remind staff to regularly back up computer work and store in two different locations.

 - _____ Inventory supplies ensuring an adequate stock of the following items is maintained: flip charts, pens and plastic covers (Visqueen).

Remarks:

Submitted By: _____ Date: _____

Reviewed By: _____ Date: _____
Assistant Chief

HP Form 1B Form must be submitted to Assistant Chief of Operations by April 1st.

Delray Beach Rescue Fire Department
Fire Station Hurricane Watch Check Sheet

Station _____ Date _____

- _____ Check the station grounds for loose objects. Pick up and/or secure any loose objects that may present a hazard during a storm.

 - _____ Fill all gasoline, diesel, and propane storage tanks for generators, apparatus, equipment, and fuel cans. Maintain tank levels full for the remainder of the hurricane watch.

 - _____ Check and operate all station and apparatus generators.

 - _____ Locate and check all hardware for window shutters and door braces.

 - _____ Inventory and stock all reserve apparatus.

 - _____ Inventory all station janitorial, medical and oxygen supplies and restock as necessary. Fill all oxygen bottles.

 - _____ Charge all battery operated equipment.

 - _____ Remind all employees to make arrangements for shelter for their families NOW. They should ensure adequate stocks of food and water are in their home and make sure their home is secured.

 - _____ Remind all staff that it is each individual's responsibility to bring to their assigned location all personal necessities, including food, to be self sufficient for 72 hours.

 - _____ Locate and clean all water jugs, coolers, etc. that can be used to hold potable water. Disinfect with bleach and rinse thoroughly.

 - _____ Prepare Stations 2 & 6 for evacuation.
-

Remarks:

Submitted By: _____ Date: _____
Lieutenant

Reviewed By: _____ Date: _____
Assistant Chief

HP Form 3A

Delray Beach Fire Rescue Department

Administrative Hurricane Watch Check Sheet

-
- _____ Check stock of bottled water for all stations. Provisions for at least 72 hours will be ordered.
 - _____ Order diesel, propane, and oxygen delivery to fill all storage tanks at all stations.
 - _____ Distribute plastic covers (Visqueen) to all stations.
 - _____ Distribute extra copies of the Hurricane Plan and required forms to each station.
 - _____ Remind all staff that it is each individual's responsibility to bring to their assigned location all personal necessities, including food, to be self sufficient for 72 hours.
 - _____ Track and map hurricane on Hurtrak program. Provide information to all stations.
 - _____ Insure updated list of personnel indicating home address and telephone number is attached to this Hurricane Watch Check Sheet.
 - _____ Prepare the City's Emergency Operations Center for opening.
 - _____ Prepare the employee family shelter for opening.
 - _____ Back up computer work and store in two different locations.
 - _____ Prepare to move computer and electronic equipment away from windows. Prepare to cover files and electronic equipment with plastic covers (Visqueen).
 - _____ Ensure Emergency Operations Center and Command Post positions have been assigned and personnel notified. Prepare shift assignment schedules based on latest storm information.
-

Remarks:

Submitted By: _____ Date: _____

Reviewed By: _____ Date: _____

Assistant Chief

HP Form 3B

Delray Beach Fire Rescue Department

Fire Station Hurricane Warning Check Sheet

Station _____ Date _____

- _____ Check the station grounds for loose objects. Pick up and/or secure any loose objects that may present a hazard during a storm.
- _____ Install or close all storm shutters.
- _____ Cover all electronic equipment and files with plastic covers (Visqueen).
- _____ Insure that all gasoline, diesel, and propane storage tanks for generators, apparatus, equipment, and fuel cans have been filled. Maintain tank levels full for the remainder of the hurricane warning.
- _____ Personnel on duty and those called in for duty shall secure sufficient non-perishable food supplies, clean clothing, linen and extra towels for a period of 72 hours.
- _____ All potable water containers will be filled.
- _____ Test all mobile and portable radios.
- _____ Review procedures for rapid impact assessment, search and rescue operations, and target hazard lists.
- _____ Complete evacuation procedures at Stations 2 & 6.
- _____ Prepare Stations 1, 3, 4 & 5 for housing of additional personnel as indicated in the hurricane plan.
- _____ Prepare station 5 State Hazmat/MCI trailer and storage tent.
- _____ Assign a radio watch person at each station for the remainder of the hurricane warning.

Remarks:

Submitted By: _____ Date: _____
Lieutenant

Reviewed By: _____ Date: _____
Assistant Chief

HP Form 7A

Delray Beach Fire Rescue Department

Administrative Hurricane Warning Check Sheet

- _____ The Incident Commander (Battalion Chief on duty) will notify the Fire Chief, Assistant Chiefs, Division Chiefs, and off-duty Battalion Chiefs that a hurricane warning has been issued. A briefing for all Chief Officers will be scheduled for one hour after notification.
- _____ The Planning Section will complete staffing assignments and begin personnel recall. All leaves will be canceled.
- _____ Personnel will be assigned to Red Cross Evacuation Shelters and the employee family shelter as they open and designate their radio identifications.
- _____ Distribute bottled water and food to all stations.
- _____ Move files from bottom drawers, place on top of file cabinets. Drape cabinets in plastic (Visqueen).
- _____ Back up computer work and store in two different locations.
- _____ Unplug all electronic equipment and move to a protected area. Cover with plastic (Visqueen).
- _____ Assemble and review maps for flood/evacuation zones, target hazards, and search and rescue grids. Distribute to Command Post.
- _____ Telephones including Care Net will be installed, programmed and tested in the Emergency Operations Center.
- _____ When both the City and County Emergency Operations Centers are opened, a radio and telephone check will be performed.
- _____ Track and map hurricane on Hurrtrak program. Provide information to all stations.

Remarks:

Submitted By: _____ Date: _____

Reviewed By: _____ Date: _____

Assistant Chief

HP Form 7B

Rapid Impact Assessment (RIA) Damage

Immediately following a disaster, an initial evaluation of the extent of damage will be conducted. The Rapid Impact Assessment (RIA) will give Emergency Management staff an early estimation on the extent of damages to the County. Please report **all evacuations** to Operations Section prior to the event.

Reporting Instructions for Delray Beach Fire-Rescue Staff:

SECTION OF TOWN _____

SUBDIVISION _____

1. Visually survey and evaluate the area:
 - a. Provide station number (Start with DEL - ex: *DEL01, DEL02*) _____
 - b. Provide wind damage level (1 - 4) _____
 - c. Provide flood damage level (5 or 6) _____
 - d. Provide any comments.

2. Report information to the City of Delray Beach EOC: (561-243-7474)
 - a. **Delray Beach Fire-Rescue**
 - i. Field personnel will report on designated radio channel to the Battalion Chief
 - ii. Battalion Chiefs will consolidate data and report to Planning Section
 - iii. Planning Section will provide report to City Emergency Operations Center
 - iv. **Municipal Fire Service** EOC personnel should gather data and report to **ESF9** (USAR) by:
 - v. **Email:** esf9@psd.co.palm-beach.fl.us
 - vi. **Landline:** ESF9 @ 561-712-6509 or 561-712-6771
 - vii. **Landline:** PBCFR Area Command Planning Section Chief @ 561-712-6530
 - viii. **800mhz:** PBCFR Dispatch Center on the Fire Call channel

WIND DAMAGE (Buildings and Infrastructure)

1	Low	<p>Building: Minor damage to roof coverings and/or accessory structures such as screen enclosures, awnings, etc.</p> <p>Infrastructure: Minor debris and tree limbs in roads, and or around buildings, but roads are passable.</p>
2	Moderate	<p>Building: Structures are basically intact with the exception of missing or damaged roof coverings, wall siding, and shutters.</p> <p>Infrastructure: Some debris, utility lines down with minor random street flooding. Secondary roads may be impassable due to debris, utility poles/lines and/or vegetation. Major roads have limited access.</p>
3	High	<p>Building: Portions of roof missing and structure open to the weather, walls mostly intact with the exception of openings. Extensive damage to accessory structures (screens / awnings / carports), and mobile homes</p> <p>Infrastructure: Secondary roads are impassable due to debris, erosion, utility poles/lines, and vegetation. Major roads have limited access.</p>

4	Extensive	<p>Building: Roof and/or walls missing and open to the weather, buildings, mobile homes and accessory structures (screens / awnings / carports) destroyed.</p> <p>Infrastructure: Major and secondary roads are impassable due to debris, erosion, utility poles/lines, and vegetation. Bridges are impassable due to structural damage and debris.</p>
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FLOODING DAMAGE

5	Moderate	<p>Streets are flooded and/or water level is on the property, but outside structures. Difficulty in determining water depths on roads due to fluctuating water levels, which may indicate that major and secondary roads are impassable.</p>
6	Extensive	<p>Water level is inside the structures. Major and secondary Roads are impassable due to water depths.</p>

1



NO/MINOR DAMAGE HABITABLE

2



MAJOR DAMAGE HABITABLE

3



MAJOR DAMAGE UNINHABITABLE

4



DESTROYED

INSTRUCTIONS FOR COMPLETING:

**EMERGENCY HURRICANE LOG 4
UNIT LOG ICS-214**

To be filled out for each Operational Period by each Division/Group/Unit, Supervisor/Leader in connection with a hurricane incident.

1. Enter the Incident Name.
2. Enter Date Prepared.
3. Enter Time Prepared in military time.
4. Enter Operational Period Date.
5. Enter Operational Period in military time.
6. Enter Division/Group/Unit name or designator.
7. Enter Division/Group/Unit, Supervisor/Leader (name and position).
8. Complete Personnel Roster Assigned: enter Name, Position, and Home Base of personnel assigned. This would include personnel from other City Departments.
9. Complete Activity Log: enter Time and Major Events that occur during Operational Period. This would include emergency incident response, accidents, injuries and any other information that would justify the type of action taken.
10. Enter Name and Position of person preparing Unit Log.

This documentation is to be completed, reviewed and forwarded to Fire Headquarters with completed Incident Reports.

