

# **CITY OF KEY WEST**



## **EMERGENCY RESPONSE AND PREPAREDNESS DISASTER PLAN**

**2007 HURRICANE SEASON**

**CITY OF KEY WEST  
EMERGENCY HURRICANE / DISASTER  
PREPAREDNESS PLAN 2007**

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## ACRONYMS

CITY	City of Key West
CP	Command Post
DEM	Division of Emergency Management
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FIU	Florida International University
GDS	Graphic Decision System
IC	Incident Commander
ICS	Incident Command System
IMS	Incident Management System
MCSO	Monroe County Sheriff's Office
PAR	Public Action Recommendations
PIO	Public Information Officer
SOP	Standard Operating Procedure
USAR	Urban Search and Rescue

## GLOSSARY

### -A-

**Activation** – Refers to the **opening and operation of the Emergency Operations Center** in the City of Key West. Activation can be on a partial or full basis.

**Advisory** – A formal message from the National Hurricane Center issued on a regular basis, giving warning information along with details on the tropical cyclone location, intensity, movement, watch and warning areas.

### -C-

**Cyclone** – An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere.

### -E-

**Eye** – The relatively calm center of a tropical cyclone that is more than one half-surrounded by wall cloud.

**Eye Wall** – An organized band of cumuliform clouds immediately surrounding the center of a tropical cyclone. Eye wall and wall cloud is used synonymously.

### -G-

**GDS** – Graphic Decision System for hurricanes. This computer program creates a data file from information obtained directly from the National Hurricane Center to provide a map display of past, current and forecast positions of a tropical cyclone, along with other statistical data.

### -H-

**HURREVAC** – A computer model, which provides specific information on surge vulnerability, evacuation responses, SLOSH data, and evacuation scenarios, which could evolve, based in historical data, as it relates to a tropical cyclone.

**Hurricane** – A warm-core tropical cyclone in which the maximum sustained surface wind speed is 64 kts (74 MPH) or more.

**Hurricane Season** – The portion of the year having a relatively high incidence of hurricanes. The Atlantic season runs for June 1 through November 30.

**Hurricanes Warning** – **A warning that sustained winds of 64 kts (74 mph) or higher associated with a hurricane are** expected in a specific coastal area in 24

hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

**Hurricane Watch** – An announcement for specific coastal areas that a hurricane or an incipient hurricane condition poses a possible threat, generally within 36 hours.

-I-

**Intermediate Advisories** – Advisories issued between regular advisories when a tropical cyclone nears the coast.

-P-

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

-S-

**Saffir** – Simpson Hurricane Scale – A scale used to determine storm intensity.

SLOSH – Sea, Lake, Overland Surge from Hurricanes. Special program that computes the likely storm surge for various categories of storm for various coastal basins.

**Special Needs Registry** – A registry maintained by Monroe County Social Services to keep track of the Special Needs and Special Medical Needs persons within the county.

**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 cyclone. Storm surge is usually estimated by subtracting the normal or astronomic tide from the observed storm tide.

**Storm Tide** – The actual level of seawater resulting from the astronomic tide combined with the storm surge.

-T-

**Tropical Cyclone** – A warm-core, non-frontal low-pressure system of synoptic scale that develops over tropical or subtropical waters and has a definite organized surface circulation.

**Tropical Depression** – A tropical cyclone in which the maximum sustained surface wind speed is 33 kts (38 mph) or less.

Tropical Disturbance – A discrete tropical weather system of apparently organized convection, generally 100 to 300 miles in diameter, originating in the tropics or

subtopics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more.

**Tropical Storm** – A tropical cyclone in which the maximum sustained surface wind speed ranges from 34 to 63 kts (39 to 73 mph).

**Tropical Storm Watch** – An announcement that a tropical storm poses or tropical storm conditions pose a threat to coastal areas generally within 36 hours. A tropical storm watch should normally not be issued if the system is forecast to attain hurricane strength.

**Tropical Wave** – A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere or may be the reflection of an upper atmospheric cold low or equatorial extension of a middle latitude trough.

**Tropical Weather System** – A designation for one of a series of tropical weather anomalies. As such, it is the basic generic designation, which in successive stages of intensification, may be classified as a tropical disturbance, wave, depression, storm, or hurricane.

**-W-**

**Wall Cloud** – An organized band of cumuliform clouds immediately surrounding the center of a tropical cyclone. Wall cloud and eye walls are used synonymously.

**WILL INSERT ORGANIZATIONAL CHART AFTER COUNCIL APPROVAL**

## EXECUTIVE SUMMARY

The information contained in this document is a general guideline to be used during all emergencies. **This plan will focus on the hurricane/tropical cyclone preparedness aspects of emergency management.** This plan will be updated at least once per year and will be ready for publication prior to June 1 of each year.

This plan recognizes that because of the geographical make-up of Monroe County it is very important that close cooperation between the City of Key West and Monroe County is desirable, if not essential. Because of this, the City will incorporate or refer to many parts of the Monroe County Hurricane Preparedness, Evacuation, Shelter and Refuge of Last Resort Plan.

The basic objectives for the City during a Hurricane Emergency shall be as follows:

Objective 1 - Return of non-residents to the mainland,

Objective 2 - Early voluntary evacuation,

Objective 3 - Relocation of the specialized vulnerable population to safe areas,

Objective 4 - Selective evacuation of specific zones,

Objective 5 - Phased, general evacuation to the mainland according to the Monroe County Plan.

***This plan will consider two types of responses*** according to the severity of the impending storm. The protective actions that are to be taken are summarized as follows:

### **1. Tropical Storms and Category 1 and 2 Hurricanes**

- \* Provide public information
- \* Protect public facilities, equipment and vital records
- \* Evacuation and shelter of the vulnerable and specialized population.
- \* Evacuation of non-residents to the mainland
- \* Prepare to initiate recovery operations

### **2. Category 3, 4, and 5 Hurricanes**

- \* Provide public information
- \* Protect public facilities, equipment and vital records
- \* Evacuation of the vulnerable specialized population and evacuation of non-residents to the mainland.
- \* Work with the County to provide assistance with City residents when a mandatory phased general evacuation is ordered.

- Work with the County to provide Refuge of Last Resort identified in the City for those non-evacuees who either choose not to leave the City or do not have enough time to evacuate.

This plan will be constructed using the principles of the Incident Management System for the purpose of better allowing the coordination of operations, the free flow of emergency information within and between all agencies and organizations and the sharing of resources between all agencies and organizations involved in the community response to a tropical cyclone (hurricane) emergency.

This plan is being developed with the full cooperation and assistance of the Monroe County Emergency Management Department. The City recognizes that close cooperation is necessary in order to assure the success of any tropical cyclone or disaster emergency.

## **DEFINITIONS**

**Tropical Wave or Disturbance:** A cluster of clouds and/or thunderstorms with no organized circulation. This is the first stage of unstable weather, which can develop into a hurricane.

**Tropical Depression:** Rotary circulation at the surface. Wind speed 38-mph maximum.

**Tropical Storm:** An organized system of strong thunderstorms with distinct rotary circulation. Wind speed 39-73 mph.

**Tropical Storm Watch/Warning:** An announcement issued by the National Weather Service when there is the possibility that a tropical storm may pass near or through the area within 24 to 36 hours.

**Hurricane:** An intense tropical weather system with a well-defined circulation and sustained wind speed of 74mph or higher.

**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 within 36 hours.

## **I. INTRODUCTION**

An Emergency Operations Plan, as defined by FEMA, is “a document that describes actions to be taken by government and others to protect citizens from the threat of natural and technological hazards, including the threat of nuclear war. It details the functions that are to be carried out by specific organizational elements at projected places and times based on established objectives, assumptions and a realistic assessment of capabilities. It is a plan that treats multi-hazard emergency operation

activities generally. It provides general information in each functional annex without reference to any particular hazard and then addresses the unique aspects of the individual disaster agents, thoroughly but compactly, in hazard specific appendices to the functional annex. The Emergency Operations Plan covers the use of evacuation and in-place shelter to protect the population. It identifies resources and provides a system to ensure the orderly use of those resources under extraordinary circumstances”.

This document contains many elements of the County’s Comprehensive Emergency Management Plan; however its scope is limited to address response issues related to a tropical cyclone emergency.

This plan is produced in such a manner that it remains consistent with the concept of emergency management as defined by FEMA, the State of Florida Comprehensive Emergency Management Plan, the Monroe County Hurricane Preparedness Evacuation Plan and Shelter and Refuge of Last Resort Plan. It will provide a vehicle for the implementation of the protective actions contained herein.

A. Purpose

This plan establishes a framework for an effective system of managing a tropical cyclone (hurricane) related emergency. The purpose of the plan is to:

1. Reduce the vulnerability of people and communities of this City to damage, injury and loss of life and property resulting from a tropical cyclone emergency.
2. Prepare for prompt and efficient response and recovery to protect lives and property affected by the emergency.
3. Prepare for prompt and efficient rescue, care and treatment of persons victimized or threatened by the emergency.
4. Provision of a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by the emergency.
5. Provide an emergency management system embodying all aspects of pre-emergency preparedness and post emergency response, recovery and mitigation.
6. Assist in anticipation, recognition, appraisal, prevention and mitigation of emergencies, which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

B. Scope

1. The plan establishes fundamental policies, program strategies and assumptions.
2. The plan establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. The plan defines an interagency coordination mechanism to facilitate delivery of immediate assistance from other agencies.
4. The plan assigns specific functional responsibilities to appropriate departments and agencies, as well as, private sector agencies and groups, as well as volunteer organizations.
5. For each magnitude of event, the plan identifies actions to be taken by the City in coordination with state, federal, and county agencies.

C. Authority

The authority for development and implementation of this plan is drawn from the following federal, state and local resolution, ordinances and public laws:

Federal

- a. The Civil Defense Act of 1950, as amended.
- b. Public Law 106-390, Disaster Mitigation Act of 2000

State

- a. Chapter 252, Florida Statutes: State Emergency Management Act.
- b. Executive Order 80-29: Disaster Preparedness Florida Peacetime Emergency Plan.

Local

All local emergency management resolutions, ordinances and public laws adopted by the current Key West Commission.

## **HAZARD ANALYSIS**

1. The City of Key West lies near the end of the island chain known as the Florida Keys and is the southern-most city in the continental United States. Key West encompasses approximately 4.2 square miles and has a population of approximately 23,935, which increases depending on the time of year. It should be noted that approximately two to three million tourists annually visit or travel through the entire Keys impacting the City area with regards to emergency planning.

2. The land configuration is such that storms of moderate intensity will cause extreme flooding and considerable damage to property. Storm surge can be expected to be from 3 feet in a category 2 or 3 storm to as much as 14 feet in a category 4 or 5 storm.
3. The highway system is exceptionally unique in that a single road with connecting bridges forms the backbone of the entire City transportation network and is the sole link with the mainland. US Highway #1 or the “Overseas Highway” is a state maintained road that runs into the City and is the only evacuation route until you reach Card Sound Road on upper Key Largo. At this point traffic can be routed on both US 1 and Card Sound Road.
4. The National Hurricane Center has named Monroe County the most vulnerable to the effects of a tropical cyclone. Because of the low elevation of the Keys, significant levels of flooding begin to occur at the category-3 storm level. This makes the use of the majority of the shelters questionable, at best. Additionally, wind threats will become so great that many insubstantial structures will be an extreme risk. Because of uncertainties of the stability of many structures including shelters, **the Category 3 level is the “out of county evacuation” threshold.**
5. Categories of Hurricanes by Wind Speed (NWS – NHC)

<u>CATEGORY</u>	<u>WIND SPEEDS</u>	<u>STORM SURGE HEIGHTS</u>
C-1	74 – 95 mph	4 – 5 feet
C-2	96 – 110 mph	6 – 8 feet
C-3	111 – 130 mph	9 – 12 feet
C-4	131 – 155 mph	13 – 18 feet
C-5	155 + mph	18 + feet

### **III. PLANNING ASSUMPTIONS**

1. An emergency resulting from the effects of a tropical cyclone may occur and escalate far more rapidly than that which could be handled by the City of Key West alone. The success of rapid response depends on: 1) close coordination between the City of Key West and Monroe County; 2) procedures to ensure quick and effective decision making, such as pre-deployment and aggressive training of responders and elected officials on responsibilities and assignments; and 3) procedures to rapidly implement local mutual aid agreements, state mutual aid and possibly federal assistance. Developing, implementing, and updating an Incident Action Plan.
2. Effective public awareness and education programs implemented will allow the citizens of the City of Key West to take appropriate advanced actions based upon the category of the hurricane expected.

3. Evacuation, shelter and Refuge of Last Resort strategies are based on citizen cooperation with the staggered evacuation and the best available shelter and refuge options available in Monroe County.
4. A strategy based on sheltering and/or evacuation of the citizens with special needs.
5. The Emergency Operations Center (EOC) for the City of Key West during a level 1, 2 or 3 activation will be located in the City of Key West's EEOC (Key West Public Safety Administration Complex, located 1604 North Roosevelt Blvd., and shall be in constant communications with the Monroe County EOC.

#### **IV. CONCEPT OF OPERATIONS**

To ensure the safety and quality of life of the residents of the City Key West, this Disaster Plan has been developed. By identifying those services and assistance available in the event of a catastrophic incident, Key West will be well prepared to respond to, and recover from, a variety of disasters that could adversely affect the health, safety or general welfare of its citizens. Provisions are made for the needed flexibility of direction, coordination, and method of operation to enable city government to accomplish the following specific goals:

1. Minimize suffering, loss of life, personal injury and property damage resulting from hazardous and/or emergency conditions.
2. Minimize disaster-related shortages and service system disruptions, which would have an adverse impact on residents.
3. Provide immediate relief and promote short-term and long-term recovery.
4. Avoid or reduce future losses of life and property damage resulting from disasters.
5. Comply with state and federal disaster assistance regulations.
6. Document all disaster-related expenses to ensure the fullest possible recovery of funds so as to facilitate expeditious reimbursement from the Federal Emergency Management Agency or the Federal Government.

#### **AUTHORITY**

- City Resolution Number – 05-011
- U.S.

## V. GOALS

In response to a hurricane emergency, the City of Key West, in cooperation with Monroe County, will strive to achieve the following:

- a. Evacuation and shelter of the vulnerable population and non-residents who do not leave the City in a category 1 or 2 storm, and open Refuge of Last Resort in category 3, 4, and 5 storms when required.
- b. Preservation of Public Property and vital records.
- c. Minimize the loss of private property.
- d. Minimize the impact and timing of response operations on the local level economy by coordinating with Monroe County and the National Hurricane Center to prevent unnecessary closure of businesses and evacuation of residents and guests.
- e. Minimize the impact of response operations on the environment.
- f. Identify structures to be used as Shelter and Refuges of Last Resort in the City and communicate them to Monroe County.
- g. Coordinate all plans and programs with the Monroe County Emergency Management Department.
- h. Preservation of the continuity of local government.

## VI. DECISION MAKING

Decisions concerning the issue of an emergency declaration, an evacuation order, the implementation of the Disaster, Hurricane Emergency Management Plan, opening of shelters for tropical storms and category 1 and 2 hurricanes, the phase out of the evacuation operations, the opening of Refuge of Last Resort in category 3, 4, and 5 hurricanes and other policy level decisions will be made **based on recommendations from the Monroe County Emergency Operations Center.**

## VII. EMERGENCY DECLARATION

In order to initiate response operations, a State of Emergency must be **declared by the Mayor** or designee of the City of Key West. In his or her absence authority for this declaration may be sought through the following line of succession (City Charter ):

Mayor Pro tem

Mayor's Designee  
Available Council members

Response operations may proceed as necessary while emergency declaration is being sought.

Implementation of all or part of this plan is automatic with the declaration of a State of Local Emergency. Operating procedures contained in this plan may be implemented, as necessary, while the declaration is being sought.

## **VIII. EMERGENCY OPERATIONS CENTER, (EOC)**

The City EOC will be activated by **order of the City Manager or Fire Chief (*Division Chief of Emergency Management and Training*)** when emergency response coordination is required. The EOC can be opened on partial activation or full activation depending on the severity of the Emergency. When activated the ICS/IMS and unity of command shall be used and maintained. Coordination with Monroe County shall be the driving factor as to when the EOC is activated. Once opened the EOC shall advise Monroe County of its opening and establish lines of communication with the County. The EOC will be maintained until the Mayor decides that activation is no longer needed or that the level of the hazard has escalated to the point that it is dangerous to maintain.

### **Monroe County Emergency Operations Center (Monroe County EOC)**

- a. The Monroe County Emergency Operations Center (County EOC) is the Primary Emergency Operations Center for direction and control of emergency incidents that occur in the Florida Keys. Monroe County Emergency Management, which operates the County EOC, is designated by State Law as the official authority for emergency preparedness, response, recovery, and mitigation activities in Monroe County. As such, during an emergency event, the City must coordinate all emergency-related actions through the Monroe County Primary Emergency Operations Center.
- b. During an emergency event, the Primary Emergency Operations Center (EOC) will be activated and staffed accordingly, and the primary agency for each Emergency Support Function (ESF) will be responsible for coordinating the planning and response activities of the support agencies.
- c. The Primary EOC will serve as an information and coordination point for response and recovery. The EOC will be activated when emergency situation requirements exceed the ability to be managed individually by the Emergency Management Director and/or County Administrator.

## **IX. COMMAND AND CONTROL**

Command and control of the emergency will be through the Incident Commander (***Division Chief of Emergency Management and Training***) and will continue until the emergency no longer exists or command is transferred.

## **X. ACTIVATION LEVELS**

The Emergency Operation Center can be activated on the following levels:

- Level I - This is the “Full Scale Activation” phase. All primary and support agencies under the City’s Emergency Response Plan will be notified. The EOC is fully staffed on a 24-hour basis with all appropriate city staff and applicable agency representatives.
- Level II - This is the “partial activation” phase. All primary agencies and departments are notified. The EOC is staffed to the level necessary to handle emergency operation.
- Level III - This is typically a “monitoring” phase. Notification will be made to those agencies and departments who would need to take action as part of their everyday duties. The City EOC will be staffed, primarily by Public Safety personnel.

Activation will be in concert with the Monroe County Department of Emergency Management activation. The City of Key West will provide liaison personnel to man a position, 24 hours per day, at the Monroe County EOC to provide coordination. These personnel will be required to stay at the EOC on twelve-hour shifts from when full activation is mandated until the EOC is shut down after the emergency is over.

## **XI. STAFF DUTIES AND RESPONSIBILITIES**

### **Mayor / Mayor Pro tem / Commissioners**

#### Responsibilities

- Declare a Local State of Emergency.
- Issue emergency orders and recommendations.
- Set policy.
- Provide guidance to the Incident Commander.

### **CITY MANAGER (James Scholl)**

#### Reports to the Mayor/Vice Mayor/ Commissioners

#### Responsibilities:

- Ensure participation of all relevant City departments and employees in City disaster preparedness planning and emergency operations.
- Ensure consideration of disaster preparedness needs in City capital improvement budgeting and planning.
- Authorizes activation of the EOC.
- Sets policy.
- Provides guidance to the Incident Commander.
- Authorizes the issuance of protective action recommendations.

**INCIDENT COMMANDER (Fire Division Chief of Emergency Management and Training, Craig Marston)**

Reports to the City Manager

Responsibilities:

- Alerts and updates City and County officials.
- Monitors all information critical to the operation.
- Insures that information is distributed to the public.
- Approves the Incident Action Plan.
- Manages the City EOC.
- Issues emergency response directives.
- Coordinates actions with the County.
- Coordinates efforts with the State DEM.
- Conducts EOC briefings as needed.

**SAFETY OFFICER**

Reports to the Incident Commander

Responsibilities

- Identify hazardous situations associated with the incident environment.
- Advise the Incident Commander on safety issues.
- Advise the Incident Commander in matters affecting personnel safety.
- Investigate (or coordinate the investigation of) accidents that occur within the incident area.

**PUBLIC INFORMATION OFFICER (Christie Phillips)**

Reports to the Incident Commander

Responsibilities

- Establish an incident information center as required.
- Prepare press briefings.
- Collect and assemble incident information.
- Act as liaison between the media and the incident personnel.
- Respond to special requests for information.
- Activates and manages rumor control line.

## **OPERATIONS SECTION CHIEF (Fire Division Chief of Operations Mike Karash)**

Reports to the Incident Commander

### Responsibilities:

- Supervises operations.
- Develops the tactical operations plan.
- Determines the need and requests additional resources.
- Review assignments and modify based on effectiveness of current operations.
- Assign specific tasks.

## **PLANNING SECTION CHIEF (Gail Kenson)**

Reports to the Incident Commander

### Responsibilities

- Activate planning section units as necessary.
- Establish information requirements and reporting schedules for all ICS organization elements for use in preparing incident action plans.
- Notify necessary personnel of the planning section's activation and the names and numbers of key personnel.
- Supervise preparation of incident action plan.
- Assemble information for alternative strategies.
- Assemble and disassemble strike teams not assigned to operations.
- Identify need for use of specialized resources.
- Perform operational planning for the planning section.
- Advise general staff of any significant changes in incident status.
- Provide incident traffic plan to and in the EOC.
- Supervise planning section units.
- Instruct planning section in distribution of incident information.
- Prepare recommendations for release of resources.

## **LOGISTICS SECTION CHIEF (Division Chief, Fire Marshal, Patrick Pelletier)**

Reports to the Incident Commander

### Responsibilities

- Determines what protective measures to employ for all City Property and institutes these measures.
- Assists local businesses with guidance on the preparation for the storm.
- Maintains lists of contractors in the City for storm debris, emergency road clearing, and emergency preparation assistance of City citizens.
- Implements recovery plans after storm has passed.

## **FINANCE/ADMINISTRATION SECTION CHIEF (Roger Wittenberg)**

### Reports to the Incident Commander

#### Responsibilities

- Maintain daily contact with necessary agency's administration offices on finance matters.
- Ensure that all personnel are aware of financial reporting procedures and have the necessary forms for proper reporting.
- Ensure all personnel time, claims and reimbursement records are kept and forwarded to the appropriate staff.
- Ensure that all City records are adequately protected and/or transported to a safe area.
- Ensure that all documents initiated at the EOC are properly prepared and completed.

## **VI. INFORMATION TECHNOLOGY SERVICES (Patti McLauchlin)**

### Reports to the Incident Commander

#### Responsibilities:

- Develop procedures for maintaining and retrieving computer data before, during, and after an emergency, including a formal process for computer data back up and protecting and securing computer equipment.
- Provide written instructions and training to all City personnel.
- Participate in emergency related training.
- Attend emergency-related training, conferences and workshops, on information technology.
- Develop written procedures and provide formal staff training for emergency computer data back up and protection of computer equipment.
- Include emergency management information on City website.
- Develop written information about ensuring safety of computer information and equipment during emergencies.
- Participate in Post-Disaster Planning effort to assess the effectiveness of emergency information storage and computer equipment programs.
- If necessary, research information on emergency data and equipment procedures.
- Develop computer and information resource programs and procedures that reduce the City's risk of losing essential data during an emergency.
- When instructed, implement the necessary process for retrieving data after an emergency event.
- Participate in the Immediate/Initial Local Damage Assessment Process.
- Review and document conditions of City's computer equipment and, if necessary provide estimates of repair or replacement costs.

## **XII. RESPONSE ACTIONS**

There are five basic objectives, which apply to the response actions in this document. These objectives are the same as found in the Monroe County plan and will be staged according to their guidelines:

- Objective 1 - Return of non-residents to the mainland.
- Objective 2 - Early voluntary evacuation.
- Objective 3 - Relocation of the vulnerable specialized population to safe areas.
- Objective 4 - Selective evacuation of specific zones.
- Objective 5 - General evacuation to the mainland per the Monroe County Phased Evacuation Plan.

### **A. Pre-Landfall/Immediate Recovery Preparations**

#### **1. Purpose:**

These preparations are initiated to provide for the greatest opportunity to lessen the effects of a tropical storm or hurricane on public and private property, the economic well being of the community, the environment and most importantly, the life-safety concerns of the City of Key West.

#### **2. Goals:**

- a. To provide opportunity for the community to safeguard property and assets;
- b. To preserve public property and vital records;
- c. To minimize the impact of tropical storm or hurricane effects on the local economy;
- d. To minimize the effects of a tropical storm or hurricane on the environment;
- e. To prepare for search and rescue operations.

#### **3. Strategies:**

- a. Coordinate implementation of protective actions with Monroe County and the Florida Division of Emergency Management. This coordination will provide the community with the maximum amount of time to prepare itself, while preserving the flow of the local economy until such time that disruption is unavoidable.
- b. Closure of all City offices for implementation of procedures that will minimize the effects of a tropical storm or hurricane on City facilities, offices, equipment and critical records.

- c. Release all City employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and/or shelter.
- d. Provide preparedness guidance for all local business, especially those, which use hazardous materials, to lessen loss and damage on the environment.
- a. Prepare the community for the initiation of evacuation and/or shelter
  - a. operations.
  - b. Prepare for recovery operations.
- e. Maintain essential services: Fire Rescue, EMS, and Law Enforcement as long as possible while affording those services with adequate safety from risk.

## **B. Evacuation**

### 1. Purpose:

This element of the response plan is written in recognition of the vulnerability of the residents and guests of the City of Key West to the effects of tropical storms and hurricanes. It provides a structure, which will allow the residents and guests of the City to receive the greatest benefit from protective actions taken.

### 2. Goals

- a. Relocation of residents and guests at risk in vulnerable areas to a place of safety.
- b. Relocation of response personnel and equipment at risk in vulnerable areas to a place of safety.
- c. Assist Monroe County to provide evacuation and/or shelter of the Special Needs segment of the population, which has registered with Monroe County Social Services.

### 3. Strategies:

- a. The City of Key West will participate in the overall Monroe County evacuation strategy. The City falls into the following County evacuation zone.

## **ZONE BOUNDARIES**

- Zone #1      Key West: All K.W. and North to Shark Key Bridge

- Zone #2 Shark Key Bridge To Seven Mile Bridge (Lower Keys)
  - Zone #3 Seven Mile Bridge to Long Key Bridge (Middle Keys)
  - Zone #4 Long Key Bridge to Whale Harbor Bridge (Middle Keys)
  - Zone #5 Whale Harbor Bridge to MM 94 (Upper Keys)
  - Zone #6 MM 94 to Ocean Reef (Upper Keys)
  - Zone #7 Ocean Reef Club to mainland (Ocean Reef)
- b. Due to the likelihood of early flooding at Lake Surprise, Card Sound Road and other low lying areas, the timing of the evacuation order will be based on the time prior to the arrival of tropical storm conditions.
  - c. During evacuation, when the number of vehicles on the roadway is sufficient to produce a hazard, traffic will be split to utilize both US 1 and Card Sound Road via S.R. 905.
  - d. Traffic control will be the responsibility of Monroe County Sheriff's Office, with the support of the Highway Patrol, and other Law enforcement agencies.
  - e. The evacuation route will be cleared of debris from accidents or storm effects by wrecker services under contract by local law enforcement agencies. The City Fire Department and the City Public Works personnel will provide support.
  - f. MCSO and the City Police Department, as available, will monitor low areas of evacuation routes, to determine when the roads are no longer passable.
  - g. The order to phase out evacuation will be given when the time needed for safe travel to the mainland and/or shelter is no longer available.
  - h. Transition from evacuation to Refuge of Last Resort operations will begin three **(3) hours prior to the arrival of Tropical Storm conditions**, or as conditions warrant or as requested by the Sheriff's Office or Monroe County EOC.

### **C. Special Needs Evacuation**

#### **1. Purpose:**

*The elderly and the handicapped are the members of our community most vulnerable to the effects of a tropical storm or hurricane. They also represent the segment of the population least able to help themselves. Therefore, it is the intention of the City of Key West in cooperation with Monroe County, to the best*

*of our ability, to provide for the safety of the elderly and handicapped whose safety is not provided for through affiliation with another organization (i.e. hospital, nursing home, etc.).*

**2. Goals:**

- a. *With the cooperation of Monroe County, identify those persons with special needs that are not included in the provisions for evacuation and shelter of the various hospitals, nursing homes, and other facilities operating in the City of Key West, that are required by law to provide safety to their patients/residents in the event of a tropical system.*
- b. *Assist Monroe County in providing transportation to an appropriate public shelter to those persons with special needs whom have registered with Monroe County Social Services.*
- c. *Provide transportation to the appropriate medical care facility to those persons with special medical needs who have registered with Monroe County Social Services and EMS.*

**3. Strategies:**

- a. *For a category 2 or smaller storm, evacuation and shelter of those persons who have registered with Monroe County Social Services, utilizing shelters within the City.*
- b. *For a category 3 or greater storm, evacuation and shelter of those persons who have registered with Monroe County Social Services, utilizing designated shelter either within Monroe County or the mainland (F.I.U.).*

**D. Shelter Operations**

**1. Purpose:**

*Shelter operations are conducted to protect the lives and the health of the residents and guests of the City of Key West.*

**2. Goals:**

- a. *Assist in meeting the basic needs, as identified by the Salvation Army, of all evacuees from the time a voluntary evacuation is recommended, to such time all evacuees can return to their homes or either find or be provided with temporary housing should it be necessary.*
- b. *Provide the best possible protection for emergency responders that participate in emergency operations.*

- c. *Provide a level of medical care sufficient to address the basic survival needs of those persons that exceed the level for care provided by the Salvation Army during shelter operations.*

3. Strategies:

- a. *Shelter will only be available in the City of Key West to the general population for tropical storms and Category-2 or smaller hurricanes.*
- b. *All public shelter operations within the City will be managed by the Salvation Army and supported by the Monroe County School Board.*
- c. *All Special Medical Needs shelter operations will be managed by Key West Rescue.*
- d. *Security for shelters will be provided by Key West Police officers and other law enforcement agencies.*
- e. *Shelters have been pre-designated for the City for tropical storms and category 2 or smaller storms. (See appendix B)*

**E. Refuge of Last Resort Operations**

1. Purpose:

Refuge operations are implemented as a last resort, to help prevent the unnecessary death or injury of evacuees unable to reach the mainland, and non-evacuees during a category 3 or greater storm.

2. Strategies:

- a. Key West Police personnel will open designated refuges as necessary upon arrival of tropical storm conditions or as soon as evacuation operations are phased out or suspended, whichever comes first.
- b. The utilization of Refuges of Last Resort is a life-saving measure ONLY and will only be opened as a need is identified. To prevent unnecessary risk to emergency responders, no services will be provided in refuges.
- c. To prevent the encouragement of non-evacuation, the location of designated refuges will not be published until such time refuge operations commence.

**IMPLEMENTATION**

The following procedures are organized chronologically as they will be implemented. Protective actions have been assigned to a time frame based on:

1. The amount of time those City employees with responsibility for implementing the actions contained herein have estimated as the minimum necessary to achieve their goals, while allowing an opportunity for employees to prepare their families and property.
2. The amount of lead-time necessary for agencies with evacuation and shelter responsibilities to secure their facilities, prepare their families and property, and have the resources necessary to meet their responsibilities in place, and ready, for the response.
3. Based on data collected from previous tropical systems, a base clearance time of 24 hours is used. Actual clearance time will vary from a minimum of 12 hours to a maximum of 30 hours plus.

Factors, which may cause an adjustment to this chronology:

1. Maximization of available daylight and working hours.
2. Variations in the forward speed, intensity, and radius of tropical storm conditions of the system imposing the threat.
3. Development of a system within the time frames for initiating protective actions.
4. Depletion of manpower resources resulting from spontaneous evacuation.
5. Actual clearance time as calculated by decision assistance tools (GDS, Hurrevac, Hurrtrack™, etc.) and will be adjusted to account for traffic information.
6. The decision to respond to the threat from a tropical system as a category 2 or smaller storm vs. category 3 or greater.

When the center of the system is within 72 hours of landfall, the 72-hour forecast issued by the National Hurricane Center will provide the first available data on the probability of impact for the City. This forecast will first be issued approximately 60 hours prior to the arrival of tropical storm conditions and re-issued every 6 hours throughout the duration of the event.

**All times frames are for arrival of tropical storm conditions affecting the area.**

## **72 HOURS**

## **Emergency Management**

1. The Fire Department staff will coordinate Emergency Management for the City and will be in stand-by mode. The Fire Chief or his designee acting as the City Emergency Manager will brief the City Manager and City Mayor on the status of the tropical cyclone imposing the threat. All City personnel will be put on stand-by. The Fire Chief will brief all personnel with the following information concerning the tropical system.
  - Location, strength and size of the system.
  - Speed and direction of travel.
  - Probabilities of the system affecting the Keys.
  - Specific weather conditions, which may affect the strength and direction of travel as determined by the National Hurricane Center.
2. The following recommendations will be made to the City Manager and/or the City Mayor:
  - Recommend the Mayor issue an order for a “State of Increased Readiness”. (See Appendix C).
  - Request the City Manger to assign a PIO to the City office during operational hours until either the operation is suspended or EOC goes to Level 1 activation.
  - Request the City Manager to assign additional staff to the Fire Department during operational hours as needed until the operation is suspended or operations are transferred to the Primary City EOC.
  - Request the City Manager to direct all City personnel to start documentation of any expenditure’s related to the Emergency Response.
  - Request the City Manager to schedule strategy meeting(s) with all essential personnel.
3. Prepare to implement the pre-evacuation operating procedures.
4. Contact the Florida Division of Emergency Management through Monroe County Emergency Management and report:
  - a. What actions have been taken?
  - b. What actions are being done?
  - c. Request status of their operations.
- d. Begin a log documenting any expenses incurred as a result of the response.

### **City Manager**

1. Schedule a strategy meeting with the key personnel in the City to advise them there is a tropical system, which poses a threat and to assess the City's level of preparedness.
2. Brief the City Mayor and the Vice Mayor on the time frame, which any possible declaration of a "State of Local Emergency" may be sought.
3. Recommend to the City Mayor, that a "State of Increased Readiness" be declared to support the costs associated with the Emergency Response.
4. Authorize the implementation of all required actions within the 72-hour time frame.
5. Direct the City Manager's staff to, at all times, know the whereabouts of:
  - City Mayor
  - Mayor Pro tem
  - City Commission Members
  - Fire Chief
  - Police Chief
  - All Other City Management Personnel
6. Preside over strategy meetings.
7. Commit available resources to relieve reported implementation problems.
8. Begin a log documenting any expenses incurred as a result of the response.

### **Mayor or Designee**

1. Remain in contact with the City Manager at all times.
2. Declare a "State of Increased Readiness" and provide authority for Department Heads to incur costs related to the implementation of plans and procedures necessary to respond to the emergency.
3. Participate in scheduled strategy meetings.
4. Begin a log documenting any expenditure's incurred as a result of the response.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the Incident Commander throughout the duration of emergency operations.
2. Begin a log documenting expenditures as a result of the response.

**Public Information Officer**

1. Assist the County in the broadcast of preparedness information regarding the City on local media stations.
2. Prepare a Rumor Control station at the City offices.
  - a. City's rumor control number: 305-809-1108
  - b. Monroe County rumor control number: 1-888-955-5504
3. Respond to calls from the public.
4. Begin a log documenting any expenses incurred as a result of the response.

## **60 HOURS**

### **Emergency Management**

1. Request the City Manager to call a strategy meeting with all key personnel.
2. If not done before, begin operation of the City rumor control line.
3. Request the PIO to begin the 60-hour operating procedures.
4. Be sure that all of the fuel and gasoline storage facilities are full.

### **City Manager**

1. Authorize the implementation of actions taken within this time frame.
2. Schedule and preside over a strategy meeting to assess the City's ability to participate in and assist in a county-wide evacuation.
3. Begin implementation of the pre-evacuation operations procedures.
4. Advise the County on what actions have been taken by the City.
5. Assign personnel to participate in the strategy meetings at the County level.

### **Mayor or Designee**

1. Participate in strategy meetings to offer guidance on implementation and relief problems associated with hurricane procedures as it relates to existing policies.
2. Issue necessary Emergency Directives in support of emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the Direction and Control/Incident Commander throughout the duration of emergency operations.

### **Public Information Officer**

1. Participate in strategy meetings as requested.
2. Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
3. Monitor all television, radio, and printed releases and reports.
4. Staff, manage, and monitor Rumor Control line.

## **48 HOURS**

### **Emergency Management**

1. Advise the City Manager that within the next 6 hours, a decision will be made by the County concerning whether continued implementation of the evacuation, shelter and refuge plan should follow a category 1 and 2 scenario, or a category 3 and above (if warranted).
2. Implement pre-evacuation procedures, if not already implemented.

### **City Manager**

1. Authorize the implementation of actions taken within the time frame.

### **Mayor**

1. Participate in strategy meetings as required.
2. Issue necessary Emergency Directives to support emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Continue distribution of information and preparedness material to the media and general public as requested.
2. Continue operation of Rumor Control line.

## **48 HOURS**

**AT THIS POINT A DECISION WILL BE MADE BY MONROE COUNTY EMERGENCY MANAGEMENT TO IMPLEMENT EITHER THE SOP'S FOR A CATEGORY 2 OR SMALLER STORM OR A CATEGORY 3 OR GREATER HURRICANE. THE FOLLOWING RESPONSE ACTIONS ARE DIVIDED ACCORDINGLY.**

### **CATEGORY 2 OR SMALLER STORM**

#### **48 HOURS –CATEGORY 2 OR SMALLER STORM**

##### **Emergency Management**

1. Notify the Mayor that further intensification of the tropical storm is not expected to extend beyond a Category 2 hurricane and a decision has been made to proceed accordingly.
2. Work with the County shelter/refuge coordinator to get shelters in the City open.
3. Direct all participants to proceed with the appropriate SOP's for this type of response.
4. Request City Manager to schedule a strategy meeting.
5. Maintain coordination with Monroe County Emergency Management throughout the event until the all clear is given.

##### **City Manager**

1. Authorize the implementation of actions taken in this time frame.
2. Schedule and preside over a strategy meeting to assess the City's ability to implement and manage the appropriate response.

##### **Mayor**

1. Participate in strategy meeting as required.
2. Issue necessary emergency directives to support emergency operations.

##### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

##### **Public Information Officer**

1. Release information regarding the decision to implement procedures for a category 2 or smaller storm.
2. Continue distribution of information and preparedness material to the media and general public, as requested.
3. Continue the operation and management of rumor control line.

## **VII. 36 HOURS -- CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Advise the Mayor on updated information.
2. Assist Monroe County to finalize preparations on shelters with the Salvation Army.
3. Implement actions to be taken in this time frame.

### **City Manager**

1. Authorize the implementation of actions to be taken in this time frame.

### **Mayor**

1. Issue necessary Emergency Directives to support emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Continue distribution of information and preparedness material to the media and public, as requested.
2. Continue operation and management of Rumor Control line.

## **30 HOURS -- CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Advise the Mayor on updated information.
2. Implement actions to be taken in this time frame.

### **City Manager**

1. Authorize the implementation of actions to be taken within this time frame.

### **Mayor**

1. Participate in strategy meetings as required.
2. Issue necessary Emergency Directives to support emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Continue distribution of information and preparedness material to the media and public, as requested.
2. Continue operation and management of Rumor Control lines.
3. Participate in strategy meetings as necessary.

## **24 HOURS -- CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Advise the Mayor on updated information.
2. Implement actions to be taken in this time frame.
3. Begin update to the County EOC on a four hour interval or as needed

### **City Manager**

1. Attend a joint strategy meeting with all jurisdictions within the County to finalize preparations for a joint "Declaration of a State of Local Emergency" and any other emergency orders or directives to protect those in vulnerable areas in the impact zone.
2. Suspend normal City operations.

### **Mayor**

1. Participate in strategy meetings as required.
2. Issue emergency directive to support emergency operations including "State of Local Emergency", if not already issued (see appendix C).

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Continue distribution of information and preparedness material to the media and the public, as necessary.
2. Continue operations and management of Rumor Control line.
3. Request the media to start broadcasting shelter information each hour.

## **18 HOURS -- CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Advise Mayor on updated information on the tropical storm.
2. Initiate actions and procedures associated with recommended evacuation.
3. Begin status report to the County every two hours or as needed.
4. Issue necessary emergency orders and directives in support of the evacuation operations.
5. Issue necessary orders to prepare the City for the storm.

### **City Manager**

1. Authorize the implementation of actions and procedures associated with a recommended evacuation.

### **Mayor**

1. Participate in strategy meetings as required.
2. Issue necessary Emergency Directives and orders in support of evacuation and emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Support the needs of the chief elected officials as they prepare the releases concerning recommended evacuation and protective actions.
2. Participate in a joint press conference with all jurisdictions within the County for the delivery of the "Declaration of a State of Local Emergency" and other protective actions.
3. Verify continued broadcast of shelter information and preparedness information by the media.
4. Maintain operation and management of Rumor Control lines.

## **12 HOUR--CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Provide the Mayor on updated information on the tropical system.
2. Carry out evacuation orders from Monroe County of vulnerable areas in the City.
3. Request Fire/Rescue to notify people in mobile homes and RV parks when an evacuation has been ordered and report back when each is cleared.
4. Request all participants continue implementation of their procedures throughout the duration of the emergency.
5. Initiate actions and procedures associated with the evacuation order and Emergency Directives.
6. Continue 2-hour status reports to the County EOC.

### **City Manager**

1. Authorize actions and procedures associated with the evacuation order and protective measures.
  - a. Computers and disk drives removed and placed in secure setting, possibly on the mainland.
2. Participate in a strategy meeting to issue a "Declaration of a State of Local Emergency" and other Emergency Directives not already issued.

### **Mayor**

1. Participate in strategy meetings as required.
2. Issue Emergency Directives and orders required to support emergency operations.

### **City Attorney**

1. Remain accessible at all times to support the legal needs of the City.

### **Public Information Officer**

1. Maintain operation and management of Rumor Control lines.

## **6 HOURS -- CATEGORY 2 OR SMALLER STORM**

### **Emergency Management**

1. Recommend to the Mayor that evacuation operations be suspended prior to the arrival of tropical storm conditions.
2. Direct City personnel to begin phase out of response operation and take suitable shelter or evacuate to the mainland.
3. The following personnel will be requested to report to the City EOC:
  - The Mayor or Mayor's Designee
  - The City Manager
  - The City PIO's Designee
  - Essential City Staff
4. All emergency operations will cease when winds reach sustained tropical force winds 39 mph. or greater until after impact and winds subside to the identified threshold.

### **City Manager**

1. Authorize the implementation of plans and procedures to phase out response operation and advise all City personnel to take suitable shelter or evacuate.
2. Begin preparation for recovery operations.

### **Mayor**

1. Participate in strategy meeting as required.
2. Report to the City EOC.
3. Issue Emergency Directives and orders in support of emergency operation.
4. Begin preparations for recovery operations.

### **Public Information Officer**

1. Assure presence at City EOC.

## **48 HOURS -- CATEGORY 3 OR GREATER STORM**

### **Emergency Management**

1. *Notify Mayor that policies and procedures for a Category 3 and above will be implemented.*
2. *Proceed with the implementation of SOP's for a Category 3 and above hurricane.*
3. *Request the Mayor to schedule a strategy meeting.*
4. *Maintain coordination with Monroe County Emergency Management throughout the event until the all clear is given.*

### **City Manager**

1. *Authorize the implementation of actions taken in this time frame.*
2. *Schedule and preside over a strategy meeting to access the City's ability to implement and manage the response.*
3. *Direct all City personnel to proceed with hurricane preparations.*

### **Mayor**

1. *Participate in strategy meeting as required.*
2. *Be prepared to issue a "State of Local Emergency" and necessary Emergency Directives to support emergency evacuation operation.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Release information regarding the decision to implement procedures for a category 3 or greater storm.*
2. *Continue distribution of information and preparedness material to the media and general public, as requested.*
3. *Continue 24-hour operation and management of Rumor Control line.*

## **36 HOURS -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Advise the Mayor on updated information.*
2. *With coordination and direction from Monroe County Emergency Management, recommend to the Mayor the following:*
  - a. *Recommend the public seek shelter on the mainland.*
  - b. *Initiate the actions associated with a recommended evacuation.*
  - c. *Recommend voluntary evacuation.*
  - d. *Direct all non-residents to return to the mainland.*
3. *Assist with county-wide evacuation of the special needs' segments of the population.*
4. *Implement actions to be taken within this time frame, including:*
  - a. *Close all City parks.*
  - b. *Prepare to shut down normal City operations.*

### **City Manager**

1. *Authorize the implementation of actions to be taken at this time frame including suspension of normal City operations.*
2. *Schedule a strategy meeting to finalize preparations for the evacuation operations.*

### **Mayor**

1. *Participate in strategy meetings, as required.*
2. *Issue necessary Emergency Directives to support emergency operations.*
3. *Declare a "State of Local Emergency", if not previously done.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Continue distribution of information and preparedness material to the media and public, as requested, to support evacuation procedures.*
2. *Continue operations and management of Rumor Control line.*
3. *Participate in strategy meetings as required.*

## **30 HOUR -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Brief the Mayor on updated information.*
2. *Recommend to the City Manager and City Mayor that the City participate in the County's Phased General Evacuation and prepare any necessary Emergency Directives to accomplish the evacuation.*
3. *Implement actions to be taken in this time frame.*
4. *Prepare to begin in the County's Phased Evacuation procedures.*

### **City Manager**

1. *Make recommendations to the Mayor to make the necessary declarations and issue emergency Evacuation Directives to support the evacuation.*
2. *Authorize the implementation of actions to be taken in this time fame.*

### **Mayor**

1. *Participate in strategy meetings as required.*
2. *Order the evacuation of mobile homes/RV residents, if not already implemented.*
3. *Issue necessary Emergency Directives to support emergency operations.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Continue distribution of information to the media, as requested.*
2. *Continue operations and management of Rumor Control line.*
3. *Participate in strategy meetings as required.*

## **24 HOURS -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Advise the Mayor on updated information.*
2. *Report to the County on the City evacuation status.*
3. *Cooperate with Nursing Home evacuations in the City.*
3. *Implement actions to be taken in this time frame.*
4. *Begin 4-hour updates to the County or as needed.*

### **City Manager**

1. *Authorize the implementation of actions to be taken in this time frame.*
  - a. *Remove essential computers and disk drive to mainland.*
2. *Direct non-essential personnel to evacuate.*
4. *Direct essential recovery personnel who evacuate, to report to the City's staging area on the mainland when the all clear is given.*
  - a. *Primary staging location is Miami Executive Aviation, Opa-Loca Airport.*
  - b. *Secondary Tamiami Airport*

### **Mayor**

1. *Participate in strategy meetings as required.*
2. *Issue necessary Emergency Directives to support emergency operations.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Continue operations and management of Rumor Control line.*

## **18 HOURS -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Advise the Mayor on updated information.*
2. *Implement actions to be taken in this time frame.*
3. *Update the County on how the evacuation is going.*
4. *Request the City Manager to schedule a strategy meeting.*
5. *Begin 2-hour updates to the County EOC or as needed.*
6. *Begin to prepare to relocate command and control and essential personnel from the City EOC to the appropriate shelter.*

### **City Manager**

1. *Authorize the implementation of actions to be taken in this time frame.*
2. *Schedule a strategy meeting to coordinate the phase-out of the evacuation and the transfer of essential City personnel.*

### **Mayor**

1. *Participate in strategy meetings as required.*
2. *Issue necessary Emergency Directives to support emergency operations.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Maintain operations and management of Rumor Control line.*

## **12 HOURS -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Provide the Mayor updated information on the tropical system and the estimated time of arrival of the tropical storm conditions.*
2. *Recommend to the Mayor and City Manager to begin preparations to phase-out the evacuation and release of all City personnel that will evacuate.*
  - a. *Evacuation process, procedure, and location to be determined***
5. *Request the City Manager to schedule a strategy meeting to finalize the evacuation. Begin the phase-out of evacuation and make preparations for immediate recovery.*
6. *Continue two hour updates to the County EOC*
7. *Make last minute adjustments for re-location of City response personnel. Recommendations to relocate **ALL** City personnel away from core of forecasted track will be determined by the intensity, direction, and speed of a storm.*
8. *Begin Review of Procedures for immediate recovery.*

### **City Manager**

1. *Authorize actions and procedures associated with the phase-out of the evacuation.*
2. *Review of Procedures for immediate recovery.*
3. *Schedule and preside over a strategy meeting to finalize the evacuation, begin phase-out of the evacuation, and make preparations for immediate recovery.*

### **Mayor**

1. *Participate in strategy meetings as required.*
2. *Issue Emergency Directives and orders as required supporting emergency operations.*
3. *Prepare to order suspension of essential services within the City when conditions warrant. Estimated sustained winds of 39 mph. or greater.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Maintain operations and management of Rumor control line.*

## **6 HOURS -- CATEGORY 3 OR GREATER**

### **Emergency Management**

1. *Phase-out response operation and prepare for recovery operations and/or search and rescue operations.*

### **City Manager**

1. *Prepare for recovery operations.*

### **City Mayor**

1. *Prepare for recovery operations.*

### **City Attorney**

1. *Remain accessible at all times to support the legal needs of the City.*

### **Public Information Officer**

1. *Assist County PIO's*
2. *Prepare for recovery operations.*

**APPENDIX A: RESOURCES (Public Works; R,B. Havens)**

**Heavy Equipment: (Indicate Category of Storm the Vendor(s) will be available)**

<b>Contractor / Vendor</b>	<b>Contact Person</b>	<b>VIII. <u>Contact #s</u></b>	<b>Equipment available</b>

**POST STORM CLEAN UP:**

**Disaster Recovery Services**

**(Primary) (Include copy of current MOU)**

**Florida Response Office  
GRUBBS EMERGENCY SERVICES, LLC  
1115 South Main Street  
Brooksville, FL 34601  
(352) 796-1912  
Brian Thomason**

**(Secondary) (Include copy of current MOU)**

**Psychological Help**

Post Traumatic Stress Analysis -

**APPENDIX B SHELTERS AND REFUGES OF LAST RESORT**

The following are the shelters located in the City of Key West

Name	Address	Contact Person	Shelter Kit Available		Capacity
			Yes	No	
Key West High School	2100 Flagler Ave. <b>(THIS WILL BE USE AS REFUGE OF LAST RESORT FOR CAT: 3,4 OR 5)</b>	John Welsh 305-293-1549 ext. 54301			
Poinciana Elementary School	1407 Kennedy Dr. <b>(THIS WILL BE USE AS REFUGE OF LAST RESORT FOR CAT: 3,4 OR 5)</b>	Amber Bosco 305-293-1630 ext. 52303			
H.O.B. Middle School	1105 Leon St.	Frank Spoto 305-296-5628 ext. 65446			
Harvey Government Center	1200 Truman Ave. <b>(THIS WILL BE USE AS REFUGE OF LAST RESORT FOR CAT: 3,4 OR 5)</b>				
Glynn Archer Elementary School	1302 White St.	<i>Connie Adams</i> 305-293-1600 ext. 64301			
Gerald Adams Elementary School	5855 Jr. College Rd	Frannie Herrin 305-293-1609 ext. 51306			

**FLORIDA INTERNATIONAL UNIVERSITY MIAMI**

This shelter will be opened by Monroe County for Category 3, 4, or 5 hurricanes.

Name	Address	Contact Person	Shelter Kit Available		Capacity
			Yes	No	
Florida International University	Charles E. Perry Bldg University Park Miami, FL	Elizabeth Gutierrez EM Coordinator, MDEOC 305-468-5425 Office 305-255-2651 Home 305-366-3249 Pager 305-468-5401 F Email: lizg@miamidade.gov			

IX.



**MONROE COUNTY SHELTER PROGRAM**



**REFUGE OF LAST RESORT**

The location and availability of these facilities are not for publication. They are to be opened on an as needed basis only. Do not send anyone to a Refuge of Last Resort unless coordination of the opening of these facilities from the Emergency Operations Center is ascertained.

- (O) office
- (P) pager
- (H) home

<b>FACILITY</b>	MARRIOTT KEY LARGO BAY BEACH RESORT	O 305-453-0000
<b>MANAGER</b>	Mr. Samuel Shorr, GM, Primary Contact	
	Mr. George Farmakis, Secondary Contact	
<b>ADDRESS</b>	103800 O/S Highway, Key Largo, FL	
<b>FACILITY</b>	PORT LARGO RESORT Also associated with Ramada Ltd., 99751 O/S Hwy	(O) (305) 451-2121 (O) (305) 451-3939
<b>MANAGER</b>	Mike Landry, GM (Former GM was Israel Mojica)	
<b>ADDRESS</b>	99701 O/S Hwy., Key Largo, FL 33037	
<b>FACILITY</b>	Holiday Inn Sunspree	(451) 451-2121
<b>MANAGER</b>	Michael Landry, General Manager	
	<b>ALTERNATE:</b> Sheila	<b>H) 852-8207</b>
<b>ADDRESS</b>		
<b>FACILITY</b>	SAN PEDRO CHURCH	(O) (305) 852-5372
<b>MANAGER</b>	Rev. John D. McGrath	(H) (305) 852-8207
<b>ADDRESS</b>	P.O. Box 456 or MM 89 Tavernier	
	<b>ALTERNATE:</b> Sheila	<b>H) 852-8207</b>
<b>FACILITY</b>	ST. JAMES THE FISHERMAN	(O) (305) 852-8468
<b>MANAGER</b>	Rev. Ralph Johnson	
<b>ADDRESS</b>	PO Box 509 or MM 88 Islamorada, FL 33036	
<b>FACILITY</b>	Burton Memorial Church	
<b>MANAGER</b>		
<b>ADDRESS</b>	MM 92	
	( Offers Community Outreach Program)	

<b>FACILITY</b>	Cheeca Lodge	<b>(O)</b> (305) 664-4651
<b>MANAGER</b>	Director of Security	
<b>ADDRESS</b>	8101 O/S Hwy PO Box 527 Islamorada	
<b>FACILITY</b>	HAWKS CAY RESORT	<b>(O)</b> (305) 743-7000
<b>MANAGER</b>	Mr. Thomas Chermiavsky, GM	
<b>ADDRESS</b>	MM 61, Duck Key, FL 33050	
<b>FACILITY</b>	CARNIVAL FRUIT COMPANY	
<b>MANAGER</b>	New Name and Management	
<b>ADDRESS</b>		
<b>FACILITY</b>	BIG COPPITT FIRE STATION	<b>(O)</b> (305) 295-1142
<b>MANAGER</b>	Chief Dan Cassell	<b>(P)</b> 313-8197
<b>ADDRESS</b>	MM 12 O/S Highway Big Coppitt	<b>(H)</b> 294-3251
<b>FACILITY</b>	ISLAND MOVING AND STORAGE	<b>(O)</b> (305) 294-4181
<b>MANAGER</b>	Mr. Al Dawe, GM	
<b>ADDRESS</b>	930 Catherine Street, Key West, FL 33040	
<b>FACILITY</b>	SCOTTISH RITE TEMPLE ASSOCIATION, INC	<b>(O)</b> (305) 296-8741
<b>MANAGER</b>	Bill	
<b>ADDRESS</b>	533 Eaton Street, Key West, FL 33040	
<b>FACILITY</b>	MARRIOTS' CASA MARINA	1500 Reynolds Street
<b>MANAGER</b>	Mr. Michael Tierney, GM	
<b>ADDRESS</b>	1500 Reynolds Street, Key West, FL 33040	
<b>FACILITY</b>	HOLIDAY INN LA CONCHA	<b>(O)</b> (305) 296-2991
<b>MANAGER</b>	Mr. Robert. Lehman	<b>(H)</b> 292-1803
<b>ADDRESS</b>	430 Duval St, Key West	
<b>FACILITY</b>	FEDERAL BUILDING- General Services Building	<b>(O)</b> (305) 296-3023
<b>MANAGER</b>	Marshall Harris, US Marshall Victor Kerr: Assistant	<b>(P)</b> 840-5198 <b>(P)</b> 840-5199 <b>(H)</b> 872-5601
<b>ADDRESS</b>	301 Simonton Street, Key West	
<b>FACILITY</b>	KEY LARGO VOLUNTEER FIRE STATION	
<b>MANAGER</b>	Chief Sergio Garcia	<b>O)</b> 451-2700

	Station Manager Kim Hardee	(P) 334-8155
<b>ADDRESS</b>	MM 99.5	
<b>FACILITY</b>	BEST WESTERN	(O)(305) 664-0073
<b>MANAGER</b>		(O) (800) 664-3705
<b>ADDRESS</b>	80001 O/S Hwy., Islamorada, FL.	
<b>FACILITY</b>	THE WESTON BEACH RESORT	(O) (305) 852-5553
<b>MANAGER</b>	Glenn Hoover, GM	Fax 852-8669
<b>ADDRESS</b>	97000 S. O/S Hwy, Key Largo, Fl. 33037	

### **APPENDIX C    EMERGENCY DECLARATIONS**

1.     Declaration of State of Increased Readiness
2.     Declaration of State of Local Emergency



**City of Key West  
525 Angela St.  
Key West, FL 33040  
305 – 809 – 3700**

**DECLARATION OF STATE OF INCREASED READINESS**

**WHEREAS**, Chapter 252.38 (5) (e), Florida Statutes, gives authority to political subdivisions to declare and enact a State of Increased Readiness for a period of up to seven (7) days, thereby waiving the procedures and formalities otherwise required of the political subdivision by law pertaining to:

1. Performance of public work and taking whatever action is necessary to insure the health, safety, and welfare of the community;
2. Enter into contracts;
3. Incurring obligations;
4. Employment of permanent and temporary workers;
5. Utilization of volunteer workers;
6. Rental of equipment;
7. Acquisition and distribution, with or without compensation, of supplies, materials and facilities;
8. Appropriation and expenditure of public funds; and

**WHEREAS**, the threat of high winds, storm surges, heavy rains, flooding and tornadoes associated with the \_\_\_\_\_ may require expedient action in order to protect the health, safety, and welfare of the community; and

**WHEREAS**, The City of Key West Resolution 20\_\_\_\_-\_\_\_\_ grants the Mayor, or his/her designee authority to declare a State of Increased Readiness after consultation with the Emergency Management Director.

**NOW, THEREFORE**, as Mayor of the City of Key West, I hereby declare and enact a State of Local Readiness for all of the City of Key West, for a period of seven (7) days. Pursuant to this declaration, all procedures and formalities otherwise required of Monroe County, as listed in items 1 through 8 above are hereby waived. The Emergency Management Director is hereby ordered to take whatever prudent actions are necessary to protect the health, safety, and welfare of the community. Emergency Directives signed by the Mayor, Mayor Pro tem, Mayor’s Designee or the Emergency Management Director during the State of Local Readiness have the full force of law as specified in the City of Key West Resolution 20\_\_\_\_-\_\_\_\_.

\_\_\_\_\_  
**Mayor or Designee of the City of Key West**

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

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



**City of Key West  
525 Angela St.  
Key West, FL 33040  
305 – 809 – 3700**

**DECLARATION OF STATE OF LOCAL EMERGENCY**

**WHEREAS**, Chapter 252.38 (5) (e), Florida Statutes, gives authority to political subdivisions to declare and enact a State of Local Emergency for a period of up to seven (7) days, thereby waiving the procedures and formalities otherwise required of the political subdivision by law pertaining to:

1. Performance of public work and taking whatever action is necessary to insure the health, safety, and welfare of the community;
2. Enter into contracts;
3. Incurring obligations;
4. Employment of permanent and temporary workers;
5. Utilization of volunteer workers;
6. Rental of equipment;
7. Acquisition and distribution, with or without compensation, of supplies, materials and facilities;
8. Appropriation and expenditure of public funds; and

**WHEREAS**, the threat of high winds, storm surges, heavy rains, flooding and tornadoes associated with the \_\_\_\_\_ may require expedient action in order to protect the health, safety, and welfare of the community; and

**WHEREAS**, The City of Key West Resolution 20\_\_\_\_-\_\_\_\_ grants the Mayor, or his/her designee authority to declare a State of Local Emergency after consultation with the Emergency Management Director.

**NOW, THEREFORE**, as Mayor of the City of Key West, I hereby declare and enact a State of Local Emergency for all of the City of Key West, for a period of seven (7) days. Pursuant to this declaration, all procedures and formalities otherwise required of Monroe County, as listed in items 1 through 8 above are hereby waived. The Emergency Management Director is hereby ordered to take whatever prudent actions are necessary to protect the health, safety, and welfare of the community. Emergency Directives signed by the Mayor, Mayor Pro tem, Mayor's Designee or the Emergency Management Director during the State of Local Emergency have the full force of law as specified in the City of Key West Resolution 20\_\_\_\_-\_\_\_\_.

\_\_\_\_\_  
**Mayor or Designee of the City of Key West**

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

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

## **APPENDIX D CHECKLISTS**

**Emergency Management**

**City Manager**

**City Mayor or Designee**

**Public Information Officer**

**Information Technology Services**

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**72 HOURS PRIOR TO ONSET OF TROPICAL STORM CONDITIONS**

**ACTION**

**COMPLETED**

Begin KWEOC Activation

\_\_\_\_\_

Recommend City Mayor declare local  
"State of Increased Readiness"

\_\_\_\_\_

Advise City Administration to begin documentation  
of all storm related expenses

\_\_\_\_\_

Obtain info regarding Special Needs issues

\_\_\_\_\_

Participate in meetings / conference calls :  
as scheduled and announced by MCEOC

\_\_\_\_\_

Recommend City Administration complete  
readiness operations

\_\_\_\_\_

Request City Manager schedule strategy meeting with  
essential personnel / agencies

\_\_\_\_\_

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**60 HOURS PRIOR TO ONSET OF TROPICAL STORM CONDITIONS**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Monitor NHC advisories	_____
Participate in meetings / conference call as scheduled and announced by MCEOC	_____
Participate in DEM / Regional calls	_____
Brief KWEOC staff on operations / strategy	_____
Activate Emergency Information Line	_____
Contact MCEOC regarding medivac of local hospital and care facilities	_____
Monitor NWS Key West broadcast of info via NOAA Weather Radio and internet	_____
Request utilities begin emergency operations	_____
Request City departments begin emergency operations	_____
Request KWPD pre-position programmable traffic signs	_____
Confirm number and condition of buses for evacuation	_____
Request status of FIU for evacuation through MCEOC	_____

**48 HOURS PRIOR TO ONSET OF TROPICAL STORM CONDITIONS**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Monitor NHC advisories	_____
Determine Response Category / Assume Level 1 activation if not already	_____
Request Mayor declare "Local State of Emergency"	_____
Notify MCEOC of intentions and status	_____
Update City Manager, Police Chief, Fire Chief	_____
Brief KWEOC staff	_____
Participate in meetings / conference calls : as scheduled and announced by MCEOC	_____
Obtain update on Special Needs Population	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**42 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CAT 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC staff	_____
Participate in meetings / conference calls as scheduled and announced by MCEOC	_____
Contact MCEOC for information regarding Suspension of School Operations	_____

**36 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CAT 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC Staff	_____
Finalize shelter/refuge preparations	_____
Participate in meetings / conference calls as scheduled and announced by MCEOC	_____
Order Municipal Parks to be closed	_____
City buses made available to Transportation Coordinator	_____

**30 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief Mayor, City Manager, Police Chief, Fire Chief	_____
Brief KWEOC Staff	_____
Contact MCEOC to coordinate assistance to Special Needs Registrants in the City	_____
Participate in Calls / Meetings with MCEOC	_____
Conduct Meetings / calls with City Dept.'s and Local organizations – update on status, preparedness	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**24 HOURS PRIOR TO ONSET OF STORM CONDITIONS CATEFORY 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Update MCEOC on status	_____
Participate in Calls / Meetings with MCEOC	_____
Conduct Meetings / calls with City Dept.'s and Local organizations – update on status, preparedness	_____
Brief KWEOC Staff	_____
Prepare to relay MCEOC Evacuation Order for non-residents	_____

**18 HOURS PRIOR TO ONSET OF STORM CONDITIONS CATEFORY 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Monitor NWS / NHC advisories	_____
Confirm Hospital's readiness to accept Special Medical Needs patients	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**12 HOURS PRIOR TO ONSET OF STORM CONDITIONS CATEGORY 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC Staff	_____
Open Shelters	_____
Participate in Calls / Meetings with MCEOC	_____
Conduct Meetings / calls with City Dept.'s and Local organizations – update on status, preparedness	_____
Monitor NWS / NHC advisories	_____
Prepare to relay order for evacuation of vulnerable areas and structures (Mobile Homes, Live aboards, etc)	_____
Prepare to relay Route Alert Notification	_____
Open Refuges of Last Resort	_____

**6 HOURS PRIOR TO ONSET OF STORM CONDITIONS CATEFORY 1 AND 2**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC Staff	_____
Participate in Calls / Meetings with MCEOC	_____
Conduct Meetings / calls with City Dept.'s and Local organizations – update on status, preparedness	_____
Monitor NWS / NHC advisories	_____
Implement Refuge of Last Resort Plan as needed	_____

**Begin phasing out response operations**

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**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**42 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Monitor NWS / NHC advisories	_____
Brief KWEOC staff	_____
Notify all local agencies of response category	_____
Prepare to implement evacuation decision by MCEOC and airlift as directed by MCEOC	_____
Confirm Shelter status of FIU (Notify PIO)	_____
Begin Evacuation of Non-Residents as directed by MCEOC	_____
Close all non-essential city offices	_____
Advise MCEOC of closures and make public announcements	_____

**36 HOURS PRIOR TO LANDFALL – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Request order / begin general / phased evacuation in coordination with MCEOC	_____
Confirm ETA of Medivac aircraft through MCEOC	_____
Confirm hospital is prepared to transport patients to staging areas no later than 18 hours out	_____
Brief all organizations involved in airlift ops	_____
Begin evacuation of Special Needs Population	_____
Continue public announcements	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**30 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b>ACTION</b>	<b>COMPLETED</b>
Brief KWEOC staff	_____
Participate in Calls / Meetings with MCEOC	_____
Conduct Meetings / calls with City Dept.'s and Local organizations – update on status, preparedness	_____
Obtain status of Airlift ops from MCEOC	_____
Monitor Status of traffic	_____
Monitor NWS / NHC advisories	_____
Confirm status of shelter at FIU through MCEOC	_____
Begin phased evacuation of residents	_____
KWPD – limitation of inbound city traffic as ordered	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**24 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC staff	_____
Update MCEOC on preparations/status	_____
Obtain status of Medivac (aircraft should be On the ground in Key West)	_____
Assist with nursing home evacuation	_____
Monitor NWS/ NHC advisories	_____
Monitor evacuation traffic via KWPD	_____
Monitor Shelter status at FIU and other host shelters as required	_____
Coordinate with EMS regarding transportation needs to support Special Needs evacuation	_____
Broadcast public information as needed	_____
Continue phased evacuation of residents	_____
KWPD – stop un-authorized inbound city traffic as ordered	_____

**1 GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**8 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC staff	_____
Update MCEOC on preparations/status	_____
Monitor status of Medivac (aircraft should be on the ground in Key West)	_____
Monitor nursing home evacuation	_____
Monitor NWS/ NHC advisories	_____
Monitor evacuation traffic via KWPD	_____
Monitor Shelter status at FIU and other host shelters as required	_____
Coordinate with EMS regarding transportation needs to support Special Needs evacuation	_____
Broadcast PAR's and public information as needed	_____
Review Refuge of Last Resort procedures	_____
KWPD – stop un-authorized inbound city traffic as ordered	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**12 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Update MCEOC on preparations/status	_____
Obtain status of Medivac (aircraft should be departing)	_____
Monitor nursing home evacuation	_____
Monitor NWS/ NHC advisories	_____
Monitor evacuation traffic via KWPD	_____
Monitor Shelter status at FIU and other host shelters as required	_____
Coordinate with EMS regarding transportation needs to support Special Needs evacuation	_____
Broadcast PAR's and public information as needed	_____
Identify Refuge of Last Resort shelter locations	_____
Begin Phase-Out of general evacuation, prepare locations for PIO broadcast	_____
Prepare for recovery operations	_____

**GENERAL PREPARATIONS EMERGENCY MANAGEMENT COMMAND STAFF**

**6 HOURS PRIOR TO ONSET OF STORM CONDITIONS – CATEGORY 3 , 4, or 5**

<b><u>ACTION</u></b>	<b><u>COMPLETED</u></b>
Brief KWEOC staff	_____
Obtain Status of Shelters, evacuation traffic	_____
Confirm departure of airlift	_____
Implement Refuge of Last Resort procedures	_____
Monitor NWS / NHS advisories	_____
Brief MCEOC	_____
Phase out response operations, ensure field response units are in safe locations	_____
Prepare for recovery operations	_____

CITY MANAGER

72 HOUR CHECKLIST –ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Schedule strategy meeting with key personnel.
		2. Brief City Mayor & Vice Mayor on time frame of possible declaration of “State of Local Emergency”.
		3. Recommend to City Mayor that “State of Increased Readiness” be declared.
		4. Authorize implementation of actions within 72 hour time frame.
		5. Direct staff to know whereabouts of key personnel.
		6. Preside over strategy meetings.
		7. Commit available resources to relieve reported implementation problems.
		8. Begin log documenting expenses as result of response.
		9. Additional items:

CITY MANAGER

60 HOUR CHECKLIST –ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions in this time frame.
		2. Schedule & preside over strategy meeting.
		3. Begin implementation of pre-evacuation operations.
		4. Advise County of City’s actions.
		5. Assign personnel to participate in strategy meetings at County level.
		6. Additional items:

CITY MANAGER

48 HOUR CHECKLIST –ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Additional items:

CITY MANAGER

48 HOUR CHECKLIST –CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Schedule & preside over strategy meetings.
		3. Additional items:

CITY MANAGER

36 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Additional items:

CITY MANAGER

30 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Additional items:

CITY MANAGER

24 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Attend strategy meeting with County to finalize joint "Declaration of a State of Local Emergency".
		2. Suspend normal City operations.
		3. Additional items:

CITY MANAGER

18 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions associated with evacuation.
		2. Additional items:

CITY MANAGER

12 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize actions associated with evacuation order.
		2. Attend strategy meeting to issue “Declaration of a State of Local Emergency” & other directives.
		3. Additional items:

CITY MANAGER

6 HOUR CHECKLIST – CATEGORY 2 OR SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of procedures to phase out response operation.
		2. Advise City personnel to take shelter or evacuate.
		3. Begin preparations for recovery operations.
		4. Additional items:

CITY MANAGER

48 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Schedule & preside over strategy meeting.
		3. Direct all City personnel to proceed with hurricane preparations.
		4. Additional items:

CITY MANAGER

36 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame, including suspension of normal City operations.
		2. Schedule strategy meeting to finalize preparations for evacuation.
		3. Additional items:

CITY MANAGER

30 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Recommend City Mayor make declarations and issue emergency evacuation directives.
		2. Authorize implementation of actions taken in this time frame.
		3. Additional items:

CITY MANAGER

24 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Direct non-essential personnel to evacuate.
		3. Direct essential recovery personnel to report to FIU
		4. Additional items:

CITY MANAGER

18 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize implementation of actions taken in this time frame.
		2. Schedule strategy meeting to phase out evacuation and transfer of City personnel.
		3. Additional items:

CITY MANAGER

12 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Authorize actions associated with phase out of evacuation.
		2. Begin review of procedures for immediate recovery.
		3. Schedule and preside over strategy meeting to finalize evacuation, begin phase out of evacuation, make preparations for immediate recovery.
		4. Coordinate the move of core personnel to County EOC.
		5. Additional items:

CITY MANAGER

6 HOUR CHECKLIST – CATEGORY 3 OR GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Prepare for recovery operations.
		2. Additional items:

CITY MAYOR or DESIGNEE

72 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Remain in contact with City Manager & Fire Chief.
		2. Declare a “State of Increased Readiness”.
		3. Participate in strategy meetings.
		4. Begin log documenting expenditures as a result of response.
		5. Additional items:

CITY MAYOR or DESIGNEE

60 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE  
48 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE  
48 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

36 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

30 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

24 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives, including “State of Local Emergency”.
		3. Additional items:

CITY MAYOR or DESIGNEE

18 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

12 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

6 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Evacuate to County EOC.
		3. Issue necessary emergency directives.
		4. Additional items:

CITY MAYOR or DESIGNEE

48 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives, including “State of Local Emergency”.
		3. Additional items:

CITY MAYOR or DESIGNEE

36 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Declare a “State of Local Emergency”, if not done.
		4. Additional items:

CITY MAYOR or DESIGNEE

30 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Order evacuation of mobile home/RV residents.
		3. Issue necessary emergency directives.
		4. Additional items:

CITY MAYOR or DESIGNEE

24 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

18 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Additional items:

CITY MAYOR or DESIGNEE

12 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Issue necessary emergency directives.
		3. Prepare to move City operations to County EOC.
		4. Additional items:

CITY MAYOR or DESIGNEE

6 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Prepare for recovery operations.
		2. Additional items:

PUBLIC INFORMATION OFFICER  
72 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Assist County in broadcast of info on radio stations.
		2. Prepare rumor control station at City offices.
		3. Respond to calls from public.
		4. Begin log documenting expenses as result of response.
		5. Additional items:

PUBLIC INFORMATION OFFICER  
60 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Participate in strategy meetings.
		2. Distribute advisories to the media.
		3. Monitor TV, radio, and printed releases & reports.
		4. Staff, manage, & monitor rumor control line.
		5. Additional items:

PUBLIC INFORMATION OFFICER  
48 HOUR CHECKLIST – ALL STORMS

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue to distribute info to media & public.
		2. Continue rumor control line.
		3. Additional items:

PUBLIC INFORMATION OFFICER  
48 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Release info on decision to implement procedures for category 2 or smaller storm.
		2. Continue distribution of info to media & public.
		3. Continue rumor control line.
		4. Additional items:

PUBLIC INFORMATION OFFICER

36 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue distribution of info to media & public.
		2. Continue rumor control line.
		3. Additional items:

PUBLIC INFORMATION OFFICER

30 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue distribution of info to media & public.
		2. Continue rumor control line.
		3. Participate in strategy meetings.
		4. Additional items:

PUBLIC INFORMATION OFFICER

24 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Support officials as they prepare releases concerning evacuation.
		2. Participate in joint press conference within County for delivery of "State of Local Emergency".
		3. Verify continued broadcast of shelter info & preparedness info to media.
		4. Maintain operation of rumor control lines.
		5. Additional items:

PUBLIC INFORMATION OFFICER

12 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Maintain operation of rumor control line.
		2. Additional items:

PUBLIC INFORMATION OFFICER

6 HOUR CHECKLIST – CATEGORY 2 or SMALLER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Discontinue City PIO operation & relocate to County EOC.
		2. Additional items:

PUBLIC INFORMATION OFFICER

48 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Release info regarding decision to implement procedures for category 3 or greater storm.
		2. Continue distribution of info to media and public.
		3. Continue 24 hour operation of rumor control line.
		4. Additional items:

PUBLIC INFORMATION OFFICER

36 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue distribution of info to media & public.
		2. Continue operation of rumor control line.
		3. Participate in strategy meetings.
		4. Additional items:

PUBLIC INFORMATION OFFICER

30 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue distribution of info to media & public.
		2. Continue rumor control line.
		3. Participate in strategy meetings.
		4. Additional items:

PUBLIC INFORMATION OFFICER

24 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue rumor control line.
		2. Additional items:

PUBLIC INFORMATION OFFICER

18 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue rumor control line.
		2. Additional items:

PUBLIC INFORMATION OFFICER

12 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Continue rumor control line.
		2. Prepare to move to County EOC.
		3. Additional items:

PUBLIC INFORMATION OFFICER

6 HOUR CHECKLIST – CATEGORY 3 or GREATER STORM

Event: \_\_\_\_\_

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

<u>Completed</u>	<u>Time</u>	
		1. Assist County POIs
		2. Prepare for recovery operations.
		3. Additional items:



X. INFORMATION TECHNOLOGY SERVICES

XI. PREPAREDNESS / PRE-EVENT

<u>Completed</u>	<u>Time</u>	
		1. Review the Emergency-Related Functions and Activities for the City Response Plan.
		2. Prepare to begin response actions at or before Alert (@ 72 hours)
		3. Implement emergency procedures for computer equipment and data back up and direct Village personnel to follow emergency computer process.
		4. Provide information, computer, and graphics support to the EOC.
		5. Initiate and maintain emergency log generally beginning at 72hrs.
		6. If assigned, participate in activities required under Emergency Support Functions, (ESF #5) Information and Planning and ESF #7 Resource Support, and other ESF's, as required.

**APPENDIX E – RELEVANT PRESENT AND HISTORICAL DATA**

- Saffir-Simpson Scale
- Historical storm surge flood data

**XII. SAFFIR – SIMPSON HURRICANE SCALE**

Category DAMAGE	CENTRAL PRESSURE		WIND	*STORM SURGE	WIND KTS	
	Millibars	Inches	mph			
1	Less than 980	28.94	74-95	3-6 FT	64-83	Minimal
2	965-979	28.50 – 28.91	96-110	4-8 FT	84-96	Moderate
3	945-964	27.91 – 28.47	111-130	5-10 FT	97-113	Extensive
4	920-944	27.17 – 27.88	131-155	6-12 FT	114-135	Extreme
5	Below 920	Below 27.17	Above 155	7-14 FT	153	Catastrophic

- Florida Keys storm surge range