

LOXAHATCHEE GROVES WATER CONTROL DISTRICT

HURRICANE PREPAREDNESS PLAN

Purpose:

The Hurricane Plan provides for meeting disaster conditions resulting from a hurricane or other severe weather condition. It provides for and organizes the preparatory and protective measures to be taken within the District to minimize or prevent personal injury and property damage while continuing to provide the highest level of service possible.

Definitions:

Tropical Storm Watch: An announcement issued by the National Weather Service when there is the possibility that a tropical storm may pass near or through the area.

Tropical Storm Warning: An announcement issued by the National Weather Service which means that a tropical storm is expected to pass through the area in twenty-four (24) hours or less.

Hurricane Watch: An announcement or bulletin usually issued by the National Weather Service when there is the possibility that a hurricane may pass near or through the area.

Hurricane Warning: A warning is typically issued by the National Weather Service and means that a hurricane is expected in twenty-four (24) hours or less. When a hurricane warning is issued, all precautions should be taken immediately.

Authority and Direction of Plan:

The overall authority and direction of the Hurricane Plan rests with the Administrator or his designee. The Superintendents and/or Overseers of each department shall be responsible for implementation of their portion of the plan as described hereinafter. The District administration shall coordinate their efforts and shall secure the cooperation of other governmental agencies as required.

The Administrator or his designee shall meet with the Superintendents and Overseers upon issuance of a tropical storm warning. They shall assess preparedness and staffing needs and begin implementation of the plan.

Public Relations:

The Administrator shall be responsible for directing District public relations efforts and shall be the primary representative of the District during a storm event.

Command Post:

The District command post shall be established in the Loxahatchee Groves Water Control District administrative office located at 101 West "D" Road, Loxahatchee, Florida 33470. All personnel shall contact the command post (as storm conditions warrant) to be given instructions, equipment and supplies.

Alert:

Upon notification of a Hurricane Watch or Warning, the Board of Supervisors will be contacted before and after the event by the Administrator or his designee.

Instructions to Employees:

Employees shall plan and prepare for the safety of their families and the security of their property prior to the hurricane season. Only advance planning and preparedness will allow an effective response to the needs of the District.

ADMINISTRATIVE OFFICE

The administrative office shall be responsible for implementing the following section of the hurricane preparedness plan:

PRIOR TO HURRICANE SEASON:

Annual Review:

This report shall be reviewed and updated to the extent necessary on an annual basis. Following a disaster, this document and the District's response shall be reviewed by the Administrator and Staff to identify strengths and weaknesses exposed by the event. They shall meet to discuss preparedness and department needs prior to the hurricane season. They shall review all emergency supplies and provisions and determine if additional supplies are needed. **This review shall take place by APRIL 1 of each year** so that sufficient time may be allowed for purchasing necessary materials.

Emergency Supplies:

The following emergency supplies shall be kept on hand for use in the administrative office:

<u>ITEM</u>	<u>QUANTITY</u>
Generator to operate administrative facilities	1 each
Flashlight set with batteries	6 sets
Tarp, 8 x 10 (2-pack)	2 packs
Batteries, "D" (6-pack)	4 packs
Batteries, "9V" (2-pack)	4 packs
Batteries, "AA" (6-pack)	4 packs
Fix-a-flat	12 cans
Hatchet	1 each
String/twine	2 large rolls
Duct Tape	6 rolls
Heavy Duty Rope	3 rolls
Detergent	2 boxes
Bleach	1 gallon
Plastic Drop Cloths (Large)	2 each
Plastic Sheeting (10 ft. x 50 ft. roll)	4 rolls
Storage Boxes	2 each
Coffee	2 lbs.
Creamer (non-dairy)	1 jar
Sugar/Sweet 'n Low	1 box
Battery-operated radio	1 each
Paper Plates & Utensils	7-day supply
Camera (DVR)	1

All supplies shall be stored in the administrative office and shall be clearly marked so that they may be easily retrieved. The District Clerk shall inventory these supplies on an annual basis to insure that the integrity of all supplies is maintained.

Emergency Preparedness Account:

The District Clerk shall establish an emergency preparedness account for use during the storm event.

The administrative staff shall identify those critical items which should be sealed in waterproof containers and placed in the vault during a storm.

Palm Beach County Emergency Management Meeting:

Prior to the hurricane season, District personnel shall meet with Palm Beach County Emergency Management personnel. The locations of hurricane shelters, the composition of disaster assessment teams, and the routing of disaster survey reports shall be reviewed and finalized.

HURRICANE WATCH:

Upon issuance of a hurricane watch, administrative staff shall be provided with information to disseminate to the public regarding expected impacts, current water levels, shelter locations, and district operations.

The provision of clear and concise information to the public regarding district preparedness measures shall be the primary task of administrative staff upon issuance of a hurricane watch. ***Residents should follow the instructions detailed in the "Citizens Hurricane Preparedness Checklist".*** At this point, residents should begin making preparations for such an event by securing loose items, purchasing necessary stocks and paying close attention to the National Weather Service updates.

Information Meeting:

All Board members and District employees shall be briefed as to District preparedness, expected impacts, and what information to relay to the public. ***The "Citizen Hurricane Checklist" shall be reviewed so that all staff are familiar with it.***

Emergency Provisions:

The District Clerk shall inspect the emergency provisions and make sure that they are stocked and ready for use. All expended provisions will be replaced after the clean-up is complete.

HURRICANE WARNING:

Upon issuance of a hurricane warning by the National Weather Service and direction from the Administrator, District personnel shall immediately begin to make preparations for the storm. These include:

1. Secure all loose items near doorways and windows on both the inside and outside of the building.
2. Place all loose papers and files in a permanent file. Documents which cannot be stored in such files shall be placed in boxes on top of the file cabinets, sealed and covered with plastic.
3. Cover all file cabinets in plastic and tape securely.
4. Typewriters, phones, calculators, computers and other equipment shall be disconnected from their power sources and placed upon desks away from windows. All equipment shall be covered with plastic and securely taped.
5. Secure building by installing window covers (performed by District operations personnel).

6. Set up radio systems in command post.
7. All personal items and equipment should be taken home.
8. Close building and post notice of closure after the building has been properly secured.
9. Change outgoing voice mail greeting to advise landowners that the District office will be closed until further notice.

Residents contacting the District office should be instructed to secure their homes and to stay calm. They should be advised to check their emergency provisions and stay off the roads if possible. ***Refer to "The Citizens Preparedness Checklist".***

DURING HURRICANE:

At the Administrator's discretion, the administrative office may be closed following a hurricane warning and during any subsequent storm event. All personnel shall contact the District Administrator on cell phone for instructions prior to the storm event.

FOLLOWING A HURRICANE:

Following a hurricane, all District staff will be responsible for returning levels of service and administrative functions to pre-storm levels as soon as possible. Employees shall report for work unless access is restricted.

Damage Assessment and Reporting:

The District will need to assess and report damages to all District-owned public facilities. The reporting function will be a primary responsibility of all District personnel following a storm.

Prior to Re-occupancy:

A complete inspection of all District facilities shall be performed prior to re-occupancy of the building. Buildings shall not be re-occupied until such an inspection has taken place.

Disaster Assistance:

Administrative personnel shall be responsible for making application for disaster assistance and insurance claims.

PLANT AND OPERATIONS DEPARTMENTS

District operations personnel shall be responsible for implementation of the following sections of the hurricane preparedness plan:

PRIOR TO HURRICANE SEASON:

Prior to the beginning of hurricane season, District operations personnel shall be responsible for the following:

1. Review contents of the hurricane plan and work with administrative personnel to update as necessary.
2. Complete all major planned maintenance on generators and pumps.
3. Prepare staffing schedule for personnel. Prepare back-up schedule to accommodate vacation, illness or other lost employee time.
4. Inventory parts to verify that stocks are in good order.
5. Submit list of necessary food supplies and emergency equipment and materials to the District Clerk **by MAY 1 of each year.**
6. Field check all communication equipment and make all necessary repairs.
7. Procure window coverings.

Emergency Supplies:

The following supplies shall be kept on hand in the District shop/garage facility for use during and after a storm event:

<u>ITEM</u>	<u>QUANTITY</u>
Coleman camp stove	1 ea.
Propane (2-pack)	1 pack
Bottled water (7-day supply)	35 gallons
5-gallon gas cans	2 ea.
Coleman lanterns	2 ea.
Coleman fuel	2 gallons
Ice chest (very large)	1 ea.
Flares (in waterproof container)	12 ea.
First Aid kits for all vehicles	1 kit per vehicle
Window coverings	All windows
Rain Gear	1 each per person

Emergency Maintenance of Traffic Equipment:

<u>ITEM</u>	<u>QUANTITY</u>
Traffic Cones	25 (15 to order)
Traffic Barricades	20 (15 to order)
Road Closed	0 (4 to order)

Personnel:

All District operations personnel are required to be on-call during and after a hurricane as scheduled by their supervisor. Schedules shall be provided to employees well in advance of the storm so that necessary arrangements can be made for family and personal property. Employees should bring at least one change of clothes as well as prescription medication, food, drinks and snacks as desired.

Records:

An accurate account of labor and material expended before, during, and after a storm event must be maintained. Without these records, no disaster assistance will be available to the District should a declaration be issued.

HURRICANE WATCH:

Upon issuance of a hurricane watch, District operations personnel shall be responsible for the following:

1. Designated personnel notified by the District Administrator shall establish an emergency staffing schedule.
2. Check and replenish all first-aid supplies.
3. Window coverings checked for integrity and proper order.
4. Emergency supplies checked and verified.
5. Emergency equipment tested and readied.
6. Check auxiliary power supply(ies) and top off all fuel storage tanks.
7. Foul weather gear to be readied for use.
8. Check all vehicles and maintenance equipment and top off fuel tanks.
9. Coordinate readiness status with administrative office.
10. Contact fuel supplier and request all bulk fuel tanks be filled / topped off.

HURRICANE WARNING:

Upon issuance of a hurricane warning, District operations personnel shall be responsible for the following:

1. Designated personnel shall install window coverings as directed by supervisor.
2. Obtain necessary personal clothing, prescription medications, food and drinks.
3. Check emergency communication systems.
4. Recheck all items identified in Hurricane Watch procedure.
5. Superintendent of Plant & Operations shall schedule field operations personnel.
6. Remove loose objects from the exterior of buildings and store properly.
7. Distribute emergency supplies to assigned personnel.
8. Assist in securing all District facilities including:
 - Signs
 - Equipment
 - Window coverings
 - Turn off unnecessary water and electricity
9. Check UHF dispatch radio repeater.

Maintaining Communications:

Following the issuance of a hurricane warning, it will be necessary for all District operations personnel to stay in close contact with the District Administrator. Throughout the storm event, it will be critical for crews to report in to the District Administrator as to their status and location.

It will be necessary for crews to report back to the command center by radio on a regular basis so that emergency situations can be addressed as quickly as possible.

DURING HURRICANE:

AS CONDITIONS PERMIT: During the storm event, the District shall attempt to address emergency situations. Reports of emergency situations shall be recorded by the communications coordinator (Lynnette Ballard or Carmen Geraine). The Superintendent shall make assignments from this list.

ALL ASSIGNMENTS SHALL BE DETERMINED SUBJECT TO THE SEVERITY OF THE STORM.

FOLLOWING THE HURRICANE:

Following a hurricane, District operations personnel shall be responsible for returning levels of service to pre-storm levels as soon as possible. Accurate records of materials and labor expended as a result of the storm must be maintained. All damaged facilities and/or equipment are to be clearly documented with photographs prior to commencing any repair work, identify on maps the location of all damages, and properly complete damage survey reports.

Emergency Equipment:

The following is a list of District maintenance equipment to be readily available for the disaster recovery program:

1. CAT 12H Motor Grader
2. John Deere 670C Motor Grader
3. John Deere 710G Backhoe/Loader
4. Sterling 20 C.Y. Dump Truck
5. New Holland Tractor with Rotary Boom Mower
6. Ford F-250 Truck with Utility Bed (2)
7. Ford FWD Expedition

Equipment Storage:

Emergency equipment shall be stored at the District complex during storm recovery operations.

Water Control System Priorities:

Water control and drainage systems shall be functionally re-established in the following order:

1. All primary flood control gates along State Road 80 (Southern Boulevard)
 - A. "D" Canal gates
 - B. Folsom Canal gate
 - C. "A" Canal gate
2. All culvert crossings along Okeechobee Boulevard

3. District culverts (canal interconnections) along Collecting Canal
 - A. "D" Canal
 - B. Folsom Canal
 - C. "F" Canal
 - D. "B" Canal
 - E. "C" Canal
 - F. "E" Canal
 - G. Remove all obstructions within Collecting Canal

4. District culverts (canal interconnections) along North Canal
 - A. "G" Square Canals (including all District and residential culvert crossings draining to Folsom Canal)
 - B. "F" Canal
 - C. "E" Canal
 - D. "A" Canal
 - E. "B" Canal
 - F. "C" Canal
 - G. "D" Canal
 - H. Remove all obstructions within North Canal, including residential culvert crossings/ bridges.

5. Canal sections and residential culvert crossings/bridges
 - "D" Canal (south to north)
 - Folsom Canal (south to north)
 - "A" Canal (south to north)
 - "F" Canal (south to north)
 - "E" Canal (south to north)
 - "C" Canal (south to north)
 - "B" Canal (south to north)

Roadway System Priorities:

Roadway systems shall be restored and opened in the following order:

- "D" Road
 - "B" Road
 - "F" Road
 - Collecting Canal Road
 - North Road (including interconnection of North "E" Road)
 - "G" Square
 - Folsom Road (north of Okeechobee Boulevard)
 - "A" Road
 - "C" Road
 - "E" Road
 - "Active" courtesy graded roads
 - "Passive" courtesy graded roads
- Assist residents in clearing non-District roads on an as-needed basis.

Damage Assessment and Reporting:

District operations personnel shall perform a complete damage assessment of all District-owned public facilities following the storm. Damage assessments shall be completed on forms provided by the administration office. All information regarding damage shall be forwarded to the administration office for processing.

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LOXAHATCHEE GROVES WATER CONTROL DISTRICT
HURRICANE COMMUNICATION PLAN

The following sections shall address the emergency communication needs of the District:

Communication with Emergency Management:

Upon issuance of a hurricane watch, the District Administrator shall establish communications with the Emergency Management Department of Palm Beach County. Communication with this department shall be maintained throughout the storm event.

Emergency Management Phone Number: (561) 712-6400

Communication with South Florida Water Management District:

The Administrator shall establish contact with the SFWMD upon issuance of a hurricane watch. Contact shall be maintained throughout the event, as necessary.

SFWMD Central Control Phone Number: (561) 687-6115, -6116, -6117

Communications with Other Governmental Agencies:

The Administrator shall be responsible for establishing and maintaining communications with other governmental agencies and approving all requests for assistance.

Inter-departmental Communications:

The Administrative Secretary shall be responsible for communications with the public. If phone lines remain operative, the Administrative Secretary shall answer all calls requesting service. Calls regarding services for which the District is not responsible will be directed to the proper agency. Messages shall be taken, listed and forwarded to the appropriate manager for action.

The Administrative Secretary shall serve as “communications coordinator” during and after the storm event. This person shall be responsible for taking messages from incoming calls and relaying information to the appropriate manager. The District shall also establish a dispatcher to coordinate radio communication during the storm event. The dispatcher shall report to the communications coordinator on a regular basis as to the status and progress of problem resolution. **NOTE: IN THE EVENT OF A CATEGORY II OR GREATER HURRICANE, THE COMMUNICATIONS COORDINATOR AND DISPATCHER WILL NOT BE AVAILABLE UNTIL THE STORM HAS ABATED.**

During a storm event, it will be important for the Superintendents and Overseers to remain in close contact with the Administrator. Contact shall be maintained primarily through the use of the District dispatch radio system. This system shall be backed up by the use of the District’s cellular phones.

Command Post Communications:

After a storm event, the District command post shall be established in the administrative office located at 101 West "D" Road.

The following communications equipment is available for use in the command center:

<u>TYPE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
Fixed base	Motorola Radius SM50	1
Mobile set	Motorola Radius SM50	9
Portable unit	Motorola Radius P1225	4
Assigned to:	All District personnel	

Mobile Communications:

During a storm event, it will be critical that the command center maintain contact with the mobile units. The following equipment shall support this objective:

- All trucks mobile radio equipped
- Key personnel carry hand held portable units
- Mobile personnel shall report location and status on regular basis to the dispatcher.

Use of Cellular Phones:

Cellular phones shall be used in the command center to maintain contact with SFWMD, the Emergency Management Center and the mobile units (in the event of dispatch radio failure).

Equipment Available:

- Mobile Phone - (561) 312-3003
- Mobile Phone - (561) 358-0077

Adopted by the Board of Supervisors on January 11, 1999
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July 10, 2006